

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

June 11, 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

There was none.

3. Approval Of The Agenda

Motion: MOVE TO APPROVE THE AGENDA., **Action:** Approve, **Moved by** Board Member Ray Lacy, **Seconded by** Board Member Shellie Severa. **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 Ray Lacy, **Seconded by** Board Member Shellie. **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. FY 2019/2020 Budget Update, Revenues Received To Date and Expenses To Date

City Manager Daphne Hooper gave an update of the budget for grant cycle Round 1, stating that in the budget there are \$44,000 for grants plus additional \$22,000 for potential grants. Ms. Hooper explained how the funds are collected and allocated.

6. Review, Discussion, and Possible Action on grant application requests submitted for FY 20/21 Round One, July-December Grant Cycle:

City Manager Daphne Hooper explained the process from posting of the grant availability, application process, flow of today's meeting and move to award the grant funds.

a. Fernley Community Foundation

Cody Wagner, Chair of the Fernley Community Foundation presented this item, stating that the funds being applied for would cover PR efforts such as advertising, promotion, and print services for the December grand opening of the Fernley Senior Center. Board Member Ray Lacy and Board Member Albert Torres asked for clarification on the funds that Lyon County have provided to the Foundation. Chairwoman Fran McKay stated that in the past the band has been funded by other means and asked if it can be funded by FCTA funds. City Manager Hooper covered allowable uses of FCTA funds. Chairwoman McKay asked if overnight stays are expected by event attendees.

b. Wreaths Across America 2020

Bret Palmer President of Northern Nevada Veterans Coalition presented this item. Sharon Serenko was available for questions. Board Member Albert Torres asked about using reusable wreaths and how the live wreaths get disposed of. Board Member Ray Lacy asked about advertisement. Mr. Palmer answered questions.

c. Battle Born Rangers 2

Johnny Lang [on the phone] due to present this item stated that the organization decided to cancel the September Roop County Days event

earlier in the day, due to COVID 19. Mr. Lang withdrew the organization's application from this grant cycle round.

d. Fern 45 Grant Applications 2020

Koreena Warkentin and Donnia Herrera [on the phone] presented this item using attached presentation. Board Member Ray Lacy asked how many rooms fill up during the event. Ms. Warkentin and Ms. Herrera answered questions.

City Manager Hooper instructed the board on the voting process.

Break from 6:56 pm to 7:00 pm.

City Manager Hooper summarize the proposed award averages.

Board Member Lacy and Board Member Torres spoke about the use of FCTA funds for advertising.

Chairwoman McKay stated she would like to change her award total for Wreaths Across America.

City Manager Hooper suggested changing the average amounts instead of instead of individual amounts.

Chairwoman McKay asked that the award amount for Wreaths Across America be increased.

Motion: MOVE TO RAISE THE AVERAGE AMOUNT FOR WREATHS ACCROS AMERICAN TO \$8,000.00, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Albert Torres.

Board Member Shellie Severa suggested that the board award equal amounts to all applicants; raising the amount to be awarded to Wreaths Across America to \$8,800.00.

Amended Motion: MOVE TO AWARD EVERY APPLICANT AN EQUAL AMOUNT OF \$8,800.00, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded 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.

City Manager Hooper stated her office would be calling the applicants to move forward with the application process, and for applicants to contact her office if they have any questions.

7. Discussion and Possible Action to establish grant guidelines, amount, and procedures for the distribution of Transient Lodging Funds for local businesses affected by the COVID-19 pandemic for grant period July 1 - December 31, 2020.

City Manager Hooper explained that this item was intended as a discussion regarding the residual funds for this grant cycle and a possible action to award these funds to businesses that have been affected by COVID-19. She stated that after the awarded \$26,400.00 to applicants of Round 1 Cycle, \$39,600.00 remain. She explained that the City met with Mindy Elliot and bank officials to get feedback on the application process, project focus, and advertisement; to get the grant application modeled after the PPP program.

Board Member Torres explained that the guidelines and criteria for applicants would include that businesses had to shut doors and provided no curbside or delivery; that they were not home businesses; that they did not receive federal funding or credit company assistance; that they were in good standing on taxes, not behind on licenses or utilities; that they not be new business, but established ones opened for at least 12 months prior. He stated that one of the goals is to help educate businesses on programs that are available, and that the City is working with the Chamber of Commerce to achieve this. City Manager Hooper interjected that the parameters being set aim to make the biggest impact possible.

Chairwoman McKay spoke against using the first-come-first-serve basis and spoke in favor of awarding the most qualified.

Board Member Severa spoke in favor of awarding the funds based on a practical, no feelings approach.

Board Member Lacy spoke in favor of waiving business license fees to all businesses instead of awarding funds to specific businesses.

Board Member Severa spoke against placing any limitations on how the awarded funds should be spent.

Board Member Torres spoke against waiving business license fees.

Motion: MOVE TO AWARD FUNDS TO 30 APPLICANTS ON A FIRST COME FIRST SERVE BASIS, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Shellie Severa.

Chairwoman McKay spoke against awarding funds on a to first-come-first-serve basis.

Board Member Lacy spoke in favor of having a \$500.00 award cap per applicant, so more applicants get awarded funds.

Board Member Torres asked for the board to move forward with a vote.

Chairwoman McKay asked if the motion was to award the full remaining funds and asked that the motion be clarified.

Amended Motion: MOVE TO USE THE FCTA \$39,600.00 TO BE AWARDED EVENLY TO 30 APPLICANTS ON A FIRST COME FIRST SERVE BASIS, **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Shellie Severa. **Vote:** Motion passed by unanimous roll call vote (**summary:** Yes = 4, No = 1). **Yes:** Board Member Stan Lau, Board Member Albert Torres, Chairwoman Fran McKay, Board Member Shellie Severa. **No:** Board Member Ray Lacy.

Motion: MOVE TO APPROVE THE CRITERIA FOR AWARD TO INCLUDE BUSINESSES THAT HAD TO COMPLETELY SHUT DOORS, NOT OPEN TO ANY BUSINESS AT ALL; NO HOME BASED BUSINESSES; CANNOT HAVE RECEIVED

ANY FEDERAL, STATE OR CREDIT COMPANY ASSISTANCE; GOOD STANDING WITH THE CITY, SECRETARY OF STATE AND THE IRS; TO BE AWARDED ON A FIRST-COME-FIRST-SERVE BASIS; BUSINESS MUST HAVE BEEN OPEN AT LEAST TWELVE MONTHS PRIOR TO COVID SHUT DOWN ON 3/15/2020, **Action:** Approve, **Moved by** Board Member Albert Torres, **Second by** Board Member Stan Lau. **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.

Chairwoman McKay and City Manager Hooper asked to have a meeting scheduled for the board to go over the specifics of this item to include information from the Chamber and bank officials.

8. Reports by staff and board members

Board Member Torres reported that he finished his business degree and business management degree.

Board Member Severa reported that she retired.

Chairwoman McKay stated that she is impressed by voter participation this year.

9. Address Request(s) For Future Agenda Items

Chairwoman McKay requested a FCTA special meeting to be scheduled in July.

10. Public Forum

There was none.

There being no further business to come before it, the Fernley Convention and Tourism Authority meeting adjourned at 7:48 pm.

Approved by the Fernley Convention and Tourism Authority on July 7, 2020 by a vote of:

AYES: 5 NAYS: 0 ABSTENTIONS: 0 ABSENT: 0

R Gesser

ATTEST:

Frances L McKay
Chairwoman Fran McKay