

ARTICLE IV. - CITY CONVENTION AND TOURISM AUTHORITY

Sec. 2.09.31. - City convention and tourism authority board established.

The city convention and tourism authority board, consisting of the voting members of city council, is established. The term of office shall coincide with the term of office of the city councilmembers.

(Prior Code, § 2.04.01)

Sec. 2.09.32. - Rules of procedure.

The city council shall adopt procedural rules governing the transaction of its business and for disbursement of funds collected by the city transient lodging tax. The rules of procedure shall include provisions for the date, time, and place of regular meetings for the city council to convene as the board. Provisions shall be made for maintaining minutes of board meetings and records of all board reports, conclusions, and recommendations. The rules of procedure shall provide for the appointment of board officers, which shall include chairperson and vice-chairperson. The rules of procedures shall provide that all board meetings shall be open to the public and that notice of meetings shall comply with the Nevada Open Meeting Law, to the extent proceedings of the board are governed by such law. The rules of procedure shall address receipt and processing of citizen proposals and requests.

(Prior Code, § 2.04.02)

Sec. 2.09.33. - City convention and tourism authority board.

The city council sitting as the city convention and tourism authority board is authorized to take the following actions:

- (1) On behalf of the city, encourage, conduct, sponsor, or cosponsor programs to encourage tourism and economic development.
- (2) To analyze the viability, feasibility, and appropriateness of funding requests from applicants for funds from the city or sponsorship by the city for activities to encourage tourism within the city.
- (3) Allowable uses for the requests for funds from the city council sitting as the city convention and tourism authority board by outside agencies shall be considered and used for:
 - a. Advertising the resources of the city;
 - b. Advertising available accommodations (hotels, motels, restaurants, etc.) within the city;
 - c. Advertising available transportation (bus, air, etc.);
 - d. Advertising special events;
 - e. Advertising natural resources and climate; and
 - f. Reimbursements of budgeted expenses for special events, which have been approved by the board.
- (4) Leftover funds remaining at the end of the calendar year shall transfer to:
 - a. Next calendar year for the next grant cycle; or
 - b. Roll-over to the convention/civic center fund.
- (5) To take such other actions as the city council may direct from time to time.

(Prior Code, § 2.04.03)

Sec. 2.09.34. - Meetings and staff services.

- (a) The city council sitting as city convention and tourism authority board shall meet regularly, at least semi-annually with the date, time, and place of regular meetings to be determined. Board meetings shall be open to the public and written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the board.
- (b) The city manager's office shall be responsible for providing administrative and staff services for the board and may assign the city clerk to provide support services.
- (c) The city manager or his or her designee shall make a report to the city council sitting as city convention and tourism authority board annually during the budget process. The report shall include:
 - (1) Amount of funds generated by the transient lodging tax;
 - (2) Number and type of grant applications received by the FCTA board;
 - (3) Grant recipient's information including, but not limited to, the name of event, grant amount, purpose(s) of grant, success of event (approximate number of attendees, room nights generated by event);
 - (4) A list of potential projects, studies, or initiatives which the city council sitting as city convention and tourism authority board may consider during the coming fiscal year and which may require staff assistance to undertake and complete along with a justification for each;
 - (5) Status of city convention/civic center.
- (d) The city manager or his or her designee shall process the applications for fund disbursement to outside agencies. The finance director shall distribute funds pursuant to policy upon award of funds by the board.

(Prior Code, § 2.04.04)

Sec. 2.09.35. - Budget.

- (a) City convention and tourism authority board programs and operating expenses shall be funded from the city's special revenue fund generated by the transient lodging tax, grants, donations and admission charges. The city manager's office shall be responsible for submitting the annual operating budget to the city treasurer, mayor and city council.
- (b) Disbursement of funds. Disbursement of funds to outside agencies shall not exceed 40 percent of the revenue generated by the transient lodging tax.
- (c) Convention/civic center. At least 60 percent of the funds generated by the transient lodging tax will be used for the construction, operation, and maintenance of the city convention/civic center.
- (d) The distribution of funds and allowed uses of funds generated by the transient lodging tax may be amended by resolution of the city council.

(Prior Code, § 2.04.05; Ord. No. 2011-005)