

**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: 3      NAYS: 0      ABSTENTIONS: 0      ABSENT: 2



ATTEST:

  
Chairwoman Fran McKay