

Item #23

**City of Carson City  
Agenda Report**

**Date Submitted:** June 22, 2010

**Agenda Date Requested:** July 1, 2010

**Time Requested:** 1 hour 15 minutes

**To:** Board of Supervisors

**From:** Larry Werner, City Manager

**Subject Title:** Action to appoint three members to the Convention & Visitors Bureau for two year terms that will expire in July 2012. (Larry Werner)

**Staff Summary:** Nevada Revised Statute (NRS) 244A.599 provides for the Board of Supervisors to appoint five representatives to the fair and recreation board, known as the Convention & Visitors Bureau. There are three positions open due to existing members terms expiring. One representing the Hotel/Motel operators, one representing Commercial interests (other than Hotel/Motel) and one representing the Citizens-at-large. There are six applicants.

**Type of Action Requested:** (check one)

Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to appoint \_\_\_\_\_ to represent the Hotel/Motel operators, \_\_\_\_\_ to represent Commercial interests and \_\_\_\_\_ to represent the Citizens-at-large to the Carson City Convention & Visitors Bureau for two year terms expiring July 2012.

**Explanation for Recommended Board Action:** There are three openings on the Carson City Convention & Visitors Bureau due to a current members terms expiring. There are six applicants as follows;

Hotel/Motel position

Dwight Millard (seeking reappointment)

Commercial interest position

Stephen Lincoln (seeking reappointment)

Sean Lehmann

Citizen-at-large

Delsye Mills (seeking reappointment)

Donna Inversin

Steven Lasco

**Applicable Statute, Code, Policy, Rule or Regulation:** N.R.S 244A.599

**Fiscal Impact:** None

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** Reopen the position announcement for additional applicants.

**Supporting Material:** Requests for reappointment, applications, roster, recruitment announcement, N.R.S. 244A.599

**Prepared By:** Rose Gardner, Management Assistant

**Reviewed By:**

(City Manager)

Date: 6/22/10

Mooreen Scully  
(District Attorney)

Date: 6/22/10

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**Rose Gardner - Application for Carson City Convention and Visitors Bureau.**

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**From:** "Dwight C Millard" <dwight@millardrealty.com>  
**To:** "Rose Gardner" <RGardner@ci.carson-city.nv.us>  
**Date:** 5/11/2010 3:50 PM  
**Subject:** Application for Carson City Convention and Visitors Bureau.

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Rose: Please enter my name on the potential list of applicants for a the Hotel Position on the Carson City Convention and Visitors Bureau.

Thank you for your assistance. dwight



MAY 17 2010

Stephen F. Lincoln,  
CRS, ABR, GRI  
Broker / Salesman

To: Carson City Supervisors

Re: Request to be reappointed to the Carson City Convention & Visitors Bureau

I was first appointed in 2006 to this position. I wish to be reappointed for another two year term.

I am committed to service on this board and have missed only one meeting since being appointed.

I have been a very active member in representing the Carson City Convention & Visitors Bureau and have participated in several Golf shows, representing the "Divine 9" in California, Oregon, Texas and Vancouver B.C., promoting the features and benefits of the Carson City area..

I have been a driving force for the V & T Railroad project and have been involved with it for many years. I feel that this historical and family attraction will greatly benefit our tourist visits.

I would like to continue to be a part of the Carson City Convention & Visitors Bureau, so I can work to increase tourism in this area, through projects that are ongoing and have shown benefit in addition to consideration of new ideas and events.

Sincerely,

Stephen Lincoln

**RE/MAX**® Realty Affiliates

2310 S. Carson, Suite 1  
Carson City, NV. 89701  
Office: (775) 841-1000 Fax: (775) 841-1004  
Email: [Stephen@carsoncityhomes.com](mailto:Stephen@carsoncityhomes.com)  
Outside Nevada: (800) 521-0311  
Each office is independently Owned and Operated

MAY 10 2010

May 10, 2010

TO WHOM IT MAY CONCERN:

It is my intension to serve another 2 years on the CCCVB board. These past 2 years have been more or less a teaching period and I am now feeling very confident in my role as a productive board member.

I am currently holding the position of Secretary/Treasure and am representing the CCCVB board as a commissioner for the Carson City Arts Commission.

Thank You for your consideration.

*Delsye Mills*

Delsye Mills  
Citizen at Large, CCCVB board.  
775-883-1532  
3967 Southpointe Dr.  
Carson City, NV 89701

# Carson City Application for Appointive/Volunteer Position

APR 22 2010

Please print or type

Title of Board or Commission: Convention and Visitor's Bureau

Title of Position: <sup>1)</sup> Commercial Interest OR <sup>2)</sup> Citizen at large

Name: Lehmann Sean L

Address: 25660 Bedford Way Carson City NV 89703  
Street City State Zip

Occupation/Business: Podiatrist / Medical Office

Telephone: Work- 884-1800 Home- 882-3150 Cell- 4150-5469 E-mail- lehmann.dpm@gmail.com

How long have you lived in Carson City: 10 Are you an active Carson City Registered Voter: yes

**NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION**

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
Des Moines University	Medical	Doctor of Pod Medicine
Des Moines University	Administration	Master's
Univ. of Utah	Pre- Med	B.S.

**List any Professional License and/or Certifications you hold.**

(List license #'s with each license)

NV Board of Podiatric Medicine #0006

**1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.**

Heavy user of both indoor and outdoor recreation in area. Would like to see our assets in Carson City marketed. I have also been to many other areas in the U.S. and abroad = broad

**2. List the Community Organizations in Which You Have Participated and Describe your Participation.**

Parks and Recreation Commission Member  
Guest Speaker "Know your world" Cc. Library.  
Guest Speaker Carson Tahoe diabetes wellness.

3. List Your Affiliation With Professional or Technical Societies. (if required)

Various affiliations through my line of work

4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain

NO

Business in Carson City Area: Medical Office

Length of time in Business: 10 yrs.

Personal/Professional References:

Name	Address	Telephone #
Jeff Justice	2559 Bedford Way CC, NV	841-6366
Donna Curtis	600B Norfolk Dr. CC, NV	884-3037

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

4/22/10

Date

You May Attach More Information \*\* NOTE: Out of Country from

All Applications are Public Information

June 4-13

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Return directly to: Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100, Fax 887-2286  
Email: [rgardner@ci.carson-city.nv.us](mailto:rgardner@ci.carson-city.nv.us)

## **Carson City Application for Appointive/Volunteer Position**

*Please print or type*

APR 22 2010

Title of Board or Commission: Convention & Visitors Bureau

Title of Position: citizen-at-large

Name: Inversin      First: Donna      Middle Initial: N.  
Last:

Address: **1605 N. Nevada St.** **Carson City** **NV** **89703**  
**Street** **City** **State** **Zip**

Occupation/Business: R.N.

Telephone: Work- 775.841.7134 Home- Cel- 775.315.6763

E-mail- [d\\_inversin@yahoo.com](mailto:d_inversin@yahoo.com)

How long have you lived in Carson City: **3.5 years** Are you an **active** Carson City Registered Voter: **Yes**

*Note: only complete if a degree is required for this position*

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

**List any professional license(s) and or certification(s):**

License/Certification	License/Certification #
Registered Nurse	

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I have a lot of experience with large working committees, development of plans, and conflict resolution. I have been actively involved in community organizations both in Nevada and California for all of my adult life.

I would love to see Carson City become THE gateway for outdoor recreation in this area.

2. List the community organizations in which you have participated and describe participation.

Muscle Powered - Secretary and Walk Leader

#### We Can - Cochair for Special Events

Sierra Club - Certified Outings Leader

Simi Valley High School Band Boosters - Ran the snack shack for football and basketball games and served as President.

3. List your affiliation with professional or technical societies. (if required for the Position)

4. Do you anticipate any potential conflicts of interest?  If yes, please explain.

Anne Macquarie and I have been planning to write a book on walking and hiking trails in and around Carson City for the Convention and Visitors Bureau.

Business in Carson City Service Area:

Length of time in Business:

Personal/Professional References:

Name	Address	Telephone #
Anne Macquarie	700 Wagner Drive, Carson City 89703	775.882.4898
Donna Curtis	608 Norfolk Drive, Carson City 89703	775.8843037
Joyce Buckingham	212 E Winnie Lane, Carson City 89703	775.884.2269

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

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Signature of Applicant

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Date

**You may attach more information.**

**All applications are public information.**

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Mail directly to Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 Fax(775)887-2286

**MAY 27 2010**

**Carson City Application for Appointive/Volunteer Position**

*Please print or type*

**Title of Board or Commission:** Carson City Convention & Visitors Bureau

**Title of Position:** Citizen-At-Large Commissioner

<b>Name:</b> Lasco	Steven	<b>R</b>	
Last	First	Middle Initial	
<b>Address:</b> 1431 N. Stewart Street	Carson City	NV	89706-3051
Street	City	State	Zip

**Occupation/Business:** Marketing Associate, Lumos & Associates, Inc.

**Telephone:** Work- 775.883.7077      **Home-** 530.208.8205      **Cell-** 530.208.8205

**E-mail-** tahoewordsmith@yahoo.com

**How long have you lived in Carson City:** 2 y 8 m      **Are you an active Carson City Registered Voter:** YES

**Note:** only complete if a degree is required for this position

<b>College, professional, vocational or other schools attended</b>	<b>Major Subject</b>	<b>Degree Conferred</b>
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**List any professional license(s) and or certification(s):**

<b>License/Certification</b>	<b>License/Certification #</b>
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**1.** Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

Offering my 30+ years of writing, public relations, and marketing experience along with my desire to assist Carson City to compete and prosper in today's challenging global marketplace, I am certain that I can make a positive impact on the CCCVB and help lead the transition of our economic engines from traditional to developing entities while maintaining established businesses and recent gains Downtown.

**2.** List the community organizations in which you have participated and describe participation.

Appointed to Carson City Parks & Recreation Commission, 11/2007 for 4-year term; currently serve as Vice Chair. Promoting healthy activities for all citizens & visitors. Working with WNC to secure Volunteer Coordinator at no cost to the City.

Current member of the Chamber of Commerce's 2010 Leadership Class.

Member of Carson City Host Lions Club, 2009-present; one-year term as Director effective June 2010.

3. List your affiliation with professional or technical societies. (if required for the Position)

4. Do you anticipate any potential conflicts of interest? No If yes, please explain.

Business in Carson City Service Area: Lumos & Associates, Inc., Multidisciplinary Civil Engineering

Length of time in Business: 32 years (with firm 2 y 11 m)

**Personal/Professional References:**

Name	Address	Telephone #
Charles Macquarie, P.E.	800 E. College Parkway, CC, NV	775.883.7077
Barry "Buzz" Fitzpatrick, P.L.S.	800 E. College Parkway, CC, NV	775.883.7077
Thomas W. Young, P.E.	800 E. College Parkway, CC, NV	775.883.7077

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

  
\_\_\_\_\_  
Signature of Applicant

5-27-2010  
\_\_\_\_\_  
Date

**You may attach more information.**

**All applications are public information.**

**Applications not acted upon will expire after two years from date submitted unless renewed by applicant.**

Mail directly to Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 Fax(775)887-2286

## CONVENTION AND VISITOR'S BUREAU MEMBERSHIP

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
Stephen Lincoln (Business) 5600 Goni Road Carson City, NV 89706 841-1000 (w) 884-0453 (h) 742-2858 Email: <a href="mailto:Stephen@carsoncityhomes.com">Stephen@carsoncityhomes.com</a>	Initial Term 7/06 Reappt. 7/08	7/2010
Molly Walt (BOS) 201 N. Carson #2 Carson City, NV 89701 887-2100 (w) 883-0342 (h) 297-5007 (c) Email: <a href="mailto:mwalt@ci.carson-city.nv.us">mwalt@ci.carson-city.nv.us</a>	Initial Term 1/09	12/2010
Terrie McNutt (Motel/Hotel) 525 Pioche St. Carson City, NV 89701 887-9900 (w) 882-4181 (h) 560-5740 (c) Email: <a href="mailto:terriemcnutt@sbcglobal.net">terriemcnutt@sbcglobal.net</a>	Partial Term 1/09 Reappt 7/09	7/2011
Delsye Mills (Citizen-at-large) 3967 Southpointe Dr. Carson City, NV 89701 886-7410 (w) 883-1532 (h) 772-5237 Email: <a href="mailto:cdmillsccnv@aol.com">cdmillsccnv@aol.com</a>	Initial Term 7/08	7/2010
Dwight Millard Chair Millard Realty (Hotel/Motel) 2989 Hwy 50 East Carson City, NV 89701 882-5000 (w) 882-1618 (fax) Email: <a href="mailto:dwight@millardrealty.com">dwight@millardrealty.com</a>	Initial Term 1/92 Reappt. 7/94, 6/96, 7/98 7/00, 6/02, 7/04; 7/06, 7/08	7/2010

ADVISOR

Charlie Cockerill, Attorney  
415 W. Second Street  
Carson City, NV 89703

EXECUTIVE DIRECTOR

Candace Duncan  
1900 S. Carson St. #200  
Carson City, NV 89701  
687-7410 (w) 883-5818 (h)

**AUTHORITY:** N.R.S. 244A.599 requires 2-year terms with five members. One representative from the Board of Supervisors, two from the hotel/motel industry, one from other commercial interests, and one citizen-at-large.

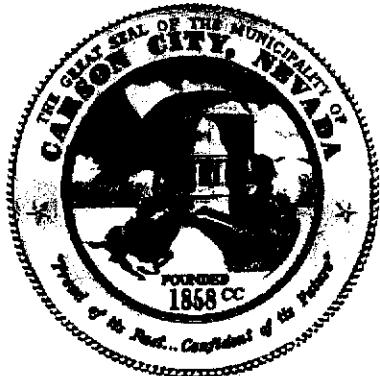
**MEETINGS:** Meets 2<sup>nd</sup> Monday of every month at 4:00 p.m. in the Sierra Room.

**PURPOSE:** To establish Carson City as a destination in order to draw more visitors and increase their length and frequency of stay and additionally to enhance revenues to provide funding and facilities for the local recreation.

**TYPICAL DUTIES:**

- Attend meetings every month for approximately two hours to approve monthly operating bills & activities.
- Hear and decide on requests for funding of special projects and grant requests & establish policies and procedures.
- Assist in the development of marketing and public relation plans.
- May be required to attend public functions on behalf of the Convention and Visitors Bureau.

**Coordinator: Candace Duncan, Carson City Convention and Visitors Bureau.**



## CARSON CITY CONVENTION AND VISITORS BUREAU BOARD

The Carson City Board of Supervisors is seeking applications from persons interested in serving on the Carson City Convention and Visitor's Bureau Board. This Committee oversees all tourism matters within Carson City. Meetings are held the 2<sup>nd</sup> Monday of every month at 4:00 p.m. at the Community Center in the Sierra Room. Applicants must be willing to serve approximately six to eight hours a month. **There are three positions open, one in each of the following categories for two year terms to expire July, 2012:**

*Commercial interest (other than Hotel/Motel)*  
*Citizen-at-Large*  
*Hotel/Motel Industry*

The Board of Supervisors shall appoint qualified persons to the board. Members must be residents and registered voters of Carson City. **Applications will be accepted until May 27, 2010.**

*Let it be known that all applications submitted to this office for these positions will be considered public information.*

Volunteer applications may be obtained from our website or by contacting:

**CARSON CITY EXECUTIVE OFFICES**  
201 N. Carson Street #2  
Carson City, Nevada 89701  
(775) 887-2100 FAX 887-2286  
E-Mail [rgardner@ci.carson-city.nv.us](mailto:rgardner@ci.carson-city.nv.us)  
Web Page <http://www.carson-city.nv.us>  
**AN EQUAL OPPORTUNITY EMPLOYER**

**NRS 244A.599 County fair and recreation boards: Creation; number, appointment and terms of members in county whose population is less than 100,000.**

1. Whenever the board of county commissioners of any county or the Board of Supervisors of Carson City desires the powers granted in NRS 244A.597 to 244A.655, inclusive, to be exercised, it shall, by resolution, determine that the interest of the county and the public interest, necessity or desirability require the exercise of those powers and the creation of a county fair and recreation board therefor, pursuant to the provisions of NRS 244A.597 to 244A.655, inclusive. After approval of the resolution, the county or city clerk shall:

(a) Cause a copy of the resolution to be published promptly once in a newspaper published in and of general circulation in the county or city; and

(b) In the case of a county, cause a certified copy of the resolution to be mailed by registered or certified mail to the mayor or other chief executive officer of each incorporated city within the county.

2. In counties whose population is 100,000 or more, the county fair and recreation board must be selected as provided in NRS 244A.601 or 244A.603.

3. In counties whose population is less than 100,000, and in which there are more than two incorporated cities, each incorporated city, except an incorporated city which is the county seat, must be represented by one member and any incorporated city which is the county seat must be represented by four members. Within 30 days after the day of publication of the resolution or the day on which the last of the copies of the resolution was mailed, whichever day is later, the mayor or other chief executive officer shall, with the approval of the legislative body of the city, appoint a member or members of the city council or board of trustees to serve on the board for the remainder of his, her or their terms of office. The clerk or secretary of the city shall promptly certify the appointment by registered or certified mail to the county clerk.

4. In counties whose population is less than 100,000, and in which there are only two incorporated cities, each incorporated city must be represented by one member who must be appointed and certified as provided in subsection 3, and the board of county commissioners shall appoint four representatives as follows:

(a) Two members to represent the hotel or motel operators in the county.

(b) One member to represent the other commercial interests in the county.

(c) One member to represent the county at large.

5. In counties whose population is less than 100,000, and in which there are fewer than two incorporated cities, any incorporated city which is the county seat must be represented by one member, who must be appointed and certified as provided in subsection 3, and the board of county commissioners shall appoint three representatives as follows:

(a) One member to represent the motel operators in the county.

(b) One member to represent the hotel operators in the county.

(c) One member to represent the other commercial interests in the county.

6. In all counties whose population is less than 100,000, one member of the board of county commissioners must be appointed by the county commissioners to serve on the board for the remainder of his or her term of office.

7. In all counties whose population is less than 100,000, and in which there is no incorporated city, the board of county commissioners shall appoint one member to represent the county at large.

8. In Carson City the Board of Supervisors shall appoint five representatives to the fair and recreation board established as provided in subsection 1 as follows:

(a) Two members to represent the hotel and motel operators in the city.

(b) One member to represent the other commercial interests in the city.

(c) One member who is a member of the Board of Supervisors.

(d) One member to represent the city at large.

9. Members who are not elected officials shall serve for 2-year terms.

10. The terms of all elected officials are coterminous with their terms of office. Any such member may succeed himself or herself.

[2:383:1955]—(NRS A 1961, 300, 453; 1963, 100, 791; 1965, 10; 1967, 1377; 1969, 95, 322, 1535; 1971, 337; 1977, 819; 1979, 515; 1991, 60; 2001, 484; 2003, 2263)