



**Committee Members:**

Sparks Councilmember Charlene  
Bybee, Chair  
Jennifer Cunningham, Vice-Chair  
Sparks Mayor Ed Lawson  
Mark Sterbens  
Shannon Keel

**AMENDED**

**SPARKS TOURISM FACILITY AND REVITALIZATION STEERING COMMITTEE  
NOTICE OF MEETING AND AGENDA  
THURSDAY, OCTOBER 29, 2020, 4:00 P.M.**

*(This meeting is a continuation of the October 14, 2020 meeting, which was suspended  
without any action taken, due to technical issues)*

**This meeting will be held virtually pursuant to NRS241.023 and  
State of Nevada Declaration of Emergency Directive 006  
In-person attendance is not available as of the date of this notice.**

**Public Meeting Notice** – In compliance with social distancing requirements and the State of Nevada Declaration of Emergency Directive 006, the City of Sparks will be hosting virtual public meetings until further notice. Updates regarding in-person attendance may be found at <https://cityofsparks.us/boards-commissions/tourism-facility-revitalization-steering-committee/>

**The City of Sparks uses Zoom**, a third-party app, for its virtual meetings and does not control its technical specifications or requirements. Your ability to participate in the public comment portions of a meeting may be impacted by factors including but not limited to the type of device you use, the strength of your internet or cellular signal, and the company that provides your internet or cellular service. The City of Sparks is not responsible if you are not able to participate in a meeting through Zoom due to these or any other factors.

This meeting can be attended by using the ZOOM link: <https://zoom.us/j/91261341843> or the telephone dial-in option. The telephone number is **1-669-900-6833** and the meeting ID **#912 6134 1843**. Use ZOOM features or \*9 from your telephone to raise your hand and request to speak during public comment. Public comment may also be emailed to [jstout@cityofsprks.us](mailto:jstout@cityofsprks.us) by **11:00 a.m. on October 29, 2020**.

**Posting** – In accordance with State of Nevada Declaration of Emergency Directive 006, this agenda has been distributed for posting at the following locations three (3) working days before the meeting.

[www.cityofsparks.us](http://www.cityofsparks.us)

[www.notice.nv.gov](http://www.notice.nv.gov)

[City of Sparks Newsletter](#)

**Supporting Documentation** – Documentation supporting agenda items is available on the City’s website at [www.cityofsparks.us](http://www.cityofsparks.us) – City Services – Boards and Commissions – Sparks Tourism Facility & Revitalization Steering Committee. (775) 353-7892.

**Public Meeting Notice** – Meetings are open to the public and notice is given in accordance with NRS 241.020.

**Order of Agenda** – Items on the agenda may be taken out of order; the Committee may combine two or more agenda items for consideration, may remove an item from the agenda, or may delay discussion relating to an item on the agenda at any time per NRS 241.020 (2)(d)(6).

**Public Comment** – Public comment may address any agenda action item or for general public comment. Each person addressing the Committee shall give his/her name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7). Procedures for a public comment are available upon request.

**Restrictions on Public Comments** – All public comment remarks shall be addressed to the Committee as a whole and not to any member thereof. No person, other than members of the Committee and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked of the Committee except through the presiding officer.

**Disruptive Conduct** – Any person who disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the presiding officer.

If you have questions, you may find additional information at [www.cityofsparks.us](http://www.cityofsparks.us) or call the Sparks Tourism Facility & Revitalization Committee Secretary at (775) 353-7892.

**Sparks Tourism Facility and Revitalization Committee Meeting  
Wednesday, October 29, 2020, 4:00 p.m.**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.
4. APPROVAL OF THE AGENDA – Includes taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists. (For Possible Action)
5. APPROVAL OF MINUTES – Review and possible approval of the minutes of the Sparks Tourism Facility and Revitalization Steering Committee meeting of December 12, 2018 meeting. (For Possible Action)
6. INFORMATIONAL ITEMS
  - 6.1 Review of Victorian Square Lodging Tax Revenues, Expenditures and Fund Balance
7. GENERAL BUSINESS
  - 7.1 Election of a Chair from among the following members of the Committee, in alphabetical order: Charlene Bybee, Jennifer Cunningham, Shannon Keel, Ed Lawson or Mark Sterbens, for a one-year term ending October 31, 2021. (For Possible Action)
  - 7.2 Election of a Vice Chair from among the following members of the Committee, in alphabetical order: Charlene Bybee, Jennifer Cunningham, Shannon Keel, Ed Lawson or Mark Sterbens, for a one-year term ending October 31, 2020 (For Possible Action)
  - 7.3 Consideration of and possible adoption of Resolution No. 5 Advising the City Council of the City of Sparks Concerning Certain Projects and Capital Improvements (Victorian Square Infrastructure Improvement Project, Section 4) and the Expenditure of Transient Lodging Tax Proceeds (an amount not-to-exceed \$800,000); Concerning Action Taking Thereon by the Committee; and Approving Certain Details in Connection Therewith. (For Possible Action)
8. PUBLIC COMMENT – This is for general public comment limited to items that do not appear on the agenda and is limited to no more than **three (3) minutes** for each commentator. Pursuant to NRS 241.020, no action may be taken upon a matter raised under this item until the matter has been specifically included on an agenda.
9. ANNOUNCEMENTS FROM STAFF AND COMMITTEE MEMBERS
10. ADJOURNMENT