

Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 12/07/21

Agenda Date Requested: 12/13/21

Time Requested: 15 Minutes

To: Carson City Culture & Tourism Authority - Board of Directors

From: David Peterson, Executive Director (dpeterson@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding CTA Agency Policies and Procedures.

Staff Summary: CTA Staff will present the new CTA Agency Policies and Procedures, for possible approval by the CTA Board.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the CTA Policies and Procedures, as presented.

Applicable Statute, Code, Policy, Rule or Regulation:

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material/Attachments: CTA Policies and Procedures

Prepared By: David Peterson, Executive Director



Carson City Culture & Tourism Authority

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I. INTRODUCTION

The Carson City Culture & Tourism Authority Policies & Procedures manual is a compilation of policy statements concerning the internal operations of the CTA. Policies are based on authorizing statute or other approved regulations, although policies may be established in the absence of specific statutes where particular guidance and instructions are necessary for departmental programs to conduct business. This manual is for use as a guide in conducting the CTA's business. Any questions or concerns about these policies or the application of the policies should be directed to the Executive Director.

The contents of this manual do not create contracts of employment for any person employed by the CTA.

Amendments to these policies and procedures are subject to change and modification from time to time.

New or revised policies and procedures shall be drafted by the Executive Director. Approval of a new or amendments of the existing policies and procedures can only be made by the CTA Board.

II. DEFINITIONS

“Board” or “CTA Board” means the Board of Directors of the CTA.

“Carson City” means the Consolidated Municipality of Carson City.

“Carson City Board” means the Carson City Board of Supervisors.

“Change order” means a written order, either unilateral or bilateral, directing changes in the requirements, terms, or conditions of a contract; especially price, performance, and delivery terms, which must be bilateral.

"Confidential business information" means any information relating to the amount or source of any income, profits, losses or expenditures of a person, including data relating to cost, price, or the customers of a bidder which is submitted in support of a bid. The term does not include the amount of a bid submitted to a governing body or its authorized representative.

“Contract” means a written understanding between two or more competent parties under which one part (contractor) agrees to do something and the second party (local government) agrees to compensate the contractor for that performance. This includes equipment leases and rental agreements.

“CTA” means the Carson City Culture and Tourism Authority, dba Visit Carson City.

“Executive Director” means the Executive Director of the CTA.

“Independent contractor” means a supplier of services who must exercise independent judgment as to the means used to achieve results, is responsible for the results obtained and who must be free from the control or orders of others.

“Joinder” means a contract provision that allows any municipality to use (join on) an open contract awarded by any other municipality or any other state or municipality instead of soliciting, evaluating, and awarding their own contract. See NRS 332.195.

“NRS” means the Nevada Revised Statutes.

“Professional services” means services performed by an independent contractor within the scope of accounting, medicine, architecture, law, engineering, or other licensed professions.

“Program Manager” means the Operations & Finance Manager, the Marketing & Public Relations Manager, the Events & Sales Manager, and the Arts & Culture Program Manager.

“Proposal” means an executed offer submitted by an offeror in response to a Request for Proposals (RFP) and intended as the basis for negotiations for a contract.

"Proprietary information" means any trade secret or confidential business information that is contained in a bid submitted to a governing body or its authorized representative on a particular contract or any other trade secret or confidential business information submitted to a governing body or its authorized representative by a bidder and designated as proprietary by the governing body or its authorized representative.

"Public works" means new construction, repair or reconstruction of any public facility or property. (See NRS 338.010 (10).

"Request for Proposals (RFP)" Means the document used to solicit proposals from prospective contractors. The RFP usually provides for the negotiation of all terms of the proposal, including price, prior to award. (See NRS 333.335 for RFP procedures)

"Request for Qualifications" ("RFQ") means a solicitation that asks potential suppliers or vendors to detail their qualifications, background, and experience providing a specific good or service. A request for qualifications may be used when the price for a good or service is fixed, or will be negotiated later, and the primary issue is the suppliers or vendors qualifications to provide the good or service.

"Scope of Work (SOW)" means the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party.

"Services" Means products whose value lies in the performance of an act. Examples include janitorial, laundry, equipment maintenance, training, inspection and testing, imaging, and many other labor-oriented performances. The description of the work to be done is called the "scope of work."

"Sole Source procurement" means award of a contract to the only known or reasonably available provider or service. Must be justified prior to awarding the contract.

"Supplies" means products whose value lies in their tangible form. Examples include vehicles, equipment, office and maintenance supplies, office machines, software, furniture, uniforms, parts, and many other products. The description of the product is called the "specification."

"Trade secret" has the meaning ascribed to it in NRS 600A.030. Except as otherwise provided, proprietary information regarding a trade secret does not constitute public information and is confidential. As such a person shall not disclose proprietary information regarding a trade secret unless the disclosure is made for the purpose of a civil, administrative or criminal investigation or proceeding, and the person receiving the information represents in writing that protections exist under applicable law to preserve the integrity, confidentiality and security of the information. In addition, a bid which contains a provision that requires negotiation or evaluation by the governing body, or an evaluator may not be disclosed until the bid is recommended for the award of a contract.

III. ORGANIZATION

A. PURPOSE

The CTA is a Fair and Recreation Board, a governmental entity, created under NRS 244A.597.

The CTA is charged with soliciting and promotion of tourism, gaming and or the use of recreational facilities, in Carson City, Nevada, along with preserving and enhancing Carson City's arts and cultural heritage and historic resources through marketing and events.

B. CTA BOARD

The CTA Board consists of members appointed by the Carson City Board under NRS 244A.599.

The CTA Board members consist of the following:

- One member from the Carson City Board of Supervisors;
- Two members to represent the hotel or motel operators in the county;
- One member to represent the other commercial interests in the county; and
- One member to represent the county at large.

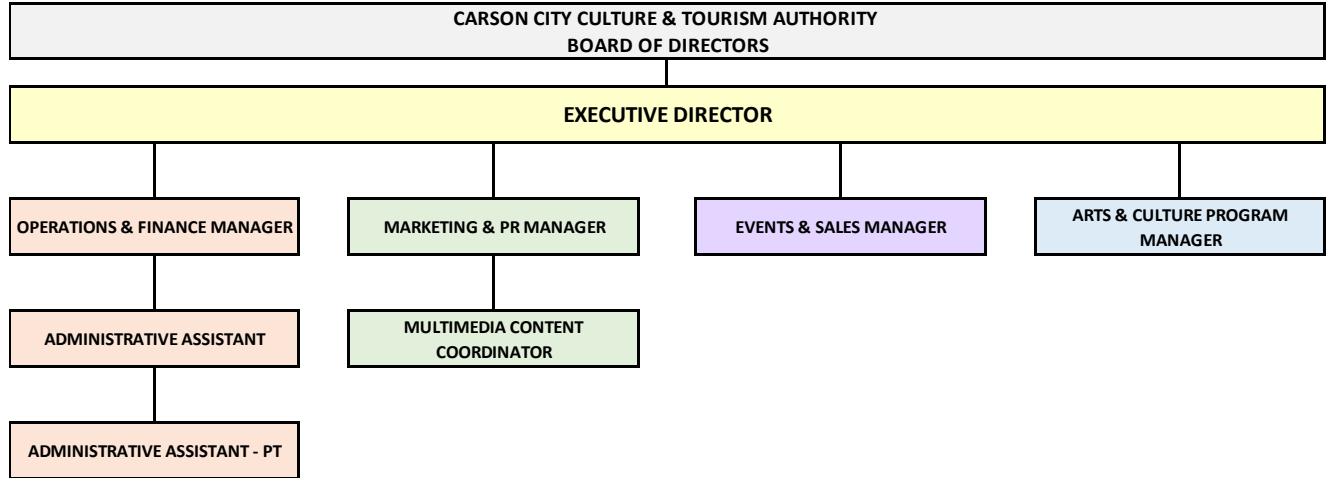
Each member, appointed by the Carson City Board of Supervisors, serves a two (2) year term.

The CTA Board's powers & duties include:

- Attending monthly meetings to approve operating bills and activities;
- Hearing and deciding requests for funding of special projects and grant requests;
- Establishing policies and procedures;
- Assisting in the development of marketing and public relations plans; and
- Attending public functions on behalf of the CTA.

C. CTA ORGANIZATION CHART

**CARSON CITY CULTURE & TOURISM AUTHORITY
ORGANIZATIONAL CHART**



Each of the Program Managers within the CTA are considered executive staff and responsible to the Executive Director in carrying out the mission of the CTA.

D. EMPLOYEE RESPONSIBILITIES

1. Executive Director

The Executive Director is appointed by and responsible to the CTA Board for programs and services of the CTA. The Executive Director shall:

- Employ such staff as is necessary for the operation of the CTA;
- Be responsible for general administration of the CTA and submission of the budget;
- Appoint the managers of each program within the CTA;
- Supervise the managers of each program within the CTA;
- Superintend the planning and development of any new facilities for the authority;
- Govern, manage, and control all property of the CTA;
- Target grant funding sources for special projects; and
- Act as the CTA liaison with Carson City.

2. Operations & Finance Manager

The Operations & Finance Manager serves as the chief fiscal and administrative officer for the authority and shall:

- Oversee the general administration of the CTA and development and submission of its budget;
- Oversee administrative accounting and the CTA budget;
- Coordinate the CTA accounting and budget activities with other governmental agencies;
- Oversee and hold support staff responsibility for coordination of personnel activities, logistics, administrative duties, and policy/procedure development;
- Exercise the authority of the Executive Director in the absence of the Executive Director; and
- Perform other duties as assigned by the Executive Director.

3. Marketing & PR Manager

The Marketing & PR Manager shall:

- Plan, organize, coordinate, direct and evaluate all programs and projects of the CTA's Marketing & PR Program;
- Develop the CTA's media plan;
- Serve as media liaison and as media/public relations resource specialist for all programs of the authority;
- Build marketing partnerships and associations with state, governmental and private agencies
- Target grant funding sources for special projects;
- Provide assistance in the development and administration of the program budget by evaluating program activities, determining priorities, proposing allocation of funds, supervising program staff, monitoring and evaluating progress of projects, and presenting/justifying budget; and
- Perform other duties as assigned by the Executive Director.

4. Events & Sales Manager

The Events & Sales Manager shall:

- Plan, organize, coordinate, direct and evaluate all programs and projects of the CTA's Events & Sales Program;
- Build event partnerships and associations with state, governmental and private agencies;
- Target grant funding sources for special projects;
- Provide assistance in the development and administration of the program budget by evaluating program activities, determining priorities, proposing allocation of funds, supervising program staff, monitoring and evaluating progress of projects, and presenting/justifying budget; and
- Perform other duties as assigned by the Executive Director.

5. Arts & Culture Program Manager

The Arts & Culture Program Manager shall:

- Plan, organize, coordinate, direct and evaluate all programs and projects of the CTA's Arts & Culture Program;
- Assist in the development of the Carson City Arts & Culture Master Plan;
- Build Arts & Culture partnerships and associations with state, governmental and private agencies
- Target grant funding sources for special projects;
- Provide assistance in the development and administration of the program budget by evaluating program activities, determining priorities, proposing allocation of funds, supervising program staff, monitoring and evaluating progress of projects, and presenting/justifying budget; and
- Perform other duties as assigned by the Executive Director.

IV. PUBLIC INFORMATION

A. INFORMATION REQUESTS

Pursuant to NRS 239.121, local government records include “any documents, instruments, papers, books, pamphlets or any other records of writings of a local governmental entity,” unless otherwise declared by law to be confidential.

Within five business days of receipt of a public information request, the Executive Director or Operations & Finance Manager will provide the requestor with access to inspect in person or provide a copy of the requested information.

Notice of the fact that the CTA does not have legal custody or control of the public information requested will be provided in writing, to include any known information as to the name and address of the governmental agency that has such custody or control.

If the CTA determines that the requested records are confidential, the request will be denied. However, in such an event, the requesting party is entitled to a log identifying the legal basis upon which the denial is based.

If there is any uncertainty as to whether a record should be produced or is confidential, contact the Executive Director.

B. TRANSPARENCY

The following documents shall be posted to the VisitCarsonCity.biz website for public access, as required by the appropriate NRS, by the Operations & Finance Manager.

CTA Financial Statements per NRS 354.624, the current fiscal year’s budget, annual fiscal reports per NRS 354.6015 and NAC 354.561, quarterly economic surveys per NRS 244.225; 268.030; 354.210, and CTA Board Meetings and Hearings as per NRS 241.010.

V. COMMUNICATIONS

A. POLICY

This document provides the CTA policy for all activities involving external and internal communication.

Communication plays a critical role within the CTA. The CTA must comply with applicable city rules, regulations, and constituent needs and ensure CTA goals are met when considering any internal or external communications outreach. Compliance with these policies is essential for maximizing the CTA's reputation and ensuring salient and consistent messages are being conveyed to all stakeholders.

B. GOALS

The CTA's goals for external and internal communications are the following:

1. External Communications

The CTA has several external public audiences, each of which must be sent communications in a way that retains integrity of the entities, is in the best interest of Carson City and the CTA, aligns with and accomplishes the above referenced goals and meets the needs of each audience through conveying information in the most strategic, effective and compelling manner possible.

External Communications:

- Support the CTA in achieving its overall goals as described in its mission and strategy;
- Promote Carson City as a compelling location for visiting, living and enjoying a high quality of life;
- Encourage communications synergy among all stakeholders; and
- Strengthen confidence in Carson City, the CTA and its employees.

2. Internal Communications

- Provide internal stakeholders (boards, commissions, friends organizations) needed information, when they need it to help heighten CTA support, build CTA champions and support CTA strategies;
- Communicate with employees about decisions and events that affect them prior to and never later than when information is communicated externally;
- Contribute to the CTA's business objectives;
- Increase each employee's knowledge about the CTA business objectives, policies and procedures, strategies and values; and
- Disseminate success stories and good business solutions throughout the CTA, to generate creativity and encourage inter-CTA cooperation.

In today's global information society, however, communications requirements and standards are constantly changing. Accordingly, all policies will be reviewed and revised on an ongoing basis.

Internal and External Communications are managed by the Executive Director and the Marketing & PR Manager, whose responsibilities include conducting proactive outreach.

CTA Spokespersons – Primary spokespersons for the CTA will be limited to the Executive Director or Marketing & PR Manager. Based on the subject matter, additional spokespersons (program managers), may be selected by the primary spokespersons. to speak on behalf of the CTA; however, all communications must be pre-approved by the CTA Marketing & PR Manager or the Executive Director. Should communications with media or other public entities occur outside of this environment, it will be taken as a serious breach of CTA protocol and dealt with on an individual basis.

Board members may speak on behalf of the CTA should the opportunity be appropriate and is welcomed by the Board member. In all cases, the Board member should receive appropriate information/talking points and any needed training prior to assuming the role as CTA spokesperson.

C. TYPES OF COMMUNICATION

1. External Communications

- Media Relations Outreach – Media relations occurs either as a reactive response to a media inquiry or a proactive outreach/pitch. CTA Marketing & PR staff will manage all in-city Carson City media, national trade outlets (except where noted) and association media, with the external public relations vendor handling most national or international consumer media;
- Press Releases – Prior to issuing any press release, newsletter, technical bulletin, invitation or other release of public information, the information will be presented to the CTA’s Executive Director or Marketing & PR Manager for input and approval;
- Direct-to-Consumers – The CTA has its own consumer audience(s). These may be travelers, artists, museum goers, outdoor recreationists, general enthusiasts, etc. Consumers are communicated to through a variety of channels;
- Websites – The CTA communicates via two websites and social media platforms:
 - VisitCarsonCity.com
 - VisitCarsonCity.biz
- Direct mail, consumer newsletters & email – as needed. Writing and developing consumer facing newsletters/E-newsletters or other direct mail marketing pieces is the responsibility of the Marketing & PR Manager, who will include images and messaging as appropriate for the CTA and their audience. On an annual basis all electronic communications will be audited by the external public relations vendor and Marketing & PR staff to ensure brand incorporation, the highest level of writing and grammar use, and updated use of technology; and
- Social Media – With the growing and long-lasting impact of social media, employees must carefully consider all communications disseminated through social media channels/platforms including but not limited to Facebook, Instagram, Twitter, You Tube, TikTok and Pinterest.

The following principles apply to professional use of social media on behalf of the CTA. All professional communications disseminated through Visit Carson City social media channels must be in line with all policies and procedures adopted by the CTA and only disseminated through the Marketing & PR

Manager unless permission is given otherwise, in special circumstances or emergency crisis management occurrences.

- Employees should be aware that the effect of actions and communications within the social media arena will impact the image of the CTA;
- Employees should be aware that the City may observe content and information made available through social media on Visit Carson City social sites and at times through personal channels;
- CTA employees are responsible for all content they publish on-line whether in a blog, social media site or any other form of user-generated media;
- All communication on behalf of the CTA must be done in a transparent method;
- If reposting user generated content permission must be granted from the content developer and they must be credited in the post and where appropriate;
- All use of social media must comply with copyright, fair use and financial disclosure laws;
- Employees must never cite or reference clients, donors, partners or suppliers on business-related matters without prior approval by the Executive Director or his or her designee. When a reference is made, a link back to the source is required. Content must not be published that might allow potentially damaging inferences to be drawn;
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment;
- Employees may not publish, post or release any information that is considered confidential or not for the public. If questions arise about what is considered confidential, consult the Executive Director, or designee;
- Social media networks, blogs and other types of online content dissemination channels may generate press and media attention or legal questions. Should either situation occur, consult with the Marketing & PR Manager prior to continuing the conversation;
- Should a situation occur that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Executive Director or designee.
- All posts should add value. Posts should provide worthwhile information that is in the best interest of Carson City and helps the CTA achieve its goals and objectives; and
- Any question about whether to post information, images or other content should be directed to the Marketing & PR Manager or designee.

The following guidelines apply to the use of CTA social media publications on personal social media accounts:

- Even though content posted on personal social media accounts can be private, the content posted is still reflective of the CTA if employed by the CTA and could be used in disciplinary action;
- Employees may not publish or post any confidential information on personal social media accounts; and
- There must be a clear distinction on personal social media usernames between the employee and Visit Carson City so that other users do not mistake employees as an official Visit Carson City account.

2. Stakeholder Outreach/Board Communications

Stakeholder outreach is best conducted by the CTA employee(s) most closely related to the stakeholder group.

- All stakeholder outreach materials including print and electronic formats must include the CTA's brand through inclusion of the logo and in a font that is highly legible, preferably using the brand fonts first outlined in the brand guide;
- The Marketing & PR Manager or designee must be copied on all stakeholder outreach materials;
- The Executive Director must be copied on all communications to the Board;
- The Executive Director must be copied on all Board materials; and
- All communications to the board must follow Open Meeting laws. Board members may communicate with each other on a one-to-one basis; however, the Executive Director must be copied on all communications that cross into the open meeting environment.

3. Internal Communications

A timely internal communications program is essential for helping ensure all CTA employees have information needed to perform job functions at the highest possible level.

- Encouraging internal dialogue is an important component for the CTA and employee input should be respected by all;
- The Executive Director, Operations & Finance Manager and the Marketing & PR Manager are responsible for content development and distribution of internal communications;
- All internal communications must include the CTA's brand, through inclusion of the logo and in a font that is highly legible, preferably using the brand fonts in the brand guide; and
- Internal communications will be distributed primarily through email, phone, or text message when necessary for non-HR issues. Secondary software or programs may be implemented to improve communications. (i.e., Slack or Teams)

D. PROCEDURES

1. General Communications

Email communications/Signature Line – all email correspondence should include a signature line that includes:

- CTA Name;
- Employee Name;
- Employee Title;
- Address;
- Telephone Number;
- Email address;
- CTA brand icon/logo; and
- May include brief promotion of an upcoming event or CTA activity.

Email Communications/Out of Office Messages – when an employee is out of the office for more than 4 hours, an out-of-office message should be developed and posted for the duration of the absence. The out-of-office message should be composed in a professional manner, using complete sentences and proper punctuation. The message also should include an alternative contact person with phone and email information.

2. Media Relations

Reactive – Should a member of the CTA staff be contacted from any person in the media (traditional or social) the call should be directed to the Marketing & PR Manager or Executive Director BEFORE and comment is provided to the media. All requests for interviews or other inclusion in a story must be funneled through the CTA Marketing & PR Manager.

3. Press Releases

To ensure all information disseminated is consistent with CTA messaging, the procedure for developing and disseminating press releases is:

- A “draft” press release is prepared using the format designated by the Marketing & PR Manager;
- The draft is forwarded to the Marketing & PR Manager for review/input/approval. This exchange continues until the release has final approval by the Executive Director;
- A list of the media to be sent the release is provided to and approved by the Marketing & PR Manager;
- The approved release is disseminated to the approved media list;
- The approved release is provided to the Marketing & PR Manger or designee for posting to the appropriate website; and
- Coverage of the release is tracked and provided to the Marketing & PR Manager. Any significant negative response is provided to the Marketing & PR Manager immediately upon receipt.

4. Crisis/Immediate Need

In an emergency, media outreach communications may be sent using the following procedure:

- An email or phone call is made to the Marketing & PR Manager stating the immediate need and the timeframe around disseminating the release. The Executive Director must be contacted prior to any outreach to the media;
- A “draft” press release is prepared using the format designated by the Marketing & PR Manager;
- The draft is forwarded to the Marketing & PR Manager for review/input/approval. Feedback is given in the time required to meet the need of the situation. This exchange continues until the release has final approval by the Executive Director;
- A list of the media to be sent the release is provided to and approved by the Marketing & PR Manager;
- The approved release is disseminated to the approved media list;
- The approved release is provided to the Marketing & PR Manger or designee for posting to the appropriate website; and

- Coverage of the release is tracked and provided to the Marketing & PR Manager. Any significant negative response is provided to the Marketing & PR Manager immediately upon receipt.

5. Social Media

Each business day the CTA owned social media channels should be monitored to identify both negative and positive posts and those worthwhile for further communicating. Posts that are either negative or worthy of continued communication should be monitored daily. Should any negative posts arise the following should be collected and emailed to the Marketing & PR Manager and the Executive Director immediately:

- A screen shot of the original post and channel where it was posted plus any type of continued communication and response from the CTA; and
- Red flags – negative or incorrect information being disseminated about the CTA.

Any negative social media posts to channels not owned by the CTA should be screenshotted and emailed to the Marketing & PR Manager for review.

VI. INFORMATION TECHNOLOGY SERVICES

CTA receives all its Information Technology Services as part of the Cooperative Agreement between the CTA and the Carson City. The CTA follows the most current Carson City Information Technology policies. These policies will be provided to new employees prior to being given access to any CTA phones and computers. Any policy updates received from Carson City IT will be given to all CTA employees by the Executive Director or Operations & Finance Manager. CTA employees must abide by Carson City's Computing Resources Usage Policy.

VII. FISCAL MANAGEMENT

A. POLICY

The Executive Director and the Operations & Finance Manager are responsible for ongoing management of the CTA budget, including projecting both revenue and expenditures to ensure agency solvency to the end of fiscal year. Program Managers are responsible for management of their respective program budget.

Internal Controls will be utilized to ensure consistent fiscal management.

B. PROCEDURES

1. Budget Preparation & Maintenance

The CTA Fiscal Year Budgets will be prepared by the Executive Director with assistance from the Operations & Finance Manager as required by Nevada Department of Taxation Local Government Finance and NRS 244A.615 - Compliance with Local Government Budget and Finance Act.

2. Capital Assets

Capital assets are reported in the governmental activities' column in the government-wide financial statements. Assets are recorded at historical cost or estimated historical cost. Donated assets are recorded at their estimated fair market value on the date of donation. The CTA defines capital assets as assets with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. For purposes of the government-wide financial statements, depreciation of capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets useful lives using the straight-line method of depreciation, with one-half of a year's depreciation taken in the year of acquisition and one-half in the final year. The CTA's capital assets consist of improvements, furniture and equipment which have useful lives ranging from 5 to 15 years.

3. Revenue

All revenue received by CTA is deposited with Carson City. The revenue is recorded to the proper general ledger account and reconciled in Carson City's Tyler Munis accounting system. The Operations & Finance Manager reconciles the revenue reports to the CTA's Monthly Transient Lodging Tax Return payments and the grant funding log.

4. Purchasing & Contracts

Goods and services are to be purchased as cost-effectively as possible, following all applicable City and State rules and regulations.

No purchase may be made by any employee that subjects the agency to over-expenditure of its budget.

All purchases must be approved by the appropriate authority prior to transaction.

a) Purpose

The purpose of this policy is to provide a uniform method for the purchase of goods and services necessary to conduct CTA related business in a manner that is cost effective and efficient. These procedures were designed to provide the basic purchasing functions, policies, and procedures for purchases of equipment, materials, and supplies; services agreements; construction contracts and professional services agreements.

It is recognized that there may be exceptions to any rule. As those exceptions arise, this manual can be revised, amended, or overruled as appropriate and when approved by the Executive Director. Adherence with the provisions contained herein is mandatory and incumbent upon all CTA employees.

The policies and procedures contained herein are written in accordance with the NRS Chapters 332 and 338 and Federal procurement laws and regulations. Compliance herewith is mandated by the CTA Board and violations thereof may result in personal liability for such actions.

Compliance with Federal Law. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.327 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

b) CTA Standards of Purchasing Practice

CTA employees must observe the following standards when purchasing goods or services:

- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified vendors equal opportunity;
- To honor our obligations and require that obligations to our public agency be honored;
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs;
- To refuse to accept any gratuity or any other form of commercial bribery and prevent any appearance of so doing;
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity;
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process;
- To strive for greater knowledge of purchasing methods and of the materials we purchase;
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession; and

- To conduct City business with the highest standards of ethics and integrity and not officially enter into any contract, transaction, or other matter in which an employee may have a personal interest, either individually or through a family member, or in violation of Federal, State, and Local Government Ethics Laws.

c) Purchasing Summary

Below are the purchasing threshold requirements. Quotes obtained must be retained for seven years after the execution of the contract, as well as any determination as to why a quote was not necessary, this information can be kept at the department level and included as PO support. P-Card users must also follow their individual purchasing limits. Please refer to the Contracts section for detailed instructions for obtaining contracts.

Please note: a contract is needed for most services performed on CTA property regardless of dollar amount. The Executive Director will make the determination if in question.

In addition to the requirements below, the Executive Director may authorize purchases up to \$50,000. The CTA Board must approve purchases of \$50,000 or more, regardless of whether the \$50,000 is incurred in one fiscal year or is spread over several fiscal years.

(1) Supplies and Services

Nevada Revised Statutes (NRS Chapter 332) require all public agencies to follow the guidelines as stated in NRS 332.063 and 332.065 and in accordance with applicable Federal procurement regulations.

- \$0 - \$4,999: one-time purchase or service from a specific vendor; process in batch or on Procurement Card (P-Card) upon receipt of goods with those suppliers taking such;
- \$5,000 - \$49,999: For State and Federal Funds (Micro-Purchases) obtain at least one oral or written quote;
- \$50,000 - \$99,999: For State and Federal Funds (Small Purchases) obtain at least two written quotes, unless exempt under NRS 332.115 for State Funds only, and CTA Board approval;
- \$100,000 and above for services and supplies require formal advertised bid, unless exempt under NRS 332.115, and CTA Board approval; and
- Joinder contracts with other agencies for goods and some services may be used in lieu of above for State Funds only. NRS 332.195. Joinder contracts over \$50,000 still require CTA Board approval. Joinder contracts cannot be used for construction contracts, only for materials and services not requiring a contractor's license.

(2) Construction

Nevada Revised Statutes (NRS Chapter 338)

- \$0 - \$24,999: solicit a proposal from at least one properly licensed contractor.
- \$25,000 - \$99,999: solicit proposals from at least three properly licensed contractors. Maintain in the contract file the name of the contractor, amount of the contract, brief description of the

project and the names of all contractors from whom bids were solicited. Contracts of \$50,000 or more require CTA Board approval.

- Over \$100,000: must advertise in a local newspaper, use formal sealed bid forms, and process with public bid opening. Requires CTA Board Approval. See the Formal Bids section for the formal bid process.

(3) Professional Services or Supplies Exempt Under NRS 332.115

NRS 332.115 provides for the purchase of items or services that are not adaptive to competitive bidding due to their nature. Examples include software, professional services, books, and parts compatibility (see the Exceptions to Competitive Bidding for complete list). Professional services are considered within the scope of accounting, medicine, architecture, law, engineering, or other licensed professions.

- \$0 - \$99,999: solicit a proposal from at least one properly licensed vendor; contracts of \$50,000 or more require CTA Board approval; and
- \$100,000 and up: CTA Board approval required. See the Request for Proposal section for RFP process.

(4) Grants & Federally Funded Services and Supplies

It is the CTA's responsibility to determine what additional procedures or regulations are required for each grant. Emergency Purchases Results from the occurrence of a disaster, including, but not limited to, fire, flood, hurricane, riot, power outage or disease; or may lead to impairment of the health, safety, welfare of the public if not immediately attended to.

(5) Technology

All purchases of technology must be coordinated with the Carson City IT Department, by the Executive Director or Operations & Finance Manager. These types of purchases include but are not limited to; hardware, software, and infrastructure. Please refer to the Carson City IT for details on how to make these types of purchases.

(6) Emergency Purchases

Results from the occurrence of a disaster, including, but not limited to, fire, flood, hurricane, riot, power outage or disease; or may lead to impairment of the health, safety, welfare of the public if not immediately attended to.

- The Executive Director or Operations & Finance Manager may make or authorize others to make emergency procurements;
- Requirements for quotes or formal bids may be waived by the Executive Director or the Operations & Finance Manager under emergency circumstances;
- An emergency procurement shall be limited to the goods or services necessary to satisfy the emergency need with as much competition as practicable under the circumstances; and

- The Executive Director may approve emergency purchases up to \$99,999. The Chair of the CTA Board may approve emergency purchases of \$100,000 or more. Any emergency purchase of \$50,000 or more must be justified to and ratified by the CTA Board at the next available regularly scheduled meeting.

d) Formal Bids

This policy applies to transactions on material and/or services with an estimated value of over \$50,000 (\$100,000 for Construction Projects).

In-state or local geographical preferences are prohibited on federal grant funding procurements.

It is the Project Manager/Buyer's responsibility to determine what additional procedures or regulations are required for each particular grant (federal, state, etc.).

The following factors in combination, not necessarily listed in their order of importance, will be considered in reviewing bids and recommending contract awards:

- Prices;
- Delivery and payment terms;
- Quality and conformance to specifications;
- Bidder's responsiveness; and
- Supplier qualifications, history and references.

The CTA reserves the right to reject any and all bids, waive informalities and to contract in the best interests of the CTA.

Bid requests will be developed using the standard form. Project Manager/Buyer must be thorough and attempt to remove any known variables. Complete information should be provided including, but not limited to, quantity, description, delivery requirements, special conditions, drawings, specifications, and data information required. If responses are to conform to a certain format, this should be made clear. Bid documents will be posted to the CTA's website.

Questions arising during the bidding process should be directed to the Executive Director who will forward to the Project Manager/Buyer to prepare the reply through a formal written amendment or addendum and submit to the Operations & Finance Manager to ensure all potential suppliers are provided the same information. The amendment/addendum will be posted to the CTA's website.

After all bids have been received and time-stamped, they are opened at the designated time and examined for completeness. A tabulation sheet is prepared noting all pertinent data and discrepancies. Determination of the highest scoring, responsive bidder and recommendation for award of the bid will be made by the Executive Director only after all aspects have been considered. The information gathered will be kept in a bid folder as backup documentation and public information.

Copies of the tabulation sheet will be posted on the CTA website.

Any questions of interpretation should be referred to the Operations & Finance Manager. If the Operations & Finance Manager is unsure, then the matter should be referred to the Carson City District Attorney's Office.

Any unsuccessful bidder or proposer may appeal the award of any formal bid or proposal as stated in the general terms and conditions of the bid.

It is the Executive Director's responsibility to be thorough and absolutely fair during the evaluation process, in order to minimize the use of the appeal process by unsuccessful vendors. However, appeals will occasionally be lodged for various reasons.

It is the responsibility and duty of all parties involved to be absolutely fair and thorough throughout the evaluation process. To be honest, polite and courteous to everyone involved. To document all aspects, exceptions and contingencies in each response. To make the award recommendation to the highest scoring, responsive supplier meeting specifications, in the best interest of the CTA, after considering all factors.

To encourage open and frank communications with all involved, carefully and clearly explain the reasons(s) behind the award recommendation decision as appropriate. Keep the Operations & Finance Manager informed of any and all developments that may lead to an appeal.

Any questions should be referred to the Operations & Finance Manager.

If an appeal is lodged, immediately notify the recommended bidder and agency that the filed appeal serves as a stay of action, until it is resolved.

A contract must be executed prior to any work being performed. See Contracts section for contract instructions.

e) Request for Proposal/Qualifications (RFP/RFQ)

RFP/RFQ's must follow the dollar threshold requirements stated within this policy.

Except for professional services which may be obtained without competitive bidding pursuant to the provisions of NRS 332.115(1)(b), a request for proposal can be utilized if the Project Manager/Buyer determines that competitive bidding is more practical or advantageous for certain services. Additionally, a request for proposal may be utilized if the Project Manager/Buyer is unable to provide bid specifications for an entire project and shall be requesting the prospective bidders to specify a method or manner of performing a contract.

The Project Manager/Buyer must prepare a written request for solicitation of proposals to the Operations & Finance Manager for authorization prior to any action for advertisement, receipt or procurement.

Formally advertised proposals shall be opened publicly at the time and place designated in the request for proposals. The name of the offeror and such other relevant information as may be designated by the Operations & Finance Manager or designee shall be publicly read. All other information contained in the

proposals shall be confidential as to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. All proposals shall be open for public inspection after contract award, trade secrets or other proprietary data contained in the bid documents shall remain confidential.

Competitive negotiation may be used when available specifications or procurement specifications are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure a mutual understanding between offerors and the CTA. Discussions shall not disclose any information derived from proposals submitted by other offerors.

Negotiation following the opening of sealed proposals is not required if one (1) or more of the initial offers is fully satisfactory. Award may be made on the basis of the proposal as first submitted, without any discussion with the offeror or changes to the content of the proposal.

Criteria for evaluation of proposals may include, but shall not be limited to, managerial, or technical capabilities, comparative feasibilities of the approach or other elements where price is not the sole determining factor for selection of a supplier.

Authorized awards shall be made in writing to the responsible offeror whose proposal is determined to be the most advantageous to the CTA, taking into consideration price and those evaluation factors set forth in the solicitation.

(1) Contracts

This applies to all vendors who the CTA hires to perform work on CTA property, or in lieu of CTA employees performing the work regardless if a formal bid was done or not. It also refers to certain large equipment purchases.

The CTA recognizes that it may be difficult to avoid employee-vendor relationships because we are a small City. However, the CTA is dedicated to ensuring that all vendors, regardless of their relationship with a CTA employee are treated the same. All contracts are reviewed by the Operations & Finance Manager, the Executive Director and the Carson City District Attorney's office prior to entering into any contract.

All contract/bid request forms must be submitted by the Program Manager/Buyer to the Operations & Finance Manager for processing.

All contracts must to be created by either the Executive Director or Operations & Finance Manager. No other CTA employee is authorized to create a contract. For insurance, liability, and budgeting purposes work should not start until the contract is executed.

The Executive Director or the Operations & Finance Manager, under the supervision of the Carson City District Attorney, may establish standard contract clauses for inclusion in CTA contracts. Such standard clauses may be modified upon review by the Carson City District Attorney on a case-by-case basis. It is recognized that the requiring of certain insurance coverage levels and/or performance bonds will generally increase the total cost of procurement and possibly serve to limit competition. The nature of the performance and the need for future protection of the CTA shall be considered when determining the amount and type required for each solicitation. Insurance and bond clauses are preset in the

standard contract templates and should be followed as much as possible. Such insurance and bond requirements may only be modified by the Operations & Finance Manager, under supervision of the Carson City District Attorney and Risk Management, if applicable.

A Carson City Business License is required to conduct business with the CTA (including most Non-Profits). The Carson City waives the license fee for Non-Profits, but they must pay the processing fee. There are some exceptions, for example but not limited to; an entertainment group or individual hired by a licensed establishment. Refer to the Carson City Business License Department for further information.

For Federally funded contract, contractors and sub-contractors need to have a DUNS number (obtained from Dun & Bradstreet: <http://www.sba.gov/content/getting-d-u-n-s-number>) and be registered in the US Government System for Award Management (SAM: <https://www.sam.gov>) for ease of verification they are not debarred. Additional contract provisions will also be used for federally funded contracts.

(2) Amendments to Contracts

The Project Manager/Buyer must provide the proper justification, along with the supporting documents to the Executive Director. Monetary requests must have funding available and be approved by the Operations & Finance Manager prior to the processing of the amendment. Monetary amendment requests to contracts previously approved by the CTA Board must be approved by the CTA Board. Amendment request to the CTA Board should include the approved contract and any prior amendments for reference. Changes to contracts that do not result in additional monetary costs or that only account for changes in time allowed for completion may be executed without CTA Board approval.

(3) Extension of Contracts

In order to extend a contract, which does not include extension clauses, the contract must be valid at the time of extension request, new insurance certifications must be obtained if the initial one obtained has expired, and the vendor must still have a valid business license in Carson City. Once a contract expires, it is too late to obtain an extension; therefore, a new contract must be entered into.

(4) Contract Supervision

The contract supervision in most cases will be handled by the Program Manager/Buyer directly benefiting or overseeing contract performance. The Executive Director is responsible for the performance of the contracts and should alert the Operations & Finance Manager if there are specific contract compliance issues that the Executive Director is unable to resolve. For all grant funded contracts, the contract supervisor must maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications of the grant award provisions.

(5) Processing Payments

All invoices are to be sent to Operations & Finance Manager, as per the contract language, for processing through Tyler Munis and budget monitoring. Once a contract/project is complete the following procedures must be followed:

- For a Contract:
1. Verify all payment requests have been processed.
 2. Verify all documentation and records are in order.

- For a Bid/Project:
1. Verify all payment requests have been processed.
 2. Verify documentation and records are in order.
 3. Verify all Prevailing Wage Certifications and Davis Bacon Wage Reports are in compliance, if necessary.
 4. Provide final payment summary paperwork to the Operations & Finance Manager.

f) Exceptions to Competitive Bidding

The following applicable provisions are excerpts of the NRS:

NRS 332.115 Contracts not adapted to award by competitive solicitation; purchase of certain equipment by local law enforcement agency, response agency or other local governmental agency; purchase of goods commonly used by hospital.

1. Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for:
 - (a) Items which may only be contracted from a sole source;
 - (b) Professional services;
 - (c) Additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired or maintained by a certain person;
 - (d) Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment;
 - (e) Perishable goods;
 - (f) Insurance;
 - (g) Hardware and associated peripheral equipment and devices for computers;
 - (h) Software for computers;
 - (i) Maintenance and support for:
 - (1) Hardware and associated peripheral equipment and devices for computers; and
 - (2) Software for computers;
 - (j) Equipment containing hardware or software for computers;
 - (k) Books, instructional materials, library materials and subscriptions;
 - (l) Motor vehicle fuel purchased by a local law enforcement agency for use in an undercover investigation;
 - (m) Motor vehicle fuel for use in a vehicle operated by a local law enforcement agency or local fire department if such fuel is not available within the vehicle's assigned service area from a fueling station owned by the State of Nevada or a local government;
 - (n) Purchases made with money in a store fund for prisoners in a jail or local detention facility for the provision and maintenance of a canteen for the prisoners;
 - (o) Supplies, materials, equipment or services that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration, or another federal governmental agency located within or outside this State;
 - (p) Items for resale through a retail outlet operated in this State by a local government or the State of Nevada;
 - (q) Commercial advertising within a recreational facility operated by a county fair and recreation board;
 - (r) Goods or services purchased from organizations or agencies whose primary purpose is the training and employment of persons with disabilities; and
 - (s) The design of, and equipment and services associated with, systems of communication, are not subject to the requirements of this chapter for a competitive solicitation, as determined by the governing body or its authorized representative.

g) Non-Competitive Purchases and Sole Source Purchase Procedures

When it is determined by the Executive Director that a particular good or service is the only one that can be used and/or that only one source is available to provide that good or service, the Executive Director may request sole source procurement. The Executive Director must state in writing the reason no other provider for the goods or services requested are satisfactory for use and that the goods or services requested are not available or suitable from any other source. The Executive Director or his/her designee must sign the statement acknowledging agreement with, and approval of the justification for the sole source procurement. In addition, it is always advisable to get a letter from the proposed contractor attesting that they are a sole source.

- Competition is presumed before asserting that procurement is a sole source, a diligent, fair and honest attempt to identify multiple vendors or multiple brands should be made. Brand name or design specifications shall not be sufficient explanation of sole source.
- There are two categories of sole source procurement:
 1. One includes any contract for a particular product or service that is proprietary, and available from only from one supplier. No competing product or service exists. This type of sole source asserts that one, and only one supplier is capable of delivering the good or service needed, and that the supplier is uniquely qualified in the entire marketplace to do so.
 2. The other type of sole source is a “single source” situation whereby a particular product or service is best supplied by one particular supplier. Competing products and/or services are available, but for a very specific reason(s) one supplier is recommended to be utilized.

A major component of a sole source procurement is the determination of reasonableness of price. Even though a material, service, or supplier may truly fit the conditions of sole source, the CTA must be able to demonstrate that the related price is reasonable.

The CTA may also be required to justify sole source procurements in cases of audit, protest, public inquiry, litigation, or similar circumstance.

h) Disposal of Surplus Property

Prior to disposing (regardless of method) of any property valued over \$5,000, you must provide a detailed description to the Operations & Finance Manager. Please provide as much information as you can including a Serial Number, VIN Number, or Model Number.

- Any amount: destroy any personal property deemed hazardous to a potential purchaser with permission of the Operations & Finance Manager;
- Any amount: the following methods are available for disposal;
- Donate to a non-profit organization. This method requires the Executive Director’s approval. The Operations & Finance Manager will facilitate this process;
- If a non-mechanical item is broken beyond repair, with the approval of the Executive Director, dispose of it properly in the trash/recycle etc.;

- If a mechanical item is broken/does not work, with the approval of the Executive Director, donate it to a non-profit organization that caters to taking items of such nature (i.e., ComputerCorp). If a non-profit organization will not accept the item, dispose of it properly in the trash/recycle etc.; and
- Removal of Identification– All property or equipment leaving the control of the CTA must have decals and property numbers removed or otherwise defaced before leaving the CTA to the extent possible. Carson City IT shall wipe hard drives before disposal.

5. Accounts Payable (AP) / Procurement Cards (P-Cards)

a) AP Invoices

Invoices received from Vendors shall provide detailed reports/summaries which may include but is not limited to every dollar expended for staff time, staff travel and/or goods/services rendered, as requested by the program manager or Executive Director. Invoices received by the CTA are processed through the Carson City's Tyler Munis accounting system. Invoices are reviewed by the program manager or Executive Director. The invoices are coded to the appropriate general ledger and backup documentation is attached. The approved invoice is sent to the Administrative Assistant for processing. Once processed the Operations & Finance Manager reviews the AP Batch. The Executive Director signs off on the AP Batch in the Tyler Munis accounting system. Once the AP Batch is signed off, the invoices are processed for check payment by the Carson City Finance Department.

b) P-Cards

CTA p-cards are issued through the Carson City Finance Department. The Operations & Finance Manager is the Procurement Card (P-Card) Program Coordinator for the CTA.

CTA uses the Carson City Procurement Cards (P-card). The CTA follows the most current Carson City Procurement Card Program Manual provided by the Carson City Finance Department. The program manual will be provided to any employee who receives a p-card. Any policy updates received from the Carson City Finance Department will be given to any CTA p-card holder by the Operations & Finance Manager.

P-cards are to be used for expenses such as travel, hosting special events, sales missions and familiarization (FAM) group tours, marketing, and purchasing supplies and materials. Such expenses must follow the proper purchasing policies and may not exceed the program budget.

Purchases of alcohol are only allowed for hosting and familiarization tours. Alcoholic beverages are limited to two drinks per person. A wine bottle allowance is based on one bottle for every two people per meal is limited to \$100.00. Special circumstances and events that exceed the two drinks per person require prior approval from the Executive Director.

P-cards are processed through the Carson City's Tyler Munis accounting system.

Expense report forms are created for each p-card charge. The forms include the vendor, charge date, amount, the general ledger account number, the attendees and a brief description of what the charge was for. Backup such as conference agendas, itineraries, invoices, packing/shipping slips or receipts are attached to the expense report. The expense reports are signed by the card holder and the Executive

Director or the Operations & Finance Manager. In the absence of the card holder the Executive Director or the Operations & Finance Manager will review and provide the second signature. Once the expense forms have been signed, they are keyed and posted to the p-card charge in the Tyler Munis accounting system. The p-card batches are signed off in the Tyler Munis accounting system by the Executive Director. The Executive Director's p-card batches are signed off by the City Manager. The Carson City Finance Department completes the p-card process and makes the payment to the bank in which the p-cards are held.

6. Petty Cash

The CTA will have three hundred dollars (\$300.00) in cash for the Visitor Center Gift Store cash register. This cash is only to be used for making change for Gift Store customers. The Administrative Assistant will balance the Gift Store cash register daily. If there are any discrepancies the Administrative Assistant will notify the Operations & Finance Manager as soon as possible. The Operations & Finance Manager will keep a log of the balance and note any discrepancies and the remedies taken to balance.

7. Internal Controls

a) Cash Receipts

Lodging tax payments are made by check, received via mail or drop off. The checks are primarily opened & logged into the Room Tax check logbook by the Administrative Assistant. Copies of the checks are given to the Operations & Finance Manager with the Lodging Tax Reports. The checks are processed through Tyler Cashiering by the Administrative Assistant & the deposit reports are reviewed by the Operations & Finance Manager. The Administrative Assistant deposits the checks. The Carson City Treasurers office balances the bank deposits to Tyler Cashiering. The lodging tax deposits are balanced back to the lodging tax reports by the Operations & Finance Manager.

Refunds, reimbursements, grant funds and donation checks are processed the same way but are logged into the Misc. Checks logbook.

Gift Store sales are processed through the Square register. The register is handled mainly by the gift store associates. The cash drawer is balanced back to three hundred dollars (\$300.00) daily, by the associates. A daily sales report is printed from the register & is put in a bag with the day's cash and checks. The Administrative Assistant balances the checks, cash & credit card payments to the Gift Store Sales register. Credit Card payments are automatically deposited to the Carson City bank account through the Square. Checks and cash received are deposited by the Administrative Assistant.

The cash receipts are balanced back to the appropriate GL accounts on a monthly basis by the Operations & Finance Manager.

b) Cash Disbursements

All CTA payments are made through Carson City P-cards or through checks sent by the Carson City Finance Department through their Tyler Munis Accounting System.

Weekly AP batches are created by the Administrative Assistant & reviewed by the Operations & Finance Manager. All invoices in the batch are reviewed and approved in Tyler Munis by the Executive Director. The AP Batch is sent to the Carson City Finance Department, through Tyler Munis, with scanned copies of the invoices for final review, processing, and payment.

P-card batches are processed monthly by the Operations & Finance Manager, through Tyler Munis. Expense Report forms are created for each p-card purchase or payment. The forms include the receipt and description, of the charges, and are signed by the purchaser and the Executive Director or the Operations & Finance Manager (in the Executive Director's absence). They are then processed through the Carson City Finance Department. All batches are approved in Tyler Munis, by the Executive Director. The City Manager of Carson City signs off on the Executive Director's p-card batches. The Carson City Finance Department handles the final review & payment to Bank of America.

Both p-card charges and AP checks are presented to the CTA Board at the monthly meetings for the board's ratification.

8. Inventory Controls

a) Gift Store Merchandise

Gift store merchandise shall be handed by the Administrative Assistant. All merchandise for the gift store will be purchased by the Administrative Assistant upon approval from the Executive Director. The merchandise will be recorded in the CTA Square account. All sales of merchandise will be recorded through the CTA Square register. Any items from the gift store merchandise used for collateral or gift baskets by a program manager will scanned through the CTA Square register and then charged back to the appropriate program budget. The Administrative Assistant and Operations & Finance Manager will do quarterly inventory reviews. An annual inventory review will be submitted to the auditor that is conducting the fiscal year audit.

b) Collateral Merchandise

Collateral merchandise used by program managers to promote Carson City via gift baskets, promotional swag, and prizes shall be purchased by the program manager or the Administrative Assistant upon approval from the Executive Director. The collateral merchandise inventory will be recorded in a spreadsheet. When items are removed from the collateral inventory, they will be logged into the spreadsheet recording who received it and what event, promotion, etc. it was for. The program manager and Operations & Finance Manager will do quarterly inventory reviews. An annual inventory review will be submitted to the auditor that is conducting the fiscal year audit.

9. Audit & Financial Statement

The CTA will provide an annual audit of its financial statements as per NRS 354.624. The annual audit will cover the business of the local government during the full fiscal year. The audit will be provided no later than 5 months after the close of the fiscal year. The opinion and findings of the auditor contained in the report of the audit will be presented at a CTA board meeting for the board's approval.

VIII. TRAVEL

A. POLICY

The CTA recognizes employee travel as an essential tool in fulfilling the CTA's mission. However, travel needs to be judiciously managed and with fiscal restraint. It is critical the business purpose of all travel be clearly documented.

While traveling for business, CTA employees must, at all times, conduct themselves in a professional manner. Employees found acting unprofessionally, e.g., drinking too much, posting pictures of behavior unbecoming of a CTA employee to social channels, or involving co-workers in activities that are not professional in nature will be subject to discipline, up to and including termination, depending on the nature of the unprofessional behavior.

Exceptions to the Travel policy may be made at the discretion of the Executive Director.

B. PROCEDURE

At the beginning of each fiscal year, travel is budgeted for each program. It is the responsibility of the person approving the travel to ensure all travel is appropriate and the allocated travel budget is not exceeded.

All travel must be approved by either the Executive Director or the Operations & Finance Manager. The Operations & Finance Manager is responsible for processing and paying travel expense claims. Any questions regarding the travel policy or whether travel is appropriate should be directed to the Executive Director.

Employees are responsible for obtaining needed authorization for all travel prior to traveling and for filing travel expense reimbursement claims on a timely basis.

1. Meals and Incidentals

Employees in travel status shall be reimbursed for meals and incidental expenses. Examples of incidental expenses include fee for luggage carts, metered parking, toll charges, and tips. All meal reimbursement amounts include tax.

Conference and training venues often include some meals as part of the event. Employees may not request reimbursements for these meals. However, employees may claim an expense for breakfast when a complimentary continental breakfast is offered by hotels or similar accommodations which are available to all guests of a hotel. If a meal is hosted or the airline itinerary indicates a meal will be served, employees may not claim meal reimbursement.

Purchases of alcohol are only allowed for hosting and familiarization tours. Alcoholic beverages are limited to two drinks per person. A wine bottle allowance is based on one bottle for every two people per meal is limited to \$100.00. Special circumstances and events that exceed the two drinks per person require prior approval from the Executive Director.

2. Lodging

Lodging accommodations should always be scheduled by the most economical means possible. Employees requiring overnight stay while in travel status shall be reimbursed for lodging at the actual amount shown on the lodging receipt. Employees will not be reimbursed for lodging without receipts.

3. Mileage

Use of Personal Vehicles

For the necessary and efficient conduct of CTA business, an employee may receive approval to use his private vehicle while on duty. Transportation by private vehicle may be used for all regular travel of CTA staff except trips that can be made more economically by public conveyance. The person approving a travel request is responsible for considering all travel options and their programmatic and fiscal impacts to the CTA. CTA reserves the right to deny any request for mileage reimbursement based on these considerations alone. If approved, an employee using his/her personal vehicle for the benefit of the agency will be reimbursed mileage costs at the State-mandated rate per mile. All personal vehicle usage must be pre-approved.

Calculation of Mileage for Personal Vehicle Use

- The CTA does not reimburse employees for commuting to and from work, even if the commute is during a weekend, holiday, or regularly scheduled day off;
- Unless otherwise approved, mileage for travel during normal working days is calculated from the CTA office;
- Unless otherwise approved, mileage for travel during weekends, holidays, or regularly scheduled days off is calculated from the employee's home;
- The CTA does not reimburse employees for commuting to meetings or events within Carson City;
- The CTA will reimburse an employee for their mileage if the employee is required to attend same-day meetings or events outside of Carson City. If the employee drives to the event from home in the morning, or to home from the event in the evening, the reimbursement will be for any miles driven in excess of their normal commute. An employee's normal commute is the roundtrip mileage between the employee's residence and the CTA office; and
- Mileage in lieu of airfare is allowed for an employee who wishes to use his or her private vehicle rather than a public conveyance for his own convenience if the travel is to a city serviced by air. The employee will be reimbursed for their actual cost of gas or the cost of the airfare, whichever is less. The employees paid travel time will be based on the travel time of the pertinent airline schedule. No additional time will be allowed due to driving. Any additional travel time required during business hours because of driving must be covered by annual leave or compensatory time off.

Combining CTA and Personal Travel: Employees who incorporate private and CTA travel must demonstrate the costs borne by the CTA are not increased by the personal travel. The employee must clearly delineate the private and CTA charges when submitting a travel request and travel claim. If the CTA and personal travel are not clearly delineated, the claim will be returned for additional documentation. If additional documentation is not provided, the claim may be denied.

Commercial Transportation:

The employee's portion of bus, taxi, railroad, etc. tickets must be original and must be attached to the claim if the employee paid for the ticket and is requesting reimbursement.

4. Air Travel

Air travel should always be scheduled by the most economical means possible. A copy of the full air travel ticket (flight itinerary), including the price of the ticket and luggage fees, must be included with the travel claim. Any flight changes, if applicable, should also be attached. Flight changes must be for work related reasons. The CTA will not cover "Early Bird" boarding fees.

5. Miscellaneous Expenses

Certain miscellaneous expenses are reimbursable if included in the employee's reimbursement request. Receipts are required to be submitted with the travel claim to substantiate the expense. Covered expenses include parking, vehicle storage, internet services, computer services, faxes, business related telephone calls, and conference room rentals. Travelers may also be reimbursed for laundry services or personal sundry expenses if the travel includes hotel stays of four (4) consecutive nights or longer. Original receipts are required. Employees may not charge the CTA for add-on activities such as tours, sightseeing or events not included in the cost of the conference or meeting registration. Any additional activities are at the employee's expense.

6. Meals and Overnight Lodging Within Carson City

Overnight lodging in areas outside of Carson City is only allowed if conference-hosting duties require an on-site presence. Any such request must be justified in writing and approved by the Executive Director. Meals in areas outside of Carson City are only allowed if conference or special events hosting duties require an on-site presence. Any such request must be justified in writing and approved by the Executive Director.

7. CTA P-Cards for travel expenses

The employee may use their CTA p-card for the above-mentioned travel related expenses. The p-cards are for official use only, and they should be used, whenever possible, to pay for CTA travel related expenses. Misuse of the p-card may be justification of termination of the employee.

IX. HOSTING

A. POLICY

Ensuring potential Carson City tourism and/or cultural community “buyers” – those within the domestic and international tour operator, event promoter, travel agent, influencers and wholesaler communities, representatives of the media or dignitaries – are provided with an experience that best conveys the Visit Carson City brand is essential for a successful sales and marketing outreach. The CTA understands that hosting funds need to be judiciously managed and with fiscal restraint. Hosting will cover lodging, entertainment, refreshments, including alcoholic beverages, or meals, as necessary, for individuals in offices or at meetings and attendees of receptions or other marketing events associated with Carson City tourism and/or cultural marketing regarded as reasonable expenditures of the agency. The person or persons hosting such promoters, buyers, media representatives, tourism partners or dignitaries can be reimbursed for the actual cost of their expenses associated with the hosted event. Normal and reasonable gratuities paid to service providers at CTA directed, produced, or hosted functions are acceptable expenditures. All expenses must be approved by the Executive Director and all expenses must be substantiated by receipts and accompanied by a detailed expense report. Expenses must be preapproved when possible.

B. PROCEDURE

If an employee, acting as a representative of CTA, is required to host a person or persons doing business with CTA, the employee is able to request reimbursement for the full amount of the hosting event. While hosting, CTA employees may purchase gift cards, for media people, tour operators and event promoters to use to purchase meals and miscellaneous items during their visit to Carson City. The employee must receive authority from Executive Director, prior to the expense being incurred. Hosting may be paid for with the employee’s p-card so long as all p-card policies are followed. If an employee uses personal funds, they may request reimbursement for the expenses. The request must include who was hosted, the dates, an explanation of the event and itemized receipts. Purchases of alcohol are only allowed for hosting and familiarization tours. Alcoholic beverages are limited to two drinks per person. A wine bottle allowance is based on one bottle for every two people per meal is limited to \$100.00. Special circumstances and events that exceed the two drinks per person require prior approval from the Executive Director.