



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 5, 2018

**Staff Contact:** Jason Link, Chief Financial Officer

**Agenda Title:** For Possible Action: To adopt a resolution creating the Arts and Culture Fund, a special revenue fund. (Jason Link, jlink@carson.org)

**Staff Summary:** The Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and revenues of the fund, and the method by which a determination will be made as to whether the balance of the fund is reasonable and necessary to carry out the purpose of the fund.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 5 Minutes

---

## **Proposed Motion**

I move to adopt Resolution No. \_\_\_\_\_, a resolution creating the Arts and Culture Fund, a special revenue fund.

## **Board's Strategic Goal**

Economic Development

## **Previous Action**

March 1, 2018 - the Board of Supervisors approved the 1<sup>st</sup> Amended Cooperative Agreement between Carson City (the "City") and the Carson City Cultural and Tourism Authority (the "CTA"), for administrative services and facility use and management to be funded by 2% of the total 11% transient lodging tax rate.

## **Background/Issues & Analysis**

The terms of the amendment approved on March 1, 2018, added a provision for the City to administer the position of the Arts and Culture Director (which will be re-titled to Coordinator under the City's classification guidelines) to be funded from the 1% increase in the transient lodging tax rate approved by the Board of Supervisors on May 5, 2016. The position will be responsible for the implementation of the Carson City Arts and Cultural Master Plan and the Cultural Tourism Campaign.

## **Applicable Statute, Code, Policy, Rule or Regulation**

NRS 354.612, CCMC Chapter 4.08

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Arts and Culture Fund - Fund 295

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The Arts and Culture Fund will be used to account for transient lodging taxes for implementation of the Carson City Arts and Cultural Master Plan and the Cultural Tourism Campaign.

**Alternatives**

Amend Resolution

**Board Action Taken:**

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

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

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

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION CREATING THE ARTS AND CULTURE FUND, A SPECIAL REVENUE  
FUND

WHEREAS, NRS 354.612 provides that the Carson City Board of Supervisors may establish a special revenue fund by resolution which describes the purpose of the fund, the resources to be used to establish the fund, the sources to be used to replenish the fund, the method for controlling the expenses and revenues of the fund, and the method by which a determination will be made as to whether the balance of the fund is reasonable and necessary to carry out the purpose of the fund.

NOW, THEREFORE, the Carson City Board of Supervisors do hereby resolve:

- 1) The purpose of the fund is to account for the transient lodging tax dedicated to funding the employment and administration of the Arts and Culture Coordinator, the associated costs in diversifying cultural offerings that allow Carson City to compete in the cultural tourism market, and all operational costs associated with the implementation of the Carson City Arts and Culture Master Plan; and
- 2) The resources used to establish and replenish the fund is transient lodging tax remitted to Carson City by the Carson City Culture and Tourism Authority; and
- 3) The method for controlling expenses and revenues of the fund is the budgeting and financial accounting policies administered by the City Finance Department.
- 4) The Arts and Culture Coordinator will make an annual determination as to

1 whether the balance, reserve, or retained earnings of the fund are reasonable and necessary to carry  
2 out the purpose of the fund.

3

4 ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

5 AYES: Supervisors \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 NAYES: Supervisors \_\_\_\_\_

11 ABSENT: Supervisors \_\_\_\_\_

12 \_\_\_\_\_  
ROBERT L. CROWELL, Mayor

13 ATTEST:

14 \_\_\_\_\_  
Sue Merriwether, Clerk-Recorder

15

16

17

18

19

20

21

22

23

24

25

26

27

28