

Carson City Culture & Tourism Authority  
Agenda Report

Date Submitted: 12/09/20  
Agenda Date Requested: 12/14/20  
Time Requested: 5 Minutes

To: Carson City Culture & Tourism Authority - Board of Directors  
From: David Peterson, Executive Director ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com))

Subject Title: Discussion and possible action regarding a proposed amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City ("City"), the Carson City District Attorney's Office ("CCDA") and the Carson City Culture and Tourism Authority ("CTA") to amend and delete provisions related to the administration of the 1% Transient Lodging Tax dedicated to the implementation of the City's Arts & Culture Master Plan and the development of a Cultural Tourism Campaign (the "1% Tax"), and authorization for the CTA Executive Director to take any action necessary to implement the amended agreement.

Staff Summary: The 1% Tax is currently administered by the City but was previously administered by the CTA. During a special joint meeting of the Carson City Cultural Commission ("Commission") and the CTA, the Commission and the CTA approved a recommendation to the Board of Supervisors to move the administration of the 1% Tax back under the authority of the CTA given the CTA's expertise in attracting visitors to Carson City, marketing special events and the promotion of arts and culture. The proposed amendments to the agreement will remove the provisions for the transfer of the 1% Tax to, and administration of the 1% Tax by, the City, effectively transferring the administration of the 1% Tax back to CTA.

Type of Action Requested:

Resolution  Ordinance  
 Formal Action/Motion  Other (Specify) Presentation Only

Recommended Board Action: I move to approve the amendment and authorize the CTA Executive Director to take any action necessary to implement the amended agreement.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: First Amendment to the August 15, 2019 Interlocal Agreement for Administrative Services and Facility Use and Management

Prepared By: Chris Kipp, Operations Manager

# FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR ADMINISTRATIVE SERVICES AND FACILITY USE AND MANAGEMENT

This First Amendment (“Amendment”) to the August 15, 2019, Interlocal Agreement for Administrative Services and Facility Use and Management (“Agreement”) is entered into by and between Carson City (“City”), a consolidated municipality and political subdivision of the State of Nevada, the Carson City District Attorney’s Office (“CCDA”) and the Carson City Culture & Tourism Authority (“CTA”). City, CCDA and CTA may be individually referred to as “Party” and collectively referred to as “Parties.”

The parties to the Agreement do hereby agree to amend the Agreement as follows:

1. On page 1, the following whereas clause is deleted:  
~~WHEREAS, CTA transmits 1% of the total 11% transient lodging tax to City for the purpose of implementing the Carson City Arts and Culture Masterplan; and~~
  
2. On page 2, section 1(A)(ix) is deleted:  
~~ix. City will transfer 1% of the transient occupancy tax for the Arts & Culture Fund as directed by CTA.~~
  
3. On page 3, section C is deleted:  
~~C. Arts and Culture
  - i. City will administer the position of the Arts and Culture Coordinator to be funded from the 1% increase in the transient lodging tax rate approved by the Carson City Board of Supervisors on May 5, 2016. This provision expires by limitation on May 31, 2021 pursuant to CCMC 4.08.080(4).
  - ii. The City Arts and Culture Coordinator is responsible for the implementation of the goals and objectives contained in the Carson City Arts and Cultural Master Plan.
  - iii. The Arts and Culture Coordinator will make an annual presentation to the CTA Board of Directors during a regular public meeting regarding the status of the implementation of the Arts and Culture Master Plan.
  - iv. The Arts and Culture Coordinator reports directly to the City Manager.~~
  
4. On page 8, section 3(B) is amended as follows:
  - B. CTA shall pay monthly to the City, an amount equal to ~~2%~~ 1% of the total 11% transient lodging tax rate collected from transient lodging properties.

5. All unaffected conditions, requirements, and restrictions of the Agreement remain in full force and effect for the duration of the Contract term.

6. This Amendment will become effective when approved by the Carson City Board of Supervisors and the CTA and signed by all parties.

**Approved by:**

**Carson City**

\_\_\_\_\_ Date: \_\_\_\_\_  
Brad Bonkowski  
Acting Mayor / Mayor Pro Tempore

**Attest:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Aubrey Rowlett  
Clerk-Recorder

**Carson City Culture & Tourism Authority**

\_\_\_\_\_ Date: \_\_\_\_\_  
David Peterson  
Executive Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Mike Jones  
Chair

**Carson City District Attorney's Office**

\_\_\_\_\_ Date: \_\_\_\_\_  
Carson City District Attorney or Designee