

Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 05/05/21

Agenda Date Requested: 05/10/21

Time Requested: 15 Minutes

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

From: Chris Kipp, Operations Manager (ckipp@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the proposed CTA FY 2022 Tentative Budget.

Staff Summary: The purpose of this item is to review the proposed FY 2022 CTA Tentative Budget. Staff will provide a presentation on adjustments made to the Tentative Budget and request any possible further adjustments from the CTA Board.

Type of Action Requested:

Resolution

Formal Action/Motion

Ordinance

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the proposed CTA FY 2022 Tentative Budget and direct staff to implement the changes discussed today and return to the CTA Board with a final budget for adoption at a Public Hearing scheduled for May 24, 2021.

Applicable Statute, Code, Policy, Rule or Regulation: NRS Chapter 354

Fiscal Impact: Yes

Explanation of Impact: See FY 2022 Tentative Budget documents

Funding Source:

Supporting Material/Attachments: CC CTA FY 2022 Tentative Budget Draft

Prepared By: Chris Kipp, Operations Manager



CARSON CITY CULTURE & TOURISM AUTHORITY
 716 N CARSON ST., SUITE 100
 CARSON CITY, NV 89701
 (775)687-7410

Nevada Department of Taxation
 1550 College Parkway, Suite 115
 Carson City, NV 89706-7937

CARSON CITY CULTURE & TOURISM AUTHORITY herewith submits the (TENTATIVE) (FINAL) budget for the fiscal year ending June 30, 2022

This budget contains 3 funds, including Debt Service, requiring property tax revenues totaling \$ 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0. If the final computation requires, the tax rate will be lowered.

This budget contains 3 governmental fund types with estimated expenditures of \$ 2,562,898 and 0 proprietary funds with estimated expenses of \$ 0

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

APPROVED BY THE GOVERNING BOARD

I CHRIS KIPP
 (Print Name)
OPERATIONS MANAGER
 (Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed: Chris Kipp

Dated: 04/15/21

MIKE JONES, CHAIR

BOBBI RAHDER, VICE CHAIR

STEVE KEHM

STEVEN REYNOLDS

ROBERT STACEY GIOMI

SCHEDULED PUBLIC HEARING:

(Must be held from May 17, 2021 to May 31, 2021 this year)

Date and Time: May 24, 2021 4:00pm

Publication Date: _____

Place: Carson City Community Center, Robert "Bob" Crowell Board Room, 851 E. William St., Carson City, NV 89701

CARSON CITY CULTURE & TOURISM AUTHORITY
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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR YEAR 06/30/20	ESTIMATED CURRENT YEAR YEAR 06/30/21	BUDGET YEAR YEAR 06/30/22
General Government	3	3	3
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	3	4	4
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	6	7	7

POPULATION (AS OF JULY 1)	56,434	56,696	56,960
SOURCE OF POPULATION ESTIMATE*	Nevada State Demographer		
Assessed Valuation (Secured and Unsecured Only)			
Net Proceeds of Mines			
TOTAL ASSESSED VALUE			
TAX RATE			
General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE			

* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/22	
	ACTUAL PRIOR YEAR ENDING 6/30/2020	ESTIMATED CURRENT YEAR ENDING 6/30/2021	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAX	\$ 344,024	\$ 373,296	\$ 387,148	
Interest Income	\$ 12,291	\$ 4,080	\$ 4,080	
Subtotal	\$ 356,315	\$ 377,376	\$ 391,228	\$ -
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 440,525	\$ 345,088	\$ 284,168	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 440,525	\$ 345,088	\$ 284,168	\$ -
TOTAL RESOURCES	\$ 796,840	\$ 722,464	\$ 675,396	\$ -

EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	\$ 107,728	\$ 65,000	\$ 86,307	
Subtotal	\$ 107,728	\$ 65,000	\$ 86,307	\$ -
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	\$ 344,024	\$ 373,296	\$ 387,148	
ENDING FUND BALANCE	\$ 345,088	\$ 284,168	\$ 201,941	
TOTAL COMMITMENTS & FUND BALANCE	\$ 796,840	\$ 722,464	\$ 675,396	\$ -

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **V&T CAPITAL PROJECTS FUND**

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/22	
	ACTUAL PRIOR YEAR ENDING 6/30/2020	ESTIMATED CURRENT YEAR ENDING 6/30/2021	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAX	\$ 344,024	\$ 373,296	\$ 387,148	
Interest Income	\$ 5,660	\$ 2,160	\$ 2,160	
Subtotal	\$ 349,684	\$ 375,456	\$ 389,308	\$ -
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 202,873	\$ 191,829	\$ 161,230	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 202,873	\$ 191,829	\$ 161,230	\$ -
TOTAL RESOURCES	\$ 552,557	\$ 567,285	\$ 550,538	\$ -
EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	\$ 360,728	\$ 406,055	\$ 387,148	
Subtotal	\$ 360,728	\$ 406,055	\$ 387,148	\$ -
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	\$ 191,829	\$ 161,230	\$ 163,390	
TOTAL COMMITMENTS & FUND BALANCE	\$ 552,557	\$ 567,285	\$ 550,538	\$ -

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **CAPITAL PROJECTS FUND**

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND	V&T Capital Projects Fund	6	\$ 387,148			
SUBTOTAL						
SPECIAL REVENUE FUNDS				GENERAL FUND	9	\$ 387,148
SUBTOTAL						

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2021-2022

Local Government: CARSON CITY CULTURE & TOURISM AUTHORITY
Contact: DAVID PETERSON, EXECUTIVE DIRECTOR
E-mail Address: dpeterson@visitcarsoncity.com
Daytime Telephone: 775-687-7410

Total Number of Existing Contracts:

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure 2021-2022	Proposed Expenditure 2022-2023	Reason or need for contract:
1	KPS3	4/9/2019	6/30/2022	\$ 150,500	\$ -	Creative Content/Public Relations/External Communications
2	KPS3	5/14/2019	6/30/2022	\$ 35,000	\$ -	Web/Digital Development & E-Marketing/CRM
3	Casey Neilon, Inc.	8/11/2020	6/30/2023	\$ 13,000	\$ 13,500	FY21 & FY22 Audits & Financial Statements
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$ 198,500	\$ 13,500	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2021-2022

Local Government: CARSON CITY CULTURE & TOURISM AUTHORITY

Contact: DAVID PETERSON, EXECUTIVE DIRECTOR

E-mail Address: dpeterson@visitcarsoncity.com

Daytime Telephone: 775-687-7410

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure 2021-2022	Proposed Expenditure 2022-2023	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1										
2										
3										
4										
5										
6										
7										
8	Total									

Attach additional sheets if necessary.