

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 05/12/17

Agenda Date Requested: 05/23/17

Time Requested: 15 Minutes

To: Carson City Visitors Bureau - Board of Directors

From: Joel Dunn, Executive Director

Subject Title: Approval of the 2017/2018 (FY18) Budget for the CCVB.

Staff Summary: CCVB is required by NRS 354.598 to hold a public hearing on the tentative budget, at which time interested persons must be given an opportunity to be heard. At the public hearing, the CCVB Board of Directors shall indicate changes, if any, to be made in the tentative budget and shall adopt a final budget by the favorable votes of a majority of all members of the CCVB Board of Directors.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the adjusted FY18 Budget for the CCVB.

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

Fiscal Impact: Yes

Explanation of Impact: See attached CCVB FY18 Budget Schedule

Funding Source: n/a

Supporting Material: CCVB FY18 Budget Schedule

Prepared By: Joel Dunn, Executive Director



Carson City Visitors Bureau
 716 N. Carson St., Suite 100
 Carson City, NV 89701
 P: 775-687-7410

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

CARSON CITY VISITORS BUREAU herewith submits the (TENTATIVE) --- (FINAL) budget for the fiscal year ending June 30, 2018

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 _____ If the final computation requires, the tax rate will be lowered.

This budget contains 3 governmental fund types with estimated expenditures of \$ 1,967,367 and 0 proprietary funds with estimated expenses of \$ _____

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

I Joel Dunn

 (Print Name)
Executive Director

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

Signed _____

Dated: _____

APPROVED BY THE GOVERNING BOARD

 Jonathan Boulaware, Chairman

 Renee Plain, Vice Chairman

 Jesse Dhami, Secretary/Treasurer

 Karen Abowd

 Sandra Nagel

SCHEDULED PUBLIC HEARING:

Date and Time 05/23/17 4:00pm Publication Date _____

Place: Carson City Community Center, Sierra Room, 851 E. Willian St., Carson City, NV 89701



CARSON CITY VISITORS BUREAU
INDEX TO FY17/18 FINAL BUDGET

<i>Form</i>	<i>Description</i>	<i>Page</i>
1	Transmittal	1
	Index to Budget	2
4	Statistical Data	3
5	Schedule A Estimated Revenues and Other Resources	4
6	Schedule A-1 Estimated Expenditures and Other Financing Uses	5
8	Schedule B Detail Schedules of Revenue	6
10	Schedule B Expenditures by Function, Activity and Object	7
11	Schedule B Summary - Expenditures, Other Uses and Fund Balance	8
14	Schedule B Resources and Expenditures other than General Fund - V&T CAPITAL PROJECTS FUND	9
14	Schedule B Resources and Expenditures other than General Fund - CAPITAL PROJECTS FUND	10
T	Schedule T - Transfer Reconciliation	11
31	Schedule of Existing Contracts	12
32	Schedule of Privatization of Contracts	13

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	BUDGET YEAR ENDING 06/30/18
General Government	2.75	2	2.75
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	1	3.75	3
Community Support			
TOTAL GENERAL GOVERNMENT	3.75	5.75	5.75
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL			

POPULATION (AS OF JULY 1)	55182	55283	55384
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 VISITORS BUREAU
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

SCHEDULE A - ESTIMATED REVENUES & OTHER RESOURCES - GOVERNMENTAL FUND TYPES, EXPENDABLE TRUST FUNDS & TAX SUPPORTED PROPRIETARY FUND TYPES

Budget For Fiscal Year Ending June 30, 2018

Budget Summary for **CARSON CITY VISITORS BUREAU**
(Local Government)

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS FUND NAME	BEGINNING FUND BALANCES (1)	CONSOLIDATED TAX REVENUE (2)	PROPERTY TAX REQUIRED (3)	TAX RATE (4)	OTHER REVENUE (5)	OTHER FINANCING SOURCES OTHER THAN TRANSFERS IN (6)	OPERATING TRANSFERS IN (7)	TOTAL (8)
General	\$ 599,888				\$ 1,263,320		\$ 378,210	\$ 2,241,418
V&T Capital Projects Fun	\$ 566,590				\$ 382,290			\$ 948,880
Capital Projects Fund	\$ 117,295				\$ 380,370			\$ 497,665
DEBT SERVICE								
Subtotal Governmental Fund Types, Expendable Trust Funds	\$ 1,283,773				\$ 2,025,980		\$ 378,210	\$ 3,687,963
PROPRIETARY FUNDS								
	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Subtotal Proprietary Funds	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
TOTAL ALL FUNDS	XXXXXXXXXX				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

Budget For Fiscal Year Ending June 30, 2018

Budget Summary for CARSON CITY VISITORS BUREAU
(Local Government)

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS FUND NAME	*	SALARIES AND WAGES (1)	EMPLOYEE BENEFITS (2)	SERVICES, SUPPLIES AND OTHER CHARGES ** (3)	CAPITAL OUTLAY *** (4)	CONTINGENCIES AND USES OTHER THAN OPERATING TRANSFERS OUT (5)	OPERATING TRANSFERS OUT (6)	ENDING FUND BALANCES (7)	TOTAL (8)
General	-	\$ 424,157	\$ 219,948	\$ 976,507				\$ 620,807	\$ 2,241,418
V&T Capital Projects Fund				\$ -			\$ 378,210	\$ 570,670	\$ 948,880
Capital Projects Fund				\$ 346,755				\$ 150,910	\$ 497,665
TOTAL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS		\$ 424,157	\$ 219,948	\$ 1,323,262	\$ -		\$ 378,210	\$ 1,342,386	\$ 3,687,963

* FUND TYPES: R - Special Revenue
C - Capital Projects
D - Debt Service
T - Expendable Trust

** Include Debt Service Requirements in this column

*** Capital Outlay must agree with CIP.

<u>REVENUES</u>	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18	
	ACTUAL PRIOR YEAR ENDING 6/30/2016	ESTIMATED CURRENT YEAR ENDING 6/30/2017	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAXES	\$ 874,034	\$ 1,162,856	\$ 1,217,560	
Intergovernmental Revenue	\$ 33,433	\$ 25,000	\$ 40,000	
Miscellaneous	\$ 46,514	\$ 15,303	\$ 5,760	
Sale of Assets				
Transfer In	\$ 105,195	\$ 360,200	\$ 378,210	
Subtotal Revenue All Sources	\$ 1,059,176	\$ 1,563,359	\$ 1,641,530	
Beginning Fund Balance	\$ 540,716	\$ 574,424	\$ 599,888	
Total Beginning Fund Balance	\$ 540,716	\$ 574,424	\$ 599,888	
Total Resources	\$ 1,599,892	\$ 2,137,783	\$ 2,241,418	

CARSON CITY VISITORS BUREAU
(Local Government)
SCHEDULE B - GENERAL FUND

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/18	
	ACTUAL PRIOR YEAR ENDING 6/30/2016	ESTIMATED CURRENT YEAR ENDING 6/30/2017	TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
ROOM TAX	\$ 321,432	\$ 360,200	\$ 378,210	
Interest Income	\$ 7,675	\$ 983	\$ 4,080	
Subtotal	\$ 329,107	\$ 361,183	\$ 382,290	
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 466,695	\$ 565,607	\$ 566,590	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE				
TOTAL RESOURCES	\$ 795,802	\$ 926,790	\$ 948,880	
<u>EXPENDITURES</u>				
Intergovernmental Expenses	\$ 125,000	\$ -	\$ -	
Subtotal	\$ 125,000	\$ -	\$ -	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	\$ 105,195	\$ 360,200	\$ 378,210	
ENDING FUND BALANCE	\$ 565,607	\$ 566,590	\$ 570,670	
TOTAL COMMITMENTS & FUND BALANCE	\$ 795,802	\$ 926,790	\$ 948,880	

CARSON CITY VISITORS BUREAU
(Local Government)

FUND _____ **V&T Capital Projects Fund**

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/18	
	ACTUAL PRIOR YEAR ENDING 6/30/2016	ESTIMATED CURRENT YEAR ENDING 6/30/2017	TENTATIVE APPROVED	FINAL APPROVED
REVENUES				
ROOM TAX	\$ 321,432	\$ 360,200	\$ 378,210	
Interest Income	\$ 324	\$ 520	\$ 2,160	
Subtotal	\$ 321,756	\$ 360,720	\$ 380,370	
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE				
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 105,929	\$ 104,230	\$ 117,295	
TOTAL RESOURCES	\$ 427,685	\$ 464,950	\$ 497,665	
EXPENDITURES				
Intergovernmental Expenses	\$ 323,455	\$ 347,655	\$ 346,755	
Subtotal	\$ 323,455	\$ 347,655	\$ 346,755	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	\$ 104,230	\$ 117,295	\$ 150,910	
TOTAL COMMITMENTS & FUND BALANCE	\$ 427,685	\$ 464,950	\$ 497,665	

CARSON CITY VISITORS BUREAU
(Local Government)

FUND _____ **Capital Projects Fund**

Transfer Schedule for Fiscal Year 2017-2018

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND	V&T Capital Projects Fund	6	\$ 378,210			
SUBTOTAL						
SPECIAL REVENUE FUNDS				General Fund	9	\$ 378,210
SUBTOTAL			\$ 378,210			\$ 378,210

CARSON CITY VISITORS BUREAU
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

SCHEDULE OF EXISTING CONTRACTS
Budget Year 2017 - 2018

Local Government: Carson City Visitors Bureau
Contact: Joel Dunn, Executive Director
E-mail Address: jdunn@visitcarsoncity.com
Daytime Telephone: 775-687-7410

Total Number of Existing Contracts: 1

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2017-18	Proposed Expenditure FY 2018-19	Reason or need for contract:
1	Kohn & Company LLP	1/1/2015	12/31/2017	\$ 10,000		Annual Audits
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures					

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS
Budget Year 2017 - 2018

Local Government: Carson City Visitors Bureau
Contact: Joel Dunn, Executive Director
E-mail Address: jdunn@visitcarsoncity.com
Daytime Telephone: 775-687-7410

Total Number of Privatization Contracts: None

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2017-18	Proposed Expenditure FY 2018-19	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.



NEVADA APPEAL

Proof and Statement of Publication

Ad #: 0000050442-01

580 Mallory Way, Carson City, NV 89701
P.O. Box 1888 Carson City, NV 89702
(775) 881-1201 FAX: (775) 887-2408

Customer Account #: 9489005

Legal Account

CARSON CITY CONVENTION & VISITORS BUREAU,
716 N. CARSON ST. STE: 100
CARSON CITY, NV 89701
Attn: Chris McQueary

Bailee Taylor says:

That (s)he is a legal clerk of the
Nevada Appeal,
a newspaper published Tuesday through Sunday
at Carson City, in the State of Nevada.

Copy Line

Public Hearing on CCVB FY18 Tentative Budget

PO#:

Ad #: 0000050442-01

of which a copy is hereto attached, was published
in said newspaper for the full required period of
1 time(s) commencing on **05/12/2017**,
and ending on **05/12/2017**, all days inclusive.

Bailee Taylor

Signed: _____
Date: 05/12/2017 State of Nevada, Carson City

Price: \$ 52.76

The Carson City Visitors Bureau will be holding a Public Hearing on its tentative budget for FY17/18 on Tuesday, May 23rd at 4:00 pm in the Sierra Room of the Carson City Community Center at 851 E. William St., Carson City, NV. Copies of the tentative budget are online at VisitCarsonCity.com and on file and available for public inspection from 9 am to 5 pm from Monday through Friday at the office of the Carson City Visitors Bureau – 716 N. Carson Street, Carson City, Nevada.

Pub: May 12, 2017
Ad #0000050442