

**Carson City Culture & Tourism Authority  
Agenda Report**

**Date Submitted:** 04/04/18

**Agenda Date Requested:** 04/09/18

**Time Requested:** 15 Minutes

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

**From:** Chris Kipp, Operations Manager

**Subject Title:** To approve a payment of \$80,000.00 to the NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY from the V&T CAPITAL PROJECTS FUND. – Joel Dunn

**Staff Summary:** The CTA Board will address a request from the V&T Commission to allocate 80k from the CTA managed fund (V&T Capital Projects) to offset an expected 152k FY18 revenue shortfall and make the determination whether they approve the payment. The 80k would be funded from the V&T Capital Projects Fund FY17 Carryover of \$572,411 and would be supported with a payment of \$125,000 from Storey County's ¼ of 1 cent tax collection allocated to the V&T Commission for the operation and maintenance of the railroad.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:**

**I move to approve a payment from the V&T Capital Projects Fund in the amount of \$80,000 payable to the NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY.**

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

**Fiscal Impact:** \$80,000.00

**Explanation of Impact:** Offset an expected 152k FY18 revenue shortfall for the V&T operations.

**Funding Source:** V&T CAPITAL PROJECTS FUND ROOM TAX ACCOUNT #740-0000-318.35-02

**Supporting Material:** FY2017-18 V&T budget adjustments for FY18 augmentation preparation

**Prepared By:** Joel Dunn, NV Consulting LLC

REVENUE	FY18 Remaining REV	FY18 Remaining EXP
<b>REVENUE PROJECTED TOTAL</b>	<b>\$ 210,500.00</b>	<b>\$ 362,566.67</b>
<b>REVENUE PROJECTED +/-</b>		<b>\$ (152,066.67)</b>
0000-000 Account Balance (Transfer from General Fund)	\$ 100,000.00	
0000-000 Account Balance (Transfer from General Fund)		
32101-000 Licenses Plate	\$ 6,500.00	
33400-000 State Grants		
31310-000 Historic Preservation Fee	\$ 7,000.00	
xxx Interlocal Support		
Carson City CVB		
VC		
xxx Sale of Property	\$ 11,000.00	
Drako Property		
34700 Ticket Sales		
232 Regular season	\$ 86,000.00	
36 steam / 3 diesel / 9 special trains		
233 Polar Express		
77 runs over 32 nights		
36100-000 Interest Earnings		
36203-000 Payments & Royalties		
Engine #18 Lease		
36304 Polar Express Photography		
36400-000 Contributions/Donations/ Membership		
36500-000 Misc - Other		
36700-000 Merchandise Sales		
xxx Regular Season		
xxx Polar Express		
<b>Revenue Projection</b>	<b>\$ 210,500.00</b>	

		<b>FY18</b>
		<b>Remaining Budget</b>
<b>EXPENSE TOTALS</b>		<b>\$ 362,566.67</b>
53010-000	Postage	
	General	
	xxx Polar Express	
53011-000	Office/Operating Supplies	
	Basic Office & Janitorial Supplies	
		\$ 1,333.33
53012-000	Telephones	
	All Telephone lines, and Long Distance	
53013-000	Travel Expense	
	Trade Shows	\$ 333.33
	xxx PEX Training	\$ 833.33
	(Lodging, Cab/Shuttle, Airfaire, Parking)	
		\$ 300.00
53014-000	Dues/Fees and Subscriptions	
	Trade Mark Registrations	
	RTT Meeting expenses	
	Misc.	
	Internet Hosting	\$ 700.00
	Business license(s)	
53016-000	Computer Equipment Maintenance	
	IT / Software / Software Licenses / Ticking Site Fee	
53022-000	Utilities	
	Eastgate Depot	
	Power	\$ 2,400.00
	Water	
	Propane	
	Fire Alarm	
xxx	Polar Express	
	Franchise Fees & Royalties	
xxx	Track Maintenance	
	On-going repairs & maintenance	\$ 150,000.00
xxx	Engine #18 Repairs	
		\$ 16,666.67
53057-000	Eastgate Depot	
	Building/Repairs & Maintenance	
	Basic repairs	
	Maintenance, etc.	
53060-000	Special Events	
	Decorations	\$ 3,000.00
	Food & Bev	
	Misc	
	xxx PEX Depot Decorations	\$ 5,000.00
53061-000	Merchandise Expense (COGS)	
	East Gate merchandise	
	xxx Polar Express merchandise	
53070 ?	Train Service Agreement	
	Regular Season	\$ 1,000.00
	xxx Polar Express	
53065-000	Entertainment; VIP's, etc.	
	Drinks	\$ 75,000.00
	Meals	

<b>53070-000</b>	<b>Professional Services</b>			
		General Contractor		
		Depot Staffing		
		Special Event Coordinator		
		Marketing (PR, socials, web, design)		
		Engineering ( Ken & Gabe)	\$	25,000.00
		Legal Services	\$	15,000.00
	xxx	PEX Staffing	\$	7,500.00
	xxx	PEX North Pole Set-up, tear-down, decorations	\$	12,500.00
			\$	23,250.00
<b>53090-000</b>	<b>Audit</b>	Separate financial audit	\$	3,000.00
<b>53602-000</b>	<b>Print Advertising</b>			
		Event & CAP Rack Cards		
		General Creative Design	\$	10,000.00
<b>53609-000</b>	<b>On-Line Advertising</b>			
		Social Media	\$	625.00
		Google Ad words	\$	625.00
		Newsletter		
		Bannor Ads		
	xxx	PEX Marketing	\$	2,500.00
			\$	500.00
<b>54010-000</b>	<b>CAPITAL OUTLAY</b>			
		Future Improvements	\$	1,750.00
<b>56504-000</b>	<b>Meeting Expenses</b>			
<b>56500</b>	<b>Misc</b>			
		General Season		
	xxx	PEX		
xxx	<b>Chargebacks, refunds &amp; bad dept</b>			
<b>56600-000</b>	<b>Insurance Premiums</b>			
<b>XXX</b>	<b>Donations &amp; Give-aways</b>			
		General Season		
	xxx	PEX (Bells)	\$	3,000.00
			\$	500.00
<b>POLAR EXPRESS OPERATING / MARKETING TOTALS:</b>				