

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

**Date Submitted:** 05/16/19

**Agenda Date Requested:** 05/21/19

**Time Requested:** 15 Minutes

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

**From:** David Peterson, Executive Director

**Subject Title:** Approval of the 2019/2020 (FY20) Budget for the CTA.

**Staff Summary:** *The CTA 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 CTA 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 CTA Board of Directors.*

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the FY20 Tentative Budget for the CTA.

**Applicable Statute, Code, Policy, Rule or Regulation:** NRS 354.598

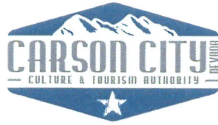
**Fiscal Impact:** Yes

**Explanation of Impact:** See attached CTA FY20 Budget Schedule

**Funding Source:** n/a

**Supporting Material:** CTA FY20 Budget Schedule

**Prepared By:** Chris Kipp, Operations Manager



Carson City Culture & Tourism Authority  
 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 CULTURE & TOURISM AUTHORITY herewith submits the (TENTATIVE) (FINAL) budget for the fiscal year ending June 30, 2020

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

This budget contains \_\_\_\_\_ governmental fund types with estimated expenditures of \$ 2,585,354 and \_\_\_\_\_ 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

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: 04/15/19

Mike Jones, Chairman

Mike Riggs, Vice Chairman

Mike Santos, Secretary/Treasurer

Trish Trenoweth

Stacey Giomi

SCHEDULED PUBLIC HEARING:

Date and Time: 05/21/19 2:00pm

Publication Date: 5/11/2019

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

CARSON CITY CULTURAL & TOURISM AUTHORITY  
INDEX TO FY19/20 FINAL BUDGET

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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/18	ESTIMATED CURRENT YEAR ENDING 06/30/19	BUDGET YEAR ENDING 06/30/20
General Government	1.75	3	3
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	2	3	3
Community Support			
TOTAL GENERAL GOVERNMENT	3.75	6	6
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	3.75	6	6

POPULATION (AS OF JULY 1)	56057	56298	56541
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





<b>REVENUES</b>	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAXES	\$ 1,309,118	\$ 1,478,295	\$ 1,493,078	
Intergovernmental Revenue	\$ 61,282	\$ 56,500	\$ 70,000	
Miscellaneous	\$ 14,230	\$ 5,760	\$ 5,760	
Sale of Assets				
Transfer In	\$ 334,430	\$ 422,304	\$ 426,527	
Subtotal Revenue All Sources	\$ 1,719,060	\$ 1,962,858	\$ 1,995,364	
Beginning Fund Balance	\$ 813,558	\$ 849,592	\$ 918,593	
Total Beginning Fund Balance	\$ 813,558	\$ 849,592	\$ 918,593	
Total Resources	\$ 2,532,618	\$ 2,812,450	\$ 2,913,957	\$ -

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
 (Local Government)  
 SCHEDULE B - GENERAL FUND







	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
<b>REVENUES</b>				
ROOM TAX	\$ 414,430	\$ 422,304	\$ 426,527	
Interest Income	\$ 9,330	\$ 4,080	\$ 4,080	
Subtotal	\$ 423,760	\$ 426,384	\$ 430,607	
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 572,411	\$ 581,741	\$ 430,821	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE				
TOTAL RESOURCES	\$ 996,171	\$ 1,008,125	\$ 861,428	
<b>EXPENDITURES</b>				
Intergovernmental Expenses	\$ 80,000	\$ 155,000	\$ 65,000	
Subtotal	\$ 80,000	\$ 155,000	\$ 65,000	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	\$ 334,430	\$ 422,304	\$ 426,527	
ENDING FUND BALANCE	\$ 581,741	\$ 430,821	\$ 369,901	
TOTAL COMMITMENTS & FUND BALANCE	\$ 996,171	\$ 1,008,125	\$ 861,428	

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
(Local Government)

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

	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
<b>REVENUES</b>				
ROOM TAX	\$ 414,430	\$ 422,304	\$ 426,527	
Interest Income	\$ 1,719	\$ 2,160	\$ 2,160	
Subtotal	\$ 416,149	\$ 424,464	\$ 428,687	
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 125,880	\$ 195,274	\$ 213,983	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE				
TOTAL RESOURCES	\$ 542,029	\$ 619,738	\$ 642,669	
<b>EXPENDITURES</b>				
Intergovernmental Expenses	\$ 346,755	\$ 405,755	\$ 403,455	
Subtotal	\$ 346,755	\$ 405,755	\$ 403,455	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	\$ -	\$ -	\$ -	
ENDING FUND BALANCE	\$ 195,274	\$ 213,983	\$ 239,214	
TOTAL COMMITMENTS & FUND BALANCE	\$ 542,029	\$ 619,738	\$ 642,669	

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
(Local Government)

FUND: **Capital Projects Fund**

Transfer Schedule for Fiscal Year 2019-2020

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND	V&T Capital Projects Fund	6	\$ 426,527			
SUBTOTAL						
SPECIAL REVENUE FUNDS				General Fund	9	\$ 426,527
SUBTOTAL						

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
 (Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

**SCHEDULE OF EXISTING CONTRACTS**

**Budget Year 2019 - 2020**

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

Total Number of Existing Contracts: 2

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2019-20	Proposed Expenditure FY 2020-21	Reason or need for contract:
1	CTA1920-001 - KPS3	4/9/2019	6/30/2020	\$ 100,000.00		Creative Content-Development & Public Relations-External Communications
2	CTA1920-002 - Computer Artistry	4/9/2019	6/30/2020	\$ 25,000.00		Graphic design for CTA Marketing/Public Relations/Communications.
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			\$ 125,000	\$ -	

Additional Explanations (Reference Line Number and Vendor):

**SCHEDULE OF PRIVATIZATION CONTRACTS**  
**Budget Year 2019 - 2020**

**Local Government:** CARSON CITY CULTURE & TOURISM AUTHORITY  
**Contact:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Daytime Telephone:** \_\_\_\_\_

Total Number of Privatization Contracts: \_\_\_\_\_

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2019-20	Proposed Expenditure FY 2020-21	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	n/a									
2										
3										
4										
5										
6										
7										
8	Total									

Attach additional sheets if necessary.