

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

Date Submitted: 05/06/20

Agenda Date Requested: 05/11/20

Time Requested: 15 Minutes

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

From: David Peterson, Executive Director (dpeterson@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the proposed CTA FY21 Tentative Budget.

Staff Summary: The purpose of this item is to review the proposed FY 2021 Carson City Culture & Tourism Authority Tentative Budget. Staff will provide a presentation on adjustments made to the Tentative Budget and request any possible further adjustments from the CTA Board given the coronavirus pandemic.

Type of Action Requested:

(____) Resolution

(_xx_) Formal Action/Motion

(____) Ordinance

(___) Other (Specify) Presentation Only

Recommended Board Action:

I move to approve the proposed CTA FY21 Tentative Budget and direct staff to implement the changes discussed today and return to the CTA Board with a final budget for adoption at the Public Hearing scheduled for May 20, 2020.

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

Fiscal Impact: Yes

Explanation of Impact: See FY21 Tentative Budget documents

Funding Source:

Supporting Material/Attachments:

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, 2021

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 0 governmental fund types with estimated expenditures of \$ 2,285,878 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: 04/15/20

Mike Jones, Chairman

Mike Riggs, Vice Chairman

Mike Santos, Secretary/Treasurer

Trish Trenoweth

Robert Stacey Giomi

SCHEDULED PUBLIC HEARING:
 (Must be held from May 18, 2020 to May 31, 2020 this year)

Date and Time: 05/20/20 4:00pm Publication Date: 05/09/20

Place: Carson City Community Center, Sierra 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 ENDING 06/30/19	ESTIMATED CURRENT YEAR ENDING 06/30/20	BUDGET YEAR ENDING 06/30/21
General Government	3	3	3
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	3	3	3
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	6	6	6

POPULATION (AS OF JULY 1)	56,151	56,376	56,577
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 06/30/21	
	ACTUAL PRIOR YEAR ENDING 6/30/2019	ESTIMATED CURRENT YEAR ENDING 6/30/2020	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAX	\$ 410,323	\$ 312,628	\$ 377,997	
Interest Income	\$ 13,784	\$ 4,080	\$ 4,080	
Subtotal	\$ 424,107	\$ 316,708	\$ 382,077	\$ -
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 581,741	\$ 440,525	\$ 379,605	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 581,741	\$ 440,525	\$ 379,605	\$ -
TOTAL RESOURCES	\$ 1,005,848	\$ 757,233	\$ 761,682	\$ -
EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	\$ 155,000	\$ 65,000	\$ 65,000	
Subtotal	\$ 155,000	\$ 65,000	\$ 65,000	\$ -
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	\$ 410,323	\$ 312,628	\$ 377,997	
ENDING FUND BALANCE	\$ 440,525	\$ 379,605	\$ 318,685	
TOTAL COMMITMENTS & FUND BALANCE	\$ 1,005,848	\$ 757,233	\$ 761,682	\$ -

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND V&T CAPITAL PROJECTS FUND

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/21	
	ACTUAL PRIOR YEAR ENDING 6/30/2019	ESTIMATED CURRENT YEAR ENDING 6/30/2020	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAX	\$ 410,323	\$ 312,628	\$ 377,997	
Interest Income	\$ 3,031	\$ 2,160	\$ 2,160	
Subtotal	\$ 413,354	\$ 314,788	\$ 380,157	\$ -
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 195,274	\$ 202,873	\$ 205,033	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 195,274	\$ 202,873	\$ 205,033	\$ -
TOTAL RESOURCES	\$ 608,628	\$ 517,661	\$ 585,190	\$ -
EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	\$ 405,755	\$ 312,628	\$ 380,157	
Subtotal	\$ 405,755	\$ 312,628	\$ 380,157	\$ -
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	\$ 202,873	\$ 205,033	\$ 205,033	
TOTAL COMMITMENTS & FUND BALANCE	\$ 608,628	\$ 517,661	\$ 585,190	\$ -

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **CAPITAL PROJECTS FUND**

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2020 - 2021

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: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2020-21	Proposed Expenditure FY 2021-22	Reason or need for contract:
1						
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 2020 - 2021

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 FY 2020-21	Proposed Expenditure FY 2021-22	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.

CARSON CITY CULTURE & TOURISM AUTHORITY

FY21 MASTER BUDGET REPORT

**as of Accounting Period 01/2021 (07/31/20)*

8.34% of FY21 lapsed

BEGINNING FUND BALANCE	FY21 BUDGETED CARRY OVER from FY20	FY21 ACTUAL CARRY OVER from FY20	FY21 PROJECTED CARRY OVER to FY22
CCCTA BEGINNING FUND BALANCE (uncommitted)	789,806.52		656,040.48
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	205,033.00		205,033.00
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	379,605.00		318,685.00
TOTAL	1,374,444.52	-	1,179,758.48

Includes June Room Tax Revenue payments received by 07/31/20

FY21 REVENUE	FY21 BUDGET	FY21 PROJECTION	FY21 ACTUAL*	% RCVD
CCCTA ROOM TAX 7409887-418350	1,134,199.19	-	-	#DIV/0!
CAPITAL PROJECTS FUND ROOM TAX 7409887-418351	377,997.09	-	-	#DIV/0!
V&T CAPITAL PROJECTS FUND ROOM TAX 7409887-418352	-	-	-	
V&T MARKETING 7409887-418353	377,997.09	-	-	#DIV/0!
ART & CULTURE 7409887-418354	188,998.55	-	-	#DIV/0!
REFUNDS/REIMBURSEMENTS 7409880-466050	-	-	-	
STATE GRANTS 7409881-434010	-	-	-	#DIV/0!
PRINTING 7409880-447620	-	-	-	
DONATIONS RECEIVED 7409880-465920	-	-	-	
CCCTA INTEREST INCOME 7409888-461010	5,760.00	-	-	#DIV/0!
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00	2,160.00	-	-	#DIV/0!
V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00	4,080.00	-	-	#DIV/0!
TOTAL	2,091,191.92	-	-	#DIV/0!
FY21 CCCTA REVENUE TOTAL	1,706,954.83	-	-	#DIV/0!
FY21 CAPITAL PROJECTS FUND REVENUE TOTAL	380,157.09	-	-	#DIV/0!
FY21 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	4,080.00	-	-	#DIV/0!
TOTAL	2,091,191.92	-	-	#DIV/0!
FY21 CCCTA EXPENDABLE REVENUE TOTAL	2,496,761.35	-	-	#DIV/0!
FY21 CAPITAL PROJECTS FUND REVENUE TOTAL	585,190.09	-	-	#DIV/0!
FY21 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	383,685.00	-	-	#DIV/0!
FY21 EXPENDABLE REVENUE TOTAL	3,465,636.44	-	-	#DIV/0!

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CARSON CITY CULTURE & TOURISM AUTHORITY

FY21 MASTER BUDGET REPORT

INTERGOVERNMENTAL EXPENDITURES	FY21 BUDGET	FY21 PROJECTION	FY21 ACTUAL*	% RCVD
CC INTERLOCAL AGREEMENT 1% 740-7200-413.25-10	188,998.55	-	-	#DIV/0!
CC INTERLOCAL AGREEMENT 1% ARTS & CULTURE 740-7254-450.25-10	188,998.55	-	-	#DIV/0!
CCPR FIELD MAINT 3/16% 740-7200-413.25-11	35,440.77	-	-	#DIV/0!
NCOT 3/8% 740-7200-413.25-12	77,969.70	-	-	#DIV/0!
CAPITAL PROJECT FUND 2% 740-7251-425.25-01	380,157.09	-	-	#DIV/0!
V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02	65,000.00	-	-	#DIV/0!
INTERGOVERNMENTAL EXPENDITURES TOTAL	936,564.66	-	-	#DIV/0!

CCCTA SALARIES & WAGES	FY21 BUDGET	FY21 PROJECTION	FY21 ACTUAL*	% EXPENDED
SALARIES 0101	417,523.87	-	-	
SALARIES 0102	12,468.00	-	-	
MANAGEMENT LEAVE 0106	-	-	-	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	-	
HOLIDAY PAY 0116	-	-	-	
ANNUAL & SICK LEAVE PAYOFF 0107 & 0108	-	-	-	
TOTAL	429,991.87	-	-	#DIV/0!

CCCTA EMPLOYEE BENEFITS	FY21 BUDGET	FY21 PROJECTION	FY21 ACTUAL*	% EXPENDED
MEDICARE 0225	6,234.90			
RETIREMENT 0230	115,449.81			
GROUP INSURANCE 0240	92,191.63			
WORKERS COMP. 0250	4,721.70			
CAR ALLOWANCE 0270	4,000.00			
PHONE ALLOWANCE 0271	1,920.00			
TOTAL	224,518.04	-	-	#DIV/0!

CCCTA SALARIES - BENEFITS TOTAL	654,509.91	-	-	#DIV/0!
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CARSON CITY CULTURE & TOURISM AUTHORITY

FY21 MASTER BUDGET REPORT

CCCTA PROFESSIONAL SERVICES	FY21 BUDGET	FY21 PROJECTION	FY21 ACTUAL*	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS (includes registration & travel) 0330	7,449.96	-	-	#DIV/0!
PROFESSIONAL SERVICES/CONTRACT EMPLOYEES 0340	116,834.17	-	-	#DIV/0!
CONTRACTUAL AGREEMENTS/SERVICES 0349	136,000.00	-	-	#DIV/0!
TOTAL	260,284.13	-	-	#DIV/0!
CCCTA PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	500.00	-	-	#DIV/0!
RENT 0440	63,192.00	-	-	#DIV/0!
OFFICE EQUIPMENT RENTAL/LEASE 0444	54,300.00	-	-	#DIV/0!
TOTAL	117,992.00	-	-	#DIV/0!
CCCTA OTHER SERVICES				
INSURANCE 0512	11,000.00	-	-	#DIV/0!
SPONSORSHIPS - EVENTS/SHOWS/CONFERENCES 0540	43,700.00	-	-	#DIV/0!
ADVERTISING/MARKETING - 0542	155,000.00	-	-	#DIV/0!
TRADE SHOWS (includes registration & travel) 0543	6,188.00	-	-	#DIV/0!
PRINTING/COLLATERAL 0544	16,516.00	-	-	#DIV/0!
DUES/MEMBERSHIPS/PUBLICATIONS 0545	5,800.00	-	-	#DIV/0!
EVENT DEVELOPMENT (TRAVEL/LODGING) 0580	3,000.00	-	-	#DIV/0!
TOTAL	241,204.00	-	-	#DIV/0!
CCCTA OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	3,000.00	-	-	#DIV/0!
RETIREE SUBSIDY 0604	11,498.26	-	-	#DIV/0!
OPERATING SUPPLIES 0625	40,000.00	-	-	#DIV/0!
SMALL FURNISHINGS 0675	3,000.00	-	-	#DIV/0!
COMPUTER EQUIPMENT 7715	5,325.00	-	-	#DIV/0!
TOTAL	62,823.26	-	-	#DIV/0!
CCCTA UTILITIES				
TELEPHONE 0710	4,500.00	-	-	#DIV/0!
POWER 0712	5,000.00	-	-	#DIV/0!
UTILITIES GAS 0713	3,000.00	-	-	#DIV/0!
TOTAL	12,500.00	-	-	#DIV/0!
CCCTA SERVICE AND SUPPLIES TOTAL	694,803.39	-	-	#DIV/0!

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CARSON CITY CULTURE & TOURISM AUTHORITY

FY21 MASTER BUDGET REPORT

ENDING FUND BALANCE	FY21 BUDGET	FY21 PROJECTION	FY21 ACTUAL*
CCCTA INTERGOVERNMENTAL TOTAL	491,407.57	-	-
CCCTA SALARIES & BENEFITS TOTAL	654,509.91	-	-
CCCTA SERVICE AND SUPPLIES TOTAL	694,803.39	-	-
CCCTA CONTINGENCY TOTAL	20,000.00	20,000.00	
CCCTA EXPENDITURES TOTAL	1,860,720.87	20,000.00	-
CCCTA CONTINGENCY BALANCE	20,000.00	20,000.00	
CCCTA EXPENDABLE REVENUE TOTAL	2,496,761.35	-	-
CCCTA ENDING FUND BALANCE TOTAL	656,040.48	-	-
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	380,157.09	-	-
CAPITAL EXPENDABLE REVENUE TOTAL	585,190.09	-	-
CAPITAL ENDING FUND BALANCE TOTAL	205,033.00	-	-
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	65,000.00	-	-
V&T CAPITAL EXPENDABLE REVENUE TOTAL	383,685.00	-	-
V&T CAPITAL ENDING FUND BALANCE TOTAL	318,685.00	-	-

Adjusted Revenue Total	-
Expenses Total	-
Fund balance for all CTA Funds	-

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