

Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 05/19/21

Agenda Date Requested: 05/24/21

Time Requested: 3 Minutes

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

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

Subject Title: PUBLIC HEARING: For Possible Action: Discussion and possible action regarding approval of the Carson City Culture & Tourism Authority ("CTA") Final Budget for Fiscal Year ("FY") 2022.

Staff Summary: The CTA 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 CTA Board of Directors shall indicate changes, if any, to be made in the tentative budget and shall adopt a final budget by majority vote 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 CTA Final Budget for Fiscal Year 2022, as presented.

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

Fiscal Impact: Yes

Explanation of Impact: See FY22 Final Budget Document

Funding Source:

Supporting Material/Attachments: CTA FY22 Budget Document

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 \$ 2,588,853 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: _____

Dated: _____

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: May 12, 2021

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)	56,057	56,151	56,434
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) (4) 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	\$ 419,591
Interest Income	\$ 12,291	\$ 4,080	\$ 4,080	\$ 4,080
Subtotal	\$ 356,315	\$ 377,376	\$ 391,228	\$ 423,671
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 440,525	\$ 345,088	\$ 284,168	\$ 284,168
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 440,525	\$ 345,088	\$ 284,168	\$ 284,168
TOTAL RESOURCES	\$ 796,840	\$ 722,464	\$ 675,396	\$ 707,839

EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	\$ 107,728	\$ 65,000	\$ 86,307	\$ 65,000
Subtotal	\$ 107,728	\$ 65,000	\$ 86,307	\$ 65,000
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	\$ 344,024	\$ 373,296	\$ 387,148	\$ 419,591
ENDING FUND BALANCE	\$ 345,088	\$ 284,168	\$ 201,941	\$ 223,248
TOTAL COMMITMENTS & FUND BALANCE	\$ 796,840	\$ 722,464	\$ 675,396	\$ 707,839

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **V&T CAPITAL PROJECTS FUND**

REVENUES	(1)	(2)	(3) (4) 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	\$ 419,591
Interest Income	\$ 5,660	\$ 2,160	\$ 2,160	\$ 2,160
Subtotal	\$ 349,684	\$ 375,456	\$ 389,308	\$ 421,751
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	\$ 202,873	\$ 191,829	\$ 161,230	\$ 170,913
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	\$ 202,873	\$ 191,829	\$ 161,230	\$ 170,913
TOTAL RESOURCES	\$ 552,557	\$ 567,285	\$ 550,538	\$ 592,664

EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	\$ 360,728	\$ 406,055	\$ 387,148	\$ 408,455
Subtotal	\$ 360,728	\$ 406,055	\$ 387,148	\$ 408,455
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	\$ 191,829	\$ 170,913	\$ 163,390	\$ 184,209
TOTAL COMMITMENTS & FUND BALANCE	\$ 552,557	\$ 576,968	\$ 550,538	\$ 592,664

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **CAPITAL PROJECTS FUND**

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.



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

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1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
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4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 688-1295
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STEVE SISOLAK
Governor
JAMES DEVOLLD
Chair, Nevada Tax Commission
MELANIE YOUNG
Executive Director

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Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

May 18, 2021

Chris Kipp, Operations Manager
Carson City Culture & Tourism Authority
716 N. Carson Street, Suite 100
Carson City, NV 89701

Re: Tentative Budget – Fiscal Year 2021-22

Dear Ms. Kipp:

The Department of Taxation has examined your fiscal year 2021-22 tentative budget pursuant to NRS 354.596(5) and finds it to be in compliance with the law and appropriate regulations.

Please be reminded a proof of publication of the notice of the public hearing must be transmitted to the Department with your final budget per NRS 354.598 (3).

Should you have any questions, please do not hesitate to call me at (775) 684-2092. My e-mail address is tthorpe@tax.state.nv.us.

Sincerely,

Ande Thorpe, Budget Analyst
Local Government Finance
Division of Local Government Services
Department of Taxation