

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

Date Submitted: 04/02/24

Agenda Date Requested: 04/08/24

Time Requested: 5 Minutes

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

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

Subject Title: For Possible Action: Discussion, possible action or direction to staff regarding the proposed CTA Fiscal Year ("FY") 2025 Tentative Budget.

Staff Summary: The purpose of this item is to review the proposed FY 2025 CTA Tentative Budget. Staff will provide a presentation on adjustments made to the Tentative Budget and request any possible further adjustments from the CTA Board. The FY 2025 CTA Final Budget will be presented to the CTA Board of Directors for adoption and approval on May 20, 2024.

Type of Action Requested:

☐ Resolution

☒ Formal Action/Motion

☐ Ordinance

☐ Other (Specify) Presentation Only

Recommended Board Action: I move to approve the proposed CTA FY 2025 Tentative Budget as discussed.

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

Fiscal Impact: Yes

Explanation of Impact: See FY 2025 Tentative Budget documents

Funding Source:

Supporting Material/Attachments: CTA FY 2025 Tentative Budget

Prepared By: Chris Kipp, Operations & Finance Manager



CARSON CITY CULTURE & TOURISM AUTHORITY
716 N CARSON ST., SUITE 100
CARSON CITY, NV 89701
(775)687-7410

Nevada Department of Taxation
3850 Arrowhead Dr., 2nd Floor
Carson City, NV 89706

CARSON CITY CULTURE & TOURISM AUTHORITY herewith submits the (TENTATIVE) -- (FINAL) budget for the
fiscal year ending June 30, 2025

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 1%. If the final computation requires, the tax rate will be lowered.

This budget contains 3 governmental fund types with estimated expenditures of \$ 3,210,246 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

I CHRIS KIPP
(Print Name)
OPERATIONS & FINANCE MANAGER
(Title)

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

Signed: _____

Dated: _____

Phone: 775-283-7682

APPROVED BY THE GOVERNING BOARD
Only necessary for **FINAL** Budget
(Signature by DocuSign is acceptable)

SCHEDULED PUBLIC HEARING:
(Must be held from May 20, 2024 to May 31, 2024)

Date and Time: May 20th, 2024 1:00pm

Publication Date: May 8th, 2024

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 06/30/23	ESTIMATED CURRENT YEAR YEAR 06/30/24	BUDGET YEAR YEAR 06/30/25
General Government	3	3	3
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	4	4	4
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	7	7	7

POPULATION (AS OF JULY 1)	57,073	58,314	58,923
2023 Governor's Certified Series Population of Nevada's Counties and Incorp Cities SOURCE OF POPULATION ESTIMATE* https://tax.nv.gov/Publications/Population_Statistics_and_Reports/			
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

SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

Budget For Fiscal Year Ending June 30, 2025

Budget Summary for **CARSON CITY CULTURE & TOURISM AUTHORITY**
(Local Government)

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS		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)
FUND NAME	*								
	-								
General	-	596,595	332,735	1,895,966				2,588,119	5,413,415
V&T Capital Projects Fund		-	-	-			543,104	81,281	624,385
Capital Projects Fund		-	-	384,950				1,154,839	1,539,789
TOTAL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS		596,595	332,735	2,280,916	-	-	543,104	3,824,239	7,577,589

* 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.

09. 20240408 CC CTA Agenda Report - FY25 Tentative Budget Review

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Schedule A-1

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REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/25		(4)
	ACTUAL PRIOR YEAR ENDING 6/30/2023	ESTIMATED CURRENT YEAR ENDING 6/30/2024	TENTATIVE APPROVED	FINAL APPROVED	
ROOM TAXES	1,829,803	1,920,366	1,901,162		
INTERGOVERNMENTAL REVENUE	63,556	69,222	293,607		
MISCELLANEOUS	70,176	25,000	-		
INVESTMENT INCOME	43,832	11,250	11,100		
TRANSFER IN	572,086	548,590	543,104		
PRIOR PERIOD ADJUSTMENT	-	-	-		
SUBTOTAL REVENUE ALL SOURCES	2,579,453	2,574,428	2,748,973		
BEGINNING FUND BALANCE	2,029,011	2,573,641	2,664,442		
TOTAL BEGINNING FUND BALANCE	2,029,011	2,573,641	2,664,442		
TOTAL RESOURCES	4,608,464	5,148,069	5,413,415		-

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

EXPENDITURES BY FUNCTION AND ACTIVITY		(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/25	
		ACTUAL PRIOR YEAR ENDING 6/30/2023	ESTIMATED CURRENT YEAR ENDING 6/30/2024	TENTATIVE APPROVED	FINAL APPROVED
PAGE	FUNCTION SUMMARY				
7	General Government	565,241	635,870	694,741	
	Judicial				
	Public Safety				
	Public Works				
	Sanitation				
	Health				
	Welfare				
7	Culture and Recreation	1,181,599	1,364,980	1,652,606	
	Community Support				
	Debt Service				
7	Intergovernmental Expenditures	287,983	482,777	477,949	
TOTAL EXPENDITURES - ALL FUNCTIONS		2,034,823	2,483,627	2,825,296	-
OTHER USES:					
CONTINGENCY (Not to exceed 3% of Total Expenditures all Functions)					
Transfers Out (Schedule T)					
TOTAL EXPENDITURES AND OTHER USE		2,034,823	2,483,627	2,825,296	-
ENDING FUND BALANCE:		2,573,641	2,664,442	2,588,119	-
TOTAL GENERAL FUND COMMITMENTS AND FUND BALANCE		4,608,464	5,148,069	5,413,415	-

CARSON CITY CULTURE & TOURISM AUTHORITY

(Local Government)

SCHEDULE B - GENERAL FUND

SCHEDULE B SUMMARY - EXPENDITURES, OTHER USES AND FUND BALANCE

GENERAL FUND - ALL FUNCTIONS

<u>REVENUES</u>	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/25	
	ACTUAL PRIOR YEAR ENDING 6/30/2023	ESTIMATED CURRENT YEAR ENDING 6/30/2024	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAX	572,085	548,590	543,104	
Interest Income	6,221	1,800	300	
Subtotal	578,306	550,390	543,404	
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	287,961	229,181	80,981	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	287,961	229,181	80,981	
TOTAL RESOURCES	866,267	779,571	624,385	-
<u>EXPENDITURES</u>				
INTERGOVERNMENTAL EXPENSES	65,000	150,000	-	
Subtotal	65,000	150,000	-	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	572,086	548,590	543,104	
ENDING FUND BALANCE	229,181	80,981	81,281	
TOTAL COMMITMENTS & FUND BALANCE	866,267	779,571	624,385	-

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **V&T CAPITAL PROJECTS FUND**

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/25	
	ACTUAL PRIOR YEAR ENDING 6/30/2023	ESTIMATED CURRENT YEAR ENDING 6/30/2024	TENTATIVE APPROVED	FINAL APPROVED
ROOM TAX	572,086	548,590	543,104	
Interest Income	6,970	1,950	3,600	
Subtotal	579,056	550,540	546,704	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	322,658	496,839	993,085	
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	322,658	496,839	993,085	-
TOTAL RESOURCES	901,714	1,047,379	1,539,789	-
EXPENDITURES				
INTERGOVERNMENTAL EXPENSES	404,875	54,294	384,950	
Subtotal	404,875	54,294	384,950	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)				
ENDING FUND BALANCE	496,839	993,085	1,154,839	
TOTAL COMMITMENTS & FUND BALANCE	901,714	1,047,379	1,539,789	-

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

FUND **CAPITAL PROJECTS FUND**

Transfer Schedule for Fiscal Year 2024-2025

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND	V&T Capital Projects Fund	6	543,104			
SUBTOTAL						
SPECIAL REVENUE FUNDS				GENERAL FUND	9	543,104
SUBTOTAL						

CARSON CITY CULTURE & TOURISM AUTHORITY
(Local Government)

SCHEDULE T - TRANSFER RECONCILIATION

LOBBYING EXPENSE ESTIMATE

Pursuant to NRS 354.600 (3), **each** (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

Nevada Legislature: 83rd Session; February 3, 2025 to June 3, 2025

1. Activity:	<u>NONE</u>
2. Funding Source:	<u></u>
3. Transportation	\$ <u>-</u>
4. Lodging and meals	\$ <u>-</u>
5. Salaries and Wages	\$ <u>-</u>
6. Compensation to lobbyists	\$ <u>-</u>
7. Entertainment	\$ <u>-</u>
8. Supplies, equipment & facilities; other personnel and services spent in Carson City	\$ <u>-</u>
Total	\$ <u><u>-</u></u>

Entity: **CARSON CITY CULTURE & TOURISM AUTHORITY**

Budget Year 2024-2025

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2024-2025

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: 2

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2024-25	Proposed Expenditure FY 2025-26	Reason or need for contract:
1	CASEY NEILON	7/1/2023	6/30/2026	15,750	16,500	FINANCIAL STATEMENTS & AUDITS
2	KPS3	7/1/2023	6/30/2027	300,000	295,000	Web/Digital Maint. & Dev., Creative Content & Public Relations
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			315,750	311,500	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2024-2025

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: NONE

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2024-25	Proposed Expenditure FY 2025-26	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.