

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

Date Submitted: 02/09/22

Agenda Date Requested: 02/15/22

Time Requested: 5 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 CTA Statement of Accounts Payable checks and p-card charges for December 2021.

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$46,745.54 and P-card charges totaling \$17,439.43 in December 2021, for possible approval.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the CTA Account Activity Statement of Accounts Payable Checks and the P-card charges for December 2021.

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

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: CTA Invoice Listing of Accounts Payable Checks & P-Card Statements for December 2021.

Prepared By: Chris Kipp, Operations & Finance Manager

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/6 TO 2022/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
7407200 CTA - EXECUTIVE									
740-98-72-7200-000-500440- BUILDING RENTAL									
	000360 CARSONCITY SQUARE LLC	2330	0	2022	6	INV P	5,381.00	121021MD 903092790	202112 Rent-10/02/2
ACCOUNT TOTAL							5,381.00		
740-98-72-7200-000-500625- OPERATING SUPPLIES									
	000724 FIRSTCHOICESERVICES	593366	0	2022	6	INV P	50.00	121021MD 903092804	202112 Rental
ACCOUNT TOTAL							50.00		
740-98-72-7200-000-500710- TELEPHONE									
	000071 ALLSTREAM	638-2321	0	2022	6	INV P	.02	121721MD 903092939	
	000071 ALLSTREAM	650	0	2022	6	INV P	4.01	121721MD 903092939	
	000071 ALLSTREAM	7200	0	2022	6	INV P	20.07	121721MD 903092939	
							24.10		
ACCOUNT TOTAL							24.10		
740-98-72-7200-000-500712- POWER									
	001458 NVENERGY	674820028002261 - 11	0	2022	6	INV P	176.63	121721MD 903093042	10/28/21-11/30/21 1
	001458 NVENERGY	67482002802279 - 11	0	2022	6	INV P	93.40	121721MD 903093042	10/28/21-11/30/21 1
							270.03		
ACCOUNT TOTAL							270.03		
740-98-72-7200-000-500713- HEATING									
	000360 CARSONCITY SQUARE LLC	2330	0	2022	6	INV P	199.09	121021MD 903092790	202112 Rent-10/02/2
ACCOUNT TOTAL							199.09		
740-98-72-7200-000-502512- 3/8% NCOT									
	001342 NEVADADEPARTMENTOFTA	202109NVTAX	0	2022	6	INV P	10,664.09	122421MD 903093199	202109 NCOT 3/8%
	001342 NEVADADEPARTMENTOFTA	202110NVTAX	0	2022	6	INV P	7,860.93	122421MD 903093199	202110 NCOT 3/8%
							18,525.02		
ACCOUNT TOTAL							18,525.02		
ORG 7407200 TOTAL							24,449.24		
7407201 CTA - MARKETING									
740-98-72-7201-000-500340- CONTRACT EMPLOYEES									
	002746 BRIANLONDON	203	0	2022	6	INV P	6,000.00	121721MD 903092957	RT-22-01-009 Qual A
ACCOUNT TOTAL							6,000.00		
740-98-72-7201-000-500349- CONTRACTUAL SERVICES									
	001050 KPS3	46336	0	2022	6	INV P	9,402.20	121721MD 903093004	202111 Creative Con
	001050 KPS3	46337	0	2022	6	INV P	1,373.75	121721MD 903093004	202111 WEB/CRM

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/6 TO 2022/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
									10,775.95
									ACCOUNT TOTAL 10,775.95
740-98-72-7201-000-500444-									OFFICE EQUIPMENT RENTAL
003844	PACIFICOFFICEAUTOMAT	795564	0	2022	6	INV P			1,137.50 121021MD 903092855 11/26/21-12/26/21 M
003844	PACIFICOFFICEAUTOMAT	799704	0	2022	6	INV P			19.38 121021MD 903092855 08/26/21-11/26/21 Q
									1,156.88
									ACCOUNT TOTAL 1,156.88
740-98-72-7201-000-500542-									PRINTING/ADVERTISING
000372	CARSONNOWLLC	0005966	0	2022	6	INV P			500.00 121021MD 903092791 2021 Holiday Progra
000372	CARSONNOWLLC	0006002	0	2022	6	INV P			400.00 121721MD 903092962 12/05/21-01/04/22
									900.00
003891	JESSICABRIGGS	112921	0	2022	6	INV P			634.47 121021MD 903092814 Family Blogger Fee
									ACCOUNT TOTAL 1,534.47
740-98-72-7201-000-500545-									MEMBERSHIP / PUBLICATIONS
000336	CARSONCITYCHAMBEROFC	13854	0	2022	6	INV P			275.00 122421MD 903093114 02/01/22-02/01/23 M
									ACCOUNT TOTAL 275.00
									ORG 7407201 TOTAL 19,742.30
7407205									CCTA - EVENTS & SALES
740-98-72-7205-000-500340									CONTRACT EMPLOYEES
002746	BRIANLONDON	204	0	2022	6	INV P			2,475.00 121721MD 903092957 Events & Tourism St
									ACCOUNT TOTAL 2,475.00
740-98-72-7205-000-500625									OPERATING SUPPLIES
999913	James Salanoa	Salanoa202112	0	2022	6	INV P			52.00 122421MD 903093185 HEMA Tournament Mee
									ACCOUNT TOTAL 52.00
									ORG 7407205 TOTAL 2,527.00
7407254									CTA - ARTS & CULTURE 1%
740-98-72-7254-000-500542									PRINTING/ADVERTISING
001865	SILVERSTATEINDUSTRIE	03-03 22121	0	2022	6	INV P			27.00 121021MD 903092880 Outside Mural Plaqu
									ACCOUNT TOTAL 27.00
									ORG 7407254 TOTAL 27.00

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YEAR/PERIOD: 2022/6 TO 2022/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
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FUND 740	CARSON CITY TOURISM AUTHORITY	TOTAL:			46,745.54	
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** END OF REPORT - Generated by Chris Kipp **



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City of Carson City
PURCHASE CARD STATEMENTS

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appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5361	*****7554	David Peterson	7200	122021	Converted	2022/05	940.00
GL Effective Date:		11/09/2021	Invoice Date:		11/09/2021		
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39422	TTRA - SECOND CHAPTER - CWTT P-CARD OTP VENDOR		1940103659	11/15/2021	11/17/2021	11/22/2021	60.00
39720	WACVB - 07/01/21-06/30/22-DM P-CARD OTP VENDOR		1940103952	11/22/2021	11/23/2021	11/30/2021	880.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500545	MEMBERSHIP / PUBLICATIONS		N	N	60.00	
7407201	500545	MEMBERSHIP / PUBLICATIONS		N	N	880.00	
5368	*****0059	JAMES SALANO	7200	122021	Converted	2022/05	387.00
GL Effective Date:		11/09/2021	Invoice Date:		11/09/2021		
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39466	COVID CLINIC - CHARGED IN ER P-CARD OTP VENDOR		1940103702	11/25/2021	11/26/2021	11/30/2021	129.00
39467	COVID CLINIC - CHARGED IN ER P-CARD OTP VENDOR		1940103703	11/25/2021	11/26/2021	11/30/2021	129.00
39468	COVID CLINIC - CHARGED IN ER P-CARD OTP VENDOR		1940103704	11/25/2021	11/26/2021	11/30/2021	129.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		N	N	387.00	
5407	*****4100	LINDA MACAULEY	7200	012022	Released	2022/06	19.97
GL Effective Date:		12/13/2021	Invoice Date:		12/13/2021		
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40035	WALMART - BATTERIES & OFFICE P-CARD OTP VENDOR			12/06/2021	12/07/2021	12/13/2021	19.97
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	19.97	
5418	*****8237	DEBRA SOULE	7200	012022	Approved	2022/06	25.00
GL Effective Date:		12/13/2021	Invoice Date:		12/13/2021		
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40075	ADAMS HUB - ARTS & CULTURE M P-CARD OTP VENDOR			12/08/2021	12/09/2021	12/13/2021	25.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	25.00	

CCCTA BOARD MEMBER APPROVAL



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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5425	*****8725	CHRISTINE KIPP	7200	012022	Approved	2022/06	645.60
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40109	VERIZON - 11/20/21-12/19/21	P-CARD OTP VENDOR		12/10/2021	12/10/2021	12/13/2021	318.34
40759	ADT SECURITY - 12/18/21-01/1	P-CARD OTP VENDOR		12/18/2021	12/20/2021	12/27/2021	53.31
40760	ADOBE 12/20/21-01/19/22	CREA P-CARD OTP VENDOR		12/21/2021	12/22/2021	12/27/2021	273.95
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv		N	96.98
7407200	500710	TELEPHONE		Y-Apprv		N	199.73
7407201	500625	OPERATING SUPPLIES		Y-Apprv		N	159.98
7407211	500625	OPERATING SUPPLIES		Y-Apprv		N	53.31
7407254	500625	OPERATING SUPPLIES		Y-Apprv		N	135.60

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5464	*****5118	David Peterson	7200	012022	Released	2022/06	9,090.36
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40250	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		12/03/2021	12/06/2021	12/13/2021	900.00
40251	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/05/2021	12/06/2021	12/13/2021	500.00
40252	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/07/2021	12/08/2021	12/13/2021	500.00
40253	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/09/2021	12/10/2021	12/13/2021	500.00
40254	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		12/09/2021	12/10/2021	12/13/2021	231.34
40544	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/11/2021	12/13/2021	12/17/2021	500.00
40545	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/13/2021	12/14/2021	12/17/2021	500.00
40546	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/15/2021	12/16/2021	12/17/2021	500.00
40891	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/19/2021	12/20/2021	12/27/2021	500.00
40892	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/17/2021	12/20/2021	12/27/2021	500.00
40893	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/21/2021	12/22/2021	12/27/2021	500.00
41165	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/24/2021	12/27/2021	01/03/2022	500.00
41166	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/26/2021	12/27/2021	01/03/2022	500.00
41167	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		12/27/2021	12/28/2021	01/03/2022	900.00
41168	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/28/2021	12/29/2021	01/03/2022	500.00
41169	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/30/2021	12/31/2021	01/03/2022	500.00
41337	PINTEREST - AD CAMPAIGNS	P-CARD OTP VENDOR		01/01/2022	01/03/2022	01/06/2022	59.02
41338	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		01/02/2022	01/03/2022	01/06/2022	500.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv		N	9090.36



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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5484	*****1023	LYDIA BECK	7200	012022	Released	2022/06	2,957.55
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40320	SNAPFISH - 11x14 CANVAS PRIN	P-CARD OTP VENDOR		12/05/2021	12/06/2021	12/13/2021	32.98
40321	MAIL CHIMP - Plan upgrade Pr	P-CARD OTP VENDOR		12/07/2021	12/08/2021	12/13/2021	86.70
40608	PHOTOSHELTER - 12/14/21-12/1	P-CARD OTP VENDOR		12/14/2021	12/15/2021	12/17/2021	2500.00
40962	CANVA - ANNUAL SUBSCRIPTION	P-CARD OTP VENDOR		12/16/2021	12/17/2021	12/27/2021	119.40
40963	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		12/24/2021	12/24/2021	12/27/2021	153.00
41351	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		01/03/2022	01/03/2022	01/06/2022	0.52
41352	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		01/01/2022	01/03/2022	01/06/2022	64.95
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv		N	2957.55
5487	*****3550	ZACHARY BRAGDON	7200	012022	Released	2022/06	55.95
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40361	WALGREENS - GIFT CARD FOR SA	P-CARD OTP VENDOR		12/03/2021	12/06/2021	12/13/2021	55.95
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv		N	55.95
5524	*****7554	David Peterson	7200	012022	Released	2022/06	4,645.00
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40654	US TRAVEL ASSOC - MEMBERSHIP	P-CARD OTP VENDOR		12/10/2021	12/13/2021	12/17/2021	2625.00
40655	TTRA - Membership Renewal -	P-CARD OTP VENDOR		12/10/2021	12/13/2021	12/17/2021	690.00
40656	NTA - DMO Membership Renewal	P-CARD OTP VENDOR		12/14/2021	12/15/2021	12/17/2021	750.00
40657	ABA - MEMBERSHIP 01/01/22-12	P-CARD OTP VENDOR		12/13/2021	12/15/2021	12/17/2021	580.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv		N	3315.00
7407205	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv		N	1330.00