Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 11/08/22

Agenda Date Requested: 11/14/22

Time Requested: 5 Minutes

To: Carson City Culture & Tourism Authority ("CTA") - Board of Directors ("CTA Board")

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 September 2022.

Staff Summary: The CTA Board will review the invoice listing for accounts payable checks and P-card charges totaling $78,504.40 in September 2022, for possible approval.

Type of Action Requested:

(____) Resolution	(____) Ordinance
(_xx_) 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 September 2022.**

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 Charges for September 2022.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
7407200		CTA - EXECUTIVE							
7407200 500440			BUILDING RENTAL						
000360 CARSONCITYSQUARELLC	2399	0	2023 3	INV	P	5,495.00	091622AF	903099198	202209 Rent & SWG
000360 CARSONCITYSQUARELLC	2404	0	2023 3	INV	P	5,495.00	100722AF	903099622	202210 Rent & SWG 0
						10,990.00			
			ACCOUNT TOTAL			10,990.00			
7407200 500444			OFFICE EQUIPMENT RENTAL						
004698 GREATAMERICAFINANCIA	32303821	0	2023 3	INV	P	291.20	091622AF	903099226	202208 Printer Leas
			ACCOUNT TOTAL			291.20			
7407200 500625			OPERATING SUPPLIES						
001316 NEVADAAPPEALSUBSCRIB	25781	0	2023 3	INV	P	150.75	093022AF	903099518	Annual-FY22 Report
001890 SMITHS	1931809	0	2023 3	INV	P	69.60	092322AF	903099416	Office Supplies
888813 ADOBE CREATIVE CLOUD	2267905024	0	2023 3	INV	P	101.98			ADOBE 09/20/22-10/1
888813 SQ RENO TAHOE TERRI	932027318	0	2023 3	INV	P	83.00			RENO TAHOE TERRITOR
						184.98			
			ACCOUNT TOTAL			405.33			
7407200 500710			TELEPHONE						
000071 ALLSTREAM	7200	0	2023 3	INV	P	24.76	091622AF	903099179	
888813 VZWRLSS APOCC VISB	9913843758	0	2023 3	INV	P	234.83			VERIZON - 08/20/22-
			ACCOUNT TOTAL			259.59			
7407200 500712			POWER						
001458 NVENERGY	67482002802261-08/22	0	2023 3	INV	P	299.01	091622AF	903099274	08/01/22-08/30/22 1
001458 NVENERGY	67482002802279-08/22	0	2023 3	INV	P	100.88	091622AF	903099274	08/01/22-08/30/22 1
						399.89			
			ACCOUNT TOTAL			399.89			
7407200 500713			HEATING						
000360 CARSONCITYSQUARELLC	2399	0	2023 3	INV	P	34.19	091622AF	903099198	202209 Rent & SWG
000360 CARSONCITYSQUARELLC	2404	0	2023 3	INV	P	29.40	100722AF	903099622	202210 Rent & SWG 0
						63.59			
			ACCOUNT TOTAL			63.59			
7407200 502512			3/8% NCOT						
001342 NEVADADEPARTMENTOFTA	202207NVTAX	0	2023 3	INV	P	14,285.96	100722AF	903099688	202207 NCOT 3/8%

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR		TYP	S		CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				14,285.96			
				ORG 7407200 TOTAL				26,695.56			
7407201			CTA - MARKETING								
7407201	500330			TRAINING							
002428	LYDIABECK	LBTR-0822	0	2023	3	INV	P	54.00	091622AF	903099249	Airport Parking EST
002596	SOUTHWESTAIRLINESCO	3NSB3K	0	2023	3	INV	P	242.98			SOUTHWEST AIRLINES
002596	SOUTHWESTAIRLINESCO	3NSB3K-2	0	2023	3	INV	P	20.00			SOUTHWEST AIRLINES
								262.98			
888813	DELTA 0062325689	0062325689228-CR	0	2023	3	INV	P	-838.20			DELTA - 2022 SOCIAL
888813	WDW BOARDWALK DELI	05280410	0	2023	3	INV	P	20.52			WDW BOARDWALK DELI
888813	SHERATON DOLPHIN PAR	061337	0	2023	3	INV	P	102.24			WDW DOLPHIN RESORT
888813	SHERATON DOLPHIN DIN	1190824	0	2023	3	INV	P	25.50			WDW DOLPHIN RESORT
888813	SHERATON DOLPHIN DIN	1290770	0	2023	3	INV	P	20.17			WDW DOLPHIN RESORT
888813	SHERATON DOLPHIN DIN	1299684	0	2023	3	INV	P	12.12			WDW DOLPHIN RESORT
888813	GRAB	17311295-7581	0	2023	3	INV	P	20.56			GRAB - 2022 SOCIAL
888813	STARBUCKS E-18 STL	196389	0	2023	3	INV	P	5.06			STARBUCKS - 2022 SO
888813	WESTIN SWAN DINING	2127385	0	2023	3	INV	P	11.45			WDW SWAN HOTEL- 202
888813	RENO-TAHOE AIRPORT A	2942/0000/206	0	2023	3	INV	P	42.00			RNO AIRPORT - 2022
888813	TST YANKEE PIER	534	0	2023	3	INV	P	35.24			YANKEE PIER - 2022
888813	TST GREEN BEANS COF	560	0	2023	3	INV	P	20.71			GREEN BEANS COFFEE
888813	PEI WEI C LAS	8664	0	2023	3	INV	P	17.16			PEI WEI C - 2022 SO
888813	SHERATON DOLPHIN HOT	9659333	0	2023	3	INV	P	763.77			WDW DOLPHIN RESORT
888813	ALLIANZ TRAVEL INS	AMR21234251033	0	2023	3	INV	P	27.87			ALLIANZ - 2022 SOCI
888813	FIRST CLASS CONCESSI	FCC091622	0	2023	3	INV	P	10.00			FIRST CLASS CONCESS
888813	UBER TRIP	UBER091422	0	2023	3	INV	P	77.94			UBER - 2022 DMA WE
888813	UBER TRIP	UBER091422-2	0	2023	3	INV	P	8.00			UBER - 2022 DMA WE
888813	UBER TRIP	UBER091622	0	2023	3	INV	P	58.96			UBER - 2022 DMA WE
888813	AMERICAN 0012337306	UPDWUN	0	2023	3	INV	P	491.60			AMERICAN AIRLINES -
								932.67			
				ACCOUNT TOTAL				1,249.65			
7407201	500340			CONTRACT EMPLOYEES							
002487	KATHARINEJCOX	824N	0	2023	3	INV	P	280.00	092322AF	903099380	202208 Design Servi
004719	SHELBYBURNS	025	0	2023	3	INV	P	1,000.00	100722AF	903099708	202210 Instagram
				ACCOUNT TOTAL				1,280.00			
7407201	500349			CONTRACTUAL SERVICES							
001050	KPS3	48702	0	2023	3	INV	P	19,267.52	092322AF	903099381	202208 Creative Con
001050	KPS3	48703	0	2023	3	INV	P	2,423.75	092322AF	903099381	202208 WEB/CRM
								21,691.27			
				ACCOUNT TOTAL				21,691.27			

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
7407201 500444			OFFICE EQUIPMENT RENTAL						
001848 SIERRAOFFICESOLUTION	IN2886325	0	2023 3	INV	P	97.08	091622AF	903099313	05/20/22-08/19/22
004698 GREATAMERICAFINANCIA	32303821	0	2023 3	INV	P	224.37	091622AF	903099226	202208 Printer Leas
			ACCOUNT TOTAL			321.45			
7407201 500542			PRINTING/ADVERTISING						
000797 GOLDDUSTWESTCARSON	302525	0	2023 3	INV	P	60.00			GOLD DUST WEST - IN
003229 GOOGLELLC	GOOGLE20220930	0	2023 3	INV	P	2,999.51			GOOGLE - MEDIA BUYS
003229 GOOGLELLC	M99536781782	0	2023 3	INV	P	5,000.00			GOOGLE - MEDIA BUYS
						7,999.51			
004676 METAPLATFORMSINC	5348885481894814-105	0	2023 3	INV	P	849.12			FACEBOOK - AD CAMPA
004676 METAPLATFORMSINC	5375402232576470-104	0	2023 3	INV	P	845.88			FACEBOOK - AD CAMPA
004676 METAPLATFORMSINC	5393609014089129-104	0	2023 3	INV	P	116.69			FACEBOOK - AD CAMPA
						1,811.69			
004731 HOTELBEDSUSAINC	28415515	0	2023 3	INV	P	7,500.00	100722AF	903099651	Institution Marketi
888813 SHOE TREE BREWING CO	129876	0	2023 3	INV	P	100.00			SHOE TREE BREWING -
888813 SMITHS FOOD #4356	356-650-49	0	2023 3	INV	P	105.95			SMITHS - GIFT CARD
						205.95			
			ACCOUNT TOTAL			17,577.15			
7407201 500625			OPERATING SUPPLIES						
001865 SILVERSTATEINDUSTRIE	01-06 2302079	0	2023 3	INV	P	266.67	091622AF	903099315	1,000 CTA White Bag
888813 HARVEYS TAHOE CONCRT	10592216	0	2023 3	INV	P	86.00			HARVEYS TAHOE - LUK
888813 ADOBE CREATIVE CLOUD	2267905024	0	2023 3	INV	P	169.98			ADOBE 09/20/22-10/1
888813 SQ RENO TAHOE TERRI	932027318	0	2023 3	INV	P	20.75			RENO TAHOE TERRITOR
888813 PREMIUMBEAT.COM	INV3214830	0	2023 3	INV	P	64.95			PREMIUM BEAT - Mont
888813 PREMIUMBEAT. COM INT	INV3214830-2	0	2023 3	INV	P	.52			INTERNATIONAL TRANS
888813 MailChimp	MC15979265	0	2023 3	INV	P	189.00			MAIL CHIMP - Standa
888813 SQ OLD WORLD COFFEE	nvOi	0	2023 3	INV	P	13.20			OLD WORLD COFFEE -
						544.40			
			ACCOUNT TOTAL			811.07			
			ORG 7407201 TOTAL			42,930.59			
7407205	CCTA - EVENTS & SALES								
7407205 500340			CONTRACT EMPLOYEES						
002125 VITALSIGNS	23367	0	2023 3	INV	P	216.00	100722AF	903099729	2 Banners NV Day

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S		CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL	216.00			
7407205	500444			OFFICE EQUIPMENT RENTAL				
004698	GREATAMERICAFINANCIA	32303821	0	2023 3 INV P	440.43	091622AF	903099226	202208 Printer Leas
				ACCOUNT TOTAL	440.43			
7407205	500543			ADVERTISING/MARKETING				
888813	AMERICAN BUS ASSOCIA	MKPL-196926	0	2023 3 INV P	1,645.00			ABA - ABA'S MARKETP
				ACCOUNT TOTAL	1,645.00			
7407205	500544			NEVADA DAY				
001865	SILVERSTATEINDUSTRIE	01-06 2302104	0	2023 3 INV P	175.00	092322AF	903099414	35 Rainbow Bandana/
003717	STEWARTINDIANSCHOOL	004	0	2023 3 INV P	490.00	091622AF	903099318	Travel NV Volaris
				ACCOUNT TOTAL	665.00			
7407205	500545			MEMBERSHIP / PUBLICATIONS				
888813	The American Bus Ass	ABA090622	0	2023 3 INV P	620.00			ABA - ABA'S MEMBERS
				ACCOUNT TOTAL	620.00			
7407205	500625			OPERATING SUPPLIES				
001467	NVLEGISLATIVECOUNSEL	00100148133656096978	0	2023 3 INV P	33.85			NV LEG GIFT SHOP -
001865	SILVERSTATEINDUSTRIE	01-06 2302079	0	2023 3 INV P	266.66	091622AF	903099315	1,000 CTA White Bag
004709	DALEBENNETT	100	0	2023 3 INV P	310.00	091622AF	903099216	Travel NV Volaris T
888813	ADOBE CREATIVE CLOUD	2267905024	0	2023 3 INV P	16.99			ADOBE 09/20/22-10/1
888813	SQ RENO TAHOE TERRI	932027318	0	2023 3 INV P	41.50			RENO TAHOE TERRITOR
888813	SQ BREWERY ARTS CEN	BAC091322	0	2023 3 INV P	126.00			BAC/MOONDANCE - GIF
					184.49			
				ACCOUNT TOTAL	795.00			
				ORG 7407205 TOTAL	4,381.43			
7407211			CTA - VISITORS CENTER					
7407211	500625			OPERATING SUPPLIES				
001865	SILVERSTATEINDUSTRIE	01-06 2302079	0	2023 3 INV P	266.67	091622AF	903099315	1,000 CTA White Bag
888813	ADT SECURITY 4011313	941732207	0	2023 3 INV P	56.24			ADT SECURITY - 09/1
				ACCOUNT TOTAL	322.91			
				ORG 7407211 TOTAL	322.91			

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S	AMOUNT	CHECK RUN	CHECK	DESCRIPTION
7407254		CTA - ARTS & CULTURE 1%						
7407254 500340				CONTRACT EMPLOYEES				
002487	KATHARINEJCOX	824N	0	2023 3 INV P	240.00	092322AF	903099380	202208 Design Servi
				ACCOUNT TOTAL	240.00			
7407254 500540				PUBLICITY/SPECIAL EVENTS				
001388	NEVADASTATEMUSEUM	NSM-2022-DDLM-001	0	2023 3 INV P	750.00	092322AF	903099400	2022 Day of the Dea
004732	BRUKATHEATREOFTHESIE	0001ghostwalk	0	2023 3 INV P	1,000.00	100722AF	903099617	2022 Sponsorship Gh
				ACCOUNT TOTAL	1,750.00			
7407254 500542				PRINTING/ADVERTISING				
004676	METAPLATFORMSINC	5348885481894814-105	0	2023 3 INV P	50.88			FACEBOOK - AD CAMPA
004676	METAPLATFORMSINC	5375402232576470-104	0	2023 3 INV P	54.12			FACEBOOK - AD CAMPA
004676	METAPLATFORMSINC	5393609014089129-104	0	2023 3 INV P	5.29			FACEBOOK - AD CAMPA
					110.29			
				ACCOUNT TOTAL	110.29			
7407254 500544				NEVADA DAY				
001243	MONARCHDIRECTLLC	22473	0	2023 3 INV P	371.00	100722AF	903099685	Mark Twain Days-Sav
				ACCOUNT TOTAL	371.00			
7407254 500545				MEMBERSHIP / PUBLICATIONS				
888813	AMERICANS FOR THE AR	AF1A4E72A4BC	0	2023 3 INV P	150.00			AMERICANS FOR THE A
				ACCOUNT TOTAL	150.00			
7407254 500625				OPERATING SUPPLIES				
000336	CARSONCITYCHAMBEROFC	75831cc	0	2023 3 INV P	5.95			CC CHAMBER OF COMME
001399	NEWTCONCRETECONSTRUC	4890	0	2023 3 INV P	1,244.00	093022AF	903099525	Sign for da Vinci S
002555	DESERTNEWCOLLC	2317260912	0	2023 3 INV P	12.17			DNH GODADDY.COM - P
888813	OUT OF MY MINDESIGNS	00000002	0	2023 3 INV P	30.00			OUT OF MY MIND DESI
888813	THE SALVATION ARMY 3	143026 00002	0	2023 3 INV P	35.99			THE SALVATION ARMY
888813	SMOKINGPIPES.COM	1753640CR	0	2023 3 INV P	-21.28			SMOKING PIPES - MAR
888813	DOWNTOWN DEVEL CENTE	18283	0	2023 3 INV P	48.45			DOWNTOWN DEVELOPMEN
888813	ADOBE CREATIVE CLOUD	2267905024	0	2023 3 INV P	16.99			ADOBE 09/20/22-10/1
888813	THE BIKE SMITH	963029	0	2023 3 INV P	25.00			THE BIKE SMITH - BI
888813	VZWRLSS APOCC VISB	9913843758	0	2023 3 INV P	110.35			VERIZON - 08/20/22-
888813	SQ FISH - FRIENDS I	V2Ez	0	2023 3 INV P	45.00			FISH - MARK TWAIN D
					290.50			
				ACCOUNT TOTAL	1,552.62			

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User: CKipp
Program ID: apinvgla

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S		CHECK RUN CHECK	DESCRIPTION
		ORG 7407254	TOTAL	4,173.91		
FUND 740 CARSON CITY TOURISM AUTHORITY			TOTAL:	78,504.40		

** END OF REPORT - Generated by Chris Kipp **