

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

Date Submitted: 01/02/24

Agenda Date Requested: 01/08/24

Time Requested: 5 Minutes

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

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

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for November 2023.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$94,452.43 and P-card charges totaling \$12,714.55 for November 2023, for possible approval.*

Background:

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 November 2023.

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 November 2023.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
7407200											CTA - EXECUTIVE
7407200	500440										BUILDING RENTAL
000360	CARSONCITYSQUARELLC	2490		0		2024	5	INV P	5,610.00	111023ES 903108925	202311 Rent & SWG
000360	CARSONCITYSQUARELLC	2496		0		2024	5	INV P	5,610.00	120823KH 903109615	202312 Rent & SWG
									11,220.00		
									ACCOUNT TOTAL	11,220.00	
7407200	500444										OFFICE EQUIPMENT RENTAL
001669	UBEOWESTLLC	4326779		0		2024	5	INV P	108.68	120823KH 903109743	11/23/23-12/22/23 M
004698	GREATAMERICAFINANCIA	35156690		0		2024	5	INV P	166.20	111723KH 903109113	10/23/23-11/22/23 P
004698	GREATAMERICAFINANCIA	35370914		0		2024	5	INV P	166.20	120823KH 903109644	11/23/23-12/22/23 P
									332.40		
									ACCOUNT TOTAL	441.08	
7407200	500712										POWER
001458	NVENERGY	67482002802261-10/23	0			2024	5	INV P	172.65	120123KH 903109471	09/29/23-10/30/23 1
001458	NVENERGY	67482002802279-10/23	0			2024	5	INV P	72.34	120123KH 903109471	09/29/23-10/30/23 1
									244.99		
									ACCOUNT TOTAL	244.99	
7407200	500713										HEATING
000360	CARSONCITYSQUARELLC	2490		0		2024	5	INV P	150.68	111023ES 903108925	202311 Rent & SWG
000360	CARSONCITYSQUARELLC	2496		0		2024	5	INV P	150.68	120823KH 903109615	202312 Rent & SWG
									301.36		
									ACCOUNT TOTAL	301.36	
7407200	502512										3/8% NCOT
001342	NEVADADEPARTMENTOFTA	202308NVTAX-REV	0			2024	5	CRM P	-99.20	120123KH 903109461	202308-REV NCOT 3/8
001342	NEVADADEPARTMENTOFTA	202309NVTAX	0			2024	5	INV P	13,028.17	120123KH 903109461	202309 NCOT 3/8%
									12,928.97		
									ACCOUNT TOTAL	12,928.97	
									ORG 7407200 TOTAL	25,136.40	
7407201											CTA - MARKETING
7407201	500340										CONTRACT EMPLOYEES
002487	KATHARINEJCOX	1012A		0		2024	5	INV P	40.00	120123KH 903109418	202310 Golf Ad-Bann
005182	MODERNLUXURYGLOCALLY	3182		0		2024	5	INV P	1,950.00	120823KH 903109682	Influencer 11/2023
									ACCOUNT TOTAL	1,990.00	

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5		ACCOUNT/VENDOR INVOICE		PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
7407201	500349				CONTRACTUAL	SERVICES				
001050	KPS3	INV62312	0	2024	5	INV	P	14,192.75	111723KH	903109121 202310 WEB/CRM
004928	DATAFYLLC	4433	0	2024	5	INV	P	49,999.00	111023ES	903108940 CC FY Campaign
ACCOUNT TOTAL								64,191.75		
7407201	500444				OFFICE EQUIPMENT	RENTAL				
001669	UBEOWESTLLC	4326779	0	2024	5	INV	P	108.68	120823KH	903109743 11/23/23-12/22/23 M
004698	GREATAMERICAFINANCIA	35156690	0	2024	5	INV	P	224.37	111723KH	903109113 10/23/23-11/22/23 P
004698	GREATAMERICAFINANCIA	35370914	0	2024	5	INV	P	224.37	120823KH	903109644 11/23/23-12/22/23 P
								448.74		
ACCOUNT TOTAL								557.42		
ORG 7407201 TOTAL								66,739.17		
7407205					CCTA - EVENTS & SALES					
7407205	500444				OFFICE EQUIPMENT	RENTAL				
001669	UBEOWESTLLC	4326779	0	2024	5	INV	P	244.52	120823KH	903109743 11/23/23-12/22/23 M
004698	GREATAMERICAFINANCIA	35156690	0	2024	5	INV	P	440.43	111723KH	903109113 10/23/23-11/22/23 P
004698	GREATAMERICAFINANCIA	35370914	0	2024	5	INV	P	440.43	120823KH	903109644 11/23/23-12/22/23 P
								880.86		
ACCOUNT TOTAL								1,125.38		
7407205	500544				NEVADA DAY					
004401	PUREPROMOTIONSINC	21496	0	2024	5	INV	P	365.48	111023ES	903108995 250 Gum in sleeve w
ACCOUNT TOTAL								365.48		
ORG 7407205 TOTAL								1,490.86		
7407254					CTA - ARTS & CULTURE 1%					
7407254	500349				CONTRACTUAL	SERVICES				
001050	KPS3	INV62312	0	2024	5	INV	P	250.00	111723KH	903109121 202310 WEB/CRM
ACCOUNT TOTAL								250.00		
7407254	500544				NEVADA DAY					
001243	MONARCHDIRECTLLC	23590	0	2024	5	INV	P	90.00	120823KH	903109683 NSRM Motor Car Camp
ACCOUNT TOTAL								90.00		
7407254	500625				OPERATING	SUPPLIES				
003807	MINUTEMANPRESS	1913	0	2024	5	INV	P	34.00	120123KH	903109447 Name Plate-Eric Bro

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/5 TO 2024/5		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN	CHECK	DESCRIPTION
003836	THEFEDERALHOTEL	20231012	MTD	0	2024 5 INV P	712.00	120123KH 903109547	MTD Lodging for Ent
ACCOUNT TOTAL						746.00		
ORG 7407254 TOTAL						1,086.00		
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:						94,452.43		

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

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9758	*****7554	David Peterson	7200	112023	Released	2024/04	120.82
GL Effective Date: 10/09/2023		Invoice Date: 10/09/2023					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
71604	BALLY'S PARKING - DMA WEST E	P-CARD OTP VENDOR		10/12/2023	10/16/2023	10/23/2023	18.00
71924	LA BAKERY - WEEKEND SHERPA M	P-CARD OTP VENDOR		10/24/2023	10/25/2023	10/30/2023	44.32
72257	GREAT BASIN BREWING - EXPERI	THE UNION - CARSO-LLC		11/01/2023	11/03/2023	11/06/2023	58.50
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500330	TRAINING		Y-Apprv	N	18.00	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	58.50	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	44.32	
9783	*****1023	LYDIA BECK	7200	112023	Released	2024/04	285.47
GL Effective Date: 10/09/2023		Invoice Date: 10/09/2023					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
71852	MAILCHIMP - 09/25/23-10/24/2	P-CARD OTP VENDOR		10/24/2023	10/25/2023	10/30/2023	220.00
72186	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		11/02/2023	11/02/2023	11/06/2023	0.52
72187	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		11/01/2023	11/02/2023	11/06/2023	64.95
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	285.47	
9817	*****4100	LINDA MACAULEY	7200	122023	Released	2024/05	85.39
GL Effective Date: 11/14/2023		Invoice Date: 11/14/2023					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
72319	SMITHS - CULTURAL CORRIDOR C	P-CARD OTP VENDOR		11/06/2023	11/07/2023	11/14/2023	47.94
72320	SMITHS - CULTURAL CORRIDOR C	P-CARD OTP VENDOR		11/07/2023	11/08/2023	11/14/2023	37.45
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	85.39	

CCCTA BOARD MEMBER APPROVAL



Mike Jones, CCCTA Chairman

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City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9838	*****8725	CHRISTINE KIPP	7200	122023	Released	2024/05	1,043.67

GL Effective Date: 11/14/2023 Invoice Date: 11/14/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
72365	VERIZON - 10/20/23-11/19/23	P-CARD OTP VENDOR		11/10/2023	11/10/2023	11/14/2023	602.38
72697	CLOUDWAYS - WEBSITE HOSTING	P-CARD OTP VENDOR		11/15/2023	11/16/2023	11/20/2023	52.49
72956	ADT SECURITY - 11/18/23-12/1	P-CARD OTP VENDOR		11/18/2023	11/20/2023	11/27/2023	61.86
72957	ADOBE 11/20/23-12/19/23	P-CARD OTP VENDOR		11/20/2023	11/21/2023	11/27/2023	326.94

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	108.98
7407200	500710	TELEPHONE		Y-Apprv	N	483.07
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	222.47
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	61.86
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500710	TELEPHONE		Y-Apprv	N	119.31

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9876	*****5118	David Peterson	7200	122023	New	2024/05	7,982.92

GL Effective Date: 11/14/2023 Invoice Date: 11/14/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
72448	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/09/2023	11/09/2023	11/14/2023	900.00
72449	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/09/2023	11/10/2023	11/14/2023	56.63
72762	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/15/2023	11/16/2023	11/20/2023	900.00
73006	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/19/2023	11/20/2023	11/27/2023	20.00
73007	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/19/2023	11/20/2023	11/27/2023	20.00
73008	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/21/2023	11/22/2023	11/27/2023	40.00
73274	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/25/2023	11/27/2023	12/04/2023	80.00
73275	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/25/2023	11/27/2023	12/04/2023	900.00
73276	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/27/2023	11/28/2023	12/04/2023	80.00
73277	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		12/01/2023	12/01/2023	12/04/2023	113.39
73488	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/01/2023	12/04/2023	12/05/2023	4872.90

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	7982.92

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9910	*****7554	David Peterson	7200	122023	Released	2024/05	2,248.10

GL Effective Date: 11/14/2023 Invoice Date: 11/14/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
72572	NASHVILLE - CULTURAL CORRID	P-CARD OTP VENDOR		11/06/2023	11/08/2023	11/14/2023	334.18
72573	ALOHA - CULTURAL CORRIDOR C	P-CARD OTP VENDOR		11/06/2023	11/08/2023	11/14/2023	599.64
73116	LA BAKERY - DEI EVENT MEETIN	P-CARD OTP VENDOR		11/17/2023	11/20/2023	11/27/2023	57.28
73388	TTRA - Membership Renewal -	TRAVEL AND TOURISM RESEARCH AS		11/27/2023	11/29/2023	12/04/2023	999.00
73516	STAYBRIDGE - HOSTED FAM - CA	P-CARD OTP VENDOR		12/02/2023	12/04/2023	12/05/2023	258.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	999.00
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	258.00
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	991.10

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9941	*****6540	STUART WEXLER	7200	122023	Released	2024/05	1,009.00

GL Effective Date: 11/14/2023 Invoice Date: 11/14/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
72771	NATIONAL TOUR ASSOCIATION -	P-CARD OTP VENDOR		11/13/2023	11/14/2023	11/20/2023	850.00
73020	HOLIDAY INN - HOSTED INFLUEN	P-CARD OTP VENDOR		11/16/2023	11/20/2023	11/27/2023	159.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	159.00
7407205	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	850.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9969	*****1023	LYDIA BECK	7200	122023	Released	2024/05	345.47

GL Effective Date: 11/14/2023 Invoice Date: 11/14/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
73080	MAILCHIMP - 10/25/23-11/24/2	P-CARD OTP VENDOR		11/24/2023	11/24/2023	11/27/2023	220.00
73326	Paddle.com - QR Unlimited Pl	P-CARD OTP VENDOR		11/28/2023	11/29/2023	12/04/2023	60.00
73507	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		12/01/2023	12/04/2023	12/05/2023	64.95
73508	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		12/04/2023	12/04/2023	12/05/2023	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	285.47
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	60.00