

**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 ("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 February 2024.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$50,125.24 and P-card charges totaling \$16,565.94 for February 2024, 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 February 2024.

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 February 2024.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/8 TO 2024/8		ACCOUNT/VENDOR INVOICE		PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
7407200					CTA - EXECUTIVE		
7407200	500440				BUILDING RENTAL		
000360	CARSONCITYSQUARELLC	2518		0	2024 8 INV P	5,610.00 030824KH 903111707	202403 Rent & SWG
					ACCOUNT TOTAL	5,610.00	
7407200	500444				OFFICE EQUIPMENT RENTAL		
001669	UBEOWESTLLC	4417975		0	2024 8 INV P	123.48 030124KH 903111686	02/23/24-03/22/24 M
004698	GREATAMERICAFINANCIA	35997544		0	2024 8 INV P	166.20 030824KH 903111735	02/23/24-03/22/24 P
					ACCOUNT TOTAL	289.68	
7407200	500625				OPERATING SUPPLIES		
000724	FIRSTCHOICESERVICES	694875		0	2024 8 INV P	54.00 021624KH 903111226	202402 Rental
					ACCOUNT TOTAL	54.00	
7407200	500712				POWER		
001458	NVENERGY	67482002802261-01/24	0	0	2024 8 INV P	198.61 021624KH 903111284	01/02/24-01/31/24 1
001458	NVENERGY	67482002802279-01/24	0	0	2024 8 INV P	67.36 021624KH 903111284	01/02/24-01/31/24 1
						265.97	
					ACCOUNT TOTAL	265.97	
7407200	500713				HEATING		
000360	CARSONCITYSQUARELLC	2518		0	2024 8 INV P	848.04 030824KH 903111707	202403 Rent & SWG
					ACCOUNT TOTAL	848.04	
7407200	502512				3/8% NCOT		
001342	NEVADADEPARTMENTOFTA	202312NVTAX		0	2024 8 INV P	6,914.66 021624KH 903111279	
					ACCOUNT TOTAL	6,914.66	
					ORG 7407200 TOTAL	13,982.35	
7407201					CTA - MARKETING		
7407201	500330				TRAINING		
999913	Zach Bragdon	Bragdon2401		0	2024 8 INV P	758.94 030124KH 903111622	Reimburse Social Me
					ACCOUNT TOTAL	758.94	
7407201	500349				CONTRACTUAL SERVICES		
001050	KPS3	INV63058		0	2024 8 INV P	22,097.50 022324KH 903111434	202401 Creative Con
					ACCOUNT TOTAL	22,097.50	
7407201	500444				OFFICE EQUIPMENT RENTAL		
001669	UBEOWESTLLC	4417975		0	2024 8 INV P	108.68 030124KH 903111686	02/23/24-03/22/24 M

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/8 TO 2024/8		ACCOUNT/VENDOR INVOICE		PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
004698	GREATAMERICAFINANCIA	35997544		0	2024 8 INV P	224.37 030824KH 903111735	02/23/24-03/22/24 P
					ACCOUNT TOTAL	333.05	
7407201	500542				PRINTING/ADVERTISING		
002306	ROGUE5MEDIA	11717		0	2024 8 INV P	3,600.00 022324KH 903111498	2024 Golfing NV Mag
004129	JOSEPHAMATO	312		0	2024 8 INV P	395.00 021624KH 903111234	Featured Listing 20
004496	CIVICPLUSLLC	289822		0	2024 8 INV P	4,524.00 022324KH 903111394	Platform New Acct-A
					ACCOUNT TOTAL	8,519.00	
					ORG 7407201 TOTAL	31,708.49	
7407205					CCTA - EVENTS & SALES		
7407205	500349				CONTRACTUAL SERVICES		
001050	KPS3	INV63058		0	2024 8 INV P	2,844.00 022324KH 903111434	202401 Creative Con
					ACCOUNT TOTAL	2,844.00	
7407205	500444				OFFICE EQUIPMENT RENTAL		
001669	UBEOWESTLLC	4417975		0	2024 8 INV P	217.36 030124KH 903111686	02/23/24-03/22/24 M
004698	GREATAMERICAFINANCIA	35997544		0	2024 8 INV P	440.43 030824KH 903111735	02/23/24-03/22/24 P
					ACCOUNT TOTAL	657.79	
					ORG 7407205 TOTAL	3,501.79	
7407254					CTA - ARTS & CULTURE 1%		
7407254	500330				TRAINING		
005902	ERICBROOKS	BROOKS2402		0	2024 8 INV A	217.84	Reimburse Meeting &
					ACCOUNT TOTAL	217.84	
7407254	500349				CONTRACTUAL SERVICES		
001050	KPS3	INV63058		0	2024 8 INV P	225.00 022324KH 903111434	202401 Creative Con
					ACCOUNT TOTAL	225.00	
7407254	500580				TRAVEL		
005902	ERICBROOKS	Brooks2403		0	2024 8 INV P	308.53 030124KH 903111584	Reimburse Napa Ligh
					ACCOUNT TOTAL	308.53	
7407254	500625				OPERATING SUPPLIES		
005902	ERICBROOKS	BROOKS2402		0	2024 8 INV A	143.30	Reimburse Meeting &
005902	ERICBROOKS	Brooks2403		0	2024 8 INV P	37.94 030124KH 903111584	Reimburse Napa Ligh
						181.24	

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/8 TO 2024/8									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL						181.24			
ORG 7407254 TOTAL						932.61			
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:						50,125.24			

** 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
10306	*****7554	David Peterson	7200	022024	Released	2024/07	4,832.50

GL Effective Date: 01/22/2024 Invoice Date: 01/22/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
75314	STAYBRIDGE - HOSTED FAM - HE	P-CARD OTP VENDOR		01/17/2024	01/19/2024	01/22/2024	124.00
75732	US TRAVEL - MEMBERSHIP DUES	P-CARD OTP VENDOR		01/18/2024	01/22/2024	01/30/2024	2700.00
75733	NV TOURISM - 2024 RURAL ROUN	STATE OF NEVADA		01/19/2024	01/22/2024	01/30/2024	1000.00
76087	RED PAPER PLANE - FLAPPER PI	P-CARD OTP VENDOR		02/04/2024	02/05/2024	02/06/2024	1008.50

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	3700.00
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	124.00
7407201	500544	NEVADA DAY		Y-Apprv	N	261.50
7407205	500544	NEVADA DAY		Y-Apprv	N	747.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10347	*****1023	LYDIA BECK	7200	022024	Released	2024/07	672.47

GL Effective Date: 01/22/2024 Invoice Date: 01/22/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
75659	MAILCHIMP - 12/25/23-01/24/2	P-CARD OTP VENDOR		01/24/2024	01/24/2024	01/30/2024	230.00
75973	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		02/01/2024	02/02/2024	02/05/2024	64.95
75974	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		02/02/2024	02/02/2024	02/05/2024	0.52
76080	PRSA - 01/01/24-12/31/24 MEM	P-CARD OTP VENDOR		02/02/2024	02/05/2024	02/06/2024	377.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	377.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	295.47

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10432	*****6540	STUART WEXLER	7200	032024	New	2024/08	67.26

GL Effective Date: 02/12/2024 Invoice Date: 02/12/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76274	HARRAH'S - 2024 RURAL ROUNDU	P-CARD OTP VENDOR		02/07/2024	02/08/2024	02/12/2024	67.26

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500330	TRAINING		Y-Apprv	N	67.26

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
10449	*****1023	LYDIA BECK	7200	032024	New	2024/08	386.05

GL Effective Date: 02/12/2024 Invoice Date: 02/12/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76313	NV TOURISM - 2024 RURAL ROUN	STATE OF NEVADA		02/06/2024	02/07/2024	02/12/2024	75.00
76652	OLD WORLD COFFEE - CONTENT P	P-CARD OTP VENDOR		02/14/2024	02/15/2024	02/20/2024	15.58
77224	MAILCHIMP - 01/25/23-02/24/2	P-CARD OTP VENDOR		02/24/2024	02/26/2024	03/04/2024	230.00
77396	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		03/04/2024	03/04/2024	03/06/2024	0.52
77397	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		03/01/2024	03/04/2024	03/06/2024	64.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	75.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	311.05

10480	*****8725	CHRISTINE KIPP	7200	032024	New	2024/08	1,336.23
GL Effective Date: 02/12/2024		Invoice Date: 02/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76465	CLOUDWAYS - WEBSITE HOSTING	P-CARD OTP VENDOR		02/09/2024	02/12/2024	02/20/2024	70.54
76466	VERIZON - 01/20/24-02/19/24	P-CARD OTP VENDOR		02/10/2024	02/12/2024	02/20/2024	461.03
76467	ADT SECURITY - 02/18/24-03/1	P-CARD OTP VENDOR		02/18/2024	02/19/2024	02/20/2024	61.86
76806	ADOBE 03/20/24-04/19/24	P-CARD OTP VENDOR		02/20/2024	02/21/2024	02/26/2024	326.94
77077	HARVEY'S - 2024 GO WEST SUMM	P-CARD OTP VENDOR		02/29/2024	03/01/2024	03/04/2024	375.06
77340	USPS - POSTAGE STAMPS	P-CARD OTP VENDOR		03/01/2024	03/04/2024	03/06/2024	40.80

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	149.78
7407200	500710	TELEPHONE		Y-Apprv	N	377.26
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	240.52
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	375.06
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	83.77

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10495	*****5118	David Peterson	7200	032024	New	2024/08	11,729.06

GL Effective Date: 02/12/2024 Invoice Date: 02/12/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76587	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		02/09/2024	02/12/2024	02/20/2024	763.29
76588	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		02/09/2024	02/12/2024	02/20/2024	110.98
76589	ADVENTURE SPORTS JOURNAL - 1	P-CARD OTP VENDOR		02/14/2024	02/16/2024	02/20/2024	1395.00
76590	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		02/18/2024	02/19/2024	02/20/2024	900.00
76909	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		02/22/2024	02/22/2024	02/26/2024	5000.00
77161	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		02/25/2024	02/26/2024	03/04/2024	900.00
77376	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/01/2024	03/04/2024	03/06/2024	1759.79
77377	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/04/2024	03/04/2024	03/06/2024	900.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	11543.23
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	185.83

10505	*****3550	ZACHARY BRAGDON	7200	032024	New	2024/08	333.34
GL Effective Date: 02/12/2024		Invoice Date: 02/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76699	LA BAKERY - PROPS FOR SOCIAL	P-CARD OTP VENDOR		02/15/2024	02/16/2024	02/20/2024	10.02
76700	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/18/2024	02/19/2024	02/20/2024	3.00
76701	SW AIRLINES - Social Media M	SOUTHWEST AIRLINES CO.		02/14/2024	02/19/2024	02/20/2024	76.20
76702	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/18/2024	02/19/2024	02/20/2024	3.51
76703	EMBASSY SUITES - Social Medi	P-CARD OTP VENDOR		02/18/2024	02/19/2024	02/20/2024	26.55
76704	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/18/2024	02/19/2024	02/20/2024	23.46
76705	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/18/2024	02/19/2024	02/20/2024	13.39
76962	EMBASSY SUITES - Social Medi	P-CARD OTP VENDOR		02/19/2024	02/20/2024	02/26/2024	30.86
76963	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/19/2024	02/20/2024	02/26/2024	2.00
76964	PORT OF SUBS - Social Media	P-CARD OTP VENDOR		02/18/2024	02/20/2024	02/26/2024	23.64
76965	SAN DIEGO CC - Social Media	P-CARD OTP VENDOR		02/19/2024	02/20/2024	02/26/2024	25.78
76966	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/19/2024	02/20/2024	02/26/2024	7.36
76967	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/19/2024	02/20/2024	02/26/2024	8.94
76968	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/20/2024	02/21/2024	02/26/2024	3.00
76969	G ST DELI - Social Media Mar	P-CARD OTP VENDOR		02/20/2024	02/21/2024	02/26/2024	17.24
76970	RNO AIRPORT - Social Media M	P-CARD OTP VENDOR		02/20/2024	02/21/2024	02/26/2024	36.00
76971	UBER - Social Media Marketin	P-CARD OTP VENDOR		02/20/2024	02/21/2024	02/26/2024	17.39
77269	FAA - DRONE REGISTRATION	P-CARD OTP VENDOR		02/29/2024	03/01/2024	03/06/2024	5.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	318.32
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	15.02

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10509	*****7554	David Peterson	7200	032024	New	2024/08	2,714.00
GL Effective Date: 02/12/2024			Invoice Date: 02/12/2024				
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76721	RECPRO.ORG - Sponsor 2024 Na	P-CARD OTP VENDOR		02/13/2024	02/14/2024	02/20/2024	2500.00
76722	HAMPTON INN - HOSTED INFLUEN	P-CARD OTP VENDOR		02/12/2024	02/14/2024	02/20/2024	214.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N		214.00
7407205	500540	PUBLICITY/SPECIAL EVENTS		Y-Apprv	N		2500.00

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CCCTA BOARD MEMBER APPROVAL

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