

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

Date Submitted: 11/04/25

Agenda Date Requested: 11/10/25

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, totaling \$70,137.24, and p-card charges, totaling \$27,953.35, for September 2025.

Background:

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 September 2025.

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 Sep 2025 (2026/03).

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/3 TO 2026/3		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
7407200											CTA - EXECUTIVE
7407200	500340										CONTRACT EMPLOYEES
002313	MACLEODWATTS	092525	CCCTA	0		2026	3	INV P	2,190.00	101025DP	903126043 FY25 Audit - GASB 7
									ACCOUNT TOTAL		2,190.00
7407200	500440										BUILDING RENTAL
000360	CARSONCITYSQUARELLC	2650		0		2026	3	INV P	4,264.40	091225AF	903125318 202509 Rent & SWG
000360	CARSONCITYSQUARELLC	2657		0		2026	3	INV P	4,264.40	101025DP	903126005 202510 Rent & SWG
									8,528.80		
									ACCOUNT TOTAL		8,528.80
7407200	500444										OFFICE EQUIPMENT RENTAL
001669	UBEOWESTLLC	4991530		0		2026	3	INV P	179.22	091225AF	903125418 08/23/2025 - 09/22/
004698	GREATAMERICAFINANCIA	40195250		0		2026	3	INV P	166.20	101025DP	903126032 09/23/25-10/22/25 P
									ACCOUNT TOTAL		345.42
7407200	500625										OPERATING SUPPLIES
000425	CHARTERCOMMUNICATION	230475701090125		0		2026	3	INV P	110.00	091225AF	903125323 Internet 9/01/2025
000724	FIRSTCHOICESERVICES	RE-656231		0		2026	3	INV P	74.95	092625AF	903125665 202509 Filter Chang
000724	FIRSTCHOICESERVICES	RE-677539		0		2026	3	INV P	54.00	091225AF	903125336 202509 Rental
									128.95		
007353	AMERICAN PLANNING AS	20250828		0		2026	3	INV P	850.00	091225AF	903125300 NV APA Partner Spo
									ACCOUNT TOTAL		1,088.95
7407200	500712										POWER
001458	NVENERGY	67482002802337-AUG25	0			2026	3	INV P	204.06	091925AF	903125556 NV Energy 07/30/25
									ACCOUNT TOTAL		204.06
7407200	500713										HEATING
000360	CARSONCITYSQUARELLC	2650		0		2026	3	INV P	9.32	091225AF	903125318 202509 Rent & SWG
000360	CARSONCITYSQUARELLC	2657		0		2026	3	INV P	9.32	101025DP	903126005 202510 Rent & SWG
									18.64		
									ACCOUNT TOTAL		18.64
									ORG 7407200 TOTAL		12,375.87
7407201											CTA - MARKETING
7407201	500340										CONTRACT EMPLOYEES
002487	KATHARINEJCOX	730S		0		2026	3	INV P	22.00	092625AF	903125684 202508 DESIGN WORK

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/3 TO 2026/3		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
007270	JULIANNENORAMAHONEY	002		0	2026	3	INV P	2,500.00	091225AF	903125342 Final Carson City t
007274	AUDREYPAYNE	0002		0	2026	3	INV P	2,500.00	100325AF	903125836 CAP to Canada Compl
ACCOUNT TOTAL								5,022.00		
7407201	500349				CONTRACTUAL SERVICES					
001050	KPS3	00004443		0	2026	3	INV P	23,179.59	092625AF	903125686 202508 Creative Con
ACCOUNT TOTAL								23,179.59		
7407201	500444				OFFICE EQUIPMENT RENTAL					
001669	UBEOWESTLLC	4991530		0	2026	3	INV P	179.22	091225AF	903125418 08/23/2025 - 09/22/
004698	GREATAMERICAFINANCIA	40195250		0	2026	3	INV P	224.37	101025DP	903126032 09/23/25-10/22/25 P
ACCOUNT TOTAL								403.59		
7407201	500542				PRINTING/ADVERTISING					
005647	ADVENTURESPO RTSJOURN	3283		0	2026	3	INV P	1,125.00	100325AF	903125826 1/2 Page Ad in Summ
007270	JULIANNENORAMAHONEY	3		0	2026	3	INV P	233.30	092625AF	903125683 CAP to Canada Fligh
ACCOUNT TOTAL								1,358.30		
7407201	500625				OPERATING SUPPLIES					
001337	NEVADADAYINC	VG8BFZ2K-0002		0	2026	3	INV P	800.00	091925AF	903125549 Nevada Day Balloon
ACCOUNT TOTAL								800.00		
ORG 7407201 TOTAL								30,763.48		
7407205					CCTA - EVENTS & SALES					
7407205	500444				OFFICE EQUIPMENT RENTAL					
001669	UBEOWESTLLC	4991530		0	2026	3	INV P	358.46	091225AF	903125418 08/23/2025 - 09/22/
004698	GREATAMERICAFINANCIA	40195250		0	2026	3	INV P	440.43	101025DP	903126032 09/23/25-10/22/25 P
ACCOUNT TOTAL								798.89		
ORG 7407205 TOTAL								798.89		
7407254					CTA - ARTS & CULTURE 1%					
7407254	500340				CONTRACT EMPLOYEES					
000273	BREWERYARTSCENTER	1275		0	2026	3	INV P	1,250.00	091225AF	903125311 FY26 Visit Carson C
002487	KATHARINEJCOX	730S		0	2026	3	INV P	484.00	092625AF	903125684 202508 DESIGN WORK
ACCOUNT TOTAL								1,734.00		
7407254	500349				CONTRACTUAL SERVICES					
001050	KPS3	00004443		0	2026	3	INV P	465.00	092625AF	903125686 202508 Creative Con

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/3 TO 2026/3											
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									465.00		
7407254	500540										
000273	BREWERYARTSCENTER	1273		0	2026	3	INV	P	15,000.00	091225AF	903125311 3rd Annual CC Mural
006989	DARKCORNERCREATIVELL	25-412		0	2026	3	INV	P	1,500.00	092625AF	903125654 2025 Dark Prison Ha
ACCOUNT TOTAL									16,500.00		
7407254	501225										
007191	KRISTADENIO	15		0	2026	3	INV	P	7,500.00	091225AF	903125344 DD-25-001 2025 AUG
ACCOUNT TOTAL									7,500.00		
ORG 7407254 TOTAL									26,199.00		
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:									70,137.24		

** 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
14047	*****7554	David Peterson	7200	092025	Converted	2026/02	119.98
GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025							
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
102231	VERIZON - PHONE CASE & PROTE	P-CARD OTP VENDOR	1940261324	08/12/2025	08/14/2025	08/18/2025	104.98
102993	NEVADA BUILDERS ALLIANCE - S	NEVADA BUILDERS ALLIANCE	1940262081	08/26/2025	08/29/2025	09/02/2025	15.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	50062 5	OPERATING SUPPLIES		Y-Apprv	N		119.98
14077	*****6463	STUART WEXLER	7200	092025	Converted	2026/02	239.98
GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025							
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
102 83	NV TOURISM - GOVERNORS CONFE	STATE OF NEVADA	1940261673	08/21/2025	08/22/2025	08/25/2025	150.00
102992	VERIZON - PHONE CASE & SCREE	P-CARD OTP VENDOR	1940262080	08/23/2025	08/25/2025	09/02/2025	89.98
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N		89.98
7407205	500330	TRAINING		Y-Apprv	N		150.00
14141	*****5118	David Peterson	7200	102025	New	2026/03	6,256.04
GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025							
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
103251	FACEBOOK - AD CAMPAIGNS 08/2	META PLATFORMS, INC.		09/05/2025	09/05/2025	09/08/2025	2000.00
103498	STACKADAPT - DISPLAY ADS 09/	P-CARD OTP VENDOR		09/08/2025	09/09/2025	09/15/2025	1396.45
103499	FACEBOOK - AD CAMPAIGNS 09/0	META PLATFORMS, INC.		09/09/2025	09/09/2025	09/15/2025	1046.02
103500	FACEBOOK - AD CAMPAIGNS 09/0	META PLATFORMS, INC.		09/09/2025	09/10/2025	09/15/2025	313.57
103870	GOOGLE - MEDIA BUYS 09/01/25	XXVI HOLDINGS INC.		09/14/2025	09/15/2025	09/22/2025	1500.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N		3159.27
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N		3096.77

CCCTA BOARD MEMBER APPROVAL

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Andrew Reno, 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
14157	*****1760	ERIC BROOKS	7200	102025	New	2026/03	1,104.00
GL Effective Date: 09/08/2025		Invoice Date: 09/08/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
103298	SAN MARCOS GRILL - MARK TWAI	P-CARD OTP VENDOR		09/09/2025	09/11/2025	09/15/2025	58.97
103676	HOTELS.COM - AIANTA - LODGIN	EXPEDIA, INC		09/15/2025	09/16/2025	09/22/2025	76.23
103677	NASHVILLE - MURAL & MUSIC C	P-CARD OTP VENDOR		09/17/2025	09/19/2025	09/22/2025	521.54
103678	BULLY'S - MURALS & MUSIC FES	P-CARD OTP VENDOR		09/18/2025	09/19/2025	09/22/2025	78.00
104034	LA BAKERY - MURALS & MUSIC A	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	46.94
104035	PEG'S - MURALS & MUSIC MEETI	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	64.94
104036	LYFT - CODASUMMIT - TRANSPOR	P-CARD OTP VENDOR		09/23/2025	09/24/2025	09/29/2025	19.97
104037	LYFT - CODASUMMIT - TRANSPOR	P-CARD OTP VENDOR		09/24/2025	09/25/2025	09/29/2025	69.73
104038	LYFT - CODASUMMIT - TRANSPOR	P-CARD OTP VENDOR		09/25/2025	09/26/2025	09/29/2025	45.61
104388	LYFT - CODASUMMIT - TRANSPOR	P-CARD OTP VENDOR		09/28/2025	09/29/2025	10/06/2025	77.17
104389	LYFT - CODASUMMIT - TRANSPOR	P-CARD OTP VENDOR		09/27/2025	09/29/2025	10/06/2025	9.99
104390	TASTES ON THE FLY - CODASUMM	P-CARD OTP VENDOR		09/28/2025	09/29/2025	10/06/2025	8.91
104391	CAMBRIA - CODASUMMIT MEAL	P-CARD OTP VENDOR		09/26/2025	09/29/2025	10/06/2025	26.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500330	TRAINING		Y-Apprv	N	333.61
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	770.39

14176	*****8725	CHRISTINE KIPP	7200	102025	New	2026/03	2,771.64
GL Effective Date: 09/08/2025		Invoice Date: 09/08/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
103405	VERIZON - 07/20/25-08/19/25	P-CARD OTP VENDOR		09/10/2025	09/10/2025	09/15/2025	504.07
103406	CLOUDWAYS - 2025 AUG WEBSITE	P-CARD OTP VENDOR		09/11/2025	09/12/2025	09/15/2025	86.72
103786	KELLY PAPER - OFFICE, POSTER	P-CARD OTP VENDOR		09/12/2025	09/15/2025	09/22/2025	1290.61
103787	KELLY PAPER - POSTER PAPER	P-CARD OTP VENDOR		09/13/2025	09/15/2025	09/22/2025	168.92
104130	ADOBE 09/20/25-10/19/25 CREA	P-CARD OTP VENDOR		09/21/2025	09/22/2025	09/29/2025	371.94
104131	TERRIBLES - BOULDER CITY ADV	P-CARD OTP VENDOR		09/24/2025	09/25/2025	09/29/2025	97.84
104132	COFFEE CUP CAFE - BOULDER C	P-CARD OTP VENDOR		09/25/2025	09/26/2025	09/29/2025	19.62
104133	BOULDER DAM HOTEL - BOULDER	P-CARD OTP VENDOR		09/24/2025	09/26/2025	09/29/2025	129.87
104461	MARATHON PETRO - BOULDER CIT	P-CARD OTP VENDOR		09/25/2025	09/29/2025	10/06/2025	102.05

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	453.35
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	473.36
7407200	500710	TELEPHONE		Y-Apprv	N	435.06
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	286.70
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500601	OFFICE SUPPLIES		Y-Apprv	N	837.26
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	192.91
7407254	500710	TELEPHONE		Y-Apprv	N	69.01

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
14216	*****1023	LYDIA BECK	7200	102025	New	2026/03	3,921.58

GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
103605	FY26/FY27 split 7407201-5006	P-CARD OTP VENDOR		09/11/2025	09/12/2025	09/15/2025	299.88
103606	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		09/12/2025	09/12/2025	09/15/2025	2.40
103990	NV STATE PARKS - FILM NV DAY	STATE OF NEVADA		09/16/2025	09/17/2025	09/22/2025	10.00
104327	STAYBRIDGE - RTT FAM HOSTING	P-CARD OTP VENDOR		09/20/2025	09/22/2025	09/29/2025	149.00
104328	STAYBRIDGE - HOST JOURNALIST	P-CARD OTP VENDOR		09/21/2025	09/23/2025	09/29/2025	387.00
104329	BELLA VITA BISTRO - FILM NV	BELLA VITA BISTRO & CATERING,		09/24/2025	09/25/2025	09/29/2025	2770.40
104330	MAILCHIMP - 08/25/25-09/24/2	P-CARD OTP VENDOR		09/24/2025	09/25/2025	09/29/2025	230.00
104331	RENO TAHOE AIRPORT - PICKING	P-CARD OTP VENDOR		09/25/2025	09/26/2025	09/29/2025	3.00
104665	COMMA COFFEE - CAP TO CANADA	P-CARD OTP VENDOR		09/26/2025	09/29/2025	10/06/2025	69.90

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	59.15
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	3862.43

14220	*****3550	ZACHARY BRAGDON	7200	102025	New	2026/03	98.00
GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025							

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
103617	PRECISION CAMERA - CAMERA RE	P-CARD OTP VENDOR		09/05/2025	09/08/2025	09/15/2025	98.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	98.00

14245	*****2536	DAVID PETERSON	7200	102025	New	2026/03	10,722.90
GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025							

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
103824	STACKADAPT - DISPLAY ADS 09/	P-CARD OTP VENDOR		09/15/2025	09/16/2025	09/22/2025	1071.13
103825	FACEBOOK - AD CAMPAIGNS 09/0	META PLATFORMS, INC.		09/16/2025	09/16/2025	09/22/2025	2000.00
104173	FACEBOOK - AD CAMPAIGNS 09/1	META PLATFORMS, INC.		09/23/2025	09/23/2025	09/29/2025	1997.67
104174	STACKADAPT - DISPLAY ADS 09/	P-CARD OTP VENDOR		09/22/2025	09/23/2025	09/29/2025	700.91
104491	GOOGLE - MEDIA BUYS 09/01/25	XXVI HOLDINGS INC.		09/26/2025	09/29/2025	10/06/2025	1500.00
104492	STACKADAPT - DISPLAY ADS 09/	P-CARD OTP VENDOR		09/29/2025	09/30/2025	10/06/2025	700.97
104493	FACEBOOK - AD CAMPAIGNS 09/2	META PLATFORMS, INC.		09/30/2025	10/01/2025	10/06/2025	2000.00
104494	GOOGLE - MEDIA BUYS 09/01/25	XXVI HOLDINGS INC.		10/01/2025	10/02/2025	10/06/2025	551.94
104495	STACKADAPT - DISPLAY ADS 09/	P-CARD OTP VENDOR		10/01/2025	10/02/2025	10/06/2025	200.28

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	5549.27
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	5173.63

CCCTA BOARD MEMBER APPROVAL

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City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
14274	*****3420	KASIE SALDANA	7200	102025	New	2026/03	609.80

GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
104014	SMITHS - GIST CARD FOR JOURN	P-CARD OTP VENDOR		09/17/2025	09/18/2025	09/22/2025	256.95
104015	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		09/18/2025	09/19/2025	09/22/2025	58.43
104352	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		09/19/2025	09/22/2025	09/29/2025	78.47
104353	OFFICE DEPOT - ZIPTIES	OFFICE DEPOT INC		09/19/2025	09/22/2025	09/29/2025	35.96
104354	OFFICE DEPOT - DESKTOP PRINT	OFFICE DEPOT INC		09/22/2025	09/23/2025	09/29/2025	179.99

Org	Object Pro	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	136.90
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	35.96
7407200	500674	SMALL TOOLS/ EQUIPMENT		Y-Apprv	N	179.99
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	256.95

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
14275	*****6463	STUART WEXLER	7200	102025	New	2026/03	2,459.39

GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
104017	SW AIR - TEAMS 25 FLIGHT	SOUTHWEST AIRLINES CO.		09/14/2025	09/16/2025	09/22/2025	612.86
104357	UNITED - 2025 NTA TRAVEL EXC	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	109.99
104358	TRAVEL GUARD - 2025 NTA TRAV	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	105.68
104359	UNITED - 2025 NTA TRAVEL EXC	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	1386.89
104360	UNITED - 2025 NTA TRAVEL EXC	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	66.99
104361	UNITED - 2025 NTA TRAVEL EXC	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	109.99
104362	UNITED - 2025 NTA TRAVEL EXC	P-CARD OTP VENDOR		09/19/2025	09/22/2025	09/29/2025	66.99

Org	Object Pro	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	2459.39

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
14318	*****7554	David Peterson	7200	102025	New	2026/03	10.00

GL Effective Date: 09/08/2025 Invoice Date: 09/08/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
104705	NV STATE PARKS - FILM NV DAY	STATE OF NEVADA		09/29/2025	09/30/2025	10/06/2025	10.00

Org	Object Pro	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	10.00