

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

**Date Submitted:** 10/03/18

**Agenda Date Requested:** 10/08/18

**Time Requested:** 15 Minutes

**To:** Carson City Culture & Tourism Authority - Board of Directors

**From:** Chris Kipp, Operations Manager

**Subject Title: For possible action to approve CTA Statement of Accounts Payable Checks and P-Card Report for August, 2018**

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks for August, 2018 totaling \$90,636.03 and p-card purchases for August, 2018 totaling \$5,047.26 and make a determination whether they approve of the statement.

**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 P-Card charges for August, 2018.

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

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** CTA Account Activity Statement of Accounts Payable Checks and P-Card Reports for August, 2018

**Prepared By:** Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
379989	08/10/18	2663516	ALLSTREAM	2018 JUN TELEPHONE	17.39
380412	08/24/18	2663516	ALLSTREAM	2018 JUL TELEPHONE	17.78
1000207	08/31/18	12086	BANK OF AMERICA	PCARD CHARGES 07/05/18-08/04/18	9,274.35
380200	08/17/18	2665828	CARSON CITY SQUARE, LLC	2018 AUG RENT	4,882.00
380200	08/17/18	2665828	CARSON CITY SQUARE, LLC	06/05/18-07/05/18 GAS UTILITIES	21.85
379813	08/03/18	2665699	CARSON NOW LLC	2018 JUL NOW AD MENU LINK	540.00
380441	08/24/18	2665699	CARSON NOW LLC	2018AUG NOW AD MENU LINK	540.00
380202	08/17/18	2665052	CARSON NUGGET, INC	TRUE GRIT GRANT - VENUE & ENTERTAINMENT	409.75
379827	08/03/18	15638	COMPUTER ARTISTRY	07/11/18-07/24/18 DESIGN WORK	715.00
380260	08/17/18	15638	COMPUTER ARTISTRY	07/25/18-08/08/18 DESIGN WORK	910.00
380656	08/31/18	15638	COMPUTER ARTISTRY	08/09/18-08/22/18 DESIGN WORK	780.00
380227	08/17/18	2666136	EPIC RIDES	HWY 50 MTB GRANT-CC OFF-ROAD VIDEO MEDIA PACKAGE	15,000.00
380038	08/10/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
380472	08/24/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	214.75
379856	08/03/18	15625	GOLD DUST WEST CARSON	EPIC RIDE ROOM NIGHTS-STAFF, ENTERTAINERS, INFLUENCERS	3,896.10
380252	08/17/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT JUL ELECTRIC	246.37
380678	08/31/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT SEP 2018	625.00
380053	08/10/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	07/26/18-08/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
380687	08/31/18	2666568	KONICA MINOLTA PREMIER FINANCE	08/01/18-08/31/18 PRINTER & DUPLO CUTTER LEASE	3,475.43
380514	08/24/18	2665378	MARATHON STAFFING	McMANUS W/E 05/26/18	88.98
380527	08/24/18	3830	NEVADA COMMISSION ON TOURISM	REIMBURSE OVERPMT OF GRANT #RT-18-53	4,401.33
380528	08/24/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR JUN 2018	8,382.89
380289	08/17/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 07/25/18	3,470.00
379899	08/03/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 07/20/18-07/26/18	2,520.00
380082	08/10/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 07/27/18-08/02/18	2,520.00
380538	08/24/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 08/03/18-08/16/18	5,040.00
380723	08/31/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 08/17/18-08/23/18	2,520.00
380297	08/17/18	13957	NV ENERGY	06/28/18-07/31/18	459.19
380557	08/24/18	1603500	PONDEROSA STAMP & ENGRAVING	NEW BOARD MEMBER NAME PLATES	36.00
379923	08/03/18	2665717	RENO TAHOE TERRITORY	ANNUAL MEMBERSHIP DUES 09/01/18-08/31/19	150.00
380738	08/31/18	1802250	RESOURCE CONCEPTS INC	TRAIL DEVELOPMENT-WILDLIFE & SENSITIVE SPECIES SURVEYS	6,792.17
380571	08/24/18	10550	SIERRA NEVADA MEDIA GROUP	07/01/18-07/31/18 TARGETED INTERNET ADS	5,000.00
379950	08/03/18	2664495	TRAVELERS	07/01/18-06/30/19 INSURANCE	3,956.00
380143	08/10/18	266174	VERITIV OPERATING COMPANY	PAPER	378.95
379965	08/03/18	402155	WYNDHAM HOTEL & RESORTS	EPIC RIDE ROOM NIGHTS-STAFF, ENTERTAINERS, INFLUENCERS	2,192.25
					90,636.03

**CCCTA P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2018-08-04 00:00:00 and 2018-09-04 23:59:59  
 Report Owner KIPP, CHRISTINE  
 Report Time 2018-10-01 22:59:04  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
08/02/2018	OFFICE DEPOT #973	60.66	740-7200-413-06-01-	CHAIR MAT, TAPE, HIGHLIGHTERS
08/10/2018	VZWRLLS APOCC VISB	240.85	740-7200-413-07-10-	06/20/18-07/19/18
08/13/2018	OFFICE DEPOT #973	145.80	740-7200-413-06-01-	BINDERS, DIVIDERS, INK, ENVELOPES
08/14/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING - Art Tourism
08/14/2018	INT IN ADVENTURE SPOR	1,600.00	740-7201-450-05-42-	1/2 PG AD AUG/SEP 2018
08/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201808 yourexperiencesstartshere.co mBusinessPackage
08/17/2018	FLAVORS OF INDIA	26.50	740-7201-450-06-25-	EVENT MEETING MEAL- ROBOTICS
08/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	08/18/18 - 09/17/18
08/21/2018	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	08/20/18-09/19/18 CREATIVE SUITE MEMBERSHIP
08/22/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
08/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 08 LIST CHARGE 12,801-25,000
08/24/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
08/24/2018	The Union	46.74	740-7201-450-06-25-	EVENT MEETING MEAL
08/29/2018	THE HOME DEPOT 3309	311.68	740-7200-413-06-75-	CABINET FOR FAX & POSTAGE MACHINE
09/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 SEPTEMBER
09/01/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING- TRAINS
09/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	0871277081018 08/20/18- 09/19/19 FAX, INTERNET & TV
09/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	0871277081018 08/20/18- 09/19/19 FAX, INTERNET & TV
report count:	18	5,047.26		