

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

Date Submitted: 08/08/18

Agenda Date Requested: 08/13/18

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 May and June, 2018

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for May, 2018 totaling \$145,203.58, June, 2018 totaling \$128,949.32 and p-card purchases for May, 2018 totaling \$15,635.50, June, 2018 totaling \$16,774.11 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 May and June, 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 May and June 2018

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
377814	05/18/18	2663516	ALLSTREAM	2018 APR TELEPHONE	17.23
1000204	05/31/18	12086	BANK OF AMERICA	PCARD CHARGES 04/05/18-05/04/18	14,093.01
377643	05/11/18	2666748	BLUE SUN ENTERTAINMENT	EPIC RIDES ENTERTAINMENT	1,000.00
377650	05/11/18	15921	CAPITOL CITY GUN CLUB	CYSSA TOURNAMENT SPONSORSHIP 04/22/18	2,449.00
377473	05/04/18	2665828	CARSON CITY SQUARE, LLC	2017 AUG RENT	4,729.00
377473	05/04/18	2665828	CARSON CITY SQUARE, LLC	06/05/17-07/05/17 GAS UTILITIES	32.11
377843	05/18/18	2665828	CARSON CITY SQUARE, LLC	2018 MAY RENT	4,882.00
377843	05/18/18	2665828	CARSON CITY SQUARE, LLC	03/07/18-04/05/18 GAS UTILITIES	210.74
378000	05/25/18	2665699	CARSON NOW LLC	2018 APR NOW AD MENU LINK	540.00
378000	05/25/18	2665699	CARSON NOW LLC	2018 MAY NOW AD MENU LINK	540.00
377661	05/11/18	15638	COMPUTER ARTISTRY	04/18/18-05/01/18 DESIGN WORK	845.00
378013	05/25/18	15638	COMPUTER ARTISTRY	05/01/18-05/15/18 DESIGN WORK	1,170.00
377502	05/04/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	124.20
377680	05/11/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
378047	05/25/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT JUN 2018 & MAR & APR ELECTRIC	836.98
377513	05/04/18	2666602	JUNGLE DESIGNS	KIT CARSON TRAIL MAP ART WORK	900.00
377703	05/11/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	04/26/18-05/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
378059	05/25/18	2666568	KONICA MINOLTA PREMIER FINANCE	05/01/18-05/31/18 PRINTER & DUPLO CUTTER LEASE	3,475.43
377713	05/11/18	2665378	MARATHON STAFFING	McMANUS W/E 01/20/18	229.87
377897	05/18/18	2665378	MARATHON STAFFING	McMANUS W/E 02/03/18	196.50
377897	05/18/18	2665378	MARATHON STAFFING	McMANUS W/E 04/21/18	200.21
378078	05/25/18	2665378	MARATHON STAFFING	McMANUS W/E 04/28/18	207.62
377906	05/18/18	1404650	NEVADA MAGAZINE	1/2 PG AD IN 2018 MAY/JUNE ISSUE	1,950.00
377907	05/18/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 04/26/18	8,020.00
377544	05/04/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 04/06/18-04/12/18	2,520.00
377911	05/18/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 04/20/18-04/26/18	2,520.00
377911	05/18/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 04/27/18-05/03/18	2,520.00
378096	05/25/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 05/04/18-05/10/18	2,520.00
377912	05/18/18	13957	NV ENERGY	03/29/18-04/30/18	272.36
377933	05/18/18	10550	SIERRA NEVADA MEDIA GROUP	04/01/18-04/30/18 TARGETED INTERNET ADS	5,550.01
377598	05/04/18	7049	STOREY COUNTY CLERK-TREASURER	TRANSFER V&T FUNDS AS PER CTA 04/09/18 AGENDA ITEM #9	80,000.00
377784	05/11/18	2666174	VERITIV OPERATING COMPANY	PAPER	350.47
378153	05/25/18	2666174	VERITIV OPERATING COMPANY	PAPER	1,139.34
					145,203.58

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
378863	06/29/18	2663516	ALLSTREAM	2018 MAY TELEPHONE	16.90
1000205	06/30/18	12086	BANK OF AMERICA	PCARD CHARGES 05/05/18-06/04/18	16,929.51
378884	06/29/18	1558	BREWERY ARTS CENTER	EPIC RIDES GREEN ROOM & BAND EXPENSES	1,100.00
378519	06/15/18	2666541	CAPTAIN GALLAVANT LLC	EPIC RIDES ENTERTAINMENT	1,250.00
378193	06/01/18	2666761	CARSON CITY CLASSIC CINEMA CLUB	TRUE GRIT	140.00
378523	06/15/18	2665828	CARSON CITY SQUARE, LLC	2018 JUN RENT	4,882.00
378523	06/15/18	2665828	CARSON CITY SQUARE, LLC	04/05/18-05/03/18 GAS UTILITIES	112.73
378892	06/29/18	2665699	CARSON NOW LLC	2018 JUN NOW AD MENU LINK	540.00
378204	06/01/18	5217	CHILDREN'S MUSEUM OF NORTHERN NV	TRUE GRIT VENUE, SUPPLIES & SERVICES	1,399.83
378208	06/01/18	15638	COMPUTER ARTISTRY	05/01/18-05/15/18 DESIGN WORK *DUP INV-to be credited	1,170.00
378388	06/08/18	15638	COMPUTER ARTISTRY	05/16/18-05/30/18 DESIGN WORK	975.00
378675	06/22/18	15638	COMPUTER ARTISTRY	05/31/18-06/13/18 DESIGN WORK	1,088.25
378923	06/29/18	9553	DUNN, JOEL	EPIC	800.00
378228	06/01/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	107.70
378397	06/08/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
378936	06/29/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	20.95
378404	06/08/18	2666772	GENSHEIMER, KURT	HWY 50 MTB ROAD TRIP VIDEO PROJECT	1,000.00
378956	06/29/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT JUL 2018 & MAY ELECTRIC	744.32
378551	06/15/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	05/26/18-06/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
378730	06/22/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	02/26/18-05/25/18 MAINTENCE AGREEMENT DUPLO	2,380.18
378973	06/29/18	2666568	KONICA MINOLTA PREMIER FINANCE	06/01/18-06/30/18 PRINTER & DUPLO CUTTER LEASE	3,313.64
378261	06/01/18	2666759	LAMBIN, DEBORAH	TRUE GRIT	445.00
378414	06/08/18	2665856	LEVIATHAN MEDIA GROUP	1 YR SPONSORSHIP OF SKI & BIKE PAGES OF NEVADAGRAM	1,200.00
378553	06/15/18	2665856	LEVIATHAN MEDIA GROUP	1 YR SPONSORSHIP OF RR IN NV PAGES OF NEVADAGRAM	1,500.00
378426	06/08/18	2665378	MARATHON STAFFING	McMANUS W/E 03/31/18, 04/07/18 & 05/12/18	329.98
378563	06/15/18	2665378	MARATHON STAFFING	McMANUS W/E 05/19/18	226.16
378428	06/08/18	2666773	MCMANUS, SEANA	REIMBURSEMENT FOR NEW OOFICE SUPPLIES	55.38
378998	06/29/18	2666799	MILLER, KYLE	EPIC	120.00
379001	06/29/18	12880	MONARCH DIRECT LLC	LEVITT AMP 2018 POSTAGE & CUTTING SERVICES	621.22
378289	06/01/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR DEC 2017 - MAR 2018	18,404.68
378571	06/15/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR APR 2018	5,973.29
378434	06/08/18	1404650	NEVADA MAGAZINE	1/2 PG AD 2018 JUL/AUG ISSUE	1,950.00
378768	06/22/18	1404650	NEVADA MAGAZINE	1/2 PG AD TOURING NV GUIDE	683.00
379008	06/29/18	1404650	NEVADA MAGAZINE	1/2 PG AD 2018 SEP/OCT ISSUE	1,950.00
378290	06/01/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 05/23/18	8,245.00
378573	06/15/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 06/07/18	13,565.00
379009	06/29/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 06/07/19	6,735.00
378577	06/15/18	1405940	NEVADA STATE MUSEUM	TRUE GRIT VENUE & SERVICES	880.00
378294	06/01/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 05/18/18-05/24/18	2,520.00
378437	06/08/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 05/25/18-05/31/18	2,520.00
378578	06/15/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 06/01/18-06/07/18	2,520.00

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
378778	06/22/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 06/08/18-06/14/18	2,520.00
379017	06/29/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 06/15/18-06/21/18	2,520.00
378780	06/22/18	13957	NV ENERGY	04/30/18-05/30/18	301.50
378318	06/01/18	2666762	SALCEDO, LAURA	TRUE GRIT VENUE SUPPLIES & SEVICES	600.00
378320	06/01/18	10550	SIERRA NEVADA MEDIA GROUP	LEGAL AD FOR FY19 TENNATIVE BUDGET	57.20
378596	06/15/18	10550	SIERRA NEVADA MEDIA GROUP	05/01/18-05/31/18 TARGETED INTERNET ADS	5,000.00
378478	06/08/18	2665137	SIERRA OFFICE SOLUTIONS	02/20/18-05/19/18	32.00
379048	06/29/18	1905375	SILVER STATE INDUSTRIES	SCREEN PRINTING	1,860.00
378604	06/15/18	2666779	STITH PRINTING, INC.	CC SHERIFF IRON HORSE CHALLENGE TSHIRTS	3,107.00
378485	06/08/18	2666749	THE LIQUE LLC	EPIC RIDES ENTERTAINMENT	1,000.00
378616	06/15/18	2666174	VERITIV OPERATING COMPANY	PAPER	793.56
379075	06/29/18	2666174	VERITIV OPERATING COMPANY	PAPER	260.84
379086	06/29/18	2663419	WESTERN NEVADA COLLEGE	TRUE GRIT VENUE & SERVICES	1,320.00
					128,949.32

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-05-05 00:00:00 and 2018-06-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2018-08-06 23:29:04
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/03/2018	The Union	42.51	740-7201-450-06-25-	MEETING W/RENO DIRECTOR OF TOURISM
05/05/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
05/08/2018	INTUIT IN SIMPLVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 05/01/18-05/31/18
05/09/2018	KEI SUSHI	55.65	740-7201-450-06-25-	ROCKABILLY RIOT MEETING LUNCH
05/10/2018	VZWRLLS APOCC VISB	240.87	740-7200-413-07-10-	03/20/18-04/19/18
05/10/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
05/10/2018	SQ SQ TAHOE WEEKLY &	1,370.00	740-7201-450-05-42-	2 1/2 PG ADS
05/11/2018	BOYS AND GIRLS CLUBS W	1,920.00	740-7201-450-06-25-	FLOOR COVERING FOR WRESTLING MATCH
05/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201805 yourexperiencestartshere.co mBusinessPackage
05/14/2018	ATHLETE RACE NUMBERS	553.78	740-7201-450-06-25-	CCCTA LOGO RACE NUMBERS FOR NV TRACK MEET
05/16/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
05/17/2018	PAYPAL JAMES	5,000.00	740-7246-450-05-42-	AUSTIN BIKING VIDEO SHOOT
05/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	05/18/18 - 06/17/18
05/21/2018	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	05/20/18-06/19/18 CREATIVE SUITE MEMBERSHIP
05/21/2018	TEXACO 0376465	62.58	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - FUEL
05/21/2018	CHEVRON 0309057	36.49	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - FUEL
05/21/2018	PONY CANYON STOP N G	48.87	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - FUEL
05/21/2018	SILVER STATE SALOON AN	48.14	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - MEAL
05/21/2018	SILVER STATE SALOON AN	62.51	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - MEAL
05/22/2018	TOIYABE CAFE	57.95	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - MEAL
05/23/2018	MILES END	1,040.02	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - LODGING
05/23/2018	CHEVRON 0309051	43.49	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT - FUEL
05/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 05 LIST CHARGE 12,801-25,000

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/26/2018	OFFICE DEPOT #973	111.59	740-7200-413-06-01-	OFFICE SUPPLIES
05/26/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
05/28/2018	OFFICE DEPOT #973	(10.75)	740-7200-413-06-01-	OFFICE SUPPLIES
05/28/2018	OFFICE DEPOT #973	17.99	740-7200-413-06-01-	POWER STRIP
05/30/2018	WAL-MART #3408	299.14	740-7200-413-06-01-	OFFICE SUPPLIES & VACUUM
05/31/2018	FACEBK ZHXHMFAY2	36.30	740-7201-450-05-42-	FACEBOOK CAMPAIGNS
06/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 JUNE
06/02/2018	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING
06/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	06/01/18-06/30/18 05/20/18-06/19/18 FAX, INTERNET & TV
06/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	05/20/18-06/19/18 FAX, INTERNET & TV
06/02/2018	SQ SQ CARSON VALLEY	10.00	740-7201-450-06-25-	QUILT SHOW ADMISSION
report count:	34	15,635.50		

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-06-05 00:00:00 and 2018-07-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2018-08-06 23:28:04
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
06/05/2018	SMITHS-FUEL #9356	40.00	740-7201-450-06-25-	FUEL FOR MARKETING VEHICLE
06/08/2018	INT IN ADVENTURE SPOR	1,350.00	740-7201-450-05-42-	2018 APRIL/MAY ISSUE AD
06/08/2018	INT IN ADVENTURE SPOR	1,350.00	740-7201-450-05-42-	2018 JUNE/JULY ISSUE AD
06/10/2018	VZWRLLS APOCC VISB	237.15	740-7200-413-07-10-	04/20/18-05/19/18 FY18
06/10/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
06/12/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
06/13/2018	OFFICE DEPOT #973	103.72	740-7200-413-06-01-	MAILING ENVELOPES
06/13/2018	7-ELEVEN 22629	45.25	740-7201-450-05-80-	2018 TEARS, FEARS & BEERS BIKE EVENT - FUEL
06/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201806 yourexperiencestartshere.com BusinessPackage
06/14/2018	The Union	23.37	740-7230-450-06-25-	EPIC RIDES - HOST MEAL
06/14/2018	SASSAFRAS	57.42	740-7230-450-06-25-	EPIC RIDES - HOST MEAL
06/15/2018	The Union	20.00	740-7230-450-06-25-	EPIC RIDES - HOST MEAL
06/16/2018	The Union	95.62	740-7230-450-06-25-	EPIC RIDES - HOST MEAL
06/16/2018	The Union	41.97	740-7230-450-06-25-	EPIC RIDES - HOST MEAL
06/17/2018	CAFE AT ADELE'S	98.85	740-7230-450-06-25-	EPIC RIDES - HOST MEAL
06/18/2018	ADT SECURITY 401131352	19.71	740-7211-450-06-25-	06/18/18-07/17/18
06/18/2018	ADT SECURITY 401131352	25.78	740-7211-450-06-25-	06/18/18-07/17/18
06/20/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
06/21/2018	ADOBE CREATIVE CLOUD	25.66	740-7201-450-05-45-	06/20/18-07/20/18
06/21/2018	ADOBE CREATIVE CLOUD	44.33	740-7201-450-05-45-	06/20/18-07/20/18
06/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 06 LIST CHARGE 12,801-25,000
06/26/2018	PONDEROSA STAMP AND EN	302.25	740-7200-413-06-25-	LEADERSHIP AWARDS FOR CCCTA BOARD
06/27/2018	KEI SUSHI	48.78	740-7201-450-06-25-	MARKETING MEETING MEAL
06/29/2018	PAYPAL JAMES	5,000.00	740-7246-450-06-25-	NV SINGLE TRACK MTB VIDEO SHOOT
06/29/2018	PAYPAL JAMES	300.00	740-7200-413-06-25-	HWY 50 MTB VIDEO PT 1 SRV CHG
06/29/2018	PAYPAL JAMES	5,000.00	740-7246-450-06-25-	HWY 50 MTB VIDEO PT 1
06/30/2018	FACEBK LQ7WEGETY2	54.70	740-7201-450-05-42-	FACEBOOK ADS
07/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 JULY FY19

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/02/2018	CHARTER COMM	14.66	740-7200-413-07-10-	06/20/18-07/19/18
07/02/2018	CHARTER COMM	80.16	740-7211-450-06-25-	06/20/18-07/19/18
07/02/2018	CHARTER COMM	25.33	740-7200-413-07-10-	06/20/18-07/19/18
07/02/2018	CHARTER COMM	138.45	740-7211-450-06-25-	06/20/18-07/19/18
07/02/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
report count:	33	16,774.11		