

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

**Date Submitted:** 09/10/19

**Agenda Date Requested:** 09/13/19

**Time Requested:** 5 Minutes

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

**From:** David Peterson, Executive Director

**Subject Title:** Discussion and possible action regarding the CTA Statement of Accounts Payable checks and P-Card Report for July 2019

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks totaling \$75,492.21 and p-card purchases totaling \$10,294.56 for July 2019.

**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 July, 2019.

**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 Invoice List of Accounts Payable Checks and Purchase Card Statement for July, 2019

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

09/09/2019 15:01  
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|City of Carson City - Production  
|INVOICE LIST BY GL ACCOUNT

|P 1  
|apinvgl

YEAR/PERIOD: 2020/1 ACCOUNT/VENDOR	TO 2020/1 INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
7407200								CTA - EXECUTIVE
740-98-72-7200-000-500440-								BUILDING RENTAL
000360 CARSONCITYSQUARELLC	2100 FY20	0	2020	1	INV P	5,034.00	071219ET	100000120 201907 Rent
000360 CARSONCITYSQUARELLC	2100 FY20	0	2020	1	INV P	5,034.00	071919ET	903073147 201907 Rent
000360 CARSONCITYSQUARELLC	2108	0	2020	1	INV P	5,034.00	090619ET	903074562 201908 Rent
						15,102.00		
000953 ISTOREAGE50EASTBUSINE	IStorage061619	0	2020	1	INV P	725.00	071919ET	903073171 201907 Rent Unit #3
000953 ISTOREAGE50EASTBUSINE	IStorage071719	0	2020	1	INV P	725.00	080219ET	903073820 201908 Rent Unit #3
						1,450.00		
						ACCOUNT TOTAL		16,552.00
740-98-72-7200-000-500444-								OFFICE EQUIPMENT RENTAL
001589 PITNEYBOWESINC	3309223025	0	2020	1	INV P	60.20	080219ET	903073860 FY20 07/01/19-07/28
001589 PITNEYBOWESINC	3309223025 FY19	0	2020	1	INV P	135.46	080219ET	903073860 FY19 740-7200-413.0
						195.66		
						ACCOUNT TOTAL		195.66
740-98-72-7200-000-500512-								INSURANCE PERMIUMS
002034 TRAVELERS	Travelers 0719	0	2020	1	INV P	6,464.00	081619ET	903074181 07/01/19-07/01/20
						ACCOUNT TOTAL		6,464.00
740-98-72-7200-000-500545-								MEMBERSHIP / PUBLICATIONS
001695 RENOTAHOETERRITORY	324	0	2020	1	INV P	150.00	083019ET	903074505 09/01/19-08/31/20 D
						ACCOUNT TOTAL		150.00
740-98-72-7200-000-500625-								OPERATING SUPPLIES
000953 ISTOREAGE50EASTBUSINE	IStorage071119	0	2020	1	INV P	100.00	072619ET	903073598 201907 Late Fee Uni
001049 KONICAMINOLTAPREMIER	64182302	0	2020	1	INV P	40.23	072619ET	903073606 201907 DUPLO LEASE
001049 KONICAMINOLTAPREMIER	64184569	0	2020	1	INV P	128.62	072619ET	903073606 2019 PRINT LEASE 07
						168.85		
001437 NVDEPTBUSINESS	AA2019-421	0	2020	1	INV P	36.00	071219ET	100000130 FY20 Assessment
001439 NVDEPTBUSINESS	AA2019-421	0	2020	1	INV P	36.00	080219ET	903073852 FY20 Assessment
001638 PURCHASEPOWER	PurchasePower070719	0	2020	1	INV P	32.02	080919ET	903073954 201907 Finance Char
001846 SIERRANEVADAMEDDIAGRO	100443263-06222019	0	2020	1	INV P	106.76	071919ET	903073271 FY19 74072004130625
001846 SIERRANEVADAMEDDIAGRO	100443279-06222019	0	2020	1	INV P	106.20	071919ET	903073271 FY19 74072004130625
001846 SIERRANEVADAMEDDIAGRO	100443291-06222019	0	2020	1	INV P	110.20	071919ET	903073271 FY19 74072004130625
						323.16		

09/09/2019 15:01  
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|INVOICE LIST BY GL ACCOUNT

|P 2  
|apinvgl

YEAR/PERIOD: 2020/1 TO 2020/1	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL							696.03		
740-98-72-7200-000-500712- POWER									
001458	NVENERGY	67482002802261070319	0	2020	1	INV P	225.30	072619ET 903073703	FY19 740-7200-413.0
001458	NVENERGY	67482002802279070319	0	2020	1	INV P	117.97	072619ET 903073703	FY19 740-7200-413.0
							<hr/>		
							343.27		
ACCOUNT TOTAL							343.27		
740-98-72-7200-000-500713- HEATING									
000360	CARSONCITY SQUARELLC	2100	0	2020	1	INV P	78.21	071919ET 903073147	FY19 740-7200-413-0
000360	CARSONCITY SQUARELLC	2108	0	2020	1	INV P	4.93	090619ET 903074562	SWG 07/01/19-07/05/
000360	CARSONCITY SQUARELLC	2108	FY19	2020	1	INV P	25.66	090619ET 903074562	FY19 740-7200-413.0
							<hr/>		
							108.80		
ACCOUNT TOTAL							108.80		
740-98-72-7200-000-502512- 3/8% NCOT									
001342	NEVADADEPARTMENTOFTA	201905NV TAX	0	2020	1	INV P	7,385.00	080219ET 903073845	FY19 740-7200-413.2
ACCOUNT TOTAL							7,385.00		
ORG 7407200 TOTAL							31,894.76		
7407201 CTA - MARKETING									
740-98-72-7201-000-500340- CONTRACT EMPLOYEES									
001243	MONARCHDIRECTLLC	19195	0	2020	1	INV P	539.70	080219ET 903073840	EPIC RIDES - BIKE P
001700	RESOURCECONCEPTSINC	19-1172	0	2020	1	INV P	467.50	080219ET 903073865	FY19 740-7201-450.0
001700	RESOURCECONCEPTSINC	19-1173	0	2020	1	INV P	472.50	080219ET 903073865	FY19 740-7201-450.0
							<hr/>		
							940.00		
002402	GEOGRAPHYCREATIVE	1079	0	2020	1	INV P	1,274.83	080219ET 903073810	201907 BREEZE TURNE
002487	KATHARINEJCOX	518A	0	2020	1	INV P	765.00	071919ET 903073173	FY19 740-7201-450.0
ACCOUNT TOTAL							3,519.53		
740-98-72-7201-000-500349- CONTRACTUAL SERVICES									
000417	CERTIFIEDFOLDERDISPL	567194	0	2020	1	INV P	12,255.32	081619ET 903074008	07/01/19-06/30/20
000479	COMPUTERARTISTRY	CTA2019RFP_142	0	2020	1	INV P	503.75	071919ET 903073156	FY19 74072014500349
000479	COMPUTERARTISTRY	CTA2019RFP_143	0	2020	1	INV P	682.50	082319ET 903074233	07/01/19-07/18/19
							<hr/>		
							1,186.25		
001050	KPS3	38940	0	2020	1	INV P	12,950.00	080219ET 903073824	FY19 740-7201-450.0

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|INVOICE LIST BY GL ACCOUNT

|P 3  
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YEAR/PERIOD: 2020/1 ACCOUNT/VENDOR	TO 2020/1 INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL								26,391.57
740-98-72-7201-000-500444-			OFFICE EQUIPMENT RENTAL					
001048 KONICAMINOLTABUSINES	259545792	0	2020	1	INV P	189.58	071919ET 903073176	FY19 74072014500444
001048 KONICAMINOLTABUSINES	259545792 FY20	0	2020	1	INV P	947.92	072619ET 903073605	07/01/19-07/25/19 M
								1,137.50
001049 KONICAMINOLTAPREMIER	64182302	0	2020	1	INV P	690.09	072619ET 903073606	201907 DUPLO LEASE
001049 KONICAMINOLTAPREMIER	64184569	0	2020	1	INV P	2,623.55	072619ET 903073606	2019 PRINT LEASE 07
								3,313.64
ACCOUNT TOTAL								4,451.14
740-98-72-7201-000-500542-			PRINTING/ADVERTISING					
000372 CARSONNOWLLC	0004142	0	2020	1	INV P	540.00	081619ET 903074004	07/14/19-08/13/19
000372 CARSONNOWLLC	4072	0	2020	1	INV P	234.00	071219ET 100000121	07/01/19-07/13/19
000372 CARSONNOWLLC	4072 FY19	0	2020	1	INV P	306.00	071919ET 903073148	FY19 74072014500542
000372 CARSONNOWLLC	4072 FY20	0	2020	1	INV P	234.00	071919ET 903073148	07/01/19-07/13/19
								1,314.00
002125 VITALSIGNS	19963	0	2020	1	INV P	923.90	071919ET 903073292	FY19 740 7230 450 0
002125 VITALSIGNS	19972	0	2020	1	INV P	435.00	071919ET 903073292	FY19 74072014500625
								1,358.90
ACCOUNT TOTAL								2,672.90
740-98-72-7201-000-500625-			OPERATING SUPPLIES					
000489 CONTROLLEDBURNINC	ControlledBurn062819	0	2020	1	INV P	750.00	072619ET 903073575	FY19 740 7230 450 0
002112 VERITIVOPERATINGCOMP	4240035903	0	2020	1	INV P	777.12	081619ET 903074186	
002112 VERITIVOPERATINGCOMP	4240035932	0	2020	1	INV P	624.72	082319ET 903074354	
								1,401.84
ACCOUNT TOTAL								2,151.84
ORG 7407201 TOTAL								39,186.98
7407211			CTA - VISITORS CENTER					
740-98-72-7211-000-500625-			OPERATING SUPPLIES					
000724 FIRSTCHOICESERVICES	446971	0	2020	1	INV P	25.00	080219ET 903073806	201907 Rental
000724 FIRSTCHOICESERVICES	448552	0	2020	1	INV P	39.90	072619ET 903073583	COFFEE FOR VISITOR
000724 FIRSTCHOICESERVICES	450210	0	2020	1	INV P	25.00	080919ET 903073913	201908 Rental
								89.90
ACCOUNT TOTAL								89.90

09/09/2019 15:01  
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|City of Carson City - Production  
|INVOICE LIST BY GL ACCOUNT

|P 4  
|apinvgl

YEAR/PERIOD: 2020/1 ACCOUNT/VENDOR	TO 2020/1 INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
			ORG 7407211 TOTAL		89.90
7407230			CTA - EPIC RIDES		
740-98-72-7230-000-500542- 002125 VITALSIGNS	19963	0	PRINTING/ADVERTISING 2020 1 INV P	490.00 071919ET 903073292	FY19 740 7230 450 0
			ACCOUNT TOTAL		490.00
740-98-72-7230-000-500625- 000328 CAPTAINGALLAVANTLLC	CS062519	0	OPERATING SUPPLIES 2020 1 INV P	1,250.00 071919ET 903073142	FY19 74072304500625
001227 MILLERKYLEC	KYLEMILLER062919	0	2020 1 INV P	75.00 071219ET 100000127	FY19 740-7230-450-0
999913 JAMES SALANOA	SALANOA062919	0	2020 1 INV P	94.32 071919ET 903073208	FY19 740-7230-450.0
			ACCOUNT TOTAL		1,419.32
			ORG 7407230 TOTAL		1,909.32
7407246			CTA - NEVADA MAGAZINE		
740-98-72-7246-000-500340- 000479 COMPUTERARTISTRY	CTA2019RFP_142	0	CONTRACT EMPLOYEES 2020 1 INV P	211.25 071919ET 903073156	FY19 74072464500340
002449 SHESENDSRACINGLLC	RACING0619	0	2020 1 INV P	2,200.00 071919ET 903073269	FY19 740 7246 450 0
			ACCOUNT TOTAL		2,411.25
			ORG 7407246 TOTAL		2,411.25
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FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:					75,492.21
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\*\* END OF REPORT - Generated by Chris Kipp \*\*

09/09/2019 15:10  
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|City of Carson City - Production  
|PURCHASE CARD STATEMENTS

|P 1  
|appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
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16	*****1193	CHRISTINE KIPP	7200	082019	Approved	2020/02	1,608.79
GL Effective Date: 08/05/2019		Invoice Date: 08/05/2019					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
87	fy19 740-7200-413.07-10 06/2	VERIZON WIRELESS		07/10/2019	07/10/2019	07/29/2019	258.91
88	ADT SECURITY 07/18/19 to 08/	P-CARD OTP VENDOR		07/18/2019	07/19/2019	07/29/2019	47.89
89	ADOBE 08/20/19-09/19/19 CREA	P-CARD OTP VENDOR		07/21/2019	07/22/2019	07/29/2019	79.99
90	MAILCHIMP 2019 07 LIST CHARG	P-CARD OTP VENDOR		07/23/2019	07/24/2019	07/29/2019	135.00
968	TTRA 2019 MOF Full Registrat	P-CARD OTP VENDOR		07/30/2019	08/01/2019	08/05/2019	999.00
969	iSTORAGE Unit F14 2019 AUG	P-CARD OTP VENDOR		08/01/2019	08/02/2019	08/05/2019	88.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500440	BUILDING RENTAL		Y-Apprv	N	88.00
7407200	500710	TELEPHONE		Y-Apprv	N	258.91
7407201	500330	TRAINING		Y-Apprv	N	999.00
7407201	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	79.99
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	135.00
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	47.89

20	*****4100	LINDA MACAULEY	7200	082019	Approved	2020/02	293.33
GL Effective Date: 08/05/2019		Invoice Date: 08/05/2019					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
102	SHIPPING	P-CARD OTP VENDOR		07/19/2019	07/22/2019	07/29/2019	27.68
973	POSTAGE FOR CERTIFIED MAIL F	P-CARD OTP VENDOR		07/26/2019	07/29/2019	08/05/2019	32.20
974	POSTAGE FOR CERTIFIED MAIL F	P-CARD OTP VENDOR		07/26/2019	07/29/2019	08/05/2019	233.45

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	293.33

09/09/2019 15:10  
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|City of Carson City - Production  
|PURCHASE CARD STATEMENTS

|P 2  
|appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
70	*****7286	David Peterson	7200	082019	Approved	2020/02	1,370.82
GL Effective Date: 08/05/2019		Invoice Date: 08/05/2019					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
380	G-INFLUENCER MARKETING HOST	P-CARD OTP VENDOR		07/13/2019	07/15/2019	07/29/2019	76.59
381	G-INFLUENCER MARKETING HOST	P-CARD OTP VENDOR		07/13/2019	07/15/2019	07/29/2019	76.59
1094	RENO BALLOON RACE MEETING ME	P-CARD OTP VENDOR		07/26/2019	07/29/2019	08/05/2019	39.90
1095	DMA WEST LEADERSHIP SUMMIT M	P-CARD OTP VENDOR		07/28/2019	07/29/2019	08/05/2019	9.57
1096	DMA WEST LEADERSHIP SUMMIT M	P-CARD OTP VENDOR		07/28/2019	07/30/2019	08/05/2019	62.41
1097	DMA WEST LEADERSHIP SUMMIT M	P-CARD OTP VENDOR		07/29/2019	07/30/2019	08/05/2019	10.53
1098	DMA WEST LEADERSHIP SUMMIT C	P-CARD OTP VENDOR		07/31/2019	08/02/2019	08/05/2019	41.13
1099	DMA WEST LEADERSHIP SUMMIT C	P-CARD OTP VENDOR		07/31/2019	08/02/2019	08/05/2019	1049.31
1100	DMA WEST LEADERSHIP SUMMIT M	P-CARD OTP VENDOR		07/31/2019	08/02/2019	08/05/2019	4.79

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500580	TRAVEL		Y-Apprv	N	1177.74
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	39.90
7407201	500625	OPERATING SUPPLIES	G720020004 G-OTHER	Y-Apprv	Y-Apprv	153.18

96	*****5118	David Peterson	7200	082019	Released	2020/02	2,118.94
GL Effective Date: 08/05/2019		Invoice Date: 08/05/2019					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
564	AD CAMPAIGNS #22739453060555	P-CARD OTP VENDOR		07/09/2019	07/10/2019	07/29/2019	842.90
565	MEDIA BUYS	P-CARD OTP VENDOR		07/13/2019	07/15/2019	07/29/2019	376.04
566	AD CAMPAIGNS #22702704664230	P-CARD OTP VENDOR		07/20/2019	07/22/2019	07/29/2019	900.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING	G720020005 G-OTHER	Y-Apprv	Y-Apprv	1742.90
7407201	500542	PRINTING/ADVERTISING	G720020006 G-OTHER	Y-Apprv	Y-Apprv	376.04

09/09/2019 15:10  
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|City of Carson City - Production  
|PURCHASE CARD STATEMENTS

|P 3  
|appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
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113	*****7162	Lydia Bruegge	7200	082019	Approved	2020/02	2,329.10
GL Effective Date: 08/05/2019		Invoice Date: 08/05/2019					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
720	2019 MARKETING OUTLOOK FORUM	P-CARD OTP VENDOR		07/08/2019	07/10/2019	07/29/2019	25.00
721	2019 MARKETING OUTLOOK FORUM	P-CARD OTP VENDOR		07/08/2019	07/10/2019	07/29/2019	25.00
722	2019 MARKETING OUTLOOK FORUM	P-CARD OTP VENDOR		07/08/2019	07/10/2019	07/29/2019	493.20
723	201907 DESIGN TOOL FOR MEDIA	P-CARD OTP VENDOR		07/16/2019	07/17/2019	07/29/2019	12.95
724	INFLUENCER MARKETING HOST GI	CARSON CITY CHAMBER OF COMMERC		07/16/2019	07/17/2019	07/29/2019	71.00
725	INFLUENCER MARKETING HOST GI	P-CARD OTP VENDOR		07/25/2019	07/26/2019	07/29/2019	206.95
1235	INFLUENCER MARKETING HOST ME	P-CARD OTP VENDOR		07/26/2019	07/29/2019	08/05/2019	68.00
1236	INFLUENCER MARKETING HOST LO	P-CARD OTP VENDOR		07/26/2019	07/29/2019	08/05/2019	89.00
1237	1/2 PG AD AUG/SEP 2019 ISSUE	P-CARD OTP VENDOR		08/01/2019	08/02/2019	08/05/2019	1275.00
1238	MARKETING MEETING MEAL	P-CARD OTP VENDOR		07/31/2019	08/02/2019	08/05/2019	63.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	1275.00
7407201	500580	TRAVEL		Y-Apprv	N	543.20
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	75.95
7407201	500625	OPERATING SUPPLIES	G720020004 G-OTHER	Y-Apprv	Y-Apprv	363.95
7407201	500625	OPERATING SUPPLIES	G720020004 G-OTHER	N	Y-Apprv	71.00

149	*****0357	James Salanoa	7200	082019	Approved	2020/02	2,573.58
GL Effective Date: 08/05/2019		Invoice Date: 08/05/2019					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
882	EVENT MEETING MEAL	P-CARD OTP VENDOR		07/12/2019	07/15/2019	07/29/2019	46.00
883	FY19 740-7230-450.06-25 EPIC	P-CARD OTP VENDOR		07/17/2019	07/19/2019	07/29/2019	1224.58
1296	DEMO DERBY TICKETS	P-CARD OTP VENDOR		07/26/2019	07/29/2019	08/05/2019	40.00
1297	DMO MEMBERSHIP 2019-2020	P-CARD OTP VENDOR		08/01/2019	08/02/2019	08/05/2019	1263.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	1263.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	86.00
7407230	500625	OPERATING SUPPLIES		Y-Apprv	N	1224.58