

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

Date Submitted: 05/08/19

Agenda Date Requested: 05/13/19

Time Requested: 10 Minutes

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

From: David Peterson, Executive Director

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

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for totaling \$171,155.92 and p-card purchases totaling \$9,287.70 for March 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 March, 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 Account Activity Statement of Accounts Payable Checks and P-Card Reports for March, 2019

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
385770	03/15/19	2666973	A CARLISLE & COMPANY OF NEVADA	750 EA AQUATIC MAPS	1,374.00
386191	03/29/19	2666973	A CARLISLE & COMPANY OF NEVADA	CC VISITOR GUIDE BROCHURES (50,000 RACK CARD SIZE)	4,220.14
385988	03/22/19	2663516	ALLSTREAM	2019 JAN & FEB TELEPHONE	35.99
1000215	03/29/19	12086	BANK OF AMERICA	PCARD CHARGES 02/05/19-03/04/19	13,789.25
385795	03/15/19	2665828	CARSON CITY SQUARE, LLC	2019 MAR RENT	5,034.00
385795	03/15/19	2665828	CARSON CITY SQUARE, LLC	01/07/19-02/05/19 GAS UTILITIES	307.77
385515	03/01/19	2665699	CARSON NOW LLC	2019 FEB NOW AD MENU LINK	540.00
386214	03/29/19	2665699	CARSON NOW LLC	2019 MAR NOW AD MENU LINK	540.00
385522	03/01/19	15638	COMPUTER ARTISTRY	01/28/19-02/11/19 DESIGN WORK	747.50
385805	03/15/19	15638	COMPUTER ARTISTRY	02/12/19-02/18/19 DESIGN WORK	845.00
386222	03/29/19	15638	COMPUTER ARTISTRY	02/18/19-03/11/19 DESIGN WORK	828.75
385819	03/15/19	2666980	ESTIPONA GROUP INC.	UPDATE CTA WEBSITE DATA WITH APP DATA (GRANT)	2,200.00
385826	03/15/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
386241	03/29/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	162.55
385832	03/15/19	15625	GOLD DUST WEST CARSON	MICRO INFLUENCER LODGING (GRANT)	88.80
385545	03/01/19	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT MAR 2019	625.00
386251	03/29/19	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT APR 2019	625.00
385554	03/01/19	2664082	KIPP, CHRISTINE	JAN & FEB RTT MEETING MEALS REIMBURSEMENTS	140.00
385842	03/15/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	11/26/18-03/25/19 PRINTER & DUPLO CUTTER LEASES	3,157.08
385843	03/15/19	2666568	KONICA MINOLTA PREMIER FINANCE	02/01/19-02/28/19 ACCURIO PRESS MAINT. AGREEMENT	3,313.76
386256	03/29/19	2666568	KONICA MINOLTA PREMIER FINANCE	03/01/19-03/31/19 ACCURIO PRESS MAINT. AGREEMENT	3,475.43
385579	03/01/19	2665354	NEVADA COMMISSION FOR THE V&T	PMT FOR GROUNDS IMPROVEMENTS PER 02/11/19 AGENDA	90,000.00
386283	03/29/19	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR DEC 2018	5,672.95
386283	03/29/19	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR JAN 2019	4,914.28
385864	03/15/19	140650	NV MAGAZINE	1/2 PG AD IN MAR/APR 19 ISSUE	1,950.00
385865	03/15/19	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 02/20/19	1,785.00
386284	03/29/19	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 03/03/19	2,412.50
386299	03/29/19	12788	PITNEY BOWES INC	3 INK CARTRIDGES FOR POSTAGE MACHINE	254.97
385588	03/01/19	11658	PURCHASE POWER	POSTAGE	2,020.99
385903	03/15/19	1802250	RESOURCE CONCEPTS INC	BOTANICAL & WILDLIFE SURVEY REPORTS FOR TRAIL DEV	1,161.25
386312	03/29/19	10550	SIERRA NEVADA MEDIA GROUP	02/01/19-02/28/19 TARGETED INTERNET ADS	4,999.99
385917	03/15/19	2665137	SIERRA OFFICE SOLUTIONS	11/20/18-02/19/19	13.35
385935	03/15/19	2664664	THE GREENHOUSE PROJECT	2019 CONCERT UNDER THE STARS EVENT SPONSOR	2,500.00
386337	03/29/19	2666174	VERITIV OPERATING COMPANY	PAPER	446.62
385831	03/15/19	2666981	VICONTI, LAURA LAWSON (GEOGRAPHY CREATIVE)	SPRING/SUMMER 2019 INFLUENCER STRATEGY CAMPAIGN	9,999.00
385618	03/01/19	13543	VITAL SIGNS	1,500 CTA STICKERS	950.00
					171,155.92

CCCTA P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2019-03-05 00:00:00 and 2019-04-03 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2019-05-05 19:25:59
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/04/2019	FACEBK SBCNMKSDU2	125.00	740-7201-450-05-42-	AD CAMPAIGNS
03/05/2019	BIG RIVER GRILLE DISNE	24.29	740-7201-450-05-80-	Social Media Conference for PR, Marketing and Corp
03/05/2019	ACE RENT A CAR	253.30	740-7201-450-05-80-	Social Media Conference for PR, Marketing and Corp
03/05/2019	ANDALE	15.20	740-7201-450-05-80-	Social Media Conference for PR, Marketing and Corp
03/06/2019	MEXICO PAVILION EPCOT	22.37	740-7201-450-05-80-	Social Media Conference for PR, Marketing and Corp
03/07/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
03/08/2019	FACEBK 2TA4JK6DU2	175.00	740-7201-450-05-42-	AD CAMPAIGNS
03/09/2019	FACEBK UDF5KKADU2	21.29	740-7201-450-05-42-	AD CAMPAIGNS
03/10/2019	VZWRLSS APOCC VISB	259.01	740-7200-413-07-10-	02/20/19-03/19/19
03/11/2019	SMITHS FOOD #4356	11.72	740-7200-413-06-01-	BATTERIES
03/12/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
03/13/2019	SQUEEZE IN CARSON CITY	55.25	740-7201-450-06-25-	BUSINESS MEETING MEAL
03/15/2019	FACEBK 5MNFVKSCU2	250.00	740-7201-450-05-42-	AD CAMPAIGNS
03/17/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
03/17/2019	DISNEY RESORTS-GUES	627.76	740-7201-450-05-80-	Social Media Conference for PR, Marketing and Corp
03/18/2019	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	03/18/19 to 04/17/19
03/18/2019	PRICELINE TVL PROT/CDW	33.00	740-7201-450-05-80-	DMA West Tech Summit - RENTAL CAR INS
03/20/2019	ARTICHOKE CAFE	5.39	740-7201-450-05-80-	DMA West Tech Summit - MEAL
03/20/2019	SQU SQ LA BAKERY CAFE	45.53	740-7201-450-06-25-	EVENT MEETING MEAL
03/20/2019	SQU SQ KEVA JUICE SOU	12.26	740-7201-450-05-80-	DMA West Tech Summit - MEAL
03/20/2019	SQU SQ LA BAKERY CAFE	115.26	740-7201-450-06-25-	BUSINESS MEETING MEAL
03/20/2019	HYATT REGENCY ALBUQUER	15.00	740-7201-450-05-80-	DMA West Tech Summit - MEAL
03/21/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
03/21/2019	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	03/20/19-04/19/19

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/22/2019	LOWES #01024	326.83	740-7200-413-06-01-	CREATIVE SUITE MEMBERSHIP BROCHURE SHELVING & OFFICE SUPPLIES
03/22/2019	HYATT REGENCY ALBUQUER	474.87	740-7201-450-05-80-	DMA West Tech Summit - LODGING
03/22/2019	RENO-TAHOE AIRPORT AUT	40.00	740-7201-450-05-80-	DMA West Tech Summit - PARKING FEE
03/23/2019	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2019 03 LIST CHARGE 12,801-25,000
03/23/2019	RIO GRANDE BREW PUB	11.70	740-7201-450-05-80-	DMA West Tech Summit - MEAL
03/25/2019	FACEBK NSYMQK6DU2	400.00	740-7201-450-05-42-	AD CAMPAIGNS
03/27/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
03/27/2019	THE JUNGLE BIRD	18.00	740-7201-450-05-80-	2019 GWTTRA CONFERENCE MEAL
03/27/2019	THE JUNGLE BIRD	17.00	740-7201-450-05-80-	2019 GWTTRA CONFERENCE MEAL
03/28/2019	RIO CITY CAFE	71.98	740-7201-450-05-80-	2019 GWTTRA CONFERENCE MEALS
03/29/2019	SHELL OIL 57443476809	65.91	740-7201-450-05-80-	2019 GWTTRA CONFERENCE FUEL
03/29/2019	STEAMERS BAKERY AND CA	33.81	740-7201-450-05-80-	2019 GWTTRA CONFERENCE MEALS
03/29/2019	SACRAMENTO HOLIDAY INN	366.32	740-7201-450-05-80-	2019 GWTTRA CONFERENCE LODGING
03/29/2019	SACRAMENTO HOLIDAY INN	406.32	740-7201-450-05-80-	2019 GWTTRA CONFERENCE LODGING
03/30/2019	INT IN ADVENTURE SPOR	1,275.00	740-7201-450-05-42-	1/2 PG AD APRIL/MAY ISSUE
03/30/2019	NV TOURISM	100.00	740-7201-450-03-30-	2019 RURAL ROUNDUP CONFERENCE REGISTRATION - JS
04/01/2019	ISTORAGE-50 EAST	88.00	740-7200-413-04-40-	Unit F14 2019 APRIL
04/02/2019	CHARTER COMM	37.49	740-7200-413-07-10-	03/20/19-04/19/19 FAX, INTERNET & TV
04/02/2019	CHARTER COMM	224.96	740-7211-450-06-25-	03/20/19-04/19/19 FAX, INTERNET & TV
04/02/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
report count:	44	9,287.70		