

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

Date Submitted: 08/07/19

Agenda Date Requested: 08/12/19

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 May & June 2019

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks totaling \$113,208.67 and p-card purchases totaling \$22,587.68 for May & June 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 May & June, 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 May & June, 2019

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
387425	05/27/19	2663516	ALLSTREAM	2019 APR TELEPHONE	20.31
1000217	05/31/19	12086	BANK OF AMERICA	PCARD CHARGES 04/05/19-05/04/19	12,360.65
387768	05/31/19	15921	CAPITOL CITY GUN CLUB	CYSSA TRAP TOURNAMENT 05/08/19 LUNCHESES	2,668.25
387773	05/31/19	2665699	CARSON NOW LLC	2019 MAY NOW AD MENU LINK	540.00
387229	05/10/19	15638	COMPUTER ARTISTRY	04/09/19-04/23/19 DESIGN WORK	682.50
387627	05/24/19	15638	COMPUTER ARTISTRY	04/23/19-05/08/19 DESIGN WORK	536.25
387479	05/17/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
387643	05/24/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	58.85
387811	05/31/19	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT JUN 2019	725.00
387815	05/31/19	2666800	KELLY DODGE dba KDSOUND CO	EPIC RIDES SOUND EQUIPMENT & OPERATOR FOR BANDS	600.00
387502	05/17/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	04/26/19-05/25/19 MAINT AGREEMENT ACCURIO PRESS	1,137.50
387818	05/31/19	2666568	KONICA MINOLTA PREMIER FINANCE	05/01/19-05/31/19 LEASE	3,462.60
387819	05/31/19	2666433	KPS3	VIDEO GRANT WORK & CONTENT CREATION WORK	5,140.00
387298	05/10/19	12880	MONARCH DIRECT	#10 WINDOW & REGULAR ENVELOPES WITH CTA LOGO	294.76
387685	05/24/19	12880	MONARCH DIRECT	BINDERY 01/25/19-04/24/19 & MAILING LIST FOR BAC LEVITT AMP	629.86
387305	05/10/19	1909450	NEVADA DEPARTMENT OF TAXATION	3/8% LODGING TAX FOR FEB 2019	4,990.42
387840	05/31/19	1909450	NEVADA DEPARTMENT OF TAXATION	3/8% LODGING TAX FOR MAR 2019	5,855.97
387306	05/10/19	1404650	NV MAGAZINE	1/2 PG AD IN MAY/JUN 19 ISSUE	1,950.00
387695	05/24/19	1404650	NV MAGAZINE	1/2 PG AD IN JUL/AUG 19 ISSUE	2,200.00
387307	05/10/19	1150/	NEVADA MOMENTUM	DINING GUIDE & VIDEO POST PRODUCTION	2,320.00
387852	05/31/19	11658	PURCHASE POWER	POSTAGE	31.86
387385	05/10/19	2666174	VERITIVE OPERATING COMPANY	PAPER	892.15
387737	05/24/19	2666174	VERITIVE OPERATING COMPANY	PAPER	364.92
					47,486.85

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
388241	06/21/19	2663516	ALLSTREAM	2019 MAY TELEPHONE	18.35
1000218	06/30/19	12086	BANK OF AMERICA	PCARD CHARGES 05/05/19-06/04/19	8,732.77
387914	06/07/19	2665828	CARSON CITY SQUARE, LLC	2019 JUN RENT	5,034.00
387914	06/07/19	2665828	CARSON CITY SQUARE, LLC	04/05/19-05/06/19 GAS UTILITIES	89.14
387914	06/07/19	2665828	CARSON CITY SQUARE, LLC	2019 JAN RENT	5,034.00
387914	06/07/19	2665828	CARSON CITY SQUARE, LLC	11/01/19-12/05/19 GAS UTILITIES	374.08
388275	06/21/19	2665828	CARSON CITY SQUARE, LLC	2019 MAY RENT (REPLACEMENT CK FOR LOST CK)	5,034.00
388275	06/21/19	2665828	CARSON CITY SQUARE, LLC	03/06/19-04/05/19 GAS (REPLACEMENT FOR LOST CK)	199.58
388505	06/28/19	2665699	CARSON NOW LLC	2019 JUN NOW AD MENU LINK	306.00
387923	06/07/19	15638	COMPUTER ARTISTRY	05/08/19-05/22/19 DESIGN WORK	601.25
388281	06/21/19	15638	COMPUTER ARTISTRY	05/23/19-06/06/19 DESIGN WORK	780.00
388102	06/14/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	82.85
388596	06/28/19	2664082	KIPP, CHRISTINE	RTT MEETING MEALS-MAR, MAY & JUNE (Lydia, David & Chris)	173.20
388119	06/14/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	05/26/19-06/25/19 MAINT AGREEMENT ACCURIO PRESS	1,137.50
388119	06/14/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	02/26/19-05/25/19 QTRLY 21,415 ADD COLOR CLICKS	976.90
388599	06/28/19	2666568	KONICA MINOLTA PREMIER FINANCE	06/01/19-06/30/19 LEASE	3,475.43
388338	06/21/19	2666433	KPS3	VISITOR GUIDE, WEB, CONTENT, BRANDING, ETC	17,715.01
388141	06/14/19	1909450	NEVADA DEPARTMENT OF TAXATION	3/8% LODGING TAX FOR APR 2019	6,756.62
388151	06/14/19	13957	NV ENERGY	047/30/19-05/31/19	294.49
388676	06/28/19	2666931	PETERSON, DAVID	REIMBURSEMENT FOR EPIC RIDES BANDS	925.00
388684	06/02/19	11658	PURCHASE POWER	POSTAGE	30.89
388171	06/14/19	2667022	RACHAEL MCELHINEY	EPIC RIDE 90 MINUTE PERFORMANCE ON 06/29/19	500.00
388021	06/07/19	10550	SIERRA NEVADA MEDIA GROUP	LEGAL NOTICE FOR FY20 BUDGET HEARING	54.20
388022	06/07/19	2665137	SIERRA OFFICE SOLUTIONS	02/20/19-05/19/19	23.84
388199	06/14/19	2666779	STITH PRINTING INC	CCSO SHERIFF'S MOTOR OFFICER CHALLENGE EVENT SHIRTS	4,057.00
388442	06/21/19	2666174	VERITIV OPERATING COMPANY	PAPER	492.51
388741	06/28/19	2666174	VERITIV OPERATING COMPANY	PAPER	822.21
388565	06/28/19	2666981	VICONTI, LAURA LAWSON (GEOGRAPHY CREATIVE)	SPRING/SUMMER INFLUENCER KPARTNERSHIP 2ND PMT	2,001.00
					65,721.82

CCCTA P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2019-05-04 00:00:00 and 2019-06-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2019-08-01 15:45:39
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/04/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS
05/07/2019	GATHER	50.10	740-7201-450-06-25-	MARKETING MEETING MEAL
05/09/2019	NV ENERGY/SPEEDPAY	223.27	740-7200-413-07-12-	04/01/19-04/30/19
05/09/2019	NV ENERGY/SPEEDPAY	324.13	740-7200-413-07-12-	04/01/19-04/30/19
05/09/2019	FACEBK U6QBJLSDU2	394.33	740-7201-450-05-42-	AD CAMPAIGNS
05/10/2019	VZWLSS APOCC VISB	258.91	740-7200-413-07-10-	04/20/19-05/19/19
05/10/2019	NV SECRETARY OF STATE	200.00	740-7201-450-06-25-	TRADE/SERVICE MARK REGISTRATIONS
05/14/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS
05/15/2019	GATHER	74.40	740-7201-450-06-25-	CHINESE TOUR OPERATOR FAM MEETING
05/15/2019	PAYPAL AIRBNB HMAADAB	274.35	740-7246-450-06-25-	GRANT: MICRO-INFLUENCER LODGING
05/18/2019	SQ SQ CARSON GIRLS S	8.50	740-7201-450-06-25-	TOURNAMENT SURVEY - MEAL
05/18/2019	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	05/18/19 to 06/17/19
05/19/2019	THE CONTAINER STORE	119.97	740-7211-450-06-25-	MESH WALL HANGING BASKETS
05/19/2019	FACEBK H4VRVL2DU2	900.00	740-7201-450-05-42-	AD CAMPAIGNS
05/21/2019	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	05/20/19-06/19/19 CREATIVE SUITE MEMBERSHIP
05/21/2019	OFFICE DEPOT #973	219.97	740-7200-413-06-01-	OFFICE SUPPLIES (SEE CREDIT)
05/23/2019	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2019 05 LIST CHARGE 12,801-25,000
05/23/2019	FIRST CHOICE COFFEE	97.75	740-7211-450-06-25-	COFFEE FOR VISITOR CENTER
05/23/2019	PAYPAL VISTAPRINT	74.37	740-7201-450-06-25-	THANK YOU CARDS & ADDRESS LABELS
05/23/2019	OFFICE DEPOT #973	(219.97)	740-7200-413-06-01-	CREDIT FOR TAXED OFFICE SUPPLIES
05/23/2019	OFFICE DEPOT #973	204.09	740-7200-413-06-01-	OFFICE SUPPLIES
05/28/2019	FACEBK YH24ULEDU2	900.00	740-7201-450-05-42-	AD CAMPAIGNS
05/31/2019	PAYPAL AIRBNB HMANEX	627.41	740-7246-450-06-25-	MICRO-INFLUENCER LODGING
05/31/2019	PAYPAL AIRBNB HMAETZ	475.31	740-7246-450-06-25-	MICRO-INFLUENCER LODGING
05/31/2019	INT IN ADVENTURE SPOR	1,275.00	740-7201-450-05-42-	1/2 PG AD JUN/JUL 2019 ISSUE
06/01/2019	ISTORAGE-50 EAST	88.00	740-7200-413-04-40-	Unit F14 2019 JUN

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
06/03/2019	FACEBK AZ9CALWCU2	900.00	740-7201-450-06-25-	AD CAMPAIGNS
report count:	27	8,732.77		

CCCTA P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2019-06-05 00:00:00 and 2019-07-04 23:59:59
 Report Owner KIPP, CHRISTINE
 Report Time 2019-08-01 15:45:09
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
06/04/2019	KEI SUSHI	111.78	740-7201-450-06-25-	MEETING MEAL
06/08/2019	WAGON TRAIN COFFEE SHO	22.05	740-7201-450-06-25-	BIKE MONKEY EVENT MEETING MEAL
06/08/2019	FACEBK AS4FZLEDU2	900.00	740-7201-450-05-42-	FACEBOOK ADS
06/09/2019	FACEBK 3N57TLADU2	113.53	740-7201-450-05-42-	FACEBOOK ADS
06/10/2019	VZWRLSS APOCC VISB	258.91	740-7200-413-07-10-	05/20/19-06/19/19
06/13/2019	GOOGLE ADS1180773324	447.58	740-7201-450-05-42-	MEDIA BUYS
06/14/2019	FACEBK 4TBG4MEDU2	900.00	740-7201-450-05-42-	FACEBOOK ADS
06/15/2019	HAMPTON INN & SUITES C	69.00	740-7201-450-06-25-	HOST ROOM NIGHT
06/16/2019	CANVA 02357-7910894	12.95	740-7201-450-06-25-	201906 DESIGN TOOL FOR MEDIA DESIGN
06/18/2019	INT IN ORANGE TREE PR	1,800.00	740-7246-450-06-25-	CARSON CITY TOURISM B- ROLL EDITS
06/18/2019	ADT SECURITY 401131352	20.75	740-7211-450-06-25-	06/18/19-07/17/19
06/18/2019	ADT SECURITY 401131352	27.14	740-7211-450-06-25-	06/18/19-07/17/19
06/19/2019	FACEBK 3RWQYL6DU2	900.00	740-7201-450-05-42-	FACEBOOK ADS
06/21/2019	OFFICE DEPOT #973	21.39	740-7200-413-06-01-	POSTAGE MACHINE
06/21/2019	SQU SQ COMMA COFFEE	19.00	740-7201-450-06-25-	INFLUENCER MEETING MEAL
06/21/2019	ADOBE CREATIVE CLOUD	29.33	740-7201-450-05-45-	06/20/19-07/19/19
06/21/2019	ADOBE CREATIVE CLOUD	50.66	740-7201-450-05-45-	06/20/19-07/19/19
06/21/2019	REDS OLD 395 GRILL	28.99	740-7200-413-06-25-	VISITOR CENTER STAFF MEETING
06/22/2019	FACEBK XUYF7MSDU2	900.00	740-7201-450-05-42-	FACEBOOK ADS
06/23/2019	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2019 06 LIST CHARGE 12,801-25,000
06/24/2019	THE BUS BOY	36.50	740-7201-450-06-25-	BIKE MONKEY EVENT MEETING MEAL
06/24/2019	SQU SQ SHOE TREE BREW	10.00	740-7201-450-06-25-	EVENT MEETING MEAL
06/24/2019	SQ SQ ARTISAN CAFE,	25.96	740-7201-450-06-25-	BIKE MONKEY EVENT MEETING MEAL
06/24/2019	EAGLE GAS #2	55.86	740-7201-450-06-25-	MARKETING MEETING & EVENTS FUEL
06/25/2019	FACEBK NLH83MADU2	900.00	740-7201-450-06-25-	FACEBOOK ADS
06/26/2019	BATTLE BORN SOCIAL	64.00	740-7201-450-06-25-	EPIC RIDES MEETING
06/28/2019	THE FOX BREW PUB	42.28	740-7201-450-06-25-	EPIC RIDES MEETING
06/28/2019	THE FOX BREW PUB	250.00	740-7201-450-06-25-	GIFT CARDS FOR EPIC BAND MEALS

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
06/28/2019	SQU SQ EXPRESSO YOURS	13.80	740-7201-450-06-25-	FAM TOUR THANK YOU GIFT
06/28/2019	TAHOE WEEKLY	730.00	740-7201-450-05-42-	1/2 PAGE AD
06/28/2019	THE FOX BREW PUB	150.00	740-7201-450-06-25-	GIFT CARDS FOR EPIC BAND MEALS
06/28/2019	THE FOX BREW PUB	150.00	740-7201-450-06-25-	GIFT CARDS FOR EPIC BAND MEALS
06/29/2019	GATHER	18.90	740-7201-450-06-25-	MARKETING MEAL
06/29/2019	MOM & POPS DINER	16.32	740-7201-450-06-25-	EPIC RIDES MEETING
06/30/2019	SQ SQ OLD WORLD COFF	10.25	740-7201-450-06-25-	EPIC RIDES MEAL
07/01/2019	WACVB	425.00	740-7201-450-03-30-	DMA OF THE WEST CONFERENCE REGISTRATION
07/01/2019	ISTORAGE-50 EAST	88.00	740-7200-413-04-40-	Unit F14 2019 JUL
07/01/2019	THE BASIL	52.35	740-7201-450-06-25-	FAM TOUR MEAL
07/01/2019	WYNDHAM CARSON NEVADA	2,492.00	740-7201-450-06-25-	EPIC RIDES - HOST LODGING
07/02/2019	US TRAVEL ASSOC	1,200.00	740-7201-450-05-45-	
07/02/2019	PAYPAL AIRBNB HMANEX	(54.71)	740-7246-450-06-25-	MICRO-INFLUENCER LODGING CREDIT
07/02/2019	PAYPAL AIRBNB HMAETZ	(40.78)	740-7246-450-06-25-	MICRO-INFLUENCER LODGING CREDIT
07/02/2019	PAYPAL AIRBNB HMADAB	(22.38)	740-7246-450-06-25-	MICRO-INFLUENCER LODGING CREDIT
07/02/2019	SOUTHWES 5262494232822	423.50	740-7201-450-05-80-	ESTO Conference - FLIGHT
07/02/2019	SOUTHWES 5269843520329	25.00	740-7201-450-05-80-	ESTO Conference - FLIGHT
07/02/2019	SOUTHWES 5269843520330	25.00	740-7201-450-05-80-	ESTO Conference - FLIGHT
report count:	46	13,854.91		