

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

Date Submitted: 01/09/19

Agenda Date Requested: 01/14/19

Time Requested: 15 Minutes

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

From: David Peterson, Executive Director

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

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for totaling \$134,004.72 and p-card purchases totaling \$5,321.44 for October 2018, and an account activity statement for Accounts Payable Checks for totaling \$74,266.19 and p-card purchases totaling \$6,419.25 for November 2018 and make a determination whether they approve of the statements.

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 October and November, 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 October and November, 2018

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000209	10/31/18	12086	BANK OF AMERICA	PCARD CHARGES 09/05/18-10/04/18	6,574.09
382085	10/26/18	2122	BOYS & GIRLS CLUB OF WESTERN NV	2018 NV DAY POW WOW FACILITY, STAFF & FLOORING RENT	4,490.00
381957	10/19/18	12022	CARSON CITY DOWNTOWN MERCHANTS ASSC	2018 PASSPORT TO DOWNTOWN POSTAGE	9,095.34
381742	10/12/18	2665828	CARSON CITY SQUARE, LLC	2018 OCT RENT	5,034.00
381742	10/12/18	2665828	CARSON CITY SQUARE, LLC	08/03/18-09/04/18 GAS UTILITIES	22.36
381586	10/05/18	2665699	CARSON NOW LLC	2018 SEP NOW AD MENU LINK	540.00
382965	10/26/18	2665699	CARSON NOW LLC	2018 OCT NOW AD MENU LINK	540.00
381598	10/05/18	15638	COMPUTER ARTISTRY	09/06/18-09/19/18 DESIGN WORK	715.00
381757	10/12/18	15638	COMPUTER ARTISTRY	09/20/18-10/03/18 DESIGN WORK	816.00
382099	10/26/18	15638	COMPUTER ARTISTRY	10/04/18-10/17/18 DESIGN WORK	617.50
381775	10/12/18	2666136	EPIC RIDES	2019 CC OFF-ROAD HOST COMMUNITY FEE 1 OF 2	28,940.50
381606	10/05/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	118.05
381779	10/12/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
382129	10/26/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT NOV 2018	625.00
382129	10/26/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 ELECTRIC - AUG	321.75
381987	10/19/18	2665499	KOHN & COMPANY, LLP	FY18 AUDIT PROGRESS BILLING 07/01/18-09/30/18	5,000.00
381799	10/12/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	09/26/18-10/25/18 ACCURIO PRESS MAINT. AGREEMENT	1,137.50
381627	10/05/18	2666568	KONICA MINOLTA PREMIER FINANCE	09/01/18-09/30/18 PRINTER & DUPLO CUTTER LEASES	3,475.37
382139	10/26/18	2666568	KONICA MINOLTA PREMIER FINANCE	10/01/18-10/31/18 PRINTER & DUPLO CUTTER LEASES	3,475.37
382001	10/19/18	11916	MONTGOMERY, MARTIN	2018 NV DAY POW WOW EVENT SPONSORSHIP	5,000.00
381823	10/12/18	1403160	NEVADA DAY INC	2018 NV DAY PLATINUM SPONSORSHIP	5,000.00
381824	10/12/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR JUL 2018	9,912.51
381828	10/12/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 09/21/18	1,980.00
382169	10/26/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 10/03/18	2,590.00
381654	10/05/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 08/31/18-09/06/18	2,520.00
381654	10/05/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 09/07/18-09/13/18	2,520.00
381654	10/05/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 09/14/18-09/20/18	2,520.00
381654	10/05/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 09/21/18-09/27/18	2,520.00
381836	10/12/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 09/28/18-10/04/18	2,520.00
382008	10/19/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 10/05/18-10/11/18	2,520.00
382177	10/26/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 10/12/18-10/18/18	2,520.00
382010	10/19/18	13957	NV ENERGY	08/29/18-09/28/18	346.50
382023	10/19/18	1602505	PITNEY BOWES INC	07/30/18-10/29/18 POSTAGE MACHINE	275.07
381674	10/05/18	1802250	RESOURCE CONCEPTS INC	TRAIL DEVELOPMENT-WILDLIFE SURVEYS	1,280.00
381877	10/12/18	1802250	RESOURCE CONCEPTS INC	TRAIL DEVELOPMENT-SENSITIVE SPECIES SURVEYS	5,932.31
382030	10/19/18	2666879	ROGUE 5 MEDIA, INC	2018 GOLFING NV MAGAZINE PRINT PACKAGE	3,600.00
382036	10/19/18	10550	SIERRA NEVADA MEDIA GROUP	09/01/18-09/30/18 TARGETED INTERNET ADS	5,000.00
381702	10/05/18	266174	VERITIV OPERATING COMPANY	PAPER	876.85
381910	10/12/18	266174	VERITIV OPERATING COMPANY	2018 PASSPORT TO DOWNTOWN PAPER	3,008.65

134,004.72

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-10-05 00:00:00 and 2018-11-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2019-01-08 09:21:52
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/03/2018	PAYPAL AIRBNB HMY4A8	60.47	740-7201-450-06-25-	ST CHARLES LODGING FOR SOCIAL MEDIA INFLUENCER
10/03/2018	PAYPAL AIRBNB HMBKFB	141.50	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
10/08/2018	PAYPAL RENOENVY	883.10	740-7201-450-06-25-	MARKETING PROMO PRIZES
10/10/2018	VZWRLSS APOCC VISB	240.85	740-7200-413-07-10-	08/20/18-09/19/18
10/10/2018	SILVER STATE BUILDING	60.00	740-7201-450-06-25-	OFFICE SHELVING
10/10/2018	NV TOURISM	350.00	740-7201-450-05-43-	2018 NV GOV GLOBAL TOURISM SUMMIT REGISTRATION
10/11/2018	BROWNPAPERTICKETS COM	33.04	740-7201-450-06-25-	GHOST WALK TICKETS FOR SOCIAL MEDIA INFLUENCERS
10/11/2018	WM SUPERCENTER #3408	29.91	740-7201-450-06-25-	INSTAGRAM GIVEAWAY
10/12/2018	THE HOME DEPOT #3312	45.28	740-7201-450-06-25-	OFFICE SHELVING
10/13/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
10/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201810 yourexperiencesstartshere.co mBusinessPackage
10/14/2018	FACEBK E9YTNHADU2	25.00	740-7201-450-05-42-	AD CAMPAIGNS
10/15/2018	Etsy.com - LeatherEU	34.10	740-7201-450-06-25-	OFFICE SHELVING
10/15/2018	PAYPAL AIRBNB HMY4A8	(25.00)	740-7201-450-06-25-	SOCIAL MEDIA INFLUENCER
10/15/2018	PAYPAL AIRBNB HMY4A8	(35.47)	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
10/15/2018	FACEBK EAN8GHJDU2	25.00	740-7201-450-05-42-	AD CAMPAIGNS
10/15/2018	PAYPAL AIRBNB HMY4A8	(162.53)	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
10/15/2018	PAYPAL AIRBNB HMBKFB	(8.29)	740-7201-450-06-25-	SOCIAL MEDIA INFLUENCER
10/15/2018	PAYPAL AIRBNB HMBKFB	(141.50)	740-7201-450-06-25-	SOCIAL MEDIA INFLUENCER
10/16/2018	INTERNATIONAL TRANSACTION	0.27	740-7201-450-06-25-	FEE FOR INTERNATIONAL TRANSACTION
10/16/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
10/16/2018	BROWNPAPERTICKETS COM	66.08	740-7201-450-06-25-	GHOST WALK TICKETS FOR SOCIAL MEDIA INFLUENCERS
10/17/2018	FACEBK JPTZPHADU2	25.00	740-7201-450-05-42-	AD CAMPAIGNS
10/17/2018	OFFICE DEPOT #973	260.63	740-7200-413-06-01-	OFFICE SUPPLIES

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/18/2018	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	10/18/18 - 11/17/18
10/19/2018	SILVER STATE BUILDING	1,570.00	740-7201-450-06-25-	OFFICE DESK MATERIAL
10/19/2018	SILVER STATE BUILDING	(955.00)	740-7201-450-06-25-	OFFICE DESK MATERIAL - REFUND
10/20/2018	The Union	56.09	740-7201-450-06-25-	MARKETING MEETING MEAL
10/21/2018	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	10/20/18-11/19/18 CREATIVE SUITE MEMBERSHIP AD CAMPAIGNS
10/22/2018	FACEBK DAZ42JEDU2	35.00	740-7201-450-05-42-	AD CAMPAIGNS
10/22/2018	DMV-44	88.00	740-7201-450-06-25-	MARKETING TRAILER REGISTRATION
10/23/2018	PAYPAL AIRBNB HM3MCE	323.63	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
10/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 10 LIST CHARGE 12,801-25,000
10/23/2018	TAHOERIMTRAILASSOCIA	50.00	740-7201-450-06-25-	ESTC Summit Registration
10/23/2018	TAHOERIMTRAILASSOCIA	20.00	740-7201-450-06-25-	ESTC Summit Registration
10/24/2018	AMZN MKTP US M86W81JT0	40.70	740-7201-450-06-25-	DESK SUPPLIES
10/26/2018	SQU SQ LA BAKERY CAFE	21.05	740-7201-450-06-25-	EVENT MEETING MEAL
10/26/2018	PAPA JOHN'S #4669	38.48	740-7201-450-06-25-	PASSPORT TO DOWN TOWN PIZZA
10/27/2018	SCOUPS ICE CREAM AND S	6.39	740-7201-450-06-25-	EVENT MEETING MEAL
10/27/2018	3560 EL POLLO LOCO	17.89	740-7201-450-06-25-	EVENT MEETING MEAL
10/29/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
10/29/2018	PAYPAL AIRBNB HM3MCE	(323.63)	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
10/30/2018	Etsy.com - LeatherEU	66.57	740-7201-450-06-25-	OFFICE SHELIVING
10/31/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING- TRAINS
11/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 NOVEMBER
report count:	45	5,321.44		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
382248	11/02/18	2663516	ALLSTREAM	2018 SEP TELEPHONE	18.75
382947	11/30/18	2663516	ALLSTREAM	2018 OCT TELEPHONE	18.12
1000211	11/30/18	12086	BANK OF AMERICA	PCARD CHARGES 10/05/18-11/04/18	5,336.61
382440	11/09/18	2665828	CARSON CITY SQUARE, LLC	2018 NOV RENT	5,034.00
382440	11/09/18	2665828	CARSON CITY SQUARE, LLC	09/04/18-10/03/18 GAS UTILITIES	46.28
382965	11/30/18	2665699	CARSON NOW LLC	2018 NOV NOW AD MENU LINK	540.00
382449	11/09/18	15638	COMPUTER ARTISTRY	10/18/18-10/31/18 DESIGN WORK	438.75
382974	11/30/18	15638	COMPUTER ARTISTRY	11/01/18-11/13/18 DESIGN WORK	666.25
382461	11/09/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
382829	11/21/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	37.90
383013	11/30/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT DEC 2018	625.00
383013	11/30/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 ELECTRIC - OCT	227.79
382649	11/16/18	2665499	KOHN & COMPANY, LLP	FY18 AUDIT FINAL BILLING 10/01/18-10/31/18	3,800.00
382650	11/16/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	10/26/18-11/25/18 ACCURIO PRESS MAINT. AGREEMENT	1,137.50
383020	11/30/18	2666568	KONICA MINOLTA PREMIER FINANCE	11/01/18-11/30/18 PRINTER & DUPLO CUTTER LEASES	3,475.43
382659	11/16/18	2666888	MACLEOD WATTS, INC	FY18 GASB POST EMPLOY BENEFIT ACTUARIAL VALUATION	2,000.00
382692	11/16/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR AUG 2018	9,288.55
382692	11/16/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR SEP 2018	9,156.35
382694	11/16/18	1404650	NEVADA MAGAZINE	2018 NOV/DEC ISSUE HALF PAGE AD	1,950.00
382695	11/16/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 10/31/18	6,565.00
382353	11/02/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 10/19/18-10/25/18	2,520.00
382504	11/09/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 10/26/18-10/31/18	2,520.00
382705	11/16/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 11/01/18-11/08-18	2,520.00
382865	11/21/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 11/09/18-11/15/18	2,520.00
383042	11/30/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 11/16/18-11/22/18	2,520.00
382866	11/21/18	13957	NV ENERGY	09/28/18-10/29/18	302.30
382888	11/21/18	1603500	PONDEROSA STAMP & ENGRAVING	NAME PLATE - BRUEGGE; AWARD - DHAMI	81.68
383053	11/30/18	11658	PURCHASE POWER	POSTAGE METER REFILL	265.52
382739	11/16/18	10550	SIERRA NEVADA MEDIA GROUP	FINANCE CHARGES	98.10
382739	11/16/18	10550	SIERRA NEVADA MEDIA GROUP	10/01/18-10/31/18 TARGETED INTERNET ADS	5,000.01
382739	11/16/18	10550	SIERRA NEVADA MEDIA GROUP	09/01/18-09/30/18 TARGETED INTERNET ADS	5,000.00
382543	11/09/18	266174	VERITIV OPERATING COMPANY	PAPER	465.81
382551	11/09/18	402155	WYNDHAM HOTEL AND RESORTS	HOSTED ROOM NIGHT	65.49
					74,266.19

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-11-05 00:00:00 and 2018-12-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2019-01-08 09:22:21
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/02/2018	Etsy.com - LeatherEU	(7.07)	740-7201-450-06-25-	REFUND ON OFFICE SHELVING SUPPLIES
11/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	10/20/18-11/19/19 FAX, INTERNET & TV
11/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	10/20/18-11/19/19 FAX, INTERNET & TV
11/06/2018	The Union	79.25	740-7201-450-06-25-	GREAT BASIN MEETING MEAL
11/07/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
11/07/2018	INT IN ADVENTURE SPOR	1,600.00	740-7201-450-05-42-	1/2 PG AD 2018 OCT/NOV
11/10/2018	VZWRLLS APOCC VISB	240.94	740-7200-413-07-10-	10/20/18-11/19/18
11/13/2018	EIG HOSTGATOR.COM	16.95	740-7201-450-06-25-	201811 yourexperiencestartshere.co mBusinessPackage
11/14/2018	SHELL OIL 57444799605	38.91	740-7201-450-06-25-	BASKETBALL TOURNAMENT BROCHURE DISTRIBUTION FUEL
11/15/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING- ART TOURISM
11/15/2018	SQU SQ KIWANIS OF CAR	15.00	740-7201-450-06-25-	KIWANIS LUNCH
11/15/2018	SHELL OIL 57444798201	45.44	740-7201-450-06-25-	GOVERNORS TOURISM SUMMIT - FUEL
11/16/2018	PAYPAL STEWARTFATH	240.00	740-7201-450-06-25-	American Indian Achievement Awards Banquet
11/18/2018	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	11/18/18 - 12/17/18
11/21/2018	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	11/20/18-12/19/18 CREATIVE SUITE MEMBERSHIP
11/21/2018	SQU SQ COMMA COFFEE	11.33	740-7201-450-06-25-	MEETING MEAL
11/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 11 LIST CHARGE 12,801-25,000
11/26/2018	SMITHS FOOD #4356	46.45	740-7200-413-06-25-	ED INTERVIEW MEETING
11/29/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING
11/30/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING- TRAINS
11/30/2018	TAHOE WEEKLY	730.00	740-7201-450-05-42-	1/2 PAGE AD 12/06/18- 12/09/18 ISSUE
11/30/2018	WIX.COM 347684541	2.99	740-7201-450-06-25-	SHUTTERSTOCK
12/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 DECEMBER
12/02/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING TOURISM

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
12/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	11/20/18-12/19/19 FAX, INTERNET & TV
12/02/2018	CHARTER COMM	218.59	740-7211-450-06-25-	11/20/18-12/19/19 FAX, INTERNET & TV
report count:	26	6,419.25		