

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

**Date Submitted:** 01/16/18

**Agenda Date Requested:** 01/19/18

**Time Requested:** 15 Minutes

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

**From:** Chris Kipp, Operations Manager

**Subject Title:** For possible action to accept the ratification of the CTA Statement of Accounts Payable Checks and P-Card Report for November, 2017.

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks for November, 2017 totaling \$113,388.10 and p-card purchases for November, 2017 totaling \$13,884.12

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:**

I move to approve the ratification of the CTA Account Activity Statement of Accounts Payable Checks and P-Card charges for November, 2017.

**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 Report for November, 2017

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

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
373445	11/17/17	2663516	ALLSTREAM	2017 OCT TELEPHONE	17.57
1000198	11/30/17	12086	BANK OF AMERICA	PCARD CHARGES 11/04/17-12/04/17	27,710.75
373310	11/09/17	2122	BOYS & GIRLS CLUB OF WESTERN NV	2017 CAPITAL COLLAGE & POW WOW	4,450.00
373174	11/03/17	13911	CAPITAL CITY ARTS INITIATIVE	ANNUAL SPONSOR MEMEBERSHIP	1,000.00
373332	11/09/17	2665828	CARSON CITY SQUARE, LLC	2017 NOV RENT	4,882.00
373332	11/09/17	2665828	CARSON CITY SQUARE, LLC	09/01/17-10/03/17 GAS UTILITIES	63.93
373636	11/22/17	2665699	CARSON NOW LLC	2017 NOV NOW AD MENU LINK	540.00
373187	11/03/17	15638	COMPUTER ARTISTRY	10/10/17-10/24/17 DESIGN WORK	1,328.75
373650	11/22/17	15638	COMPUTER ARTISTRY	10/25/17-11/14/17 DESIGN WORK	975.00
373353	11/09/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	70.25
373675	11/22/17	2666641	GLACIER CYCLING LLC	2018 CYCLOCROSS NATIONALS - SAND PIT SPONSORSHIP	7,000.00
373362	11/09/17	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT NOV 2017 & UTILITIES SEP 2017	687.51
373210	11/03/17	2665499	KOHN COLONY LLC	FY17 AUDIT	5,000.00
373692	11/22/17	2665499	KOHN COLONY LLC	FY17 AUDIT	9,400.00
373211	11/03/17	2666568	KONICA MINOLTA PREMIER FINANCE	PROPERTY TAX & ADMIN FEES	446.89
373217	11/03/17	2665378	MARATHON STAFFING	McMANUS W/E 10/14/17	229.87
373378	11/09/17	2665378	MARATHON STAFFING	McMANUS W/E 10/21/17	177.96
373710	11/22/17	2665378	MARATHON STAFFING	McMANUS W/E 10/28/17	159.42
373225	11/03/17	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 10/21/17	6,085.00
373717	11/22/17	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 11/09/17	11,425.00
373721	11/22/17	13957	NV ENERGY	09/29/17-10/27/17	312.74
373403	11/09/17	2666631	RILEY, MISHELL	PMT 1 OF 2 FOR MIND OF DA VINCI SCULPTURE	30,000.00
373330	11/09/17	2665479	THE CARSON CITY GHOST WALK	AIR STREAM EVENT GHOST WALK TOUR	420.00
373280	11/03/17	2666174	VERITIV OPERATING COMPANY	PAPER	1,005.46
					113,388.10

**CCVB P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2017-11-04 00:00:00 and 2017-12-04 00:00:00  
 Report Owner KIPP, CHRISTINE  
 Report Time 2018-01-15 22:42:52  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/02/2017	TRIPLE GEORGE	455.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - MEAL
11/02/2017	TAXI SVC LAS VEGAS	16.28	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/02/2017	EAT	22.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - MEAL
11/02/2017	D GRILL/ANDIAMO	17.14	740-7254-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - MEAL
11/03/2017	THE D HOTEL	(106.22)	740-7254-450-06-25-	2017 ARTS AT THE HEART CONFERENCE - LODGING
11/03/2017	THE D HOTEL	56.50	740-7254-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - LODGING
11/03/2017	LYFT RIDE FRI 4PM	3.21	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/03/2017	LYFT RIDE FRI 4PM	2.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/04/2017	LYFT RIDE SAT 7AM	19.64	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/04/2017	DELTA 0060193512803	8.00	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/04/2017	DELTA 0068252978545	60.00	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - AIRLINE FEES
11/04/2017	DELTA 0060193512801	8.99	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/04/2017	PP UNITED CAB	46.65	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - TRANSPORTATION
11/04/2017	RENO-TAHOE AIRPORT AUT	53.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - PARKING FEE
11/04/2017	LYFT RIDE SAT 7AM	2.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/04/2017	DELTA 0060193512802	7.99	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/05/2017	PHO FACTORY WAIKIKI	14.44	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/05/2017	THE D HOTEL	196.62	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - LODGING
11/05/2017	MCDONALD'S M6002 OF	6.48	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/06/2017	HEAVENLY ISLAND LIFEST	22.90	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/06/2017	LUCKY BELLY	13.57	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/07/2017	THE DRAGON UPSTAIRS	18.00	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/07/2017	RAINBOW DRIVE IN.	11.75	740-7254-450-05-80-	SYMPOSIUM - MEAL WESTAF'S 17TH SYMPOSIUM - MEAL
11/07/2017	YARD HOUSE 83100083162	66.11	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/07/2017	HONOLULU COFFEE SH	7.28	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/08/2017	YPS HOMEAWAY HA-M9H9CP	1,516.00	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - LODGING
11/08/2017	WESTERN NEVADA SUPPLY	79.89	740-7201-450-06-25-	V&T DEPOT WATER LINE REPAIRS
11/08/2017	DUKES LANE MARKET #97	5.85	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/08/2017	HULA GRILL WAIKIKI	30.18	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - MEAL
11/09/2017	CUSTOMIZED SERVICE	79.00	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - INSURANCE
11/10/2017	VZWRSS APOCC VISB	383.55	740-7254-450-07-10-	10/20/17-11/19/17
11/11/2017	DELTA 0068295755242	60.00	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - AIRLINE FEES
11/12/2017	SHERATON HOTEL WAIKIKI	807.19	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - LODGING
11/12/2017	RENO-TAHOE AIRPORT AUT	106.00	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - PARKING FEES
11/13/2017	THE CAB	49.80	740-7254-450-05-80-	WESTAF'S 17TH SYMPOSIUM - TRANSPORTATION
11/13/2017	THE HOME DEPOT #3309	65.46	740-7201-450-06-25-	V&T DEPOT WATER LINE REPAIRS
11/13/2017	THE GREENHOUSE PROJECT	200.00	740-7254-450-06-25-	SPECIAL EVENT TICKET
11/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201711 yourexperiencestartshere.co mBusinessPackage
11/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	11/14/17-12/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
11/15/2017	NV TOURISM	700.00	740-7201-450-05-43-	2017 GOVERNORS CONFERENCE ON TOURISM REGISTRATION
11/15/2017	SEA OTTER CLASSIC	1,990.00	740-7201-450-05-43-	2018 SEA OTTER CLASSIC - REGISTRATION
11/16/2017	THE BREWERS CABINET	95.90	740-7201-450-06-25-	BIKE HWY 50 MARKETING MEETING - MEAL
11/17/2017	VITAL SIGNS	650.68	740-7254-450-05-40-	CAPITAL COLLAGE
11/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	12/18/17 - 01/17/18
11/21/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	11/20/17-12/19/17 CREATIVE SUITE MEMBERSHIP
11/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 NOV LIST CHARGE 12,801-25,000

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/28/2017	SOUTHWES 5268788659222	445.96	740-7201-450-05-80-	2017 GOVERNORS CONFERENCE ON TOURISM - FLIGHT
11/28/2017	SOUTHWES 5268788659223	445.96	740-7201-450-05-80-	2017 GOVERNORS CONFERENCE ON TOURISM - FLIGHT
11/29/2017	MICHAELS STORES 3758	31.92	740-7254-450-06-25-	HOLIDAY CARDS
11/29/2017	HOTELBOOKINGFLAMINGOL	276.84	740-7201-450-05-80-	2017 GOVERNORS CONFERENCE ON TOURISM - LODGING
11/29/2017	HOTELBOOKINGSERVFEE	12.99	740-7201-450-05-80-	2017 GOVERNORS CONFERENCE ON TOURISM - LODGING
11/29/2017	PAYPAL NN3288	69.65	740-7201-450-06-25-	2018 CYCLOCROSS - COW BELLS FOR MARKETING
11/29/2017	INT IN CASSINELLI LAN	4,019.40	740-7254-450-06-25-	MIND OF DA VINCI SIGHT PREP
11/30/2017	ISTORAGE-50 EAST	106.73	740-7200-413-04-40-	UNIT F14 11/30/17-12/31/17
11/30/2017	MICHAELS STORES 3758	10.46	740-7254-450-06-25-	HOLIDAY CARDS
12/01/2017	FACEBK NX8HEEETY2	10.95	740-7201-450-05-42-	FACEBOOK ADS
12/02/2017	SQ SQ BREWERY ARTS C	250.00	740-7254-450-06-25-	NV DAY PARASOLS PURCHASE FOR CITY COLLECTION
12/03/2017	BEST BUY MHT 00008508	77.01	740-7201-450-06-25-	2017 NV GOVERNORS CONF ON TOURISM -USBS FOR MARKET
report count:	58	13,884.12		