

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 7/22/15

**Agenda Date Requested:** 7/27/15

**Time Requested:** 10 Minutes

**To:** Carson City Visitors Bureau - Board of Directors

**From:** Joel Dunn, Executive Director

**Subject Title:** Approval of Ratification of the CCVB Monthly Bills.

**Staff Summary:** A list of bills/payments for June is included in your packet for review.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the ratification of the CCVB Monthly Bills for June, 2015.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** None

**Prepared By:** Joel Dunn, Executive Director

| CHECK NUMBER | CHECK DATE | VENDOR NUMBER | VENDOR NAME                    | MEMO   | FUND  | CHECK AMOUNT |
|--------------|------------|---------------|--------------------------------|--|-------|--------------|
| 350297       | 06/12/15   | 1402795       | AT&T                           | 05/19/15-06/18/15 FAX LINE                             | 740   | 125.11       |
| 1000169      | 06/30/15   | 12086         | BANK OF AMERICA                | PMT FOR 05/05/15-06/04/15 CCVB CREDIT CARD CHARGES     | 740   | 7,175.25     |
| 350315       | 06/12/15   | 8032          | CAPITAL BEVERAGES              | WATER BOTTLES FOR VISITOR CENTER SALES                 | 740   | 17.70        |
| 350321       | 06/12/15   | 2665828       | CARSON CITY SQUARE, LLC        | 2015 JUN RENT & 04/07/15-05/06/15 GAS UTILITIES        | 740   | 3,747.48     |
| 350645       | 06/26/15   | 2665699       | CARSON NOW LLC                 | 2015 05 NOW AD MENU LINK                               | 740   | 540.00       |
| 350556       | 06/19/15   | 11508         | CATHLEEN ALLISON               | NEWSLETTER & EVENT PHOTOGRAPHY & CONTENT WRITING       | 740   | 1,460.00     |
| 350327       | 06/12/15   | 15638         | COMPUTER ARTISTRY              | 05/16/15-05/31/15 DESIGN WORK                          | 740   | 946.25       |
| 350652       | 06/26/15   | 15638         | COMPUTER ARTISTRY              | 06/01/15-06/15/15 DESIGN WORK                          | 740   | 876.25       |
| 350336       | 06/12/15   | 500540        | ECONOMY SPEED PRESS            | CCVB LOGO MAILING ENVELOPES                            | 740   | 794.32       |
| 350338       | 06/12/15   | 1905365       | FIRST CHOICE SERVICES          | 2015 JUN FILTRATION RENTAL & COFFEE FOR VISITOR CENTER | 740   | 25.00        |
| 350502       | 06/19/15   | 1905365       | FIRST CHOICE SERVICES          | COFFEE & SUPPLIES FOR VISITORS CENTER                  | 740   | 80.50        |
| 350670       | 06/26/15   | 601525        | FLAG STORE                     | VISITOR CENTER MERCHANDISE - MUGS                      | 740   | 178.18       |
| 350505       | 06/19/15   | 2665993       | FRIENDS OF THE NV STATE MUSEUM | VISITOR CENTER MERCHANDISE - TOTE BAGS                 | 740   | 90.00        |
| 350344       | 06/12/15   | 2665984       | GEM GUIDES BOOK CO             | VISITOR CENTER MERCHANDISE - BOOKS                     | 740   | 670.76       |
| 350357       | 06/12/15   | 2665646       | HOOD, KATHLEEN                 | 2015 MAY SEO & SEM                                     | 740   | 900.00       |
| 350681       | 06/26/15   | 2665681       | HORSE TALES                    | NV FAIR AD   | 740   | 500.00       |
| 350363       | 06/12/15   | 3665980       | MADDEN MEDIA                   | DISCOVER NV 1/2 PAGE AD                                | 740   | 1,312.50     |
| 350369       | 06/12/15   | 2665378       | MARATHON STAFFING              | W/E 05/16/15   | 740   | 721.88       |
| 350369       | 06/12/15   | 2665378       | MARATHON STAFFING              | W/E 05/23/15   | 740   | 721.88       |
| 350540       | 06/19/15   | 2665378       | MARATHON STAFFING              | W/E 05/30/15   | 740   | 590.63       |
| 350700       | 06/26/15   | 2665378       | MARATHON STAFFING              | W/E 06/06/15   | 740   | 731.25       |
| 350552       | 06/19/15   | 1909450       | NEVADA DEPT OF TAXATION        | NCOT 3/8% ROOM TAX 04/01/15-04/30/15                   | 740   | 4,518.58     |
| 350561       | 06/19/15   | 13957         | NV ENERGY                      | 04/30/15-06/01/15 POWER                                | 740   | 320.04       |
| 350406       | 06/12/15   | 7638          | REGIONAL TRANSPORTATION COMM.  | 2015 MAY RTC BUS PASSES                                | 740   | 148.75       |
| 350416       | 06/12/15   | 2665137       | SIERRA OFFICE SOLUTIONS        | 02/20/15-05/20/15                                      | 740   | 28.77        |
| 350585       | 06/19/15   | 2665994       | SOUZA'S BUCKING BULLS          | SMACKDOWN TICKETS SOLD                                 | 740   | 2,668.00     |
| 350430       | 06/12/15   | 2665983       | THE BOOK BUTTON CO             | VISITOR CENTER MERCHANDISE                             | 740   | 175.00       |
|              |            |               |                                |  | Total | 30,064.08    |

**CCVB spend report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2015-05-05 00:00:00 and 2015-06-04 23:59:59  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2015-06-19 11:47:50  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

| Purchase Date | Vendor Name            | Item Total | Item GL Combination | Reference   |
|---------------|------------------------|------------|---------------------|---|
| 05/06/2015    | RICOH USA, INC         | 354.00     | 740-7201-450-06-25- | INNVOLE POWER<br>MANAGER                                |
| 05/06/2015    | SHELL OIL 646112200QPS | 13.33      | 740-7201-450-06-25- | FUEL FOR WILLY  |
| 05/06/2015    | THE HOME DEPOT #3309   | 40.71      | 740-7201-450-06-25- | ROPE, BUNGEE CORDS &<br>SPRING LINK FOR WILLY           |
| 05/08/2015    | CAPITAL CITY LIQUIDATO | 75.00      | 740-7200-413-06-75- | WIRE RACK STORE<br>DISPLAY, OFFICE FURN                 |
| 05/08/2015    | CAPITAL CITY LIQUIDATO | 300.00     | 740-7201-450-06-25- | TRADE PHOTOS<br>WIRE RACK STORE<br>DISPLAY, OFFICE FURN |
| 05/11/2015    | OFFICE DEPOT #973      | 275.14     | 740-7200-413-06-01- | TRADE PHOTOS<br>PENS, POST IT,<br>ENVELOPES, LABELS     |
| 05/11/2015    | BEST BUY MHT 00008508  | 39.99      | 740-7200-413-06-25- | SAMSUNG   |
| 05/14/2015    | GEEKSQUADPLAN 00015784 | 9.99       | 740-7200-413-06-25- | 2015 MAY PROTECTION<br>PLAN FOR GALAXY 790-<br>7757     |
| 05/15/2015    | HOSTGATOR.COM          | 14.95      | 740-7242-450-03-40- | 2015 MAY BUSINESS<br>PACKAGE                            |
| 05/20/2015    | LOWES #01024           | 14.97      | 740-7200-413-06-25- | FLAG FOR BOARD<br>MEETING ROOM                          |
| 05/20/2015    | ADOBE CREATIVE CLOUD   | 69.99      | 740-7201-450-05-45- | 05/20/15-06/19/15<br>CREATIVE SUITE<br>MEMBERSHIP       |
| 05/22/2015    | LES SCHWAB TIRES #0953 | 205.29     | 740-7201-450-06-25- | RAPID HITCH FOR<br>TOWING WILLY                         |
| 05/23/2015    | GEEKSQUADPLAN 00015784 | 9.99       | 740-7200-413-06-25- | 2015 MAT PROTECTION<br>PLAN FOR 790-7566                |
| 05/23/2015    | MAILCHIMP              | 105.00     | 740-7201-450-06-25- | 2015 MAY LIST CHARGE<br>11,001-11,200                   |
| 05/24/2015    | LOWES #01024           | 44.88      | 740-7201-450-06-25- | 15oz SP AUTO TRUCK BD<br>COA                            |
| 05/24/2015    | LOWES #01024           | 32.36      | 740-7201-450-06-25- | HITCH PINS FOR TOWING<br>WILLY                          |
| 05/24/2015    | LOWES #01024           | 29.11      | 740-7201-450-06-25- | HITCHPIN FOR TOWING<br>WILLY                            |
| 05/24/2015    | SHELL OIL 646112200QPS | 22.22      | 740-7201-450-06-25- | FUEL FOR WILLY  |
| 05/25/2015    | WOOBX                  | 29.00      | 740-7201-450-06-25- | 05/24/15-06/24/15<br>FACEBOOK CONTEST<br>SOFTWARE       |
| 05/27/2015    | SQ DUTCH BROS. COFFEE  | 2.00       | 740-7200-413-06-25- |   |
| 05/27/2015    | CHEVRON 0356637        | 100.00     | 740-7201-450-05-80- | FUEL FOR COLORADO<br>SPRINGS RIDE EVENT                 |
| 05/28/2015    | THE GRIDDLE            | 35.00      | 740-7201-450-05-80- | DINING FOR COLORADO<br>SPRINGS RIDE EVENT               |

| Purchase Date | Vendor Name            | Item Total | Item GL Combination | Reference  |
|---------------|------------------------|------------|---------------------|--|
| 05/28/2015    | SQ SENSUOUS SANDWICH   | 17.82      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/28/2015    | OFFICE DEPOT #973      | 21.18      | 740-7200-413-06-25- | COPY PAPER   |
| 05/28/2015    | CHEVRON 0374803        | 100.00     | 740-7201-450-05-80- | FUEL FOR COLORADO SPRINGS RIDE EVENT                 |
| 05/28/2015    | MINERS CLAIM RESTAURAN | 81.00      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/28/2015    | KUM & GO #905          | 111.11     | 740-7201-450-05-80- | FUEL FOR COLORADO SPRINGS RIDE EVENT                 |
| 05/28/2015    | DELLE CITY STATION     | 144.44     | 740-7201-450-05-80- | FUEL FOR COLORADO SPRINGS RIDE EVENT                 |
| 05/29/2015    | SQ GOAL ZERO           | 25.00      | 740-7200-413-06-25- |  |
| 05/29/2015    | PABLOS PIZZA           | 19.50      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/29/2015    | PP EPIC RIDES          | 100.00     | 740-7201-450-05-40- | GRAND 15 RIDE REGISTRATION                           |
| 05/29/2015    | ON THE WALL            | 200.00     | 740-7201-450-05-40- | \$200.00 BULL SMACKDOWN & \$425 NV FAIR AD IN GALAXY |
| 05/29/2015    | ON THE WALL            | 425.00     | 740-7201-450-05-40- | \$200.00 BULL SMACKDOWN & \$425 NV FAIR AD IN GALAXY |
| 05/29/2015    | FINANCIAL SERVICES     | 1,151.22   | 740-7201-450-04-44- | 04/29/15-05/28/15 RICOH PRINTER                      |
| 05/29/2015    | FINANCIAL SERVICES     | 1,797.16   | 740-7241-450-03-40- | 04/29/15-05/28/15 RICOH PRINTER                      |
| 05/29/2015    | SQ GOAL ZERO           | 10.00      | 740-7200-413-06-25- |  |
| 05/29/2015    | MY FAVORITE MUFFIN     | 17.04      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/30/2015    | AUTOZONE #0869         | 42.69      | 740-7201-450-06-25- | REPAIR PARTS FOR WILLY                               |
| 05/30/2015    | MAIN STREET CAFE       | 30.00      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/30/2015    | THUNDERSTRUCK          | 55.00      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/31/2015    | ROCKSLIDE BREW PUB     | 60.00      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/31/2015    | FACEBOOK ECMA28ATY2    | 39.31      | 740-7201-450-06-25- | 2015 MAY FACEBOOK ADS                                |
| 05/31/2015    | SHELL OIL 57444721104  | 71.11      | 740-7201-450-05-80- | FUEL FOR COLORADO SPRINGS RIDE EVENT                 |
| 05/31/2015    | MONTEGO BAY PARADISE G | 29.00      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 05/31/2015    | SPROUTS FARMERS MARK   | 21.52      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 06/01/2015    | CIC CAPITOL INSURANCE  | 62.23      | 740-7200-413-05-12- | 2015 JUNE INSURANCE PMT                              |
| 06/01/2015    | TOKI ONA               | 28.00      | 740-7201-450-05-80- | DINING FOR COLORADO SPRINGS RIDE EVENT               |
| 06/01/2015    | MAVERIK #412           | 125.55     | 740-7201-450-05-80- | FUEL FOR COLORADO SPRINGS RIDE EVENT                 |
| 06/01/2015    | ISTORAGE50 EAST        | 121.00     | 740-7200-413-04-40- | 2015 JUN STORAGE UNIT RENTAL                         |
| 06/01/2015    | MONTEGO BAY FRONT DESK | 87.00      | 740-7201-450-05-80- | LODGING FOR COLORADO SPRINGS RIDE EVENT              |

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|---------------|------------------------|------------|---------------------|--|
| 06/01/2015    | MONTEGO BAY FRONT DESK | 87.00      | 740-7201-450-05-80- | LODGING FOR COLORADO<br>SPRINGS RIDE EVENT   |
| 06/01/2015    | WENDOVER NUGGET HOTEL  | 10.69      | 740-7201-450-05-80- | DINING FOR COLORADO<br>SPRINGS RIDE EVENT    |
| 06/01/2015    | SHELL OIL 57444695704  | 99.00      | 740-7201-450-05-80- | FUEL FOR COLORADO<br>SPRINGS RIDE EVENT      |
| 06/01/2015    | HARDY'S FUEL STOP      | 79.99      | 740-7201-450-05-80- | FUEL FOR COLORADO<br>SPRINGS RIDE EVENT      |
| 06/02/2015    | JOHNSON LN GEN STORE   | 17.77      | 740-7201-450-06-25- | FUEL FOR WILLY                               |
| 06/03/2015    | CHARTER COMM           | 65.00      | 740-7211-450-06-25- | 05/20/15-06/19/15 VISITOR<br>CENTER INTERNET |
| report count: | 56                     | 7,175.25   |                     |  |