

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 08/03/16

Agenda Date Requested: 08/08/16

Time Requested: 15 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, 2016 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, 2016.

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

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: 2016 June – CCVB Account Activity Statement

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
359706	06/10/16	2122	BOY & GIRLS CLUB OF WESTERN NV	MAC WRESTLING TOURNAMENT	2,885.00
359901	06/17/16	2665645	CAPITOL INSURANCE COMPANY	INSTALLMENT PMT	288.87
359908	06/17/16	304360	CARSON CITY ROTARY	CAPITAL CITY BREWFEST TICKETS SOLD	3,570.00
359723	06/10/16	2665828	CARSON CITY SQUARE, LLC	2016 JUN RENT & 04/06/16-05/05/16 GAS UTILITIES	4,668.68
360139	06/24/16	2665699	CARSON NOW LLC	2016 06 NOW AD MENU LINK	540.00
359613	06/03/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 05/12/16	1,120.00
360006	06/17/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 06/04/16	3,240.00
359566	06/03/16	15638	COMPUTER ARTISTRY	05/03/16-05/23/16 DESIGN WORK	1,251.25
359923	06/17/16	15638	COMPUTER ARTISTRY	05/24/16-06/06/16 DESIGN WORK	747.50
360178	06/24/16	2663516	ELECTRIC LIGHTWAVE	2016 MAY TELEPHONE	14.84
359742	06/10/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	77.90
360184	06/24/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	93.95
359945	06/17/16	601525	FLAG STORE	NV PINS FOR GIFT STORE INVENTORY	500.00
360282	06/24/16	2666270	JUSTIN THISTLE MICHAEL	20160618 EPIC RIDES DJ	150.00
359771	06/10/16	2665980	MADDEN MEDIA	TRAVEL NEVADA HALF PAGE AD	1,312.50
359601	06/03/16	2665378	MARATHON STAFFING	W/E 05/14/16	850.00
359782	06/10/16	2665378	MARATHON STAFFING	W/E 05/21/16 & W/E 05/28/16	1,775.94
360225	06/24/16	2665378	MARATHON STAFFING	W/E 06/04/16	850.00
359996	06/17/16	2666266	MOJO GREEN LLC	20160618 EPIC RIDES CONCERT	2,000.00
360230	06/24/16	2601045	MUSSELMAN, EVERETT	20160618 EPIC RIDES CONCERT	400.00
359796	06/10/16	1909450	NEVADA DEPT OF TAXATION	3/8% TAX FEB & MAR 2016	7,205.28
360014	06/17/16	13957	NV ENERGY	04/29/16-05/31/16	251.51
360244	06/24/16	2666053	ONE OFF CONCEPTS	POWDER COAT BIKE RACK	270.00
359818	06/10/16	2666191	PETTY CASH/LINDA MACAULEY	RTT LUNCHESES, MISC EXP	90.00
360254	06/24/16	5015	QUALITY CONTROL SYSTEMS, INC	NEW OUTLET FOR CONFERENCE ROOM	194.27
359825	06/10/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES MAY 2016	148.75
360060	06/17/16	2665137	SIERRA OFFICE SOLUTIONS	02/20/16-05/20/16	19.10
359667	06/03/16	1905375	SILVER STATE INDUSTRIES	SPECIAL EVENT SHIRTS	696.00
360275	06/24/16	1905375	SILVER STATE INDUSTRIES	SPECIAL EVENT SHIRTS - MOC	1,128.00
360064	06/17/16	2665994	SOUZA'S BUCKING BULLS	BULL SMACKDOWN TICKETS SOLD	990.00
360066	06/17/16	1910705	SUN KING WINDOW TINTING	WINDOW TINTING	560.00
360283	06/24/16	2666109	TRADITIONAL AMERICAN MUSIC PROJECT	20160618 EPIC RIDES CONCERT	250.00
359850	06/10/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR ART WALK BROCHURES	717.07
360080	06/17/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR EPIC DOOR HANGERS, COPY PAPER	292.32
360293	06/24/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR EPIC RIDES FLYERS	273.07
					39,421.80

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-05-05 00:00:00 and 2016-06-03 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-06-22 11:54:54
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/03/2016	TITOS RESTAURANT	35.94	740-7201-450-06-25-	DOWNTOWN SUMMER MARKETING MEETING
05/04/2016	PAYPAL STEWARTINDI	600.00	740-7201-450-06-25-	"UNDER THE STEWART STARS" EVENT TABLE
05/05/2016	THE GOLD HILL HOTEL	200.00	740-7201-450-06-25-	VC MARKETING MEETING DINNER/PRESENTATION
05/06/2016	DISCOUNTMUGS.COM	1,568.00	740-7201-450-05-40-	STATE TRACK MEET BACKPACKS
05/07/2016	DISCOUNTMUGS.COM	1,568.00	740-7201-450-05-40-	STATE TRACK MEET BACKPACKS
05/07/2016	SAVEMART #552 CARSON	64.18	740-7200-413-06-25-	WINE WALK SUPPLIES
05/09/2016	SMASHBALLOON.COM INSTA	39.00	740-7201-450-06-25-	INSTAGRAM FEED PRO
05/09/2016	LOWES #01024	346.50	740-7200-413-06-25-	36" RED OAK DOORS
05/10/2016	VZWRLSS APOCC VISB	408.60	740-7200-413-07-10-	03/20/16-04/19/16 WIRELESS TELEPHONE
05/10/2016	OFFICE DEPOT #973	35.88	740-7200-413-06-01-	CASSETTE TAPES FOR BOARD MEETINGS
05/10/2016	LOWES #01024	11.92	740-7200-413-06-25-	OFFICE REMODEL
05/10/2016	OFFICE DEPOT #973	53.33	740-7200-413-06-01-	LABELS, 9X12 ENVELOPES
05/11/2016	ATT CONS PHONE PMT	117.36	740-7200-413-07-10-	04/19/16-05/18/16 FAX LINE
05/12/2016	CHEVRON 0356637	99.99	740-7201-450-05-80-	ROCKABILLY RIOT PROMO TOUR FUEL
05/13/2016	IN DEERFIELD MEDIA (M	1,000.00	740-7245-450-05-42-	SILVER STATE UPDATE #5- MAC
05/14/2016	HOLIDAY INN AUBURN	346.14	740-7201-450-05-80-	ROCKABILLY RIOT PROMO TOUR LODGING
05/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201605 yourexperiencestartshere.co mBusinessPackage
05/14/2016	MAVERIK #460	87.77	740-7201-450-05-80-	ROCKABILLY RIOT PROMO TOUR FUEL
05/16/2016	LOWES #01024	181.74	740-7200-413-06-25-	OFFICE REMODEL
05/17/2016	ARCADIA PUBLISHING INC	97.36	740-7211-450-06-97-	BOOKS FOR GIFT STORE INVENTORY
05/17/2016	LOWES #01024	27.71	740-7200-413-06-25-	OFFICE REMODEL
05/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 MAY PROTECTION PLAN FOR PHONE 790- 7757
05/17/2016	KEI SUSHI	56.58	740-7201-450-06-25-	MARKETING MEETING LUNCH
05/18/2016	OFFICE DEPOT #973	20.98	740-7200-413-06-01-	OFFICE SUPPLIES
05/18/2016	LOWES #01024	52.50	740-7200-413-06-25-	OFFICE REMODEL

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/18/2016	FEDEXOFFICE 00007773	37.50	740-7201-450-05-40-	SMACKDOWN TICKET
05/18/2016	THE TAHOE WEEKLY	1,200.00	740-7244-450-05-42-	FULL PG COLOR AD V35 I07
05/20/2016	BEST BUY MHT 00008508	429.96	740-7200-413-06-25-	CONFERENCE ROOM MONITOR
05/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	04/20/16-05/19/16 CREATIVE SUITE MEMBERSHIP
05/20/2016	LOWES #01024	29.95	740-7200-413-06-25-	OFFICE REMODEL
05/21/2016	COMMUNICATION ARTS	53.00	740-7200-413-05-45-	COMMUNICATION ARTS SUBSCRIPTION
05/23/2016	LOWES #01024	104.29	740-7200-413-06-25-	OFFICE REMODEL
05/23/2016	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2016 MAY PROTECTION PLAN FOR PHONE 790-7566
05/23/2016	LOWES #01024	159.77	740-7200-413-06-25-	OFFICE REMODEL
05/23/2016	BEST BUY MHT 00008508	329.98	740-7200-413-06-25-	DIRECTOR'S OFFICE MONITOR
05/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 MAY LIST CHARGE 12,401-12,600
05/23/2016	OFFICE DEPOT #973	111.98	740-7200-413-06-25-	FLOOR MATS
05/23/2016	WYNDHAM GARDEN CARSON	280.50	740-7230-450-06-25-	EPIC RIDES - LODGING (TODD SADOW)
05/23/2016	BOXWOOD TECHNOLOGY	225.00	740-7200-413-06-25-	30 DAY JOB POSTING PACKAGE
05/24/2016	ADTSECURITY MYADT.COM	75.00	740-7211-450-06-25-	ADDITIONAL DOOR INCLUDED IN SECURITY SYSTEM
05/24/2016	LOWES #01024	54.30	740-7200-413-06-25-	OFFICE REMODEL
05/25/2016	THE HOME DEPOT 3312	23.88	740-7200-413-06-25-	OFFICE REMODEL
05/26/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 05/24/16-06/24/16
05/26/2016	LOWES #01024	50.62	740-7200-413-06-25-	OFFICE REMODEL
05/26/2016	SQ LA BAKERY CAFE	19.03	740-7201-450-06-25-	MARKETING MEETING MEAL
05/26/2016	PAYPAL ARTJOBS	37.00	740-7200-413-06-25-	30 DAY JOB POSTING PACKAGE
05/26/2016	CIVIL AIR PATROL MAGAZ	100.00	740-7201-450-05-42-	AD IN CIVIL AIR PATROL MAGAZINE
05/26/2016	LOWES #01024	37.41	740-7200-413-06-25-	OFFICE REMODEL
05/27/2016	OFFICE DEPOT #973	50.72	740-7200-413-06-25-	FILE CABINET
05/27/2016	HARBOR FREIGHT TOOLS 3	15.98	740-7200-413-06-25-	OFFICE REMODEL
05/28/2016	NYFA CLASSIFIEDS	100.00	740-7200-413-06-25-	30 DAY JOB POSTING PACKAGE
05/30/2016	LOWES #01024	107.68	740-7200-413-06-25-	OFFICE REMODEL
05/30/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-05-42-	PRINTER RENTAL 04/29/16-05/28/16&ADD IMAGES (ART W

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/30/2016	FINANCIAL SERVICES	1,459.30	740-7273-450-05-42-	PRINTER RENTAL 04/29/16-05/28/16&ADD IMAGES (ART W
05/30/2016	LOWES #01024	47.36	740-7200-413-06-25-	OFFICE REMODEL
05/31/2016	IN BLUEBRIDGE DIGITAL	825.00	740-7201-450-03-49-	2016 MAY VISIT APPS MONTHLY SUBSCRIPTION
06/01/2016	CAPITAL CITY LIQUIDATO	825.00	740-7200-413-06-75-	CARD FILE CABINETS
06/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	CHARTER INTERNET 05/20/16-06/19/16
report count:	58	15,319.83		

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-06-04 00:00:00 and 2016-07-04 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-08-02 15:44:20
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
06/02/2016	OFFICE DEPOT #973	286.74	740-7200-413-06-01-	LABELS, FILES, ETC.
06/03/2016	LOWES #01024	56.47	740-7200-413-06-25-	OFFICE REMODEL
06/03/2016	LOWES #01024	112.66	740-7200-413-06-25-	PAINT FOR NEW OFFICE
06/03/2016	LOWES #01024	66.77	740-7200-413-06-25-	OFFICE REMODEL
06/05/2016	THE HOME DEPOT 3312	67.24	740-7200-413-06-25-	OFFICE REMODEL
06/06/2016	CAPITAL CITY LIQUIDATO	250.00	740-7200-413-06-75-	5 DRAWER LATERAL FILE CABINET
06/06/2016	LOWES #01024	156.09	740-7201-450-06-25-	LADDER & BANNER SUPPLIES
06/07/2016	ENVATOMARKET28869074	46.00	740-7201-450-06-25-	WORD PRESS THEMES
06/08/2016	PDM STL SVC CTR-125	612.05	740-7201-450-06-25-	STAINLESS STEEL SHEET FOR BIKE RACK
06/09/2016	ATT CONS PHONE PMT	142.58	740-7200-413-07-10-	05/19/16-06/18/16 FAX LINE
06/09/2016	CAPITAL CITY LIQUIDATO	300.00	740-7230-450-06-25-	15 55 GAL BARRELS FOR EPIC RIDES
06/09/2016	FASTENAL COMPANY01	123.84	740-7201-450-06-25-	BIKE RACK PARTS
06/10/2016	VZWRLSS APOCC VISB	335.11	740-7200-413-07-10-	04/20/16-05/19/16 WIRELESS TELEPHONE
06/12/2016	LOWES #01024	13.41	740-7200-413-06-25-	CHAIR CASTERS
06/13/2016	LOWES #01024	46.74	740-7200-413-06-25-	PAINT FOR NEW OFFICE
06/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201606 yourexperiencestartshere.co
06/15/2016	LOWES #01024	41.94	740-7200-413-06-25-	mBusinessPackage OFFICE REMODEL
06/15/2016	LOWES #01024	(2.96)	740-7200-413-06-25-	TAX CORRECTION REFUND FOR INV #02256
06/15/2016	THE PLAZA MOTEL	140.80	740-7230-450-06-25-	DATED 06/15/1 EPIC RIDES STAFF
06/15/2016	THE PLAZA MOTEL	211.20	740-7230-450-06-25-	LODGING EPIC RIDES STAFF
06/16/2016	SIGN PRO	490.00	740-7230-450-06-25-	LODGING EPIC RIDES BANNERS
06/16/2016	LOWES #01024	72.91	740-7230-450-06-25-	EPIC RIDE BARREL
06/16/2016	FASTENAL COMPANY01	41.72	740-7201-450-06-25-	BIKE RACK PARTS
06/16/2016	C-A-L RANCH STORES #18	187.87	740-7230-450-06-25-	EPIC RIDES BARREL
06/17/2016	WYNDHAM GARDEN CARSON	86.90	740-7230-450-06-25-	EPIC RIDES STAFF
06/17/2016	OFFICE DEPOT #973	187.45	740-7200-413-06-01-	LODGING KEY BOARDS, FILE FOLDERS, PENS

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
06/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 JUN PROTECTION PLAN FOR PHONE 790- 7757
06/18/2016	GARIBALDI'S	140.00	740-7230-450-06-25-	EPIC RIDES MEETING
06/18/2016	WYNDHAM GARDEN CARSON	173.80	740-7230-450-06-25-	EPIC RIDES STAFF LODGING
06/18/2016	HEIDI S FAMILY RESTURA	76.00	740-7201-450-05-40-	CCSO MOTOR OFFICER CHALLENGE MEETING MEAL
06/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	05/20/16-06/19/16 CREATIVE SUITE MEMBERSHIP
06/20/2016	WYNDHAM GARDEN CARSON	173.80	740-7230-450-06-25-	EPIC RIDES STAFF LODGING
06/20/2016	WYNDHAM GARDEN CARSON	347.60	740-7230-450-06-25-	EPIC RIDES STAFF LODGING
06/23/2016	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2016 JUN PROTECTION PLAN FOR PHONE 790- 7566
06/23/2016	EAST TO WEST EMBRO	382.00	740-7211-450-06-97-	STORE INVENTORY-HATS
06/23/2016	FASTENAL COMPANY01	(86.15)	740-7201-450-06-25-	BIKE RACK PARTS CREDIT
06/23/2016	MOO.COM	399.75	740-7200-413-06-25-	BUSINESS CARDS FOR JD & KH
06/23/2016	EAST TO WEST EMBRO	947.41	740-7211-450-06-97-	STORE INVENTORY-LAPEL PINS
06/23/2016	STITH PRINTING INC	1,000.00	740-7201-450-05-40-	CCSO MOTOR OFFICER CHALLENGE T SHIRTS
06/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 JUN LIST CHARGE 12,401-12,600
06/24/2016	WYNDHAM GARDEN CARSON	521.40	740-7230-450-06-25-	EPIC RIDES STAFF LODGING
06/24/2016	WYNDHAM GARDEN CARSON	521.40	740-7230-450-06-25-	DBL BILLED SEE CREDIT
06/27/2016	OFFICE DEPOT #973	29.99	740-7201-450-06-25-	USB FOR EVENTS
06/28/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 06/24/16- 07/24/16
06/28/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-05-42-	PRINTER RENTAL 05/29/16- 06/28/16 & MAC FAC. GUIDE
06/28/2016	FINANCIAL SERVICES	1,391.61	740-7245-450-05-42-	PRINTER RENTAL 05/29/16- 06/28/16 & MAC FAC. GUIDE
06/28/2016	WYNDHAM GARDEN CARSON	(521.40)	740-7230-450-06-25-	CREDIT FOR DBL BILLED INV #25757
06/28/2016	FEDEXOFFICE 00007773	27.00	740-7201-450-06-25-	TICKET PERFORATION
06/30/2016	IN BLUEBRIDGE DIGITAL	825.00	740-7201-450-03-49-	2016 JUN VISIT APPS MONTHLY SUBSCRIPTION
06/30/2016	OFFICE DEPOT #973	114.46	740-7200-413-06-01-	HANGING FILE FOLDERS, KEYBOARD TRAY, DESK PAD
07/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	CHARTER INTERNET 06/20/16-07/19/16
07/02/2016	THE TAHOE WEEKLY	430.00	740-7201-450-05-42-	LEVITT CONCERT AD

