

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 11/10/14

Agenda Date Requested: 11/17/14

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 October 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 October 2014.

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		FUND	TRANSACTION AMOUNT
344122	10 3 2014	2665650	AGENCY 36	740-7201-450.05-42 PRINTING / ADVERTISING	740	500.00
344528	10 17 2014	2665769	APC ENTERPRISES, LLC	740-7211-450.06-25 OPERATING SUPPLIES	740	164.67
344534	10 17 2014	1402795	AT&T	740-7200-413.07-10 TELEPHONE	740	162.37
344547	10 17 2014	2665700	BANK OF AMERICA		740	5,409.04
344555	10 17 2014	13911	CAPITAL CITY ARTS INITIATIVE	740-7201-450.05-45 MEMBERSHIP / PUBLICATIONS	740	150.00
344557	10 17 2014	2665645	CAPITOL INSURANCE COMPANIES	740-7200-413.05-12 INSURANCE PREMIUMS	740	260.95
344560	10 17 2014	11396	CARSON CITY CHAMBER OF COMMERCE	740-7211-450.06-25 OPERATING SUPPLIES	740	100.00
344154	10 3 2014	2665699	CARSON NOW LLC	740-7201-450.05-42 PRINTING / ADVERTISING	740	1,080.00
344736	10 24 2014	2665699	CARSON NOW LLC	740-7201-450.05-42 PRINTING / ADVERTISING	740	540.00
344740	10 24 2014	11508	CATHLEEN ALLISON	740-7201-450.03-40 CONTRACT EMPLOYEES	740	3,865.00
344574	10 17 2014	2665771	CLARK, MICHAEL	740-7200-413.06-75 SMALL FURNISHINGS	740	540.00
344164	10 3 2014	15638	COMPUTER ARTISTRY	740-7235-450.30-40 CONTRACT EMPLOYEES	740	292.50
344164	10 3 2014	15638	COMPUTER ARTISTRY	740-7201-450.05-40 SPECIAL EVENTS	740	75.00
344164	10 3 2014	15638	COMPUTER ARTISTRY	740-7201-450.03-40 CONTRACT EMPLOYEES	740	227.50
344577	10 17 2014	15638	COMPUTER ARTISTRY	740-7201-450.05-40 SPECIAL EVENTS	740	32.50
344577	10 17 2014	15638	COMPUTER ARTISTRY	740-7235-450.03-40 CONTRACT EMPLOYEES	740	65.00
344577	10 17 2014	15638	COMPUTER ARTISTRY	740-7201-450.03-40 CONTRACT EMPLOYEES	740	958.75
344911	10 31 2014	15638	COMPUTER ARTISTRY	740-7201-450.03-40 CONTRACT EMPLOYEES	740	926.25
344185	10 3 2014	9553	DUNN, JOEL	740-7211-450.06-25 OPERATING SUPPLIES	740	410.00
344590	10 17 2014	9553	DUNN, JOEL	740-7200-413.06-25 OPERATING SUPPLIES	740	102.16
344192	10 3 2014	2665673	EVERBANK COMMERCIAL FINANCE, INC.	740-7200-413.04-44 OFFICE EQUIPMENT RENTAL	740	106.48
344922	10 31 2014	2665673	EVERBANK COMMERCIAL FINANCE, INC.	740-7200-413.04-44 OFFICE EQUIPMENT RENTAL	740	106.48
344923	10 31 2014	600555	FEDEX	740-7200-413.06-25 OPERATING SUPPLIES	740	31.34
344598	10 17 2014	1905365	FIRST CHOICE SERVICES	740-7200-413.06-25 OPERATING SUPPLIES	740	20.00
344600	10 17 2014	601525	FLAG STORE	740-7211-450.06-25 OPERATING SUPPLIES	740	119.95
344624	10 17 2014	2665646	HOOD, KATHLEEN	740-7201-450.03-40 CONTRACT EMPLOYEES	740	2,645.00
344943	10 31 2014	2665726	HORVATH, KYLE	740-7201-450.05-80 TRAVEL	740	86.22

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME		FUND	TRANSACTION AMOUNT
344216	10 3 2014	2665755	KAREN'S EMBROIDERY	740-7211-450.06-25 OPERATING SUPPLIES	740	479.75
344622	10 17 2014	2665755	KAREN'S EMBROIDERY	740-7211-450.06-25 OPERATING SUPPLIES	740	1,977.57
344629	10 17 2014	2665770	LIBBY, DONALD J.	740-7211-450.06-25 OPERATING SUPPLIES	740	90.00
344788	10 24 2014	2665725	MACAULEY, LINDA	740-7200-413.06-25 OPERATING SUPPLIES	740	60.00
344226	10 3 2014	13734	MACWEST MARKETING LLC	740-7201-450.05-40 SPECIAL EVENTS	740	3,851.27
344226	10 3 2014	13734	MACWEST MARKETING LLC	740-7201-450.03-40 CONTRACT EMPLOYEES	740	2,711.00
344240	10 3 2014	1403160	NEVADA DAY INC	740-7201-450.05-40 SPECIAL EVENTS	740	3,000.00
344647	10 17 2014	1909450	NEVADA DEPT OF TAXATION	740-7200-413.25-12 3/8% NCOT	740	6,664.33
344248	10 3 2014	2665647	NEVADA WEB	740-7201-450.05-42 PRINTING / ADVERTISING	740	750.00
344253	10 3 2014	13957	NV ENERGY	740-7200-413.07-12 POWER	740	97.11
344653	10 17 2014	13957	NV ENERGY	740-7200-413.07-12 POWER	740	187.57
344990	10 31 2014	1602505	PITNEY BOWES INC.	740-7200-413.04-44 OFFICE EQUIPMENT RENTAL	740	275.07
344273	10 3 2014	11658	PURCHASE POWER	740-7200-413.06-25 OPERATING SUPPLIES	740	520.99
344667	10 17 2014	5015	QUALITY CONTROL SYSTEMS, INC.	740-7200-413.04-30 EQUIPMENT REPAIR & MAINT	740	3,850.46
344671	10 17 2014	7638	REGIONAL TRANSPORTATION COMM.	740-7211-450.05-60 BUS PASSES - RTT	740	340.00
344280	10 3 2014	9501	RICOH USA INC	740-7201-450.04-44 OFFICE EQUIPMENT RENTAL	740	3,123.84
345004	10 31 2014	9501	RICOH USA INC	740-7201-450.04-44 OFFICE EQUIPMENT RENTAL	740	1,627.49
344843	10 24 2014	1905375	SILVER STATE INDUSTRIES	740-7211-450.06-25 OPERATING SUPPLIES	740	352.80
344294	10 3 2014	1907302	SOUTHWEST GAS CORP	740-7200-413.07-13 HEATING	740	31.34
344894	10 31 2014	2665782	THE WHEELHOUSE	740-7201-450.06-25 OPERATING SUPPLIES	740	109.87
344315	10 3 2014	2664573	VERIZON WIRELESS	740-7200-413.07-10 TELEPHONE	740	226.22

FINAL TOTALS

49,303.84

COUNT 48

*** END OF REPORT ***

Carson City Visitors' Bureau
 Credit Card Transaction Detail by Account
 September 26 through October 25, 2014

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
09/27/2014	20140927	Cal Ranch Stores	Axle & Tie Down Straps, Lynch Pins for Trailer	01-0625 · OPERATING SUPPLIES	121.66
09/27/2014	20140927	Home Depot	Paint & Misc Hardware for Trailer	01-0625 · OPERATING SUPPLIES	226.76
09/27/2014	20140927	Lowe's	Paint Supplies for Marketing Float	01-0625 · OPERATING SUPPLIES	45.34
09/28/2014	20140928	Office Depot	Easel Backs, Name Holders, Trash Bags	00-0601 · OFFICE SUPPLIES	46.73
09/28/2014	20140928	Lowe's	Floor Mat, Hardware	00-0625 · OPERATING SUPPLIES	20.56
09/28/2014	20140928	Home Depot	Batteries, Misc Hardware for Trailer	01-0625 · OPERATING SUPPLIES	103.41
09/29/2014	20140929	Bobs Shell	Gas for Las Vegas Bike Fest - Joel	01-0580 · TRAVEL EXPENSE	99.00
09/30/2014	20140930	Tonopah Brewing Co	Dining Las Vegas Bike Fest - Joel	01-0580 · TRAVEL EXPENSE	36.00
10/01/2014	20141001	Claim Jumper	Dining Las Vegas Bike Fest	01-0580 · TRAVEL EXPENSE	65.00
10/01/2014	20141001	Farmer Boys	Dining Las Vegas Bike Fest - Joel	01-0580 · TRAVEL EXPENSE	11.75
10/01/2014	20141001	Home Depot	Store Display Parts	02-0625 · OPERATING SUPPLIES	53.73
10/02/2014	20141002	Grotto Ristorante	Dining Las Vegas Bike Fest	01-0580 · TRAVEL EXPENSE	86.00
10/02/2014	20141002	WALMART	VACUUM & OPEN HOUSE SUPPLIES	-SPLIT-	170.18
10/03/2014	20141003	Eat LLC	Dining Las Vegas Bike Fest	01-0580 · TRAVEL EXPENSE	20.00
10/03/2014	20141003	Pizza Rock	Dining Las Vegas Bike Fest	01-0580 · TRAVEL EXPENSE	28.00
10/03/2014	20141003	Terrible Herbst	Gas for Las Vegas Bike Fest	01-0580 · TRAVEL EXPENSE	125.00
10/03/2014	20141003	MONTANA MEAT CO	TRAVEL EXP FOR 2014 NCOT BIKEFEST LAS VEGAS	01-0580 · TRAVEL EXPENSE	50.00
10/03/2014	20141003	Lowe's	Gift Store Hangers	02-0625 · OPERATING SUPPLIES	43.81
10/04/2014	90.47	Mizpah	TRAVEL EXP FOR 2014 NCOT BIKEFEST LAS VEGAS	01-0580 · TRAVEL EXPENSE	90.47
10/04/2014	20141004	Lowe's	Parts for Store Displays	02-0625 · OPERATING SUPPLIES	183.14
10/04/2014	20141004	KRISTY HOFFMAN	NV ART SIGN FOR STORE DISPLAY	02-0625 · OPERATING SUPPLIES	38.95
10/05/2014	201410	istorage -50 East	STORAGE UNIT #552 2014 OCT RENTAL	00-0625 · OPERATING SUPPLIES	110.00
10/05/2014	20141005	Golden Nugget	TRAVEL EXP FOR 2014 NCOT BIKEFEST LAS VEGAS	01-0580 · TRAVEL EXPENSE	577.43
10/06/2014	20141006	Home Depot	Shelf	00-0625 · OPERATING SUPPLIES	51.88
10/06/2014	20141006	Lowe's	Parts for Store Displays	02-0625 · OPERATING SUPPLIES	12.53
10/07/2014	20141007	Best Buy	Phone & Shield	00-0625 · OPERATING SUPPLIES	32.98
10/07/2014	20141007	Vital Signs	New Location Signs	01-0625 · OPERATING SUPPLIES	2,434.07
10/10/2014	20141010	THE WHEELHOUSE	STORE DISPLAY SKATEBOARD DECK	02-0625 · OPERATING SUPPLIES	29.99
10/12/2014	20141012	Vital Signs	DEPOSIT ON WILLY'S GRAPHICS	01-0625 · OPERATING SUPPLIES	1,500.00
10/14/2014	201410 7757	GeekSquad	2014 OCT PROTECTION PLAN FOR GALAXY PHONE 790-7757	00-0625 · OPERATING SUPPLIES	9.99
10/14/2014	20141014	PrintGlobe Inc.	TATOO SHIPPING	01-0540 · SPECIAL EVENTS	17.70
10/14/2014	35428135	HOSTGATOR	BUSINESS PKG OCT 2014	01-0625 · OPERATING SUPPLIES	14.95
10/15/2014	201410A	SOUTH POINT HOTEL	LODGING FOR LV NV DAY PARADE	01-0580 · TRAVEL EXPENSE	77.28

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
10/15/2014	20141015B	SOUTH POINT HOTEL	LODGING FOR LV NV DAY PARADE	01-0580 · TRAVEL EXPENSE	77.28
10/15/2014	20141015C	SOUTH POINT HOTEL	LODGING FOR LV NV DAY PARADE	01-0580 · TRAVEL EXPENSE	77.28
10/15/2014	20141015D	SOUTH POINT HOTEL	LODGING FOR LV NV DAY PARADE	01-0580 · TRAVEL EXPENSE	77.28
10/15/2014	20141015E	SOUTH POINT HOTEL	LODGING FOR LV NV DAY PARADE	01-0580 · TRAVEL EXPENSE	77.28
10/15/2014	20141015F	SOUTH POINT HOTEL	LODGING FOR LV NV DAY PARADE	01-0580 · TRAVEL EXPENSE	77.28
10/16/2014	20141016	Office Depot	24x36 Posters	00-0601 · OFFICE SUPPLIES	54.57
10/16/2014	20141016	Lowes	Safety Cones	00-0625 · OPERATING SUPPLIES	48.74
10/16/2014	20141016	Napa	Switch for Willy	01-0625 · OPERATING SUPPLIES	11.52
10/16/2014	20141016	Fast Glass	For Willy	01-0625 · OPERATING SUPPLIES	775.00
10/16/2014	20141016	Fast Glass	Table Top fop Store	02-0625 · OPERATING SUPPLIES	65.00
10/16/2014	20141016	GREAT MAGNET	STORE DISPLAY ITEMS	02-0625 · OPERATING SUPPLIES	43.06
10/17/2014	20141017	Office Depot	Markers	00-0625 · OPERATING SUPPLIES	18.99
10/17/2014	20141017	Vital Signs	New Location Signs	01-0625 · OPERATING SUPPLIES	510.00
10/18/2014	960924	Napa	AIR FILTER FOR WILLY	01-0625 · OPERATING SUPPLIES	71.27
10/19/2014	20141019	Lowes	Black Spray Paint and Parts	00-0625 · OPERATING SUPPLIES	42.75
10/20/2014	201410	ADOBE	CREATIVE SUITE MEMBERSHIP	01-0545 · MEMBERSHIPS/PUBLICATIONS	69.99
			10/20/14-11/19/14		
10/20/2014	961193	Napa	COOLING FAN TOGGLE SWITCH FOR WILLY	01-0625 · OPERATING SUPPLIES	109.06
10/21/2014	20141021	Office Depot	Sticky Note Pads	00-0601 · OFFICE SUPPLIES	19.98
10/21/2014	20141021	Napa	Flashers for Willy	01-0625 · OPERATING SUPPLIES	19.98
10/22/2014	20141022	ATT001-AT&T	Bill for Fax #775 687-7416	00-0710 · TELEPHONE	162.37
10/22/2014	20141022	LA Bakery	CREATIVE TEAM MEETING	01-0625 · OPERATING SUPPLIES	17.12
10/23/2014	201410 7566	GeekSquad	2014 OCT PROTECTION PLAN FOR GALAXY	00-0625 · OPERATING SUPPLIES	9.99
			PHONE 790-7566		
10/23/2014	1110249	MailChimp.com	2014 OCT	01-0625 · OPERATING SUPPLIES	75.00
				Total	9,045.08