

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 3/4/15

Agenda Date Requested: 3/9/15

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 January and February are 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 both January and February 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	TRANSACTION AMOUNT
346403	01/02/15	2665650	AGENCY 36	AD IN 2015 1st QTR OF CARSON QUARTERLY	740	500.00
346739	01/16/15	2664957	ALL WORLD SPORTS	2015 SPORTS TOURNAMENT MARKETING CAMPAIGN	740	20,000.00
346572	01/09/15	1402795	AT&T	12/19/14-01/18/14 FAX LINE	740	32.94
346761	01/16/15	2665700	BANK OF AMERICA	PMT FOR 11/26/14-12/25/14 CREDIT CARD CHARGES	740	6,418.46
1000164	01/04/15	12086	BANK OF AMERICA	PMT FOR 12/05/14-02/02/15 P-CARD CHARGES	740	814.77
346592	01/09/15	2665828	CARSON CITY SQUARE, LLC	2015 JAN RENT & 10/03/14-12/05/14 GAS UTILITIES	740	4,055.44
346427	01/02/15	2665699	CARSON NOW LLC	2014 12 NOW AD MENU LINK	740	540.00
347095	01/30/15	2665699	CARSON NOW LLC	2015 01 NOW AD MENU LINK	740	540.00
346430	01/02/15	11508	CATHLEEN ALLISON	NV DAY, SYMPOSIUM, STC.	740	920.00
346595	01/09/15	11508	CATHLEEN ALLISON	NEWSLETTER CONTENT, VIDEO LIBRARY, CALENDAR, ETC	740	2,272.50
346434	01/02/15	12033	CHARTER COMMUNICATIONS	12/20/14-01/19/15 INTERNET	740	57.68
347101	01/30/15	12033	CHARTER COMMUNICATIONS	01/20/15-02/19/15	740	65.00
346783	01/16/15	15638	COMPUTER ARTISTRY	SKI PACKAGE, BREWFEST, RACKCARD, ETC.	740	735.00
347105	01/30/15	15638	COMPUTER ARTISTRY	TRADESHOW ITEMS, BREWFEST, WINE WALK	740	718.75
346450	01/02/15	2665673	EVERBANK COMMERCIAL FINANCE, INC.	2014 12 B+W COPIER LEASE	740	106.48
347116	01/30/15	2665673	EVERBANK COMMERCIAL FINANCE, INC.	2015 01 B+W COPIER LEASE	740	106.48
346797	01/16/15	1905365	FIRST CHOICE SERVICES	2015 JAN FILTRATION RENTAL	740	25.00
346453	01/02/15	601525	FLAG STORE	STORE INVENTORY - TRIVIA MUGS	740	195.30
346469	01/02/15	2665646	HOOD, KATHLEEN	2014 NOVEMBER SEO & SEM	740	1,025.00
347140	01/30/15	2665646	HOOD, KATHLEEN	2014 DECEMBER SEO & SEM	740	900.00
346996	01/23/15	2663516	INTEGRA TELECOM	2015 JAN TELEPHONE	740	12.79
347160	01/30/15	2664082	MCQUEARY, CHRISTINE	RTT 2015 JAN MEETING LUNCH - 3 EA	740	45.00
347171	01/30/15	2665354	NEVADA COMMISSION FOR THE V&T ENTERPRISE FUND	SHOPPING BAGS FOR GIFT STORE	740	620.00
346835	01/16/15	1909450	NEVADA DEPT OF TAXATION	2014 OCT LODGING TAX	740	4,227.98
347173	01/30/15	1909450	NEVADA DEPT OF TAXATION	2014 NOV LODGING TAX	740	3,517.55
346660	01/09/15	2665833	NTA	2015 ANNUAL DUES	740	700.00
347180	01/30/15	13957	NV ENERGY	11/26/14-12/30/14 POWER	740	225.99
346849	01/16/15	11507	PAPER PLUS	17X11 80# GLOSS TEXT PAPER	740	355.06
347196	01/30/15	1602505	PITNEY BOWES INC.	10/30/14-01/30/15 POSTAGE MACHINE RENTAL	740	275.07
346521	01/02/15	11658	PURCHASE POWER	SERVICE CHARGE	740	2.02

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	FUND	TRANSACTION AMOUNT
346864	01/16/15	7638	REGIONAL TRANSPORTATION COMM.	2014 DEC RTC BUS PASSES	740	63.75
346524	01/02/15	9501	RICOH USA INC	11/29/14-12/28/14 PRINTER	740	3,740.81
346549	01/02/15	2664573	VERIZON WIRELESS	11/10/14-12/09/14	740	251.08
347229	01/30/15	2664573	VERIZON WIRELESS	12/10/14-01/09/15	740	251.30
FINAL TOTALS						54,317.20

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*** END OF REPORT ***

<i>Date</i>	<i>Name</i>	<i>Memo</i>	<i>Split</i>	<i>Amount</i>
11/25/14	SMITHS	TRASH BAGS, TISSUE, BAND AIDS	740-7200-413.06-25 OPERATING SUPPLIES	23.32
12/22/14	AMF FEE CREDIT		740-7200-413.06-25 OPERATING SUPPLIES	(28.51)
12/27/14	PANDORA	2015 JAN	740-7211-450.06-25 OPERATING SUPPLIES	3.99
12/28/14	WOO BOX	12/24/14-01/24/15 FACEBOOK CONTEST SOFTWARE	740-7201-450.06-25 OPERATING SUPPLIES	29.00
12/31/14	FACEBOOK	12/10/14-12/31/14 ADS	740-7201-450.05-42 PRINTING/ADVERTISING	33.56
01/03/15	ISTORAGE	01/01/15-01/31/15 STORAGE UNIT RENT	740-7200-413.06-25 OPERATING SUPPLIES	110.00
01/12/15	WALMART	CASSETTE TAPES & PAPER TOWELS	740-7200-413.06-25 OPERATING SUPPLIES	34.31
01/14/15	GEEKSQUAD	2015 JAN PROTECT PLAN FOR 790-7757	740-7200-413.06-25 OPERATING SUPPLIES	9.99
01/14/15	HOSTGATOR	2015 JAN BUSINESS PKG PLAN	740-7201-450.06-25 OPERATING SUPPLIES	14.95
01/20/15	BLUEBRIDGE DIGITAL	INV #00969 2015 JAN PMT	740-7201-450.03-49 CONTRACTUAL SERVICE	699.00
01/21/15	ADOBE CREATIVE SUITE	01/20/15-02/19/15 CREATIVE SUITE MEMBERSHIP	740-7201-450.05-45 MEMBERSHIP/PUBLICATION	69.99
Total				999.60

Carson City P-Card Purchases

12/05/14-01/02/15

Purchase Date	Vendor Name	Item Total	Item GL Combination	Memo
12/23/2014	NAPA AUTO TRUCK PARTS	\$15.63	740-7201-450-06-25-	Antifreeze for Willy
12/30/2014	MICHAELS STORES 3758	\$64.96	740-7211-450-06-25-	Frames for gift store display
12/19/2014	ALLEGRA PRINTING IMAG	\$500.00	740-7201-450-05-42-	Web Advertising
12/17/2014	ACCURATE MOBILE LOCKSM	\$167.50	740-7200-413-06-25-	Lock changes at new location
	<u>GODADDY.COM</u>	<u>\$66.68</u>	740-7201-450.05-40-	URL's for NevadaFair.com
	Carson City P-card totals	\$814.77		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	FUND	TRANSACTION AMOUNT
347244	02/06/15	2665254	ACCTV/BREWERY ARTS CENTER	12/08/15 BOARD MEETING RECORDING	740	15.00
347454	02/13/15	1402795	AT&T	01/19/15-02/18/15 FAX LINE	740	97.10
347261	02/06/13	2665700	BANK OF AMERICA	PMT FOR 12/26/14-01/25/15 CREDIT CARD CHARGES	740	999.60
1000165	02/04/15	12086	BANK OF AMERICA	PMT FOR 01/03/15-02/04/15 P-CARD CHARGES	740	5,232.15
347626	02/20/15	2665645	CAPITOL INSURANCE COMPANIES	FY15 FEB-JUN INS PMTS	740	1,021.65
347277	02/06/15	12022	CARSON CITY DOWNTOWN MERCHANTS ASSC	2015 MEMBERSHIP	740	50.00
347479	02/13/15	2665828	CARSON CITY SQUARE, LLC	2015 FEB RENT & 12/05/14-01/07/15 GAS UTILITIES	740	4,013.21
347804	02/27/15	2665699	CARSON NOW LLC	2015 02 NOW AD MENU LINK	740	540.00
347484	02/13/15	11508	CATHLEEN ALLISON	NEWSLETTER CONTENT, VIDEO LIBRARY, CALENDAR, ETC	740	1,925.00
347811	02/27/15	12033	CHARTER COMMUNICATIONS	02/20/15-03/19/15 INTERNET	740	65.00
347488	02/13/15	15638	COMPUTER ARTISTRY	01/16/15-01/31/15	740	972.50
347816	02/27/15	15638	COMPUTER ARTISTRY	02/01/15-02/15/15	740	956.25
347310	02/06/15	1905365	FIRST CHOICE SERVICES	COFFEE CREAMER	740	45.82
347659	02/20/15	1905365	FIRST CHOICE SERVICES	2015 FEB FILTRATION RENTAL	740	25.00
347516	02/13/15	2665646	HOOD, KATHLEEN	2014 JANUARY SEO & SEM	740	900.00
347685	02/20/15	2663516	INTEGRA TELECOM	2015 FEB TELEPHONE	740	13.59
347338	02/06/15	2665856	LEVIATHAN MEDIA GROUP	NV TRAVEL NET SPONSORSHIP 01/01/15-06/30/15	740	750.00
347340	02/06/15	2665725	MACAULEY, LINDA	OFFICE SUPPLIES	740	19.98
347534	02/13/15	1909450	NEVADA DEPT OF TAXATION	2014 DEC LODGING TAX	740	3,383.26
347723	02/20/15	13957	NV ENERGY	12/30/14-01/29/15 POWER	740	203.62
347550	02/13/15	11507	PAPER PLUS	PAPER	740	1,103.10
347883	02/27/15	11507	PAPER PLUS	PAPER	740	208.43
347397	02/06/15	11658	PURCHASE POWER	POSTAGE METER REFILL	740	1,060.98
347561	02/13/15	7638	REGIONAL TRANSPORTATION COMM.	2015 JAN RTC BUS PASSES	740	382.25
347403	02/06/15	9501	RICOH USA INC	11/29/14-12/28/14 PRINTER ADJUSTMENT	740	424.55
347924	02/27/15	2664573	VERIZON WIRELESS	01/10/15-02/09/15	740	246.30
FINAL TOTALS						24,654.34

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*** END OF REPORT ***

<i>Date</i>	<i>Name</i>	<i>Memo</i>	<i>Split</i>	<i>Amount</i>
01/31/15	FACEBOOK	ADVERTISING	740-7201-450-05-42 PRINTING / ADVERTISING	15.30
01/23/15	GEEKSQUADPLAN	2015 FEB PROTECTION PLAN	740-7200-413.06-25 OPERATING SUPPLIES	9.99
01/23/15	MAILCHIMP	2014 JAN	740-7240-450.03-40 CONTRACT EMPLOYEE	75.00
01/26/15	WOO BOX	2015 JAN CONTEST SOFTWARE	740-7201-450.06-25 OPERATING SUPPLIES	29.00
01/27/15	PAYPAL *PANDORA	2015 FEB	740-7211-450.06-25 OPERATING SUPPLIES	3.99
02/03/15	I STORAGE	02/01/15-02/28/15 STORAGE UNIT	740-7200-413.06-25 OPERATING SUPPLIES	121.00
02/12/15	CRAZY EGG	WEBSITE HEAT MAP TRACKING	740-7240-450.03-40 CONTRACT EMPLOYEE	588.00
02/14/15	GEEKSQUADPLAN	2015 FEB PROTECTION PLAN	740-7200-413.06-25 OPERATING SUPPLIES	9.99
02/16/15	BLUEBRIDGE DIGITAL	2015 FEB VISIT APPS SUBSCRIPTION	740-7240-450.03-49 CONTRACTUAL SERVICE	699.00
02/23/15	GEEKSQUADPLAN	2015 FEB PROTECTION PLAN	740-7200-413.06-25 OPERATING SUPPLIES	9.99
02/24/15	WOO BOX	2015 FEB CONTEST SOFTWARE	740-7201-450.06-25 OPERATING SUPPLIES	29.00
TOTAL				1,590.26

Carson City P-Card Purchases

01/03/15-02/04/15

<i>Purchase Date</i>	<i>Vendor Name</i>	<i>Item Description</i>	<i>Item GL Combination</i>	<i>Item Total</i>
01/09/15	SMILEBOX,INC	1ST QTR LODGING MEETING ANNOUNCEMENT	740-7200-413-06-25-	\$47.88
01/09/15	BEST BUY MHT 00008508	SAMSUNG PHONE SCREEN PROTECTOR	740-7200-413-06-25-	\$39.99
01/19/15	RED'S OLD 395 GRIL	BULL SMACK DOWN MEETING	740-7201-450-06-25-	\$55.20
01/21/15	DISPLAYIT	TABLE RUNNER FOR TRAVEL SHOWS	740-7201-450-06-25-	\$136.26
01/26/15	PARS INTERNATIONAL COR	READERS CHOICE AWARD LOGO LIMITED MULTI USE LICENSE	740-7201-450-06-25-	\$1,900.00
01/27/15	THE BIKE SMITH	PUGSLEY MOUNTAIN BIKE FOR STORE & EVENT DISPLAY	740-7201-450-06-25-	\$1,174.99
01/28/15	SHELL OIL 646112200QPS	FUEL FOR WILLY	740-7201-450-06-25-	\$9.99
01/28/15	RED'S OLD 395 GRIL	EPIC RIDES MEETING	740-7201-450-06-25-	\$37.00
02/03/15	THE BIKE SMITH	BIKE TIRE TUBES	740-7201-450-06-25-	\$30.10
01/27/15	DISPLAYIT	MARKETING BANNER FOR SHOWS	740-7201-450-06-25-	\$250.00
01/03/15	ALOHA DISCOUNT WINE LI	WINE FOR WINE WALKS	740-7211-450-06-25-	\$101.04
01/14/15	CARSON CITY CHAMBER OF	MAYOR CROWELL'S STATE OF THE CITY SOUP'S ON LUNCH	740-7200-413-06-25-	\$170.00
01/16/15	OFFICE DEPOT #973	1099 FORMS & OFFICE SUPPLIES	740-7200-413-06-01-	\$56.75
01/30/15	FINANCIAL SERVICES	RICOH PRINTER 12/29-14 -01/28/15	740-7201-450-04-44-	\$1,222.95
<i>Carson City P-Card totals</i>				<u>\$5,232.15</u>