

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 10/29/15

**Agenda Date Requested:** 11/04/15

**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 September 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 September, 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  | CHECK AMOUNT |
|--------------|------------|---------------|--|---|--------------|
| 352477       | 09/04/15   | 1402795       | AT&T                                     | 08/19/15-09/18/15 FAX LINE                      | 116.14       |
| 352743       | 09/11/15   | 2665828       | CARSON CITY SQUARE, LLC                  | 2015 SEP RENT & 07/07/15-08/05/15 GAS UTILITIES | 3,789.34     |
| 353141       | 09/25/15   | 2665699       | CARSON NOW LLC                           | 2015 09 NOW AD MENU LINK                        | 540.00       |
| 352795       | 09/11/15   | 11508         | CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE | GRANT & EVENT PHOTOGRAPHY & CONTENT WRITING     | 1,540.00     |
| 352752       | 09/11/15   | 15638         | COMPUTER ARTISTRY                        | 08/01/15-08/31/15 DESIGN WORK                   | 666.25       |
| 353149       | 09/25/15   | 15638         | COMPUTER ARTISTRY                        | 09/01/15-09/15/15 DESIGN WORK                   | 341.25       |
| 352520       | 09/04/15   | 9553          | DUNN, JOEL                               | REIMBURSE FOR STOOLS FOR VISITOR CENTER         | 250.00       |
| 353173       | 09/25/15   | 2663516       | ELECTRIC LIGHTWAVE                       | 2015 AUG TELEPHONE                              | 14.85        |
| 352766       | 09/11/15   | 1905365       | FIRST CHOICE SERVICES                    | COFFEE & SUPPLIES FOR VISITORS CENTER           | 143.30       |
| 352962       | 09/18/15   | 1905365       | FIRST CHOICE SERVICES                    | COFFEE & SUPPLIES FOR VISITORS CENTER           | 25.00        |
| 353001       | 09/18/15   | 2665646       | HOOD, KATHLEEN DBA KKP GOLDEN CONNECTION | 2015 AUG SEO & SEM                              | 800.00       |
| 353187       | 09/25/15   | 2665726       | HORVATH, KYLE                            | RTT 201509 MEETING LUNCH                        | 15.00        |
| 353027       | 09/18/15   | 13100         | MILE HIGH JAZZ BAND                      | MOWTOWN LECTURE & SPEAKEASY SWING DANCE TICKETS | 669.00       |
| 353212       | 09/25/15   | 1909450       | NEVADA DEPT OF TAXATION                  | NCOT 3/8% ROOM TAX 07/01/15-07/30/15            | 6,935.85     |
| 353042       | 09/18/15   | 13957         | NV ENERGY                                | 07/31/15-08/31/15 POWER                         | 355.22       |
| 353049       | 09/18/15   | 11507         | PAPER PLUS                               | BROCHURE & POSTER PAPER                         | 1,056.00     |
| 352840       | 09/11/15   | 7638          | REGIONAL TRANSPORTATION COMM.            | 2015 AUG RTC BUS PASSES                         | 446.25       |
| 352841       | 09/11/15   | 2664115       | RENO GAZETTE-JOURNAL                     | RENO.COM TV SPOT                                | 2,000.00     |
| 352848       | 09/11/15   | 2665137       | SIERRA OFFICE SOLUTIONS                  | 05/20/15-08/20/15                               | 35.71        |
|              |            |               |  |   | 19,739.16    |

**CCVB spend report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2015-09-05 00:00:00 and 2015-10-02 23:59:59  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2015-10-14 14:39:22  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

| Purchase Date | Vendor Name             | Item Total | Item GL Combination | Reference  |
|---------------|-------------------------|------------|---------------------|--|
| 09/08/2015    | RISTORANTE AND BAR      | 68.08      | 740-7201-450-06-25- | NEVADA TRAVELER<br>MARKETING MEETING<br>LUNCH                    |
| 09/09/2015    | WAL-MART #3408          | 74.40      | 740-7200-413-06-01- | ENVELOPES, TRASH<br>BAGS, PAPER TOWELS,<br>POSIT IT NOTES & PENS |
| 09/14/2015    | OFFICE DEPOT #973       | 11.98      | 740-7200-413-06-01- |  |
| 09/14/2015    | GEEKSQUADPLAN 00015784  | 9.99       | 740-7200-413-06-25- | 2015 SEP PROTECTION<br>PLAN FOR GALAXY PHONE<br>790-7757         |
| 09/15/2015    | INTERBIKE               | 525.00     | 740-7230-450-05-80- | INTERBIKE 2015<br>REGISTRATION                                   |
| 09/15/2015    | HOSTGATOR.COM           | 14.95      | 740-7201-450-06-25- | Business Package SEP 2015  |
| 09/15/2015    | USAIRWAY 03776807026473 | 382.60     | 740-7201-450-05-80- | AIANTA CONF - FLIGHT<br>RNO TO DRO                               |
| 09/15/2015    | GG BOYS AND GIRLS CLU   | 2,000.00   | 740-7201-450-05-42- | SHUTTLE THIS<br>ADVERTISING PACKAGE                              |
| 09/15/2015    | CAPITOL CITY ARTS       | 150.00     | 740-7201-450-05-45- | 2015 ANNUAL BUSINESS<br>MEMBERSHIP                               |
| 09/16/2015    | EXPEDIA 1116942998087   | 27.00      | 740-7201-450-05-80- | AIANTA CONF - TRAVEL<br>PROTECTION PLAN                          |
| 09/16/2015    | SKYUTECASINORESORTF&B   | 65.00      | 740-7201-450-05-80- | AIANTA CONF - MEAL   |
| 09/16/2015    | THRIFTWAY STORES #274   | 4.44       | 740-7201-450-05-80- | AIANTA CONF - FUEL FOR<br>RENTAL CAR                             |
| 09/16/2015    | IN BLUEBRIDGE DIGITAL   | 699.00     | 740-7201-450-03-49- | 2015 SEP VISIT APPS<br>MONTHLY SUBSCRIPTION                      |
| 09/16/2015    | BELL TRANS              | 14.50      | 740-7230-450-05-80- | EPIC RIDES/INTERBIKE<br>AIRPORT SHUTTLE                          |
| 09/16/2015    | BONANNOS                | 16.65      | 740-7230-450-05-80- | EPIC RIDES/INTERBIKE<br>MEAL                                     |
| 09/16/2015    | MANDALAY BAY RAFFLES R  | 35.19      | 740-7230-450-05-80- | EPIC RIDES/INTERBIKE<br>MEAL                                     |
| 09/17/2015    | RENO-TAHOE AIRPORT AUT  | 41.00      | 740-7201-450-05-80- | AIANTA CONF - PARKING<br>SHORT TERM                              |
| 09/17/2015    | AVIS RENT-A-CAR 1       | 131.62     | 740-7201-450-05-80- | AIANTA CONF - RENTAL<br>CAR                                      |
| 09/17/2015    | SERIOUS TEXAS BARBQ II  | 10.00      | 740-7201-450-05-80- | AIANTA CONF - MEAL   |
| 09/18/2015    | THE BASIL               | 39.00      | 740-7201-450-06-25- | NEVADA TRAVELER<br>MARKETING MEETING<br>LUNCH                    |
| 09/18/2015    | ADT SECURITY 401131352  | 128.97     | 740-7211-450-06-25- | SECURITY SERVICES<br>FROM 09/18/15-12/17/15                      |
| 09/18/2015    | THE BASIL               | 36.00      | 740-7201-450-06-25- | NEVADA TRAVELER<br>MARKETING MEETING<br>LUNCH                    |

| Purchase Date | Vendor Name            | Item Total | Item GL Combination | Reference  |
|---------------|------------------------|------------|---------------------|--|
| 09/18/2015    | INTERNATIONAL PLASTICS | 30.82      | 740-7211-450-06-25- | CLEAR ZIP BAGS FOR<br>DOG TAGS - GIFT STORE<br>INVENTORY   |
| 09/20/2015    | ADOBE CREATIVE CLOUD   | 69.99      | 740-7201-450-05-45- | 09/20/15-10/19/15<br>CREATIVE SUITE                        |
| 09/21/2015    | FIRKIN & FOX           | 55.00      | 740-7201-450-06-25- | ROCKABILLY RIOT EVENT<br>LUNCH MEETING                     |
| 09/22/2015    | LOWES #01024           | 91.82      | 740-7211-450-06-25- | GIFT STORE DISPLAY<br>PARTS                                |
| 09/22/2015    | LOWES #01024           | 20.34      | 740-7211-450-06-25- | GIFT STORE DISPLAY<br>PARTS                                |
| 09/23/2015    | MAILCHIMP              | 105.00     | 740-7201-450-06-25- | 2015 SEP LIST CHARGE<br>11,001-11,200                      |
| 09/23/2015    | OFFICE DEPOT #973      | 230.29     | 740-7200-413-06-01- | DESKTOP PRINTER & INK,<br>USB TRAVEL DRIVE, ETC.           |
| 09/23/2015    | GEEKSQUADPLAN 00015784 | 9.99       | 740-7200-413-06-25- | 2015 SEP PROTECTION<br>PLAN FOR GALAXY PHONE<br>790-7566   |
| 09/27/2015    | JOHNSON LN GEN STORE   | 22.22      | 740-7230-450-06-25- | EPIC RIDE PROMO TOUR<br>FUEL FOR WILLY                     |
| 09/28/2015    | WOOBX                  | 29.00      | 740-7201-450-06-25- | FACEBOOK CONTEST<br>SOFTWARE 09/24/15-<br>10/24/15         |
| 09/29/2015    | FINANCIAL SERVICES     | 1,843.77   | 740-7201-450-05-42- | PRINTER RENTAL 08/29/15-<br>09/28/15                       |
| 09/29/2015    | SHELL OIL 646112200QPS | 98.88      | 740-7230-450-05-80- | EPIC RIDE PROMO TOUR -<br>FUEL                             |
| 09/29/2015    | CARSON CITY HARLEY-    | 129.18     | 740-7201-450-06-25- | SHIRTS FOR 2015 LV<br>BIKEFEST                             |
| 09/30/2015    | ADTSECURITY MYADT.COM  | 200.00     | 740-7211-450-06-25- | 2 PANIC BUTTONS FOR<br>VISITOR CENTER                      |
| 09/30/2015    | ADT SECURITY 401131352 | 6.58       | 740-7211-450-06-25- | SECURITY SERVICES<br>09/29/15-12/17/15<br>MONITORING HOL   |
| 09/30/2015    | ARCADIA PUBLISHING INC | 239.58     | 740-7211-450-06-97- | BOOKS - GIFT STORE<br>INVENTORY                            |
| 09/30/2015    | EAST TO WEST EMBROIDER | 829.29     | 740-7211-450-06-97- | LAPEL PINS - GIFT STORE<br>INVENTORY                       |
| 10/01/2015    | ISTORAGE50 EAST        | 121.00     | 740-7200-413-04-40- | 2015 OCT STORAGE UNIT<br>552 RENTAL                        |
| 10/01/2015    | ISTORAGE50 EAST        | 40.00      | 740-7200-413-04-40- | 2015 OCT STORAGE UNIT<br>B02 RENTAL (MARKETING<br>TRAILER) |
| 10/01/2015    | THE NATIONAL HOTEL     | 119.60     | 740-7230-450-05-80- | EPIC RIDE PROMO TOUR -<br>LODGING                          |
| 10/02/2015    | CHARTER COMM           | 65.00      | 740-7211-450-06-25- | CHARTER INTERNET<br>09/20/15-10/19/15                      |
| report count: | 43                     | 8,842.72   |                     |  |