

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 11/30/15

Agenda Date Requested: 12/14/15

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 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, 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
354018	10/23/15	999913	ADRIANNE CLARK	CANCELLED RUSSIAN BALLET TICKET REFUND	224.00
353472	10/09/15	1402795	AT&T	09/19/15-10/18/15 FAX LINE	115.16
1000172	10/16/15	12086	BANK OF AMERICA	PMT FOR 08/05/15-09/04/15 CCVB CREDIT CARD CHARGES	8,302.75
1000173	10/28/15	12086	BANK OF AMERICA	PMT FOR 09/05/15-10/02/15 CCVB CREDIT CARD CHARGES	8,873.06
353827	10/23/15	999913	BRANDON GRAY	CANCELLED RUSSIAN BALLET TICKET REFUND	80.00
353835	10/23/15	999913	CARL KLUG	CANCELLED RUSSIAN BALLET TICKET REFUND	168.00
353656	10/16/15	2665828	CARSON CITY SQUARE, LLC	2015 OCT RENT & 08/05/15-09/03/15 GAS UTILITIES	3,789.93
353836	10/23/15	2665699	CARSON NOW LLC	2015 10 NOW AD MENU LINK	540.00
353394	10/02/15	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	GRANT & EVENT PHOTOGRAPHY & CONTENT WRITING	2,807.50
354114	10/29/15	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	GRANT & EVENT PHOTOGRAPHY & CONTENT WRITING	1,590.00
353664	10/16/15	15638	COMPUTER ARTISTRY	09/15/15-09/30/15 DESIGN WORK	828.75
354050	10/29/15	15638	COMPUTER ARTISTRY	10/01/15-10/19/15 DESIGN WORK	1,072.50
353853	10/23/15	999913	DEBRA BEST	CANCELLED RUSSIAN BALLET TICKET REFUND	160.00
353499	10/09/15	2665727	DELTA KAPPA GAMMA SOCIETY	NV FLAGS SOLD IN GIFT STORE	240.00
353339	10/02/15	2663516	ELECTRIC LIGHTWAVE	2015 SEP TELEPHONE	12.88
353873	10/23/15	2663516	ELECTRIC LIGHTWAVE	2015 OCT TELEPHONE	13.24
353344	10/02/15	2665673	EVERBANK COMMERCIAL FINANCE, INC.	2015 09 B+W COPIER LEASE	106.48
353507	10/09/15	2665673	EVERBANK COMMERCIAL FINANCE, INC.	B+W COPIER LEASE BUYOUT	1,474.89
353510	10/09/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	301.85
353683	10/16/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	66.45
353885	10/23/15	2665984	GEM GUIDES BOOK CO	BOOKS FOR GIFT STORE INVENTORY	298.24
353913	10/23/15	2665646	HOOD, KATHLEEN DBA KKP GOLDEN CONNECTION	2015 SEP SEO & SEM	900.00
353702	10/16/15	2665499	KOHN & COMPANY, LLP	FY15 AUDIT & FINANCIAL STATEMENTS	3,500.00
354089	10/29/15	2665499	KOHN & COMPANY, LLP	FY15 AUDIT & FINANCIAL STATEMENTS	4,000.00
354106	10/29/15	13100	MILE HIGH JAZZ BAND	SHIFTING LANDSCAPES TICKETS	36.00
353933	10/23/15	13289	MYOFFICEPRODUCTS.COM	CASSETTE TAPES FOR BOARD MEETING RECORDINGS	17.88
353726	10/16/15	1909450	NEVADA DEPT OF TAXATION	NCOT 3/8% ROOM TAX 08/01/15-08/31/15	6,623.79
353949	10/23/15	13957	NV ENERGY	08/31/15-09/30/15 POWER	309.18
353954	10/23/15	999913	OLIVIA LLYOD	CANCELLED RUSSIAN BALLET TICKET REFUND	40.00
353743	10/16/15	11507	PAPER PLUS	BROCHURE & POSTER PAPER	2,157.76
353757	10/16/15	7638	REGIONAL TRANSPORTATION COMM.	2015 SEP RTC BUS PASSES	382.50
353584	10/09/15	2664115	RENO GAZETTE-JOURNAL	RENO.COM TV SPOT	2,000.00
353974	10/23/15	999913	SALLY J ATKINSON	CANCELLED RUSSIAN BALLET TICKET REFUND	80.00
353985	10/23/15	2665994	SOUZA'S BUCKING BULLS	HOWELL MEMORIAL SMACKDOWN	790.00
354004	10/23/15	13543	VITAL SIGNS	WINDOW LOGO	234.54
					52,137.33

CCVB spend report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date **Between 2015-10-03 00:00:00 and 2015-11-04 23:59:59**
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2015-12-01 11:58:28
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/30/2015	MATTEO'S PUBLIC	60.00	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - DINING
10/01/2015	SIERRA NEVADA TAP & RE	43.00	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - DINING
10/01/2015	SIERRA NEVADA TAP & RE	60.00	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - DINING
10/01/2015	STAPLES 00114843	82.47	740-7230-450-06-25-	EPIC RIDE PROMO TOUR - BANNER
10/02/2015	OHRI BROTHERS INC	18.22	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - FUEL
10/02/2015	SOUTHWES 5262147847276	200.00	740-7201-450-05-80-	2015 Governor's Global Tourism Summit - Flight
10/02/2015	NV TOURISM	200.00	740-7201-450-03-30-	2015 Governor's Global Tourism Summit - Registrati
10/02/2015	BURGERS AND BREW - CHI	48.00	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - DINING
10/03/2015	CHEVRON 0206541	99.99	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - FUEL
10/03/2015	OXFORD SUITES	317.36	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - LODGING
10/04/2015	INTERNATIONAL CUISINE	50.00	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - DINING
10/05/2015	UNITED PACIFIC 5754	111.11	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - FUEL
10/05/2015	PANDA EXPRESS #625	23.33	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - DINING
10/06/2015	HAMPTON INN & SUITES S	377.50	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - LODGING
10/07/2015	SHELL OIL 646112200QPS	22.22	740-7230-450-05-80-	EPIC RIDE PROMO TOUR - FUEL
10/09/2015	NAPA AUTO TRUCK PARTS	43.22	740-7201-450-06-25-	MARKETING VEHICLE REPAIR
10/14/2015	HOSTGATOR.COM	14.95	740-7201-450-06-25-	yourexperiencestartshere.com Business Package OCT
10/14/2015	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2015 OCT PROTECTION PLAN FOR GALAXY PHONE 790-7757
10/15/2015	VITAL SIGNS	1,815.00	740-7201-450-05-42-	3"X5" LOGO DECALS
10/16/2015	IN BLUEBRIDGE DIGITAL	699.00	740-7201-450-06-25-	2015 OCT VISIT APPS MONTHLY SUBSCRIPTION
10/20/2015	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	10/20/15-11/19/15 CREATIVE SUITE MEMBERSHIP
10/21/2015	OFFICE DEPOT #973	28.99	740-7200-413-06-25-	INVISIBLE SHIELD FOR

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/21/2015	THE TAHOE WEEKLY	1,395.00	740-7201-450-05-42-	PHONE 1/2 pg ad in 15/16 Tahoe Powder Magazine
10/21/2015	NEVADA DMV 44	300.00	740-7201-450-06-25-	10/25/15-10/24/18 MARKETING TRAILER REGISTRATION
10/22/2015	RED'S OLD 395 GRIL	50.44	740-7201-450-06-25-	EVENT MEETING WITH COURTYARD
10/23/2015	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2015 OCT PROTECTION PLAN FOR GALAXY
10/23/2015	MAILCHIMP	140.00	740-7201-450-06-25-	2015 OCT LIST CHARGE 12,401-12,600
10/24/2015	FEDEXOFFICE 00007773	37.50	740-7201-450-05-40-	HOLIDAY W/A HERO TICKET PERFORATION
10/26/2015	LOWES #01024	334.25	740-7201-450-06-25-	SIGN & BANNERS HARDWARE
10/27/2015	LOWES #01024	82.25	740-7201-450-06-25-	SIGN & BANNERS HARDWARE
10/27/2015	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 10/24/15- 11/24/15
10/28/2015	LOWES #01024	93.33	740-7201-450-06-25-	BANNERS HARDWARE
10/28/2015	LOWES #01024	7.28	740-7201-450-06-25-	BANNERS HARDWARE
10/28/2015	UNIQUE SOUNDS & AUTO A	1,094.92	740-7201-450-06-25-	SOUND SYSTEM FOR MARKETING VEHICLE
10/29/2015	FINANCIAL SERVICES	3,742.45	740-7201-450-05-42-	PRINTER RENTAL 09/29/15- 10/28/15
10/30/2015	LOWES #01024	39.98	740-7201-450-06-25-	SIGNS & BANNERS HARDWARE
10/30/2015	NAPA AUTO TRUCK PARTS	104.08	740-7201-450-06-25-	BATTERY FOR MARKETING VEHICLE
10/30/2015	LOWES #01024	55.36	740-7201-450-06-25-	BANNERS HARDWARE
10/31/2015	FACEBOOK KVA8N8STY2	15.00	740-7201-450-05-42-	VISIT CC & RUSSIAN BALLET ADS
11/01/2015	STORAGE QUEST INVESTME	121.00	740-7200-413-04-40-	2015 NOV STORAGE UNIT 552 RENTAL
11/01/2015	STORAGE QUEST INVESTME	40.00	740-7200-413-04-40-	2015 NOV STORAGE UNIT B02 RENTAL (MARKETING TRAILER)
11/02/2015	CHARTER COMM	65.00	740-7211-450-06-25-	INTERNET 10/20/15- 11/19/15
11/03/2015	ARCADIA PUBLISHING INC	177.04	740-7211-450-06-97-	BOOKS FOR GIFT STORE INVENTORY
report count:	43	12,328.21		