

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 01/13/16

**Agenda Date Requested:** 01/19/16

**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 November 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 November, 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
354650	11/25/15	102130	ALLISON, MACKENZIE, PAVLAKIS	PROFESSIONAL SERVICES RENDERED THROUGH 10/31/15	1,380.00
354347	11/13/15	1402795	AT&T	10/19/15-11/18/15 FAX LINE	115.19
1000174	11/30/15	12086	BANK OF AMERICA	PMT FOR 10/03/15-11/04/15 CCBV CREDIT CARD CHARGES	12,361.55
354199	11/06/15	8032	CAPITAL BEVERAGES	WATER FOR GIFT STORE SALES	17.70
354522	11/20/15	8032	CAPITAL BEVERAGES	WATER FOR GIFT STORE SALES	17.70
354368	11/13/15	2665828	CARSON CITY SQUARE, LLC	2015 NOV RENT & 09/01/15-10/05/15 GAS UTILITIES	3,961.75
354526	11/20/15	13283	CARSON CITY SYMPHONY	CARSON CHAMBER SINGERS/HARP RECITAL TICKETS	170.00
354673	11/25/15	2665699	CARSON NOW LLC	2015 11 NOW AD MENU LINK	540.00
354256	11/06/15	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	NEWSLETTER & EVENT PHOTOGRAPHY & CONTENT WRITING	2,205.00
354374	11/13/15	4583	CERTIFIED FOLDER DISPLAY SERVICE	BROCHURE DISTRIBUTION 10/15/15-10/14/16	7,002.54
354378	11/13/15	15638	COMPUTER ARTISTRY	11/20/15-12/02/15 DESIGN WORK	731.25
354388	11/13/15	2665651	DIVINE 9	FY16 DIVINE 9 MARKETING SUPPORT	6,500.00
354224	11/06/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	61.85
354397	11/13/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
354584	11/20/15	2665499	KOHN & COMPANY, LLP	FY15 AUDIT & FINANCIAL STATEMENTS	1,600.00
354589	11/20/15	2665725	MACAULEY, LINDA	PETTY CASH REIMBURSEMENT	70.19
354726	11/25/15	2665980	MADDEN MEDIA	1/2 PG AD TRAVEL NV DISCOVERY GUIDE FALL/WINTER 2015	1,312.50
354249	11/06/15	2666125	MCDONNELL III, CHARLES H	CUSTOM V&T DISPLAY	1,850.00
354734	11/25/15	2664082	MCQUEARY, CHRISTINE	REPLACEMENT FOR CHECK #348728	60.00
354427	11/13/15	13100	MILE HIGH JAZZ BAND	SHIFTING LANDSCAPES TICKETS	60.00
354736	11/25/15	2666136	MOUNTAIN BIKE AMERICA LLC	1ST PMT FOR 2016 CARSON CITY OFF-ROAD EPIC RIDES	25,000.00
354597	11/20/15	1403160	NEVADA DAY INC	2015 NV DAY PARADE PLATINUM SPONSORSHIP	5,000.00
354603	11/20/15	13957	NV ENERGY	09/30/15-10/28/15 POWER	249.71
354279	11/06/15	2666053	ONE OFF CONCEPTS	CCVB INFORMATION SIGNAGE	1,171.80
354758	11/25/15	1602505	PITNEY BOWES INC.	POSTAGE MACHINE RENT	275.07
354447	11/13/15	1603500	PONDEROSA STAMP & ENGRAVING	NAME PLATE	8.00
354454	11/13/15	7638	REGIONAL TRANSPORTATION COMM.	2015 OCT RTC BUS PASSES	488.75
354311	11/06/15	2665994	SOUZA'S BUCKING BULLS	2016 SPECIAL ARENA SPONSOR FOR NITC EXTREME BULLS	500.00
					72,735.55

**CCVB spend report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date **Between 2015-11-05 00:00:00 and 2015-12-04 23:59:59**  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2015-12-14 16:15:19  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/11/2015	THE HOME DEPOT 3312	185.69	740-7211-450-06-25-	GIFT STORE DISPLAY BUILDING MATERIALS
11/11/2015	THE HOME DEPOT 3312	60.27	740-7211-450-06-25-	GIFT STORE DISPLAY BUILDING MATERIALS
11/12/2015	THE HOME DEPOT 3312	45.79	740-7201-450-06-25-	GIFT STORE DISPLAY BUILDING MATERIALS
11/13/2015	LOWES #01024	22.66	740-7211-450-06-25-	GIFT STORE DISPLAY BUILDING MATERIALS
11/13/2015	LOWES #01024	25.56	740-7211-450-06-25-	GIFT STORE DISPLAY BUILDING MATERIALS
11/14/2015	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2015 NOV PROTECTION PLAN FOR GALAXY PHONE
11/14/2015	HOSTGATOR.COM	16.95	740-7201-450-06-25-	790-7757 yourexperiencestartshere.com Business Package NOV
11/16/2015	IN BLUEBRIDGE DIGITAL	699.00	740-7201-450-06-25-	2015 NOV VISIT APPS MONTHLY SUBSCRIPTION
11/16/2015	OFFICE DEPOT #973	73.09	740-7211-450-06-25-	GIFT STORE LABELS, DISPLAY RACK
11/16/2015	HILTON LAKE LAS VEGAS	23.46	740-7201-450-05-80-	GOVERNOR'S GLOBAL TOURISM SUMMIT - MEAL
11/16/2015	RNO LA BREA S	6.03	740-7201-450-05-80-	GOVERNOR'S GLOBAL TOURISM SUMMIT - MEAL
11/17/2015	VILLA PIZZA/GATE 23-LA	11.87	740-7201-450-05-80-	GOVERNOR'S GLOBAL TOURISM SUMMIT - MEAL
11/17/2015	ARCADIA PUBLISHING INC	118.75	740-7211-450-06-97-	BOOKS FOR GIFT STORE INVENTORY
11/17/2015	LOWES #01024	19.28	740-7211-450-06-25-	GIFT STORE DISPLAY BUILDING MATERIALS
11/17/2015	HILTON LAKE LAS VEGAS	171.36	740-7201-450-05-80-	GOVERNOR'S GLOBAL TOURISM SUMMIT - LODGING
11/20/2015	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	11/20/15-12/19/15 CREATIVE SUITE MEMBERSHIP
11/23/2015	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2015 NOV PROTECTION PLAN FOR GALAXY PHONE 790-756
11/23/2015	MAILCHIMP	140.00	740-7201-450-06-25-	2015 NOV LIST CHARGE 12,401-12,600
11/24/2015	CIVIL AIR PATROL MAGAZ	100.00	740-7201-450-05-42-	AD IN CIVIL AIR PATROL MAGAZINE
11/26/2015	AVISRENTALFINECOM	78.00	740-7201-450-05-80-	AIANTA CONF - RENTAL CAR TICKET
11/30/2015	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/30/2015	FACEBOOK 6NY6M86TY2	5.00	740-7201-450-05-42-	SOFTWARE 11/24/15-12/24/15
11/30/2015	OFFICE DEPOT #973	82.97	740-7200-413-06-01-	NEVADA DAY POST
12/01/2015	FINANCIAL SERVICES	2,099.95	740-7201-450-05-42-	PRINTER INK, TRASH BAGS, ETC.
12/01/2015	LOWES #01024	63.89	740-7201-450-06-25-	PRINTER RENTAL 10/29/15-11/28/15
12/01/2015	STORAGE QUEST INVESTME	40.00	740-7200-413-04-40-	GIFT STORE CHRISTMAS LIGHTS
12/01/2015	STORAGE QUEST INVESTME	121.00	740-7200-413-04-40-	2015 DEC STORAGE UNIT B02 RENTAL (MARKETING TRAILER)
12/02/2015	CHARTER COMM	65.00	740-7211-450-06-25-	2015 DEC STORAGE UNIT 552 RENTAL
12/02/2015	LOWES #01024	30.95	740-7211-450-06-25-	CHARTER INTERNET 11/20/15-12/19/15
12/03/2015	LOWES #01024	163.54	740-7211-450-06-25-	GIFT STORE DISPLAY MATERIAL
report count:	30	4,589.03		GIFT STORE CHRISTMAS LIGHTS