

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 02/03/16

Agenda Date Requested: 02/08/16

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 December 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 December, 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
354817	12/04/15	2665254	ACCTV/BREWERY ARTS CENTER	CCVB 11/04/15 BOARD MEETING COPY	15.00
354650	12/24/15	102130	ALLISON, MACKENZIE, PAVLAKIS	PROFESSIONAL SERVICES RENDERED THROUGH 11/30/15	570.00
354999	12/11/15	1402795	AMY KRAMER	REFUND SWAN LAKE BALLET TICKETS	224.00
354347	12/11/15	1402795	AT&T	11/19/15-12/18/15 FAX LINE	118.65
1000175	12/31/15	12086	BANK OF AMERICA	PMT FOR 11/03/15-12/04/15 CCVB CREDIT CARD CHARGES	4,589.03
355347	12/24/15	11396	CARSON CITY CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	275.00
355023	12/11/15	304627	CARSON CITY SHERIFF'S DEPARTMENT	HOLIDAY CRAWL TICKET SALES	540.00
355184	12/18/15	2665828	CARSON CITY SQUARE, LLC	2015 DEC RENT & 10/06/15-11/05/15 GAS UTILITIES	3,785.68
355548	12/31/15	13283	CARSON CITY SYMPHONY	HOLIDAY TREAT TICKETS	309.00
355352	12/24/15	2665699	CARSON NOW LLC	2015 12 NOW AD MENU LINK	540.00
354918	12/04/15	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 11/15/15	2,690.00
355071	12/11/15	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 11/30/15	865.00
355457	12/24/15	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/07/15	2,290.50
355032	12/11/15	15638	COMPUTER ARTISTRY	11/03/15-11/30/15 DESIGN WORK	812.50
355032	12/24/15	15638	COMPUTER ARTISTRY	12/01/15-12/15/15 DESIGN WORK	633.75
355394	12/24/15	2663516	ELECTRIC LIGHTWAVE	2015 NOV & DEC TELEPHONE	27.34
354862	12/04/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	87.90
355046	12/11/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
355215	12/18/15	2665993	FRIENDS OF THE NV STATE MUSEUM	MUSEUM TOTE BAGS FOR GIFT STORE INVENTORY	63.00
355055	12/11/15	2665646	HOOD, KATHLEEN	2015 NOV SEO	302.50
355599	12/31/15	1909450	NEVADA DEPT OF TAXATION	NCOT 3/8% ROOM TAX 09/01/15-10/31/15	11,423.46
354923	12/04/15	999913	NS PALMER	REFUND SWAN LAKE BALLET TICKETS	78.00
355464	12/24/15	13957	NV ENERGY	10/28/15-11/30/15 POWER	245.32
355468	12/24/15	2666053	ONE OFF CONCEPTS	METAL GIFT CERTIFICATES	244.80
355273	12/18/15	11507	PAPERS PLUS	BROCHURE PAPER	331.00
355107	12/11/15	7638	REGIONAL TRANSPORTATION COMM.	2015 NOV RTC BUS PASSES	403.75
354945	12/04/15	16004	RICOH USA INC	PRINT CART. RETURN SHIPPING	40.89
355114	12/11/15	2665137	SIERRA OFFICE SOLUTIONS	08/20/15-11/20/15	34.83
355499	12/24/15	2665994	SOUZA'S BUCKING BULLS	HOWELL MEMORIAL SMACKDOWN TICKETS	790.00
355304	12/18/15	266119	SWORTHOUT, DALE	GHOST TOWN CALENDARS FOR GIFT STORE INVENTORY	170.00
355424	12/24/15	2666157	TAHOE TENDERLOINS	COOP MARKETING AGREEMENT	1,000.00
355137	12/11/15	13543	VITAL SIGNS	BANNER POLE KITS	3,470.00
					36,995.90

CCVB spend report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date **Between 2015-12-05 00:00:00 and 2016-01-04 23:59:59**
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-02-02 18:55:43
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
12/07/2015	MICHAELS STORES 3758	108.74	740-7211-450-06-25-	FRAMES FOR GIFT STORE DISPLAY
12/07/2015	OFFICE DEPOT #973	53.97	740-7200-413-06-01-	ENVELOPES
12/11/2015	LOWES #01024	37.84	740-7200-413-06-25-	BATTERIES, CABLE, PAINT
12/12/2015	HEAVENLY LIFT TKTS/SKI	2,375.00	740-7201-450-06-25-	25 ADULT 1 DAY SKI PASSES FOR STAY & PLAY PACKAGES
12/14/2015	HOSTGATOR.COM	16.95	740-7201-450-06-25-	yourexperiencestartshere.com Business Package DEC
12/14/2015	OFFICE DEPOT #973	91.98	740-7200-413-06-01-	INK FOR FAX
12/14/2015	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2015 DEC PROTECTION PLAN FOR GALAXY PHONE
12/15/2015	WWW.CALENDAR-CASE.COM	46.29	740-7211-450-06-25-	790-7757 100 PK CD CASES FOR 2016 CALENDAR
12/16/2015	VZWLSS IVR VW	665.87	740-7200-413-07-10-	08/10/15-12/09/15
12/16/2015	IN BLUEBRIDGE DIGITAL	699.00	740-7201-450-06-25-	2015 DEC VISIT APPS MONTHLY SUBSCRIPTION
12/16/2015	DICKEYS NV-448	65.90	740-7200-413-06-25-	STAFF & CREATIVE TEAM LUNCH MEETING
12/18/2015	ADT SECURITY 401131352	136.47	740-7211-450-06-25-	SECURITY SERVICES 12/18/15 to 03/17/16
12/20/2015	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	12/20/15-01/19/16 CREATIVE SUITE MEMBERSHIP
12/23/2015	OFFICE DEPOT #973	28.21	740-7200-413-06-01-	BINDER CLIPS, PENCILS
12/23/2015	MAILCHIMP	140.00	740-7201-450-06-25-	2015 DEC LIST CHARGE 12,401-12,600
12/23/2015	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2015 DEC PROTECTION PLAN FOR GALAXY
12/28/2015	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 12/24/15-01/24/16
12/29/2015	ATT BUS PHONE PMT	118.65	740-7200-413-07-10-	2015 11 & 2015 12 FAX LINE
12/29/2015	ATT BUS PHONE PMT	120.72	740-7200-413-07-10-	2015 11 & 2015 12 FAX LINE
12/29/2015	FINANCIAL SERVICES	2,099.90	740-7201-450-05-42-	PRINTER RENTAL 11/29/15-12/28/15
12/31/2015	FACEBOOK R2VRR86TY2	10.00	740-7201-450-05-42-	2015/2016 SKI & STAY ADS
01/02/2016	CHARTER COMM	65.00	740-7211-450-06-25-	CHARTER INTERNET 12/20/15-01/19/16
report count:	22	6,999.46		