

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 04/06/16

Agenda Date Requested: 04/11/16

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 February 2016 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 February, 2016.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: 2016 February – CCVB Account Activity Statement

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
356307	02/05/16	2664957	ALL WORLD SPORTS	2016 ALL WORLD EVENTS COOP MARKETING CAMPAIGN	20,000.00
1000177	02/29/16	12086	BANK OF AMERICA	PMT FOR 01/03/15-02/04/16 CCVB CREDIT CARD CHARGES	5,492.63
356735	02/19/16	2665645	CAPITAL INSURANCE COMPANIES	FEB 2016 - JUN 2016 INSURANCE PREMIUMS	1,026.65
356528	02/12/16	2665828	CARSON CITY SQUARE, LLC	2016 FEB RENT & 12/04/15-01/07/16 GAS UTILITIES	4,193.32
356852	02/26/16	2665699	CARSON NOW LLC	2016 02 NOW AD MENU LINK	540.00
356401	02/05/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 01/22/15	2,220.00
356629	02/12/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 01/31/15	1,340.00
356541	02/12/16	15638	COMPUTER ARTISTRY	01/19/16-01/31/16 DESIGN WORK	422.50
356863	02/26/16	15638	COMPUTER ARTISTRY	02/01/16-02/16/16 DESIGN WORK	487.50
356887	02/26/16	2663516	ELECTRIC LIGHTWAVE	2016 FEB TELEPHONE	14.45
356565	02/12/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	181.50
356895	02/26/16	601525	FLAG STORE	STORE INVENTORY - BATTLE BORN MUGS	177.40
356916	02/26/16	2665725	MACAULEY, LINDA	PETTY CASH REIMBURSEMENT	90.00
356384	02/05/16	2665378	MARATHON STAFFING	W/E 01/09/16	850.00
356384	02/05/16	2665378	MARATHON STAFFING	W/E 01/16/16	850.00
356609	02/12/16	2665378	MARATHON STAFFING	W/E 01/23/16	850.00
356783	02/19/16	2665378	MARATHON STAFFING	W/E 01/30/16	850.00
356921	02/26/16	2665378	MARATHON STAFFING	W/E 02/06/16	850.00
356391	02/05/16	13100	MILE HIGH JAZZ BAND	TICKETS SOLD - JAZZ EXTRAVAGANZA	30.00
356399	02/05/16	1404650	NEVADA MAGAZINE	1/2 pg AD IN 2016 TRAVEL NEVADA VISITORS GUIDE	5,500.00
356796	02/19/16	13957	NV ENERGY	12/30/15-01/29/16	213.42
356953	02/26/16	11507	PAPER PLUS	VISITORS GUIDES PAPER	494.19
					46,673.56

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-02-05 00:00:00 and 2016-03-04 00:00:00
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-04-05 17:58:03
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/10/2016	ATT CONS PHONE PMT	117.55	740-7200-413-07-10-	775-687-7416 FAX LINE 01/19/16-02/18/16
02/11/2016	RED'S OLD 395 GRIL	38.00	740-7201-450-06-25-	LUNCH MEETING W/MUSCLE POWERED
02/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201602 yourexperiencestartshere.co mBusinessPackage
02/15/2016	WWW.NEWEGG.COM	54.95	740-7211-450-06-25-	BIKE RACK FOR GIFT STORE
02/17/2016	VZWLSS IVR VW	255.55	740-7200-413-07-10-	12/10/15-02/09/16 WIRELESS TELEPHONE
02/17/2016	VZWLSS IVR VW	561.72	740-7200-413-07-10-	12/10/15-02/09/16 WIRELESS TELEPHONE
02/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 FEB PROTECTION PLAN FOR PHONE 790- 7757
02/17/2016	NV TOURISM	195.00	740-7201-450-03-30-	2016 RURAL ROUND UP (3 REGISTRATIONS)
02/17/2016	AQUARIUS RESERVATIONS	44.79	740-7201-450-05-80-	2016 RURAL ROUND UP LODGING DEPOSIT
02/17/2016	AQUARIUS RESERVATIONS	44.79	740-7201-450-05-80-	2016 RURAL ROUND UP LODGING DEPOSIT
02/17/2016	AQUARIUS RESERVATIONS	44.79	740-7201-450-05-80-	2016 RURAL ROUND UP LODGING DEPOSIT
02/18/2016	OFFICE DEPOT #973	139.01	740-7201-450-06-25-	016 LONG BEACH TRAVEL SHOW SUPPLIES
02/18/2016	SPORTSMANS WAREHOUSE 2	49.97	740-7201-450-06-25-	62 QT COOLER FOR BAN
02/18/2016	SQ A BOMB ENTERTAINME	1,000.00	740-7201-450-05-42-	CAR KULTURE DELUXE ADVERTISEMENT
02/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	01/20/16-02/19/16 CREATIVE SUITE MEMBERSHIP
02/22/2016	VERIZON WRLS 07727-01	49.99	740-7200-413-06-25-	EVO WALLET FOR SAMSUNG GALAXY NOTE
02/23/2016	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2016 FEB PROTECTION PLAN FOR PHONE 790- 7757
02/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 FEB LIST CHARGE 12,401-12,600
02/24/2016	VZWLSS BILL PAY VB	202.56	740-7200-413-07-10-	02/19/16-03/19/16 WIRELESS TELEPHONE
02/24/2016	GEORGES GREEK CAFE	55.00	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW MEALS
02/24/2016	MAVERIK #460	85.88	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW FUEL
02/24/2016	OFFICE DEPOT #973	20.97	740-7211-450-06-25-	SIGN HOLDERS, PENS

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/25/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 02/24/16-03/24/16
02/25/2016	THE CRAB COOKER	63.10	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW MEALS
02/26/2016	CUBAN PETES KITCHEN RU	43.00	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW MEALS
02/28/2016	ISLANDS RESTAURANT 04	30.00	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW MEALS
02/28/2016	Pier 76	37.06	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW MEALS
02/29/2016	IN BLUEBRIDGE DIGITAL	825.00	740-7201-450-03-49-	2016 FEB VISIT APPS MONTHLY SUBSCRIPTION
02/29/2016	MAVERIK #460	74.44	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW FUEL
02/29/2016	EXXONMOBIL 96517040	55.55	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW FUEL
02/29/2016	FACEBOOK PML2C9WTY2	5.00	740-7201-450-05-42-	WINTER WINE AD
02/29/2016	LOWES #01024	14.96	740-7201-450-06-25-	TIES FOR BANNERS
02/29/2016	HYATT REGENCY LONG BEA	1,320.91	740-7201-450-05-80-	2016 LONG BEACH TRAVEL SHOW LODGING
03/01/2016	FINANCIAL SERVICES	1,805.47	740-7201-450-05-42-	PRINTER RENTAL 01/29/16-02/28/16
03/01/2016	ISTORAGE50 EAST	140.00	740-7200-413-04-40-	2016 MAR STORAGE UNIT 552 RENTAL
03/01/2016	PDM STL SVC CTR-125	723.21	740-7201-450-06-25-	METAL FOR VISITOR CENTER BIKE RACK & STORE DISPLAY
03/01/2016	ISTORAGE50 EAST	40.00	740-7200-413-04-40-	2016 MAR STORAGE UNIT B02 RENTAL (MARKETING TRALE
03/02/2016	CHARTER COMM	65.00	740-7211-450-06-25-	CHARTER INTERNET 02/20/16-03/19/16
03/02/2016	OFFICE DEPOT #973	46.97	740-7201-450-06-25-	BALLOT BOX, PENS, DVDs, PRINTER INK & SCISSORS
03/02/2016	OFFICE DEPOT #973	85.96	740-7200-413-06-01-	BALLOT BOX, PENS, DVDs, PRINTER INK & SCISSORS
03/03/2016	CHEVRON 0356637	36.22	740-7201-450-05-80-	FUEL FOR 2016 SANTA CLARA TRAVEL SHOW
report count:	41	8,656.29		