

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 05/04/16

Agenda Date Requested: 05/09/16

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 March, 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 March, 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 March – CCVB Account Activity Statement

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
357380	03/18/16	102130	ALLISON, MACKENZIE, PAVAKIS	02/11/16 PHONE CONFERENCE	120.00
1000178	03/31/16	12086	BANK OF AMERICA	PMT FOR 02/05/16-03/04/16 CCVB CREDIT CARD CHARGES	8,762.48
357211	03/11/16	1558	BREWERY ARTS CENTER	BLUE LINE TOUR AUDIO ENGINEERING	600.00
357216	03/11/16	8032	CAPITAL BEVERAGE	WATER BOTTLES FOR GIFT STORE SALES	19.50
357611	03/25/16	12022	CARSON CITY DOWNTOWN MERCHANTS ASSC	01/01/16-12/31/16 DBA MEMBERSHIP	50.00
357218	03/11/16	2665828	CARSON CITY SQUARE, LLC	2016 MAR RENT & 01/07/16-02/04/16 GAS UTILITIES	4,038.68
357219	03/11/16	13283	CARSON CITY SYMPHONY	JAZZY SIDE SHOW TICKETS	219.00
357613	03/25/16	13283	CARSON CITY SYMPHONY	03/05/16-03/08/16 CARSON CHAMBER SINGERS TICKETS	20.00
357615	03/25/16	2665699	CARSON NOW LLC	2016 03 NOW AD MENU LINK	540.00
357106	03/04/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 02/21/16	2,650.00
357675	03/25/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 03/14/16	1,565.00
357229	03/11/16	15638	COMPUTER ARTISTRY	02/16/16-02/29/16 DESIGN WORK	1,186.25
357624	03/25/16	15638	COMPUTER ARTISTRY	03/01/16-03/15/16 DESIGN WORK	650.00
357249	03/11/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
357453	03/18/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	78.35
357097	03/04/16	2665378	MARATHON STAFFING	W/E 02/13/16	850.00
357291	03/11/16	2665378	MARATHON STAFFING	W/E 02/20/16	850.00
357661	03/25/16	2665378	MARATHON STAFFING	W/E 02/27/16 & W/E 03/05/16	1,700.00
357673	03/25/16	1403160	NEVADA DAY INC	BLUE LINE TOUR AUDIO VOICE OVERS	1,500.00
357685	03/25/16	13957	NV ENERGY	01/29/16-02/29/16	217.03
357314	03/11/16	2666053	ONE OFF CONCEPTS	METAL GIFT CERTIFICATES	238.00
357142	03/04/16	11507	PAPER PLUS	CHIPBOARD & BROCHURE PAPER	152.16
357327	03/11/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES JAN & FEB	340.00
357338	03/11/16	2665137	SIERRA OFFICE SOLUTIONS	11/20/15-02/20/16	34.94
					26,406.39

CCVB P-Card Report

CH Full Name Contains 'null'
 Company Name City of Carson City
 Post Date Between 2016-03-05 00:00:00 and 2016-04-04 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-04-28 18:11:15
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/04/2016	HILTON SANTA CLARA CAF	54.59	740-7201-450-05-80-	MEALS FOR 2016 SANTA CLARA TRAVEL SHOW
03/06/2016	HILTON SANTA CLARA CAF	54.76	740-7201-450-05-80-	MEALS FOR 2016 SANTA CLARA TRAVEL SHOW
03/06/2016	SHELL OIL 57444212906	49.38	740-7201-450-05-80-	FUEL FOR 2016 SANTA CLARA TRAVEL SHOW
03/06/2016	HILTON SANTA CLARA	436.08	740-7201-450-05-80-	LODGING FOR 2016 SANTA CLARA TRAVEL SHOW
03/07/2016	GINGERS	36.63	740-7201-450-05-80-	MEALS FOR 2016 SANTA CLARA TRAVEL SHOW
03/07/2016	HOLIDAY INN EXPRESS	120.84	740-7201-450-05-80-	LODGING FOR 2016 SANTA CLARA TRAVEL SHOW
03/08/2016	KIM LEE SUSHI	65.00	740-7201-450-06-25-	ROCKABILLY LUNCH MEETING
03/11/2016	ATT CONS PHONE PMT	117.42	740-7200-413-07-10-	02/196/16-03/19/16 FAX LINE
03/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201603 yourexperiencestartshere.co
03/14/2016	CARSON CITY CHAMBER OF	30.00	740-7201-450-03-30-	mBusinessPackage CHAMBER SOCIAL MEDIA SEMINAR
03/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 MAR PROTECTION PLAN FOR PHONE 790-7757
03/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	02/20/16-03/19/16 CREATIVE SUITE MEMBERSHIP
03/21/2016	SQ AUTO APPRAISAL NET	250.00	740-7200-413-06-25-	AUTO APPRAISAL REPORT
03/22/2016	VERIZON WRLS 10459-01	220.73	740-7200-413-07-10-	GALAXY NOTE 5 PHONE
03/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 MAR LIST CHARGE 12,401-12,600
03/23/2016	GEEKSQUADPLAN 00015784	9.99	740-7201-450-06-25-	2016 MAR PROTECTION PLAN FOR PHONE 790-7566
03/23/2016	SQ LA BAKERY CAFE	28.61	740-7201-450-06-25-	MARKETING MEETING LUNCH
03/25/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 03/24/16-04/24/16
03/29/2016	FINANCIAL SERVICES	2,133.67	740-7201-450-05-42-	PRINTER RENTAL 02/29/16-03/28/16
03/31/2016	IN BLUEBRIDGE DIGITAL	825.00	740-7201-450-03-49-	2016 MAR VISIT APPS MONTHLY SUBSCRIPTION

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/31/2016	VERIZON WRLS 10459-01	1,322.40	740-7201-450-06-25-	IPADS
04/01/2016	ISTORAGE50 EAST	40.00	740-7200-413-04-40-	2016 APR STORAGE UNIT B02 RENTAL (MARKETING TRAILER
04/01/2016	ISTORAGE50 EAST	140.00	740-7200-413-04-40-	2016 APR STORAGE UNIT 552 RENTAL
04/02/2016	CHARTER COMM	65.00	740-7211-450-06-25-	CHARTER INTERNET 03/20/16-04/19/16
report count:	24	6,274.03		