

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 11/09/16

Agenda Date Requested: 11/14/16

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 September, 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 September, 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 September – CCVB Account Activity Statement

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
362667	09/30/16	11396	CARSON CITY CHAMBER OF COMMERCE	CC LEADERSHIP INSTITUTE TUITION - M. SALINAS	975.00
362346	09/16/16	2665828	CARSON CITY SQUARE, LLC	2016 SEP RENT	4,653.00
362186	09/16/16	2665828	CARSON CITY SQUARE, LLC	07/05/16-08/03/16 GAS UTILITIES	21.81
362511	09/09/16	2665699	CARSON NOW LLC	2016 08 NOW AD MENU LINK	540.00
362236	09/23/16	2665699	CARSON NOW LLC	2016 09 NOW AD MENU LINK	540.00
362236	09/09/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 08/30/16	2,465.00
362426	09/16/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 09/15/16	2,500.00
362193	09/09/16	15638	COMPUTER ARTISTRY	08/16/16-08/30/16 DESIGN WORK	617.50
362519	09/23/16	15638	COMPUTER ARTISTRY	08/31/16-09/13/16 DESIGN WORK	455.00
362545	09/23/16	2663516	ELECTRIC LIGHTWAVE	2016 JUL & AUG TELEPHONE	16.36
362040	09/02/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	84.30
362201	09/09/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
362708	09/30/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	88.90
362202	09/09/16	601525	FLAG STORE	STORE INVENTORY - MUGS	177.40
362047	09/02/16	2665984	GEM GUIDES BOOK CO	STORE INVENTORY - BOOKS	299.38
362722	09/30/16	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2016 OCT RENT & JUL ELECTRICITY	622.48
362736	09/30/16	2665499	KOHN & COMPANY, LLC	FY16 AUDIT & LODGING PROPERTY AUDIT	8,000.00
362218	09/09/16	2665856	LEVIATHAN MEDIA GROUP	V&T STORY TELLING MARKETING CAMPAIGN	15,000.00
362575	09/23/16	2666333	MARK SALINAS	AMERICAN INDIAN TOURISM CONFERENCE	1,211.08
362230	09/09/16	12880	MONARCH DIRECT LLC	CIRCLE TRACK RACE POSTERS	198.12
362579	09/23/16	12880	MONARCH DIRECT LLC	ROCKABILLY RIOT POSTER	85.00
362760	09/30/16	12880	MONARCH DIRECT LLC	#10 & CATALOG ENVELOPES	492.32
362764	09/30/16	1909450	NEVADA DEPARTMENT OF TAXATION	NCOT 3/8% ROOM TAX PMT (FOR ADJ DUE TO LATE REPORTERS)	196.92
362590	09/23/16	13957	NV ENERGY	08/01/16-08/31/16	307.87
362786	09/30/16	2666191	PETTY CASH/LINDA MACAULEY	RTT LUNCHESES, MISC EXP	144.05
362596	09/23/16	11658	PURCHASE POWER	POSTAGE METER REFILL	2,020.99
362275	09/09/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES AUG 2016	318.75
362208	09/09/16	2666331	ROBERT HANSEN CRAIG/ON TRAC EVENTS	TICKET - OUTLAW TRACK MOTORCYCLE RACES	3,890.00
362458	09/16/16	2665137	SIERRA OFFICE SOLUTIONS	05/20/16-08/20/16	77.05
362298	09/09/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES	306.00
					46,329.28

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-09-03 00:00:00 and 2016-10-05 00:00:00
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-11-08 14:36:14
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/08/2016	OFFICE DEPOT #973	6.53	740-7200-413-06-01-	ADDING MACHINE PAPER
09/09/2016	SOUTHWES 5262445584375	359.96	740-7201-450-05-80-	INTERBIKE 16 - FLIGHTS
09/09/2016	SIERRA NV MEDIA GRP CI	93.60	740-7200-413-06-25-	SUBSCRIPTION RENEWAL 09/11/16-09/10/17
09/09/2016	ATT CONS PHONE PMT	134.74	740-7200-413-07-10-	08/19/16-09/18/16 FAX LINE
09/10/2016	VZWRLSS APOCC VISB	296.17	740-7200-413-07-10-	07/20/16-08/19/16
09/10/2016	EXC - ADV DEP	152.32	740-7201-450-05-80-	INTERBIKE 16 - LODGING
09/11/2016	USPS KIOSK 3113609550	22.95	740-7200-413-06-25-	SHIPPING
09/12/2016	EMERALD EXPOSITIONS, L	95.00	740-7201-450-05-43-	INTERBIKE 16 - REGISTRATION & AWARDS DINNER JD
09/13/2016	EMERALD EXPOSITIONS, L	95.00	740-7201-450-05-43-	INTERBIKE 16 - REGISTRATION & AWARDS DINNER NM
09/13/2016	EXC - ADV DEP	152.32	740-7201-450-05-80-	INTERBIKE 16 - LODGING NM
09/14/2016	ARCADIA PUBLISHING INC	283.95	740-7211-450-06-97-	GIFT STORE INVENTORY - BOOKS
09/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201609 yourexperiencestartshere.co mBusinessPackage
09/15/2016	TULALIP CASINO HOTEL F	659.16	740-7201-450-05-80-	2016 AITC - LODGING
09/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 SEP PROTECTION PLAN FOR PHONE 790- 7757
09/18/2016	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	09/18/16-10/17/16
09/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	08/20/16-09/19/16 CREATIVE SUITE MEMBERSHIP
09/22/2016	AIRPORTSHUTTLES.COM	10.00	740-7201-450-05-80-	INTERBIKE 16 - SHUTTLE FROM LAS TO HOTEL
09/22/2016	EXC - FRONT DESK	40.32	740-7201-450-05-80-	INTERBIKE 16 - LODGING
09/22/2016	MANDALAY-BAY SIDE BUFF	47.56	740-7201-450-05-80-	INTERBIKE 16 - MEAL
09/23/2016	RENO-TAHOE AIRPORT AUT	29.00	740-7201-450-05-80-	INTERBIKE 16 - AIRPORT PARKING
09/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 SEP LIST CHARGE 12,401-12,600
09/25/2016	FIRKIN & FOX	133.40	740-7201-450-06-25-	RSCVA FAM TOUR
09/26/2016	OFFICE DEPOT #973	89.99	740-7200-413-06-01-	ALL IN ONE PRINTER
09/26/2016	LOWES #01024	95.02	740-7200-413-06-25-	COMPUTER CABLES, GROMMETS, STORAGE

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/26/2016	OFFICE DEPOT #973	216.96	740-7200-413-06-01-	CONTAINERS PRINTER, INK, MISC OFFICE SUPPLIES
09/26/2016	OFFICE DEPOT 1135	126.95	740-7200-413-06-01-	CHAIR, WASTEBASKET, MISC OFFICE SUPPLIES
09/26/2016	EAST TO WEST EMBRO	410.00	740-7211-450-06-97-	GIFT STORE INVENTORY - HATS
09/28/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 09/24/16- 10/24/16
09/28/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 08/29/16- 09/28/16 & ADD'L IMAGES
09/28/2016	FINANCIAL SERVICES	1,048.53	740-7201-450-05-42-	PRINTER RENTAL 08/29/16- 09/28/16 & ADD'L IMAGES
09/29/2016	JIMMY JOHNS - 2204 - E	88.00	740-7201-450-06-25-	CREATIVE TEAM MEETING LUNCH
09/29/2016	BLUEBRIDGE DIGITAL INC	991.67	740-7201-450-03-49-	2016 SEPVISIT APPS MONTHLY SUBSCRIPTION
09/30/2016	CARSON CITY CHAMBER OF	975.00	740-7200-413-06-25-	2017 LEADERSHIP INSTITUTE MARK SALINAS TUITION
09/30/2016	FACEBK W8YKDASTY2	8.54	740-7201-450-05-42-	FACEBOOK ADS
09/30/2016	NV TOURISM	1,400.00	740-7201-450-05-43-	NV GOVERNOR'S GLOBAL TOURISM SUMMIT REGISTRATION
10/01/2016	OREILLY AUTO 00034983	42.97	740-7201-450-06-25-	FAN ASSEMBLY FOR MARKETING VEHICLE
10/01/2016	NAPA AUTO TRUCK PARTS	79.37	740-7201-450-06-25-	HEATER VALVE FOR MARKETING VEHICLE
10/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	CHARTER INTERNET 09/20/16-10/19/16
10/03/2016	OFFICE DEPOT 1135	119.21	740-7200-413-06-01-	MISC OFFICE SUPPLIES
10/03/2016	EAST TO WEST EMBRO	255.25	740-7211-450-06-97-	GIFT STORE INVENTORY - T SHIRTS
report count:	40	10,105.08		