

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 01/12/17

**Agenda Date Requested:** 01/23/17

**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, 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 November, 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 November – CCVB Account Activity Statement

**Prepared By:** Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000186	11/30/16	12086	BANK OF AMERICA	PMT FOR 10/05/16-11/04/16 CCVB CREDIT CARD CHARGES	12,334.65
363721	11/10/16	13911	CAPITAL CITY ARTS INITIATIVE	SPONSOR ANNUAL MEMBERSHIP	1,000.00
363849	11/10/16	2666348	CARSON CITY ART GALLERY	GIFT STORE INVENTORY - POTTERY	16.00
363733	11/10/16	2665828	CARSON CITY SQUARE, LLC	2016 NOV RENT	4,729.00
363733	11/10/16	2665828	CARSON CITY SQUARE, LLC	09/01/16-10/03/16 GAS UTILITIES	42.92
364090	11/23/16	2665699	CARSON NOW LLC	2016 NOV NOW AD MENU LINK	540.00
363821	11/10/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 10/29/16	7,350.00
363745	11/10/16	15638	COMPUTER ARTISTRY	10/11/16-10/31/16 DESIGN WORK	1,153.75
364123	11/23/16	2663516	ELECTRIC LIGHTWAVE	2016 OCT TELEPHONE	16.26
363761	11/10/16	2666136	EPIC RIDES	2017 CC OFF-ROAD RIDE HOST FEE PMT 1 OF 2	26,250.00
363766	11/10/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	96.40
364154	11/23/16	2665499	KOHN & COMPANY, LLC	FY16 AUDIT	4,000.00
364197	11/23/16	2666360	MARK SALINAS	FUNDRAISER TICKETS, GHOST WALK, NV STATE MUSEUM	466.80
364171	11/23/16	12880	MONARCH DIRECT LLC	VISITOR GUIDE FOLDING & TRIMMING, FLYER TRI-FOLDING	375.25
364178	11/23/16	13957	NV ENERGY	09/30/16-10/28/16	223.80
363844	11/10/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES OCT 2016	148.75
363864	11/10/16	2666381	STATE OF NEVADA INDIAN COMMISSION	FATHERS DAY FLYER AD, AI ACHIEVEMENT AWARDS BANQUET	2,000.00
364215	11/23/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES	279.66
					61,023.24

**CCVB P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2016-11-05 00:00:00 and 2016-12-02 23:59:59  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2017-01-02 10:35:52  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/07/2016	SQU SQ LA BAKERY CAFE	27.14	740-7201-450-06-25-	MARKETING MEETING MEAL
11/08/2016	WPY Booster	29.99	740-7254-450-06-25-	NATIONAL ENDOWMENT FOR THE ARTS FUNDRAISER BOOSTER
11/08/2016	THE BASIL	30.72	740-7254-450-06-25-	NV MUSEUM MEETING MEAL
11/09/2016	ATT CONS PHONE PMT	133.79	740-7200-413-07-10-	10/19/16-11/18/16 FAX LINE
11/10/2016	VZWLSS APOCC VISB	314.84	740-7200-413-07-10-	10/20/16-11/09/19/16
11/10/2016	FIRKIN & FOX	45.00	740-7230-450-06-25-	EPIC RIDES MEETING
11/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201611 yourexperiencestartshere.co mBusinessPackage
11/15/2016	CAPITOL CAB COMPANY	242.52	740-7254-450-06-25-	ARTS COMMISSION EVENT - TRANSPORTATION
11/16/2016	TONY PS DOCKSIDE GRILL	45.70	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT - MEAL
11/16/2016	CAPRIOTTI'S SANDWI	22.36	740-7254-450-06-25-	UNR SCULPTURE INSTALL PHOTO SHOOT MEAL
11/16/2016	SHELL OIL 57445308901	38.10	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT - FUEL
11/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 NOV PROTECTION PLAN FOR PHONE 790-7757
11/17/2016	EXXONMOBIL 97650824	38.38	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT - FUEL
11/17/2016	MARINA DEL REY HOTEL 3	369.20	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT -
11/18/2016	SQU SQ LA BAKERY CAFE	(2.98)	740-7254-450-06-25-	CREDIT ON NV ARTS COUNCIL & RENO ARTS MEETING MEAL
11/18/2016	SQU SQ LA BAKERY CAFE	42.17	740-7254-450-06-25-	NV ARTS COUNCIL & RENO ARTS MEETING WINE WALK SUPPLIES
11/18/2016	GROCERY OUTLET	89.77	740-7201-450-06-25-	
11/18/2016	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	11/18/16-12/17/16
11/18/2016	SHELL OIL 57444799605	18.84	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT - FUEL
11/18/2016	ENTERPRISE RENT-A-CAR	222.11	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT - RENTAL
11/18/2016	COMFORT INN	90.00	740-7201-450-05-80-	TRAVEL NV GIVES THANKS EVENT -
11/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	10/20/16-11/19/16 CREATIVE SUITE MEMBERSHIP

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/23/2016	MAILCHIMP	135.00	740-7201-450-06-25-	2016 NOV LIST CHARGE 12,401-12,600
11/27/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 11/24/16- 12/24/16
11/28/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 10/29/16- 11/28/16 & ADD'L IMAGES
11/28/2016	FINANCIAL SERVICES	2,958.35	740-7201-450-05-42-	PRINTER RENTAL 10/29/16- 11/28/16 & ADD'L IMAGES
11/28/2016	HARBOR FREIGHT TOOLS 3	13.99	740-7201-450-06-25-	HAND CART TIRE
11/29/2016	OFFICE DEPOT #973	246.70	740-7200-413-06-01-	INK, DISPLAY HOLDERS, MISC OFFICE SUPPLIES
11/29/2016	BLUEBRIDGE DIGITAL INC	991.67	740-7201-450-03-49-	2016 NOV VISIT APPS MONTHLY SUBSCRIPTION
12/02/2016	CHARTER COMM	243.52	740-7211-450-06-25-	CHARTER INTERNET 10/27/16-11/19/16
report count:	30	7,707.52		