

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 09/07/16

Agenda Date Requested: 09/12/16

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 July, 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 July, 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 July – CCVB Account Activity Statement

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000182	07/31/16	12086	BANK OF AMERICA	PMT FOR 06/04/16-07/04/16 CCVB CREDIT CARD CHARGES	12,477.34
360328	07/01/16	2122	BOY & GIRLS CLUB OF WESTERN NV	MAC FLOORING GRANT & 2016 LUAU	11,250.00
360664	07/15/16	2665645	CAPITOL INSURANCE COMPANY	PMT IN FULL	1,703.22
360335	07/01/16	3579	CARSON CITY HISTORICAL SOCIETY	20160617 VICTORIAN TEA TICKETS (GIFT STORE SALES)	1,225.00
360665	07/15/16	2665828	CARSON CITY SQUARE, LLC	2016 JUL RENT	4,577.00
360835	07/22/16	2665828	CARSON CITY SQUARE, LLC	05/04/16-06/03/16 GAS UTILITIES	46.03
360836	07/22/16	2665699	CARSON NOW LLC	2016 07 NOW AD MENU LINK	540.00
360394	07/01/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 06/23/16	18,360.00
361132	07/28/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 06/30/16	2,015.00
360344	07/01/16	15638	COMPUTER ARTISTRY	06/06/16-06/28/16 DESIGN WORK	2,173.00
360505	07/08/16	15638	COMPUTER ARTISTRY	NV MAG RIDE AD (GRANT WORK)	81.25
360851	07/22/16	15638	COMPUTER ARTISTRY	07/01/16-07/12/16 DESIGN WORK	406.25
361085	07/28/16	2663516	ELECTRIC LIGHTWAVE	2016 JUN TELEPHONE	15.08
361087	07/28/16	2666136	EPIC RIDES	PINKBIKE AD (GRANT)	7,000.00
360519	07/08/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	61.85
360685	07/15/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
361102	07/28/16	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2016 AUG RENT & APR/MAY ELECTRICITY	587.63
360542	07/08/16	2666278	LAURENCE, CHAD	20160618 EPIC RIDES DJ	400.00
360375	07/01/16	2665856	LEVIATHAN MEDIA GROUP	201607-201706 V&T RAILROAD PAGE ON SITE	5,000.00
360384	07/01/16	2665378	MARATHON STAFFING	W/E 06/11/16	850.00
360553	07/08/16	2665378	MARATHON STAFFING	W/E 06/18/16	850.00
360707	07/15/16	2665378	MARATHON STAFFING	W/E 06/25/16	850.00
361119	07/28/16	2665378	MARATHON STAFFING	W/E 07/03/16	680.00
360387	07/01/16	13100	MILE HIGH JAZZ BAND	TRIBUTE BILL COWEE TICKETS (GIFT STORE SALES)	70.00
360558	07/08/16	12880	MONARCH DIRECT LLC	ROCKABILLY RIOT PROGRAMS	430.00
360392	07/01/16	1404650	NEVADA MAGAZINE	2016 RIDERS GUIDE AD	1,300.00
360950	07/22/16	13957	NV ENERGY	05/31/16-06/30/16	322.19
361146	07/28/16	2666053	ONE OFF CONCEPTS	JONES PLAQUE	125.75
361147	07/28/16	7744	PACIFIC STATES COMMUNICATIONS	05/06/16 CABLING VB	528.65
360736	07/15/16	2666285	PHOENIX& ASH PRODUCTIONS LLC	TRT ENDURANCE RUN PRESENTATION	1,500.00
361149	07/28/16	1602505	PITNEY BOWES INC	04/30/16-07/29/16	275.07
360602	07/08/16	5015	QUALITY CONTROL SYSTEMS, INC	NEW DATA DROPS/SWITCH FOR CONFERENCE ROOM	696.71
360746	07/15/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES JUN 2016	233.75
360758	07/15/16	10550	SIERRA NEVADA MEDIA GROUP	20160625 PUBLIC HEARING NOTICE	183.12
360428	07/01/16	1905375	SILVER STATE INDUSTRIES	SPECIAL EVENT SHIRTS - MOC	1,128.00
360438	07/01/16	2666220	STORAGE QUEST CARSON CITY LP	2016 JUL RENT	562.00
360626	07/08/16	10004	TREE BY THE RIVER PUBLISHING TRUST	STORE INVENTORY - BOOKS	243.72
361192	07/28/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES & COPY PAPER	997.17

79,769.78

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-07-05 00:00:00 and 2016-08-04 00:00:00
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-09-06 22:01:15
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/05/2016	LOWES #01024	27.64	740-7200-413-06-25-	2 1/2 ARBORED HOLE BIT & GROMMETS
07/06/2016	MICHAELS STORES 3758	23.97	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/06/2016	OFFICE DEPOT #973	127.98	740-7200-413-06-01-	TICKET TRIMMER, PRINTER INK
07/06/2016	LOWES #01024	66.03	740-7200-413-06-25-	12 FT HDMI ETHERNET CABLE FOR CONFERENCE ROOM
07/08/2016	SQ LA BAKERY CAFE	23.70	740-7201-450-06-25-	MARKETING MEETING MEAL
07/08/2016	MAVERIK #460	42.22	740-7200-413-05-80-	MEETING WITH SAN FRANCISCO ARTS COMMISSIONER-FUEL
07/09/2016	PERRY'S EMBARCADE	73.00	740-7200-413-05-80-	MEETING WITH SAN FRANCISCO ARTS COMMISSIONER-MEAL
07/10/2016	VZWRLSS APOCC VISB	122.87	740-7200-413-07-10-	06/20/16-07/19/16 WIRELESS TELEPHONE
07/10/2016	VZWRLSS APOCC VISB	212.24	740-7200-413-07-10-	06/20/16-07/19/16 WIRELESS TELEPHONE
07/10/2016	MAVERIK #460	47.77	740-7200-413-05-80-	MEETING WITH SAN FRANCISCO ARTS COMMISSIONER-FUEL
07/10/2016	HOTEL GRIFFON	566.05	740-7200-413-05-80-	MEETING WITH SAN FRANCISCO ARTS COMMISSIONER-LODGE
07/11/2016	LOWES #01024	124.47	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/11/2016	ATT CONS PHONE PMT	53.25	740-7200-413-07-10-	06/19/16-07/18/16 FAX LINE
07/11/2016	ATT CONS PHONE PMT	79.88	740-7200-413-07-10-	06/19/16-07/18/16 FAX LINE
07/12/2016	OFFICE DEPOT #973	40.42	740-7200-413-06-01-	DIVIDER TABS, PENS, FRAME HANGERS
07/12/2016	THE HOME DEPOT #3309	99.00	740-7211-450-06-25-	HYBRID BLOWER
07/13/2016	LOWES #01024	14.26	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/13/2016	EB 2016 CONCERT UNDER	65.28	740-7201-450-06-25-	2 TICKETS CONCERT UNDER THE STARS
07/13/2016	BEST BUY MHT 00008508	49.99	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/13/2016	OFFICE DEPOT #973	105.59	740-7200-413-06-01-	STORAGE TOTES, PRINTER INK
07/13/2016	LAKE TAHOE OIL COMPANY	22.99	740-7201-450-06-25-	MARKETING MEETING AT LAKE TAHOE - FUEL

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/13/2016	HOBBIY-LOBBY #583	131.95	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/13/2016	THE HOME DEPOT 3312	98.94	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201607 yourexperiencestartshere.comBusinessPackage
07/14/2016	FIRKIN & FOX	25.00	740-7201-450-06-25-	TRT ENDURANCE RUN
07/14/2016	RED'S OLD 395 GRIL	110.00	740-7201-450-06-25-	EVENT MEETING MEAL
07/15/2016	THE BASIL	31.00	740-7200-413-06-25-	ALL WORLD SPORTS MEETING
07/15/2016	FIRKIN & FOX	32.51	740-7201-450-06-25-	ART INTERVIEW PANEL MEETING MEAL
07/16/2016	WYNDHAM GARDEN CARSON	153.18	740-7201-450-06-25-	MARKETING MEETING MEAL
07/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	LODGING FOR BEN CLARK FROM TRT ENDURANCE
07/18/2016	BLUEBRIDGE DIGITAL INC	825.00	740-7201-450-03-49-	2016 JUL PROTECTION PLAN FOR PHONE 790-7757
07/18/2016	BLUEBRIDGE DIGITAL INC	166.67	740-7201-450-03-49-	2016 JUN VISIT APPS MONTHLY & MESSAGE REGIONS
07/18/2016	BLUEBRIDGE DIGITAL INC	166.67	740-7201-450-03-49-	2016 JUN VISIT APPS MONTHLY & MESSAGE REGIONS
07/18/2016	BLUEBRIDGE DIGITAL INC	166.67	740-7201-450-03-49-	2016 JUN VISIT APPS MONTHLY & MESSAGE REGIONS
07/19/2016	UNITED 01678475530561	692.20	740-7200-413-06-25-	2016 JUN VISIT APPS MONTHLY & MESSAGE REGIONS
07/19/2016	CHEAPBESTFARES.COM	340.98	740-7200-413-06-25-	ROUNDTRIP FLIGHT FOR ARTS POSITION
07/20/2016	TRAVELOCITY.COM	7.00	740-7200-413-06-25-	ROUNDTRIP FLIGHT FOR ARTS POSITION
07/20/2016	THE HOME DEPOT #3312	9.45	740-7200-413-06-25-	FLIGHT BOOKING FEE FOR ARTS POSITION
07/20/2016	ADOBE CREATIVE CLOUD	25.66	740-7201-450-05-45-	OFFICE KEY COPIES
07/20/2016	ADOBE CREATIVE CLOUD	44.33	740-7201-450-05-45-	06/20/16-07/19/16 CREATIVE SUITE MEMBERSHIP
07/20/2016	AMERICAN 00123832427084	488.20	740-7200-413-06-25-	06/20/16-07/19/16 CREATIVE SUITE MEMBERSHIP
07/20/2016	AMERICAN 00106342192865	17.66	740-7200-413-06-25-	ROUNDTRIP FLIGHT FOR ARTS POSITION
07/21/2016	TRAVEL INSURANCE POLIC	31.62	740-7200-413-06-25-	TRAVEL INSURANCE FOR FLIGHT FOR ARTS POSITION INTE
07/22/2016	OFFICE DEPOT #973	147.84	740-7200-413-06-25-	TRAVEL INSURANCE FOR FLIGHT FOR ARTS POSITION INTE
				TRASH BAGS, TOWELS, POST-ITS ETC

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/22/2016	DROPBOX 5R86DS543TP2	138.00	740-7201-450-06-25-	UPGRADE DROPBOPX ACCOUNT
07/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 JUL LIST CHARGE 12,401-12,600
07/25/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 07/24/16-08/24/16
07/25/2016	GG BOYS AND GIRLS CLU	1,250.00	740-7200-413-06-25-	2016 FUNDRAISING LUAU TABLE FOR 10
07/27/2016	PDM STL SVC CTR-125	495.00	740-7211-450-06-25-	GIFT STORE DISPLAY MATERIAL
07/27/2016	HOBBY-LOBBY #583	39.99	740-7200-413-06-25-	CONFERENCE ROOM SET UP SUPPLIES
07/28/2016	ADT SECURITY C:MMB1200	75.00	740-7211-450-06-25-	07/18/16-08/17/16 ADD DOOR INCLUDED IN SECURITY SY
07/28/2016	ADT SECURITY C:MMB1200	45.49	740-7211-450-06-25-	07/18/16-08/17/16 ADD DOOR INCLUDED IN SECURITY SY
07/28/2016	ADT SECURITY C:MMB1200	(29.51)	740-7211-450-06-25-	07/18/16-08/17/16 ADD DOOR INCLUDED IN SECURITY SY
07/28/2016	FINANCIAL SERVICES	76.75	740-7201-450-05-42-	06/29/16-07/28/16 PRINTER RENTAL
07/28/2016	FINANCIAL SERVICES	4,308.13	740-7201-450-05-42-	06/29/16-07/28/16 PRINTER RENTAL
07/28/2016	EAST TO WEST EMBRO	178.45	740-7211-450-06-97-	STORE INVENTORY-RIDE CC SHIRTS
07/31/2016	FIRKIN & FOX	110.00	740-7200-413-06-25-	ART POSITION INTERVIEW MEETING
08/01/2016	TEXAS ROADHOUSE 2355	72.00	740-7200-413-06-25-	ART POSITION INTERVIEW MEETING
08/01/2016	THE BASIL	45.00	740-7201-450-06-25-	GHOST WALK MEETING MEAL
08/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	CHARTER INTERNET 07/20/16-08/19/16
08/02/2016	FIRKIN & FOX	63.00	740-7200-413-06-25-	ART POSITION INTERVIEW MEETING
08/03/2016	SQ COMMA COFFEE	26.47	740-7201-450-06-25-	MARKETING MEETING MEAL
report count:	62	12,873.84		