

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 06/08/16

**Agenda Date Requested:** 06/13/16

**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 April & May, 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 April & May, 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 April & May – CCVB Account Activity Statement

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

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000178	04/26/16	12086	BANK OF AMERICA	PMT FOR 03/05/16-04/04/16 CCVB CREDIT CARD CHARGES	6,289.20
358529	04/22/16	15921	CAPITOL CITY GUN CLUB	SPONSOR FOR CCGC YOUTH SHOTGUN TOURNAMENT	2,680.00
358371	04/15/16	11396	CARSON CITY CHAMBER OF COMMERCE	PRISON TOUR TICKETS SOLD IN GIFT STORE	600.00
358377	04/15/16	2665828	CARSON CITY SQUARE, LLC	2016 APR RENT & 02/04/16-03/07/16 GAS UTILITIES	4,707.07
358690	04/29/16	2665699	CARSON NOW LLC	2016 04 NOW AD MENU LINK	540.00
358533	04/22/16	11963	CARSON TAHOE REGIONAL HEALTHCARE	WINE & CHEESE TRAIN TICKETS SOLD IN GIFT STORE	520.00
358380	04/15/16	2665651	CARSON VALLEY CHAMBER OF COMMERCE	2017 BAY AREA TRAVEL SHOW BOOTH	1,585.00
358284	04/08/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 03/25/16	1,445.00
358590	04/22/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 04/05/16	2,500.00
358790	04/29/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 04/20/16	2,955.00
358224	04/08/16	15638	COMPUTER ARTISTRY	03/16/16-03/29/16 DESIGN WORK	601.25
358247	04/08/16	2663516	ELECTRIC LIGHTWAVE	2016 MAR TELEPHONE	13.18
358731	04/29/16	2663516	ELECTRIC LIGHTWAVE	2016 APR TELEPHONE	13.18
358251	04/08/16	1905365	FIRST CHOICE SERVICES	201604 RENTAL	25.00
358401	04/15/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	118.35
358774	04/29/16	2665856	LEVIATHAN MEDIA GROUP	2016 RR NV TRAVEL	833.34
357858	04/01/16	2665378	MARATHON STAFFING	W/E 03/12/16	850.00
358275	04/08/16	2665378	MARATHON STAFFING	W/E 03/19/16	850.00
358430	04/15/16	2665378	MARATHON STAFFING	W/E 03/26/16	850.00
358580	04/22/16	2665378	MARATHON STAFFING	W/E 04/02/16	850.00
358781	04/29/16	2665378	MARATHON STAFFING	W/E 04/09/16	850.00
358585	04/22/16	2666136	MOUNTAIN BIKE AMERICA LLC	2ND INSTALLMENT FOR EPIC RIDES 2016	25,000.00
357870	04/01/16	1909450	NEVADA DEPT OF TAXATION	NCOT 3/8% ROOM TAX 11/01/15-01/31/16	10,920.06
358595	04/22/16	13957	NV ENERGY	02/29/16-03/30/16	221.64
358465	04/15/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES MARCH 2016	212.50
358331	04/05/16	2663857	STEWART FATHER'S DAY POWWOW	2016 PROGRAM ADVERTISING	500.00
358332	04/08/16	266220	STORAGE QUEST CARSON CITY LP	2016 04 RENT UNIT #212	1,124.00
358489	04/15/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR ART WALK BROCHURES	996.91
					68,650.68

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
358885	05/06/16	8032	CAPITAL BEVERAGES	BOTTLED WATER FOR GIFT STORE INVENTORY	37.00
358887	05/06/16	15921	CAPITOL CITY GUN CLUB	SPONSOR FOR CCGC YOUTH SHOTGUN TOURNAMENT	2,485.00
359191	05/20/16	2665645	CAPITOL INSURANCE COMPANY	INSTALLMENT PMT	149.26
359194	05/20/16	2665828	CARSON CITY SQUARE, LLC	2016 MAY RENT & 03/07/16-04/05/16 GAS UTILITIES	4,759.39
358890	05/06/16	13283	CARSON CITY SYMPHONY	CCS SPRING DREAMS TICKETS SOLD IN GIFT STORE	60.00
359195	05/20/16	13283	CARSON CITY SYMPHONY	CHAMBER SING BROADWAY TICKETS SOLD IN GIFT STORE	30.00
359383	05/27/16	2665699	CARSON NOW LLC	2016 05 NOW AD MENU LINK	540.00
359268	05/20/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 04/30/16	1,740.00
358902	05/06/16	15638	COMPUTER ARTISTRY	03/30/16-04/20/16 DESIGN WORK	942.50
359048	05/13/16	15638	COMPUTER ARTISTRY	04/21/16-05/02/16 DESIGN WORK	828.75
359407	05/27/16	9553	JOEL DUNN	REFUND FOR USA TRAVEL-AZ	44.44
359062	05/13/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	137.95
359423	05/27/16	2665984	GEM GUIDES BOOK CO	BOOKS FOR GIFT STORE INVENTORY	361.63
358920	05/06/16	2666103	IDEA FACTORY	JACKPOT ART GRANT CONSULT FEE	1,500.00
359229	05/20/16	2666103	IDEA FACTORY	JACKPOT ART GRANT CONSULT FEE	552.72
358935	05/06/16	2665378	MARATHON STAFFING	W/E 04/16/16	850.00
359089	05/13/16	2665378	MARATHON STAFFING	W/E 04/23/16	850.00
359257	05/20/16	2665378	MARATHON STAFFING	W/E 04/30/16	850.00
359452	05/27/16	2665378	MARATHON STAFFING	W/E 05/07/16	850.00
359459	05/27/16	2666253	MIGAN, WILLIAM	ART SOLD IN GIFT STORE	85.00
359097	05/13/16	2665354	NV COMM FOR THE RECON OF V&T RAILWAY	GIFT STORE SHOPPING BAGS	626.63
359266	05/20/16	1403160	NEVADA DAY INC	2016 SPONSOR PACKAGE	5,000.00
359099	05/13/16	1404650	NEVADA MAGAZINE	2016 MAY/JUNE AD	1,850.00
359274	05/20/16	13957	NV ENERGY	03/30/16-04/29/16	221.51
359480	05/27/16	1602505	PITNEY BOWES INC	01/30/16-04/29/16 POSTAGE MACHINE	275.07
359120	05/13/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES APRIL 2016	255.00
359497	05/27/16	10550	SIERRA NEVADA MEDIA GROUP	FY17 BUDGET MEETING PUBLIC NOTICE AD	55.04
358979	05/06/16	2666234	SIMPLE FARE LLC	2016 SOCIAL MEDIA SYMPOSIUM LUNCH	525.00
359325	05/20/16	2666220	STORAGE QUEST CARSON CITY LP	2016 05 RENT UNIT #212	674.40
359507	05/27/16	2666220	STORAGE QUEST CARSON CITY LP	2016 06 RENT UNIT #212	562.00
358998	05/06/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR ART WALK BROCHURES	130.81
359522	05/27/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR VISITOR GUIDE BROCHURES	350.47
					28,179.57

**CCVB P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2016-04-05 00:00:00 and 2016-05-03 00:00:00  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2016-06-06 17:20:05  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/06/2016	THE ARTISAN CAFE	17.00	740-7201-450-06-25-	MOUNTAIN RESORT TV MARKETING MEETING LUNCH
04/10/2016	VZWLSS APOCC VISB	296.36	740-7200-413-07-10-	02/20/16-03/19/16 WIRELESS TELEPHONE
04/11/2016	ATT CONS PHONE PMT	117.42	740-7200-413-07-10-	03/19/16-04/18/16 FAX LINE
04/11/2016	OFFICE DEPOT #973	107.98	740-7201-450-06-25-	WEBCAM & SPEAKER
04/12/2016	ALLEGNT TRAVEL	108.36	740-7201-450-05-80-	2016 RURAL ROUND UP FLIGHT
04/12/2016	BUDGET.COM PREPAY RESE	181.89	740-7201-450-05-80-	2016 RURAL ROUND UP RENTAL CAR
04/12/2016	ALLEGNT TRAVEL	108.36	740-7201-450-05-80-	2016 RURAL ROUND UP FLIGHT
04/13/2016	GOOGLE Play Newsstand	8.99	740-7201-450-06-25-	MOUNTAIN BIKE MAGAZINE STORY ON CARSON CITY DOWNLO
04/13/2016	SPLASH CABARET	14.50	740-7201-450-05-80-	2016 RURAL ROUND UP MEAL
04/14/2016	NTA	700.00	740-7201-450-05-45-	DMO Membership Renewal
04/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201604 yourexperiencesstartshere.co mBusinessPackage
04/15/2016	BUDGET CAR AND TRUCK R	113.57	740-7201-450-05-80-	2016 RURAL ROUND UP RENTAL CAR
04/15/2016	AQUARIUS FRONT DESK	44.79	740-7201-450-05-80-	2016 RURAL ROUND UP MEAL
04/15/2016	AQUARIUS COFFEE	14.31	740-7201-450-05-80-	2016 RURAL ROUND UP MEAL
04/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 APR PROTECTION PLAN FOR PHONE 790- 7757
04/20/2016	HARBOR FREIGHT TOOLS 3	33.95	740-7201-450-06-25-	CABLE TIES FOR
04/20/2016	CAPITAL CITY LIQUIDATO	730.00	740-7201-450-06-25-	STORAGE UNIT SHELIVING
04/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	03/20/16-04/19/16 CREATIVE SUITE MEMBERSHIP
04/22/2016	SQ COMMA COFFEE	96.08	740-7201-450-06-25-	2016 SOCIAL MEDIA SYMPOSIUM COFFEE
04/22/2016	DONUTS TO GO	25.29	740-7201-450-06-25-	2016 SOCIAL MEDIA SYMPOSIUM
04/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 APR LIST CHARGE 12,401-12,600
04/23/2016	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2016 APR PROTECTION PLAN FOR PHONE 790-

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/23/2016	DONUTS TO GO	19.35	740-7201-450-06-25-	7566 2016 SOCIAL MEDIA SYMPOSIUM
04/24/2016	C-A-L RANCH STORES #18	88.96	740-7200-413-06-25-	CABLE LOCKS & HITCH ADPT
04/24/2016	LOWES #01024	39.98	740-7200-413-06-25-	18V TOOL BATTERY
04/25/2016	C-A-L RANCH STORES #18	20.00	740-7200-413-06-25-	LOCK FOR STORAGE UNIT
04/26/2016	CHEVRON 0090172	55.55	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT FUEL
04/26/2016	MURPHY'S	140.00	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/26/2016	SHELL OIL 646112200QPS	98.88	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT FUEL
04/27/2016	LONE SPUR CAFE	24.30	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/27/2016	EL GATO AZUL	115.00	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/28/2016	WOOBX	29.00	740-7201-450-06-25-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL FACEBOOK CONTEST SOFTWARE 04/24/16-05/24/16
04/28/2016	BARLEY HOUND	265.00	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/28/2016	SHANNONS GOURMET CHEES	51.00	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/29/2016	FINANCIAL SERVICES	1,627.15	740-7201-450-05-42-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL PRINTER RENTAL 03/29/16-04/28/16
04/29/2016	THE PRESCOTT STATION	89.90	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/29/2016	SMITHS-FUEL #9356	42.01	740-7200-413-06-25-	FUEL
04/29/2016	HARBOR FREIGHT TOOLS 3	259.99	740-7200-413-06-25-	PALLET JACK
04/30/2016	IN BLUEBRIDGE DIGITAL	825.00	740-7201-450-03-49-	2016 APR VISIT APPS MONTHLY SUBSCRIPTION
04/30/2016	EL GATO AZUL	200.00	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
04/30/2016	FACEBOOK 525LP9WTY2	10.00	740-7201-450-05-42-	FACEBOOK ADS
05/01/2016	CHEVRON 0305527	99.99	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT FUEL
05/01/2016	SUBWAY 04508149	16.68	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
05/01/2016	LONE SPUR CAFE	27.00	740-7230-450-05-80-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL
05/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	2016 EPIC RIDES WHISKEY OFF ROAD EVENT MEAL CHARTER INTERNET 04/20/16-05/19/16
05/02/2016	OFFICE DEPOT #973	67.30	740-7200-413-06-25-	FUEL
report count:	46	7,260.81		