

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 10/04/16

Agenda Date Requested: 10/10/16

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 August, 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 August, 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 August – CCVB Account Activity Statement

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000183	08/31/16	12086	BANK OF AMERICA	PMT FOR 07/05/16-08/04/16 CCVB CREDIT CARD CHARGES	14,720.32
361231	08/05/16	8032	CAPITAL BEVERAGES	WATER FOR GIFT STORE	37.00
361232	08/05/16	301600	CAPITAL GLASS	DOOR HANDLES & PLATES IN VISITOR CENTER	1,250.00
361398	08/12/16	2665828	CARSON CITY SQUARE, LLC	2016 AUG RENT (LESS \$1,500.00 FOR CAPITAL GLASS INVOICE)	3,327.00
361398	08/12/16	2665828	CARSON CITY SQUARE, LLC	06/03/16-07/05/16 GAS UTILITIES	24.48
361727	08/19/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 08/09/16	2,450.00
361408	08/12/16	15638	COMPUTER ARTISTRY	07/13/16-07/31/16 DESIGN WORK	682.50
361849	08/26/16	15638	COMPUTER ARTISTRY	08/01/16-08/16/16 DESIGN WORK	471.25
361857	08/26/16	9553	DUNN, JOEL	CK RE-ISSUE FOR CK #359407	44.44
361662	08/19/16	2663516	ELECTRIC LIGHTWAVE	2016 JUL & AUG TELEPHONE	34.49
361253	08/05/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	77.90
361429	08/12/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
361877	08/26/16	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2016 SEP RENT & JUN ELECTRICITY	641.19
361712	08/19/16	2666318	MELTWATER NEWS US INC	07/01/16-06/30/17 MEDIA MONITORING	6,000.00
361904	08/26/16	13100	MILE HIGH JAZZ BAND	SPEAKEASY DANCE TICKETS (GIFT STORE SALES)	135.00
361723	08/19/16	1909450	NEVADA DEPARTMENT OF TAXATION	2016 APR, MAY & JUN NCOT 3/8% ROOM TAX PMT	17,000.07
361736	08/19/16	13957	NV ENERGY	06/30/16-08/01/16	343.28
361516	08/12/16	1603500	PONDEROSA STAMP & ENGRAVING	HWY 50 STAMPS & NAGEL NAME PLATE	49.85
361755	08/19/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES JUL 2016	191.25
361525	08/12/16	2665717	RENO TAHOE TERRITORY	09/01/16-08/31/17 MEMBERSHIP DUES	150.00
361774	08/19/16	2665994	SOUZA'S BUCKING BULLS	2016 AUG RODEO & CONCERT TICKETS (GIFT STORE SALES)	774.00
					48,429.02

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-08-05 00:00:00 and 2016-09-02 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2016-10-04 17:28:26
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
08/03/2016	OFFICE DEPOT #973	11.18	740-7200-413-06-01-	STIC PENS
08/04/2016	USPS 31136007031704471	10.59	740-7211-450-06-25-	MARKETING SHIPPING
08/04/2016	ENTERPRISE RENT-A-CAR	213.16	740-7200-413-06-25-	RENTAL CAR FOR ARTS & CULTURE CANIDATE PICK UP & T
08/04/2016	MICHAELS STORES 3758	28.28	740-7211-450-06-25-	GIFT STORE DISPLAY FRAMES
08/04/2016	LOWES #01024	5.91	740-7200-413-06-25-	OFFICE KEY COPIES
08/10/2016	VZWRLSS APOCC VISB	335.11	740-7200-413-07-10-	05/20/16-06/19/16 WIRELESS TELEPHONE
08/10/2016	ATT CONS PHONE PMT	133.42	740-7200-413-07-10-	07/19/16-08/18/16 FAX LINE
08/10/2016	LOWES #01024	40.48	740-7211-450-06-25-	VISITOR CENTER DISPLAY SUPPLIES
08/12/2016	BLUEBRIDGE DIGITAL INC	166.67	740-7201-450-03-49-	2016 JUL VISIT APPS MONTHLY SUBSCRIPTION
08/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201608 yourexperiencestartshere.co mBusinessPackage
08/14/2016	BIG 5 SPORTING GOODS 4	59.99	740-7201-450-06-25-	EVENT SHADE TENT
08/15/2016	ACT Event Dynamics	575.00	740-7201-450-05-43-	REGISTRATION FOR MARK SALINAS 2016 AITC
08/16/2016	THE CIDER HOUSE	58.00	740-7201-450-06-25-	NEVADA GRAM MEETING MEAL
08/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 AUG PROTECTION PLAN FOR PHONE 790-7757
08/18/2016	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	08/18/16-09/17/16
08/18/2016	WESTERN NEVADA SUPPLY	27.06	740-7211-450-06-25-	VISITOR CENTER DISPLAY/SEAT PARTS
08/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	07/20/16-08/19/16 CREATIVE SUITE MEMBERSHIP
08/23/2016	OFFICE DEPOT #973	16.58	740-7200-413-06-01-	BINDER DIVIDERS & HIGHLIGHTERS
08/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 AUG LIST CHARGE 12,401-12,600
08/23/2016	NOT JUST FURNITURE	799.00	740-7211-450-06-25-	VISITOR CENTER FURNITURE
08/29/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 08/24/16-09/24/16
08/29/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 07/29/16-08/28/16

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
08/29/2016	FINANCIAL SERVICES	2,353.59	740-7201-450-05-42-	PRINTER RENTAL 07/29/16-08/28/16
08/29/2016	LOWES #01024	23.17	740-7211-450-06-25-	VISITOR CENTER DISPLAY SUPPLIES
08/29/2016	BLUEBRIDGE DIGITAL INC	991.67	740-7201-450-03-49-	2016 AUG VISIT APPS MONTHLY SUBSCRIPTION
08/30/2016	SASSAFRAS	185.00	740-7201-450-06-25-	DOWNTOWN MARKETING MEETING MEAL
08/30/2016	OFFICE DEPOT #973	199.96	740-7200-413-06-01-	DESKTOP PRINTER INK
08/31/2016	DELTA 00623559151666	549.20	740-7201-450-05-80-	MARK SALINAS 2016 AITC flight
08/31/2016	BELLAIR 866 235 5247	56.00	740-7201-450-05-80-	MARK SALINAS 2016 AITC TRANSPORT FROM SEATAC TO H
09/01/2016	TRAVEL INSURANCE POLIC	32.95	740-7201-450-05-80-	MARK SALINAS 2016 AITC TRIP INSURANCE
09/02/2016	CHARTER COMM	75.00	740-7211-450-06-25-	CHARTER INTERNET 08/20/16-09/19/16
report count:	31	8,417.61		