



	Presented
Comment:	1/12/09
Verified by:	<i>K. Charles</i>

**WASILLA CITY COUNCIL INFORMATION MEMORANDUM**

**IM No. 09-02**

**TITLE: PROVIDING THE WASILLA VISITOR AND TOURISM BUREAU EXPENDITURE REPORT SUBMITTED BY THE GREATER WASILLA CHAMBER OF COMMERCE.**

**Agenda of:** January 12, 2008

**Date:** December 30, 2008

**Originator:** Amanda E. Charles, Deputy City Clerk

Route to:	Department	Signature/Date
X	Finance, Risk Management & MIS Director Purchasing	<i>Alvin [Signature]</i> 12/30/08
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>Manem [Signature]</i>
X	City Clerk	<i>K. Charles</i>

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:** *[Signature]*

**FISCAL IMPACT:**  yes  no

Funds Available  yes  no

Account name/number: Council Other Professional Services 001-4115-411.30-34

Attachments: Tourism/Visitors Bureau Funding Progress Report No. 2 (3 pp)  
Tourism/Visitors Bureau Funding Progress Report No. 3 (2 pp)

**SUMMARY STATEMENT:**

The Wasilla City Council passed AM No. 07-21 on May 14, 2007, awarding Contract No. 0643-0-2007 to Wasilla Chamber of Commerce for the development of a Wasilla Visitor and Tourism Bureau.

Per section 7 of the contract, monitoring and reporting requirements, the attached two reports are submitted to the Council for their review.

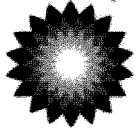


415 E. Railroad Avenue (Historic Depot) • Wasilla, AK 99654  
Email: info@wasillachamber.org

Telephone (907) 376-1299 • Fax (907) 373-2560  
Home Page: www.wasillachamber.org

Voted "Alaska's Outstanding Local Chamber of Commerce ~ 1998, 2006"  
"Home of the Iditarod" & "Home of the Iron Dog"

bp



December 22, 2008

City of Wasilla  
Contract #0643-0-2007, Report #2

To Whom It May Concern:

Our second report was filed on June 9, 2008. I signed the contract and mistakenly forgot the signature of our President, Erika Bills. Mr. Bill Miller returned the report to me; I had Ms. Bills sign it and I mailed it to City Hall. Somewhere along the line, this report was not received. I'm so sorry!

Please find replacement report attached.

Thank you,

Cheryl Metiva, Executive Director  
Greater Wasilla Chamber of Commerce & Convention/Visitor Bureau



**ATTACHMENT A**



**CITY OF WASILLA  
Tourism/Visitors Bureau Funding Progress Report**

The information provided will be used by the City to monitor cash flow to ensure proper use of taxpayer funds. No further monies or benefits may be paid out unless this report is completed and filed as required.

<b>1. NAME AND ADDRESS</b>  Greater Wasilla Chamber of Commerce 415 East Railroad Avenue Wasilla, AK 99654	<b>2. CONTRACT NUMBER</b>  <b>0643-0-2007</b>	<b>3. REPORT NO.</b>  2
<b>4. REPORTING PERIOD (Dates)</b>  FROM: 12/1/07 TO: 5/31/08		
<b>5. SHORT TITLE OF PROJECT:</b>  Wasilla Tourism/Visitors Bureau	<b>6. YTD FUNDING AMOUNT</b>  \$100,000.	<b>7. TYPE OF REPORT</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> FINAL REPORT
<b>8. NAME (EXECUTIVE DIRECTOR)</b>  Cheryl Metiva	<b>9. DIRECTOR SIGNATURE</b>  	<b>10. DATE OF REPORT</b>  6/9/08

**11. COMMENCE NARRATIVE REPORT HERE (Continue on plain paper)**

<b>12. COMMENCE ENPENDITURE REPORT HERE (Continue on plain paper)</b>			
Vendor Name	Purpose	Date Paid	Check Amount
See Attached List			
Employee Name	Position	Total Hours Worked	Amount Paid

<b>13. CERTIFICATION BY CHAMBER PRESIDENT (Official signature)</b>  	<b>14. DATE</b>  12/22/08
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City of Wasilla  
Tourism/Visitor Progress Report

Greater Wasilla Chamber of Commerce  
Contract # 0643-0-2007

**Line 12 of Attachment A**

<b>Vendor Name</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount</b>
Home Depot	Display Area	12/26/2007	\$535.10
ATIA	Convention	1/17/2008	\$675.00
KMBQ	1/2 Xmas Ad	1/17/2008	\$350.00
Bells Travel Guide	Advertising	1/17/2008	\$795.00
Mat Su Convention	Brochures	1/17/2008	\$125.00
Woodall's	Advertising	1/17/2008	\$1,142.50
ATIA	Convention	1/21/2008	\$375.00
ATIA	Convention	1/22/2008	\$200.00
Enstar	Gas	2/12/2008	\$369.20
City of Wasilla	Water	2/12/2008	\$53.59
MEA	Electric	2/12/2008	\$319.95
Postmaster	Visitor Guides Mailing	2/14/2008	\$368.00
NTA	Dues	3/17/2008	\$675.00
Postmaster	Postage	3/27/2008	\$248.40
Dukes Electric	Facility	4/4/2008	\$1,000.00
MSCVB	Bells Ad	5/5/2008	\$200.00
ATTA	Membership	5/9/2008	\$600.00
Frontiersman	Advertising	5/12/2008	\$210.50
SCAKMA	Program Ad	5/15/2008	\$125.00
ITS Alaska	Web Development	5/23/2008	\$2,210.00
North Star Media	Advertising	5/27/2008	\$600.00
Bank Fees		1/23/2008	\$1.00
			<b>\$11,178.24</b>

DEC 16 2008

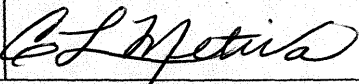
ATTACHMENT A

OFFICE OF THE CITY CLERK  
CITY OF WASILLA

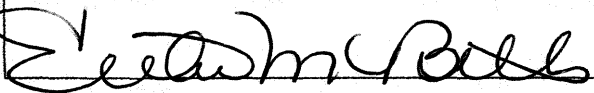


CITY OF WASILLA  
Tourism/Visitors Bureau Funding Progress Report

The information provided will be used by the City to monitor cash flow to ensure proper use of taxpayer funds. No further monies or benefits may be paid out unless this report is completed and filed as required.

<b>1. NAME AND ADDRESS</b> Greater Wasilla Chamber of Commerce 415 East Railroad Avenue Wasilla, AK 99654	<b>2. CONTRACT NUMBER</b> <b>0643-0-2007</b>	<b>3. REPORT NO.</b> 3
<b>5. SHORT TITLE OF PROJECT:</b> Wasilla Tourism/Visitors Bureau	<b>4. REPORTING PERIOD (Dates)</b> FROM: 6/1/08 TO: 11/13/08	<b>6. YTD FUNDING AMOUNT</b> \$100,000.
<b>8. NAME (EXECUTIVE DIRECTOR)</b> Cheryl Metiva	<b>7. TYPE OF REPORT</b> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> FINAL REPORT	<b>9. DIRECTOR SIGNATURE</b> 
<b>10. DATE OF REPORT</b> 11-26-08		<b>11. COMMENCE NARRATIVE REPORT HERE (Continue on plain paper)</b>

12. COMMENCE ENPENDITURE REPORT HERE (Continue on plain paper)			
Vendor Name	Purpose	Date Paid	Check Amount
	See Attached List		
Employee Name	Position	Total Hours Worked	Amount Paid

<b>13. CERTIFICATION BY CHAMBER PRESIDENT (Official signature)</b> 	<b>14. DATE</b> 11/26/08
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City of Wasilla  
Tourism/Visitor Progress Report

Report  
#3

Greater Wasilla Chamber of Commerce  
Contract # 0643-0-2007

Vendor Name	Purpose	Date Paid	Amount
dotConn Productions	DVD	6/9/2008	\$8,433.33
National Tour Assoc	Membership	7/1/2008	\$1,180.00
Geri Toker	Staff Tour/Seward	7/1/2008	\$100.00
Fish AK Magazine	Advertising	7/10/2008	\$383.40
AK Adventure Magazine	Advertising	7/11/2008	\$1,000.00
Dukes Electric	Heater Repair	7/11/2008	\$2,141.57
3 Bears	TV Stand	7/28/2008	\$105.37
Chilis	Meeting	7/28/2008	\$38.57
Carrs	Misc	7/31/2008	\$17.69
Postmaster	Postage	8/6/2008	\$243.69
ATIA	Convention Registration	8/18/2008	\$350.00
Rays	Seward	8/22/2008	\$50.94
Marriott Hotel	Seward	8/22/2008	\$92.72
dotConn Productions	Promotion DVD	8/26/2008	\$3,980.00
Bank Fees	Bank Fees		\$40.00
MSCVB	Advertising	9/3/2008	\$525.00
Travel Services	Pittsburg-Convention	9/26/2008	\$863.50
Mikie's Accounting	CVB Accounting Fees	10/1/2008	\$800.00
Image Works	Brochures	10/3/2008	\$80.00
ITS Alaska	Web Development	10/31/2008	\$1,000.00
Bells Travel Guide	Advertising	10/31/2008	\$795.00
ABA Association	Membership renewal	10/31/2008	\$500.00
Northern Printing	Brochures	10/31/2008	\$1,718.00
Image Works	Brochures	11/4/2008	\$75.00
			<b>\$24,513.78</b>