

## POSSIBLE MOTIONS

### Discussion / Direction on the contract with the Greater Sitka Chamber of Commerce, Inc.

#### EXECUTIVE SESSION

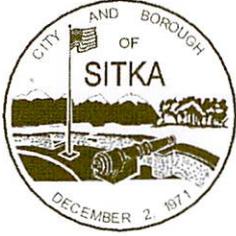
**I MOVE** to go into executive session\* to discuss legal matters affecting the municipality with respect to the municipalities contractual relationship with the Greater Sitka Chamber of Commerce, Inc., the immediate knowledge of which would adversely affect the finances of the municipality, and/or communications with the Municipal Attorney concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions, and invite in if desired and when ready, Don Kluting and Maegan Bosak.

**I MOVE** to reconvene as the Assembly in regular session.

\*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members

**From:** Keith Brady, Municipal Administrator *KB*

**Date:** July 6, 2018

**Subject:** Direction on the contract with the Greater Sitka Chamber of Commerce for Convention and Visitor Bureau Services

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### Summary

The contract with the Greater Sitka Chamber of Commerce (Chamber) for Convention and Visitor Bureau (CVB) Services expired on June 30, 2018. In response to the issuance of the Request for Proposal (RFP) to provide CVB Services in Sitka, CBS received one proposal. The proposer was the Chamber. A review committee comprised of the Administrator, Maegan Bosak, and Don Kluting reviewed the statement of interest and issued a letter of intent with the request for additional information.

We are currently negotiating the contract with the Chamber.

### Fiscal Note:

The amount we are paying the Chamber currently to continue the CVB services is \$35,166.67 per month.

The RFP amount was stated at \$300,000 per year and it would come from the Visitor Activities Enhancement Fund. At the end of the calendar year, per the contract, the chamber will be able to present to the assembly their past years tourism statistics and future marketing plan, and the assembly can decide whether or not to award the chamber more money based on want, need and presentation.

### Details

CBS is requesting significant differences in this next term contract, including:

- The term ending date, ending December 31, 2021 rather than on the fiscal year, in the midst of visitor services activities
- More priority given to marketing Harrigan Centennial Hall and other convention facilities
- Three year strategic plan and annual marketing action plan presented and approved by the Assembly every January
- A greater emphasis on marketing the shoulder and winter seasons
- Minimum of quarterly meetings with designated CBS staff
- Annual contract amount at \$300,000.00