

**AGENDA**  
*City of Brookings*  
*Common Council Meeting*  
*City Hall Council Chambers*  
*898 Elk Drive*  
*Brookings, OR 97415*  
*March 26, 2001*  
*7:00 p.m.*



# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
March 26, 2001  
7:00 p.m.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

**A. Appointments**

1. Planning Commission Position No. 4
2. Planning Commission Position No. 6

**V. SCHEDULED PUBLIC APPEARANCES**

- A. City Engineer Richard Nored of HGE, Inc. - Water System Master Plan and Water Conservation Management Plan presentation**

**VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

**A. Committee and Liaison reports**

1. Chamber of Commerce
2. Businesses for a Better Brookings
3. Port of Brookings-Harbor
4. Parks and Recreation Commission
6. Council Liaisons

**B. Unscheduled**

**VII. STAFF REPORTS**

**A. City Manager**

1. Consider tourism promotions proposals
2. Other

**VIII. CONSENT CALENDAR**

**A. Approval of Council Meeting Minutes**

1. Minutes of March 12, 2001, Regular Council Meeting  
(end Consent Calendar)

**EXECUTIVE SESSION** - ORS192.660 (1)(e) To conduct deliberations with persons designated to negotiate real property transactions

**EXECUTIVE SESSION** - ORS192.660 (1)(d) To conduct deliberations with persons designated to carry on labor negotiations

**IX. REMARKS FROM MAYOR AND COUNCILORS**

- A. Council
- B. Mayor

**X. ADJOURNMENT**

**MARCH 2001**

*Council Minutes & Fire Hall Use as of 3/22/01*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC-Site Plann Com Mtg/LauraLeeGray 7:00am TV49-Coast Today w/City Officials &/or Employees	10:00am CC-Mayor Hagbom w/OPB Radio Interview 1:00pm CC-911 Board Mtg/SgtCooper	
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 1:00pm CC-Patrol/Dispatch Mtg w/Cty Mgr 7:00pm FH-FireTmg/ChShrp	6:30pm BHHS-BPD Citizen Police Acdmy #8-Invstgtns/BPalicki 7:00pm CC-Planning Commssn	12:00pm Cornnity Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 7:00am TV49-Coast Today w/City Officials &/or Employees	5:00pm CC-Team Or Mtrcyle Sfty Prog/ODOT-Agency of OSU/Mike Triller; StcyAxmkr 800/545-9944, ext 4	8:00am CC-Team Or Mtrcyle Sfty Prog/ODOT-Agency of OSU/Mike Triller; StcyAxmkr 800/545-9944, ext 4 6:00pm 50th B/D Comm Fund Raiser @ Elks/Dinner
12:00pm CC-Team Or Mtrcyle Sfty Prog/ODOT-Agency of OSU/Mike Triller; StcyAxmkr 800/545-9944, ext 4	10:00am CC/Hall Area-10AM-3PM Ballot Elections Drop/Off 7:00pm FH-FireTmg/ChShrp 7:00pm CC-Council Mtg	10:00am CC/Hall Area-10AM to 8PM Elections Ballot Drop/Off 3:00pm CC-HOPE Mtg/ Tim Adsit-489-7443 6:30pm CC-BPD Citizen Police Acdmy #8-Crt Systm/BPalicki	8:00am CC-CST Mtg: ODOT/Proud/Gov's Reg Cordntr/etc-LBlodgett (all day) 2:30pm FH-SafetyComMtg/HThmpson 7:00pm "Curry Govts" Mtg @ Gold Beach City Hall-2nd Wed of,Nov,Jan, Mar, May, Jul, Sep, Nov, Jan	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 3:00pm CC-AMF Mtg/SRidens 7:00pm CC-SkatePark Comm/Councilor Johns		
	9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTmg/ChShrp	6:30pm CC-BPD Citizen Police Acdmy #8-Parole/Probtv/ JuvSyst/BPalicki	6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell 7:00pm CC-50th B/D Comm Mtg/Councilor Kuhn, Chair	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 2:00pm CC-Emerg Tsk Force w/CoCrdntr-Chf Sharp;MARrell 7:00pm CC-Parks & Rec Comm/ CMickelson	8:30am CC-Muni Court Juv. Hearing/Judge RHarper	St. Patrick's Day
	7:00pm CC-Council Mtg 7:00pm FH-FireTmg/ChShrp	6:30pm CC-BPD Citizen Police Acdmy#8-PrznSystems/Palicki	6:00pm CC-Victim's Impact Panel (247-2412)CCCOA	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 6:30pm CC-Seatbelt Class-PD/BPalicki		AzPark & BudCross Fields-April
			<b>FEBRUARY 2001</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		<b>APRIL 2001</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

APRIL 2001

Council Chamber & Fire Hall use as of 3/22/01

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AzPark & BudCross Fields-April	9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTmg/ChShrp	6:30pm BHHS-BPD Citizen Police Acdmy #8-SOR&Hazmat/Palicki 7:00pm CC-Planning Commssn	12:00pm Community Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC-Site Plann Com Mtg/LauraLee Gray 7:00am TV49-Coast Today w/City Officials &/or Employees		
Daylight Savings Begins	7:00pm FH-FireTmg/ChShrp 7:00pm CC-Council Mtg	3:00pm CC-HOPE Mtg/ Tim Adsit-469-7443 6:30pm CC-BPD CtznPiceAcdmy #8-K9 Units/Ovrw/BPalicki	2:30pm FH-SafetyComMtg/ HThompson	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray		8:00am AzPrkPicnicArea-Elks Easter Egg Hunt
Palm Sunday	7:00pm FH-FireTmg/ChShrp 9:00am CC-Municipal Court/ JdgHarper 9:00am CC-VIPS/Volunteers in Police Service-BPalicki	6:30pm CC-BPD Citizen Police Acdmy#8/Cal-OrAmb/EMT	8:00pm FH-Subrbn Fire Dist Mtg/RexAtwell 7:00pm Budget Committee Mtg/RRreed	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 2:00pm CC-Emerg Tsk Force w/CoCrdntr-Chf Sharp;MArrell 7:00pm CC-SkatePark Comm/Councilor Johns	Good Friday	
Easter	12:00pm CC-Otak for Borax-KickOff Master Plan/JBischoff 7:00pm CC-Council Mtg 7:00pm FH-FireTmg/ChShrp	6:30pm CC-BPD Citizen Police Acdmy #8/Ovrw&Grad-ChLewiis &BPalicki	7:00pm FH-50th B/D Comm Mtg/Councilor Kuhn, Chair	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ CMickelson		
	7:00pm FH-FireTmg/ChShrp		Secretaries Day			

MARCH 2001

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25	26	27	28	29	30	31

MAY 2001

S	M	T	W	T	F	S
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27	28	29	30	31		

March 5, 2001

**CITY OF BROOKINGS  
VOLUNTEER POSITIONS  
AVAILABLE NOW**

PROVIDED TO  
ALL APPLICANTS



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**PLANNING COMMISSION - 2 Positions Available**

The Brookings Planning Commission meets monthly on the first Tuesday at 7:00PM in the Brookings City Hall Council Chambers. It reviews land use issues within the City of Brookings and its Urban Growth Boundary. In some matters it serves as the decision making body while in others it is advisory to the City Council and the Curry County Planning Commission. Its authority covers a broad range of land use issues from minor partitions of land to major amendments to the City's Comprehensive Land Use Plan. An average meeting will last approximately 2 hours. The term expiration dates for these positions are as follows:

- Position #4 - with a term beginning April 1, 2001, and expiring April 1, 2005
- Position #6 - with a term beginning April 1, 2001, and expiring April 1, 2005

All of the positions on the Commission are unpaid, volunteer positions. However, appointment to any of these positions guarantees an invitation to one of Brookings' premier events - the City's ANNUAL VOLUNTEER & EMPLOYEE PICNIC. If you are interested in being considered for these vacant positions, please send a cover letter and completed application, which is available at City Hall between 9AM and 4:30PM, to Mayor Bob Hagbom, 898 Elk Drive, Brookings, Oregon 97415. Indicate for which position you would like to be considered and tell us about your background, including any volunteer work or positions you have held, in Brookings or elsewhere. Requests should be at City Hall before 12:00 Noon on March 21, 2001.

The Council will act on these volunteer appointment at their meeting March 26, 2001. If you have any questions about any of these positions, please call Mayor Bob Hagbom at 469-0150 or City Manager Leroy Blodgett at 469-2163. Thank you for considering a volunteer committee appointment with the City of Brookings.

**NEWS MEDIA: FOR IMMEDIATE RELEASE**

**City of Brookings**

Phone (541) 469-2163 ♦ FAX (541) 469-3650

E-mail - [cityhall@brookingsor.org](mailto:cityhall@brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

For further information contact Sharon Ridens at Brookings City Hall at 469-2163, extension 204.

**NOTICE SENT TO:** Curry Coastal Pilot, KURY, KCRE, KBSC-TV49, KPOD, The World, The Triplicate, Curry County Reporter, Chetco Public Library, Port of Brookings-Harbor, Brookings-Harbor Chamber of Commerce, Brookings-Harbor School District, SWOCC, Planning Commission, Community Development Department, Brookings Police Department, City Council, posted at City Hall. DATED: March 5, 2001

TO: Planning Commission Applicants  
FROM: Leroy Blodgett, City Manager  
DATE: March 5, 2001  
SUBJECT: Statement of Economic Interest

City of Brookings



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Certain local government elected and appointed officials are required to file the above mentioned form. City Planning Commissioner positions are among those appointed officials.

Attached is a copy of last year's form. If you are appointed to a City of Brookings Planning Commission position, next February you will get one of these statements to file for this year.

If you do not want to file this information with the state please do not apply, as you will be required to file.

If you have any questions, feel free to call me or the Oregon Government Standards and Practices Commission at (503) 378-5105.

CC: Mayor  
City Council

PROVIDED  
TO  
APPLICANTS

Mayor Bob Hagbom  
898 Elk Drive  
Brookings, OR 97415

March 14, 2001

Dear Mayor Hagbom,

Please find attached, for your consideration, my application for re-appointment to Planning Commission/Position #6. As you know, I have a keen and vested interest in the City and the community. I am a business owner, President of the Chamber of Commerce and serve on various committees involving City functions. I also serve as Chairman of the Board of Family Security Bank, a local financial institution.

If reappointed, I would continue to serve the City and its residents with energy, compassion and fairness.

Sincerely,

  
Richard Gyuro

Brookings, OR 97415

**received**  
8/3/14-01



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Richard Gyuro Date: 3/14/01

Physical Address: Brookings, OR 97415

Mailing Address: P.O. Box 1239 Phone: 469-4856

This is my application to serve on the following board or committee. Check one or more:

- City Council ..... (4 year term, appointed by Council)
- Planning Commission ..... (4 year term, appointed by Council)
- Parks and Recreation Commission ..... (4 year term, appointed by Council)
- Systems Development Charge Review Board ..... (4 year term, appointed by Council)
- Budget Committee ..... (3 year term, appointed by Council)
- Other (Please list): \_\_\_\_\_

1. Resident of City of Brookings since: Month: Dec Year: 1993

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) Would like to continue to help shape the future of Brookings. My current Planning Commission experience + background as Chamber of Commerce President would serve me well to be re-appointed

(Continued on back)

2. Continued: to the Brookings Planning Commission

- Chair - Brookings Planning Commission
- Board Chair - Family Security Bank
- President B-H Chamber of Commerce July 1997 to present
- Member PROUD Committee

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

- Attended Montclair State College, Montclair, N.J.
- U.S. Army, Berlin, Germany
- 1967-1974 Biotronics, Redding, CA - sales, sales mgmt.
- 1974-1979 Real Estate Sales, Redding, CA
- 1979-1993. W.W. Grainger, Inc, Chicago, IL, sales  
sales mgmt. - Responsible for a \$60 million district  
with 30 sales reps.
- 1993-present - co-owner - Mory's, Brock B. Jr. Video

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>Peggy Goergen</u>	<u>_____</u>	<u>469-5017</u>
B. <u>Paul Preveras</u>	<u>_____</u>	<u>469-7443</u>
C. <u>Les Cohen</u>	<u>_____</u>	<u>469-3181</u>

5. Richard Lynn 3/14/01  
Signature Date

# ***Coastal Copiers Sales and Leasing***

623 Chetco Avenue, PO Box 1581, Brookings, OR 97415  
(541) 412-0244 Tel. (541) 412-0244 Fax  
email: [copies@coastalcopiers.com](mailto:copies@coastalcopiers.com) Website: [www.coastalcopiers.com](http://www.coastalcopiers.com)

March 7, 2001

City of Brookings  
898 Elk Drive  
Brookings, OR 97415  
Attention: Mayor Bob Hagbom

Dear Mayor Hagbom,

Attached is my application for re-appointment to the City of Brookings Planning Commission, position number four, which expires on April 1, 2001.

I have enjoyed serving the city in this capacity, and appreciate being considered for another term.

Sincerely,



Victoria E. Nuss, CPA  
Coastal Copiers Sales & Leasing



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive + Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Victoria Nass, CPA

Date: 2-28-01

Physical Address: \_\_\_\_\_

Mailing Address: PO Box 1581

Phone: 412-0244

This is my application to serve on the following board or committee. Check one or more:

- City Council ..... (4 year term, appointed by Council)
- Planning Commission ..... (4 year term, appointed by Council)
- Parks and Recreation Commission ..... (4 year term, appointed by Council)
- Systems Development Charge Review Board ..... (4 year term, appointed by Council)
- Budget Committee ..... (3 year term, appointed by Council)
- Other (Please list): \_\_\_\_\_

1. Resident of City of Brookings since: Month: 10 Year: 94

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) \_\_\_\_\_

On file

2. Continued: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

*all resume*  
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4. Please list three references:

	NAME:	ADDRESS:	PHONE:
A.	<i>on file</i>	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

5. *Victoria Pless, CPA* \_\_\_\_\_ *2/28/01* \_\_\_\_\_  
Signature Date

# VICTORIA E. MARSH-NUSS, CPA

PO BOX 1581

BROOKINGS, OR 97415

(541) 469-9743

## EMPLOYMENT HISTORY

1996 to Present

**COASTAL COPIERS SALES & LEASING**  
623 CHETCO AVENUE, PO BOX 1581  
BROOKINGS, OR 97415

### CO-OWNER

Along with my husband we have established a sole proprietor business, which provides copier, printer, and fax repair, supply & office equipment sales. We are the only equipment repair service within a 90-mile radius. We provide copier service & printer repair for over 600 customers within a 120-mile stretch along the southern Oregon coast. In January of 1998 our business expanded when we opened a copy/quick print center that features digital full color printing interfaced with three networked computers. Our copy center is the only center capable of digital printing within a 90-mile radius.

**ACCOMPLISHMENTS:** Since 1995 we have annually placed over \$150,000 worth of copier/office equipment. We provide copier and printer service for over 400 businesses between Gold Beach, Oregon and Crescent City, California. Our copy/quick print center produces over 150K copies per month.

1994-1996

**MUSSER AND ASSOCIATES, CPA'S, P.C.**  
565 FIFTH STREET  
BROOKINGS, OR 97415

### STAFF ACCOUNTANT

Primarily responsible for all payroll functions for over 60 clients which included payroll preparation, IRS and various states quarterly and annual reporting, correspondence, workers compensation reporting and audits. Payroll services provided involved knowledge of federal and state tax employment laws. Prepared individual income taxes which requires a working knowledge of the federal and state tax codes. Provided bookkeeping services which provided clients with compiled financial statements. Duties also included being an audit staff member working on private and governmental audits.

**ACCOMPLISHMENTS:** Successfully completed over two years of public accounting as required by the Georgia State Board of Accountancy for certification as a CPA. Gained a working knowledge of various software programs used in the industry of Public accounting.

1992-1994

**BELLSOUTH CELLULAR, CORPORATION**  
5600 GLENRIDGE DRIVE, SUITE 300  
ATLANTA, GA 30342

### ACCOUNTANT- NON-INCOME TAX, CONSOLIDATIONS

Responsible for the reporting and payment of non-income tax revenue collected from cellular customers. Report non-income tax for over 400 returns at the federal, state, county, and city level on a monthly basis for over 75 cost centers. Reconcile all non-income tax liability accounts for Bellsouth Mobility, Inc. (BMI) and American Cellular Communications Company (ACCC). Assumed responsibilities of a co-worker on maternity leave during a six-month period performing the monthly consolidation of over 50 cellular partnerships and corporations for ACCC. Reviewed financial statements for system integrity, elimination entries, and proper state and federal income tax expense. Prepared footnotes, inter-company reconciliation's, and internal reports summarizing monthly results.

**ACCOMPLISHMENTS:** Earned a 200% accomplishment level on quarterly bonus' for all periods during my employment. Quarterly objectives are in addition to the above responsibilities. Achieved a high rating on my annual review, and received an above average merit increase in salary.

1978-1990

**RETAIL MANAGEMENT**

Over twelve years of retail management experience working for specialty retail operations such as: San Francisco Music Box Company, Wicks 'N' Sticks, and Walt Disney World. Managed single and multiple units that included duties such as hiring personnel, training, purchasing inventory, and overseeing all daily operations.

**ACCOMPLISHMENTS:** During a six year career with Wicks 'N' Sticks I progressed from assistant manager to Franchise Director of the Southeast due to strong performance in sales and managerial skills.

**EDUCATION**

**KENNESAW STATE COLLEGE**

BBA, Accounting, June 1992, Magna Cum Laude

**HONORS:** Presidents List; Deans List; Member of the Golden Key Honor Society; Recipient of Scholastic Scholarship for the Becker CPA review.

**LICENSES HELD**

Certified Public Accountant, Oregon Board of Accountancy. Member of the American Institute of Certified Public Accountants.

**OTHER SKILLS**

Dale Carnegie Effective Speaking and Human Relations. PC skills include: Windows '98 and Excel, Word, Microsoft Office '97, Netscape Internet software, Quicken and Quickbooks and various accounting and tax programs.

**ACTIVITIES**

Board Member, Coo, Curry, Douglas Business Development Corporation, Appointed 2000, Planning Commissioner, Curry County, Appointed 2000. Planning Commissioner, City of Brookings, Appointed 1999. Businesses for a Better Brookings, President. 99-00, PROUD Committee, Vice Chair Appointed 1998, Soroptimist International of Brookings, member since 1994, Treasurer 97-99, Finance Chairperson and Newsletter Editor, 1996-97. South Coast Humane Society, Newsletter Editor and Public Relations Chairperson, 1995-96. Institute of Management Accountants, Atlanta Chapter, Director of Advertising, 1992-93. VITA volunteer, 1992.

March 19, 2001

Mayor Bob Hagbom  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mr. Mayor:

I would like to be considered for one of the available positions on the City Planning Commission.

I have lived in Brookings/Harbor for a year, moving here April 1, 2000. I am concerned about urban growth in the Brookings area. I have been a *property owner/consumer* for over 35 years and I want to give something back to my community.

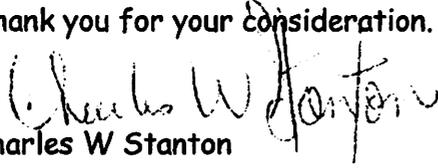
I have served on local school committees, i.e. PTA, and neighborhood associations. I am familiar with government operations through my employment background.

Before retiring, I worked at the California Office of State Printing. Our mission was to publish all government materials, including the *daily histories, files and journals* of the legislature. We were charged with providing those daily publications in an accurate, timely manner. Through this association I became familiar with the workings of government, its requirements and the legislative process.

Where I may lack experience in service to my community, I am sure I can make up in enthusiasm.

Because I am retired I feel I will be able to devote the time necessary to fulfill the tasks associated with this position.

Thank you for your consideration.

  
Charles W Stanton

Brookings, OR 97415

412 7948

**received**  
3-20-01



# City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

## APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Charles W. Stanton Date: 03-16-01

Physical Address: 17315 Holmes Dr. Brookings

Mailing Address: Same Phone: 412-7948

This is my application to serve on the following board or committee. Check one or more:

City Council ..... (4 year term, appointed by Council)

Planning Commission ..... (4 year term, appointed by Council)

Parks and Recreation Commission ..... (4 year term, appointed by Council)

Systems Development Charge Review Board ..... (4 year term, appointed by Council)

Budget Committee ..... (3 year term, appointed by Council)

Other (Please list): \_\_\_\_\_

1. Resident of City of Brookings since: Month: April, Year: 2000

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) \_\_\_\_\_

SEE ATTACHED

(Continued on back)

2. Continued: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

SEE ATTACHED  
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\_\_\_\_\_

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>DAN HARRISON</u>	_____	<u>402-7155</u>
B. <u>DIXIE EVERS</u>	_____	<u>469-3581</u>
C. <u>MIKE KRYNAK</u>	_____	<u>412-7112</u>

5. Charles W. Stenton  
Signature

03-19-01  
Date

Charles W Stanton

Application to serve on a City of Brookings Council, Board, Committee, or Commission

2. I would like to serve the community in the capacity of a volunteer member of the Planning Commission Because:

I am concerned about urban growth in the Brookings area. I have been a *property owner/consumer* for over 35 years and I want to give something back to my community.

I have served on local school committees, i.e. PTA, and neighborhood associations. I am familiar with government operations through my employment background.

Before retiring, I worked at the California Office of State Printing. Our mission was to publish all government materials, including the *daily histories, files and journals* of the legislature. We were charged with providing those daily publications in an accurate, timely manner. Through this association I became familiar with the workings of government, its requirements and the legislative process.

At the time of my retirement I was in charge of the desktop publishing department, I supervised as many as 35 employees. I was also assigned as a Printing Operations Planner. As a "Planner" we were responsible for incoming printing jobs (large and small), that were submitted by other state agencies. This required my planning of the production of the job from inception to shipping the final product. Some of these jobs involved millions of dollars in production costs, such as the California State Budget, General Election Ballot Pamphlets, etc. It was the printing planner's responsibility to see that the job ran smoothly throughout all the phases of the process and to deliver a quality product to the requesting agency.

Where I may lack experience in service to my community, I am sure I can make up in enthusiasm.

Charles W Stanton

*Application to serve on a City of Brookings Council, Board, Committee, or Commission - Continued.*

3. Biographical Sketch:

I was born in Battle Creek Michigan in July 1938. My family moved to California in 1956 shortly after I completed high school. I served an apprenticeship at the local newspaper in Bakersfield. My family and I moved to Sacramento in 1964. I was employed at the Office of State Printing from 1964 until my retirement in 1995.

I have attended college classes at various community colleges in California, I completed courses in English, History, Electronics, Mathematics, Quality Assurance, Sexual Harassment, Ethnic Diversity, Stress Management, Crisis Management, Personnel Management, to name a few. I took these courses with the goal to better understand my role as a Supervisor and Manager.

During my employment at the Office of State Printing I worked in many job classifications, Linotype Machinist, Photo Keyboard Operator, Electronic Printing Encoder, first line Composing Supervisor, Printing Operations Planner, and Associate Printing Plant Superintendent. I have personally supervised as many as 35 employees in one department. My responsibilities involved, hiring, training, job assignments, employee discipline and evaluation. I also helped formulate and implement my department budgets.

I am married, my wife Audi is also a retired California State Employee, she is an artist and is active in the local art associations. Our daughter, son-in-law and two grandchildren live here in Brookings. We have three other daughters and two sons living in California, Nevada and Utah. We like to travel especially touring our new adopted state of Oregon. I like outdoor activities such as fishing and beach combing. We are homeowners, and share a deep concern for the future of the Brookings/Harbor area.



## **Staff Report**

**To:** Mayor Hagbom & City Councilors  
**From:** Leroy Blodgett, City Manager *LB*  
**Date:** March 22, 2001  
**Re:** Promotional Service Contract

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### **BACKGROUND**

The City of Brookings requested proposals to provide promotional services for the City. The due date for proposals was 4:00 PM March 20, 2001. As of that date and time we received only one proposal, which was from the Brookings-Harbor Chamber of Commerce. No other interested parties requested information in regards to the requirements for providing the service.

### **ALTERNATIVES**

1. Do not contract with anyone for promotions.
2. Continue to solicit proposals.
3. Direct staff to negotiate a contract with the Brookings-Harbor Chamber of Commerce.

### **STAFF RECOMMENDATION**

Direct staff to negotiate a contract with Brookings-Harbor Chamber of Commerce to provide promotions for the City of Brookings and present the draft contract for consideration at the April 23, 2001, regular Council meeting.



**CITY OF BROOKINGS  
REQUEST FOR PROPOSAL  
TOURISM PROMOTION SERVICES**

**CITY OF BROOKINGS  
REQUEST FOR PROPOSAL FOR  
TOURISM PROMOTION SERVICES**

The City of Brookings requests proposals from organizations to provide "Tourism Promotion" services. Our goal is to select an organization to provide the services, which will result in the most productive use of a portion of the City's transient room tax revenues.

**TIMETABLE**

Authorization to request proposals by the City Council	February 26, 2001
Distribution of request for proposal	February 27, 2001
Proposal submission deadline	March 20, 2001, by 4:00p.m.
City Council review and selection	March 26, 2001
Notification of bidders	March 27, 2001
Negotiation of agreement	April 1 - April 17, 2001
Agreement to Council for approval	April 23, 2001

**PROPOSAL PROCESS**

In *sealed* envelope, three copies of response to this request for proposal should be delivered or mailed to:

City of Brookings  
Attention: City Manager  
Tourism Promotion Proposal  
898 Elk Drive  
Brookings, OR 97415

Responses will be accepted until 4:00p.m. (PST) on Tuesday, March 20, 2001. No late proposals will be considered. Receipt is made when delivered to the above address either in person or via mail. Postmark date does not constitute receipt. Fax responses will not be accepted.

AUTHORIZATION FOR EXPENDITURE OF FUNDS AND REASONS FOR  
EXPENDITURE OF THESE FUNDS ON TOURISM PROMOTION ACTIVITIES.  
ORDINANCE NO. 93-O-342.A.

Section 15 - Use of Transient Room Tax.

A. The City shall use twenty-five percent (25%) of the transient room tax collections each year to promote tourism in the Brookings-Harbor area.

B. The City finds and declares that expenditure of a portion of the transient room tax collections for tourism promotion will serve a public purpose. The City will derive economic benefits through attraction of visitors to the area. It is in the public interest to promote quality, integrity and reliability in all tourism and tourism related services and in information offered to visitors. Travel and recreation industries are important to the area as a whole, and tourist facilities and attractions serve the recreational and cultural needs of all visitors and residents. Further, the travel and recreation industries have become increasingly important to the economic growth of the area and will become more important in the future because of increased leisure time and declining employment opportunities in other traditional Oregon industries. There is a need to encourage communication and cooperation between the public and private sectors to promote the orderly growth and implementation of tourism related objectives. It is important that visitors to the area be informed of the scenic and historic attractions, entertainment and recreation opportunities, restaurant facilities, lodging facilities and other matters of special interest. The area on the whole will benefit by attraction of tourists.

COVER SHEET

CITY OF BROOKINGS  
PROPOSAL FOR TOURISM PROMOTION SERVICES

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

I, the undersigned, an authorized representative of \_\_\_\_\_

\_\_\_\_\_ whose address is

\_\_\_\_\_, have read and thoroughly understand the specifications, instructions, and all other conditions of the request for proposal issued by the City of Brookings for Tourism Promotion Services.

Acting on behalf of my organization, which is listed above, I do attest that the services offered by us meet the City of Brookings' specifications in every respect, \_\_\_\_\_ without exception or \_\_\_\_\_ with exception (please check one). If your answer is "with exception" please attach a page to your proposal explaining that "exception."

We, therefore, offer and make this proposal to furnish the City of Brookings the services detailed in our proposal.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

## BIDDING INSTRUCTIONS

Bid forms are provided as an attachment to this RFP. In a desire to standardize responses and facilitate the review process, use of the bid form is required. You may provide additional information as attachments to this form.

Any questions on the RFP should be directed to Leroy Blodgett, City of Brookings City Manager, 469-2163.

In order to qualify for consideration for the award, the bidder must complete all forms, answer all questions and submit the enclosed cover sheet, signed by an officer of the organization. The signature shall be interpreted to signify the vendor's intent to comply with all terms, conditions, and specifications set forth in this solicitation.

## AGREEMENT

The organization that the City selects will be expected to enter into an agreement covering proposed services. Acceptance of any proposal ultimately depends upon entering into this agreement.

This agreement will include items from this proposal as well as other related items such as:

1. An example of the types of expenses that are and those that are not considered "tourism promotion" services expenses under the proposal and agreement.
2. Information center hours and staffing
3. Reporting requirements including access to records for auditing for financing and performance issues.
4. Others pertinent to the relationship

## NO GUARANTEE AS TO DOLLARS AVAILABLE

The City guarantees no specific amount of money will be available under the agreement to be negotiated as a result of this process.

## PERSONAL SERVICES CONTRACT

The agreement required by this request for proposal is a "personal services contract" and the City reserves the right to accept, reject, or negotiate with any bidder and to waive any and all formalities or irregularities.

## EVALUATION PROCESS

Each proposal received will be reviewed and evaluated by City Staff. The review and evaluation will consist of a rating by each reviewer based upon criteria shown below. The ratings of each reviewer will be combined into an overall point value rating and a recommendation will be made to the City Council. The final decision will be made by City Council at the Council's regularly scheduled meeting March 26, 2001.

The evaluation and rating criteria are as follows:

Organization - 25%  
Proposed Tourism Promotion Services - 50%  
References - 25%

Attach extra pages, as necessary, to answer the following questions.

### I. ORGANIZATION.

#### A. Structure

1. What is the legal structure of your organization?
2. When was it created?
3. Do you have a board of directors, and if yes, describe them.
4. Provide the financial reports you issued for each of the last two years.

#### B. Staff

1. Describe your paid and volunteer staffing
2. Describe their experience in tourism promotion field
3. Describe their experience in related fields
4. Any other pertinent information you wish to tell us?

#### C. Financial

1. City money expended on "tourism promotion" activities must be accounted for in a fund separate from all other organization monies. This separate fund shall be used only for accounting and reporting of receipts and disbursements related to City of Brookings transient room taxes. Tell us how you would meet this requirement.
2. Explain your internal procedures that would guarantee money received from the City would be spent only on authorized "tourism promotion" activities as presented in your proposal.
3. Tell us about your organization's other financial activities. Will you be able to "leverage" City dollars and if yes, how?

4. What would your organization do, if you receive this City money one-year and for some reason did not receive it the next year?

## II. PROPOSED TOURISM PROMOTION SERVICES

- A. What would your organization do with the \$20,000 - \$30,000, estimated to be available to you in the twelve months after an agreement had been reached, if your proposal is accepted? Give some specific examples.
- B. What would your organization do with the same estimated amount of money available in each of the succeeding four one-year periods? Give some specific examples.
- C. Tell us how you would measure your tourism promotion results in the first year and how you would change your strategy in the succeeding years, if your measurement showed the first year's activities were not successful.

## III. REFERENCES

- A. Give names of three organizations and contact persons with phone numbers you have done "tourism promotion" business with and what did those businesses involve?
- B. How many dollars were involved in the last year (indicate what year for each of those three organizations?)

INSURANCE

Indicate below who provides your organization's insurance. The organization that receives this money will be required to provide insurance certificates showing the City as an additional named insured on these policies, which must be for \$ 1 million each:

General Liability - \_\_\_\_\_ (Insurance Agent) \_\_\_\_\_ (Phone)  
\_\_\_\_\_  
(Insurance Company)

Errors and Omissions - \_\_\_\_\_ (Insurance Agent) \_\_\_\_\_ (Phone)  
\_\_\_\_\_  
(Insurance Company)

Workers Compensation - \_\_\_\_\_ (Insurance Agent) \_\_\_\_\_ (Phone)  
\_\_\_\_\_  
(Insurance Company)

**PUBLIC NOTICE**

**March 2, 2001**

**The City of Brookings  
REQUEST FOR PROPOSALS  
Tourism Promotion Services  
Proposal due by 4:00 p.m. March 20, 2001**

The City of Brookings requests proposals from organizations to provide "Tourism promotion" services. Our goal is to select an organization to provide the services, which will result in the most productive use of a portion of the City's transient room tax revenues. RFP packets are available from City Manager Leroy Blodgett, at City Hall of Brookings, Oregon (541) 469-2163, Ext. 205.

**TIME TABLE**

Proposal submission deadline	March 20, 2001, by 4:00 pm
City Council review and selection	March 26, 2001
Notification of bidders	March 27, 2001
Negotiation of agreement	April 1 - April 17, 2001
Agreement to Council for approval	April 23, 2001

**PROPOSAL PROCESS**

In *sealed* envelope, three copies of response to this request for proposal should be delivered or mailed to:

City of Brookings  
Attention: City Manager  
Tourism Promotion proposal  
898 Elk Drive  
Brookings, OR 97415

Responses will be accepted until 4:00 p.m., (PST) on Tuesday, March 20, 2001. No late proposals will be considered. Receipt is made when delivered to the above address either in person or via mail. Postmark date does not constitute receipt. Fax responses will not be accepted.

**FAXED TO: The Curry Coastal Pilot for immediate publication**

**CITY OF BROOKINGS  
REQUEST FOR PROPOSAL FOR  
TOURISM PROMOTION SERVICES**

**COVER SHEET**

**CITY OF BROOKINGS  
PROPOSAL FOR TOURISM PROMOTION SERVICES**

Name of Organization: **Brookings-Harbor Chamber of Commerce**

Street Address: **16330 Lower Harbor Road**

Mailing Address: **P.O. Box 940**

City, State, Zip: **Brookings, OR 97415**

Phone: **(541) 469-3181**

Contact Name: **Les Cohen**

Title: **Executive Director**

I, the undersigned, an authorized representative of the **Brookings-Harbor Chamber of Commerce**, whose address is **P.O. Box 940, Brookings, OR 97415**, have read and thoroughly understand the specifications, instructions, and all other conditions of the request for proposal issued by the City of Brookings for Tourism Promotion Services.

Acting on behalf of my organization, which is listed above, I do attest that the services offered by us meet the City of Brookings' specifications in every respect,   X   without exception or \_\_\_\_\_ with exception (please check one). If your answer is "with exception" please attach a page to your proposal explaining that "exception."

We, therefore, offer and make this proposal to furnish the City of Brookings the services detailed in our proposal

By: Richard Gyuro

Date: **March 20, 2001**

Title: **President**

**received**  
**3-20-01**

11:40 AM

## **BIDDING INSTRUCTIONS**

Bid forms are provided as an attachment to this RFP. In a desire to standardize responses and facilitate the review process, use of the bid form is required. You may provide additional information as attachments to this form.

Any questions on the RFP should be directed to Leroy Blodgett, City of Brookings City Manager, 469-2163.

In order to qualify for consideration for the award, the bidder must complete all forms, answer all questions and submit the enclosed cover sheet, signed by an officer of the organization. The signature shall be interpreted to signify the vendor's intent to comply with all terms, conditions, and specifications set forth in this solicitation.

## **AGREEMENT**

The organization that the City selects will be expected to enter into an agreement covering proposed services. Acceptance of any proposal ultimately depends upon entering into this agreement.

This agreement will include items from this proposal as well as other related items such as:

1. An example of the types of expenses that are and those that are not considered "tourism promotion" services expenses under the proposal and agreement.
2. Information center hours and staffing
3. Reporting requirements including access to records for auditing for financing and performance issues.
4. Others pertinent to the relationship

## **NO GUARANTEE AS TO DOLLARS AVAILABLE**

The City guarantees no specific amount of money will be available under the agreement to be negotiated as a result of this process.

## **PERSONAL SERVICES CONTRACT**

The agreement required by this request for proposal is a "personal services contract" and the City reserves the right to accept, reject, or negotiate with any bidder and to waive any and all formalities or irregularities.

## EVALUATION PROCESS

Each proposal received will be reviewed and evaluated by City Staff. The review and evaluation will consist of a rating by each reviewer based upon criteria shown below. The ratings of each reviewer will be combined into an overall point value rating and a recommendation will be made to the City Council. The final decision will be made by City Council at the Council's regularly scheduled meeting March 26, 2001.

The evaluation and rating criteria are as follows:

Organization - 25%  
Proposed Tourism Promotion Services - 50%  
References - 25%

Attach extra pages, as necessary, to answer the following questions.

### I. ORGANIZATION.

#### A. Structure

1. What is the legal structure of your organization?

**The Brookings-Harbor Chamber of Commerce (the "Chamber") is a Not-For-Profit Corporation organized under the laws of the state of Oregon and is a federally tax-exempt organization under Section 501 (c) (6) of the Internal Revenue Code of 1986, as amended.**

2. When was it created?

**The Chamber was incorporated in August 1951.**

3. Do you have a board of directors, and if yes, describe them.

**Our Board of Directors is comprised of fifteen (15) members of the Brookings-Harbor business community and represents a cross-section of the business community. A current list of our Directors is attached as Addendum A.**

**In order to be a Director of the Chamber, the candidate must meet the qualifications listed in Addendum B and sign the "Board of Directors Job Description and Contract" (Addendum C). A Director may be appointed to fill the remaining term of an exiting Director or be elected by the Chamber's membership.**

**Each elected Director has a term of three (3) years. Appointed Directors fill out the term of the Director they replace. The terms of the entire Board are staggered such that each year five (5) positions are open for election. Incumbent Directors are limited to serving only two (2) successive elected three-year terms.**

**The Executive Committee of the Chamber is comprised of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Immediate Past President. The Executive Committee has very little independent authority and acts largely as an organizing body for full Board discussion.**

The experience and dedication of our Board, both currently and through the years, is self-evident. The Board's direct involvement and countless volunteer hours in the Chamber's tourist promotion services is the reason for the long standing success of such tourist attractions as Azalea Festival, the Visitor Information Center, Chetco Avenue Holiday Lighting and the Festival of Lights. Further, their personal and individual actions in concert with the Chamber's dedication of advertising resources in support of other tourist events such as Fourth of July Fireworks, Southern Oregon Kite Festival, Festival of the Arts, American Music Festival, and Nature's Coastal Holiday are matchless. In short, our Board is, and has always been, the primary initiator and provider of tourist promotion in the Brookings-Harbor community.

4. Provide the financial reports you issued for each of the last two years.  
Our fiscal year runs from July 1 through June 30. Copies of our unaudited financial statements for the last two years are attached as Addendum D and E.

B. Staff

1. Describe your paid and volunteer staffing  
The Chamber has the following paid staff: Executive Director (Full-time); Executive Assistant (three-quarter time), and Administrative Assistant (15 hours per week).

In addition, the Brookings-Harbor Chamber of Commerce has a core volunteer staff of seventeen (17) individuals, who staff the Chamber's Visitor Information Center and fulfill requests for both visitor and relocation information about the community. This core group of volunteers further illustrates the success of the Chamber. Their experience as Chamber volunteers ranges from one to seventeen years. Their continued dedication gives strong testimony to the consistent positive achievements of the Chamber.

Finally, in addition to our completely volunteer Board of Directors, the Chamber has successfully attracted volunteers from the community to staff our four standing committees, Marketing & Promotions, Chamber Ambassadors, Finance and Economic Development, as well as a number of task forces. This spirit of volunteerism exists only because of the Chamber's long history of relevant and valuable community involvement. Many in our community choose volunteering for Chamber activities as their way of giving something back to the community.

2. Describe their experience in tourism promotion field  
During the last 49 plus years the Chamber has been the only organization in our community consistently dedicated to providing tourism promotion. As such, our staff and volunteers are the only ones in this community that, as a body, have experience in tourism promotion.

Our Executive Director, Les Cohen, is an accomplished professional in the tourism promotion field and has led this community's efforts for more than nine (9) years. He is a graduate of the Institute for Organization Management of the U.S. Chamber of Commerce and has attended the last ten (10) Oregon Governor's Conferences on Tourism on behalf of this community. Mr. Cohen is also a founding member of the American Music Festival, President of the Brookings Area Council for the Arts, and involved with the Oregon Coast Visitor Association. Mr. Cohen's abilities are also well recognized outside of this community as he presently serves as President-elect of the Oregon Chamber Executives' Association.

Our Executive Assistant, Carol Smith, has been in her present position for more than seven (7) years and, among her other responsibilities, manages the administrative details of the community's largest festival, Azalea Festival, and the Business Outlook Conference. Formerly she served as Assistant Director of the Balboa Park Information Center, in San Diego, California.

Since our volunteers come from our community, they are intimately knowledgeable about our attractions and amenities. Further, through our monthly Newsletter and other fact gathering means, we keep them up to date. Most importantly, their dedication to the Chamber and the community shines through in their willingness to help travelers and "go that extra mile" to insure our visitors keep coming back.

3. Describe their experience in related fields

Our volunteers come from a variety of backgrounds and career experiences, including motel and restaurant management, travel agencies, public agencies, marketing and retail. Several of our volunteers have also staffed the State Welcome Center at Harris Beach and have extensive knowledge of the state in general, providing more in-depth information for our visitors. All volunteers and staff are initially screened for their attitude, willingness to help and knowledge of the community, and are supervised closely to monitor their ability to help the many people who telephone and visit the Chamber's Visitor Information Center.

4. Any other pertinent information you wish to tell us?

Our volunteers are provided with field trips to local facilities and attractions in order to enhance their level of information. Staff meetings are held periodically to provide "refresher" sessions on customer service training and provide updates on community events. A daily log journal informs volunteers of upcoming events, changes, cancellation of events, date changes, road conditions, etc. Each volunteer at the beginning of his or her shift reads this journal.

The Chamber Visitor Information Center is manned year-round, Monday through Friday, 9:00 a.m. to 5:00 p.m.; May to October, Saturday & Sunday, 9:00 a.m. to 1:00 p.m.

In addition, when the Visitor Information Center is not staffed, an electronic kiosk, providing local promotional literature and direct-line telephone access to area lodging, R.V., and dining facilities is available year-round, twenty-four hours.

The Chamber is celebrating its 50<sup>th</sup> year of incorporation as the community's designated marketing organization. The Chamber's stated mission "...seeks to help create and maintain a viable economy that provides all citizens with a high quality of life."

Besides the Brookings State Welcome Center at Harris Beach, the Chamber maintains the only other state recognized and sanctioned Visitor Information Center in the community. The Chamber's Visitor Information Center has Oregon Department of Transportation signage along Highway 101, and, as an authorized Visitor Information Center, receives promotional information from the Oregon Tourism Commission for distribution to visitors to the community.

C. Financial

1. City money expended on "tourism promotion" activities must be accounted for in a fund separate from all other organization monies. This separate fund shall be used only for accounting and reporting of receipts and disbursements related to City of Brookings transient room taxes. Tell us how you would meet this requirement.

**Our existing accounting and fund procedures have previously satisfied the City's Finance Director during a review of our expenditures of City bed tax monies. The Chamber uses Quick Books Pro, a widely used bookkeeping software package. We have not previously physically segregated the funds. Should a change in these existing procedures be necessary, we will enthusiastically work to meet the City's requirements. The Chamber has always provided the City Finance Director with the Chamber's financial statements semi-annually. Should the City choose, we could provide this information monthly or quarterly.**

**The Chamber's current budget is roughly 5 times the amount of City Transient Room Tax dollars the Chamber receives. Since every City Transient Room Tax dollar received by the Chamber is spent on tourism promotion activities, as we have demonstrated to the City for the last 7 years, there is no risk that City Transient Room Tax dollars will be misspent.**

2. Explain your internal procedures that would guarantee money received from the City would be spent only on authorized "tourism promotion" activities as presented in your proposal.

**Currently, the Chamber reflects all City Transient Room Tax revenue received in a budget line item titled "City of Brookings." We also physically earmark expenditures related to marketing and promotion as sourced from "bed tax" funds. The money received from the City of Brookings in recent years has comprised approximately sixty percent (60%) of the total amount spent by the Chamber in specifically identified direct marketing and promotions activities. Please keep in mind that since our local economy is dependent on tourism activities, it is hard to differentiate any Chamber activity or effort as being other than "tourism promotion".**

**Our current procedures have met with the approval of the previous City Finance Director. If new procedures need to be introduced, we will gladly work with the Brookings Finance Director to assure that our internal procedures satisfy the City Council.**

3. Tell us about your organization's other financial activities. Will you be able to "leverage" City dollars and if yes, how?

**The Chamber's annual projected income for the past two years has been approximately \$160,000. Membership dues comprise twenty-six percent (26%) of our revenues. Transient Room Tax money accounts for approximately eighteen percent (18%) of revenues. The remaining sixty-six percent (66%) of revenues are generated through a variety of events, programs, member services and fund-raising activities. Thus, the City's contribution of Transient Room Tax dollars helps maintain an organization that spends five times that contribution in tourism related efforts.**

**The Chamber further leverages its dollars by taking a leadership role in area tourism. We are recognized as the Designated Marketing Organization (DMO) for the community. The Chamber maintains membership in the Southern Oregon**

Visitors Association (SOVA); the Oregon Coast Visitors Association (OCVA), and the Klamath Management Zone Fisheries Coalition (KMZFC). In addition, the Chamber acts as lead agency for interstate commerce between Curry, Del Norte, Josephine and Jackson Counties. Further, the Chamber brought new dollars to tourism promotion by negotiating an agreement with lodging facilities in Harbor to contribute to the promotion and marketing of the community.

More than its own budget, the Chamber leverages its members' advertising dollars. Cooperative advertising opportunities organized by the Chamber qualify for one-to-one matches from television and radio stations, thus allowing our members to get more bang for their buck. The Chamber has also been successful in forming strategic partnerships with entities such as the Gold Beach Promotions Committee, Port of Brookings Harbor and Salmon Run Golf and Wilderness Preserve to leverage our promotional dollars.

The Chamber has been leveraging tourism dollars successfully for years. Continued contribution of City dollars to the Chamber will maintain the successes already visited on the City's goals of advancing tourism promotion.

4. What would your organization do, if you receive this City money one-year and for some reason did not receive it the next year?

The Chamber would continue to promote the community to the best of our abilities, with the resources available to us, as the promotion of this area is a fundamental part of our organization's mission.

## II. PROPOSED TOURISM PROMOTION SERVICES

- A. What would your organization do with the \$20,000 - \$30,000, estimated to be available to you in the twelve months after an agreement had been reached, if your proposal is accepted? Give some specific examples.

The Chamber's proposed Marketing & Promotions Budget for FY 2001-2002, which addresses print and electronic media buys for the promotion of the community, totals \$32,935. (This amount does not include such promotional expenses as printing costs of promotional brochures, \$1,000.00 donation to the Vietnam Veterans to purchase the Fourth of July Fireworks display, and fulfillment expenses such as postage, in part.)

Some specific examples of these expenses are:

"Official Oregon Travel Guide" .....	\$ 7,500.00
"Oregon Coast Magazine" .....	\$ 4,000.00
Regional Advertising (No. California & Southern Oregon) .....	\$ 6,500.00
Azalea Festival Advertising .....	\$ 3,500.00
American Music Festival .....	\$ 1,000.00
Fourth of July Advertising .....	\$ 750.00
Kite Festival .....	\$ 500.00
Nature's Coastal Holiday .....	\$ 500.00
Festival of the Arts .....	\$ 500.00
Beachcomber Festival .....	\$ 700.00
Trade Shows .....	\$ 2,500.00
Printing of Dining & Lodging Guides .....	\$ 5,000.00
	<b>\$32,950.00</b>

- B. What would your organization do with the same estimated amount of money available in each of the succeeding four one-year periods? Give some specific examples.

The Chamber's Marketing & Promotions Committee continually assesses the effectiveness of the Chamber's efforts and makes adjustments to the strategy as needed. A specific example is the decision of the Marketing & Promotions Committee to discontinue advertising in Sunset Magazine for FY 2001-2002, due to declining "reader response" activity. In place of this strategy, the Committee has proposed that the amount that would have been spent on Sunset Magazine be redirected into a more "regional" effort to promote the community in the Rogue Valley, Klamath Basin and Northern California market. This region represents an approximate four (4) hour driving radius, and has historically been the source of the majority of the visitors to our area. In addition, it is our believe that these regional visitors are more likely to be encouraged to visit our community during the off season, or "shoulder" season, when our lodging facilities, restaurants and merchants would most welcome increased business.

With a stable source of money earmarked exclusively for marketing and promotion purposes the Chamber would be able to establish longer term partnerships for cooperative advertising; realize better cost effectiveness with media sources as a result of being able to make more stable contractual commitments, and consider and implement new and extended marketing strategies, to name a few.

- C. Tell us how you would measure your tourism promotion results in the first year and how you would change your strategy in the succeeding years, if your measurement showed the first year's activities were not successful.

The Chamber provides the City of Brookings with an Annual Program Report that provides several different measures of the effect of our tourism promotion efforts. We believe that these measures are an effective means of gauging the results of these efforts. They include comparisons over each of the past ten (10) years of "Visitor Statistics," and "Information Requests. (Addendum F & G)

Based on our measuring instruments we adjust our strategies as needed, as explained in II.B. above. However, adjustments are continually made in an effort to maximize the effectiveness and increase the success of the community's overall marketing and promotions program.

The Chamber has been providing marketing and promotions services to the community for a number of years. During this period we have developed an effective system of analyzing what has worked and what has needed modification, and have acted accordingly with significant positive results. We are committed to providing the City of Brookings and the businesses and citizens of our community with the most effective use of their marketing and promotion dollars possible.

### III. REFERENCES

- A. Give names of three organizations and contact persons, with phone number, you have done "tourism promotion" business with and what did that business involves?

Northwest Regional Magazines  
"Oregon Coast Magazine"  
Joanne Curtis, Account Manager, 1 800 214-3658

Sunset Media, Inc.  
"Sunset Magazine"  
Anne Klein, Account Manager, 1 800 222-9404, ext. 7

The Mandala Agency  
"The Official Oregon Travel Guide"  
Sarah Holtzclaw, Account Executive, (541) 389-6344

B. How many dollars were involved in the last year (indicate what year) for each of those three organizations?

For Fiscal Year July 1, 1999 through June 30, 2000:

"Oregon Coast Magazine" .....	\$ 6,981.80
"Sunset Magazine" .....	\$ 9,301.50
"The Official Oregon Travel Guide" .....	<u>\$ 5,088.00</u>
<b>Total</b>	<b>\$21,371.30</b>



**BROOKINGS-HARBOR CHAMBER OF COMMERCE  
2000-2001 BOARD OF DIRECTORS**

**Richard Gyuro**

Co-Owner; Mory's and BJ's Video

**Jo Mochulski**

Manager; The Book Dock

**Peggy Goergen**

Associate Dean; Southwestern Oregon Community College

**Dan Mc Kee**

Store Director; Fred Meyer-Brookings

**Peter C. Spratt**

General Manager/Resident Partner; Best Western Brookings Inn

**Georgine T. Paulin**

Owner; Oh My Goodness Candies

**Paul Prevenas**

Superintendent; Brookings-Harbor School District 17-C

**Roger Thompson**

Co-owner; Driftwood RV Park

**Sheila Hagbom**

Store Manager; The Emporium

**Linda Kelley**

Co-owner; Banana Belt Trading Company

**Charlie R. Kocher**

Publisher; Curry Coastal Pilot

**Marilyn Deards**

Owner; Nurses For You, Inc.

**Spike Bruggeman**

Plant Superintendent; Pacific Wood Laminates

**Dennis Kalista**

Owner; Tsunami Computer Services

**Nancy Shute**

Owner; Dawson House Designs



**Brookings-Harbor**

**Chamber of Commerce**

*"Working To Help Our Businesses Grow"*

**BOARD OF DIRECTORS  
NOMINEE QUALIFICATIONS**

The Board of Directors of the Brookings-Harbor Chamber of Commerce is the policy making body of the Corporation. Its members should and do represent a broad cross section of the business and professional leadership of the community. Candidates for nomination shall be selected from members who:

1. Have proven genuine unselfish interest in the Chamber and its objectives.
2. Have demonstrated the willingness to spend the time and effort necessary to give the proper attention to Chamber duties.
3. Have demonstrated an ability to work constructively and harmoniously with the staff, committee leaders and members and other Board members in accordance with policies.
4. Have the business and work experience that enables the exercise of sound judgment in considering the proposals coming before the Board as related to the over-all program.
5. Have shown courage and the ability to have an objective opinion and a willingness to face vital issues, even though the matter may be controversial.
6. Have the ability to command the respect of associates and give leadership to Chamber efforts.
7. Have the ability to inspire others to respond to worthwhile causes sponsored by the Chamber and to motivate others to help on community problems.
8. Have demonstrated their ability, through committee service and other community service.
9. Are able to attend the general Chamber meetings (FORUM), mixers, Board Meetings and Board Retreats on a regular basis.

## Brookings-Harbor Chamber of Commerce Board of Directors Job Description and Contract

Congratulations on your election to the Brookings-Harbor Chamber of Commerce Board of Directors for the term described below. (Officers serve a one-year term, Directors serve a three-year term.)

From: July 1, 2001      Through: June 30, 2004

**Basic Function:** The Board makes all policy decisions for the Chamber. As a board member, the Directors perform essentially a legislative function. However, from time to time the Board may direct a poll of the membership when considered desirable as a guiding influence.

### Principal Duties and Expectations:

1. Work with other Directors to set overall Chamber policy and work to see that it is implemented. Help with physical, financial and moral support of and for the Chamber.
2. Assist in the adoption of a Program of Work each year that states the Chamber's objectives and priorities.
3. Oversee the implementation of the program of work by the assigned committees and Chamber staff, and follow up with evaluation of the results of these activities.
4. Help review and approve the Chamber's annual budget.
5. Recommend changes in the bylaws, as in your judgment are needed.
6. Seek appropriate candidates to fill vacancies occurring on the Board of Directors.
7. Work to make sure the Chamber has adequate financial resources, facilities and equipment to run in an efficient and business-like manner.
8. Assist the Chamber with communications about its programs through your own personal contacts with other community business people.
9. Respect the attitudes and viewpoints of other Directors and Chamber members. Diverse opinions should be unified into constructive policy for the common good.
10. Be willing to take action, even on controversial matters.
11. Bring both critical and constructive suggestions to the attention of the Board.
12. Maintain the confidentiality of all Board and Committee meetings and all Chamber records.
13. Become familiar with the Chamber of Commerce policies, procedures and positions so that you can become an informed representative of the Chamber Board of Directors.
14. Review all Board materials/recommendations, in advance, so that you can help the Board make effective decisions.
15. Attend all regular and special Board meetings. The Board meets regularly on the fourth Wednesday of each month, from 7:00 pm to 9:00 pm. Directors are expected to arrive promptly and stay for the duration of the meeting. *Three (3) consecutive unexcused absences from regular meetings of the Board during a fiscal year will result in automatic removal from the Board.*
16. Attend the annual Board of Directors planning retreat. The date is determined by the Board, usually a weekend in April. The retreat is held out-of-town.

Page Two - Board of Directors Job Description and Contract

17. Attend Chamber events, including but not limited to monthly Forums (second Thursday), Business-After-Hours networking mixers (usually second Friday), and the annual dinner (Saturday in late June). Attendance at these Functions is STRONGLY SUGGESTED.
18. Attempt to recruit at least three (3) new or reactivated members per fiscal year.
19. Serve as liaison or member of at least one (1) committee of your choice.
20. Carry out your assignments promptly and within budget and procedural limitations. Do not delegate your duties to the Chamber staff.
21. Be prepared to assume the responsibility of your own expenses for official Chamber meetings associated with programs of the Chamber.

**Removal:** You agree that if you fail, in the opinion of a majority of Directors attending a Board meeting held for the purpose, among others, of reviewing your performance, to perform the functions listed above, you can be removed from the Board by a vote of seventy-five percent (75%) of the full Board of Directors.

**Insurance:** The Brookings-Harbor Chamber of Commerce does provide Directors and Officers insurance for its Board members.

With all that said, we look forward to your service as a member of the Brookings-Harbor Chamber of Commerce Board of Directors.

**Contract:** I acknowledge that I have read the above items and I agree to serve on the Brookings-Harbor Chamber of Commerce Board of Directors and adhere to the rules and obligations listed above and the Bylaws of the Brookings-Harbor Chamber of Commerce.

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# BROOKINGS HARBOR CHAMBER

## P&L Budget Comparison

July 1998 through June 1999

03/20/01

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	Initials	Date
Prepared By		
Approved By		

		Jul '98 - Jun '99	Budget
	<b>Income</b>		
	Building Loan	14,969.56	
	Carryover Funds	0.00	2,000.00
1	Contrib Inc		
	Beach Frnt Asmt	4,350.00	4,800.00
2	City of Brkgs	27,601.22	27,000.00
3	Harbor Inn Asmt	5,429.36	5,000.00
	UNICOM	3,776.91	4,800.00
4	<b>Total Contrib Inc</b>	<b>41,157.49</b>	<b>41,600.00</b>
5	Dues Inc	42,379.51	42,410.00
6	Fundraising Rev		
	Hats	1,579.00	2,076.00
7	Posters	10.00	
8	Bornbsite Tape	57.00	0.00
	Cash Drawer	448.73	0.00
9	Donation Jar	188.00	0.00
	Events 50/50	661.00	350.00
10	Highway Maps	354.00	300.00
11	Nutshell Maps	54.00	100.00
	Ornaments	57.00	
12	Pins	270.00	900.00
	Post Cards	210.20	0.00
13	State Parks Guides	180.00	180.00
14	Tide Books	542.50	530.00
	TV Auction	24,949.00	24,950.00
15	Windsocks	295.00	1,000.00
16	<b>Total Fundraising Rev</b>	<b>29,855.43</b>	<b>30,526.00</b>
17	Interest Income	2,065.91	1,195.00
18	Program Service		
	Drugs Don't Work Here	500.00	500.00
19	Business Directories	52.00	300.00
	Business Outlook Conf	5,940.00	5,840.00
20	Forum	160.75	250.00
	Fulfillment - Tourism	1,552.50	1,050.00
21	Fulfillment -Relocation	250.00	375.00
	Kiosk Inc	500.00	500.00
22	Leadership Program	3,543.00	3,543.00
23	Other Inc	6,784.99	
	Postage		
24	Newsletter Inserts	1,131.00	1,191.00
	Relocation Packages	976.55	1,000.00
25	Postage - Other	131.45	100.00
26	<b>Total Postage</b>	<b>2,239.00</b>	<b>2,291.00</b>
27	Printing	55.00	50.00
28	<b>Total Program Service</b>	<b>21,577.24</b>	<b>14,699.00</b>
29	Special Events		
	Annual Dinner	2,540.00	3,000.00
30	Azalea Festival		
	10K Run	123.00	
31	T-Shirts	1,882.00	
	Parade	850.00	
32	Brochure	250.00	
	Street Fair	9,502.00	
33	Crafts Fair	1,703.00	
34	Azalea Festival - Other	223.49	14,500.00
35	<b>Total Azalea Festival</b>	<b>14,533.49</b>	<b>14,500.00</b>
36	Back To School Brkfst	365.00	304.00
37	<b>Total Special Events</b>	<b>17,438.49</b>	<b>17,804.00</b>
38	<b>Total Income</b>	<b>169,443.63</b>	<b>150,234.00</b>
39	<b>Expense</b>		
40			Page

**BROOKINGS-HARBOR CHAMBER**

**Addendum D**

03/20/01

**Balance Sheet**

Approved by \_\_\_\_\_

WILSON JONES

G7502 ColumnWrite 9

As of June 30, 1999

		Jun 30, '99	
	<b>ASSETS</b>		
	<b>Current Assets</b>		
	<b>Checking/Savings</b>		
1	CFCU Member	25.00	
2	Certificates of Deposit	13,278.60	
3	Western Chg	23,657.32	
4	Western Money Max	1,679.93	
5	Western Savings	190.51	
6	<b>Total Checking/Savings</b>	<b>38,831.36</b>	
7	<b>Other Current Assets</b>		
8	Change Drawer	50.00	
9	Petty Cash	50.00	
10	<b>Total Other Current Assets</b>	<b>100.00</b>	
11	<b>Total Current Assets</b>	<b>38,931.36</b>	
12	<b>Other Assets</b>		
13	Building	52,056.08	
14	Equipment	16,072.84	
15	Furn & Fix	3,905.00	
16	<b>Total Other Assets</b>	<b>72,033.92</b>	
17	<b>TOTAL ASSETS</b>	<b>110,965.28</b>	
18	<b>LIABILITIES &amp; EQUITY</b>		
19	<b>Liabilities</b>		
20	<b>Current Liabilities</b>		
21	Other Current Liabilities		
22	Prepaid Dues	4,438.25	
23	<b>Total Other Current Liabilities</b>	<b>4,438.25</b>	
24	<b>Total Current Liabilities</b>	<b>4,438.25</b>	
25	<b>Long Term Liabilities</b>		
26	N/P - Family Security Bank	30,506.00	
27	<b>Total Long Term Liabilities</b>	<b>30,506.00</b>	
28	<b>Total Liabilities</b>	<b>34,944.25</b>	
29	<b>Equity</b>		
30	Bldg Fund	1,731.35	
31	Fixed Asset Fnd	39,796.57	
32	General Fund	35,522.40	
33	Net Income	-1,029.29	
34	<b>Total Equity</b>	<b>76,021.03</b>	
35	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>110,965.28</b>	
36			
37			
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39			
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**BROOKINGS HARBOR CHAMBER**

**P&L Budget Comparison**

July 1998 through June 1999

03/20/01

WILSON JONES

G7502 ColumnWrite

Initials	Date
Prepared By	
Approved By	

	Jul '98 - Jun '99	Budget
<b>Admin Expenses</b>		
Accounting	1,015.00	1,015.00
Credit Card Svc Chg	819.57	800.00
Board Retreat	79.77	100.00
Conferences	4,958.81	3,700.00
Dues	760.00	760.00
<b>Insur</b>		
Health	2,200.00	2,400.00
Liab	506.00	506.00
<b>Total Insur</b>	<b>2,706.00</b>	<b>2,906.00</b>
<b>Lease Exps</b>		
Equip Rent	2,567.50	2,500.00
Port	1,200.00	1,200.00
<b>Total Lease Exps</b>	<b>3,767.50</b>	<b>3,700.00</b>
Licenses	85.00	85.00
Office Exps	5,588.25	5,000.00
Other Exp	4,373.05	
<b>Payroll</b>		
Payroll Taxes	4,797.67	5,663.00
Salaries/Wages	50,270.14	51,480.00
Workers Comp	489.50	650.00
<b>Total Payroll</b>	<b>55,557.31</b>	<b>57,793.00</b>
Postage	5,535.72	5,300.00
Printing	126.65	3,650.00
Property Taxes	276.24	280.00
<b>Repairs &amp; Maint</b>		
Computers	144.00	144.00
Equipment	864.00	414.00
Janitorial	330.00	500.00
<b>Total Repairs &amp; Maint</b>	<b>1,338.00</b>	<b>1,058.00</b>
<b>Supplies</b>		
Cards	219.20	225.00
<b>Total Supplies</b>	<b>219.20</b>	<b>225.00</b>
<b>T&amp;E</b>		
Meals	753.82	850.00
Travel	2,431.87	2,500.00
<b>Total T&amp;E</b>	<b>3,185.69</b>	<b>3,350.00</b>
Telephone	5,419.69	5,500.00
<b>Util</b>		
Electric	1,075.87	1,200.00
Trash	233.58	250.00
Water	558.42	460.00
<b>Total Util</b>	<b>1,867.87</b>	<b>1,910.00</b>
<b>Total Admin Expenses</b>	<b>97,471.32</b>	<b>96,932.00</b>
Building Expansion	15,789.04	852.21
Capital Exps	943.17	750.00
<b>Construction Loan</b>		
Principal	9,846.70	
Interest Expense	3,413.95	
Construction Loan - Other	0.00	6,050.00
<b>Total Construction Loan</b>	<b>13,260.65</b>	<b>6,050.00</b>
<b>Contributions</b>		
Klamath Dues	500.00	500.00
Miscellaneous	100.00	100.00
<b>Total Contributions</b>	<b>600.00</b>	<b>600.00</b>
<b>Fundraising Exp</b>		
Hats	2,150.42	1,500.00



**BROOKINGS-HARBOR CHAMBER**

**Addendum E**

03/20/01 EDN JONES

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**Balance Sheet**

As of June 30, 2000

		Jun 30, '00
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
	CFCU Member	25.00
	Certificates of Deposit	13,994.75
	Western Chg	6,343.36
	Western Money Max	24,471.25
	Western Savings	190.51
	<b>Total Checking/Savings</b>	<b>45,024.87</b>
<b>Other Current Assets</b>		
	Change Drawer	50.00
	Petty Cash	50.00
	<b>Total Other Current Assets</b>	<b>100.00</b>
	<b>Total Current Assets</b>	<b>45,124.87</b>
<b>Other Assets</b>		
	Building	52,056.08
	Equipment	16,072.84
	Furn & Fix	3,905.00
	<b>Total Other Assets</b>	<b>72,033.92</b>
	<b>TOTAL ASSETS</b>	<b>117,158.79</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
	Prepaid Dues	11,191.50
	<b>Total Other Current Liabilities</b>	<b>11,191.50</b>
	<b>Total Current Liabilities</b>	<b>11,191.50</b>
<b>Long Term Liabilities</b>		
	N/P - Family Security Bank	27,024.39
	<b>Total Long Term Liabilities</b>	<b>27,024.39</b>
	<b>Total Liabilities</b>	<b>38,215.89</b>
<b>Equity</b>		
	Bldg Fund	1,731.35
	Fixed Asset Fnd	43,278.18
	General Fund	34,498.11
	Net Income	-559.74
	<b>Total Equity</b>	<b>78,942.90</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>117,158.79</b>

Prepared By	Initials
Approved By	

## BROOKINGS-HARBOR CHAMBER P&L Budget Comparison

03/20/04 WILSON JONES

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July 1999 through June 2000

		Jul '99 - Jun '00	Budget
<b>Income</b>			
	Carryover Funds	0.00	3,500.00
	<b>Contrib Inc</b>		
1	Beach Frmt Asmt	4,400.00	4,800.00
	City of Brkgs	35,031.34	32,000.00
2	Harbor Inn Asmt	6,198.05	5,000.00
	UNICOM	2,825.01	2,500.00
3	<b>Total Contrib Inc</b>	48,454.40	44,300.00
4	<b>Dues Inc</b>	43,613.57	42,500.00
5	<b>Fundraising Rev</b>		
	Bats	3,293.00	4,082.00
6	Posters	85.00	125.00
	Cash Drawer	137.50	
7	Donation Jar	182.00	175.00
	Events 50/50	780.00	600.00
8	Highway Maps	286.00	300.00
	Nutshell Maps	0.00	75.00
9	Ornaments	69.00	
	Pins	348.00	900.00
10	Post Cards	230.30	200.00
	State Parks Guides	161.00	180.00
11	Tide Books	757.00	600.00
	TV Auction	23,257.43	24,500.00
12	Wingsocks	75.00	500.00
13	<b>Total Fundraising Rev</b>	29,661.23	32,187.00
14	<b>Interest Income</b>	3,223.47	1,200.00
	<b>Program Service</b>		
15	Drugs Don't Work Here	0.00	1,000.00
	Business Directories	21.00	2,300.00
16	Business Outlook Conf	4,375.00	5,800.00
	Forum	6.00	250.00
17	Fulfillment - Tourism	1,500.00	1,500.00
	Fulfillment -Relocation	120.00	500.00
18	Kiosk Inc	500.00	500.00
	Leadership Program	2,808.00	2,600.00
19	Other Inc	14,468.14	
	Postage		
20	Newsletter Inserts	1,040.00	1,000.00
	Relocation Packages	767.45	1,000.00
21	Postage - Other	21.00	100.00
22	<b>Total Postage</b>	1,828.45	2,100.00
23	Printing	153.03	
24	<b>Total Program Service</b>	25,779.62	16,550.00
	<b>Special Events</b>		
25	Annual Dinner	2,327.00	3,500.00
26	Azalea Festival		
	10K Run	105.00	
27	T-Shirts	2,973.00	
	Parade	1,060.00	
28	Brochure	210.00	
	Street Fair	10,097.77	
29	Crafts Fair	1,934.75	
	Azalea Festival - Other	0.00	14,500.00
30	<b>Total Azalea Festival</b>	16,380.52	14,500.00
31	Back To School Brkfst	425.00	400.00
32	<b>Total Special Events</b>	19,132.52	18,400.00
33	<b>Total Income</b>	169,864.81	158,537.00
	<b>Expense</b>		
34	<b>Admin Expenses</b>		
35	Accounting	815.00	815.00
	Credit Card Svc Chg	391.98	600.00
36	Board Retreat	115.56	100.00
	Conferences	2,327.20	2,800.00
37	Dues	756.00	750.00
	Insur		
38	Health	2,400.00	2,400.00
	Lab		
39	Directors & Officers	788.00	788.00
40	Liab - Other	500.00	510.00

**BROOKINGS-HARBOR CHAMBER  
P&L Budget Comparison**

	Initials	Date
Prepared By		
Approved By		

03/20/01 WILSON JONES

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July 1999 through June 2000

	Jul '99 - Jun '00	Budget
<b>Total Liab</b>	<b>1,288.00</b>	<b>1,298.00</b>
<b>Total Insur</b>	<b>3,688.00</b>	<b>3,698.00</b>
Lease Exps		
Equip Rent	2,820.58	2,500.00
Port	1,100.00	1,200.00
<b>Total Lease Exps</b>	<b>3,920.58</b>	<b>3,700.00</b>
Licenses	85.00	85.00
Office Exps	8,114.24	5,000.00
Other Exp	3,066.52	
Payroll		
Payroll Taxes	5,455.11	6,020.00
Salaries/Wages	52,097.41	54,710.00
Workers Comp	468.11	691.00
<b>Total Payroll</b>	<b>58,020.63</b>	<b>61,421.00</b>
Postage	5,862.31	5,300.00
Printing	8,729.14	8,400.00
Property Taxes	270.66	280.00
Repairs & Maint		
Building	520.75	520.75
Computers	55.00	150.00
Equipment	495.00	800.00
Janitorial	710.00	500.00
<b>Total Repairs &amp; Maint</b>	<b>1,780.75</b>	<b>1,970.75</b>
Supplies		
Cards	242.38	225.00
<b>Total Supplies</b>	<b>242.38</b>	<b>225.00</b>
T&E		
Meals	622.30	1,000.00
Travel	2,669.46	2,000.00
<b>Total T&amp;E</b>	<b>3,291.76</b>	<b>3,000.00</b>
Telephone	6,188.96	5,500.00
Util		
Electric	1,032.76	1,200.00
Trash	705.26	714.00
Water	412.46	480.00
<b>Total Util</b>	<b>2,150.48</b>	<b>2,394.00</b>
<b>Total Admin Expenses</b>	<b>109,817.15</b>	<b>106,048.75</b>
Capital Exps	594.19	500.00
Construction Loan		
Principal	3,216.17	
Interest Expense	2,686.27	
Construction Loan - Other	0.00	5,890.00
<b>Total Construction Loan</b>	<b>5,902.44</b>	<b>5,890.00</b>
Contingency Exp	1,174.12	
Contributions		
Fisheries (Port Lease)	637.74	
Klamath Dues	600.00	500.00
Miscellaneous	0.00	100.00
<b>Total Contributions</b>	<b>1,137.74</b>	<b>600.00</b>
Fundraising Exp		
Hats	2,670.06	2,995.00
State Parks Guides	0.00	90.00
Tide Books	612.05	500.00
TV Auction	3,216.47	3,216.47
Windsocks	0.00	400.00
<b>Total Fundraising Exp</b>	<b>6,498.58</b>	<b>7,201.47</b>
Program Expense		
Drugs Don't Work Here	0.00	500.00
Advertising & Mktg.		
City Room Tax Expensed	24,462.53	
Advertising & Mktg. - Other	2,015.00	17,500.00
<b>Total Advertising &amp; Mktg.</b>	<b>26,477.53</b>	<b>17,500.00</b>
Ambassadors	2,104.46	2,850.00

	Initials	Date
Prepared By		
Approved By		

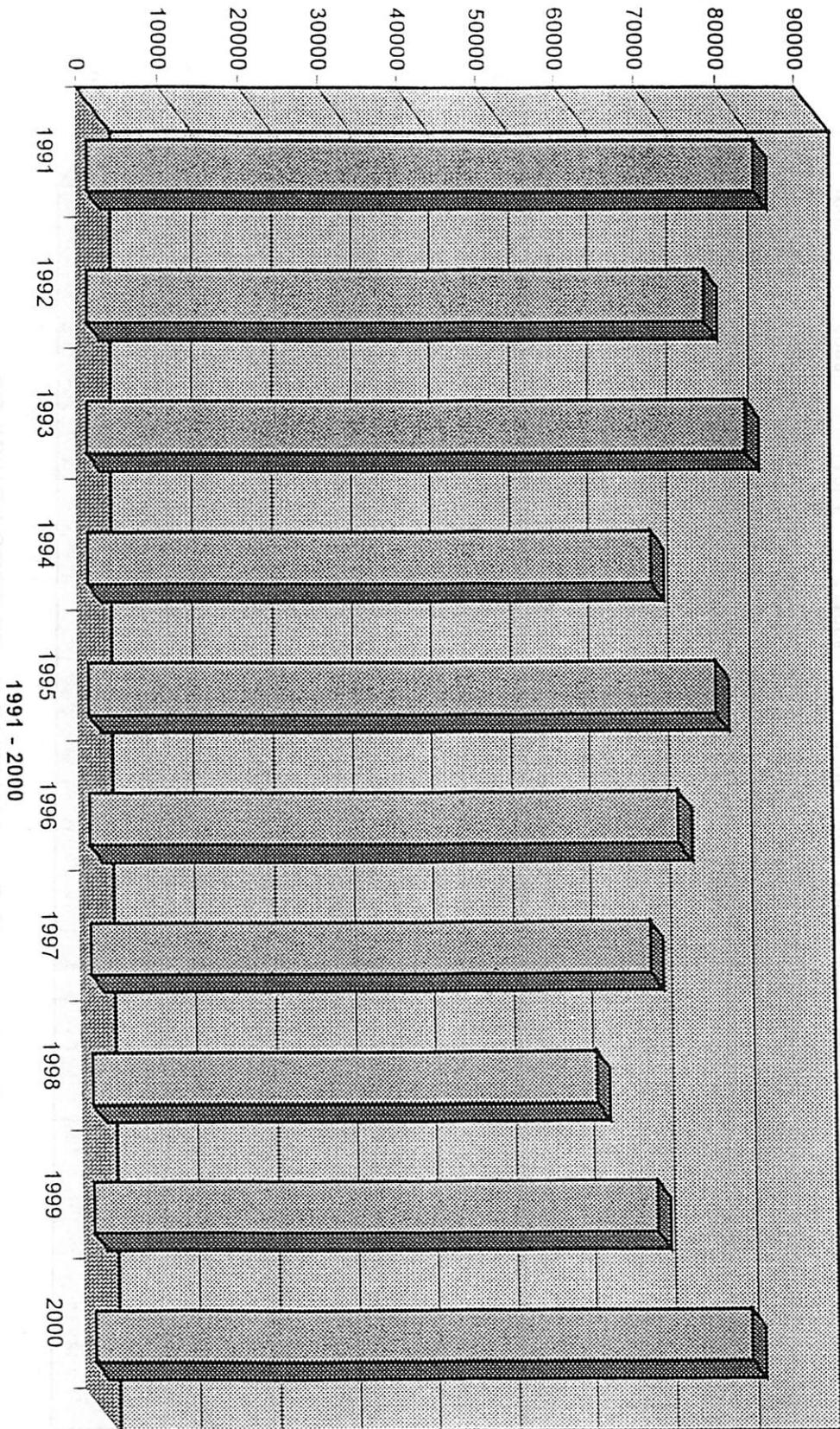
## BROOKINGS-HARBOR CHAMBER P&L Budget Comparison

03/20/01 WILSON JONES G7502 ColumnWrite ®

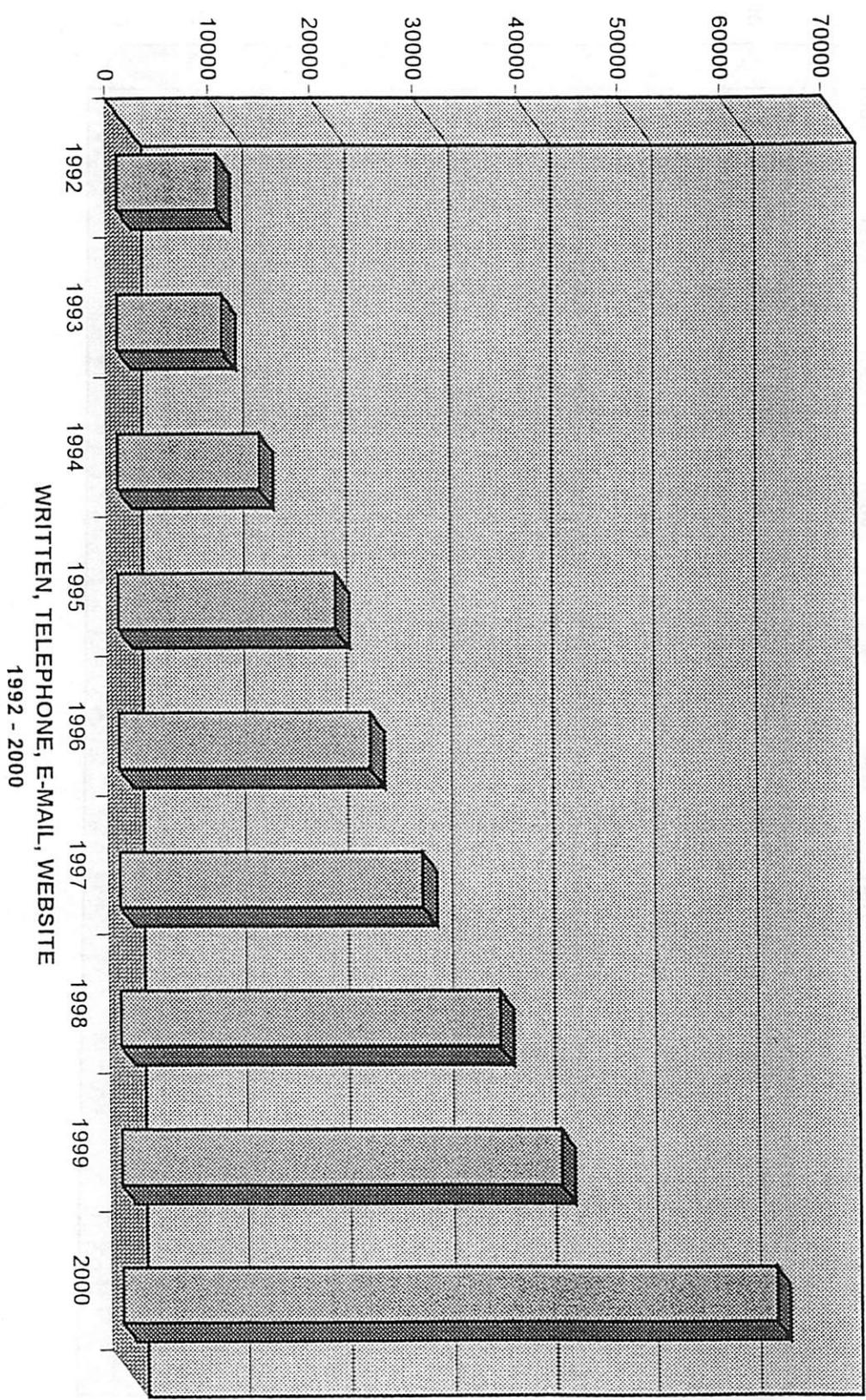
July 1999 through June 2000

		Jul '99 - Jun '00	Budget
	Business Outlook Conf Leadership Program	1,688.71 1,640.90	1,700.00 1,800.00
1	<b>Total Program Expense</b>	<b>31,831.60</b>	<b>24,850.00</b>
2	Special Event		
	Annual Meeting	2,093.59	2,000.00
3	Azalea Festival	8,154.17	7,700.00
	Azalea Pageant	150.00	250.00
4	Back To School Brkfst	64.20	100.00
	Holiday Lighting - Bed Tax	356.30	300.00
5	July 4th		
	Ads - Bed Tax	634.47	500.00
6	Fireworks	1,036.00	1,000.00
7	<b>Total July 4th</b>	<b>1,670.47</b>	<b>1,500.00</b>
8	Kite Festival - Bed Tax	980.00	500.00
9	<b>Total Special Event</b>	<b>13,468.73</b>	<b>12,350.00</b>
10	Uncategorized Expenses	0.00	
	<b>Total Expense</b>	<b>170,424.55</b>	<b>156,940.22</b>
11	<b>Net Income</b>	<b>-559.74</b>	<b>1,696.78</b>
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COMBINED VISITOR STATISTICS  
BROOKINGS STATE WELCOME CENTER AND CHAMBER VISITOR INFORMATION CENTER



BROOKINGS-HARBOR CHAMBER OF COMMERCE  
COMBINED SOURCE INFORMATION REQUEST TOTALS



**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
March 12, 2001  
7:00PM**

***I. CALL TO ORDER***

Mayor Bob Hagbom called the meeting to order at 7:07PM

***II. PLEDGE OF ALLEGIANCE***

Led by City Planner John Bischoff

***III. ROLL CALL***

Council Present: Mayor Bob Hagbom, Council President Larry Curry, Councilors Frances Johns, Lorraine Kuhn, and Rick Dentino, a quorum present.

Council Absent: none

Staff Present: City Manager Leroy Blodgett, City Attorney John Trew, City Planner John Bischoff, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, Businesses for a Better Brookings President Augie Kofot, VIPS members Doug Johnson and Doris Westoby, and approximately 12 other citizens

***IV. SCHEDULED PUBLIC APPEARANCES***

There were no scheduled public appearances.

***V. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE***

***A. Committee and Liaison reports***

***1. Chamber of Commerce***

There was no report

2. *Businesses for a Better Brookings*  
President Augie Kofotet, 787 Ransom Ave, Brookings, advised Council the visitor's center sign had been removed from the exterior of the 541 Chetco Ave Building and questioned Council on status of a downtown visitors center location. Mayor Hagbom stated he had every reason to believe something would be in place by the first part of May, 2001.
3. *Port of Brookings-Harbor*  
There was no report.
4. *Planning Commission*  
There was no report.
5. *Parks and Recreation Commission*  
There was no report
6. *Council Liaisons*  
Councilor Dentino attended an ODDA seminar with City Planner John Bischoff, regarding urban renewal with some of the pitfalls and successes. He also will be attend the Harbor Sanitation meeting.

Councilor Kuhn attended the Planning Commission meeting on March 6<sup>th</sup> and will be attending the H.O.P.E. (Healthy Opportunity for a Positive Environment) meeting tomorrow. She then provided a brief update of the City's 50<sup>th</sup> Birthday Committee and the success of the kick off celebration dinner dance last weekend. Kuhn discussed with Council and City Attorney John Trew possible advertising by a local business regarding the City's 50<sup>th</sup> birthday and including the City Logo resulting in a profit. A copy of the subject matter was provided to Council and included in these minutes. Trew asked for more time to secure more information and thought as to whether or not the city would want to indulge in this type of activity/business. Trew stated his initial response would be it would mean more complications than possibly the Council would want to take on. Council President Curry questioned how long the local business would be allowed to produce such an item - just the birthday year or thereafter(?).

Councilor Johns expressed her pleasure of the birthday dinner dance success. She also thanked Brookings Police Detective John Bishop and Officer Don Dotson for presenting a class to the school district on the "Active Shooter" in regards to school shootings. Johns advised she would

be attending the another school bond oversight meeting this week, which would include surveying for project.

Council President Curry will be attending a CCD Business Development Corporation meeting.

Mayor Hagbom reviewed his recent activities and stated he would be giving plenty of accolades to the Elks' chef for a fantastic job of service and menu at the City's 50<sup>th</sup> Birthday Celebration kick-off dinner dance.

*B. Unscheduled*

VIPS (Volunteers in Police Service) member Doug Johnson of 1238 Iris St, Brookings and VIPS Volunteer coordinator, presented a year end report to the Council, copy included with minutes. Johnson pointed to the volunteers driving a significant amount of miles - 3 days a week - 4,000 miles year, with 158 patrols of 4 hours a week for each volunteer, and often extra hours not recorded. These hours of course didn't include those members who participate with the Eddie Eagle, McGruff, and Safety City Programs. The report included their school programs, more specifically their responsibility to train all 4<sup>th</sup> graders for Kalmiopsis Elementary School as crossing guards and based on state guidelines. Johnson advised the VIPS also help detectives as requested work support, and that on December 15, 2001, the City had their first all woman patrol out. There are now 11 members, which recently went to Bandon and represented our City Police Department at Bandon's Health Fair. Johnson not only advised Council of their recent meeting with Crescent City's like VIPS organization in an advisory capacity, but wanted to take this opportunity to thank the Police Department, their dispatchers, the police officers, city staff, and the Community Development Department who have been responsive to their comments and support.

Mayor Hagbom asked VIPS Doug Johnson to explain vacation checks. Johnson proceeded and explained there were forms in the Police Department to complete for a homeowner or person to turn in if they're going to be out of town. The VIPS physically check all the windows and perimeters of house, making certain everything is secure, and if not owner and police contacts are made. He completed his report with reminding residents when out of town to be certain to stop their mail, newspaper deliveries, etc. Councilor Johns thanked VIPS for helping with her 2 days of responsibility for delivering "meals on wheels."

**VI. STAFF REPORTS**

*A. Finance Department*

There was no report

*B. City Manager*

City Manager Blodgett advised he had requested a grant from the CCD Regional Investment Board, and would have an answer this next week. He noted the U.S. Forestry Department also has interest in funding a project for downtown revitalization, and continued by explaining an attempt to negotiate having one grant provide for the downtown plan and the other one fund the master plan. He advised he will be meeting Wednesday with the ODOT's CST (Community Solutions Team) regarding the couplet and downtown project.

Blodgett informed Council a committee of four (4) - Finance Director Randy Reed, Community Development Department Secretary Linda Barker, Administrative Secretary Sharon Ridens, and himself, were successfully coming to the final stages of developing the publication of a revised web site. This is all under the excellent abilities and direction of Jim Relaford and his future training to maintain the site in the future - at a cost of \$3,000. Blodgett also relayed his learned information from the ODDA urban renewal workshop, and reminded Council the City's newsletter goes out last the last Thursday of each month. Should they desire something to be included, Council is to give Sharon a written note so that it can be included.

*C. Community Development Department*

There was no report.

*D. Fire Department*

There was no report.

*E. Police Department*

There was no report.

**VII. CONSENT CALENDAR**

*A. Approval of Council Meeting Minutes*

*1. Minutes of February 26, 2001, Regular Council Meeting*

*B. Acceptance of Parks and Recreation Commission Minutes*

*1. Minutes of January 25, 2001 Regular Commission Meeting*

*C. Acceptance of Planning Commission Minutes*

*1. Minutes of February 6, 2001 Regular Commission Meeting*

*D. Approval of Vouchers (\$177,334.16)*

*(end Consent Calendar)*

**Councilor Johns moved, Councilor Kuhn seconded, and the Council voted to approve the consent calendar with Council President Curry abstaining as he was not present for the February 26, 2001 Council meeting.**

**VIII. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

**A. Final Orders**

1. *Final order and findings of fact for file document No. APP-1-01, an appeal of Planning Commission approval of VAR-2-00, an application for a variance to the existing Claron Glen subdivision to deny public access to internal walkways and not require sidewalks on both side of the street*

Mayor Hagbom asked Council President Larry Curry to continue as presiding officer, at 7:31 p.m., due to his personal involvement with Claron Glen subdivision. Council President Curry complied.

Council President Curry advised Council the only issue pending pending on this matter is the final vote on the final order and findings of fact for file document No. APP-1-01, an appeal of Planning Commission approval of VAR-2-00, an application for a variance to the existing Claron Glen subdivision to deny public access to internal walkways and not require sidewalks on both side of the street. He asked for a motion.

**Councilor Kuhn moved, Councilor Johns seconded, and the Council voted to adopt the final order and findings of fact for file document No. APP-1-01, an appeal of Planning Commission approval of VAR-2-00, an application for a variance to the existing Claron Glen subdivision to deny public access to internal walkways and not require sidewalks on both side of the street, with Mayor Bob Hagbom and Councilor Rick Dentino abstaining due to their ex-parte involvement mentioned during the public hearings on same.**

Council President Curry asked Mayor Hagbom to return as the presiding officer of the Council meeting at 7:32PM. Mayor Hagbom complied.

**IX. REMARKS FROM MAYOR AND COUNCILORS**

**A. Council**

There was no further comment from the Council.

**B. Mayor**

There was no further comment from the Mayor.

X. **ADJOURNMENT**

Councilor Dentino moved, Councilor Johns seconded, and the Council voted unanimously to adjourn the meeting at 7:35PM.

Respectfully submitted:

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Bob Hagbom  
Mayor

ATTEST:

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Randy Reed  
Finance Director/City Recorder

Handed out  
@ 3/12/07  
@ @ Mtg

March 12, 2001

SUBJECT: Coaster Design

Dear Fellow Councilors:

I have been asked by TimberCraft, the company that made the coasters for the 50<sup>th</sup> Birthday Celebration, if it would be possible for them to use the design that was placed on the coasters on other items such as Key Chains, an perhaps a couple of other items.

They would then market them in different stores in the area. Items that are sold would return a profit of 15% back to the 50<sup>th</sup> Birthday Committee.

Before I can so this can be done, I will need permission to use the City of Brookings emblem that I used on the Coasters.

This is very open to discussion. I appreciate your input.

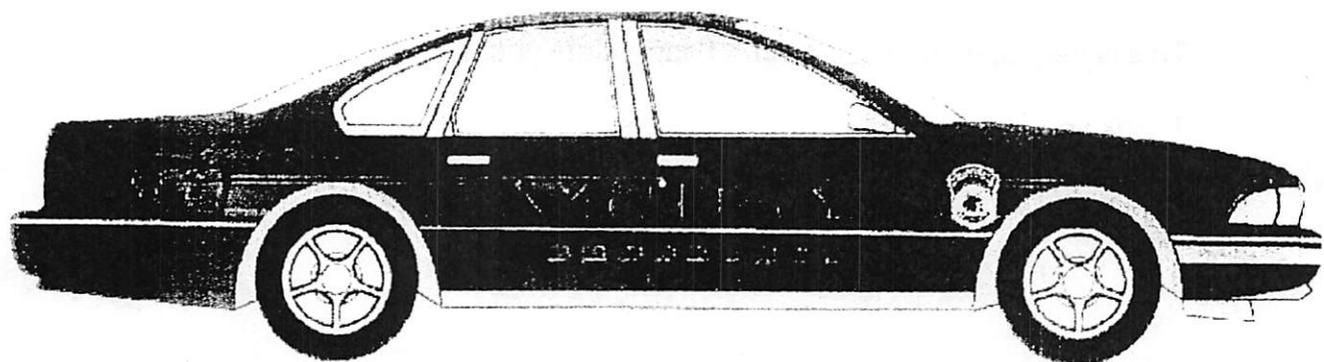
Thank you,

Councilor Lorraine Kuhn

*-Handled out  
@ 3/12/01  
OC Mly*

**BROOKINGS POLICE DEPARTMENT**

**VOLUNTEERS IN POLICE SERVICE**



**YEAR 2000 ANNUAL REPORT**

**KEN LEWIS  
POLICE CHIEF**

**BARBARA PALICKI  
COMMUNITY POLICING OFFICER**

**To: Distribution List**

**Fr: Board of Directors**

**Re: Year 2000 Annual Report**

1. The attached documents identify the activities performed by the Volunteers in Police Service from 1 January 2000 through 31 December 2000. We hope to continue our success in the coming year.
2. On behalf of all volunteers it's been a pleasure to assist the Brookings Police Department and all citizens of the community.
3. We also would like to give special THANKS to Officer Barbara Palicki for her professionalism and guidance. A special note, this was all accomplished with NINE VOLUNTEERS.

**Marilyn Wood  
Director**

**Doug Johnson  
Asst. Director**

**Enos Muniz  
Director At Large**

**Ruth Carter  
Treasurer**

**Tom Reed  
Secretary**

# VACATION CHECKS

To determine the number of vacation checks per month I took the first day of the vacation check only. Understanding that most vacation checks were over one month in duration.

Total Vacation Checks: 79

The average length of the vacation check was 23 days

The shortest: 2 Days

The longest: 120 days

During the year we had no forced entries or break-ins at any of the homes.

Note:

Homes with unlocked doors 8

Newspapers delivered 4

UPS/FEDEX boxes 5

# **PATROL**

## **MILES BREAKDOWN**

Total Miles driven: 4490

Average miles driven on patrol: 28 Miles

## **PATROL BREAKDOWN**

Total patrols conducted: 158

Average patrols per month: 13

Lowest month: January 2000 7 patrols

Highest month: June 2000 21 patrols

## HOUR BREAKDOWN

<b>DESCRIPTION</b>	<b>HOURS</b>
Meetings	272.0
Patrol	1183.0
Meals On Wheels	122.5
Eddie Eagle	165.5
Special Events	105.0
Evidence Room	117.0
Safety City	205.0
Admin	67.5
Office Work	54.5
Fundraising	143.0
Training	90.5
School Programs	133.5
Public Relations	259.0
Traffic Control	55.5
Translate	6.5
<b>TOTAL</b>	<b>3011.0</b>

## **TRAFFIC WARNINGS ISSUED**

Total warnings issued: 62 (started April 5, 2000)

Red Zone 7

Yellow Zone 22

Wrong Way 23

Handicap 10

## **ABANDON VEHICLES**

We reported to the Community Service Officer 9 possible Abandon Vehicles within the City Limits.

## **YEAR 2000 HIGHLIGHTS**

- A) Provided security at a crime scene from 9pm till 2 am.
- B) On December 15th the first all women patrol.
- C) In November provided a patrol during a severe wind/rain storm 11pm till 2 am
- D) Assisted with the Coos/Curry Electric Home Show.
- E) Provided security at the Art Festival in Harbor.
- F) Assisted with the Senior Safety Academy at the Senior Center.
- G) Assisted with the Safety Seat Clinic at Brookings/Harbor Ford
- H) Assisted with Safety City.
- I) Assisted the police department in handling a major power outage in the city.
- J) Provided traffic control during the Azalea Parade.
- K) Attended the Police Memorial.
- L) Represented the city police department at the Health Fair in Bandon.
- M) Assisted with the Safety Fair in Azalea Park
- N) Provided security for the Holiday Coastal Lights in the park.
- O) On two occasions provided traffic control and security during the bomb threats at our schools.
- P) Trained and supervised about 60 4th graders at the "K" School in Crossing Guard training.
- Q) At various times monitored the crosswalk in front of theater to assist children across the street.
- R) Deployed the radar reader board at various locations as directed by the police department.

S) For a two week period monitored the vehicle speeds north of the city and reported our findings back to the police department.

T) Was invited to Crescent City Police Department to explain our program in Brookings.

U) Assisted with the Haunted House at the Grange Hall in Harbor.