City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, February 9, 2026, 5:30pm
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Oral Requests and Communications from the audience
(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

E. Consent Calendar
1. Approve Council minutes for January 26, 2026 [Pg. 1]
2. Accept Planning Commission minutes for December 2, 2025 [Pg. 3]
3. Accept Parks & Recreation minutes for October 23, 2025 [Pg. 5]
4. Accept Planning Commission 2025 Year in Review [Pg. 6]

F. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders
1. Council Liaison Discussion/Appointments [Pg. 7]
   a. Current Council Liaison Spreadsheet [Pg. 8]

G. Informational Non-Action Items
1. January 2026 Vouchers [Pg. 9]

H. Remarks from Mayor, Councilors and City Manager

I. Adjournment

WORKSHOP

Immediately following Council Meeting, approximately 5:35pm
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Topics
1. Final Revision for TPAC Reboot [Pg. 12]
   a. Brookings Ordinance 14-O-732 [Pg. 14]
   b. Historical Review of Brookings TPAC [Pg. 17]

D. Council Member Requests for Workshop Topics

E. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours. All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 541-469-1102 if you have any questions regarding this notice. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: https://www.youtube.com/@cityofbrookingsoregon8039 clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, January 26, 2026

Call to Order
Mayor Phoebe Pereda called the meeting to order at 5:30 PM

Roll Call
Council Present: Mayor Phoebe Pereda, Councilors Jim Jollota and Andy Martin; a quorum present
Council Absent: Councilors Clayton Malmberg and Kristi Fulton
Staff Present: City Manager Tim Rundel, Grant/Project Manager Wendy Giordano, Finance & HR Director Lu Ehlers, Public Works & Development Services Director Tony Baron and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: approximately 10 audience members

Appointments
1. Reappoint Jaime Armstrong to the Parks and Recreations Commission

Councilor Martin moved and Councilor Jollota seconded to reappoint Jaime Armstrong to the Parks and Recreation Commission in position number 4. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

2. Reappoint Linda Matlock to the Budget Committee

Councilor Martin moved and Councilor Jollota seconded to reappoint Linda Matlock to the Budget Committee in position number 4. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

3. Reappoint Lindsay Coatney to the Budget Committee

Councilor Martin moved and Mayor Pereda seconded to reappoint Lindsay Coatney to the Budget Committee in position number 5. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

4. Reappoint George "Skip" Watwood III to the Planning Commission

Councilor Martin moved and Mayor Pereda seconded to reappoint Skip Watwood to the Planning Commission in position number 5. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

Consent Calendar
1. Approve Council minutes for January 12, 2026
2. Receive monthly financial report for December 2025

Councilor Martin moved and Mayor Pereda seconded to approve the Consent Calendar as presented. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

Staff Reports and Public Hearings

1. Authorized signatories for all City financial activities

Councilor Martin moved and Mayor Pereda seconded to adopt Resolution 26-R-1287, authorizing signatories for all City financial activities currently as follows: Phoebe Pereda, Mayor; Andrew Martin, Council President; Timothy Rundel, City Manager; Anella Ehlers, Finance Director; Anthony Baron, Public Works and Development Services Director; and removing any and all previous signatories not named here. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

2. Resolution authorizing application for USDA Rural Development Grant

Mayor Pereda moved and Councilor Martin seconded to adopt Resolution 26-R-1286 authorizing the City Manager to apply for a USDA Rural Development grant in the amount of $1,000,000 for the Easy Street Water Line Replacement Project. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

3. Water purchase agreement with Rainbow Rock Service Association

Councilor Martin moved and Councilor Jollota seconded to authorize City Manager to sign a water purchase agreement between the City of Brookings and Rainbow Rock Service Association. Motion passed; Mayor Pereda, Councilors Martin, and Jollota voting "aye" [3:0].

4. Council Liaison Discussion/Appointments

Council agreed to table this matter until the next Council meeting so a full Council is available to discuss.

Adjournment

Mayor Phoebe Pereda adjourned the meeting at 6:12 PM.

Respectfully submitted:

ATTESTED:
this 9th day of February, 2026:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

BROOKINGS PLANNING COMMISSION MINUTES
December 2, 2025

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Watwood at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Anthony Bond, Sage Bruce, Nicholas Chapman, Amanda Whittemore, Gerry Wulkowicz and Chair Skip Watwood
Commissioners Absent: None
Staff Present: PWDS Director Tony Baron, PWDS Deputy Director Lauri Ziemer, and PWDS Admin Assistant Michelle Robidoux
Others Present: Henry Hearley with Lane Council of Governments by Zoom

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS

3.1 Election of Chair and Vice Chair -

Motion made by Commissioner Wulkowicz to nominate Chair Watwood as Planning Commission Chairperson; motion seconded. Chair Watwood abstained from voting. By a 5-0 vote the motion carried.

Motion made by Chair Watwood to nominate Commissioner Wulkowicz as Planning Commission Vice Chairperson; motion seconded. Commissioner Wulkowicz abstained from voting. By a 5-0 vote the motion carried.

PUBLIC HEARINGS

4.1 In the matter of File No. MC-2-25/CUP-7-22, a request for approval of a Minor Change of a Conditional Use Permit, changing permit for 1244 Moore Street into the new property owners' name.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:07 pm. PWDS Deputy Director Lauri Ziemer reviewed the staff report.

Applicant Carl and Emily Clyde were present by phone. No one spoke in opposition or requested additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Chapman to approve File No. MC-2-25/CUP-7-22, a request for a Minor Change of the Conditional Use Permit, changing the permit for 1244 Moore Street into the new property owners' names, Carl and Emily Clyde, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded. By a 6-0 vote the motion carried.**

Motion made by Commissioner Chapman to approve the Final Order regarding file MC-2-25/CUP-7-22 based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded. By a 6-0 vote the motion carried.

4.2 In the matter of File No. PUD-1-25, a request for approval of a Planned Unit Development concurrent with a request to subdivide the 5.09 acre parcel into 47 parcels; located at 302 Lundeen Road; Assessor's Map & Tax Lot No. 4113-05B-01403; zoned R-1-6 and R-3. The owner/applicants are Yabadabadoo, LLC.

Commissioner Bruce and Chair Watwood declared ex-parte contact. Commissioner Bruce previously worked for the applicants as a contractor and answered questions for the applicants in regards to this project. Chair Watwood knows the applicants personally; and the agency he works for has done business with Dan Brattain in

the past. He has not spoken to either party regarding this project. There was no, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter.

The public hearing was opened at 7:12 pm. Henry Hearley presented the staff report and both Henry Hearley and Tony Baron answered Commissioners' questions.

Applicant Dan Brattain and Representative Hailey Sheldon were present. No one spoke in opposition or requested additional time to submit materials. The public hearing was closed at 7:30.

The Commission deliberated on the matter. **Commissioner Whittemore moved that the Planning Commission approve file PUD-1-25 for a Planned Unit Development concurrent with a request to subdivide the 5.09 acre parcel into 47 parcels; located at 302 Lundeen Road; Assessor's Map & Tax Lot No. 4113-05B-01403 based on the findings and conclusions stated in the staff report and subject to the conditions of approval with an additional condition of approval that prior to final plat approval, a final draft of the CC&Rs be submitted for City review. By a 6-0 vote the motion carried.**

Commissioner Bond moved that the Planning Commission approve the Final Order regarding file PUD-1-25, based on the findings and conclusions stated in the staff report and subject to the conditions of approval with an additional condition of approval that prior to final plat approval, a final draft of the CC&Rs be submitted for City review. By a 6-0 vote the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of October 7, 2025.

Motion made by Commissioner Wulkowicz to approve the Planning Commission minutes of October 7, 2025; motion seconded and with no further discussion by a 6-0 vote the motion carried.

UNSCHEDULED PUBLIC APPEARANCES - None

REPORT FROM THE PLANNING STAFF - None

COMMISSION FINAL COMMENTS - None

ADJOURNMENT

Chair Watwood adjourned the meeting at 7:38 pm.

Respectfully submitted,

Skip Watwood, Planning Commission Chair
Approved at the February 3, 2026 meeting

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
October 23, 2025

CALL TO ORDER
Chair Kerr called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL
Present: Commissioners Jaime Armstrong, Dan Brattain, Mike Worthey and Chair Steve Kerr.
Absent: Theresa Mercurio
Also present: PWDS Director Tony Baron & Grant Manager Wendy Giordano

APPROVAL OF MINUTES
Motion made by Commissioner Brattain, to approve the minutes of July 24, 2025; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – Samantha Waln, resident, spoke about the need for stall doors in the bathroom at Kid Town

INFORMATION UPDATES/DISCUSSION ITEMS– Tony Baron and Wendy Giordano provided a parks update. City staff applied for two grants for the Bud Cross improvements and was awarded the smaller grant of $100,000, which will cover the play structure and pedestrian access. The paving of the parking lot will be a future project, when more funds become available. Staff is putting together a presentation for the Chetco Point Dog Park and Stout Park Dog Park amenities to be presented to the Parks and Rec Commission and City Council. Stout Park Dog Park Capital Project to bring water to the park is complete. Six hazardous trees were removed from Azalea Park. The Capella's popularity continues to grow from 68 weddings last year to 136 this year. The Capella's success is attributed to advertisement on several wedding sites, package deals offered by photographers & event planners, word of mouth through friends & family, and social media. Brookings Harbor Garden Club MOU now includes the City Hall courtyard and the garden club has done a great job cleaning up the courtyard.

COMMISSIONER REPORTS/COMMENTS – Commisioner Brattain asked if new stall doors will be installed in the Kid Town restrooms. Tony Baron explained that the stall doors were removed due to vandalism, and with a reduction of vandalism at the Mill Beach restrooms staff is considering installing new stall doors in the Kid Town restrooms.

ADJOURNMENT
Next meeting scheduled for **January 22, 2025**. With no further business, meeting adjourned at 7:21 pm.

Respectfully submitted,

Steve Kerr, Chair
(Approved at January 22, 2025 meeting)

BROOKINGS PLANNING COMMISSION
2025 YEAR IN REVIEW

The Brookings Planning Commission met in quorum seven times in 2025. The Commission is made up of seven members and is chaired by Skip Watwood with Gerald Wulkowicz serving as Vice Chair. The other members of the Commission include: Sage Bruce, Anthony Bond, Nicholas Chapman and Amanda Whittemore. One position is vacant. Staff liaisons include Tony Baron, Public Works and Development Services (PWDS) Director, Lauri Ziemer, Deputy PWDS Director and Michelle Robidoux, PWDS Administrative Assistant.

During the year the Planning Commission acted on the following matters:

- Approval of four Conditional Use Permits for short term rentals
- Approval of two Minor Changes for changes of ownership in Conditional Use Permits for short term rentals
- Approval of two Minor Partitions, one splitting a parcel into two parcels and one splitting a parcel into three parcels
- Approval of one Planned Unit Development consisting of a 47 lot subdivision to be known as Bedrock Estates, Phase I & II on Lundeen Lane
- Members of the Planning Commission participated in an Oregon Planning Procedures workshop presented by John Morgan

The Planning Commission looks forward to the upcoming year and serving the residents of Brookings with a fair and unbiased decision making process as well as advising the Brookings City Council on matters affecting its residents.

Skip Watwood, Planning Commission Chair
February 3, 2026

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 9, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject:

Council Liaison Discussion/Appointments

Background/Discussion:

The Council liaison positions have traditionally been reviewed periodically, with a change in elected position(s) or by the request of the Mayor or a Councilor. The City Council last visited Council liaison positions January 2, 2024.

With a new Mayor and Councilor, we have several vacancies. Many are optional, and can be filled by an elected official or staff. In addition to filling the vacant positions, the Mayor and/or Councilors might want to change representation on some committees, commissions, or boards.

The last spreadsheet of these positions is attached for review and discussion. Not all positions require an alternate.

Attachment(s):

a. Current Council Liaison Spreadsheet

Council Committee Liaison List

Organization	Member	Liaison	Appointee	Alternate	When	Where
Brookings/Harbor School District 17C		X			Monthly/3rd Wed,5:30PM	K-School library
Curry County BOC		X		Pereda	1st Wed and 2nd Thurs, 6:00PM	Courthouse Annex, GB
Curry County Recycling		X	Baron	Rundel	3rd Tues, 1st month of each quarter, 10AM-12PM	Curry County Commissioners Hearing Room
Harbor Sanitary District	X		Martin, Pereda	Rundel	No set dates/times	City Hall or HSD Office
Household Hazardous Waste (HHW) Steering Committee	X		Baron	Rundel	As Needed	Coos County (can be attended via phone)
League of Oregon Cities Voting Delegate	X		Attendee		Annual	LOC Conference
Parks and Recreation Commission		X	Ziemer	Baron	Bi-monthly/3rd Thurs, 7PM	Council Chambers
Planning Commission		X	Baron	Ziemer	Monthly/1st Tues, 7PM	Council Chambers
Port of Brookings Harbor		X	Martin		Monthly/3rd Tues, 7PM	Port Office
Sudden Oak Death Task Force	X		Baron	Ziemer	As Needed	Varies/Statewide
Border Coast Regional Airport	X		Malmberg	Rundel	Monthly, 1st Thurs, 2PM	Crescent City
South West Area Commission Transportation (SWACT)	X		Rundel	Baron	Bi-monthly, Fri, 10AM	Coquille (virtual)
Façade Improvement Review Committee	X		Fulton	Pereda	As Needed	City Hall

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
01/26	01/08/2026	94609	5871	BALCO Uniform Co Inc	148.01	10-13-6025	Uniform Allowance
01/26	01/08/2026	94610	5188	Bauer Auto Body Inc	1,033.10	10-13-6015	Equipment Maintenance
01/26	01/08/2026	94611	2407	Blue Star Gas	169.99	10-13-6090	Contract Services
01/26	01/08/2026	94612	6178	Brookings Police Association	420.00	10-13-6125	Dues
01/26	01/08/2026	94613	313	Brookings Vol Firefighters	2,250.00	10-14-6165	B.F.A. Services
01/26	01/08/2026	94614	5567	CAL/OR Insurance Agency	683.33	30-10-6115	Insurance/Bonds
01/26	01/08/2026	94615	5070	Canon U.S.A. Inc	80.98	10-13-6030	Operating Supplies
01/26	01/08/2026	94616	6328	Canopy Wellbeing	66.00	10-19-6090	Contract Services
01/26	01/08/2026	94617	6031	Cascade Home Center	6,351.45	10-16-6030	Operating Supplies
01/26	01/08/2026	94618	193	Central Equipment Co Inc	220.32	10-16-6015	Equipment Maintenance
01/26	01/08/2026	94619	5822	Chaves Consulting Inc	388.70	49-10-7030	Computer Hardware
01/26	01/08/2026	94620	5952	Chetco Auto Marine & Industrial Supply	157.43	10-16-6030	Operating Supplies
01/26	01/08/2026	94621	5827	Coastal Investments LLC	960.00	10-19-6090	Contract Services
01/26	01/08/2026	94622	5042	Curry Health Network	400.00	10-14-6085	Pre-employment screening
01/26	01/08/2026	94623	284	Day Management Corp	8,521.13	30-10-6090	Contract Services
01/26	01/08/2026	94624	1	Cynthia Anderson	300.00	20-00-2070	Deposits
01/26	01/08/2026	94625	1	Alondra Aguilar	200.76	20-00-2070	Deposits
01/26	01/08/2026	94626	1	Cedar Village LLC	65.19	20-00-2070	Deposits
01/26	01/08/2026	94627	1	Cedar Village LLC	83.10	20-00-2070	Deposits
01/26	01/08/2026	94628	1	Jehnice Friis-Pettitt	81.96	20-00-2070	Deposits
01/26	01/08/2026	94629	1	Rudy P Jaquez	200.00	20-00-2070	Deposits
01/26	01/08/2026	94630	1	Westley Ossenkop	300.00	20-00-2070	Deposits
01/26	01/08/2026	94631	1	Sammantha Sharpe	114.99	20-00-2070	Deposits
01/26	01/08/2026	94632	1	Evelyn Taylor	300.00	20-00-2070	Deposits
01/26	01/08/2026	94633	6127	Ferguson Enterprises LLC #3325	79.40	15-10-6036	Misc Safety Supplies
01/26	01/08/2026	94634	153	Ferrellgas	502.67	15-10-6130	Utilities
01/26	01/08/2026	94635	5432	First Community Credit Union	3,560.00	25-31-8010	Interest
01/26	01/08/2026	94636	6265	H&S Energy Group	3,120.23	10-13-6030	Operating Supplies
01/26	01/08/2026	94637	6030	Hartwick Automotive LLC	72.04	10-13-6015	Equipment Maintenance
01/26	01/08/2026	94638	994	Hughes Fire Equipment	7,966.32	10-14-6090	Contract Services
01/26	01/08/2026	94639	5754	iFocus Consulting Inc	2,575.00	49-10-6090	Contract Services
01/26	01/08/2026	94640	6065	Local Government Law Group PC	2,414.50	10-12-6065	Legal/Administration Services
01/26	01/08/2026	94641	4269	Gary Milliman	325.00	10-11-6090	Contract Services
01/26	01/08/2026	94642	4443	Napa Auto Parts-Golder's	196.00	20-21-6030	Operating Supplies
01/26	01/08/2026	94643	4487	Net Assets Corporation	285.00	10-12-6090	Contract Services
01/26	01/08/2026	94644	329	New Hope Plumbing	1,985.00	10-16-6090	Contract Services
01/26	01/08/2026	94645	3561	Oil Can Henry's	1,871.00	10-13-6015	Equipment Maintenance
01/26	01/08/2026	94646	6365	Oregon Economic Development Assoc	450.00	75-10-6090	Contract Services
01/26	01/08/2026	94647	6129	Pacific Coast Properties LLC	1.00	10-19-6090	Contract Services
01/26	01/08/2026	94648	4	Jacelyn Provenzano	241.00	10-06-4150	Capella Revenue
01/26	01/08/2026	94649	4	Mikaela Lea	266.00	10-00-2070	Deposits
01/26	01/08/2026	94650	4	Jo Niehaus	300.00	10-00-2070	Deposits
01/26	01/08/2026	94651	4	Robin Rutherford	300.00	10-00-2070	Deposits
01/26	01/08/2026	94652	4	Melissa Harris	300.00	10-00-2070	Deposits
01/26	01/08/2026	94653	6316	Perfect Pack Dog Training LLC	45.00	61-41-6030	Supplies - K9
01/26	01/08/2026	94654	322	Postmaster	1,300.00	25-31-6005	Office Supplies
01/26	01/08/2026	94655	3309	Roberts & Associates	1,793.75	52-42-7025	Construction
01/26	01/08/2026	94656	267	SeaWestern Fire Fighting Equip	1,946.00	10-14-6090	Contract Services
01/26	01/08/2026	94657	4734	Vestis Services LLC	150.00	10-19-6030	Operating Supplies
01/26	01/08/2026	94658	861	Village Express Mail Center	60.27	20-21-6030	Operating Supplies
01/26	01/08/2026	94659	2122	Cardmember Service	9,703.73	32-10-6030	Operating Supplies
01/26	01/08/2026	94660	169	Waste Connections Inc	299.20	61-41-6038	Range Maintenance
01/26	01/08/2026	94661	169	Curry Transfer & Recycling Inc	42.00	10-16-6030	Operating Supplies

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
01/26	01/08/2026	94662	5992	Ziply Fiber	568.82	30-10-6135	Communications
01/26	01/15/2026	94663	5908	Amazon Capital Services	37.61	10-19-6005	Office Supplies
01/26	01/15/2026	94664	3034	Backflow Apparatus & Valve Co Inc	1,604.50	20-21-6032	Backflow Prevention
01/26	01/15/2026	94665	5871	BALCO Uniform Co Inc	102.51	10-13-6025	Uniform Allowance
01/26	01/15/2026	94666	6326	Beacon Broadband Inc	404.00	30-10-6135	Communications
01/26	01/15/2026	94667	5070	Canon U.S.A. Inc	5.36	10-13-6030	Operating Supplies
01/26	01/15/2026	94668	6073	Carpenter Point S	350.00	10-13-6035	Miscellaneous
01/26	01/15/2026	94669	6146	CCD Business Development Corp	750.00	52-42-7025	Construction
01/26	01/15/2026	94670	5842	Century West Engineering Corp	15,620.00	33-10-7025	Construction
01/26	01/15/2026	94671	185	Del Cur Supply	11.95	10-18-6030	Operating Supplies
01/26	01/15/2026	94672	5663	Engineering News-Record	99.99	10-12-6125	Dues
01/26	01/15/2026	94673	6100	FAAC Inc	595.00	10-13-6120	Training/Travel
01/26	01/15/2026	94674	6339	Garrett Hemann Robertson PC	1,098.00	10-12-6065	Legal/Administration Services
01/26	01/15/2026	94675	5078	Geotechnical Resources Inc	5,111.25	54-42-7025	Construction
01/26	01/15/2026	94676	1130	H.D. Fowler	4,487.08	20-21-6030	Operating Supplies
01/26	01/15/2026	94677	6030	Hartwick Automotive LLC	148.31	20-21-6015	Equipment Maintenance
01/26	01/15/2026	94678	5858	Jacobs Engineering Group Inc	156,287.42	25-32-6090	Contract Services
01/26	01/15/2026	94679	5858	Jacobs Engineering Group Inc	34,297.65	53-43-7026	Construction-USDA
01/26	01/15/2026	94680	329	New Hope Plumbing	267.50	10-13-6040	Building Maintenance
01/26	01/15/2026	94681	279	One Call Concepts Inc	44.16	25-31-6090	Contract Services
01/26	01/15/2026	94682	5603	Oregon Assoc of Municipal Recorders	90.00	10-12-6125	Dues
01/26	01/15/2026	94683	5916	Oregon Department of Aviation	50.00	33-10-6090	Contract Services
01/26	01/15/2026	94684	6366	Oregon Fuel Injection Inc	3,617.92	25-31-6015	Equipment Maintenance
01/26	01/15/2026	94685	4	Tanya Potter	300.00	10-00-2070	Deposits
01/26	01/15/2026	94686	207	Quill Corporation	103.18	10-19-6005	Office Supplies
01/26	01/15/2026	94687	5989	Stop Stick Ltd	1,085.00	10-13-6030	Operating Supplies
01/26	01/15/2026	94688	142	Tidewater Contractors Inc	378.48	15-10-6030	Operating Supplies
01/26	01/15/2026	94689	169	Waste Connections Inc	1,287.58	10-16-6090	Contract Services
01/26	01/15/2026	94690	5992	Ziply Fiber	379.12	30-10-6135	Communications
01/26	01/15/2026	94691	4131	Zumar Industries Inc	1,955.00	15-10-6030	Operating Supplies
01/26	01/26/2026	94692	5908	Amazon Capital Services	109.83	49-10-7030	Computer Hardware
01/26	01/26/2026	94693	5070	Canon U.S.A. Inc	447.78	10-15-6030	Operating Supplies
01/26	01/26/2026	94694	6078	Curry County Reporter	183.75	10-15-6090	Contract Services
01/26	01/26/2026	94695	173	Curry Equipment	971.45	15-10-6030	Operating Supplies
01/26	01/26/2026	94696	259	Da-Tone Rock Products	3,001.32	25-31-6030	Operating Supplies
01/26	01/26/2026	94697	6362	Gabrielle Dominguez	2,055.20	10-13-5025	Health Insurance
01/26	01/26/2026	94698	5951	Executech	34.23	49-10-6090	Contract Services
01/26	01/26/2026	94699	6265	H&S Energy Group	2,806.35	10-13-6030	Operating Supplies
01/26	01/26/2026	94700	6030	Hartwick Automotive LLC	158.48	10-13-6015	Equipment Maintenance
01/26	01/26/2026	94701	5387	Hi Tech Towing & Auto	150.00	10-13-6015	Equipment Maintenance
01/26	01/26/2026	94702	5008	Online Information Services	117.18	10-12-6090	Contract Services
01/26	01/26/2026	94703	4	Jessica Matute	216.00	10-06-4150	Capella Revenue
01/26	01/26/2026	94704	6316	Perfect Pack Dog Training LLC	520.00	61-41-6030	Supplies - K9
01/26	01/26/2026	94705	5768	Proficient Auto Center Inc	1,102.50	25-31-6015	Equipment Maintenance
01/26	01/26/2026	94706	207	Quill Corporation	183.71	10-19-6090	Contract Services
01/26	01/26/2026	94707	6264	Tradewind Signs LLC	432.00	10-13-6030	Operating Supplies
01/26	01/26/2026	94708	5992	Ziply Fiber	4,005.19	25-31-6135	Communications
01/26	01/29/2026	94709	5908	Amazon Capital Services	417.69	49-10-7030	Computer Hardware
01/26	01/29/2026	94710	6368	Avigail's Events LLC	200.00	10-16-6060	Capella Expense
01/26	01/29/2026	94711	5144	Tim Brush	50.00	15-10-6120	Training/Travel
01/26	01/29/2026	94712	3834	Clean Sweep Janitorial Service	2,100.00	10-16-6060	Capella Expense
01/26	01/29/2026	94713	6078	Curry County Reporter	262.50	52-42-7025	Construction
01/26	01/29/2026	94714	5042	Curry Health Network	392.00	10-14-6085	Pre-employment screening
01/26	01/29/2026	94715	371	Dept of Environmental Quality	14,151.28	25-32-6010	Permits
01/26	01/29/2026	94716	5718	Don Kirk Construction Inc	19,972.91	53-43-7025	Construction
01/26	01/29/2026	94717	2640	Dyer Partnership	30,827.50	52-42-7025	Construction

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
01/26	01/29/2026	94718	298	Freeman Rock Inc	810.51	10-16-6030	Operating Supplies
01/26	01/29/2026	94719	1130	H.D. Fowler	1,399.18	20-21-6030	Operating Supplies
01/26	01/29/2026	94720	4980	iSecure Inc	61.30	10-12-6090	Contract Services
01/26	01/29/2026	94721	4641	Majestic Marble & Countertops	2,029.00	50-10-7025	Construction
01/26	01/29/2026	94722	5954	Morel Ink	406.83	10-19-6090	Contract Services
01/26	01/29/2026	94723	5237	Oregon Mayors Association	228.00	10-12-6125	Dues
01/26	01/29/2026	94724	5389	Pape Machinery	1,041.45	20-21-6030	Operating Supplies
01/26	01/29/2026	94725	4	Aleksandra Marigodova	300.00	10-00-2070	Deposits
01/26	01/29/2026	94726	6367	Precision Performance Point-S	307.99	10-13-6015	Equipment Maintenance
01/26	01/29/2026	94727	5768	Proficient Auto Center Inc	400.00	25-31-6015	Equipment Maintenance
01/26	01/29/2026	94728	207	Quill Corporation	118.53	10-19-6090	Contract Services
01/26	01/29/2026	94729	6350	Sensiba LLP	900.00	75-10-6090	Contract Services
01/26	01/29/2026	94730	2863	Verizon Wireless	1,080.13	10-13-6135	Communications
01/26	01/29/2026	94731	5992	Ziply Fiber	95.00	30-10-6135	Communications
Grand Totals:					390,830.71		

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary

M = Manual Check, V = Void Check

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 9, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject: Final Revision for TPAC Reboot

Financial Impact:

Council to set the annual budget

Background/Discussion:

In 2012, the City Council established the Tourism Promotion Advisory Committee (TPAC) to advise the City on the use of Transient Lodging Tax (TLT) revenues and assist in developing tourism promotion strategies. Over the years, TPAC provided useful recommendations and faced challenges typical of a standing committee: limited stakeholder representation, formal structures that slowed responsiveness, and overlap with other community organizations.

In August 2013 the City Council indicated that they wanted TPAC to explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.

At the April 7, 2014 Workshop, the City Council discussed staff's concerns that TPAC was doing more than making recommendations and directed staff to draft an ordinance formally creating the committee and defining its role. Council met again on May 5 in a joint workshop with TPAC members to discuss the draft ordinance.

June 22, 2020 there was a motion to adopt Resolution 20-R-1191 disbanding the Tourism Promotion Advisory Committee, and request the City Manager bring back related ordinance changes.

September 22, 2025 staff presented to the Council a proposed TPAC Reboot with a detailed financial history of the advisory committee.

January 26, 2026 staff gave a presentation about some proposed key changes in the makeup of the membership (Staff has attached a Historical Review of TPAC for our new councilor and the public).

Staff has reviewed the original ordinance, consulted examples from similar coastal and tourism-driven municipalities, and evaluated areas of improvement based on prior feedback and current challenges. Key goals of the proposed reboot include:

- Advise on implementation of the City's tourism branding and marketing strategy
- Provide industry and community perspectives on tourism priorities
- Support transparency and accountability for tourism-related investments
- Help align local efforts with regional and state tourism partners

Beginning with a professional branding strategy will give the TPAC a clear, strategic framework to work within—allowing the committee to focus on informed decision-making rather than starting from scratch on brand identity or direction.

One recommendation that staff has made in regards to the membership of the TPAC is to include:

- At least two (2) Brookings City residents
- At least two (2) representatives from the Brookings lodging or hospitality industry
- One (1) representative from the Brookings-Harbor Port District
- One (1) representative from the Curry County Chamber of Commerce
- One (1) at-large member with demonstrated interest or expertise in tourism, marketing, or economic development

Attachment(s):

a. Brookings Ordinance 14-O-732
b. Historical Review of Brookings TPAC

IN AND FOR THE CITY OF BROOKINGS

STATE OF OREGON

ORDINANCE 14-O-732

IN THE MATTER OF ORDINANCE 14-O-732, AN ORDINANCE ADDING CHAPTER 2.57, TOURISM PROMOTION ADVISORY COMMITTEE, TO BROOKINGS MUNICIPAL CODE TITLE 2, ADMINISTRATION AND PERSONNEL.

Sections:

Section 1. Ordinance identified.
Section 2. Adds Chapter 2.57

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance adds Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code Title 2, Administration and Personnel.

Section 2. Adds Chapter 2.57 : Chapter 2.57 is added to read as follows:

Chapter 2.57
TOURISM PROMOTION ADVISORY COMMITTEE

Sections:

2.57.010 Name.
2.57.020 Mission and goals.
2.57.030 Powers and duties.
2.57.040 Organization.

2.57.010 Name.

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

2.57.020 Mission and goals

A. The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.

B. Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.

C. It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.

2.57.030 Powers and duties.

A. Duties and Responsibilities.

1. The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.

2. Committee members shall serve at the pleasure of the City Council.

3. Committee membership is honorary and without compensation.

4. All Committee meetings shall be open to the public and held in a place that is handicapped accessible.

5. Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.

2.57.040 Organization.

A. Membership.

1. The Committee shall consist of seven voting members to be appointed by the Mayor with approval of the City Council.

2. Insofar as possible, City residents shall have precedence over other applicants.

   a. All members of the Committee shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or employment, within the City. These members shall not be officials or employees of the city.

   b. No member of any other City Council-appointed board, Committee or committee shall simultaneously serve on the Tourism Promotion Advisory Committee.

3. Meeting minutes shall be recorded by the City Manager, or his/her designee.

B. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.

2. No member shall be eligible to serve for more than two full terms on the Committee.

3. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.040 (A)(1).

4. Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend at least 50 percent of regularly scheduled meetings during a 12 month period, shall result in automatic termination, unless the absences have been excused by the Committee's chair.

C. Election of Officers.

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the Committee to serve a one-year term.

2. Newly elected officers shall take their seats at the first meeting of the next calendar year.

3. No member shall serve more than two consecutive years in any one office.

D. Quorum/Rules/Meetings.

1. A majority of appointed Committee members shall constitute a quorum.

2. The Committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the City Manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).

3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under BMC 2.05.160, with the exception that the staff member taking the minutes shall call the names of each member and record the votes.

4. Recommendations made by the Committee shall be submitted to the City Council in the manner prescribed by City administrative regulation.

E. Staffing

1. The City Manager or his/her designee, shall provide staff support to the Committee in the same manner as staff provides support to other committees and commissions to include;

   a. Preparation of reports containing recommendations for projects to achieve the goal of promoting tourism.

   b. Review and make recommendations for funding special events.

   c. Transmitting recommendations from the Committee to the City Council.

2. All projects, programs and contracts funded through allocation of TOT funds shall be administered by the City Manager or his/her designee.

First Reading: May 27, 2014 Passage: May 27, 2014

Second Reading: May 27, 2014 Effective Date: June 26, 2014

Signed by me in authentication of its passage this 28th day of May, 2014

ATTEST:

Ron Hedenskog

Mayor Ron Hedenskog

City Recorder Joyce Heffington

Council Workshop 2-9-26

Tourism Promotion Advisory Committee History

Tourism Promotion Advisory Committee

- This presentation tonight is for informational purposes only. The discussion will allow staff to go over a number of significant points and allow the Mayor and Council time for questions.

Conception 2014

Makeup of Committee

Expenditures

Repeal/Amending? 2020

Conception 2012-2013

In August 2012, The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to "work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program."

In August 2013 the City Council indicated that they wanted TPAC to "explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce."

Conception 2014

At its April 7, 2014 workshop, the City Council discussed staff's concerns that TPAC was doing more than making recommendations and directed staff to draft an ordinance formally creating the committee and defining its role. Council met again on May 5, in a joint workshop with TPAC members, to discuss the draft ordinance.

Ordinance 14-0-732 is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion. Adoption of the attached ordinance will formally create the Tourism Promotion Advisory Committee in the Brookings Municipal Code.

Conception 2014

IN THE **MATTER OF ORDINANCE 14-0-732, AN ORDINANCE ADDING CHAPTER 2.57, TOURISM PROMOTION ADVISORY COMMITTEE, TO BROOKINGS MUNICIPAL CODE TITLE 2, ADMINISTRATION AND PERSONNEL.**

2.57.010 Name.

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

2.S7.020 Mission and goals

•The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.

•Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.

•It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.

Conception 2014

Powers and Duties

A. Duties and Responsibilities.

•The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.

•Committee members shall serve at the pleasure of the City Council.

•Committee membership is honorary and without compensation.

•All Committee meetings shall be open to the public and held in a place that is handicapped accessible.

•Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.

Makeup of TPAC committee

2.57.040 Organization.

Membership.

The Committee shall consist of seven voting members to be appointed by the Mayor with approval of the City Council.

Insofar as possible, City residents shall have precedence over other applicants.

- All members of the Committee shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or employment, within the City. These members shall not be officials or employees of the city.

- No member of any other City Council-appointed board, Committee or committee shall simultaneously serve on the Tourism Promotion Advisory Committee.

Meeting minutes shall be recorded by the City Manager, or his/her designee.

Makeup of TPAC Committee

Terms of Appointment/Removal/Vacancies.

• Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.

• No member shall be eligible to serve for more than two full terms on the Committee.

• Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.040 (A)(l).

• Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend at least 50 percent of regularly scheduled meetings during a 12 month period, shall result in automatic termination, unless the absences have been excused by the Committee's chair.

Expenditures

TPAC EXPENSES FY 2013-14

	MEDIA TV	MEDIA Internet	MEDIA Radio	MEDIA Print	Events	Travel	Visitors Center/ Personnel	TOTALS
BUDGETED								
July	$ 755.00						$ 4,576.19	$ 5,331.19
August	$ 2,000.00	$ 5,250.00			$ 2,000.00 BB Tourney	$ 35.00		$ 9,285.00
	$ 790.00							$ 790.00
September	$ 685.00				$ 500.00 BH Rotary			$ 1,185.00
					$ 300.00 Haunted House			$ 300.00
October	$ 825.00	$ 8,000.00		$ 3,309.00				$ 12,134.00
November	$ 2,500.00				$ 1,000.00 Car Show			$ 3,500.00
	$ 825.00				$ 4,000.00 Crab Fest			$ 4,825.00
December	$ 825.00				$ 500.00 Xmas Tree			$ 1,325.00
January	$ 825.00							$ 825.00
February	$ 825.00							$ 825.00
March	$ 825.00	$ 5,250.00				$ 160.00	$ 72.60	$ 6,307.60
April	$ 825.00							$ 825.00
May	$ 2,500.00							$ 2,500.00
June	$ 825.00				$ 500.00 Art Festival			$ 1,325.00
	$ 825.00				$ 1,000.00 Fireworks			$ 1,825.00
2013-14 EXPENSES	$ 16,655.00	$ 18,500.00		$ 3,309.00	$ 9,800.00	$ 195.00	$ 4,648.79	$ 53,107.79

$245.00 Remainder on KOBI 2014 contract

Expenditures

TPAC EXPENSES FY 2014-15

2014-15	MEDIA TV and RADIO	Contract Services	Events	Travel	Operating Supplies	Other
	32-10-6070	32-10-6090	32-10-6060	32-10-6120	32-10-6030	32-10-7020
BUDGETED	$3,600	$4,500	$12,000	$500	$1,071	$10,000
July			-$1,000.00 Writers Conf			
August	-$860.00 TV				-$234.76	
September	-$790.00 TV		-$3,500.00 Disc Golf Tourney		-$609.12	
October			-$2,500.00 Central Bldg 100	-$12.00		
November	-$532.00 Radio		-$1,500.00 Coastal Christmas			
December	-$532.00 Radio		-$4,000.00 Wild Rivers Music Festival			
January	-$532.00 Radio					
February	-$532.00 Radio					
March						
April		-$3,228.50 VC Restroom	-$2,000.00 VFW Fireworks			
May						
June	-$595.00 Chamber	-$1,075.00 VC Restroom	-$6,000.00 Oktoberfest/ Wild Rogue Relay			
REMAINING FUNDS	-$773.00	$196.50	-$8,500.00	$488.00	$227.12	$10,000.00

Additonal events allocated not yet funded:

$2,500.00	Curry Coast Community Radio	
	(Allocation contingent upon their reaching goal of $18,000)	
$5,000.00	Coastal Christmas	after 7-1-15
$3,510.00	Natures Coastal Holiday Bells	after 7-1-15
$11,010.00		

Expenditures

TPAC EXPENSES FY 2015-16

2015-16	Contract Services		Operating Supplies	Training & Travel
	32-10-6090		32-10-6030	32-10-6120
BUDGETED	$31,381		$1,000	$500
July	$ (5,000)	Coastal Christmas - Dec	$ -	$ -
	$ (3,510)	Natures Coastal Holiday Bells - Dec		
	$ (3,500)	Oktober Fest - Oct		
August	$ (53)	VC Restrooms	$ -	$ -
September	$ (1,000)	WR Coast Home School Conference - Oct	$ (22)	$ -
October	$ -		$ -	$ -
November	$ -		$ -	$ -
December	$ -		$ -	$ -
January	$ (4,000)	Wild Rivers Festival - July - LOAN	$ -	$ -
	$ (450)	Curry Co. Cruisers - May		
February	$ (2,500)	Curry Coast Community Radio	$ -	$ -
April	$ (3,000)	Beat the Brewers Run - April - LOAN	$ -	$ -
	$ (500)	Xplore - OR Lifestyles Ad	$ -	$ -
	$ (1,122)	Oregon Coast Magazine	$ -	$ -
	$ (943)	American Road Magazine Advertising	$ -	$ -
May	$ (2,000)	VFW Fireworks	$ -	$ -
June				
*2015-16 Pending Allocated Funds	see breakdown below			
REMAINING FUNDS	**$3,802**		**$ 978**	**$ 500**

Expenditures

TPAC EXPENSES FY 2016-17

$50,797 BUDGETED	30% ADVERTISING MEDIA TV - INTERNET - PRINT		60% EVENTS		10% CAPITAL	Travel & Training	Operating Supplies
	Dollar budgets determined on TPAC agreed percentages of $50,797 budget (32-10-6090)					32-10-6120	32-10-6030
% BUDGETED	$ 15,239		$30,478		$5,079	$500	$1,000
July	-$500	OCVA 2016 Membership	-$2,500	AMF Concerts		-$99	
	-$500	Xplore Film - Dining Video Advance	-$2,363	Natures Coastal Holiday Arches			
			-$2,000	Sourwood/Rogue Relay - 2016			
			-$2,258	BHHS Drone			
August			-$3,000	Vet Fest			
September	-$2,219	101 Things to Do Print Ad	-$3,000	Oktoberfest			-$20
October	-$2,000	Xplore Film - Dining Video Balance	-$1,000	Coastal Christmas	-$2,000		-$63
			-$5,000	Nutcracker Ballet			-$78
November			$1,000	Vet Fest Grant Funds Returned			
January			$900	Oktoberfest Grant Funds Returned			-$37
February	-$2,348	Oregon Coast Magazine Print Ad	$1,000	Vet Fest Grant Funds Returned			
March	-$1,000	Peoples Coast Guide Ad	-$2,500	Sourwood/Rogue Relay - 2017		-$308	
April			-$1,000	Natures Coastal Holiday			
			-$3,000	Beat the Brewers Relay			
May	-$6,000	Charter Spectrum Media Advertising	-$3,000	Rock the Chetco			
June			-$2,000	Fun'd the Firewoks			
*Pending					-$1,150		
REMAINING FUNDS	$672		$ 757		$1,929	$93	$802

*Pending Budget Allocations 2016-17

$ -		$1,150	Chamber Map Distribution
$ -	$ -	$1,150	

*Pending Budget Allocations 2017-18

$4,800	Go!App	$ 2,000 Fungi Fest

TPAC Goals: Increase overnight stays with emphasis on October thru April.
Budget 60% on events, 30% on media advertising, and 10% on capital.

Expenditures

TPAC EXPENSES FY 2017-18

$47,929 BUDGETED	30% ADVERTISING MEDIA TV - INTERNET - PRINT		60% EVENTS		10% CAPITAL	Travel & Training	Operating Supplies
	Dollar budgets determined on TPAC agreed percentages of $47,929 budget (32-10-6090)					32-10-6120	32-10-6030
% BUDGETED	$ 14,379		$28,757		$4,793	$1,000	$1,000
July			$ (2,000)	Fungi Fest			
August	$ (2,500)	Salmon Run Videos	$ (2,050)	Salmon Run Videos		$ (500.00)	
September						$ (132.59)	
October			$ (1,151)	Chamber Map Distribution			
November			$ (2,000)	Coastal Christmas		$ (215.01)	
December	$ (6,000)	Spectrum Digital	$ (2,000)	Wild Rivers Coast Foundation for Dance			
			$ (1,500)	Fish Cleaning Station at Port			
January	$ 6,000	Transfer In from Events	$ (6,000)	Transfer to Advertising			
			$ (2,000)	Wave Bash			
February			$ (1,732)	Travel & Adventure Show			
March			$ (1,000)	Fireworks		$ (26.00)	
			$ (1,000)	Elmo Williams Day			
April	$ (995)	Chamber Map Ad	$ (2,000)	Mushroom Festival			
May			$ (1,206)	Chamber Map Distribution	$ (2,000.00)		
			$ (2,000)	Azalea Fest			
			$ 2,000	Transfer in from Capital			
June			$ (877)	Rock the Chetco			
			$ 100	Elmo Williams Day refund			
*Pending	$ (10,800)		$ (2,000)	Wild Rogue Relay			
REMAINING FUNDS	$ 84		$ 341		$ 2,793	$126	$1,000

*Pending Budget Allocations 2017-18

$	4,800	Go App
$	6,000	Spectrum 2018
$	10,800	

$ -

TPAC Goals: Increase overnight stays with emphasis on October thru April. Budget 60% on events, 30% on media advertising, and 10% on capital.

Expenditures

TPAC EXPENSES FY 2018-19

$36,299 BUDGETED	30% ADVERTISING MEDIA TV - INTERNET - PRINT		60% EVENTS		10% CAPITAL	Travel & Training	Operating Supplies
	Dollar budgets determined on TPAC agreed percentages of $36,299 budget (32-10-6090)					32-10-6120	32-10-6030
% BUDGETED	$ 10,890		$21,779		$3,630	$1,000	$1,000
July			-500	OCVA Membership			
August	-500	Spectrum				-10	
September	-500	Spectrum	-1000	Coastal Christmas			
October	-500	Spectrum	-3000	Nature's Coastal Holiday			
			-1097	Monarch Festival			
November	-500	Spectrum					
December	-500	Spectrum	-500	Travel Southern Oregon Coast Trade Show			
January	-500	Spectrum					
February	-2243.16	Mile x Mile Print Ad	-1500	Elmo Williams Day			
March			-1000	Festival of Art in Stout Park			
			-3950	Azalea Festival Events			
			-2000	Wild Rogue Relay			
April	-500	Spectrum Digital	-2500	4th of July - Family Fun Festival			
May	-500	Spectrum Digital					-360
June	-500	Spectrum Digital				-481	
*Pending	-4075		-2295		-3630		
REMAINING FUNDS	$ 72		$ 2,437		$0	$509	$640

*Pending Budget Allocations 2018-19

$ 4,075	SR Occasion Hall	$ 2,295	SR Occasion Hall	$ 3,630	SR Occasion Hall
$ 4,075		$ 2,295		$ 3,630	

$10,500 TOTAL AMOUNT TO BE ALLOCATED TO THE SALMON RUN OCCASION HALL FROM TOT FUNDS

TPAC Goals: Increase overnight stays with emphasis on October thru April.
Budget 60% on events, 30% on media advertising, and 10% on capital.

Expenditures

TPAC EXPENSES FY 2019-20

$33,970 BUDGETED	40% ADVERTISING MEDIA TV - INTERNET - PRINT	60% EVENTS	Allocated $7,000	Annual Events Approved at CC Level	Travel & Training	Operating Supplies
	32-10-6090				32-10-6120	32-10-6030
% BUDGETED	$ 10,788	$16,182	$7,000		$1,000	$1,000
July	-500 Spectrum Digital	-2500 4th of July - Family Fun Festival				
		-3000 Live Culture Coast				
August	-500 Spectrum Digital	-1500 Monarch Festival				-500 OCVA
September	-500 Spectrum Digital					
October			$ (2,000)	Natures Coastal Holiday		
November	-500 KTVL Donut Ads					
December						
January						
February						
March	-2243.16 Mile x Mile Print Ad					
April						
May						
June						
*Pending	-1,500 KTVL Donut Ads					
REMAINING FUNDS	$ 5,045	$ (7,000)	$5,000		$1,000	$500

*Pending Budget Allocations 2019-20

$ 2,000	KTVL Donut Ads	
$ 2,000		$9,182

$ 2,000	Azalea Festival/Canceled
$ 2,000	Wild Rogue Relay/Canceled
$ 1,000	4th of July/Canceled
$ 2,000	Natures Coastal Holiday

TPAC Goals: Increase overnight stays with emphasis on October thru April.
Budget 60% on events and 40% on media advertising

Repeal/amending June 2020

June 22, 2020 there was a motion to adopt "Resolution 20-R-1191 disbanding the Tourism Promotion Advisory Committee, and request the City Manager bring back related ordinance changes."

TPAC was made up of seven (7) positions, each having three (3) year terms. All members must reside in Curry County. Four (4) of those positions must be residents of Brookings. There are three current positions expiring on June 30, 2020.

There have been less items on the agenda for the last couple of years, and of course even less after COVID. Committee members have often voiced concerns that the Committee is only advisory.

Staff is grateful for the input and recommendations provided by TPAC over the years; and believes this has been valuable as the City began tourism promotions activities, separate from the Chamber. Staff recommends that we disband TPAC, and look to prior TPAC members and other interested citizens as stakeholders and hold stakeholder meetings, annually or as needed. This would be similar to what we have done with Urban Renewal. I felt the Urban Renewal Workshop held in January with stakeholders was beneficial.

Staff Recommendations