



## Visit Fort Bragg Committee Application

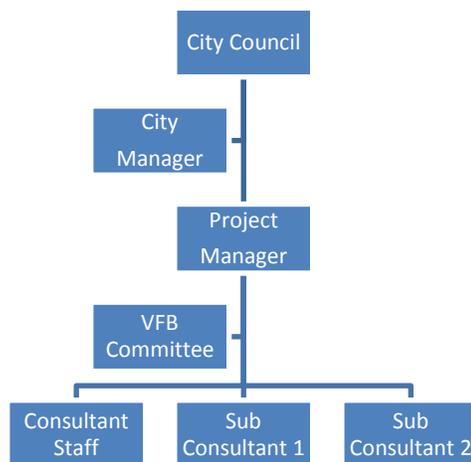
Visit Fort Bragg inspires visitors to enjoy Fort Bragg through comprehensive and collaborative outreach, ultimately increasing visitor spending and stimulating the local economy.

The City of Fort Bragg is currently seeking committed, inspired big-picture thinkers to help bring the mission to life. Applicants should represent some aspect of Fort Bragg's Tourism Economy with a focus on the lodging industry.

Board Commitment: Currently meetings will be held bi-monthly. Meetings are regularly scheduled for the third Tuesday every other month at 3:00pm.

This Committee is subject to the Ralph M. Brown Act. Members are expected to fully comply with all applicable laws and regulations related the Brown Act. (assistance with adherence to the Brown Act will be provided by City staff). As the Committee is subject to the "Brown Act", information on this application is subject to the CA Public Records Act and related regulations.

The Committee is comprised of 5-7 community members serving staggering terms of 2 years.



**Applications are due Thursday, January 2, 2020.** To submit an application or for more information or questions, please contact the VFB Project Manager:

**Scott Perkins, [sp Perkins@fortbragg.com](mailto:sp Perkins@fortbragg.com), 707-961-2823 x137**

Only completed applications will be brought forward to the Visit Fort Bragg Committee for consideration at their January 21, 2020 meeting. Supplemental information supporting the application is welcome.

**APPLICATION**

**Name:**

**Company:**

**Mailing Address:**

**Email Address:**

**Phone Number:**

- 1. Why would you like to be on the Visit Fort Bragg Committee?**
- 2. Briefly describe your vision for Fort Bragg's Tourism Economy over the next 3-5 years.**
- 3. What are some of your prior board/committee experiences?**
- 4. What is your experience and expertise in strategic planning, budgeting and destination marketing?**
- 5. What does success for this Committee look like to you?**

# FORT BRAGG

NORTH COAST CALIFORNIA 

## VISIT FORT BRAGG COMMITTEE

### MEMBER CONFLICT OF INTEREST DISCLOSURE FORM

Visit Fort Bragg Committee members are required to comply with the requirements of the City's Conflict of Interest Code adopted pursuant to California Government Code § 87300 et seq., the Political Reform Act (California Government Code § 81000 et seq.), the regulations promulgated by the Fair Political Practices Commission (Title 2, § 18110 et seq. of the California Code of Regulations), California Government Code § 1090 et seq., and any other ethics laws applicable to the performance of services performed on behalf of Visit Fort Bragg.

A Visit Fort Bragg Committee member may not perform services for any other person or entity that, pursuant to any applicable law or regulation, would result in a conflict of interest or would otherwise be prohibited with respect to the Visit Fort Bragg Committee member's obligations pursuant to his or her role as a Visit Fort Bragg Committee member. The Visit Fort Bragg Committee member agrees to cooperate fully with City and to provide any necessary and appropriate information requested by City or any authorized representative concerning potential conflicts of interest or prohibitions concerning Consultant's obligations assignments or tasks undertaken by the VFB Member pursuant to this Agreement.

**Please disclose below all memberships, affiliations, financial relationships and roles that may influence or may be influenced by City of Fort Bragg tourism efforts. Disclosures are for informational purposes and are not intended to disqualify a member from participation in Visit Fort Bragg promotional efforts. However, relationships should be disclosed by the member before participating in a related-party discussion.**

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*Signature*

*Date*

*Print name*

**Please return this form to:**  
Scott Perkins, Senior Planner  
City of Fort Bragg  
416 N Franklin Street, Fort Bragg, CA 95437

## **Visit Fort Bragg Committee Protocols**

Created January 17, 2018

Amended November 19, 2019

### **I. Purpose**

The purpose of these protocols is to provide rules and procedures for conducting all Visit Fort Bragg Committee meetings, operations and performance of duties. Visit Fort Bragg is an advisory committee to the City of Fort Bragg; the project manager and VFB are supervised by City staff from the Community Development Department.

The purpose of the Visit Fort Bragg (VFB) Committee is to promote Fort Bragg, California as a travel and retail destination for the expressed purpose of increasing spending within the city, generating additional tax revenues from increased travel and retail spending and sustaining and expanding tourism and retail income and employment within Fort Bragg.

### **II. Members**

- a. The VFB shall be composed of up to 9 members—7 from the community and 2 councilmembers.
- b. Members should represent a cross section of the Fort Bragg tourism sector. Ideally (but not mandatory) the Committee would be comprised of a cross-section of the sectors below. Achieving a diversity of interests should be considered when reviewing applications for membership.
  - i. Lodging with representation from both large and small establishments; branded and not branded
  - ii. Retail
  - iii. Dining
  - iv. Recreation/Attraction
  - v. Art/Culture
  - vi. Other
- c. Members are not required to reside in Fort Bragg city limits.
- d. Members may be nominated by City representatives and committee members. Members may be recommended to the committee by community members.
- e. Potential members are required to complete the current VFB Committee Membership Interest form.
- f. Members are required to complete the current VFB Committee Member Conflict of Interest Disclosure Form. The purpose of this form is to provide full transparency about committee members' interest and affiliations. The forms will be reviewed by City staff.
- g. New members must be approved by the City Council representatives on the Visit Fort Bragg Committee.
- h. If committee membership is full, the committee may consider rotating members or increasing membership.

**III. Sub-Committees**

All VFB committee members will be encouraged to join a subcommittee or ad hoc committee. This is not mandatory.

Members of sub-committees are not limited to VFB committee members. Sub-committees can include community members or any other person outside the VFB committee. Examples of sub-committees could include Special Events, Marketing, Website, etc.

**IV. Meetings**

- a. All regular meetings shall be scheduled, agenzized, conducted and posted in accordance with the City's public meeting noticing procedures and sent to all committee members.
- b. VFB will hold bi-monthly meetings, unless rescheduled. Each meeting will be on a regular schedule at a date and time convenient to the majority of members unless otherwise noted.
- c. The regular meeting place of VFB shall be at the City of Fort Bragg Town Hall located at 363 N. Main Street or other public place as agreed.
- d. A special meeting of the VFB may be called by the Project Manager or by a majority vote of the members or by City staff.
- e. Each member of the VFB is expected to attend all regular meetings. If any member misses three consecutive meetings, that member may be eligible for removal from office with a majority vote of the Committee.

**V. Financial**

- a. The committee may recommend expenditures to the project manager and to City staff for consideration and discussion.

**VI. Voting**

- a. Voting will be subject to Brown Act voting procedures.

**VII. Amendments**

- a. These protocols may be amended at any time by a majority vote of the committee.