

416 N Franklin Street Fort Bragg, CA 95437 Phone: (707) 961-2823 Fax: (707) 961-2802

Meeting Agenda Special Meetings

Thursday, November 18, 2021

3:00 PM

Via Video Conference

Visit Fort Bragg

MEETING CALLED TO ORDER

ROLL CALL

PLEASE TAKE NOTICE

Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.

The meeting will be live-streamed on the City's website at https://city.fortbragg.com/ and on Channel 3. Public Comment regarding matters on the agenda may be made by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Cristal Munoz, cmunoz@fortbragg.com.

ZOOM WEBINAR INVITATION

Please click the link below to join the webinar: https://us06web.zoom.us/i/84927287034

Or Telephone: 253 215 8782 or 346 248 7799 (*6 mute/unmute, *9 raise hand)

Webinar ID: 849 2728 7034

TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN THE CHAIR OR ACTING CHAIR CALLS FOR PUBLIC COMMENT ON THE ITEM YOU WISH TO ADDRESS.

1. APPROVAL OF MINUTES

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

| 3A. | <u>21-596</u> | Receive Update from Idea Cooperative on Visit Fort Bragg Efforts |
|-----|---------------------|--|
| | <u>Attachments:</u> | Public Comment 3A - 11182021 11182021 Idea Cooperative |
| 3B. | <u>21-600</u> | Receive Update Regarding 2021 Holiday Gift Guide |
| 3C. | <u>21-601</u> | Receive Update from Special Event Ad-Hoc Committee Regarding Outdoor Market, Santa's Photo Booth, Window Display Contest and Discuss Outstanding Event Logistics |
| 3D. | <u>21-597</u> | Receive Update on City of Fort Bragg Transient Occupancy Tax (TOT) |
| | Attachments: | Bed Tax Historical Summary |

Attachments: Bed Tax Historical Summary

Monthly Summary Bed Tax

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

| STATE OF CALIFORNIA | |
|---------------------------|---|
| |)ss. |
| COUNTY OF MENDOCINO | |
| | jury, that I am employed by the City of Fort Bragg and that I ed in the City Hall notice case on November 15, 2021. |
| JUNE LEMOS, CMC, City Cle | rk |

NOTICE TO THE PUBLIC

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.
- Such documents are also available on the City of Fort Bragg's website at http://city.fortbragg.com subject to staff's ability to post the documents before the meeting

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



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Text File

File Number: 21-596

Agenda Date: 11/18/2021 Version: 1 Status: Business

In Control: Special Meetings File Type: Report

Agenda Number: 3A.

Receive Update from Idea Cooperative on Visit Fort Bragg Efforts

From: <u>John</u>

To: <u>Munoz, Cristal</u>
Subject: Public comment

Date: Tuesday, November 16, 2021 1:44:37 PM

For Visit Fort Bragg Committee, Nov 18, Item 3A:

Thank you to the Idea Cooperative. I emailed them a while back about with some corrections to the Dining and Shopping pages on the website. The corrections were made very soon after my email.

It took some work to find an email for the Idea Cooperative. I still think it would be good to have a "webmaster" link on the website. Business listings on the website can go quickly out of date. An email link for a webmaster would make it easier to submit corrections.

And while the graphics on the Events page are nice, an event calendar would make planning a visit easier.

Thank you, John Kriege



Marketing Campaign Monthly Update

October 5, 2021 > November 18, 2021







Promotion Calendar

August > October 2021:

- Objective Grow Followers & Engagement
- Strategy Bring people closer, and make them feel more connected to,
 Fort Bragg through Stories and Journeys that bring the city to life.

August: Launch (engage subscribers)

Newsletter:

- Story: Princess Seafood
- Journey: Sacto To Sea Spray
- About town Photo Collection

Paid Social: Journey: Sacto To Sea Spray

September: New Stories (increase subscribers)

- · Story: Beautiful Earth
- Journey: Carpool To Tidepool (East Bay)
- About Town: Redwood Ave.

Paid Social: Journey Carpool To Tidepool

October: Fall Visit

Featured Story: Pacific Star Winery

• Experience: Naturalist

About Town: Franklin Ave.

Paid Social: Hold

November > December 2021:

- Objective Holiday Merchant Support
- Strategy Gift Guide & eNSL Sweepstakes

November Newsletter: Gift Guide 1

- Over 50 Gifts from over 40 stores
- Forward To A Friend Promotion
- Winter Visit Guide
- Roundman's Story
- Whale Season

Paid Social:

- a) Regional Shop Online Subscribe & Win
- o) Local Come shop

January > February 2022:

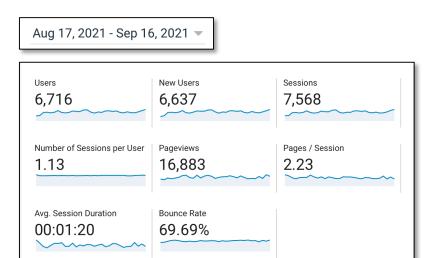
• Objective – Drive Winter Visitation

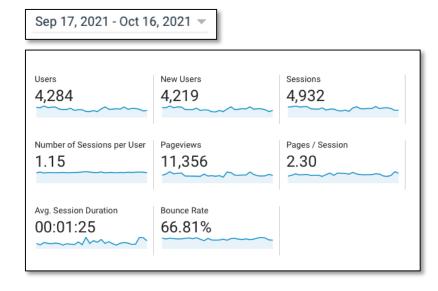
March 2022:

Restaurant Week



MONTHLY SITE TRAFFIC

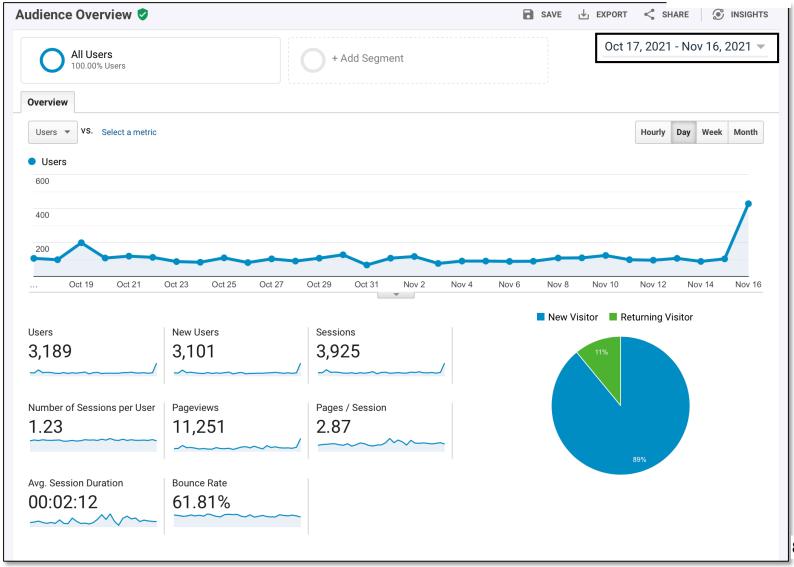






VisitFortBraggCa.com









October eNewsletter - Fall Calls

Sent October 19, 2021

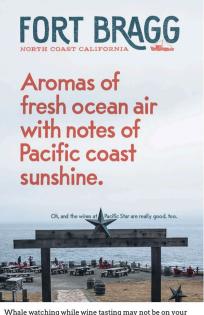
• Open Rate: 34.8% – 1,560

• Clicks: 21.0% – 276

Oct 19, 2021 - Oct 25, 2021 -

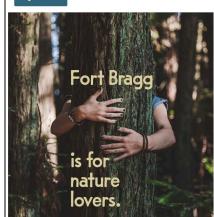
| P | age ⑦ | | Pageviews ? ↓ | Unique Pageviews ? | Avg. Time on Page | Entrances ? | |
|-----|--------------------------------|---|--|--|---|-------------------------------------|--|
| | | | 2,308 % of Total: 100.00% (2,308) | 1,901 % of Total: 100.00% (1,901) | 00:01:06 Avg for View: 00:01:06 (0.00%) | 903 % of Total: 100.00% (903) | |
| 1. | / | P | 590 (25.56%) | 476 (25.04%) | 00:01:02 | 464 (51.38%) | |
| 2. | /events/ | P | 121 (5.24%) | 64 (3.37%) | 00:00:14 | 5 (0.55%) | |
| 3. | /fort-braggs-magic-market/ | P | 97 (4.20%) | 88 (4.63%) | 00:02:11 | 64 (7.09%) | |
| 4. | /plan-your-trip/ | P | 88 (3.81%) | 60 (3.16%) | 00:00:16 | 1 (0.11%) | |
| 5. | /about-fort-bragg/ | æ | 81 (3.51%) | 76 (4.00%) | 00:01:06 | 18 (1.99%) | |
| 6. | /the-naturalist/ | æ | 77 (3.34%) | 58 (3.05%) | 00:00:36 | 35 (3.88%) | |
| 7. | /sally-the-pacific-star/ | P | 57 (2.47%) | 48 (2.52%) | 00:01:44 | 40 (4.43%) | |
| 8. | /franklin-street/ | P | 56 (2.43%) | 47 (2.47%) | 00:02:06 | 39 (4.32%) | |
| 9. | /our-stories/ | P | 53 (2.30%) | 40 (2.10%) | 00:01:37 | 4 (0.44%) | |
| 10. | /plan-your-trip/eat-drink/eat/ | æ | 52 (2.25%) | 36 (1.89%) | 00:01:48 | 5 (0.55%) | |

| URL | Total | Unique |
|--|-----------------------|------------------------|
| https://noyocenter.org/noyolive/ | 100 (36.2%) | 85 (34.3 %) |
| https://visitfortbraggca.com/sally-the | 46 (16.7%) | 41 (16.5%) |
| https://visitfortbraggca.com/the-natu | 45 (16.3%) | 37 (14.9%) |
| https://visitfortbraggca.com/franklin | 42 (15.2%) | 38 (15.3%) |
| https://visitfortbraggca.com/fort-bra | 35 (12.7%) | 32 (12.9%) |
| https://www.instagram.com/visitfortb | 5 (1.8%) | 4 (1.6%) |
| https://visitfortbraggca.com | 2 (0.7%) | 2 (0.8%) |
| https://www.facebook.com/fortbragg | 1 (0.4%) | 1 (0.4%) |



bucket list. Yet. But that's only because you haven't discovered Pacific Star Winemaker Sally Ottoson is there to delight you with distinctive wines on a breathtaking bluff on the coast just north of Fort Bragg.

Explore Now



For those with a passion for the environment, take a trip to the wild side.

It's hard not to be an environmentalist in Fort Bragg, where you're surrounded by so much natural wonder and beauty. Click below to unearth a coastal experience that includes whale tours, sustainably-sourced food, towering redwoods and a marine science discovery center.







Saturday, October 30th - 11am to 4pm

Come celebrate fall, Halloween and all things magical in Downtown Fort Bragg. Parts of Laurel and Franklin Street will be closed to traffic and open to local vendor booths and fall



Come enjoy Fort Bragg at its most scenic and serene.

Check out Noyo Marine Center's Crow's Nest Live Cam to see for yourself.





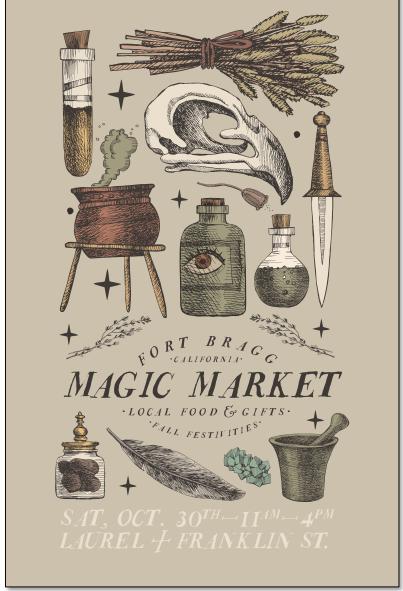




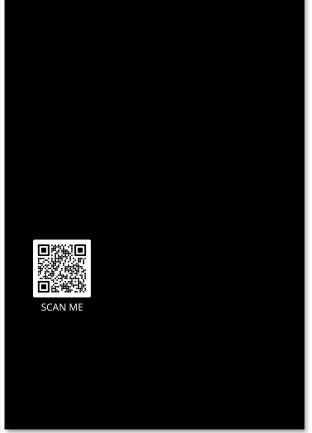
Additional Promotions

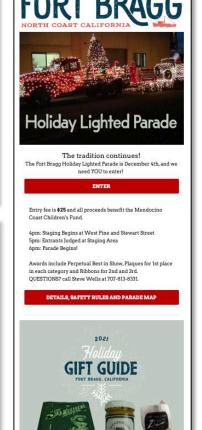






















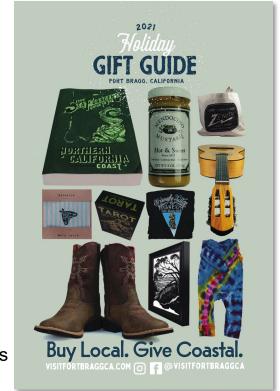
2021 Holiday Gift Guide

Objective

- Increase Merchant Participation
- Increase Purchase Options
- Reach More People
 - eNewsletter
 - Paid Social

Tactics

- Early Merchant Notice
- Easy Merchant Participation
- Online & In-Person Purchase Options
- Online Promotions To Locals, Followers & Lookalikes
- On The Ground Cards, Posters & Table Tents



Poster



Table Tent







2021 Holiday Gift Guide

Merchant Support

Merchant Sign-Up



Merchant Card



Merchant Email







2021 Holiday Gift Guide

E-Newsletter - Sent November 16, 2021

• Total Opens – 1,456

• Clicks: 24.5% – 346

• Forwards: 28 with 18 opens

Subscribers: 2,506 + 171 since 10/5

Nov 16, 2021 - Nov 18, 2021 -

| P | age ? | Pageview | ıs ? ↓ | Unique Pageviews | | |
|-----|------------------------------|----------|--------|---|-----|---|
| | | | 9 | 2,070 6 of Total: 1% (2,070) | 9 | 1,660 6 of Total: 1% (1,660) |
| 1. | /2021-gift-guide/ | Ø | 407 | (19.66%) | 234 | (14.10%) |
| 2. | 1 | æ | 305 | (14.73%) | 231 | (13.92%) |
| 3. | /steve-roundmans-smokehouse/ | P | 92 | (4.44%) | 81 | (4.88%) |
| 4. | /our-stories/ | P | 58 | (2.80%) | 50 | (3.01%) |
| 5. | /events/ | P | 45 | (2.17%) | 33 | (1.99%) |
| 6. | /thank-you/ | P | 44 | (2.13%) | 30 | (1.81%) |
| 7. | /plan-your-trip/ | P | 39 | (1.88%) | 30 | (1.81%) |
| 8. | /bundle-up-hunker-down/ | æ | 37 | (1.79%) | 34 | (2.05%) |
| 9. | /about-fort-bragg/ | æ | 31 | (1.50%) | 28 | (1.69%) |
| 10. | /haywire/ | P | 26 | (1.26%) | 22 | (1.33%) |

| 11. | /the-bookstore/ | P | 25 | (1.21%) | 21 | (1.27%) |
|-----|-----------------------------------|---------------|----|---------|----|---------|
| 12. | /la-tre-2/ | P | 24 | (1.16%) | 21 | (1.27%) |
| 13. | /plan-your-trip/play/shopping/ | æ | 22 | (1.06%) | 15 | (0.90%) |
| 14. | /northcoast-brewing-holiday/ | æ | 21 | (1.01%) | 17 | (1.02%) |
| 15. | /plan-your-trip/stay/hotels/ | ĘĐ | 20 | (0.97%) | 12 | (0.72%) |
| 16. | /hooked-on-mendo/ | æ | 18 | (0.87%) | 14 | (0.84%) |
| 17. | /shirts-more-2/ | æ | 18 | (0.87%) | 13 | (0.78%) |
| 18. | /mendocino-mustard/ | _{(P} | 16 | (0.77%) | 15 | (0.90%) |
| 19. | /sea-la-vie-vintage/ | P | 16 | (0.77%) | 15 | (0.90%) |
| 20. | /frame-mill-artworks-2/ | | 15 | (0.72%) | 15 | (0.90%) |
| 21. | /a-message-from-the-city-manager/ | e @ | 14 | (0.68%) | 11 | (0.66%) |
| 22. | /feet-first-gift-guide/ | æ. | 14 | (0.68%) | 14 | (0.84%) |
| 23. | /larry-spring-museum-pin/ | æ. | 14 | (0.68%) | 14 | (0.84%) |
| 24. | /the-evil-scrunchies-pop-up/ | æ | 14 | (0.68%) | 14 | (0.84%) |
| 25. | /youre-welcome/ | _G | 14 | (0.68%) | 12 | (0.72%) |
| 26. | /a-sweet-affair-patiserie/ | æ. | 13 | (0.63%) | 13 | (0.78%) |
| 27. | /music-merchant-gift/ | æ | 13 | (0.63%) | 12 | (0.72%) |
| 28. | /plan-your-trip/on-the-way/ | _G | 12 | (0.58%) | 10 | (0.60%) |
| 29. | /princess-seafood-cosmos-tuna/ | æ. | 12 | (0.58%) | 12 | (0.72%) |
| 30. | /whale-days/ | æ. | 12 | (0.58%) | 9 | (0.54%) |
| 31. | /lost-surf-shack/ | æ. | 11 | (0.53%) | 10 | (0.60%) |
| 32. | /mercato-verona/ | æ | 11 | (0.53%) | 11 | (0.66%) |
| 33. | /noyo-center-holiday/ | æ. | 10 | (0.48%) | 10 | (0.60%) |









2021 Holiday Gift Guide - Paid Social

Campaign 1: VFB Social Followers and look-alike audience **Objectives:**

 Newsletter Sign-Ups – Ad directs to Gift Guide Page (pop-up for sign-up)

· Secondary Objective: Shop the Gift Guide

Budget: \$350/30 days (started 11/17)

Ad Type: Carousel Ad featuring campaign artwork and Gift Guide

images

Estimated Daily Results:

- Up to 3.7K reach
- 240 clicks per day

CTA: Subscribe/Sign up

Campaign 2: Fort Bragg Locals (FB + 15mi, Willits, Ukiah)
Objective:

- In Person Shopping/ Gift Guide Awareness
- Secondary Objective: Newsletter sign-ups

Budget: \$150/ 11/17 through 12/24

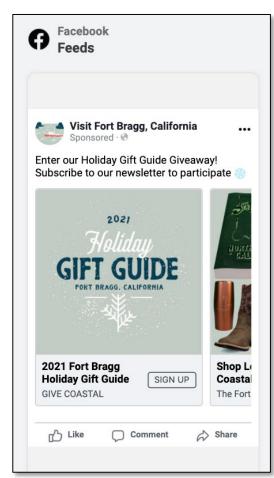
Add Type: Carousel Ad featuring campaign artwork and Gift Guide

images

Estimated Daily Results:

- Up to 900 reach
- Up to 10 clicks per day

CTA: Shop Now









QUESTIONS?

COMMENTS?

THANK YOU.





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Text File

File Number: 21-600

Agenda Date: 11/18/2021 Version: 1 Status: Business

In Control: Special Meetings File Type: Staff Report

Agenda Number: 3B.

Receive Update Regarding 2021 Holiday Gift Guide



416 N Franklin Street Fort Bragg, CA 95437 Phone: (707) 961-2823 Fax: (707) 961-2802

Text File

File Number: 21-601

Agenda Date: 11/18/2021 Version: 1 Status: Business

In Control: Special Meetings File Type: Staff Report

Agenda Number: 3C.

Receive Update from Special Event Ad-Hoc Committee Regarding Outdoor Market, Santa's

Photo Booth, Window Display Contest and Discuss Outstanding Event Logistics



416 N Franklin Street Fort Bragg, CA 95437 Phone: (707) 961-2823 Fax: (707) 961-2802

Text File

File Number: 21-597

Agenda Date: 11/18/2021 Version: 1 Status: Business

In Control: Special Meetings File Type: Staff Report

Agenda Number: 3D.

Receive Update on City of Fort Bragg Transient Occupancy Tax (TOT)



CITY OF FORT BRAGG

BED TAX REVENUES

| FIRST YEAR QUARTER | | SECOND THIRD QUARTER QUARTER | | | FOURTH QUARTER | FISCAL TOTAL | % CHANGE | Tax Rate | | |
|--------------------|----|------------------------------|---------|---------|-------------------|-----------------|-----------------|-----------------|---------|---------|
| Jul-Sep | | | Oct-Dec | | Jan-Mar | Apr-Jun | | | 6% | |
| 1982/83 | \$ | 69,914 | \$ | 30,623 | \$ | 20,177 | \$ 52,093 | \$ 172,807 | | 8% |
| 1983/84 | \$ | 105,128 | \$ | 43,009 | \$ | 39,275 | \$ 83,859 | \$ 271,271 | 56.98% | 8% |
| 1984/85 | \$ | 143,407 | \$ | 52,817 | \$ | 44,396 | \$ 94,857 | \$ 335,477 | 23.67% | 8% |
| 1985/86 | \$ | 150,788 | \$ | 56,827 | \$ | 43,296 | \$ 96,909 | \$ 347,820 | 3.68% | 8% |
| 1986/87 | \$ | 158,836 | \$ | 66,978 | \$ | 57,045 | \$ 113,836 | \$ 396,695 | 14.05% | 8% |
| 1987/88 | \$ | 176,327 | \$ | 76,957 | \$ | 66,063 | \$ 131,868 | \$ 451,215 | 13.74% | 8% |
| 1988/89 | \$ | 192,655 | \$ | 86,050 | \$ | 69,526 | \$ 145,366 | \$ 493,597 | 9.39% | 8% |
| 1989/90 | \$ | 202,869 | \$ | 93,330 | \$ | 74,495 | \$ 150,363 | \$ 521,057 | 5.56% | 8% |
| 1990/91 | \$ | 223,491 | \$ | 103,092 | \$ | 77,776 | \$ 149,667 | \$ 554,026 | 6.33% | 8% |
| 1991/92 | \$ | 263,999 | \$ | 129,657 | \$ | 103,870 | \$ 193,722 | \$ 691,248 | 24.77% | 10% |
| 1992/93 | \$ | 295,858 | \$ | 138,942 | \$ | 92,613 | \$ 204,109 | \$ 731,522 | 5.83% | 10% |
| 1993/94 | \$ | 305,512 | \$ | 137,812 | \$ | 116,035 | \$ 205,579 | \$ 764,938 | 4.57% | 10% |
| 1994/95 | \$ | 306,205 | \$ | 140,570 | \$ | 89,165 | \$ 188,173 | \$ 724,113 | -5.34% | |
| 1995/96 | \$ | 305,411 | \$ | 143,914 | \$ | 107,339 | \$ 192,231 | \$ 748,895 | 3.42% | 10% |
| 1996/97 | \$ | 302,596 | \$ | 139,149 | \$ | 117,852 | \$ 219,924 | \$ 779,521 | 4.09% | 10% |
| 1997/98 | \$ | 339,128 | \$ | 152,455 | \$ | 103,504 | \$ 211,966 | \$ 807,053 | 3.53% | |
| 1998/99 | \$ | 362,977 | \$ | 162,363 | \$ | 123,459 | \$ 250,147 | \$ 898,946 | 11.39% | |
| 1999/2000 | \$ | 432,433 | \$ | 196,053 | \$ | 154,124 | \$ 310,626 | \$ 1,093,236 | 21.61% | |
| 2000/2001 | \$ | 489,102 | \$ | 224,690 | \$ | 178,874 | \$ 346,961 | \$ 1,239,627 | 13.39% | |
| 2001//2002 | \$ | 511,428 | \$ | 252,250 | \$ | 210,345 | \$ 370,563 | \$ 1,344,586 | 8.47% | |
| 2002/2003 | \$ | 547,908 | \$ | 234,494 | \$ | 196,058 | \$ 320,010 | \$ 1,298,471 | -3.43% | |
| 2003/2004 | \$ | 546,606 | \$ | 230,617 | \$ | 200,581 | \$ 339,217 | \$ 1,317,021 | 1.43% | |
| 2004/2005 | \$ | 541,119 | \$ | 231,343 | \$ | 210,385 | \$ 328,488 | \$ 1,311,335 | -0.43% | 10% |
| 2005/2006 | \$ | 575,861 | \$ | 256,873 | \$ | 195,090 | \$ 367,975 | \$ 1,395,799 | 6.44% | 10% |
| 2006/2007 | \$ | 620,771 | \$ | 270,758 | \$ | 217,471 | \$ 394,898 | \$ 1,503,899 | 7.74% | 10% |
| 2007/2008 | \$ | 638,936 | \$ | 283,809 | \$ | 239,849 | \$ 394,470 | \$ 1,557,064 | 3.54% | 10% |
| 2008/2009 | \$ | 637,197 | \$ | 269,197 | \$ | 214,411 | \$ 371,637 | \$ 1,492,443 | -4.15% | 10% |
| 2009/2010 | \$ | 576,212 | \$ | 246,637 | \$ | 199,794 | \$ 357,721 | \$ 1,380,364 | -7.51% | 10% |
| 2010/2011 | \$ | 572,437 | \$ | 247,980 | \$ | 182,107 | \$ 360,625 | \$ 1,363,148 | -1.25% | 10% |
| 2011/2012 | \$ | 562,184 | \$ | 264,104 | \$ | 204,174 | \$ 381,426 | \$ 1,411,888 | 3.58% | 10% |
| 2012/2013 | \$ | 607,839 | \$ | 279,899 | \$ | 244,582 | \$ 426,077 | \$ 1,558,397 | 10.38% | |
| 2013/2014 | \$ | 645,089 | \$ | 318,886 | \$ | 267,456 | \$ 447,666 | \$ 1,679,097 | 7.75% | |
| 2014/2015 | \$ | 689,776 | \$ | 358,762 | \$ | 325,357 | \$ 479,749 | \$ 1,853,645 | 10.40% | 10% |
| 2015/2016 | \$ | 704,261 | \$ | 447,154 | \$ | 325,894 | \$ 531,282 | \$ 2,008,592 | 8.36% | 10% |
| 2016/2017 | \$ | 771,737 | \$ | 388,819 | \$ | 314,902 | \$ 699,704 | \$ 2,175,162 | 8.29% | 10%/12% |
| 2017/2018 | \$ | 1,012,813 | \$ | 495,295 | \$ | 437,854 | \$ 685,427 | \$ 2,631,389 | 20.97% | 12% |
| 2018/2019 | \$ | 1,003,049 | \$ | 533,723 | \$ | 414,653 | \$ 707,103 | \$ 2,658,528 | 1.03% | 12% |
| 2019/2020 | \$ | 978,675 | \$ | 515,021 | \$ | 381,656 | \$ 237,305 | \$ 2,112,657 | -20.53% | 12% |
| 2020/2021 | \$ | 1,060,860 | \$ | 584,431 | \$ | 566,549 | \$ 1,010,982 | \$ 3,222,822 | 52.55% | 12% |
| 2021/2022 | \$ | 1,321,683 | | | | | | | | |
| Quarterly Change | | 24.6% | | 13.5% | | 48.4% | 326.0% | 52.5% | | |

Notes:

Revised 11/15/2021 BEDTAX

^{*} The City TOT Rate changed from 10% to 12% on April 1, 2017.

^{**}Data in this report does not represent audited results. For audited results please refer to the City's Comprehensive Annual Financial Reports.

