

CITY OF PROSSER, WASHINGTON  
HOTEL/MOTEL COMMITTEE

WEDNESDAY, OCTOBER 14, 2015  
6:30 P.M.

CITY HALL COUNCIL CHAMBERS  
601 7TH STREET

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1. CALL TO ORDER
2. APPROVE AUGUST 20, 2015 MINUTES
3. REVIEW THE GREAT PROSSER BALLOON RALLY APPLICATION FOR FUNDING
4. REVIEW CHAMBER OF COMMERCE APPLICATION FOR FUNDING
5. CITY OF PROSSER MISC EXPENSES BUDGET PROPOSAL
6. ADD ON ITEMS
7. NEXT MEETING
8. ADJOURNMENT

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ATTACHMENTS:

August 20, 2015 Minutes  
The Great Prosser Balloon Rally Application for Funding  
Chamber of Commerce Application for Funding  
City of Prosser Misc Expenses Budget Proposal

**CITY OF PROSSER, WASHINGTON  
HOTEL/MOTEL COMMITTEE MINUTES  
THURSDAY, AUGUST 20, 2015**

**CALL TO ORDER**

Committee Chair Everett called the meeting of the Hotel/Motel Committee to order at 6:28 p.m.

**PRESENT**

Committee Members Morgan Everett, Tom Denlea, Fred Lamb, Rob Siemens, Marilyn Dalstra, Finance Director Toni Yost and Finance Manager Elia Lara were present.

**APPROVE SEPTEMBER 30, 2014 MINUTES**

A motion was made by Tom Denlea, seconded by Rob Siemens to approve the September 30, 2014 minutes. The motion passed unanimously.

**FINANCIAL UPDATE AND 2015 PROPOSED BUDGET**

Finance Director Tonelle Yost presented to the committee a synopsis of current revenue and a projection that revenue would come in at roughly around \$99,000 for 2015. As part of the revenue history it was noted that increased revenue that was seen in March of 2015 was as a result of January activity which was construction based and such revenue cannot be relied upon in future forecasts. As such a projected revenue budget of \$95,000 was suggested for 2016. Based on revenue projections compared to our current contract with the Chamber of Commerce Finance Director Tonelle Yost suggested setting more conservative expense budget as the current reserve has been drawn from in past years. Chairman Everett stated that at this point since Hotel/Motel applications have not been collected it would not be beneficial setting an expense budget until the committee has had a chance to hear from all applicants. A motion was made by Committee Member Lamb to set a budget for \$115,000, the motion died for lack of a second.

**NEXT MEETING**

October 14, 2015 at 6:30 p.m.

**ADJOURNMENT**

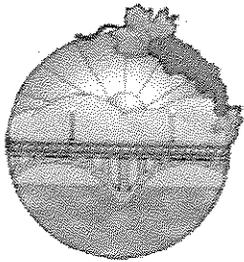
At 6:54 p.m., Council Member Morgan Everett adjourned the meeting of the Hotel/Motel Committee as there was no further business to discuss.

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Council Member Morgan Everett  
Hotel/Motel Committee Chair

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Elia Lara  
Finance Manager



# City of Prosser

RECEIVED

AUG 28 2015

CITY OF PROSSER

## Hotel/Motel Lodging Tax Funding Request Application For Budget Year 2016

Name of Organization:

The Great Prosser Balloon Rally

The City of Prosser Lodging Tax Advisory Committee is accepting proposals for tourism related services to be provided during the calendar year 2016 and paid for from Prosser's lodging tax fund. The City of Prosser only considers lodging tax funded proposals from non-profit organizations and government entities. Following the proposal deadline, the Committee will make its recommendations to the Prosser City Council who will make all decisions for the use of the lodging tax fund.

Please read carefully and include all requested information, if applicable. Feel free to use extra pages for additional information. If handwritten, it must be legible.

**Applications must be received by the City of Prosser  
at 601 7<sup>th</sup> Street, Prosser, WA 99350  
by 5:00 p.m. on Friday, August 28, 2015**

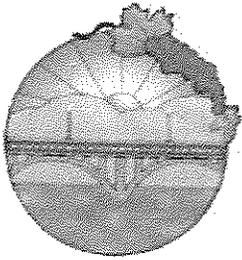
### DOCUMENTS TO BE SUBMITTED

**Completed Original Application and six (6) copies to include:**

- Organization Information (Section 1)
- Proposal Information (Section 2)
- Reporting Requirements (Section 3)
- Funding Questions (Section 4)
- Budget (Section 5)
- Board of Directors as of the Application Date (Section 5)
- Additional Information (Section 7)
- Certification (Section 8)

**Incomplete or Late Applications  
Will Not Be Considered**

If you have questions regarding the application process, please contact Elia Lara at (509) 786-2332.



# City of Prosser

## 2016 Service Proposal General Guidelines

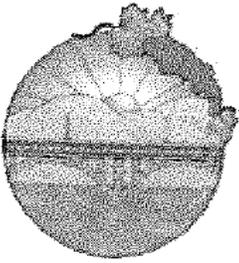
- Proposals are to be for tourism promotion for the marketing and operation of special events and festivals conducted during the calendar year 2016. These funds could also be used to fund the operations of tourism-related facilities.
- Lodging Tax Advisory Committee will consider, but discourages, proposals of less than \$2,500.
- Proposals must comply with Federal, State of Washington, and City of Prosser laws and requirements. NOTE: The City of Prosser may not use public funds in any way that can be construed as a gift to an individual or organization.
- Proposals must completely address the questions and all requested supplemental information must be provided. Incomplete proposals will not be considered by the Lodging Tax Advisory Committee.
- Add a header to this document with the name of the applicant organization.
- To be considered, a fully completed and signed original application PLUS SIX (6) complete copies with supporting documents must be received by the City of Prosser at Prosser City Hall, 601 7<sup>th</sup> Street **by 5:00 p.m. on Friday, August 28, 2015.**  
*NOTE: Incomplete or late proposals will not be considered.*
- Documents submitted to the City of Prosser are public records, potentially eligible for release to the public.
- City staff will verify incorporation status of the non-profit agencies that submit service proposals by checking the Washington Secretary of State's on-line corporation records.

I understand that I am proposing a service for contract with the City of Prosser during calendar year 2016, and that, if awarded, my organization intends to enter into a Service Contract with the City of Prosser. I understand that the City will reimburse only those costs actually incurred by my organization in providing the contracted services up to the maximum contract amount and only after the service is rendered (and paid for, if provided by a third party vendor) and I (or another designated representative of my organization) have sent an invoice, expense and payment documentation, and a project report to the City of Prosser no later than December 15<sup>th</sup>, 2016. I understand that a submitted proposal is a public record potentially eligible for public release.

Signed: \_\_\_\_\_

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

8/27/15



# City of Prosser

## Section 1: Organization Information

Name: Morgan Everett

Address: 1230 Bennett Ave Prosser

Phone#: [REDACTED]

Fax#:

Web Address: www.prosserballoonrally.org

Type of Organization (check one):  Non-Profit Organization  Government Agency

Organization Contact Person:

Name: Morgan Everett Position/Title: Chairman

Address:

Phone#: [REDACTED]

Fax#:

Cell#: [REDACTED]

Email address: morgan@prosserballoonrally.org

Chairperson for this event (if applicable):

Phone#: Same

Email address: Same

# 2016 The Great Prosser Balloon Rally

## Promotion Expenditures

### City of Prosser Hotel / Motel Tax

These are the expected expenditures for the Great Prosser Balloon rally. Below is a summary and description of each.

#### Event Brochures

Each year the committee produces a brochure that is sent out to local business, and the Chamber of Commerce. The brochure highlights the different events during the rally weekend in Prosser. We would use these funds to print additional brochures, and distribute to chamber of commerce's and hotels where other Balloon rally are in the states of Washington, Oregon and Idaho.

The plan would be to target areas where hot air balloon enthusiast would be expose to the Prosser Balloon rally, we would plan to target but not limited to Boise, ID, Walla Walla, WA, Albany, OR, Winthrop, WA, Sequim, WA, and other locations where larger balloon rallies have followings.

#### Event Posters

The event posters are handed out during the rally to local sponsors, businesses and tourists as they attend the rally. They are free to tourist, and most attendees will take and it is an excellent way to promote the rally across the region.

#### Social Media

Social media and especially Facebook has been a cost effective way to promote the rally. Facebook lends itself to pictures and video which is a perfect way to highlight the Prosser Balloon rally. The Rally Facebook page already has 2,300+ likes and typically during the rally weekend over 20,000 unique visitors visit the rally Facebook page. The plan is to place targeted Facebook ads for users who like nearby balloon rally pages and potentially attract additional attendees at the Great Prosser Balloon rally.

#### Promotional Items for Pilots

Pilots love to promote different balloon rally's they attend to show they have flown in different parts of the country. The rally typically gives out small promotional items to the pilots that can be used during balloon rallies (i.e. jackets, picnic baskets, step stools, chairs) that have the Prosser rally logo and used to promote rallies for other pilots and balloon enthusiast. The funds would be used to supplement the rally funds that are used for promotional items for pilots to purchase higher profile items.

#### Pilot Travel Fund

Pilots are key to a successful rally, and over the last 5 years our pilots have been retiring from balloon and it is critical to attract new and young pilots for a successful rally for years to come. The Great Prosser Balloon Rally gives all sponsored pilots a stipend of \$400 for travel, lodging and food for the 3

day rally weekend. Each pilot has to cover all of the additional costs for the weekend. In the last few years, there have been other rallies that are on the same September weekend and the rallies are offering the pilots a complimentary hotel room plus travel and food stipend. I believe it is critical to attempt to increase the travel fund for pilots to help attract balloon pilots for the long term success for the rally. The plan is to increase each pilot's stipend (estimate of 25 pilots) by \$60 each, and reduce the cost of lodging (typically \$110 a night in Prosser during that weekend) by \$20 dollars a night and be more competitive with other rallies.

## Budgeted Expenses

Event Brochures	\$750.00
<ul style="list-style-type: none"><li>• Printing</li><li>• Creation Costs</li><li>• Distribution</li></ul>	
Event Posters	\$650.00
<ul style="list-style-type: none"><li>• Printing Costs</li></ul>	
Social Media	\$1500.00
<ul style="list-style-type: none"><li>• Facebook targeted ads for users who like other balloon rally Facebook pages</li></ul>	
Promotional items for pilots	\$1000.00
<ul style="list-style-type: none"><li>• Special logo banners or jacket items that pilots will be able to show at other balloon rallies.</li></ul>	
Pilot Travel Fund	\$1500.00
<ul style="list-style-type: none"><li>• Additional funds for each pilot to compensate for lodging, gas to attendance the rally. Estimate of 25 pilots @ \$60</li></ul>	
Total:	\$5400.00

THE GREAT PROSSER BALLOON RALLY

2015 Budget

<b>BEGINNING BALANCE</b>		8500.00
<b>REVENUE</b>		
	2014 Memorabilia Sales	100.00
	2015 Sponsors	16,000.00
	2015 Memorabilia Sales	7,500.00
<b>TOTAL:</b>		23,600.00
<b>EXPENSES</b>		
	INSURANCE	1,500.00
	MEMORABILIA	7,500.00
	POSTERS, BROCHURES	1,000.00
	PILOT TRAVEL	10,000.00
	BALLOONMEISTER & SAFETY OFFICIER	1200.00
	SOUND RALLY & NIGHT GLOW	400.00
	NIGHT ENTERTAINMENT	450.00
	KID ZONE	1,000.00
	MISC	500.00
	DEPARTMENT REVENUE	500.00
<b>TOTAL:</b>		24,050.00
<b>ENDING BALANCE</b>		8050.00

THE GREAT PROSSER BALLOON RALLY

2016 Budget Draft

<b>BEGINNING BALANCE</b>		8050.00
<b>REVENUE</b>		
	2015 Memorabilia Sales	100.00
	2016 Sponsors	18,000.00
	2016 Memorabilia Sales	7,500.00
	Hotel Motel Funding	5,400.00
<b>TOTAL:</b>		31,000.00
<b>EXPENSES</b>		
	INSURANCE	1,700.00
	MEMORABILIA (additional pilot promotion)	9,000.00
	POSTERS, BROCHURES	2,400.00
	PILOT TRAVEL	11,500.00
	BALLOONMEISTER & SAFETY OFFICIER	1200.00
	SOUND RALLY & NIGHT GLOW	400.00
	NIGHT ENTERTAINMENT	450.00
	KID ZONE	1,000.00
	MISC	500.00
	DEPARTMENT REVENUE	500.00
	FACEBOOK ADS	1,500.00
<b>TOTAL:</b>		31,150.00
<b>ENDING BALANCE</b>		7900.00

**THE GREAT PROSSER BALLOON RALLY**  
January 01, 2015 – August 26, 2015

<b>BEGINNING BALANCE</b>	9,317.31
<b>RECEIPTS:</b>	
2014 Memorabilia	128.00
2014 Sponsors	300.00
2015 Sponsors	<u>11,400.00</u>
<b>TOTAL RECEIPTS</b>	<b>11,828.00</b>

<b>EXPENSES:</b>		
Department of Revenue	449.17	
Secretary of State	10.00	
Able Tank & Toilet	84.00	
Prosser School	156.30	
American Cancer Society	100.00	
Boys & Girls Clubs	1,000.00	
<b>TOTAL EXPENSES</b>		<u>1,799.47</u>

**BALANCE** 19,345.84 ←

# PROSSER

CHAMBER OF COMMERCE

Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

## Hotel/Motel Lodging Tax Funding Request Application For Budget Year 2016

RECEIVED  
AUG 28 2015  
CITY OF PROSSER

Name of Organization: PROSSER CHAMBER OF COMMERCE

The City of Prosser Lodging Tax Advisory Committee is accepting proposals for tourism related services to be provided during the calendar year 2016 and paid for from Prosser's lodging tax fund. The City of Prosser only considers lodging tax funded proposals from non-profit organizations and government entities. Following the proposal deadline, the Committee will make its recommendations to the Prosser City Council who will make all decisions for the use of the lodging tax fund.

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# PROSSER

CHAMBER OF COMMERCE

## Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

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Signed: \_\_\_\_\_

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

# PROSSER

CHAMBER OF COMMERCE

Hotel/Motel Lodging Tax Funding Request Application  
For Budget Year 2016

**Section 1: Organization Information**

Name: Prosser Chamber of Commerce

Address: 1230 Bennett Ave, Prosser, WA 99350

Phone #: 509-786-3177

Fax#: NA

Web Address: www.prosserchamber.org & www.tourprosser.com

Type of Organization (check one):       Non-Profit Organization       Government Agency

Organization Contact Person:

Name : Humberto Rodriguez

Position/Title: Executive Director

Address: 1230 Bennett Ave. Prosser, Wa 99350

Phone #: 509-786-3177

Fax#: NA

Cell#: XXXXXXXXXX

Email address: Humberto@prosserchamber.org

Chairperson for this event (if applicable):

Phone #:

Email address:

# PROSSER

CHAMBER OF COMMERCE

Hotel/Motel Lodging Tax Funding Request Application  
For Budget Year 2016

**Section 2: Proposal Information (use as much room as needed)**

1. Does the organization have a long-term business plan?  Yes  No (if yes, please attach a copy of your business plan)

2. What are the organization's mission, goals and objectives?

The Prosser Chamber of Commerce is organized for the purpose of: 1) Promoting agriculture, business, and the community development, growth, and stability; 2) Preserving the competitive enterprise system of business and agriculture; 3) Communication with the membership the needs and opportunities that arise in the community. –

**Found in Section 2 of Prosser Chamber of Commerce By-Laws**

3. Describe the event/s and/or promotion/s for which you are seeking funding, and why you think tourists will travel to Prosser to attend.

The following events have been successfully held in Prosser, some for several years.

- Red Wine & Chocolate
- Spring Barrel Tasting
- Spring City Wide Yard Sale
- Scottish Fest
- Prosser Sportsfest
- Old Fashioned 4<sup>th</sup> of July
- Art Walk & Wine Gala
- Prosser Wine & Food Fair
- States Day Parade & Celebration
- A Night Out
- Fall City Wide Yard Sale
- Great Balloon Rally
- Harvest Festival
- Street Painting Festival
- Family Christmas Festival
- Prosser Beer & Whiskey Festival
- Fiber Arts Show

# PROSSER

## CHAMBER OF COMMERCE

### Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

By supporting community events, and improving tourist opportunities here, we will increase overnight visits to Prosser. By targeting our marketing efforts at specific populations that can and will provide tourists not only for our main event weekends, but during non-event weekends, off season and mid-week as well, we could increase our overnight stays dramatically.

Sales experts recognize the fact that consumer awareness of any advertising campaign grows with each consecutive exposure. An advertising campaign will receive the highest return by planning for and following through on a multi-year, consistent, distinctive, unified effort. This has proven true in Prosser. Business growth has been phenomenal over the past four years, which is a definite marker for tourism. Big companies are betting Prosser to bring in tourists and business. With a cohesive ongoing marketing effort. Overnight stays will continue to grow, as they have this past three years. It is evident that Prosser's "Tour Prosser" advertising campaign is making an impact and holding the course, will make an even bigger impact in the years to come.

- 4. Describe how you intend to market/promote the activity/project outside of Prosser/Lewis County. The primary target audience of the promotion or event/activity must be tourists who live outside of the Prosser area.**

Several times each year the Tourism committee coordinates attendance at functions throughout the Northwest that provide tourism. The Prosser Chamber of Commerce secures and staffs a booth with Tourism Committee volunteers, Materials from the "Tour Prosser" Campaign and Prosser businesses are provided. Hundreds of valuable tourist contacts are made in this face to face manner each year. In an effort to do even more of this, a calendar of tourism events is being created and will be shared among committee members. If we can notify our members of events whether local or out of state, and we happen to have a member that could be planning to be in the area, we have a chance at being represented. We have seen this happen and how valuable it is to give these Prosser ambassadors the tools they need to represent Prosser. We have created a traveling kit that is available to any Chamber member so they can set up a Prosser booth quickly and represent us well.

The Prosser Chamber of Commerce will assist with events coordination and promotion. The Chamber will provide the following campaign management services for the communities various events. The Prosser Chamber of Commerce and Tourism Committee proposal entails use of the Hotel/Motel Tax for advertising and promoting the entire community of Prosser as a tourist destination. The advertising will attract visitors to our community by promoting all of the exceptional events held in Prosser. Our community has an array of attractions and events that we promote in many ways, including print, radio, cable television, website, E-Zine, and through mailings to other visitor centers throughout the Pacific Northwest. We target markets of visitors with the express objective of making Prosser a destination of choice for overnight stays. The consistent and distinctive marketing of our community requires specific marketing tools. Examples include brochure printing and distribution, advertising in tourism guides, media outreach, and creating an inviting ambiance for our community.

# PROSSER

## CHAMBER OF COMMERCE

### Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

#### **Attractions Directory:**

Tourists find this guide very useful while visiting or planning a visit to Prosser. This directory include accommodations, restaurants, shopping, services, recreation, parks, wineries, and microbreweries. The committee will be up dating and printing approximately 60,000 brochures to be distributed within our business and tourist community and the Visitor and Information Center.

#### **Website:**

TourProsser.com incites action by the viewer to learn more about our community while powerfully displaying Prosser as a fantastic vacation destination, and THE place to stay while touring the Yakima Valley. The Chamber website committee has created an opportunity for every Prosser business owner to benefit from the site, but has especially enhanced the opportunity, and therefore the value for Chamber members, in an effort to increase membership. The site has been designed to easily handle growth as needed, and has tremendous capacity to add additional features.

#### **Convention/Conference/Tradeshow Marketing:**

In 2016 we plan to participate in 12 tradeshow including Taste of Washington in Seattle, Spring Beer & Wine Fest in Portland, Taste 208 in Spokane and Vintage Spokane. We also will partner with Wine Country RV to participate in 6 to 10 RV shows around the Pacific Northwest. Our presence at these events has made noticeable impact in our visitor traffic.

#### **E-Zine:**

This promotional e-mail is designed and produced by the Chamber, who in turn works with a distribution site fir secure database storage and distribution. Each E-Zine will be produced with beautiful color graphics and photos of featured Prosser Highlights. Currently, the Chamber is producing two E-Zines each week with each issue giving all the pertinent facts and information about upcoming Prosser events. Since a big goal of the tourism committee is to increase tourism during non-event weekends and mid-week, this gives local businesses the opportunity to create packages and coupons for use during those times to specifically advertise in the E-Zines. Different Prosser businesses from several categories are featured in each issue. The E-Zine can be subscribed to directly from the Prosser Chamber website, and then easily forwarded to friends on that person's contact list. Many other tourism destinations have grown their distributions list to many thousands of persons, and we hope to so the same. Our opt-in list grows weekly and currently we have over 1800 participants. Additionally, we send out special bulletins several times per year to highlight our events and offer specials when out hotels and restaurants are not filling as hoped.

# PROSSER

## CHAMBER OF COMMERCE

### Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

#### **Bureau Advertising:**

Washington Tourism Alliance  
Yakima Visitor & Convention Bureau Visitors Guide  
Tri-Cities Visitor & Convention Bureau Visitors Guide

#### **HAR (Highway Advisory Radio) Site:**

When not in use for emergency highway advisories, the HAR sire can be used to promote attractions and events in the Prosser area. The message is managed by The Prosser Chamber of Commerce and can be readily changed and updated to let travelers know when we have lodging vacancies, special events, and much more going on in town. We'll be able to direct travelers to our Visitor's center for much more information about specific happening and specials offered. The highway signs alone will tell travelers that Prosser is a tourist destination. The Chamber paid for Prosser's share of construction costs, with the state paying for the balance. Prosser Chamber of Commerce will be responsible only for ongoing production expenses of the announcements.

#### **Regional Advertising:**

Our goal is to promote Prosser as an overnight destination especially targeting the Seattle, Portland, and Spokane areas. We plan to use radio, cable television, and print as advertising venues to reach the three cities mentioned and the surrounding areas. Print media will include Co-Op advertising with local businesses to stretch our advertising dollars even farther. As the Yakima Valley matures as a distinct world class wine region, and Prosser becomes known as the place to stay within that region, we much advertise to potential customers from outside the Pacific Northwest as well. In pursuing this objective it has been determined that one economical way to reach the wider market is through internet advertising. Our intention is to use a portion of available funds this year to raise awareness of Prosser using internet advertising which will be very useful not only in our target cities, but throughout the United States and beyond.

#### **Social Media:**

Using Facebook and Twitter we will capture the growing numbers of travelers who use social media as a reference guide for travelers who like to share their experiences. Our tourism committee has contracted one coordinator who will consistently submit and monitor information to these mediums keeping Prosser's name and activities in the minds of potential travel customers. The Prosser Chamber of Commerce also has a blogger to consistently write about our community and its travel opportunities.

#### **Search Engine Lodging:**

JackRabbit Systems enhances the consumer booking experience and increases area bookings by developing industry-leading online travel software for destination websites. When embedded into a destination website, the white-labeled Book > Direct search form allows visitors to enter their travel dates and search for accommodations that have availability.

# PROSSER

## CHAMBER OF COMMERCE

### Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

**5. Describe how the organization will document and report to the City of Prosser the economic impact generated as a result of the activity and/or project.**

The Chamber shall maintain records and accounts in accordance with industry standards. The Chamber shall make its records available for inspection by the City of Prosser or its designee.

**6. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific.**

It would be impossible for the Tourism committee to accomplish its marketing goals without Hotel Motel tax funds. These funds are used as efficiently as possible and spread to cover all of Prosser's many events and attractions equitably, with our main emphasis on increasing overnight stays in Prosser. By working together as one unified organization, our budget covers more than would be possible working independently. Our unified influence is much greater due to larger ads, a higher frequency of radio and cable commercials, and a bigger presence at more tourism functions throughout the Northwest. Without these funds these marketing programs would not exist.

1. Funds will be used promoting the Prosser community and its events as a tourist destination.

2. Money will not be spent on the cost of the actual event or festival with the exception of payment of a portion of the marketing costs, which are designed to attract tourists.

3. A majority of our advertising will be targeted outside of Prosser. A focused effort will be made to attract tourists from Seattle, Portland and Spokane,

4. Advertising will target tourists using appropriate venues to best draw tourists to Prosser.

5. Advertising should have world-wide web connectivity and/or contain an internet link to the Prosser event.

**7. What is your anticipated timeline for accomplishing this project?**

The Prosser Visitor and Information Center is open to the public over 290 days each year.

That equates to over 2200 hours of service to assist the visitors to our community. Typically the VIC is open in the off-season (Oct – April) from 9:00 am – 5:00 pm Monday thru Friday. As visitor traffic increases (May – Sept) the VIC extends its hours to cover the weekend traffic as well with Saturday hours from 10:00 am – 2:00 pm and Sunday hours from 12:00 pm – 2:00 pm

**8. How will you collaborate with other entities in Prosser to increase tourism and tourism advertising in order to avoid duplication of expenses?**

Prosser will be marketed as a destination in general for its many attributed, and will also be marketed for its proximity to many wine related events such as Red Wine & Chocolate, Spring Barrel Tasting, Catch the Crush, and Thanksgiving in Wine Country. Due to the value of a unified marketing approach, Prosser

# PROSSER

CHAMBER OF COMMERCE

## Hotel/Motel Lodging Tax Funding Request Application

### For Budget Year 2016

Tourism Committee assist the Historic Downtown Prosser Association, The Walter Clore Center, Prosser Wine & Food Fair, A Night Out, and the Great Prosser Balloon Rally events with the promotion of their events for the year. Using Regional advertising funds in a consistent, distinctive and unified way, Prosser will be marketed by a Tourism/Conference manager through the tourism committee for its many popular annual community events. The Chamber has proven through the years to work well with other entities in Prosser successfully avoiding expense duplication.

# PROSSER

CHAMBER OF COMMERCE

## Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

### Section 3: Reporting Requirements

The following estimated information is now **REQUIRED** for entities seeking to use lodging tax revenue and for this application to be considered.

1. Total amount anticipated to be spent: **\$105,500**
2. Amount requested in lodging tax funds: **\$102,000**
3. The *estimated* number of participants who will attend in each of the following categories:
  - a) Staying overnight in paid accommodations away from their place of residence or business:  
30-35,000
  - b) Staying overnight in unpaid accommodations (e.g., with friends and family) *and* traveling fifty miles or more one way from their place of residence or business:  
10,000
  - c) Staying for the day only *and* traveling more than fifty miles or more one way from their place of residence or business:  
40-45,000
  - d) Attending but not included in one of the three categories above:  
20,000
4. The *estimated* number of participants in any of the above categories that will attend from out-of-state (includes other countries):  
10,000
5. A description of methods applicants will use to determine attendance and distinguish among the visitor categories:

The Chamber has a Red Vest program where volunteers ask attendees travel questions at our major events throughout the year. All tourists visiting the VIC in Prosser are asked questions about their travels.

# **PROSSER**

CHAMBER OF COMMERCE

Hotel/Motel Lodging Tax Funding Request Application  
For Budget Year 2016

**Entities receiving lodging tax revenue from this City are required to answer these questions again with actual information after your event/activity.**

# PROSSER

## CHAMBER OF COMMERCE

### Hotel/Motel Lodging Tax Funding Request Application For Budget Year 2016

#### Section 4: Funding Questions

1. Amount of 2016 funding requested: \$102,000
2. Can this activity/ project be conducted with less funding?  Yes  No  
If yes, please describe how:
3. What percentage of the organization's total 2016 budget does this request represent? 47%

**4. What financial accountability and reporting standards are in place at the organization?**

The Chamber shall have a balanced budget. The treasurer shall submit a proposed budget to the executive committee no later than the first meeting in August of each year. The Executive committee shall present a proposed budget to the Board of Directors no later than the first meeting in December. The annual budget shall be approved no later than December 31st of the year and takes effect on January 1st.

Financial accounts shall be opened by the Treasurer at the direction of the Executive Committee. Two (2) signatures shall be required on all checks. The Authorized signatories shall be the Executive Director plus any member of the Executive Committee.

1. Two persons shall count and verify the starting till.
2. Numbered tickets shall be issued with the till. When script is used the script shall be pre-numbered. A separate till shall be used when script is issued at any Chamber sponsored event.
3. Immediately following each event the total ticket sales will be reconciled to the cash in the till by the sales person and a second counter.
4. Provisions shall be made with our bank for off hour deposits. All cash shall be deposited immediately following each event
5. The Treasurer shall have the authority to impose additional controls as he/she deems necessary.
6. Petty cash: The Treasurer is authorized to manage petty cash. Said petty cash account may be in the form of cash, checks or debit card purchases. The Executive Director will hold such debit card and may not exceed any transaction of \$250 without informing the Treasurer prior to purchase.
7. Cash in the office is to be discouraged. To the extent it is necessary to maintain cash in the office it shall be secured in a locked cabinet. Petty cash shall be tallied one time per day. A general journal of incoming/outgoing monies shall be kept with the petty cash for recordkeeping and shall be reconciled on a monthly basis. All monies in the locked cabinet must be deposited every 2 days.

The Chamber shall maintain records and accounts in accordance with industry standards. The Chamber shall make its records available for inspection by the City of Prosser or its designee.

# PROSSER

CHAMBER OF COMMERCE

## Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

**5. In your opinion, how will the requested funds directly benefit the promotion of Prosser and its local tourist-oriented businesses and lodging facilities?**

By supporting community events, and improving tourist opportunities here, we will increase overnight visits to Prosser. By targeting our marketing efforts at specific populations that can and will provide tourists not only for our main event weekends, but during non-event weekends, off-season and mid-week as well, we could increase our overnight stays dramatically.

**6. Attach copies of the organization's:**

- Total proposed budget for fiscal year 2016
- Income and expense statement year to date 2015
- Actual income and expense statement for 2015

# PROSSER

## CHAMBER OF COMMERCE

### Hotel/Motel Lodging Tax Funding Request Application

For Budget Year 2016

**Section 5: Budget**

Please list approximate amount and status of funding for all sources from which you anticipate receiving funding, or are requesting funding, for the activity(ies) or event(s) proposed. Add extra lines if necessary.

**\*(SEE ATTACHED BUDGET PROPOSALS FOR SECTION 5)**

**INCOME**

AMOUNT	SOURCE	CONFIRMED (Yes or No)
<b>Total</b>		

**EXPENSES**

ACTIVITY	PROSSER HOTEL/ MOTEL TAX FUNDS	OTHER FUNDS (should match above)	TOTAL
Personnel Salaries and Benefits			
Administration Includes copies, rent, janitor, utilities, phone, taxes, office supplies, etc.			
Marketing/Promotion			
Travel (specify)			
Consultants			
Capital Projects			
Other Expenses			
<b>TOTAL Expenses</b>			

# PROSSER

CHAMBER OF COMMERCE

Hotel/Motel Lodging Tax Funding Request Application  
For Budget Year 2016

## Section 6: Board of Directors

List the names and addresses of the organization's Board of Directors as of the date of this proposal.

\*(SEE ATTACHED BUDGET PROPOSALS FOR SECTION 6)

## Section 7: Additional Information

Please provide any additional information/items that will assist the Committee in evaluating this request and its benefit to Prosser including brochures, ads, maps, website, etc.

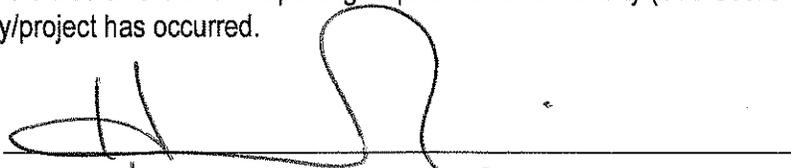
\*(SEE ATTACHED BUDGET PROPOSALS FOR SECTION 7)

## Section 8: Certification

The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant is also aware of the reporting requirements to the City (See Section 3) after the event/activity/project has occurred.

Signature:



Print or Type Name:

HUMBERTO RODRIGUEZ

Title:

EXECUTIVE DIRECTOR

Date:

8-28-15

The City of Prosser reserves the right to appropriate some or all of the Hotel/Motel Lodging Tax or reserve it for City projects that fall within the allowable uses of the fund.

The Board of Directors for Prosser Chamber of Commerce consists of 20 individuals from various organizations within our communities.

The purpose of the Board of Directors, according to the by-laws, is to conduct, manage and control business affairs of the Chamber; make such rules and regulations for it's events the use of its facilities in the carrying on of its affairs as they deem necessary and proper.

#### The 2016 Board of Directors

- Gary Vegar, President
- Bo Bryan, 1nd Vice President
- Kathy Aubrey, Treasurer
- Laura Bishop, Secretary
- Jennifer Ely, Past President
- Nick Cox, Director
- Keith Sattler, Director
- Abbey Cameron, Director
- Marilyn Dalstra, Director
- Don Aubrey, Director
- Jane Hagarty, Director
- Fred Lamb, Director
- Rob Seiemens, Director
- Candace Andrews, Director
- Patrick Sullivan, Director
- Malissa Hurtado – Director
- Larelle Michener, Director

#### Staff

The duty of the Chamber staff is to carry out day-to-day operations of the Chamber as determined by the Board of Directors. Our Executive Director carries out these duties.

- Humberto Rodriguez, Executive Director
- Alice Von Moos, Administrative Assistant

## Board Member

### Mission Statement

"The Prosser Chamber of Commerce is organized for the purpose of: 1) Promoting agriculture, business, and community development, development, growth and stability; 2) Preserving the competitive enterprise system of business and agriculture; and 3) Communicating with the membership the needs and opportunities that arise in the community.

### Dedication

Board members should have knowledge and appreciation of the role and mission of the Chamber. An understanding of the need of volunteerism and support and of the stewardship and responsibility for gifts received is an important part of a Board member's role. You can develop this knowledge and understanding by being an informed member of the Board.

### Advocacy

In many business and social situations, you will have the opportunity to express and further the Chamber's goals and the mission of the Prosser Chamber of Commerce. Through your advocacy role, you can provide leadership in obtaining public understanding for the role and mission of the Chamber thus building a bridge between Chamber's family and the community.

### Governance

This role includes the responsibility to assist in developing policy and in working to implement it. It also includes the responsibility to assist in evaluating Chamber operations and activities. We hope you will actively participate in policy-making decisions and initiate policy discussions when you identify a need that should be addressed by the Chamber.

### Recruitment

Ongoing recruitment is every member's responsibility. You will be asked to assist in the identification and recruitment of Chamber membership and future prospective Board members.

### Meetings

Our expectation is that you must attend 9 of the Board meetings each year. Your active participation is vital to a productive and rewarding experience as a Board member. Your attendance at committee meetings is also important if we are to achieve our objectives.

### Committees

You may be asked to participate on various Board committees in addition to your involvement in our community events. These assignments will be mutually agreed upon based upon the needs of the Chamber and your particular interests.

### Activities

Every organization has activities, which are critical to their success. The Prosser Chamber of Commerce has tried to limit fund-raising activities to achieve the best results in serving our community. Some social activity and visibility is essential for success, especially when seeking support through other non-event solicitations. Chamber Board participation in these events will be vital to achieving the organization's goals. The Chamber plans our annual benefit dinner and auction "Community Awards Banquet" as one of our major social fund-raisers. This annual event is used as a means to make the public aware of the Chamber's activities and to include the recognition of community leaders and partners. Chamber members are expected to actively support this Event through participation and/or sponsorship. Additional activities will be added as the Chamber develops.

### Nominations

You were nominated to become a Chamber Board member due to your involvement in the Prosser community. Your nomination was considered based on the following eight characteristics of successful leaders. Your Integrity, Honesty, Listening skills, Decision-making ability, Enthusiasm/passion, Compassion, and that people find you Fun to be around and your Work ethic, all of which are extremely desirable qualities for Board membership. We are a group of enthusiastic, outstanding individuals who are dedicated to the well being of our community and our citizens.

### Reward and Satisfaction

Your active participation on our Board will provide you with a profound sense of satisfaction that comes with the knowledge that you have enhanced the lives of the community members and the many visitors served through the Prosser community and its many services.

## Committees

### Executive Committee

Comprised of officers of the Chamber of Commerce.

### Finance Committee

Responsible for the financial commitments and investments of the organization.

### Nominating Committee

Organized to identify, recruit, and nominate prospective board members and officers.

### Governance Committee

Oversees the way in which the organization is run, evaluated, and supported.

### Program Committee

Responsible for overseeing the organization's membership meeting programs.

### Membership Committee

Oversees general membership participation and involvement with the Chamber. Works on improving general membership benefits.

### Public Relations Committee

Acts to establish and build the organization's identity in the community through community relations.

### Tourism Committee

Partners, supports, establishes, leads, promotes, markets and evaluates the event efforts for the community and organization.

## 2016 Marketing Plan Proposed Expenditures

<b>Attractions Directories</b>	Budgeted Expense
Printing & Distribution	6700.00
Editing - Design and Map Update	1500.00
<b>Subtotal:</b>	<b>8200.00</b>

<b>Tradeshows</b>	Budgeted Expense
Taste Washington - March	805.00
Oregon Trade Show	695.00
Taste 208 - Boise - April	125.00
Vintage Spokane - June	275.00
RV Shows - partnership - 6 shows	3200.00
<b>Subtotal:</b>	<b>5100.00</b>

<b>Website Expenses</b>	Budgeted Expense
Upgrade and Mobile Enhancement	7000.00
Balloon Rally Micro Page	1500.00
<b>Subtotal:</b>	<b>8500.00</b>

<b>HAR Radio</b>	Budgeted Expense
Announcement production costs	350.00
<b>Subtotal:</b>	<b>350.00</b>

<b>Social Media</b>	Budgeted Expense
Face Book, Twitter and Blogger Event Promoter	10000.00
<b>Subtotal:</b>	<b>10000.00</b>

<b>E-Blast</b>	Budgeted Expense
Annual usage fee	750.00
E-Blast Production	3500.00
<b>Subtotal:</b>	<b>4250.00</b>

<b>Bureau Memberships</b>	Budgeted Expense
Yakima Valley VCB	0.00*
Tri-Cities VCB	200.00
<b>Subtotal:</b>	<b>200.00</b>

<b>Bureau Advertising</b>	Budgeted Expense
Yakima Valley Visitors Guide	2800.00
Tri-Cities Visitors Guide	2300.00
Washington Tourism Alliance (experiencewa.com)	500.00

Subtotal: 5600.00

**Regional Advertising**

Budgeted Expense

Tasting Room Magazine	1640.00
Wine Press NW	1840.00
NW Journeys - TV advertising	2500.00
The Grape Vine	1000.00
RV Life	1595.00
Washington Wine Guide	1900.00
Missoula Media Package	1500.00
Tri-Cities Airport Brochure Display	300.00

subtotal: 12275.00

**Web Advertising**

Budgeted Expense

Yakima Valley VCB - Visit Yakima - includes membership	6000.00
Face Book Ads	3000.00

subtotal: 9000.00

**New Events**

Beer & Whiskey Festival	2000.00
Uncommon Threads (fiber arts show)	2000.00
NW Preparedness EXPO	2000.00

subtotal: 6000.00

**Branding**

Product Building	2500.00
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subtotal: 2500.00

**Search Engine Lodging**

JackRabbit Systems	2000.00
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subtotal: 2000.00

**Contracted Conference Sales Position**

Clore Center	20000.00
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subtotal: 20000.00

**Prosser Visitors Center Operation**

Budgeted Expense

40000.00

subtotal 40000.00

**Total of all marketing categories: 133975.00**

## 2016 Proposed Expenditures Prosser Chamber of Commerce

### Administration

	Budgeted Expense
Depot Rent	4200.00
Office Equipment	1000.00
Van	300.00
Truck	700.00
Insurance	9177.00
Miscellaneous	400.00
Office Supplies	1900.00
Printing	2100.00
Telephone/ Internet	1200.00
Payroll Expenses	37500.00
Travel / Meals	700.00
Website	1500.00
Postage	1800.00
Equipment Rental	3800.00
VIC Operations H/M Tax	
Subtotal:	66277.00

### Membership

### Chamber Event Cost

	Budgeted Expense
Chamber Banquet	7100.00
Community Yard Sale	200.00
Easter/Christmas/Halloween	1300.00
Tri Chamber Social	100.00
Street Painting Festival	3000.00
Harlem Ambassadors	3500.00
NW Preparedness Expo	1000.00
4th of July	2000.00
Prosser Sports Fest	5000.00
Art Walk & Wine Gala	11000.00
Sage Rat Run	500.00
Scottish fest	13000.00
States Day	4500.00
Valleys Got Talent	300.00
October Fest (Craft Beer & Whiskey Festival)	1000.00
Harvest Festival	2500.00
Miss Prosser	10000.00
Subtotal:	66000.00

**Total Projected Expenses: 132277.00**

Projected Income from Membership/Events/VIC H/M : 153550.00

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January through August 2015

	Jan - Aug 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Administration &amp; Chamber</b>	
Chamber Luncheon	315.50
Interest Income	50.71
Membership Dues	22,440.00
Tourism - Co-Op Advertising	1,950.00
Administration & Chamber - Other	0.00
<b>Total Administration &amp; Chamber</b>	24,756.21
<b>Art Walk and Wine Gala</b>	
Art Walk Program Ads	1,400.00
Art Walk Tickets and Script	5,970.00
Art Walk Vendor Fees	195.00
Art Walk and Wine Gala - Other	2,716.51
<b>Total Art Walk and Wine Gala</b>	10,281.51
<b>Beer &amp; Whiskey Fest</b>	
BBQ Entry Fee	30.00
Office Ticket sales	446.35
Online Ticket Sales	3,629.91
Vendor Fees beer Whiskey	90.00
<b>Total Beer &amp; Whiskey Fest</b>	4,196.26
<b>Chamber Events Income</b>	
Easter & Christmas	500.00
<b>Total Chamber Events Income</b>	500.00
<b>City Contract</b>	
Tourism & Promotion Funding	18,500.00
VIC Funding	65,000.00
<b>Total City Contract</b>	83,500.00
<b>Community Awards Banquet</b>	
Banquet Ticket Sales	2,540.00
Banquet Auction	13,048.35
Banquet Table Sponsors	115.65
<b>Total Community Awards Banquet</b>	15,704.00
<b>Community Events</b>	
4th of July	175.00
Harvest Festival	
Vendor Fees	2,590.00
<b>Total Harvest Festival</b>	2,590.00
States Day	1,500.00
Valley's Got Talent entry fee	30.00
<b>Total Community Events</b>	4,295.00
<b>Depot Square Marketplace</b>	
Vendor Fees	330.00
<b>Total Depot Square Marketplace</b>	330.00
<b>Miss Prosser &amp; Floats</b>	
Float Donations	100.00
Little Miss Prosser	70.00
Miss Prosser Donations	112.00
Miss Prosser Sign Revenue	4,330.00
<b>Pageant</b>	
Auction	110.00
ticket sales	2,231.00
<b>Total Pageant</b>	2,341.00

4:24 PM  
08/28/15  
Accrual Basis

Prosser Chamber of Commerce  
Profit & Loss  
January through August 2015

	Jan - Aug 15
Parent Attire	225.00
Princess party tickets	415.00
<b>Total Miss Prosser &amp; Floats</b>	<b>7,593.00</b>
NW Preparedness Expo	
Vendor Fees	1,320.00
<b>Total NW Preparedness Expo</b>	<b>1,320.00</b>
Prosser Sports Fest	
Advertising Sponsor	1,200.00
Basketball Team Registrations	2,220.00
Online Registration	2,616.35
Softball Team Registration	70.00
<b>Total Prosser Sports Fest</b>	<b>6,106.35</b>
Scottishfest	
Advertising	101.00
PMH Scrip Sales	4,122.00
PSF - Athletics	865.00
PSF - Dance	1,503.00
PSF - Gate Sales	7,434.35
PSF - Other Sales	209.00
PSF - Sponsors	250.00
PSF - Vendors	2,740.00
Pub	3,794.00
SWAG	-345.73
<b>Total Scottishfest</b>	<b>20,672.62</b>
Shuttle Van	44.00
Uncommon Threads	
Advertisers	1,275.00
Class Registration	255.00
Event vendors	1,640.00
Sponsorship/Ads	675.00
Tickets	
Online tickets	1,112.11
Welcome tent tickets	2,129.50
<b>Total Tickets</b>	<b>3,241.61</b>
<b>Total Uncommon Threads</b>	<b>7,086.61</b>
Wine & Food Festival	
Chamber Ticket Sales	1,800.00
<b>Total Wine &amp; Food Festival</b>	<b>1,800.00</b>
<b>Total Income</b>	<b>188,185.56</b>
<b>Expense</b>	
Administration, Chamber & VIC	
Advertising	18,153.64
Bank Fees	
Bank Service Fees	5,660.95
Merchant Fees	75.60
<b>Total Bank Fees</b>	<b>5,736.55</b>
Casual Office Labor	100.00
Chamber Luncheon Change	300.00
Chamber Retreat	139.60
Chamber Truck	409.93
Clore Center Sales Manager	8,250.00
Community Yard Sale Costs	9.64
Deluxe business checks	325.56
Depot Rent	4,000.00
Donation	46.26
Dues & Subscriptions	946.11
Easter & Christmas Costs	484.56

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January through August 2015

	Jan - Aug 15
Education	
Scholarship	500.00
<b>Total Education</b>	<b>500.00</b>
Employee Insurance	300.00
Equip Rental	4,851.16
Equipment	986.39
Fire Safety Equipmnet	62.39
Health Insurance	1,500.00
Insurance	7,233.95
License & Permits	705.00
Miscellaneous	424.50
Mr Prosser	48.87
Office Supplies	852.63
Payroll Expenses	
F/W, Soc. Sec., Medicare	3,775.86
Health Insurance	600.00
Labor & Industries	815.94
Payroll Expenses - Other	35,714.06
<b>Total Payroll Expenses</b>	<b>40,905.86</b>
Postage	1,499.12
Repair & Maintenance	1,130.40
Ribbon Cutting	126.66
Shuttle Van Expense	346.23
Social Media Gate Change	0.00
Spring movie	276.00
Storage Shed Rental	815.00
Telephone & Internet	1,027.64
Travel and Meals	1,232.99
Uncollected Advertising Costs	73.83
Administration, Chamber & VIC - Other	15.20
<b>Total Administration, Chamber &amp; VIC</b>	<b>103,815.67</b>
Art Walk & Wine Gala Costs	
Advertising	901.72
Barricades	113.71
Cash for gates	0.00
Entertainment- Music	1,000.00
Glasses	1,789.61
Help	327.77
Participating wineries/brewery	1,925.00
Permits	250.00
Rental of toilets/tank/sinks	161.00
Tent (s) rental	1,629.00
Wristbands	51.92
Art Walk & Wine Gala Costs - Other	7.56
<b>Total Art Walk &amp; Wine Gala Costs</b>	<b>8,157.29</b>
Balloon Rally	1,170.00
Beer & Whiskey Festivals	432.50
Chamber Event Costs	
Christmas Festival	
Lights	3,022.94
<b>Total Christmas Festival</b>	<b>3,022.94</b>
Community Awards Banquet Costs	
Banquet Auction Items	662.56
Banquet Event Expense	7,385.34
Banquet Programs	1,149.12
<b>Total Community Awards Banquet Costs</b>	<b>9,197.02</b>
<b>Total Chamber Event Costs</b>	<b>12,219.96</b>

4:24 PM  
 08/28/15  
 Accrual Basis

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January through August 2015

	Jan - Aug 15
<b>Community Event Costs</b>	
4th of July Costs	1,066.50
Sage Rat Run	550.38
States Day Costs	
Amusement	2,400.00
Design Fee	740.00
<b>Total States Day Costs</b>	3,140.00
Valley's Got Talent	315.00
<b>Total Community Event Costs</b>	5,071.88
<b>Harvest Fest Costs</b>	283.10
<b>Miss Prosser &amp; Float</b>	
Chamber Banquet	47.09
Chaperone's Fuel Expense	182.50
Chewelaha Parade Food	118.79
Cheweiaha Parade Hotel	478.68
Court Attire	1,725.16
Court Travel Food	364.17
Float Creation Expense	2,483.18
Float volunteer shirts	59.46
Fuel expense	249.03
Lilac Entertainment	183.92
Lilac Parade Food	692.26
Lilac Parade Hotel	1,159.86
Lilac Parade Royalty Luncheon	225.00
Little Miss Prosser	81.19
Manners Dinner and Parade Snack	161.20
Marysville Parade Food	159.83
Marysville Parade Hotel	481.65
Miss Prosser Parade Fuel	62.51
Pageant	
Contestant Lunch	129.85
decorations	129.64
Judges gifts	24.81
Judges meals	138.24
judges supplies flashlights	10.00
pageant contestant attire	302.99
Postage for judges packet	17.94
<b>Total Pageant</b>	753.47
Parade Transportation Fuel	146.04
Princess Party	119.63
Truck maintenance expense	97.47
Wenatchee Parade Food	362.57
<b>Total Miss Prosser &amp; Float</b>	10,394.66
<b>NW Preparedness Expos</b>	
Office Expense	10.00
Ticket Reimbursment	60.00
Vendor Reimbursment	1,420.00
<b>Total NW Preparedness Expos</b>	1,490.00
<b>Prosser Fly In</b>	
Donation Basket	54.95
<b>Total Prosser Fly In</b>	54.95

Prosser Chamber of Commerce  
**Profit & Loss**  
 January through August 2015

	<u>Jan - Aug 15</u>
<b>Prosser Sports Fest Costs</b>	
Meals for Referees	707.80
Referee/Tent assistant	200.00
Refund for teams NA	70.00
Sportsfest Supplies	1,303.05
Tournament Director	500.00
Tournament Referee	2,320.00
Trophies	866.52
Prosser Sports Fest Costs - Other	69.17
<b>Total Prosser Sports Fest Costs</b>	<u>6,036.54</u>
<b>Scottishfest Expense</b>	
Advertising	1,062.15
Athletic/Awards	220.00
Athletics Judges	460.24
Athletics shirts	726.22
Brewery/Cider	827.00
Change for gate cash	1,200.00
Dance Judge	567.36
Dance Piper	276.39
Directory	60.00
Entertainment	3,466.40
Glasses	946.30
Ice	227.50
Lodging	311.89
Supplies	70.57
Tents	2,780.16
Vendor Booth Refund	130.00
Website	132.80
Wristbands	116.00
<b>Total Scottishfest Expense</b>	<u>13,580.98</u>
<b>Tourism &amp; Promotion</b>	
Advertising Costs	23,235.67
Marketing	2,000.00
Postage	14.81
Printing and Copying Costs	6,690.60
Tradeshaw	7,027.23
Viisitors Guid Publication	10,515.00
<b>Total Tourism &amp; Promotion</b>	<u>49,483.31</u>
<b>Uncommon Threads.</b>	
Advertising	2,292.01
Catering for Meet and greet	216.60
change for gate	300.00
Class instructors/materials	1,434.30
Donation	200.00
Featured Artists	600.00
Misc.	50.00
Tent rental	217.20
Venue rental	1,020.38
Web development/support	1,015.00
Uncommon Threads. - Other	30.00
<b>Total Uncommon Threads.</b>	<u>7,375.49</u>
<b>Total Expense</b>	<u>219,566.33</u>
<b>Net Ordinary Income</b>	-31,380.77

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08/28/15  
Accrual Basis

**Prosser Chamber of Commerce**  
**Profit & Loss**  
January through August 2015

	<u>Jan - Aug 15</u>
Other Income/Expense	
Other Expense	
Suspense.	790.85
Total Other Expense	<u>790.85</u>
Net Other Income	<u>-790.85</u>
Net Income	<u><u>-32,171.62</u></u>

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January 1 through August 28, 2015

	<u>Jan 1 - Aug 28, 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Administration &amp; Chamber</b>	
Chamber Luncheon	315.50
Interest Income	50.71
Membership Dues	22,440.00
Tourism - Co-Op Advertising	1,950.00
Administration & Chamber - Other	0.00
<b>Total Administration &amp; Chamber</b>	<u>24,756.21</u>
<b>Art Walk and Wine Gala</b>	
Art Walk Program Ads	1,400.00
Art Walk Tickets and Script	5,970.00
Art Walk Vendor Fees	195.00
Art Walk and Wine Gala - Other	2,716.51
<b>Total Art Walk and Wine Gala</b>	<u>10,281.51</u>
<b>Beer &amp; Whiskey Fest</b>	
BBQ Entry Fee	30.00
Office Ticket sales	446.35
Online Ticket Sales	3,629.91
Vendor Fees beer Whiskey	90.00
<b>Total Beer &amp; Whiskey Fest</b>	<u>4,196.26</u>
<b>Chamber Events Income</b>	
Easter & Christmas	500.00
<b>Total Chamber Events Income</b>	<u>500.00</u>
<b>City Contract</b>	
Tourism & Promotion Funding	18,500.00
VIC Funding	65,000.00
<b>Total City Contract</b>	<u>83,500.00</u>
<b>Community Awards Banquet</b>	
Banquet Ticket Sales	2,540.00
Banquet Auction	13,048.35
Banquet Table Sponsors	115.65
<b>Total Community Awards Banquet</b>	<u>15,704.00</u>
<b>Community Events</b>	
4th of July	175.00
Harvest Festival	
Vendor Fees	2,590.00
<b>Total Harvest Festival</b>	<u>2,590.00</u>
States Day	1,500.00
Valley's Got Talent entry fee	30.00
<b>Total Community Events</b>	<u>4,295.00</u>
<b>Depot Square Marketplace</b>	
Vendor Fees	330.00
<b>Total Depot Square Marketplace</b>	<u>330.00</u>
<b>Miss Prosser &amp; Floats</b>	
Float Donations	100.00
Little Miss Prosser	70.00
Miss Prosser Donations	112.00
Miss Prosser Sign Revenue	4,330.00
<b>Pageant</b>	
Auction	110.00
ticket sales	2,231.00
<b>Total Pageant</b>	<u>2,341.00</u>

4:15 PM  
08/28/15  
Accrual Basis

Prosser Chamber of Commerce  
Profit & Loss  
January 1 through August 28, 2015

	Jan 1 - Aug 28, 15
Parent Attire	225.00
Princess party tickets	415.00
<b>Total Miss Prosser &amp; Floats</b>	<b>7,593.00</b>
NW Preparedness Expo	
Vendor Fees	1,320.00
<b>Total NW Preparedness Expo</b>	<b>1,320.00</b>
Prosser Sports Fest	
Advertising Sponsor	1,200.00
Basketball Team Registrations	2,220.00
Online Registration	2,616.35
Softball Team Registration	70.00
<b>Total Prosser Sports Fest</b>	<b>6,106.35</b>
Scottishfest	
Advertising	101.00
PMH Scrip Sales	4,122.00
PSF - Athletics	865.00
PSF - Dance	1,503.00
PSF - Gate Sales	7,434.35
PSF - Other Sales	209.00
PSF - Sponsors	250.00
PSF - Vendors	2,740.00
Pub	3,794.00
SWAG	-345.73
<b>Total Scottishfest</b>	<b>20,672.62</b>
Shuttle Van	44.00
Uncommon Threads	
Advertisers	1,275.00
Class Registration	255.00
Event vendors	1,640.00
Sponsorship/Ads	675.00
Tickets	
Online tickets	1,112.11
Welcome tent tickets	2,129.50
<b>Total Tickets</b>	<b>3,241.61</b>
<b>Total Uncommon Threads</b>	<b>7,086.61</b>
Wine & Food Festival	
Chamber Ticket Sales	1,800.00
<b>Total Wine &amp; Food Festival</b>	<b>1,800.00</b>
<b>Total Income</b>	<b>188,185.56</b>
<b>Expense</b>	
Administration, Chamber & VIC	
Advertising	18,153.64
Bank Fees	
Bank Service Fees	5,660.95
Merchant Fees	75.60
<b>Total Bank Fees</b>	<b>5,736.55</b>
Casual Office Labor	100.00
Chamber Luncheon Change	300.00
Chamber Retreat	139.60
Chamber Truck	409.93
Clore Center Sales Manager	8,250.00
Community Yard Sale Costs	9.64
Deluxe business checks	325.56
Depot Rent	4,000.00
Donation	46.26
Dues & Subscriptions	946.11
Easter & Christmas Costs	484.56

**Prosser Chamber of Commerce**  
**Profit & Loss**  
 January 1 through August 28, 2015

Jan 1 - Aug 28, 15

Education	
Scholarship	500.00
Total Education	500.00
Employee Insurance	300.00
Equip Rental	4,851.16
Equipment	986.39
Fire Safety Equipmnet	62.39
Health Insurance	1,500.00
Insurance	7,233.95
License & Permits	705.00
Miscellaneous	424.50
Mr Prosser	48.87
Office Supplies	852.63
Payroll Expenses	
F/W, Soc. Sec., Medicare	3,775.86
Health Insurance	600.00
Labor & Industries	815.94
Payroll Expenses - Other	35,714.06
Total Payroll Expenses	40,905.86
Postage	1,499.12
Repair & Maintenance	1,130.40
Ribbon Cutting	126.66
Shuttle Van Expense	346.23
Social Media Gate Change	0.00
Spring movie	276.00
Storage Shed Rental	815.00
Telephone & Internet	1,027.64
Travel and Meals	1,232.99
Uncollected Advertising Costs	73.83
Administration, Chamber & VIC - Other	15.20
Total Administration, Chamber & VIC	103,815.67
Art Walk & Wine Gala Costs	
Advertising	901.72
Barricades	113.71
Cash for gates	0.00
Entertainment- Music	1,000.00
Glasses	1,789.61
Help	327.77
Participating wineries/brewery	1,925.00
Permits	250.00
Rental of toilets/tank/sinks	161.00
Tent (s) rental	1,629.00
Wristbands	51.92
Art Walk & Wine Gala Costs - Other	7.56
Total Art Walk & Wine Gala Costs	8,157.29
Balloon Rally	1,170.00
Beer & Whiskey Festivals	432.50
Chamber Event Costs	
Christmas Festival	
Lights	3,022.94
Total Christmas Festival	3,022.94
Community Awards Banquet Costs	
Banquet Auction Items	662.56
Banquet Event Expense	7,385.34
Banquet Programs	1,149.12
Total Community Awards Banquet Costs	9,197.02
Total Chamber Event Costs	12,219.96

4:15 PM  
08/28/15  
Accrual Basis

Prosser Chamber of Commerce  
Profit & Loss  
January 1 through August 28, 2015

	Jan 1 - Aug 28, 15
<b>Community Event Costs</b>	
4th of July Costs	1,066.50
Sage Rat Run	550.38
<b>States Day Costs</b>	
Amusement	2,400.00
Design Fee	740.00
<b>Total States Day Costs</b>	3,140.00
Valley's Got Talent	315.00
<b>Total Community Event Costs</b>	5,071.88
<b>Harvest Fest Costs</b>	283.10
<b>Miss Prosser &amp; Float</b>	
Chamber Banquet	47.09
Chaperone's Fuel Expense	182.50
Chewelaha Parade Food	118.79
Chewelaha Parade Hotel	478.68
Court Attire	1,725.16
Court Travel Food	364.17
Float Creation Expense	2,483.18
Float volunteer shirts	59.46
Fuel expense	249.03
Lilac Entertainment	183.92
Lilac Parade Food	692.26
Lilac Parade Hotel	1,159.86
Lilac Parade Royalty Luncheon	225.00
Little Miss Prosser	81.19
Manners Dinner and Parade Snack	161.20
Marysville Parade Food	159.83
Marysville Parade Hotel	481.65
Miss Prosser Parade Fuel	62.51
<b>Pageant</b>	
Contestant Lunch	129.85
decorations	129.64
Judges gifts	24.81
Judges meals	138.24
judges supplies flashlights	10.00
pageant contestant attire	302.99
Postage for judges packet	17.94
<b>Total Pageant</b>	753.47
Parade Transportation Fuel	146.04
Princess Party	119.63
Truck maintenance expense	97.47
Wenatchee Parade Food	362.57
<b>Total Miss Prosser &amp; Float</b>	10,394.66
<b>NW Preparedness Expos</b>	
Office Expense	10.00
Ticket Reimbursment	60.00
Vendor Reimbursment	1,420.00
<b>Total NW Preparedness Expos</b>	1,490.00
<b>Prosser Fly In</b>	
Donation Basket	54.95
<b>Total Prosser Fly In</b>	54.95

Prosser Chamber of Commerce  
**Profit & Loss**  
 January 1 through August 28, 2015

	<u>Jan 1 - Aug 28, 15</u>
<b>Prosser Sports Fest Costs</b>	
Meals for Referees	707.80
Referee/Tent assistant	200.00
Refund for teams NA	70.00
Sportsfest Supplies	1,303.05
Tournament Director	500.00
Tournament Referee	2,320.00
Trophies	866.52
Prosser Sports Fest Costs - Other	69.17
<b>Total Prosser Sports Fest Costs</b>	<u>6,036.54</u>
<b>Scottishfest Expense</b>	
Advertising	1,062.15
Athletic/Awards	220.00
Athletics Judges	460.24
Athletics shirts	726.22
Brewery/Cider	827.00
Change for gate cash	1,200.00
Dance Judge	567.36
Dance Piper	276.39
Directory	60.00
Entertainment	3,466.40
Glasses	946.30
Ice	227.50
Lodging	311.89
Supplies	70.57
Tents	2,780.16
Vendor Booth Refund	130.00
Website	132.80
Wristbands	116.00
<b>Total Scottishfest Expense</b>	<u>13,580.98</u>
<b>Tourism &amp; Promotion</b>	
Advertising Costs	23,235.67
Marketing	2,000.00
Postage	14.81
Printing and Copying Costs	6,690.60
Tradeshow	7,027.23
Viisitors Guid Publication	10,515.00
<b>Total Tourism &amp; Promotion</b>	<u>49,483.31</u>
<b>Uncommon Threads.</b>	
Advertising	2,292.01
Catering for Meet and greet	216.60
change for gate	300.00
Class instructors/materials	1,434.30
Donation	200.00
Featured Artists	600.00
Misc.	50.00
Tent rental	217.20
Venue rental	1,020.38
Web development/support	1,015.00
Uncommon Threads. - Other	30.00
<b>Total Uncommon Threads.</b>	<u>7,375.49</u>
<b>Total Expense</b>	<u>219,566.33</u>
<b>Net Ordinary Income</b>	-31,380.77

4:15 PM  
08/28/15  
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Prosser Chamber of Commerce  
**Profit & Loss**  
January 1 through August 28, 2015

	<u>Jan 1 - Aug 28, 15</u>
Other Income/Expense	
Other Expense	
Suspense.	790.85
Total Other Expense	<u>790.85</u>
Net Other Income	<u>-790.85</u>
Net Income	<u><u>-32,171.62</u></u>

# City of Prosser Hotel/Motel Misc. Expenses

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>
<b>Proposed 2016 Budget</b>			1,000.00
Proposal based on potential cost for drafting new contracts for new funding awardees.			
			<u><b>\$ 1,000.00</b></u>
<b>2015</b>			
9/8/2015	Valley Publishing	13058	\$ 42.00
			<u><b>2015 total \$ 42.00</b></u>
<b>2014</b>			
9/9/2014	Valley Publishing	11227	\$ 42.00
9/23/2014	Saxton Riley, PLLC	11283	\$ 60.00
11/18/2014	Saxton Riley, PLLC	11540	\$ 60.00
12/9/2014	Saxton Riley, PLLC	11655	\$ 15.00
			<u><b>2014 total \$ 177.00</b></u>
<b>2013</b>			
10/22/2013	Valley Publishing	71590	\$ 42.00
10/16/2013	Saxton Riley, PLLC	71569	\$ 105.00
			<u><b>2013 total \$ 147.00</b></u>
<b>2012</b>			
12/31/2012	Saxton Riley, PLLC	70068	\$ 90.00
12/5/2012	Saxton Riley, PLLC	69905	\$ 315.00
11/7/2012	Saxton Riley, PLLC	69742	\$ 300.00
8/8/2012	Saxton Riley, PLLC	69280	\$ 210.00
			<u><b>2012 total \$ 915.00</b></u>
<b>2011</b>			
12/13/2011	Saxton Riley, PLLC	68001	\$ 30.00
11/22/2011	Saxton Riley, PLLC	67911	\$ 15.00
			<u><b>2011 total \$ 45.00</b></u>
<b>2010</b>			
1/11/2011	Saxton Riley, PLLC	66148	\$ 60.00
10/26/2010	Saxton Riley, PLLC	65751	\$ 15.00
			<u><b>2010 total \$ 75.00</b></u>