

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, March 28, 2016, 7:00pm**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council will meet in Executive Session at 6:00 PM, in the City Manager's office, under the authority of ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed," under ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and under ORS 192.660(2)(f), "to consider information or records that are exempt by law."

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Appoint Teresa Davis as City Recorder effective May 1, 2016. [pg. 3]

#### **E. Public Hearings/Ordinances/Resolutions**

1. Legislative public hearing on CP-2-15, approval of the 2015 Waste Water Facilities Plan and revisions to the Public Facilities Plan and Goal 11 of the Comprehensive Plan. [Advance Packet]
2. Ordinance 16-O-754, adding Sections 9.10.345, Abusive solicitation, and 10.20.145, Unlawful transfer, to the Brookings Municipal Code. [Advance Packet]
3. Resolution 16-R-1074, establishing a policy for the use of event proceeds from events supported by the City's Transient Occupancy Tax Funds. [City Manager, pg. 4]
  - a. Resolution [pg. 5]

#### **F. Oral Requests and Communications from the audience**

1. Planning Commission Annual Report – Chair [pg. 6]
  - a. Report [pg. 7]
2. Public Comments on non-agenda items – 5 minute limit per person.\*

#### **G. Staff Reports**

1. Authorization to execute a cost-sharing agreement with the Friends of the Brookings Harbor Aquatic Center for the schematic design of a Community Recreation Center. [Parks, pg. 9]
  - a. Agreement [pg. 10]
2. Approval to grant fee waiver request from the Pelican Bay Arts Association for the Festival of Art in Stout Park. [Parks, pg. 13]
  - a. Park Use application [pg. 14]
  - b. Fee waiver request [pg. 16]
3. Approval to amend the agreement for funding assistance to assist the 2016 Wild Rivers Music Festival. [City Manager, pg. 17]
  - a. December 14, 2015 CAR [pg. 18]
  - b. Current agreement [pg. 19]

4. Approval to allocate Transient Occupancy Tax and General Funds for the Nature's Coastal Holiday Avenue of Arches at Azalea Park. [City Manager, pg. 23]
  - a. Proposal [pg. 24]
  - b. TPAC expenditure summary [pg. 25]
5. Authorization to issue a Request for Proposals for food and beverage promotional video and allocate Transient Occupancy Tax revenue for the project. [City Manager, pg. 26]
  - a. Request for Proposals [pg. 27]
  - b. January 11 and February 8, 2016 Agenda Reports [pg. 29]
  - c. Original project outline from TPAC [pg. 31]
6. Adoption of 2016 Economic Development Strategy and Action Plan. [City Manager, pg. 32]
  - a. March 2016 Plan [pg. 33]
7. Authorization for staff to identify and gather information and costs associated with establishing and administering a Sales Tax collection system. [City Manager, pg. 39]
  - a. Legislative Review Office report [pg. 41]
  - b. City of Fort Bragg budget information [pg. 46]

#### **H. Consent Calendar**

1. Approve Council minutes for March 14, 2016. [pg. 48]
2. Approve reinstatement of the Yard of the Month Program for 2016. [pg. 52]
3. Accept Public Art Committee minutes for February 2, 2016. [pg. 53]
4. Accept Tourism Promotion Advisory Committee minutes for February 18, 2016. [pg. 54]
5. Receive monthly financial report for February 2016. [pg. 56]

#### **I. Remarks from Mayor and Councilors**

#### **J. Adjournment**

\*Obtain Public Comment Forms and view the agenda and packet information on-line at [www.brookings.or.us](http://www.brookings.or.us), at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

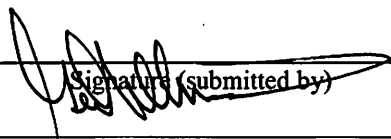
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 14 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Appointment of Teresa Davis as City Recorder

Recommended Motion:

Motion to appoint Teresa Davis as City Recorder effective May 1, 2016.

Background/Discussion:

City Recorder Joyce Heffington will be retiring at the end of April. The City Recorder serves as the administrative assistant to the City Manager and the City Council, also serving as the City's elections officer and keeper of records.

The City Manager was authorized to undertake a recruitment process for a new City Recorder. Thirty-seven applications were received. Through a competitive process, the City Manager has recommended the selection of Teresa Davis as City Recorder. Davis will also serve as Administrative Assistant to the City Manager.

Davis has served as Administrative Assistant to the City Manager for the City of Englewood, Ohio, for the past 15 years, where she also previously served as Secretary to the Chief of Police and as a Police/Fire Dispatcher for six years.

A U.S. Army veteran, Davis received a Bachelor's degree in journalism from Franklin College and a Master of Public Administration degree from the University of Dayton. Davis has been active in various volunteer capacities and was recently recognized for her outstanding community service by the Northmont Band Boosters in Englewood.

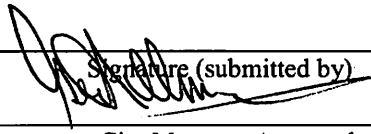
Davis began her employment with the City of Brookings on March 28, 2016, and will work with Heffington during a transition period through the end of April.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Resolution 16-R-1074 Regarding Use of Event Proceeds

Recommended Motion:

Motion to adopt Resolution 16-R-1074 establishing a policy regarding the use of event proceeds from events supported by the City's Transient Occupancy Tax funds.

Financial Impact:

NA

Background/Discussion:

The City has provided "start up" funding using Transient Occupancy Tax revenue to profit and non-profit organizations for a number of events intended to increase tourism. Generally, the organizations provide a budget indicating that, but for the infusion of TOT funding, they would be unable to undertake the event. The general concept has been that the event organizers would utilize any residual funds from the event to help sustain an ongoing event in subsequent years.

In at least one instance, a non-profit organization receiving TOT funding reported concluding their event with a positive fund balance, and that the organization then "donated" the fund balance to other local non-profit organizations. Thus, essentially, some TOT funds that were not needed to conduct or sustain the event were redirected to other non-tourism related purposes.

The Tourism Promotion Advisory Committee has recommended a policy whereby TOT recipients shall not contribute any proceeds from the conduct of the event to non-profit or community based civic organizations without first reimbursing the City from such proceeds up to the amount of TOT funds provided for the event.

Attachment(s):

- a. Resolution 16-R-1074

**CITY OF BROOKINGS  
STATE OF OREGON**

**RESOLUTION 16-R-1074**

**A RESOLUTION OF THE CITY OF BROOKINGS (CITY) ESTABLISHING A POLICY REGARDING THE USE OF EVENT PROCEEDS FROM EVENTS SUPPORTED BY THE CITY'S TRANSIENT OCCUPANCY TAX FUNDS.**

**WHEREAS**, the City has established a program whereby Transient Occupancy Tax proceeds may be allocated to profit and non-profit organizations conducting events which may result in increased tourism and overnight visitor stays ; and

**WHEREAS**, said allocation of funds is intended to assist these event sponsors with start-up costs associated with the proposed event; and

**WHEREAS**, some recipients have contributed residual proceeds (income exceeding costs to conduct the event) from the sponsored events to non-profit charitable organizations;

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Brookings, Oregon, finds that the practice of contributing residual event funds to charitable or nonprofit organizations other than the organization conducting the event results in the pass through of funds allocated for tourism promotion purposes for uses other than tourism promotion.

**BE IT FURTHER RESOLVED** that the following policy regarding the use of event proceeds is hereby adopted:

1. Event sponsors receiving Transient Occupancy Tax support from the City of Brookings shall not contribute any proceeds from the conduct of the event to non-profit or community based civic organizations without first reimbursing the City from such proceeds up to the total amount of Transient Occupancy Tax funds provided to the event sponsor.
2. Said policy shall not apply to residual income retained by the event sponsor, but only to residual income conveyed to a third party.

Passed by the City Council \_\_\_\_\_, 2016 ; effective the same date.

Attest:

\_\_\_\_\_  
Mayor Ron Hedenskog

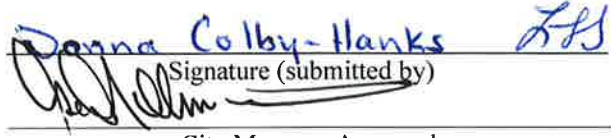
\_\_\_\_\_  
City Recorder Teresa Davis

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: PWDS/ Planning  
Dept.

  
Signature (submitted by)  
City Manager Approval

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Subject: Chair of the Planning Commission's Annual Report.

Recommended Motion: Motion to accept the Annual Report.

Financial Impact: None.

Background/Discussion: The Chair of the Planning Commission, Bryan Tillung, has prepared the annual report which reviews the work accomplished by the Planning Commission in 2015. He will attend the City Council meeting to present the attached report.

Policy Considerations: None.

Attachment(s): Planning Commission 2015 Annual Report.

# **Brookings Planning Commission**

## ***2015 Year in Review***

***The Planning Commission welcomed two new members in 2015. Joseph Vogl was appointed to position #1 in April and Timothy Hartzell was appointed to position #6 in May. We would like to thank all of our Planning Commissioners for their continued service to our city. The Planning Commissioners and staff had an extremely busy year in 2015. We would like to thank the staff for their thorough research and preparation, which is most appreciated. The numerous workshops and available training abroad proved invaluable.***

***The Planning Commission provides guidance and advice on planning and land use issues. The Planning Commission is comprised of Chair Bryan Tillung and Vice-chair Gerald Wulkowicz as well as members Joseph Vogl, Cheryl McMahan, Loren Rings, Timothy Hartzell and Ray Hunter. In 2015, the Planning Commission kept very busy with a number of items.***

Approved a request for a conditional use permit for a short term vacation rental at 1051 Wharf Street.

Approved a request for a conditional use permit for a short term vacation rental at 96344 Dawson Road.

Approved a request for a conditional use permit for a short term vacation rental at 1535 Beach Avenue.

On February 3, Review and discussion of code revisions to add provisions for additional opportunities for amateur radio facilities.

On March 3, Planning Commission continued review and discussion of code revisions to add provisions for additional opportunities for amateur radio facilities.

Discussions started on May 5<sup>th</sup>, 2015 regarding Amateur radio facilities.

On June 6<sup>th</sup>, 2015, a recommendation was made to City Council for a continuance in discussion of the BMC Section pertaining to Amateur radio facilities.

Approved a request for a two-year extension of time for preliminary plat approval of Alderwood, Kurt Kessler Kustom Builder. Subject property is located adjacent to Fourth Street between Easy and Ransom Streets.

Approved a request for an approval of a two-lot subdivision, and platting the extension of the northern spur of Buena Vista Loop. The subject property is located at the terminus of the northern Buena Vista Loop spur and the Pacific Ocean.

Approved a request for an approval, of a conditional use permit to use a recreational vehicle for a caretaker at Azalea Park.

Approved a request for an approval, request for a conditional use permit to operate a short term vacation rental at 222 Del Norte.

Approved a request for an approval, to revise the expiration period for the Detailed Development Plan (DDP). Owner/Applicant was U.S. Borax.

Recommended to City Council revisions to Street Standards, Interpretations and Exceptions, and Conditional Uses to implement a new process for deferral of street improvements.

Recommended to City Council, a request to annex approximately 0.26 acre of land into the City of Brookings, located adjacent to the eastern boundary of Parkview Drive.

Recommended to City Council, revisions to Specific Standards Applying to Conditional Uses, Short-term rentals, to add criteria for inspection and testing of smoke alarms and carbon monoxide detectors, of the BMC.

Recommended to City Council, to exempt signs, to add provisions for business owners to have the option to display a sandwich board sign or a flag with or without text, of the BMC.

Recommended to City Council, a request to modify a condition of approval, to extend the expiration period for the Lone Ranch Master Plan. Owner/Applicant was U.S. Borax.

***Our objective for 2016 is to provide the best possible planning assistance to enhance the quality of life in Brookings. The Planning Commission looks forward to another year of serving the citizens of our fine city.***

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Bryan Tillung". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Bryan Tillung, Chair

# CITY OF BROOKINGS

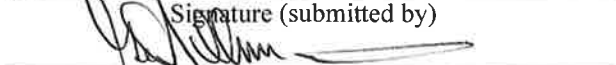
## COUNCIL AGENDA REPORT

Meeting Date: 3/28/16

Originating Dept: Parks



Signature (submitted by)



City Manager Approval

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Subject: Agreement with Friends of the Brookings-Harbor Aquatic Center (FBHAC)

Motion: Authorize City Manager to execute an agreement with FBHAC to share the cost of schematic design for a Community Recreation Center.

Financial Impact: The Community Recreation Center Task Force conducted an informal Request for Qualifications (RFQ) process and received proposals from three architecture firms. The Task Force is recommending the hire of Robertson Sherwood Architects (RSA), a Eugene based firm with a portfolio full of community recreation/aquatic facility experience, to evaluate the Bud Cross site as well as develop schematic design plans and renderings for presentation to the community. For this, an agreement to share the cost of the schematic design phase for this project between FBHAC and the City is desired.

The City of Brookings will be the primary contract holder with RSA. The total budget for schematic design architectural services is estimated to cost \$26,000. The City of Brookings was recently awarded a \$10,000 grant from AllCare specifically for the planning of a Community Recreation Center. The agreement will propose a shared cost for schematic design services as follows: \$8,000 from City of Brookings, \$8,000 from FBHAC and \$10,000 from AllCare. The City's share will come from savings from the pool resurfacing project completed this last Fall and from any additional funds needed from Parks and Pool contract services. FBHAC currently has a grant application pending with West Family Foundation for \$6000 which if awarded will be used for future community outreach, workshops and presentation materials.

Background/Discussion: In 2013, staff meet with FBHAC to discuss progress towards an aquatic center in Brookings. It was agreed that it would be mutually beneficial for the City and FBHAC to approach the community with this project in partnership. A "Task Force" of community stakeholders was formed with the duty of evaluating the future development and operation of a Community Recreation Center (with an aquatics component) in the Brookings-Harbor community.

The location of the Community Recreation Center was discussed in depth at the onset. One site that has emerged among few is the existing municipal pool at Bud Cross Park. The use of the existing facility has a potential benefit to the future project in that it takes property acquisition off the table as well as cost to construct a new swimming pool. In addition, the City would not be burdened with a vacant facility if the project were to be constructed elsewhere. The existing pool is in good working condition (resurfaced this year) and with a phased expansion approach, coupled with the restructuring of its operations, could make the project more feasible in the near rather than far future. In October of 2014, the Parks and Recreation Commission was presented with the proposal and voted to forward a recommendation to Council to use of the existing municipal pool at Bud Cross Park as the site for the new Community Recreation Center. The next step in this process is to hire an architect to evaluate the Bud Cross site as well as develop schematic design plans and renderings to present to the community.

Attachments:

- a. Agreement

## AGREEMENT

(City of Brookings/Friends of the Brookings Harbor Aquatic Center)

THIS AGREEMENT, effective as of March 28, 2016, by and between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon, hereinafter called "CITY"; and the FRIENDS OF THE BROOKINGS-HARBOR AQUATIC CENTER, an Oregon Not For Profit Corporation, hereinafter called "FRIENDS".

## RECITALS

WHEREAS, CITY desires to develop plans for a Community Recreation Center in Brookings and

WHEREAS, CITY is committed to a partnership with FRIENDS to share the financial responsibility for the plan development phase of a Community Recreation Center in Brookings and

WHEREAS, the City of Brookings has identified the Municipal Pool at Bud Cross Park as the location for the new Community Recreation Center and

WHEREAS, FRIENDS and CITY, through a "Task Force", will actively pursue grant funding and provide matching funds required for any grants awarded for the plan development phase of the project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings, Oregon, does hereby authorize a partnership with Friends of the Brookings Harbor Aquatic Center to develop plans for a Community Recreation Center in Brookings, as described herein.

## AGREEMENT

NOW, THEREFORE, for and in consideration of the sums to be paid by the CITY and the obligations to be performed by FRIENDS as hereinafter set forth, the parties hereto mutually covenant, stipulate and agree as follows:

1. Plan Development Fees.

- CITY and FRIENDS agree to \$26,000 cost for schematic design phase of this project to be divided between CITY, FRIENDS and GRANTS.
- CITY and FRIENDS agree to equally share the remaining cost after grant receipts, estimated at \$8,000.

2. Indemnity. FRIENDS shall be solely responsible and shall hold CITY harmless from all matters relating to FRIENDS performance under this Agreement, including payment of its employees in compliance with social security, withholding and other regulations governing such matters. FRIENDS shall, at all times, indemnify and hold CITY harmless from and against any and all actions or causes of action, claims, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, including attorney fees, which CITY may sustain or incur as a result of errors or omissions in FRIENDS performance under this Agreement. The CITY shall, at all times, indemnify and hold FRIENDS harmless from and against any and all actions or causes of action, claims, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, including attorney fees, which FRIENDS may sustain or incur as a result of errors or omissions in CITY'S performance under this Agreement.

3. Term. This Agreement shall take effect on the 1<sup>st</sup> day of April 2016, and shall remain in effect until terminated at the completion of the plan development phase.

4. Termination. This Agreement may be terminated by either party for any reason provided that written notice of termination is given at least Sixty (60) days prior to the anniversary date of this Agreement. In addition, this Agreement may be terminated automatically, if it is later determined that any of its terms conflicts with or are preempted by state law, now existing or hereafter enacted.

5. Compliance With Law. FRIENDS shall observe and comply with all local, state and federal laws, ordinances and regulations applicable to the services described in this Agreement.

6. Notices. The addresses of the parties to this Agreement for purpose of any notices permitted or required under this Agreement are as follows:

CITY: City of Brookings  
898 Elk Drive  
Brookings, OR 97415

FRIENDS: Friends of the Brookings-Harbor Aquatic Center  
P.O. Box 6489  
Brookings, OR 97415

7. Integration. This Agreement constitutes the entire and fully integrated agreement between the parties. All prior negotiations or agreements between the parties, oral or written, are superseded by, and included in, this Agreement.

8. Modification. This Agreement may not be released, discharged, abandoned, changed, or modified in any manner, except by an instrument in writing signed on behalf of each of the parties by their duly authorized representatives.

9. Titles and Headings. Titles and headings to sections and paragraphs herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first herein above written.

CITY OF BROOKINGS,  
A Municipal corporation

FRIENDS OF THE BROOKINGS-  
HARBOR AQUATIC CENTER  
A not for profit corporation

By \_\_\_\_\_  
Gary Milliman, City Manager

By \_\_\_\_\_  
Juliane Leighton, President

ATTEST by City Recorder this \_\_\_\_ day of \_\_\_\_\_, 2016.

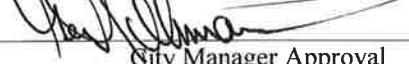
\_\_\_\_\_  
Joyce Heffington  
City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: 3/28/16

Originating Dept: Parks

  
Signature (submitted by)  
  
City Manager Approval

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Subject: Waive Picnic Table Use Fees for the Festival of Art in Stout Park

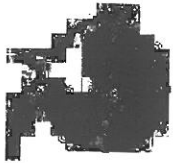
Motion: Motion to waive picnic table use fees for the Pelican Bay Arts Association sponsored Festival of Art in Stout Park

Financial Impact: \$400 is the current fee for the use of the picnic tables for a non-profit group with 600 people attending the event.

Background Information: For the past several few years the Pelican Bay Arts Association (PBAA) has hosted the Festival of Art in Stout Park. The two day event is held on a weekend in August and has been a huge success, drawing many locals and visitors from out of town to the event. The festival highlights original art and handcrafted items, activities for children, craft and food vendors, and live music. The City has waived the picnic table rental fees in the past for this event and PBAA is again requesting fee waiver for this years event.

Attachments:

- a. Pelican Bay Arts Association Park Use Application
- b. Letter requesting waiver of fees



# PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

| CITY USE ONLY: |    | Rec'd Date: | 2/22/16  | By:     | hy |
|----------------|----|-------------|----------|---------|----|
| Department     | By | Date        | Approved | Comment |    |
| Parks          |    |             | Y / N    | Y / N   |    |
| Public Works   |    |             | Y / N    | Y / N   |    |
| Fire           |    |             | Y / N    | Y / N   |    |
| Police         |    |             | Y / N    | Y / N   |    |
| Finance Dept.  |    |             | Y / N    | Y / N   |    |

Please sign, date and deliver to the next Dept. Please note any comments on pg 4 under "Comments" and [REDACTED] Distributed:

Event Date(s): 8/15/16 to 8/17/16 Time: From 10 am/pm to 5 am/pm Day(s)(circle) M/T/W/R/F/Sat/Sun (Friday @ 100 Sat/Sun @ 400 + 1- per day)  
No. of participants (each day): 15 Vendors Nature/Name of Event: Festival of Art in Stout Park

Organization: Pelican Bay Arts Association

Contact Person: Violet Burton Day Phone: 541-469-9522 Cell Phone:

Mailing Address: 17169 Mountain Drive, Brookings

email: burtanique@charter.net Return deposit to: PBAA, Box 2568, Brookings

PARK/LOCATION: (Check all that apply)

AZALEA PARK AREA: (Check all that apply)

☒ Azalea  
☐ Bankus  
☒ Stout

☐ Bud Cross  
☐ Skate Park  
☐ Tennis Courts  
☐ Easy Manor  
☐ Chetco Point

☐ Gazebo  
☐ Lawn area  
☐ Other (Please Specify):  
☐ Bandshell/Stage  
☐ Kidtown Picnic Area  
☐ Concession Stand (CS)  
☐ Restrooms only (at CS)

Check Yes or No to each of the following:

- Will you be renting picnic tables? ☐ Yes ☒ No Qty:  Delivery/Pick up: Aug 4 or Aug 5
- Is this event free? ☒ Yes ☐ No If no, how will funds be secured/protected?
- Will amplification equipment be used? ☒ Yes ☐ No If yes, noise level shall be contained within the immediate area.  
Describe purpose/type: Musicians on stage throughout Festival hours
- Will alcohol be served? ☐ Yes\* ☒ No Will alcohol be sold? ☒ Yes\* ☐ No If yes, must obtain Liquor License  
Tightlines Brewery - by vendor on manley property
- Will there be dancing? ☐ Yes ☒ No
- Will merchandise be sold? ☒ Yes ☐ No By whom/ Describe purpose/type: Vendors w/ various art products
- Do you want to place temporary signs? ☒ Yes ☐ No (Requires prior City Manager approval - see page 1)  
Describe quantity, location, type: end of Pine st for closure & signs around town

\*Additional requirements - see page 8 of application

## LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

### THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed pages 4 and 5 of the application. **APPLICANT: It is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.**

Print name of person completing this application: Violet Burton

Signature of person completing this application: Violet Burton

Date: 2-20-16

City Use Only: Paid:  Applicant Notified:  Parks Notified:

# PARK USE FEE/REQUIREMENT WORKSHEET



**THIS PAGE FOR CITY USE ONLY:**

| Use                                                          | # of people | City Resident | Non Profit | User Fees | Deposit Fees | Restrictions/Comments                   |
|--------------------------------------------------------------|-------------|---------------|------------|-----------|--------------|-----------------------------------------|
| Friday < 200 \$20<br>Sat/Sun > 600 \$126<br>3 days = \$273.- | 2           | Y/N           | Y/N        | \$ 273.-  | \$ 273.-     |                                         |
| Bandshell/Stage                                              |             | Y/N           | Y/N        | \$        | \$           |                                         |
| Concession Stand w/restrooms - \$77.00                       |             |               |            | \$        | \$           |                                         |
| Concession Restrooms ONLY - \$25.00                          |             |               |            | \$        | \$           |                                         |
| Picnic Tables: Qty ALL @ \$20 each                           |             |               |            | \$        | \$           | Requesting Fee Waiver for Picnic tables |
| <b>TOTAL</b>                                                 |             |               |            | \$ 273    | \$ 273       |                                         |
| Check #                                                      |             |               |            |           |              |                                         |
| City Receipt #                                               |             |               |            |           |              |                                         |

## Other Requirements

## Additional Information/Comments

☒ Site Plan W/Tony
☐ Map
 ☐ On-site visit required. Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

☐ City Business License

☐ Liquor License - Required to sell alcoholic beverages (Must obtain license through the Oregon Liquor Control Commission)

☒ Proof of Insurance Required

☒ Security No. of Officers: 0 Comments: PBAA to provide

☒ Temporary Signs Parks City Manager Approval: ☐ Yes ☐ No

Comments: \_\_\_\_\_

Department Comments: Portapotties to be provided by PBAA.

City provide dumpsters + trash cans.

Approval Copies to:

☐

Parks Department  
Applicant

☐

Police Department  
File

☐

Fire Department

☐ Security Deposit refund submitted on: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

☐ Deposit not returned/reason: \_\_\_\_\_

☐ Event cancelled on: \_\_\_\_\_ Fee returned: ☐ in full ☐ partial Amount refunded: \$ \_\_\_\_\_

Reason for refund: \_\_\_\_\_



Pelican Bay Arts Association • 433 OAK ST., PO BOX 2568, BROOKINGS, OR 97415 • 541 469-1807 • pbaart@frontier.com

March 1, 2016

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Re: Waiver Request

Pelican Bay Arts Association respectfully requests a waiver for fees charged for a dumpster, picnic tables and trash cans for the Festival of Art in Stout Park event August 5, 6 and 7, 2016.

Thank you,

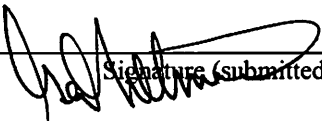
Violet Burton  
President

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Amendment to Wild Rivers Music Festival Funding Agreement

Recommended Motion:

Motion to approve an amendment to the agreement with Stagelights Musical Arts Community for funding to assist the 2016 Wild River Music Festival indicating that it will be a one-day event.

Financial Impact:

NA

Background/Discussion:

At its meeting of December 14, 2015, the City Council authorized the City Manager to enter into an agreement with Stagelights Musical Arts Community to provide \$4,000 in Transient Occupancy Tax revenue for the 2016 Wild Rivers Music Festival, with \$2,000 of the funding being a grant and \$2,000 being an advance to be repaid to the City if sufficient funds are available.

The event was originally proposed as a two-day event and Stagelights has now restructured the festival to a one day event. The agreement provides for a two-day event.

Attachment(s):

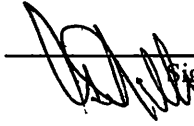
- a. December 14, 2015 CAR
- b. Current Agreement

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Transient Occupancy Tax Funding for Wild Rivers Music Festival

Recommended Motion:

Motion to authorize the City Manager to enter into an agreement with Stagelights Musical Arts Community to provide \$4,000 in Transient Occupancy Tax revenue for the 2016 Wild River Music Festival, with \$2,000 of the funding being a grant and \$2,000 being an advance to be repaid to the City if sufficient funds are available.

Financial Impact:

An allocation of \$4,000 in Transient Occupancy Tax revenues budgeted for event support.

Background/Discussion:

Stagelights Musical Arts Community requested \$4,000 in Transient Occupancy Tax funding to assist with their second annual Wild Rivers Music Festival in 2016. Attached is their letter of request and the funding application. The City provided \$4,000 in Transient Occupancy Tax funding for the event in July 2015.

The project budget indicates projected income of \$40,500 and projected expenses of \$29,948.

The Tourism Promotion Advisory Committee reviewed the request at their November meeting and voted to recommend grant funding of \$2,000 and an additional \$2,000 "loan." Essentially, this would enable Stagelights to utilize these funds for "up front costs" associated with the event, and Stagelights would repay the City the \$2,000 if the event sponsor has sufficient funds to make repayment after the event. Specifically, the TPAC motion that was adopted unanimously was:

*"Motion made by Candice Michel to fund event \$4,000; with \$2,000 as a grant and \$2,000 as a loan for the event, the loan assuming the event makes a profit."*

Staff recommends that, if the Council desires to fund the request in this fashion, that the subject \$2,000 be in the form of an advance and that Stagelights be required to submit a financial report after the event.

Attachment(s):

- a. Letter and application from Stagelights Musical Arts Community.

# **Tourism Promotion Special Event Program Agreement**

This Tourism Promotion Special Event (TPSE) Agreement is entered into effect the 28<sup>th</sup> day of December, 2015, by and between the City of Brookings (City) a public body organized and existing under Oregon Revised Statutes 457.010 through 457.460 and any assignee of, or successor to, its rights, powers and responsibilities, and Stagelights Musical Arts Community, (Applicant).

## **RECITALS:**

- A. WHEREAS, City offers TPSE grants for non-profit organizations with projects and/or events that meet the requirements outlined in the TPSE **Request for Proposal**, attached hereto as Exhibit "A"; and
- B. WHEREAS, Applicant has applied for a grant under said program, with a copy of **Applicant's Proposal/Methodology**, attached hereto as Exhibit "B"; and
- C. WHEREAS, the parties desire to further set forth their respective rights, duties, obligations, and responsibilities with regard to the approved event;
- D. NOW, THEREFORE, in consideration of the mutual agreement of the parties set out herein:

## **IT IS AGREED:**

1. **PROJECT DESCRIPTION.** This agreement covers one event, **Wild Rivers Musical Festival** to be held **July 2-3<sup>rd</sup>, 2016**. Description of the approved event is included in Applicant's Proposal as provided in attached Exhibit "B." Any changes to the approved events must first be requested by Applicant in writing to the City of Brookings City Manager with final approval of the request to be made by the City of Brookings City Council prior to the start of the event.
2. **RESPONSIBILITIES OF THE APPLICANT.** Event must be completed by **July 3, 2016**, Applicant will provide, within three (3) months of the completion date, a completed **Event Evaluation Report Form**, herein referred to as Exhibit "C," providing information regarding how funding was used and event participation as evidenced by the methodology provided by Applicant in Exhibit "B" **AND a Financial Report**. Applicant acknowledges that failure to comply with this reporting requirement will automatically eliminate the applicant from future consideration for TPSE funds.
3. **RESPONSIBILITIES OF THE CITY:** City will fund event in an amount not to exceed **four thousand dollars (\$4,000). Two thousand dollars (\$2,000) of which is a grant, and two thousand dollars (\$2,000) of which is an advance, repayable to the City of Brookings if applicant has sufficient cash resources available at the conclusion of the event.**
4. **HOLD HARMLESS.** Applicant shall indemnify and hold City harmless from and against any and all claims, demands, suits, actions or judgments, and all expenses (including attorney's fees incurred by City), arising from, or in any way related to, the proposed project/event.

5. ATTORNEY FEES. If a dispute arises in connection with this agreement, the prevailing party in such dispute shall be entitled to receive reasonable attorney fees and costs from the other party.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the dates set forth below:

**CITY**

**City of Brookings**

A public body



City Manager Gary Milliman

**APPLICANT**

Scott Graves

Stagelights Musical Arts Community Rep

Print name/Title



Signature



Stagelights Musical Arts Community  
(Wild Rivers Music Festival)  
P.O. Box 6993, Brookings, OR, 97415  
541-373-3727 • [www.wildriversmusicfestival.com](http://www.wildriversmusicfestival.com)



November 11, 2015

Gary Milliman and TPAC members  
City of Brookings  
989 Elk Drive  
Brookings, OR 97415

First, thank you for providing funding for tourism-related events in Brookings.  
Second, thank you for considering our request.

Stagelights Musical Arts Community is seeking funding for our second annual Wild Rivers Music Festival in 2016. Last year, TPAC provided us with \$4,000 to help launch this exciting new event, funding that was critical to our first-year success. We are still in the process of building a premiere music festival on the Oregon Coast. This second year will be a crucial period — a building period — and we hope that TPAC will see the value of investing once again in this wonderful event.

We have met with city officials, local sponsors and music fans to review last summer's festival. With their input we have made numerous changes for 2016 that include moving the festival to the Azalea Park bandshell area, consolidating vendors, adding more music variety and camping options. We also scheduled the festival earlier in the summer to avoid conflicts and competition with other events.

**Background on 2015 festival:** For a first-year event, there were many successes. The operation ran smoothly. Attendance was moderate — not as high as we hoped, but enough to break even. We received a ton of positive feedback from the music fans, the bands, the vendors, city staff and volunteers.

A majority (70 percent) of those attending the festival came from out of the area, including the cities of Portland, Bend, Medford, Eureka and Redding. According to onsite surveys and online ticket sales data, attendees stayed in our hotels, RV parks and campgrounds, and visited our local restaurants and merchants. They heard about the festival via our radio, newspaper and television advertising.

The festival committee is already planning for the second festival, scheduled for the weekend of July 2-3, 2016. That date was selected specifically to target out-of-town visitors who may be thinking of coming out to the coast for the Fourth of July weekend. We want them to stay in Brookings, not Gold Beach or Crescent City. Our motto is "Come for the festival, stay for the fireworks!"

As always, sponsorships and grants are critical to making the festival happen, and obtaining financial support is first and foremost on our to-do list. For 2015, we received approximately \$15,000 in sponsorships, ranging from \$1,000 to \$5,000. TPAC provided \$4,000. Stagelights hopes that TPAC and the city of Brookings will again provide funding and help us achieve our second-year goals.

Thank you for your consideration. If you have any questions, please don't hesitate to call me.

Sincerely,

Scott Graves  
Wild Rivers Festival sponsorship coordinator  
Stagelights Musical Arts Community chairman  
541-373-3727  
[stagelightsbooking@hotmail.com](mailto:stagelightsbooking@hotmail.com)

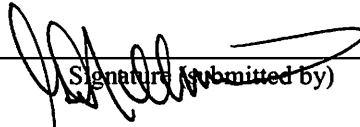
|                                                                                                       |                                                                                                                                                                                                                                                                                                                |                             |                                                                     |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------|
| <b>Event Title:</b>                                                                                   | 2nd Annual Wild Rivers Music Festival                                                                                                                                                                                                                                                                          | <b>Amount Requested</b>     | \$ 4,000                                                            |
| <b>Event Description:</b>                                                                             | This two-day, family-friendly weekend festival will feature at eight profesional music acts, food and drink vendors, and music-related activies for all ages. Camping is added this year.                                                                                                                      |                             |                                                                     |
| <b>Event Date/s:</b>                                                                                  | July 2-3, 2015                                                                                                                                                                                                                                                                                                 |                             |                                                                     |
| <b>Location:</b>                                                                                      | Azalea Park bandshell and amphitheater                                                                                                                                                                                                                                                                         | <b>Location secured?</b>    | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| <b>Event Goals:</b>                                                                                   | 1. Create an annual destination festival that increase Brookings cultural appeal and visibility as a tourist destination; 2. Provide the community the opportunity to hear quality, professional musical acts, 3. To foster and promote an interest in and accessibility to music as a basic human experience. |                             |                                                                     |
| <b>Please explain how this event will be sustained after the first year:</b>                          | Our first event was successful enough to break even (after paying the bills and meeting financial committments). Additional funds are sought to continue the momentum of this event.                                                                                                                           |                             |                                                                     |
| <b>Sponsors/Investors:</b>                                                                            | We currently have \$800 in our festival account. We have secured several new and existing sponsors, and anticipate more by year's end. Tony Barron confirmed the city will assist with festival again.                                                                                                         |                             |                                                                     |
| <b>Budget</b>                                                                                         |                                                                                                                                                                                                                                                                                                                |                             |                                                                     |
| <b>Income</b>                                                                                         | \$40,500                                                                                                                                                                                                                                                                                                       | <b>Expenses</b>             | \$30,000                                                            |
| <b>Fees Collected</b>                                                                                 | \$ 2,000 — vendor fees                                                                                                                                                                                                                                                                                         | <b>Facility/Venue Costs</b> | \$ 226.50 (city fees)                                               |
| <b>Admissions</b>                                                                                     | \$ 20,000 — \$25 tickets x 1,000                                                                                                                                                                                                                                                                               | <b>Insurance</b>            | \$ \$21.55 monthly payment                                          |
| <b>Concessions</b>                                                                                    | \$ 0                                                                                                                                                                                                                                                                                                           | <b>Advertising</b>          | \$ 4,000 incl: website development)                                 |
| <b>Sponsors</b>                                                                                       | \$ 15,000                                                                                                                                                                                                                                                                                                      | <b>Supplies</b>             | \$ 4,700                                                            |
| <b>Fundraising</b>                                                                                    | \$ 2,000                                                                                                                                                                                                                                                                                                       | <b>Band fees</b>            | \$ 20,000                                                           |
| <b>Camping</b>                                                                                        | \$ 1,500                                                                                                                                                                                                                                                                                                       | <b>Toilets/security</b>     | \$ 1,000                                                            |
| <b>TOTAL</b>                                                                                          | \$ 40,500                                                                                                                                                                                                                                                                                                      | <b>TOTAL</b>                | \$ 29,948.05                                                        |
| <b>Methodology for evaluating events success in terms of bringing visitors to the Brookings area:</b> | E-ticket tracking will confirm place of residence and volunteers will pass/collect surveys from attendees, and conduct personal interviews on site.                                                                                                                                                            |                             |                                                                     |
|                                                                                                       |                                                                                                                                                                                                                                                                                                                |                             |                                                                     |
| <b>Contact Person:</b>                                                                                | Scott Graves and Gordon Later                                                                                                                                                                                                                                                                                  | <b>Phone:</b>               | 541-373-3727                                                        |
| <b>Organization:</b>                                                                                  | Stagelights Musical Arts Community                                                                                                                                                                                                                                                                             | <b>Address:</b>             | PO Box 6993 Brookings, OR, 97415                                    |
| <b>If more space is required please attach additional pages</b>                                       |                                                                                                                                                                                                                                                                                                                |                             |                                                                     |

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Transient Occupancy Tax and General Fund Allocation for Avenue of the Arches

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee: Motion to allocate \$2,363 in Transient Occupancy Tax revenues and \$2,363 in General Fund revenues to fund the Nature's Coastal Holiday Avenue of the Arches project at Azalea Park in accordance with the proposal dated January 28, 2016, with the provision that payment would not be made until after July 1, 2016.

Financial Impact:

\$2,363 allocated from Transient Occupancy Tax revenues set-aside for tourism promotion and \$2,363 from General Fund revenues. There are insufficient funds available in the tourism promotion budget to fund this project in the current fiscal year. \$4,726 would represent approximately 12 per cent of the entire tourism promotion budget.

Background/Discussion:

Nature's Coastal Holiday (NCH) has requested funding for the development of a more secure structure for the "Avenue of the Arches" feature at the annual light show at Azalea Park. NCH developed this new feature for the 2015 show using PVC pipe for the construction. NCH is now proposing to reconstruct this feature using steel pipes and adding additional lighting equipment. The proposed budget for this activity is \$4,726.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their meeting of February 18, 2016. At that meeting, TPAC recommended that the City fund the full cost of the project with 50 per cent of the funding to be allocated from Transient Occupancy Tax revenue and 50 per cent allocated from the City's General Fund.

Note that the event will be conducted in December, 2016, and thus falls within fiscal 2016-17; the City is currently developing its budget for the 2016-17 fiscal year.

The City granted \$3,510 to Nature's Coastal Holiday for the rehabilitation of lighted bells displayed along Chetco Avenue and \$5,000 to Coastal Christmas for Christmas decorations in downtown Brookings in 2015.

Attachment(s):

- a. Proposal from Nature's Coastal Holiday.
- b. Tourism promotion expenditure summary.

In my opinion, the Avenue of the Arches project was a great success in Natures Coastal Holiday last year. It performed flawlessly during the entire event. The public response was overwhelmingly favorable. Talking with several of the docents confirmed that foot traffic to the Capella had increased enormously.

The plastic PVC pipe structure was always meant as a concept construct. It proved that the idea of the arches was feasible and workable. This was merely the first phase.

It's time to consider stepping it up to the next level. In order to add more lights, and the necessary controllers, we will need a much stronger system. This proposal is for a permanent, all steel construct, able to support twice the amount of lights and controllers next year, and even more in the years to come.

I invite the City of Brookings to show support for this project by providing funding through TPAC.

Yours sincerely

Klaus Gielisch  
President  
Natures Coastal Holiday

|     |                                                 |          |         |
|-----|-------------------------------------------------|----------|---------|
| 50  | 10 foot length 1¼ inch electrical conduit       | \$14.00  | \$700   |
| 4   | 10 foot length 1½ inch electrical conduit       | \$16.00  | \$64    |
| 8   | 10 foot lengths 1 inch electrical conduit       | \$9.50   | \$76    |
| 8   | 10 foot length 2x2x ¼ angle iron                | \$20.00  | \$160   |
| 6   | 10 foot length 1¼ x 1¼ x ¼ angle iron           | \$15.00  | \$90    |
| 60  | Strings blue icicle LED lights                  | \$21.00  | \$1,260 |
| 1   | Shipping                                        | \$180.00 | \$180   |
| 4   | LOR controllers                                 | \$340.00 | \$1360  |
| 1   | Shipping                                        | \$150.00 | \$150   |
| 1   | Software program update                         | \$90.00  | \$90    |
| 42  | Yards canvas (bulb protection during transport) | \$2.80   | \$118   |
| 500 | Heavy duty 15mm ring snaps                      | \$.03    | \$150   |
| 1   | Snap press                                      | \$45.00  | \$45    |
| 50  | Connector pins                                  | \$2.25   | \$113   |
| 1   | Conduit Bender                                  | \$170.00 | \$170   |
|     |                                                 |          | -----   |
|     |                                                 |          | \$4,726 |

### TPAC EXPENSES FY 2015-16

| 2015-16                  | Contract Services                                | Operating Supplies | Training & Travel |
|--------------------------|--------------------------------------------------|--------------------|-------------------|
|                          | 32-10-6090                                       | 32-10-6030         | 32-10-6120        |
| <b>BUDGETED</b>          | <b>\$31,381</b>                                  | <b>\$1,000</b>     | <b>\$500</b>      |
| July                     | \$ (5,000) Coastal Christmas - Dec               | \$ -               | \$ -              |
|                          | \$ (3,510) Natures Coastal Holiday Bells - Dec   |                    |                   |
|                          | \$ (3,500) Oktober Fest - Oct                    |                    |                   |
| August                   | \$ (53) VC Restrooms                             | \$ -               | \$ -              |
| September                | \$ (1,000) WR Coast Home School Conference - Oct | \$ (22)            | \$ -              |
| October                  | \$ -                                             | \$ -               | \$ -              |
| November                 | \$ -                                             | \$ -               | \$ -              |
| December                 | \$ -                                             | \$ -               | \$ -              |
| January                  | \$ (4,000) Wild Rivers Festival - July - LOAN    | \$ -               | \$ -              |
|                          | \$ (450) Curry Co. Cruisers - May                |                    |                   |
| February                 | \$ (2,500) Curry Coast Community Radio           | \$ -               | \$ -              |
| March                    | \$ (500) Xplore - OR Lifestyles Ad               | \$ -               | \$ -              |
|                          | \$ (3,000) Zwerkle Run - April - LOAN            |                    |                   |
|                          | \$ (943) American Road Magazine Advertising      |                    |                   |
| April                    |                                                  |                    |                   |
| May                      |                                                  |                    |                   |
| June                     |                                                  |                    |                   |
|                          |                                                  |                    |                   |
| *Pending Allocated Funds | \$ (8,243) see breakdown below                   |                    |                   |
| <b>REMAINING FUNDS</b>   | <b>-\$1,319</b>                                  | <b>\$ 978</b>      | <b>\$ 500</b>     |

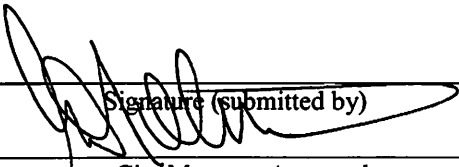
|               |    |          |                                                             |
|---------------|----|----------|-------------------------------------------------------------|
| *Pending      | \$ | 1,122.00 | OR Coast Magazine (50% of \$2244 shared with Port District) |
| Allocated     | \$ | 2,500    | Dining Promotion Video approved 1/2016 - contract pending   |
| Funds not yet | \$ | 2,258    | BHHS CTE Program Drone approved 1/2016 - contract pending   |
| funded:       |    | \$2,363  | Natures Coastal Holiday Arches - pending CC Approval        |
|               | \$ | 8,243    |                                                             |

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Promotional Video for Food and Beverage

Recommended Motion:

Motion to authorize City Manager to issue a Request for Proposals for a food and beverage promotional video and to allocate \$2,500 in Transient Occupancy Tax revenue for funding this project.

Financial Impact:

Allocation of \$2,500 in Transient Occupancy Tax revenue.

Background/Discussion:

At its meeting of January 11 the City Council considered a recommendation from the Tourism Promotion Advisory Committee to partially fund the production of a food and beverage promotional video. The City Council directed the City Manager to prepare a draft Request for Proposals and return to the City Council for further review and action. The Council considered an RFP and budget at its meeting of February 8, at which time the Council approved the RFP but did not approve the budget allocation.

Staff has now revised the RFP based upon further review by TPAC. Revisions include removal of the provision whereby the contractor would be able to collect a fee from participating businesses in addition to the fee paid by the City.

It is important to have a budget allocation for this service as typically the first question asked by prospective contractors is "what is the budget for this project?" As a professional service, the contractor will be selected based upon qualifications and response to the RFP, not based upon lowest price.

Attachment(s):

- a. Revised Draft Request for Proposals.
- b. January 11 and February 8 2016, CARs.
- c. Original project outline from TPAC.



# REQUEST FOR PROPOSALS

## CITY OF BROOKINGS DINING PROMOTIONAL VIDEO

### **Background**

The City of Brookings (City) levies a Transient Room Tax on guests of City lodging establishments for the purpose of providing funding for tourism marketing and promotion. The City, through its Tourism Promotion Advisory Committee, desires to solicit for a dining promotional video to better serve the City's tourism community.

### **Submission Deadline**

To be considered, the respondent must submit three (3) copies of the proposal containing the requested information in an envelope clearly marked: **"Dining Promotional Video"**.

In person or by regular mail to: Gary Milliman, City Manager  
City of Brookings Tourism  
898 Elk Drive  
Brookings, OR 97415

Email: [gmilliman@brookings.or.us](mailto:gmilliman@brookings.or.us)

Submittals must be received at City Hall, 898 Elk Drive, Brookings, OR 97415, no later than **4:30 PM, \_\_\_\_\_, 2016**. Incomplete submittals, or submittals received after the specified deadline, will not be considered.

### **Project Description**

The City seeks through this Request for Proposals (RFP) to enter into a contract with an individual, company, or organization to develop a new promotional video highlighting dining opportunities in the Brookings Harbor area. In addition to the fee paid by the City, contractor may collect a fee from participating establishments.

### **Scope of Work / Deliverables**

1. Develop a 15-20 minute video featuring dining and evening activities with a theme of "here is why you would come and spend an evening in Brookings".
2. Format videos for City website integration and stand-alone marketing on You Tube.

*Note: The individual, company, or organization may not necessarily have to prepare the graphics, design, photography, etc. needed for the deliverables themselves. They may, as part of their proposal, include the cost of coordinating with outside vendors to prepare the final products.*

### **Budget**

The budget for this service is \$2,500.

### **Process**

The City will consider proposals from all interested parties presenting the requested information and otherwise demonstrating the qualifications necessary to manage and execute

the desired services. All proposals will be reviewed by the City's Tourism Promotion Advisory Committee.

Proposals will be evaluated based upon qualifications and an evaluation of the concept.

### **Proposal Requirements**

The proposal will be concise, well organized and demonstrate the qualifications and experience necessary to complete this project. The proposal must include the following:

1. Examples of the desired professional marketing and/or promotional services as outlined under the Scope of Work. Each example should provide some insight into how the campaign/collateral/message was developed and implemented.
2. A minimum of three professional references for similar work provided by the respondent within the past five years is desired. Please include current contact name, company or organization, and contact info (current phone, email and address).
3. A complete resume of each person named in the proposal.
4. A cost proposal.
5. A narrative concept of the proposed video

### **Right to Reject All Proposals**

The City reserves the right to accept, reject, withdraw, or amend any and/or all proposals, or any component part thereof, deemed to be in the best interest of the City or in the best interest of the desired outcome. All costs incurred in the preparation and presentation of a response to this RFP, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract shall be the sole responsibility of the respondent/proposer. The City also reserves the right to request additional information or clarification from all respondents/proposers until a contract for the desired services is offered to one or more respondents.

Once submitted, the proposal and supporting materials become public documents and become the property of the City of Brookings.

### **Insurance Requirements**

Respondent will be required to enter into a professional services agreement with the City and provide insurance as specified therein.

### **Questions**

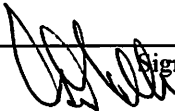
Questions related to this request for proposals should be directed to Gary Milliman, City Manager; 541-469-1101; [gmilliman@brookings.or.us](mailto:gmilliman@brookings.or.us)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 11, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

---

Subject: Promotional Video on Local Dining

Recommended Motion:

Motion to direct City Manager to prepare and issue a Request for Proposals for a promotional video on local dining as outlined by the Tourism Promotion Advisory Committee.

Financial Impact:

Use of \$2,500 in Transient Occupancy Tax revenue.

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended that the City Council authorize the issuance of a request for proposals for a private contractor to develop a new promotional video highlighting dining opportunities in the Brookings Harbor area.

The general concept would be to develop a 20 minute video with four, five-minute segments featuring three businesses per segment; any individual business could be in more than one segment. Thus, between 4-12 eating and drinking establishments would be included. TPAC proposes that the proposal include a proposed fee to be collected from participating businesses in addition to the base contract fee of \$2,500 which would be paid by the City.

There would be some City Staff involvement in responding to potential contractor inquiries, preparing and advertising the RFP, working with the selected contractor, reviewing scripts and video, and selecting which businesses to be featured.

Attachment(s):

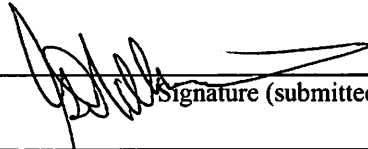
- a. Concept outline from TPAC Member Candice Michel

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: February 8, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

---

---

Subject: Promotional Video for Food and Beverage

Recommended Motion:

Motion to authorize City Manager to issue a Request for Proposals for a food and beverage promotional video and to allocated \$2,500 in Transient Occupancy Tax revenue for funding this project.

Financial Impact:

Allocation of \$2,500 in Transient Occupancy Tax revenue.

Background/Discussion:

At its meeting of January 11 the City Council considered the attached recommendation from the Tourism Promotion Advisory Committee to partially fund the production of a food and beverage promotional video. The City Council directed the City Manager to prepare a draft Request for Proposals and return to the City Council for further review and action.

Attachment(s):

- a. Draft Request for Proposals.
- b. January 11, 2016, CAR.

## Ideas for updating Brookings' Promotional Videos

- **A Bird's Eye View:**

- General Concept- Highlighting the area from above
  - 10 – 15 minutes
  - Footage by drone
  - Pistol River – Winchuk River
  - Graphics and Music
  - Eye candy geared towards tourists
  - Suggested TPAC \$ - \$2500.00

- **Dining: Dawn to Dusk:**

- General Concept – Highlighting the many places to eat and drink in our area
  - 20 minutes
  - Four 5 minute segments
    - Breakfast
    - Lunch
    - Dinner
    - Pubs and Bars
  - 3 place options per segment
  - Production fee (\$250) can be collected from each business participant, supplementing the TPAC money (production company responsibility).
  - Includes Brookings, Port, and Harbor
  - Establishing shots of business, close-ups of food prep and delivery, customers enjoying
  - Running voice-over
  - Suggested TPAC \$ - \$2500.00

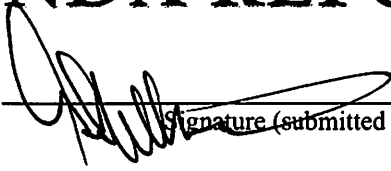
Fee to be proposed by contractor

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Economic Development Strategy and Action Plan

Recommended Motion:

Motion to adopt the 2016 Economic Development Strategy and Action Plan.

Financial Impact:

NA

Background/Discussion:

The City Manager prepared an Economic Strategy and Action Plan that was adopted by the City Council in 2009 and revised in 2013. The City Manager has developed a 2016 revision to this Strategy/Plan for discussion with the City Council.

This revised Strategy/Action Plan was discussed at the March 7 City Council workshop and has been further revised based upon comments received at that time.

Attachment(s):

- a. Economic Development Strategy and Action Plan March 2016.

## *Brookings: Oregon's South Pacific*

### **CITY OF BROOKINGS ECONOMIC DEVELOPMENT STRATEGY and ACTION PLAN March 2016**

The City of Brookings has undertaken a number of activities formulating the basis for an Economic Development Strategy including:

- The Proud Study (2000)
- The Downtown Master Plan (2002)
- Urban Renewal Plan (2002)
- Systematically updating the Land Development Code (2007-2009)
- Updating infrastructure master plans (2007-2008)
- The Lone Ranch Master Plan of Development (2004 and 2009)
- ECONorthwest Economic Opportunities/Development Strategy (2009)

The City Manager prepared several “white paper” reports on economic development in 2008 and an Economic Development Strategy document in June 2009. During the 2009 goals setting meeting, it became evident that the City Council is desirous of a more aggressive approach to facilitating economic development.

The City Manager has also reviewed various other documents, including the Curry County Economic Development Plan, and the Del Norte County Tri Agency Economic Development Plan.

City staff has participated in various community meetings economic development discussions, including the local Board of Realtors, Chamber of Commerce, Curry Promotional Alliance and others. The City Manager has met with other groups and individuals with future economic development related interests in Brookings, including representatives of Lone Ranch LLC, the Tolowa Dee-ni' Nation, Southwestern Oregon Community College, Border Coast Regional Airport Authority, Curry Health District and others. The City Manager convened a meeting of local marketing professionals to discuss the development of a marketing plan in November 2011. In May 2011, the City Manager facilitated a meeting between Curry County, City of Brookings, City of Crescent City and Del Norte County representatives to explore the possible expansion of the Tri-Agency Economic Development Commission to include Curry County; this concept lacked support. The Tri-Agency has now disbanded. The City Manager met representatives of Del Norte County and the City of Crescent City in 2014 to explore a joint economic development venture. In 2015, the City retained the services of an economic development and real estate consultant, Larry Kosmont, to visit the community and meet with key landowners to explore development opportunities. Subsequent to that visit, Kosmont explored marketing the Lone Ranch Project to two real estate developers and submitted a proposal to the Brookings Harbor Port District to develop a Master Plan of Development. The City has since joined the South Coast Development Council (based in Coos Bay) and the City Manager has joined the Del Norte County Economic Development Corporation in an effort to network for economic development.

Staff recommends that the City Council adopt the following policy statements and Action Plan for economic development.

#### **DEFINING THE CITY'S FUTURE ECONOMIC BASE**

While these are difficult economic times in which to develop an economic vision for the community, the City Council finds that the City's economic future will rely heavily upon:

1. Retaining existing resource-based business and industry, including lumber production and fishing, to the greatest extent possible. These activities typically provide better “living wage” jobs than are found in tourism or service industries.
2. Expansion of health care services.
3. More retirees as full time residents. Retirees bring with them entitlement incomes. The development of an employment base and the same level of infrastructure needed to support business/industry are not needed with a retirement-based community as retirees import income from elsewhere and contribute to the local economy from their home. Retirees bring a job and a “salary” with them...their job is being retired.
4. Employees who work in Del Norte County and live in Brookings.
5. Sustaining and expanding tourism.
6. Attracting “boutique industry”...smaller entrepreneurs who do not need to be located in an urban area are increasingly interested in moving their family business to an area where they and their employees can enjoy a better quality of life. “Quality of life” has a number of elements, including public safety, education, parks, health care, clean air and being able to have a sense of pride in the community where you live.
 

 The same “quality of life” ribbon runs through business attraction, tourism, and recruiting new residents.
7. Service and retail industry to support people “employed” in 1-5 above.
8. State and National Parks.

## **ASSETS AND CONSTRAINTS**

Assets and constraints to economic development in Brookings have been well documented in earlier studies and reports. The City Council finds that the top three major constraints to attracting more retiree homeowners to Brookings are:

1. Access to medical care.
2. Transportation...air and ground (“to visit the grandkids, medical and shopping).
3. Lack of shopping and entertainment opportunities.

Other economic development constraints identified through discussion with community stakeholders include:

- Lack of available sites for light industry.
- Lack of continuing education/job training opportunities.
- High utility connection costs (SDCs) for some business classifications.
- Need for more/better local recreational amenities.
- National economic trends and regulation of resources (lumber, fishing).

Assets related to building the future economic base include:

- Comparatively (with California) low property costs.

- Comparatively low taxes.
- Mild coastal climate.
- Attractive physical environment.
- Sustainable resource usage practices.
- Proximity to California and a major California State employer.
- Community-based organizations offering a variety of social opportunities.

## GETTING THERE

Based upon a comprehensive review of the forgoing, the City's economic development strategy consists of the following action items:

1. ***Assist Curry Health Network in securing approval of an Emergency Room designation at the Brookings Clinic.*** While state approval has been secured and construction is complete, the Curry Health Network (CHN) has been unable to open the Emergency Room to due to CHN financial constraints. The City should continue to explore alternatives for assisting CHN with full implementation.
2. ***Stabilize and expand existing industries.*** South Coast Lumber Company and its affiliates is the largest private employer in Brookings. Other major employers include Fred Meyer, Brookings Harbor School District and individual small businesses that together form a local industry, such as commercial fishing and tourism. The City will develop working relationships with major employers in the community to identify opportunities for stabilizing and expanding their business and investment in the community. Pelican Bay State Prison in California is the second-largest employer of Brookings residents.
3. ***Improve transportation systems.***
  - a. Continue working with the Border Coast Regional Airport Authority to redevelop Del Norte Airport and attract additional commercial air carriers, specifically to add northbound service.
  - b. Develop an intergovernmental agreement with Curry County to develop a master plan for the Brookings Airport area and pursue funding for infrastructure construction.
4. ***Make more property available for light industry.***
  - a. Work with the County to develop a plan for providing infrastructure to the Brookings Airport and adjacent properties that could support light industry. This includes overcoming access issues related to the County-owned industrial property adjacent to the airport.
5. ***Make park and recreation facilities part of the economic development plan.*** Parks are an existing resource that can be built upon. The quality of parks and public areas are a significant part of the decision making process by retirees, small business entrepreneurs and others considering relocating to the community. Parks are also part of the tourism economic base. Brookings could market itself as "the City of parks." Elevate park maintenance and development to the same level as other economic development endeavors. Pursue the following projects:

- a. Budget for improvements to sports field improvements at Azalea Park and Cross Park; promote those facilities for regional tournaments.
- b. Develop a “Brookings: City of Parks” marketing campaign promoting City parks and the City’s proximity to State and National Parks.
- c. A new aquatics facility. Possibly an ocean view/front indoor water park type of facility.
- d. Work with the golf course lessee to establish a reliable water supply source and to complete facility improvements contemplated in the golf course improvement plan.

Community amenities include local events, such as the Kite Derby, Festival of the Arts, Azalea Festival, summer music series and holiday lights festival. The City should continue to support these activities.

- 6. **Create more incentives for downtown urban renewal.** The City has waived the off-street parking requirements for property located in the downtown business district, has invested thousands of dollars in façade improvement projects, and street/pedestrian/drainage improvements. Waiver of the off-street parking requirements has transferred the responsibility for this infrastructure to the City.

- a. Restart the facade improvement grant program through the Urban Renewal Agency.
- b. Begin purchasing land for off-street parking.
- c. Develop a business incentive package that would include items including subsidizing System Development Fees and building permit fees for targeted businesses in the downtown area, and waiving first-year business license fees.

- 7. **Utilize the college.** The 2009 Strategy included: *“Build the college and work with the college leadership to develop programs that will assist in developing a local workforce appropriate to the local economy, and to provide continuing education opportunities to the retirement community.”* The college has been built; the City should continue to be engaged in assisting in matching employee development needs with college programs.

- 8. **Develop and implement a marketing plan.**

- a. Retain the services of a marketing consultant to develop a marketing plan and marketing funding strategy to target-market retirees and California State employees.
- b. Target telecommuters

According to California labor market statistics, the number of California State employees working in Del Norte County rose by 6.0 per cent from December 2007-December 2008. In a meeting with realtors, it was noted that sales to California State employees (Pelican Bay, Agricultural Station, etc.) make up a sizeable portion of real estate acquisitions. About 30 per cent of current prison employees reside in the Brookings area. Technology is enabling more people to telecommute.

According to the California Employment Development Department, the number of people seeking opportunities to relocate from urban areas and telecommute is rising sharply; Millennials are being forced out of urban areas by factors like housing affordability and the cost of raising families. One EDD report indicates:

“A key point with Millennials is that they don’t want to abandon the amenities that drew them to urban areas...like active arts and culture and foodie scenes. So, when they look to relocate they’re going to seeking small and mid-size areas that offer a good quality of life, but that still have the amenities they’re accustomed to enjoying and want to expose their kids to.”

**9. *Continue support of tourism expansion.*** The City currently appropriates a portion of the Transient Occupancy Tax (motel tax) it collects to support Chamber of Commerce tourism promotion efforts. The Chamber of Commerce currently operates a visitor information center at the Port, and the State has relocated its visitor center to the Oregon/California border. While several private business operators in Brookings have installed visitor information kiosks or tables within their business, there is no clearly identifiable visitor information center along Highway 101 within the City. The City has developed a rudimentary visitor center at City Hall.

a. Improve/expand the visitor information center at City Hall.

**10. *Improve Infrastructure.*** Improvements are needed to the City’s water, sewer, storm drain and street systems. Specific projects that should be pursued as a part of the economic development effort include:

a. Reconstruction/widening/channelization of Railroad Street.

b. Extending water and sewer service to the Airport.

c. Water, wastewater and storm drain capacity improvements.

d. Park improvements to attract more events and tournaments.

**11. *Revisit the old Visitor Center.*** The former visitor center at Harris Beach State Park is now being used internally by the Parks and Recreation Department for small meetings. This area of the Park property has been designated as a future group campground area. However, State Parks may be considering alternatives.

a. Initiate discussion with State Parks on the highest and best use for the former visitor center area.

**12. *Act proactively and take advantage of emerging opportunities.***

a. Retain the services of a real estate and economic development consultant to help initiate economic development projects with targeted Brookings landowners. Assess development potential of undeveloped or underdeveloped properties to assess development potential, identify potential development/financing partners, and lay the groundwork development deals. Not included in this strategy report is discussion of a possible destination resort.

b. There may be other economic development opportunities that do not seem feasible or are not conceivable at this time. The City should be prepared to consider such opportunities as they arise.

**PROGRESS HAS BEEN MADE**

Since the adoption of the first Economic Development Strategy and Action Plan in 2009 and its revision in 2013, substantial progress has been made including:

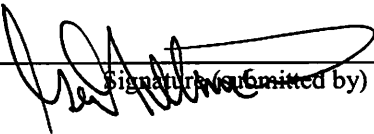
- Securing funding for the reconstruction of Railroad Street
- Retaining commercial air service at the Del Norte County Regional Airport through the City's participation in the Border Coast Regional Airport Authority.
- Securing funding for infrastructure to serve the Brookings Airport and adjacent land zoned for light industry.
- Construction of the Curry Medical Center and securing authority to operate an emergency room at that location.
- Land assembly to facilitate the development of Bi Mart.
- Completion of the Mill Beach Access project.
- Sports field improvements at Bud Cross and Azalea Parks.
- Opening a visitor information center at City Hall.
- Water, wastewater and storm drain improvements at various locations in the community.
- Developing a plan to provide a redundant water supply for the community.
- Public safety service improvements and securing a 2015 designation as the "Safest City in Oregon."
- The City also continues to make debt service payments on the \$3.4 million downtown improvement project completed in 2008 and, working through the Urban Renewal Agency, has funded façade improvement grants for 20 downtown businesses.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: Mayor

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Sales Tax

Recommended Motion:

Authorize staff to identify resources for gathering retail sales and Sales Tax generation information, and costs associated with establishing and administering a Sales Tax collection system.

Financial Impact:

No reliable revenue estimate is available at this time.

Background/Discussion:

This item has been placed on the agenda at the request of Mayor Hedenskog.

Mayor Hedenskog is proposing that the City Council consider placing a Sales Tax measure on the City ballot. Mayor Hedenskog has advanced several ideas for the use of Sales Tax proceeds including:

- Providing working capital to facilitate the opening of the Emergency Room at Curry Medical Center.
- Construction and operation of an Aquatics Center.
- Wastewater Treatment Plant improvements.
- Park improvements and maintenance.
- Using proceeds for Wastewater Treatment Plant debt service and reducing sewer rates.

All of the above expenditures would benefit an area larger than the Brookings corporate limits. A Sales Tax collected within the City Limits would be paid by City residents and non residents alike. There could also be some reduction of other fees and charges paid by residents of Brookings and the unincorporated area of Harbor. If, for example, \$1.1 million in Sales Tax was used to pay the current annual debt service on the Wastewater Treatment Plant (WWTP)...a facility that serves both Brookings and Harbor...the City's monthly residential sewer bill could be reduced by \$27.00...from \$59.47 to \$32.47; a similar reduction could be expected in the Harbor Sanitary District. Staff has a concern about supplanting sewer fees with a Sales Tax. Sewer fees are consistent and collected with a high degree of reliability. Sales Tax revenues tend to be less consistent and can vary with economic changes....raising the potential for periodic revenue shortfalls. The City should also confer with the lender in crafting any change to the debt service source.

Staff has not identified resources for developing reliable estimates on the amount of revenue that would be generated by a local Sales Tax, and has not obtained information on the cost of implementing and collecting such a tax. Because there is no Sales Tax in Oregon, information concerning retail sales that would be subject to a Sales Tax would need to be extrapolated from sources not yet identified.

Curry County considered the Sales Tax matter in 2012 and utilized data provided through the State Legislative Revenue Office...not the State Department of Revenue. Attached is the LRO report, which relies heavily upon 2007 Census data. That report estimated that a 3.0 per cent Sales Tax collected countywide would generate \$5.8 million by fiscal 2015-16.

Another piece of early data would be using a comparable city in California. In the personal experience of the City Manager, Fort Bragg, California, could serve as a comparable city. That community is of comparable demographics and has a comparable retail base, although there is no Fred Meyer-like retail business located there. The 1.0 per cent local share of the Sales Tax in Fort Bragg was estimated to generate \$1.79 million in fiscal 2015-16. The voters in Fort Bragg also approved a special 0.5 per cent Sales Tax in 2013, the proceeds of which are used to fund the operation of their regional aquatics/recreation center. In Crescent City, the local share of the Sales Tax produces about \$995,000 annually. Note that Walmart is not located within the City Limits of Crescent City, but Home Depot...which is likely to be a large Sales Tax generator...is. The largest Sales Tax generators tend to be big box stores, automobile dealerships.

In California, there is virtually no cost to local agencies for Sales Tax administration as the State collects the local tax along with the statewide tax and remits local tax proceeds to cities and counties based upon the point of sale. Brookings would need to establish an entirely new Sales Tax collection and administration system.

Attachment(s):

- a. Legislative Revenue Office report.
- b. City of Fort Bragg budget information.



STATE OF OREGON

## LEGISLATIVE REVENUE OFFICE

143 State Capitol Building  
Salem, Oregon 97301

Research Brief

(503) 986-1266

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Research Brief #2-12

April 2012

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### Estimating Potential Sales Tax Revenue in Curry County

#### Introduction

Curry County's historic dependence on revenue from federal timber lands and the distinct prospect that the federal Secure Rural Schools Act will be extended in a sharply reduced form or not at all this fiscal year leaves county government in an extremely precarious fiscal situation. In response to the potential loss of a major revenue source, county government must balance its budget using a combination of the following options:

- Reduce expenditures on public services and the personnel that provide those services.
- Increase revenue from existing tax bases (mainly property taxes).
- Explore new tax bases for potential revenue.

This brief focuses on the third option. Specifically, the potential revenue that could be raised from a county retail sales tax applied to goods and restaurant meals purchased in the county. Initial revenue estimates from an untapped tax base present a number of difficulties. Out-of-date secondary data must be used as a starting point. At the local level, these data are highly aggregated, making detailed estimates difficult. Finally, there is the prospect of behavioral changes in response to the imposition of a new tax making even accurate detailed existing data suspect for purposes of preparing estimates. These complications have the effect of increasing the uncertainty around the initial revenue estimates from a new tax base, thereby increasing the margin of error for these estimates. It is important to note that these sources of error are in addition to the typical sources associated with projecting revenue from an existing tax. These sources of error largely stem from the uncertainty of forecasting the economy.

Because of the uncertainty around the initial estimates of revenue from a new tax base, it is recommended that county budget officials leave a portion of the estimated revenue in reserve to protect against downside risks in the first 2 years of implementation.

This brief is divided into three sections. The first section outlines the steps used to estimate the potential Curry County sales tax base. The second section attempts to put those estimates in context by comparing the results with sales tax revenue currently raised in Pacific County, Washington. The final section assesses the risks associated with these estimates.

## Estimating the Curry County Tax Base

The starting point for estimating the potential Curry County sales tax base is the U.S. Census Bureau. In addition to its widely known decennial census of the population, the U.S. Census Bureau produces an economic census at 5-year intervals. These data are provided for individual sectors of the economy down to the county level. However, the detail for less populated counties, including Curry County, is limited by federal disclosure laws. The most recent census data available is 2007. The 2012 data are being collected now but will not be available for several years.

The two sectors that comprise the bulk of the sales tax base are the retail trade sector and the service sector. The service sector is limited to food services establishments. The North American Industrial Code (NAICs) for these sectors are # 44 and #45 (retail trade) and #722 (eating and drinking establishments). 2007 data for these sectors are available for Curry County.

The next step is to remove exempt items from the 2007 retail sales data. The components of retail trade that are exempt are motor vehicles, gas stations, health and personal care products and food and beverage stores. These elements are removed from the Curry County data when they are available (not excluded because of disclosure laws). When these data are not available at this level of detail, state proportions are used as an estimate of the size of the exempt sector.

The final step in the initial estimate is to take the 2007 base estimate and bring it forward to the starting point of the new tax—assumed to be January 1, 2013. As part of its forecasting process, the state (through the Oregon Office of Economic Analysis) receives projections on the international, national and state economies from IHS Global Insight Inc. Global Insight provides estimates and projections for retail sales in each state, including Oregon. The growth from 2007 to 2013 is then applied to the 2007 Curry County sales data. As a final step, the growth rate applied to Curry County is reduced to reflect the fact that the county grew at a slower rate than the overall state over the 2007 to 2013 period.

Table 1 lays out the steps taken to derive an initial estimate of the 2013-2015 sales tax base for Curry County.

**Table 1: Calculation of Curry County's Potential Sales Tax Base**

| Tax Base Calculation (in millions)                      | 2007           | 2009           | 2013           | 2014           | 2015           |
|---------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Curry County Retail Sales (in millions)                 | \$227.0        | \$210.0        | \$250.5        | \$259.5        | \$269.3        |
| Curry County Food Service Sales (in millions)           | \$27.0         | \$25.0         | \$29.8         | \$30.8         | \$32.0         |
| Total Potential Curry County Base (in millions)         | \$254          | \$235.0        | \$280.3        | \$290.2        | \$301.3        |
| Sales Tax Exemptions (in millions)                      | \$90.2         | \$83.4         | \$99.5         | \$103.0        | \$107.0        |
| <b>Estimated Sales Tax Base (in millions)</b>           | <b>\$163.8</b> | <b>\$151.6</b> | <b>\$180.8</b> | <b>\$187.2</b> | <b>\$194.3</b> |
| <b>Estimated Revenue @ 3% (in millions)*</b>            |                |                | <b>\$5.42</b>  | <b>\$5.61</b>  | <b>\$5.83</b>  |
| <i>Retail Sales Growth (From Previous Column)</i>       |                |                |                |                |                |
| Oregon                                                  |                | -7.4%          | 26.1%          | 4.6%           | 4.9%           |
| Curry County                                            |                | -7.5%          | 19.3%          | 3.5%           | 3.8%           |
| <i>Sales Tax Base as % of Personal Income</i>           |                |                |                |                |                |
| Curry County Estimate                                   | 23.3%          | 20.7%          |                |                |                |
| Average Sales Tax Base for States that Impose Sales Tax | 46.8%          | 43.1%          |                |                |                |

\*Applies to fiscal year.

The economic census estimates that Curry County's retail sales totaled \$227 million in 2007 (NAICs codes 44 and 45). Sales of food services establishments are estimated at \$27 million for 2007 (NAICs code 722). This leaves a potential, no exemptions, tax base of \$254 million for 2007. Exempt items are estimated at \$90.2 million for 2007. The estimated county sales tax base for 2007, derived from subtracting exemptions from the potential base, is equal to \$163.8 million.

The breadth of the sales tax base can be measured by comparing it with total resident personal income. The estimated tax base for Curry County is 23.3% of personal income for 2007. The breadth is influenced by two major factors. The first is the items covered by the tax and the exemptions allowed. The narrower the tax is defined and the more the allowed exemptions, the lower the base will be as a percentage of personal income. A second factor is the amount of taxable purchases made by non-residents. A large amount of purchases by non-residents will increase the percentage of the base relative to personal income. Hawaii, for example, with its tourism dominated economy, has a sales tax base which is greater than 100% of resident personal income. For comparison purposes, Table 1 also includes the average sales tax base as a percent of personal income (46.8%) for all the states that impose a retail sales tax.

The Curry County estimated sales tax base is extended to 2009, based on state data. The 2009 data shows the impact of the Great Recession, which lasted from December 2007 through June of 2009. The county sales tax base declined an estimated 7.5% during this period to \$151.6 million.

The third column in Table 1 extends the estimated county sales tax base into the 2013 calendar year. This estimate is based on statewide retail sales estimates, which are then adjusted downward to reflect lower economic growth in Curry County between 2009 and 2013. The result is an estimated county tax base of \$180.8 million for 2013. This reflects estimated growth of 19.3% between 2009 and 2013, an annual growth rate of 4.5%. This compares with growth of 26.1%, 6.0% annually for the state as a whole.

Tax base growth is then projected into 2014 and 2015. Again, the statewide projection is the basis, with roughly a 1% lower annual growth rate assumed for Curry County. The result is a sales tax base estimate of \$187.2 million in 2015 and \$194.3 million in 2016. This translates into annual growth of 3.5% in 2015 and 3.8% in 2016.

A final adjustment for sales tax revenue estimates is to assume a 6-month collection lag between tax base estimates and actual revenue coming into the county. This means that the tax base estimate for 2013 should be applied to the 2013-14 fiscal year which begins July 1, 2013. The revenue estimate for a 3% sales tax estimate is \$5.4 million for 2013-14 fiscal year, \$5.6 million for 2014-15 fiscal year and \$5.8 million for 2015-16 fiscal year.

## Comparison of Curry and Pacific Counties

In order to provide some context for the Curry County tax base estimates, a comparison with Pacific County, Washington is provided. Pacific County occupies the same relative geographic position as Curry County along the southwest coast. In addition, the population of the two counties is nearly identical. However, there are some important differences that will affect the sales tax base for the 2 counties. First, Curry County's personal income was 13% higher than Pacific County in 2009. This means that Curry County would collect more sales tax revenue on a base that is the same percentage of personal income. Moreover, Curry County, bordering a sales tax state, can be expected to attract more non-resident taxable purchases than can Pacific County which borders a non-sales tax state. These two factors indicate that the Curry County base should be larger than the Pacific County base. However, when comparing actual sales tax base numbers for Pacific County, the existing Washington State tax base is used. Because this base is considerably broader than the proposed Curry County base, it is likely that the breadth of the Pacific County base would more than offset the higher resident personal income in Curry County.

Table 2 shows the details of the comparison between the two counties for 2009. The first four rows of the table come from the Bureau of Economic Analysis. The Pacific County sales tax base numbers come from the Washington Department of Revenue.

Table 2: Comparison of 2009 Data for Curry and Pacific Counties

| 2009*                                               | Curry County | Pacific County |
|-----------------------------------------------------|--------------|----------------|
| Total Personal Income (in millions)                 | \$733.5      | \$646.7        |
| Population                                          | 21,148       | 21,272         |
| Total Full-Time & Part-Time Jobs                    | 10,819       | 9,344          |
| Per Capita Income                                   | \$34,683     | \$30,403       |
| Washington Sales Tax Base (in millions)             | -----        | \$201.6**      |
| Estimated Curry County Sales Tax Base (in millions) | \$151.6      | -----          |
| Sales Tax Base as % of Personal Income              | 20.7%        | 31.2%          |

\*Data from Bureau of Economic Analysis, U.S. Department of Commerce

\*\*Washington Department of Revenue

The actual sales tax base for Pacific County in 2009 was \$201.6 million. This compares with the estimated Curry County base of \$151.6 million for 2009. In terms of resident personal income, the Pacific County tax base is 31.2% of income while the estimated Curry County base is 20.7% for 2009.

## Assessing the Risks to the Estimates

As stated in the introduction to this brief, estimating a new tax base necessarily involves considerable uncertainty because of the lack of detailed secondary data and the non-existence of actual tax data. However, going through the detailed estimation process points to plausible areas which may cause the estimates to be too high or too low.

A potential cause of estimates that are too high is the under-estimation of exempt purchases or purchases that are not part of the legal tax base. The lack of detailed retail trade data makes this a distinct possibility. The estimates are based on excluded sectors within the retail trade data such as grocery stores and automobile dealers. However, categories that are included in the estimates are likely to have some portion of sales that are exempt. Another potential source of over-estimation error is the extrapolation from the 2007 Census data up to the 2013 calendar year. The county estimates are based on state level retail sales estimates and projections. While, an attempt was made to adjust the Curry County growth factor down, it is possible that the growth rates were not adjusted down enough leading to an over estimate of the 2013 tax base.

There are also factors which potentially lead to an under-estimate of the county tax base. Most prominent of these is the exclusion from the estimate of other economic sectors which are likely to have some taxable purchases. These sectors were not included because the proportion of their taxable sales is likely to be low and the detailed data to break into fine components of sales is not available. The sectors most likely to generate some taxable sales are wholesale trade and construction. For example, 50% of wholesale trade sales were part of the Washington sales tax base in 2010. Another potential source of downward bias is an under estimate of the actual tax base growth between 2007 and 2013. This would lead to a revenue estimate that was too low in 2013, 2014 and 2015.

This brief does not address the issues of compliance and enforcement of a sales tax at the county level. Compliance and therefore collections are influenced by the credibility of enforcement. In addition, the county's administrative costs of enforcement and collection must be netted against the revenue estimates for budgetary purposes.

Finally, it is important to keep in mind that these risks all pertain to the initial estimate of the county tax base. Going forward, revenue forecasts will always be susceptible to errors caused by economic forecasts that are too high or too low.

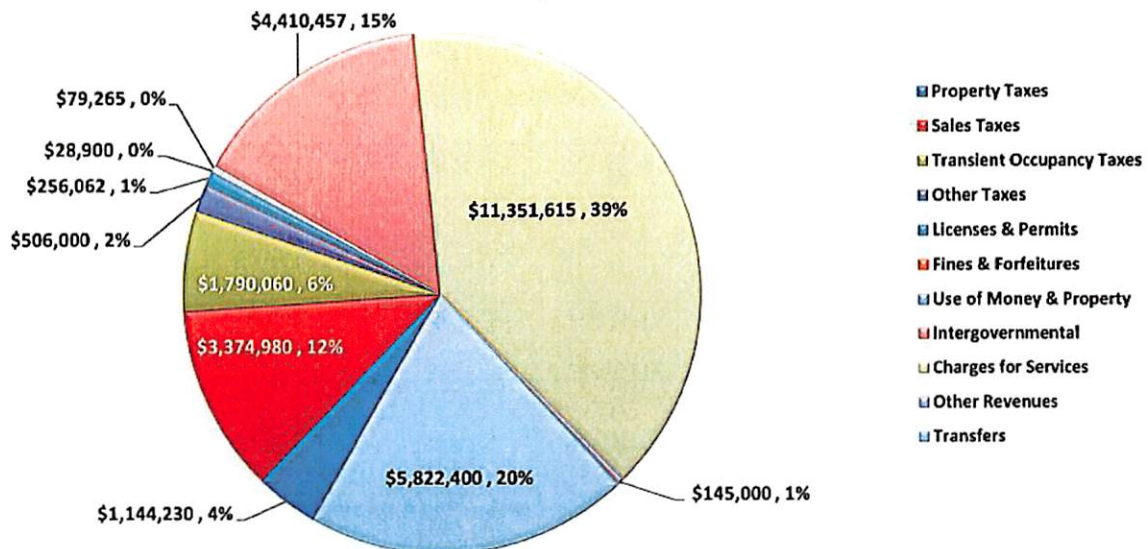
In developing these estimates of potential sales tax revenue in Curry County, it is the intent of the Legislative Revenue Office to provide unbiased estimates. This means that it is our opinion that the upside and downside risks roughly offset leading to an estimate that in the middle of a range of plausible outcomes. It is important to recognize that the range of plausible outcomes is greater in the case of estimating revenue from a new tax base. For this reason, we recommend that county policy-makers use considerable caution when developing budgets based on these revenue estimates until this base is established and more predictable.

## SUMMARY – ALL FUNDS

### ALL FUNDS SUMMARY OF REVENUES BY CATEGORY FY 2012/13 THROUGH FY 2015/16

|                                | FY 2012/13<br>FYE<br>AUDITED | FY 2013/14<br>FYE<br>AUDITED | FY 2014/15<br>AMENDED<br>BUDGET | FY 2014/15<br>FYE<br>PROJECTED | FY 2015/16<br>ADOPTED<br>BUDGET | %<br>INCR/<br>-DECR |
|--------------------------------|------------------------------|------------------------------|---------------------------------|--------------------------------|---------------------------------|---------------------|
| <b>ALL FUNDS</b>               |                              |                              |                                 |                                |                                 |                     |
| Property Taxes                 | \$ 1,161,741                 | \$ 1,157,847                 | \$ 1,124,097                    | \$ 1,136,903                   | \$ 1,144,230                    | 0.6%                |
| Sales Taxes                    | 3,181,825                    | 3,255,939                    | 3,308,197                       | 3,298,562                      | 3,374,980                       | 2.3%                |
| Transient Occupancy Taxes      | 1,561,122                    | 1,667,580                    | 1,641,000                       | 1,755,000                      | 1,790,060                       | 2.0%                |
| Other Taxes                    | 503,328                      | 518,118                      | 494,000                         | 506,165                        | 506,000                         | 0.0%                |
| <b>Total Taxes</b>             | <b>6,408,016</b>             | <b>6,599,484</b>             | <b>6,567,294</b>                | <b>6,696,630</b>               | <b>6,815,270</b>                | <b>1.8%</b>         |
| Licenses & Permits             | 262,592                      | 237,692                      | 255,207                         | 253,452                        | 256,062                         | 1.0%                |
| Fines & Forfeitures            | 23,415                       | 37,537                       | 32,000                          | 25,900                         | 28,900                          | 11.6%               |
| Use of Money & Property        | 70,193                       | 76,890                       | 84,950                          | 80,255                         | 79,265                          | -1.2%               |
| Intergovernmental              | 1,520,353                    | 3,182,808                    | 10,674,466                      | 8,017,556                      | 4,410,457                       | -45.0%              |
| Charges for Services           | 9,878,541                    | 10,782,846                   | 11,136,833                      | 11,328,597                     | 11,351,615                      | 0.2%                |
| Other Revenues                 | 172,690                      | 169,844                      | 89,000                          | 128,034                        | 145,000                         | 13.3%               |
| Transfers                      | 2,269,010                    | 2,313,265                    | 8,878,562                       | 9,294,553                      | 5,822,400                       | -37.4%              |
| <b>Total</b>                   | <b>20,604,810</b>            | <b>23,400,366</b>            | <b>37,718,312</b>               | <b>35,824,977</b>              | <b>28,908,969</b>               | <b>-19.3%</b>       |
| Less Transfers                 | (2,269,010)                  | (2,313,265)                  | (8,878,562)                     | (9,294,553)                    | (5,822,400)                     | 37.4%               |
| <b>Total Without Transfers</b> | <b>18,335,800</b>            | <b>21,087,101</b>            | <b>28,839,750</b>               | <b>26,530,424</b>              | <b>23,086,569</b>               |                     |
| Less Internal Service Funds    | (687,520)                    | (1,245,534)                  | (1,077,602)                     | (1,077,552)                    | (1,188,550)                     | -10.3%              |
| Less Internal Service Charges  | (2,486,615)                  | (2,974,407)                  | (2,954,354)                     | (2,958,751)                    | (2,981,643)                     | -0.8%               |
| Interfund Cost Reimbursement   | (398,932)                    | (474,603)                    | (443,000)                       | (469,500)                      | (450,000)                       | 4.2%                |
| <b>Net Revenues</b>            | <b>\$ 14,762,733</b>         | <b>\$ 16,392,557</b>         | <b>\$ 24,364,794</b>            | <b>\$ 22,024,621</b>           | <b>\$ 18,466,376</b>            | <b>-16.2%</b>       |

### REVENUES BY CATEGORY FY 2015/16 ALL FUNDS



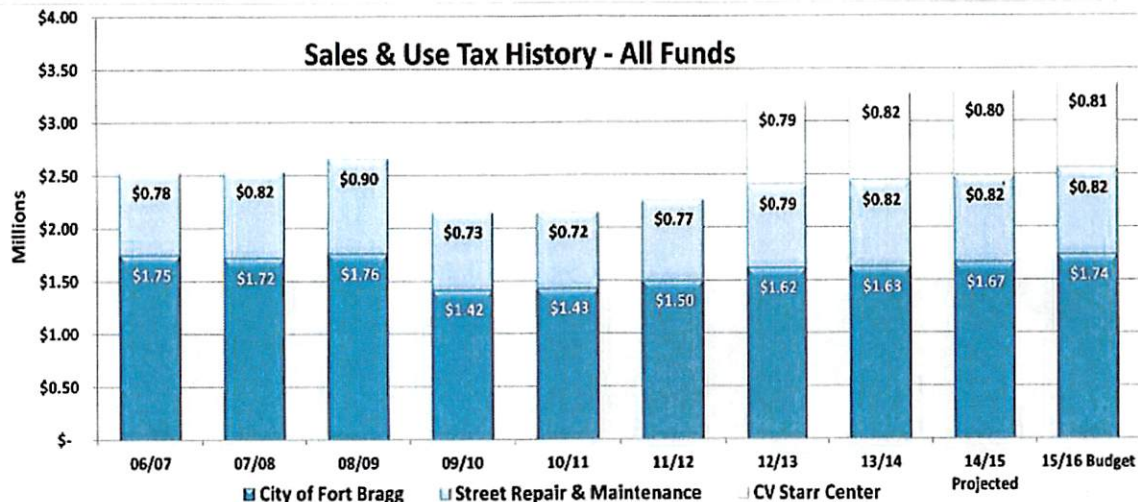
## DISCUSSION OF REVENUE TRENDS

Overall, City operating revenues show modest, upward trends. Operating revenue totals for FY 2014/15 and FY 2015/16 show increases of 5.6% and 1.0% respectively. Operating funds include the General Fund, Water Enterprise and Wastewater Enterprise. The 13% decrease (excluding transfers) in total revenue for FY 2015/16 shown on the table above is primarily due to a decrease in grant revenue funding for the north portion of the Coastal Restoration & Trail Project. Grant revenue represents 13.6% of the City's projected revenue for FY 2015/16.

## Sales Tax

Sales tax revenues include the City's general sales tax as well as a special half-cent sales tax for the C.V. Starr Center and a special half-cent sales tax for Street Repairs. Based on an analysis of trends in year-to-date tax receipts, macroeconomic conditions and an examination of local business data, it is anticipated that the City will receive sales tax revenue of \$1.67 million in FY 2014/15 and \$1.74 million in FY 2015/16 (not including the two special half-cent sales taxes). The State has terminated its "triple flip" program so the City will receive more timely payments of its sales tax receipts. This primarily affects cash flow, but will result in slightly better interest earnings for the General Fund.

While overall sales tax revenue growth continues in a slow positive trend from recessionary lows, there are some potential risks that could affect the current trend. The most evident of these is internet sales. Recent news indicates that internet retail sales are anticipated to increase by over 15% (over prior year) during the critical holiday sales season. This trend will continue to exert downward pressure on sales tax growth, a key source that constitutes approximately 20% of General Fund revenue.



## Transient Occupancy Tax

Transient occupancy tax (TOT) is a 10% local tax that is applied to the cost of hotel or other lodging stays of less than 30 days. This tax is a revenue source for the General Fund. TOT is collected by lodging establishments and remitted to the City on a monthly basis. Factors influencing TOT revenues include vacancy rates, changes in business and leisure travel, new hotels, hotel expansion, and room rate increases. TOT is the largest General Fund revenue source and is expected to account for 20% of all projected General Fund resources next year.

Based on year-to-date receipts, FY 2014/15 year-end TOT revenues are projected to be approximately \$87k higher than FY 2013/14 totals. The FY 2015/16 Budget projects continued growth in TOT revenue.

# City of Brookings

## City Council Meeting MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, March 14, 2016**

### **Call to Order**

Mayor Hedenskog called the meeting to order at 7:04 PM, immediately following the Joint City/County Workshop.

### **Roll Call**

Council present: Mayor Ron Hedenskog, Councilors Jake Pieper, Dennis Triglia, Brent Hodges and Bill Hamilton; a quorum present. Ex Officio Nastassia Carrasco was also present.

Staff present: City Manager Gary Milliman, Public Works & Development Director LauraLee Snook, Planning Manager Donna Colby-Hanks, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 9 others.

### **Ceremonies/Appointments/Announcements**

**Mayor Hedenskog moved, a second followed and Council voted unanimously to reappoint Cheryl McMahon and Loren Rings to the Planning Commission.**

### **Ordinances/Resolutions**

*Ordinance 16-O-753, imposing a three percent tax on the sale of marijuana items by a marijuana retailer; amending Chapter 3.20 of the Brookings Municipal Code in its entirety; and directing staff to prepare a resolution referring said tax to the electors of the City of Brookings.*

City Manager Milliman provided the staff report.

Councilor Triglia said the word "recreational" in the Council Agenda Report should be stricken.

City Attorney Rice said the language of HB 3400 only reflects marijuana, and doesn't differentiate between medical and recreational marijuana. She said they are sold differently.

Councilor Triglia said the ordinance specifies marijuana, not recreational and Rice said, that was correct, the ordinance does not distinguish between the two. She said it means both, but they cannot be sold in same manner. The ordinance, she said, tracks the language in HB 3400.

Mayor Hedenskog asked if this meant that retail is not the same as medical and Rice said medical marijuana comes under a different licensing scheme. The bill has kept the term generic with the differentiation between the two being the point of sale.

Mayor Hedenskog pointed out that the City had previously adopted an ordinance to tax marijuana, prior to the state's legislation. Milliman said the hope had been to get their ordinance grandfathered in but that turned out not to be the case.

Kenneth Francis, 337 Mill Beach Road, Brookings, owner of the South Coast Dispensary, said he understood now that the electors would need to vote to tax recreational marijuana. He said the same marijuana is being sold, whether it is recreational or medical, with the difference being whether it is purchased with a medical marijuana card. He shared his tax statements two months, reflecting the 25% tax currently being turned over to the state. He said 25% was quite a bit more than he and his partner take home in a month. He expressed his concern that this would add another 3% on top of the 25% being collected by the state. He also expressed concern that other dispensaries were not charging taxes for recreational marijuana which, he said, is easily done at the register. He said the higher the tax the more encouragement there would be to sell illegally.

Councilor Pieper asked if he was saying that some of the dispensaries aren't taxing the recreational marijuana and Francis said they've had customers come in and say that other dispensaries are not applying the tax.

Councilor Pieper said the same thing could happen in his business; he could pocket cash and there wasn't much that could be done to enforce it.

Councilor Hamilton asked Francis how many dispensaries there were in Brookings and Francis said there were three in Brookings and two in Harbor. Hamilton then asked if someone with a medical marijuana card could buy from his store and Francis said they could.

Councilor Hodges asked if all of his products were taxed, and Francis said for recreational purposes, only the flower applies.

City Attorney Rice said the maximum tax that will be applied to marijuana sales starting next January will not exceed 20% with 17% going to the state.

Councilor Triglia asked what the revenue would be used for and Milliman said it would go into the general fund unless the City Council chose to restrict its use.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 16-O-753.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 16-O-753.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 16-O-753 [imposing a three percent tax on the sale of marijuana items].**

*Resolution 16-R-1072 adopting the updated Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan.*

Director Snook gave the staff report.

Councilor Triglia pointed out that Ferry Creek Dam had recently been moved up to a high threat potential list and wondered if they would need to bring that up.

Milliman asked if the plan showed Ferry Creek to be a high threat and Snook said at the time the state adopted the plan, Ferry Creek had not been listed as such. Milliman asked that the designation of the Ferry Creek dam to the high threat potential list should be reflected in the minutes but he said it would take months to get that added to the plan.

Mayor Hedenskog said that perhaps we should notify FEMA and Snook said the better way to handle it would be to note the change for the next iteration of the plan in five years.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 16-R-1072 [adopting] the updated Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan.**

#### **Public Comments on non-agenda items.**

Connie Hunter, 1310 English Court, commented on past and upcoming homelessness panels being presented by the League of Women Voters and provided a package of materials. The packet will be included in the bound copy of agenda packets maintained at City Hall.

#### **Staff Reports**

*Approval of proposed language regarding abusive solicitation and unlawful transfer to be added to the Brookings Municipal Code.*

Director Snook presented the staff report and City Attorney Rice reviewed the changes to the language. Rice said that in terms of concerns regarding free speech, the language as presented is legal and enforceable as it is narrowly tailored to activities that pose a danger to others.

**Councilor Hodges moved, a second followed and Council voted unanimously to direct staff to prepare an ordinance for Council approval implementing proposed regulations regarding abusive solicitation and unlawful transfer in the Brookings Municipal Code.**

*Authorization to award and execute a contract for the Airport Infrastructure Project.*

Director Snook gave the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute a contract and issue a Notice to Proceed to McLennan Excavation, Inc., for construction of Schedules A and B for the Airport Infrastructure Project.**

#### **Consent Calendar**

1. Approve Council minutes for February 22, 2016
2. Accept January 5, 2016 Planning Commission minutes.
3. Accept February 2016 Vouchers in the amount of \$283,277.09.

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.

#### **Remarks from Mayor and Councilors**

Councilor Triglia announced the Parks and Recreation Commission workshop to be held at Azalea Park on Wednesday and invited everyone to attend.

Councilor Hamilton remarked that this year would be Safety City's 19<sup>th</sup> anniversary. This year's program, he said, beginning the second week in July, will serve its 1000<sup>th</sup> child. Hamilton gave the City "kudos" for supporting what he considers an outstanding program and invited Council to attend the graduation. He also said Dan Palicki had done an outstanding job of running the program.

**Adjournment**

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:04 PM.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2016:

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Ron Hedenskog, Mayor

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Joyce Heffington, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2016

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

---

Subject: Annual Yard of the Month Program

Motion: Approve the reinstatement of the annual Yard of the Month program for five months beginning May, 2015.

Financial Impact:

Through utility rebates and business license credits, this program costs the City approximately 15 hours of staff time and \$500, annually.

Background/Discussion:

This will be the City's 14<sup>th</sup> year for recognizing residents and business owners for their beautification efforts through its annual Yard of Month Program.

The program includes the presentation of awards, May through September, in two categories: Best Residential Property and Best Commercial Property. Monthly winners receive a certificate, and a \$50.00 rebate toward their City utility bill or business license renewal. Winners are also recognized with signage, local media coverage and mention at a City Council meeting.

Attachment(s):

None

CITY OF BROOKINGS  
Public Arts Committee – February 3, 2016

*To inspire art through visual presence and community education.*

Members present: Chair Judy May-Lopez, Scott Clapson, Michelle Hanna

Meeting called to order at 5:35 p.m.

December 2015 PAC minutes: Motion made, seconded, approved.

**Old Business:**

Account Reminder – Balance \$731.49 - funds earmarked for scheduled Pilot building mural.

Mural/Art Updates:

Fleet Street: Additional progress, mural moving forward.

Chetco Avenue: Mural repaired; waiting for weather and installation.

Chalk project: Scott will research holding this during the Stout Park Festival.

Received - Mural Application - 630 Fleet Street, Brookings: Discussion followed. Mural application not accepted at this time due to location. Mural not culturally and scenically accurate/appropriate for Brookings. Motion made, seconded, approved.

**New Business:**

Election of officers: Judy May-Lopez, Chair and Scott Clapson, Vice-Chair; Motion made, seconded, approved.

Discussion on additional mural/art projects; both Scott and Chelle will research further.

Meeting adjourned at 6:30p.m.

Next meeting in approximately one month (date not set), scheduled in March, at 3pm (possibly City Council Chambers); Scott will research dates Tony Baron is available and report.

Respectfully submitted,



Judy May-Lopez, Committee Chair

**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES**  
**Thursday – February 18, 2016**

**CALL TO ORDER**

Meeting called to order at 4:00 PM

**1. ROLL CALL**

*Present:* Committee members Candice Michel, Bob Pieper, Skip Watwood and Committee Chair Tim Patterson

Also present, City Manager Gary Milliman, Parks Supervisor Tony Baron, Chuck Costello

*Absent:* Committee members Barbara Ciaramella, Emma Keskeny

**2. APPROVAL OF MINUTES – Motion made to approve the minutes of January 21, 2016; motion seconded and Committee voted; the motion carried unanimously.**

**3. PUBLIC COMMENT**

Tony Baron, Parks Supervisor requested a letter of support from the TPAC committee for a park grant application for trail improvements at Azalea Park. **Motion made by Candice Michel to authorize Tim Patterson to a sign letter of support; motion seconded and Committee voted; the motion carried unanimously.**

**4. ACTION ITEMS**

- a. **Brookings Harbor Visitor Center Proposal** – item removed from agenda.
- b. **Avenue of the Arches Proposal** - Claus Gielisch of Natures Coastal Holiday presented proposal for the Avenue of Arches. **Motion made by Candice Michel to recommend to City Council that the \$4,726 request be funded 50% from TOT funds and 50% from other City Funds.** Committee discussed further. **Motion seconded and Committee voted; the motion carried unanimously.** Matter forwarded to City Council.
- c. **Wild Rivers Music Festival Change** – Scott Graves advised that the Wild Rivers Music Festival event has been changed to a one day event. **Motion made by Candice Michel to acknowledge the event has been changed to a one day event and that it's acceptable with TPAC. Motion seconded and Committee voted; the motion carried unanimously.**
- d. **Dining Video RFP** – Committee reviewed proposed RFP. **Motion made by Tim Patterson that RFP be rewritten with changes noted, and to include no contribution by businesses and that the focus of the project be on dinner and evening activities.** Discussion continued. **Motion seconded and Committee voted; 3 in favor and Bob Pieper dissenting; the motion carried.**
- e. **Travel Oregon (TO) Liaison Clarification** – Discussion concerning TPAC representatives to Travel Oregon. Gary clarified that he interacts with TO as a part of his role as the City's business agent. Committee reviewed memo from Mayor. TO has no provision for liaisons from committees like TPAC. No action taken.
- f. **Travel Oregon Bike Friendly Business Program** – Gary will have Lauri Ziemer survey businesses in town to determine level of interest.

## 5. INFORMATIONAL ITEMS

a. **City Council action from February 8, 2016** - Gary reported on City Council actions.

b. **TPAC policy for funding events donating to Non-Profits** – Committee discussed. **Motion made by Tim Patterson to establish a policy whereby TPAC will not approve requests for funding that include the donation of profits to non-profit organizations without reimbursing City for grant funds. No second. No action taken.** Gary to draft a policy for consideration at the March meeting.

c. **Budget and Internet Hit Info** – reviewed, no discussion

6. **SCHEDULE NEXT MEETING** - Next meeting scheduled for March 17<sup>th</sup> at 4:00 pm.

7. **ADJOURNMENT** - no further business before the Committee, the meeting adjourned at 5:48 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at March 17, 2016, meeting)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

GENERAL FUND

|                             | BUDGET              | PERIOD ACTUAL     | YTD ACTUAL          | REMAINING<br>BUDGET | PCNT        |
|-----------------------------|---------------------|-------------------|---------------------|---------------------|-------------|
| <u>REVENUE</u>              |                     |                   |                     |                     |             |
| TAXES                       | 2,684,567.00        | 68,706.61         | 2,401,038.33        | 283,528.67          | 89.4        |
| LICENSES AND PERMITS        | 97,000.00           | 6,899.65          | 72,139.40           | 24,860.60           | 74.4        |
| INTERGOVERNMENTAL           | 278,700.00          | 27,308.75         | 95,656.32           | 183,043.68          | 34.3        |
| CHARGES FOR SERVICES        | 150,500.00          | 6,715.00          | 110,506.98          | 39,993.02           | 73.4        |
| OTHER REVENUE               | 141,100.00          | 2,804.13          | 70,563.11           | 70,536.89           | 50.0        |
| TRANSFERS IN                | 362,986.00          | .00               | .00                 | 362,986.00          | .0          |
|                             | <u>3,714,853.00</u> | <u>112,434.14</u> | <u>2,749,904.14</u> | <u>964,948.86</u>   | <u>74.0</u> |
| <u>EXPENDITURES</u>         |                     |                   |                     |                     |             |
| JUDICIAL:                   |                     |                   |                     |                     |             |
| PERSONAL SERVICES           | 20,918.00           | 1,722.88          | 12,704.49           | 8,213.51            | 60.7        |
| MATERIAL AND SERVICES       | 11,700.00           | 714.36            | 4,854.54            | 6,845.46            | 41.5        |
| CAPITAL OUTLAY              | 500.00              | .00               | .00                 | 500.00              | .0          |
|                             | <u>33,118.00</u>    | <u>2,437.24</u>   | <u>17,559.03</u>    | <u>15,558.97</u>    | <u>53.0</u> |
| LEGISLATIVE/ADMINISTRATION: |                     |                   |                     |                     |             |
| PERSONAL SERVICES           | 172,607.00          | 15,759.41         | 113,268.33          | 59,338.67           | 65.6        |
| MATERIAL AND SERVICES       | 140,000.00          | 4,535.19          | 96,438.86           | 43,561.14           | 68.9        |
| CAPITAL OUTLAY              | .00                 | .00               | .00                 | .00                 | .0          |
|                             | <u>312,607.00</u>   | <u>20,294.60</u>  | <u>209,707.19</u>   | <u>102,899.81</u>   | <u>67.1</u> |
| POLICE:                     |                     |                   |                     |                     |             |
| PERSONAL SERVICES           | 1,976,334.00        | 154,057.02        | 1,309,342.36        | 666,991.64          | 66.3        |
| MATERIAL AND SERVICES       | 161,200.00          | 8,719.86          | 99,058.36           | 62,141.64           | 61.5        |
| CAPITAL OUTLAY              | 55,150.00           | .00               | 34,681.39           | 20,468.61           | 62.9        |
| TRANSFERS OUT               | .00                 | .00               | .00                 | .00                 | .0          |
|                             | <u>2,192,684.00</u> | <u>162,776.88</u> | <u>1,443,082.11</u> | <u>749,601.89</u>   | <u>65.8</u> |
| FIRE:                       |                     |                   |                     |                     |             |
| PERSONAL SERVICES           | 163,906.00          | 13,175.17         | 110,238.80          | 53,667.20           | 67.3        |
| MATERIAL AND SERVICES       | 103,000.00          | 3,534.89          | 50,857.55           | 52,142.45           | 49.4        |
| CAPITAL OUTLAY              | 45,519.00           | .00               | 38,047.96           | 7,471.04            | 83.6        |
| TRANSFERS OUT               | .00                 | .00               | .00                 | .00                 | .0          |
|                             | <u>312,425.00</u>   | <u>16,710.06</u>  | <u>199,144.31</u>   | <u>113,280.69</u>   | <u>63.7</u> |
| PLANNING AND BUILDING:      |                     |                   |                     |                     |             |
| PERSONAL SERVICES           | 190,597.00          | 14,721.36         | 109,191.96          | 81,405.04           | 57.3        |
| MATERIAL AND SERVICES       | 70,400.00           | 724.67            | 12,239.69           | 58,160.31           | 17.4        |
| CAPITAL OUTLAY              | .00                 | .00               | 25.98               | ( 25.98)            | .0          |
| TRANSFERS OUT               | .00                 | .00               | .00                 | .00                 | .0          |
|                             | <u>260,997.00</u>   | <u>15,446.03</u>  | <u>121,457.63</u>   | <u>139,539.37</u>   | <u>46.5</u> |

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

GENERAL FUND

|                              | BUDGET        | PERIOD ACTUAL | YTD ACTUAL   | REMAINING<br>BUDGET | PCNT |
|------------------------------|---------------|---------------|--------------|---------------------|------|
| PARKS & RECREATION:          |               |               |              |                     |      |
| PERSONAL SERVICES            | 160,011.00    | 11,266.52     | 114,853.49   | 45,157.51           | 71.8 |
| MATERIAL AND SERVICES        | 65,400.00     | 2,890.11      | 50,197.76    | 15,202.24           | 76.8 |
| CAPITAL OUTLAY               | 17,300.00     | .00           | 7,623.37     | 9,676.63            | 44.1 |
| TRANSFERS OUT                | .00           | .00           | .00          | .00                 | .0   |
|                              | 242,711.00    | 14,156.63     | 172,674.62   | 70,036.38           | 71.1 |
| FINANCE AND HUMAN RESOURCES: |               |               |              |                     |      |
| PERSONAL SERVICES            | 174,911.00    | 13,864.72     | 114,731.42   | 60,179.58           | 65.6 |
| MATERIAL AND SERVICES        | 33,500.00     | 1,286.38      | 13,811.09    | 19,688.91           | 41.2 |
| CAPITAL OUTLAY               | .00           | .00           | .00          | .00                 | .0   |
|                              | 208,411.00    | 15,151.10     | 128,542.51   | 79,868.49           | 61.7 |
| SWIMMING POOL:               |               |               |              |                     |      |
| PERSONAL SERVICES            | 52,760.00     | 5.38          | 38,227.88    | 14,532.12           | 72.5 |
| MATERIAL AND SERVICES        | 46,800.00     | 15.16         | 15,131.14    | 31,668.86           | 32.3 |
| CAPITAL OUTLAY               | 14,400.00     | .00           | 4,117.00     | 10,283.00           | 28.6 |
|                              | 113,960.00    | 20.54         | 57,476.02    | 56,483.98           | 50.4 |
| NON-DEPARTMENTAL:            |               |               |              |                     |      |
| MATERIAL AND SERVICES        | 158,800.00    | 4,431.32      | 76,352.94    | 82,447.06           | 48.1 |
| CAPITAL OUTLAY               | .00           | .00           | .00          | .00                 | .0   |
| TRANSFERS OUT                | 242,500.00    | .00           | .00          | 242,500.00          | .0   |
| CONTINGENCIES AND RESERVES   | 626,640.00    | .00           | .00          | 626,640.00          | .0   |
|                              | 1,027,940.00  | 4,431.32      | 76,352.94    | 951,587.06          | 7.4  |
|                              | 4,704,853.00  | 251,424.40    | 2,425,996.36 | 2,278,856.64        | 51.6 |
|                              | ( 990,000.00) | ( 138,990.26) | 323,907.78   | ( 1,313,907.78)     | 32.7 |

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

STREET FUND

|                            | BUDGET               | PERIOD ACTUAL       | YTD ACTUAL           | REMAINING<br>BUDGET | PCNT           |
|----------------------------|----------------------|---------------------|----------------------|---------------------|----------------|
| <u>REVENUE</u>             |                      |                     |                      |                     |                |
| INTERGOVERNMENTAL          | 926,000.00           | 106,715.58          | 495,307.06           | 430,692.94          | 53.5           |
| OTHER REVENUE              | 12,450.00            | .00                 | 10,023.15            | 2,426.85            | 80.5           |
| TRANSFER IN                | .00                  | .00                 | .00                  | .00                 | .0             |
|                            | <u>938,450.00</u>    | <u>106,715.58</u>   | <u>505,330.21</u>    | <u>433,119.79</u>   | <u>53.9</u>    |
| <u>EXPENDITURES</u>        |                      |                     |                      |                     |                |
| EXPENDITURES:              |                      |                     |                      |                     |                |
| PERSONAL SERVICES          | 182,974.00           | 15,288.26           | 123,794.47           | 59,179.53           | 67.7           |
| MATERIAL AND SERVICES      | 186,700.00           | 5,474.44            | 114,845.58           | 71,854.42           | 61.5           |
| CAPITAL OUTLAY             | 588,025.00           | 107,666.85          | 403,461.50           | 184,563.50          | 68.6           |
| TRANSFERS OUT              | 113,640.00           | .00                 | .00                  | 113,640.00          | .0             |
| CONTINGENCIES AND RESERVES | 101,111.00           | .00                 | .00                  | 101,111.00          | .0             |
|                            | <u>1,172,450.00</u>  | <u>128,429.55</u>   | <u>642,101.55</u>    | <u>530,348.45</u>   | <u>54.8</u>    |
|                            | <u>1,172,450.00</u>  | <u>128,429.55</u>   | <u>642,101.55</u>    | <u>530,348.45</u>   | <u>54.8</u>    |
|                            | <u>( 234,000.00)</u> | <u>( 21,713.97)</u> | <u>( 136,771.34)</u> | <u>( 97,228.66)</u> | <u>( 58.5)</u> |

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

WATER FUND

|                            | BUDGET               | PERIOD ACTUAL     | YTD ACTUAL          | REMAINING<br>BUDGET  | PCNT        |
|----------------------------|----------------------|-------------------|---------------------|----------------------|-------------|
| <u>REVENUE</u>             |                      |                   |                     |                      |             |
| SOURCE 03                  | .00                  | .00               | .00                 | .00                  | .0          |
| CHARGES FOR SERVICES       | 1,510,200.00         | 105,096.30        | 1,058,281.36        | 451,918.64           | 70.1        |
| OTHER INCOME               | 10,000.00            | 3,040.00          | 33,426.26           | ( 23,426.26)         | 334.3       |
| TRANSFERS IN               | .00                  | .00               | .00                 | .00                  | .0          |
|                            | <u>1,520,200.00</u>  | <u>108,136.30</u> | <u>1,091,707.62</u> | <u>428,492.38</u>    | <u>71.8</u> |
| <u>EXPENDITURES</u>        |                      |                   |                     |                      |             |
| WATER DISTRIBUTION:        |                      |                   |                     |                      |             |
| PERSONAL SERVICES          | 375,694.00           | 30,249.24         | 242,636.07          | 133,057.93           | 64.6        |
| MATERIAL AND SERVICES      | 192,400.00           | 2,363.43          | 96,987.53           | 95,412.47            | 50.4        |
| CAPITAL OUTLAY             | 99,900.00            | 15,898.39         | 49,130.33           | 50,769.67            | 49.2        |
|                            | <u>667,994.00</u>    | <u>48,511.06</u>  | <u>388,753.93</u>   | <u>279,240.07</u>    | <u>58.2</u> |
| WATER TREATMENT:           |                      |                   |                     |                      |             |
| PERSONAL SERVICES          | 288,072.00           | 21,753.56         | 178,786.36          | 109,285.64           | 62.1        |
| MATERIAL AND SERVICES      | 187,800.00           | 10,000.16         | 153,673.10          | 34,126.90            | 81.8        |
| CAPITAL OUTLAY             | 24,900.00            | 398.39            | 5,571.61            | 19,328.39            | 22.4        |
| TRANSFERS OUT              | 765,395.00           | .00               | .00                 | 765,395.00           | .0          |
| CONTINGENCIES AND RESERVES | 186,039.00           | .00               | .00                 | 186,039.00           | .0          |
|                            | <u>1,452,206.00</u>  | <u>32,152.11</u>  | <u>338,031.07</u>   | <u>1,114,174.93</u>  | <u>23.3</u> |
| DEPARTMENT 24:             |                      |                   |                     |                      |             |
| CAPITAL OUTLAY             | .00                  | .00               | .00                 | .00                  | .0          |
|                            | <u>.00</u>           | <u>.00</u>        | <u>.00</u>          | <u>.00</u>           | <u>.0</u>   |
|                            | <u>2,120,200.00</u>  | <u>80,663.17</u>  | <u>726,785.00</u>   | <u>1,393,415.00</u>  | <u>34.3</u> |
|                            | <u>( 600,000.00)</u> | <u>27,473.13</u>  | <u>364,922.62</u>   | <u>( 964,922.62)</u> | <u>60.8</u> |

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

WASTEWATER FUND

|                            | BUDGET               | PERIOD ACTUAL     | YTD ACTUAL          | REMAINING<br>BUDGET    | PCNT        |
|----------------------------|----------------------|-------------------|---------------------|------------------------|-------------|
| <u>REVENUE</u>             |                      |                   |                     |                        |             |
| SOURCE 03                  | .00                  | .00               | .00                 | .00                    | .0          |
| CHARGES FOR SERVICES       | 2,948,440.00         | 252,064.91        | 1,915,819.82        | 1,032,620.18           | 65.0        |
| OTHER REVENUE              | 5,000.00             | .00               | 4,802.86            | 197.14                 | 96.1        |
| TRANSFER IN                | .00                  | .00               | .00                 | .00                    | .0          |
|                            | <u>2,953,440.00</u>  | <u>252,064.91</u> | <u>1,920,622.68</u> | <u>1,032,817.32</u>    | <u>65.0</u> |
| <u>EXPENDITURES</u>        |                      |                   |                     |                        |             |
| WASTEWATER COLLECTION:     |                      |                   |                     |                        |             |
| PERSONAL SERVICES          | 535,440.00           | 41,233.80         | 332,157.19          | 203,282.81             | 62.0        |
| MATERIAL AND SERVICES      | 225,900.00           | 3,730.90          | 161,150.83          | 64,749.17              | 71.3        |
| CAPITAL OUTLAY             | 24,900.00            | 398.39            | 5,571.61            | 19,328.39              | 22.4        |
|                            | <u>786,240.00</u>    | <u>45,363.09</u>  | <u>498,879.63</u>   | <u>287,360.37</u>      | <u>63.5</u> |
| WASTEWATER TREATMENT:      |                      |                   |                     |                        |             |
| PERSONAL SERVICES          | 489,455.00           | 35,899.67         | 300,697.42          | 188,757.58             | 61.4        |
| MATERIAL AND SERVICES      | 532,100.00           | 28,980.02         | 337,886.64          | 194,213.36             | 63.5        |
| CAPITAL OUTLAY             | 24,900.00            | 398.39            | 5,571.61            | 19,328.39              | 22.4        |
| TRANSFERS OUT              | 1,600,370.00         | .00               | .00                 | 1,600,370.00           | .0          |
| CONTINGENCIES AND RESERVES | 310,375.00           | .00               | .00                 | 310,375.00             | .0          |
|                            | <u>2,957,200.00</u>  | <u>65,278.08</u>  | <u>644,155.67</u>   | <u>2,313,044.33</u>    | <u>21.8</u> |
|                            | <u>3,743,440.00</u>  | <u>110,641.17</u> | <u>1,143,035.30</u> | <u>2,600,404.70</u>    | <u>30.5</u> |
|                            | <u>( 790,000.00)</u> | <u>141,423.74</u> | <u>777,587.38</u>   | <u>( 1,567,587.38)</u> | <u>98.4</u> |

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

URBAN RENEWAL AGENCY FUND

|                            | BUDGET               | PERIOD ACTUAL   | YTD ACTUAL        | REMAINING<br>BUDGET  | PCNT         |
|----------------------------|----------------------|-----------------|-------------------|----------------------|--------------|
| <u>REVENUE</u>             |                      |                 |                   |                      |              |
| TAXES                      | 478,201.00           | 5,490.79        | 392,834.36        | 85,366.64            | 82.2         |
| INTERGOVERNMENTAL          | .00                  | .00             | .00               | .00                  | .0           |
| OTHER REVENUE              | 500.00               | .68             | 109.16            | 390.84               | 21.8         |
|                            | <u>478,701.00</u>    | <u>5,491.47</u> | <u>392,943.52</u> | <u>85,757.48</u>     | <u>82.1</u>  |
| <u>EXPENDITURES</u>        |                      |                 |                   |                      |              |
| GENERAL:                   |                      |                 |                   |                      |              |
| PERSONAL SERVICES          | .00                  | .00             | .00               | .00                  | .0           |
| MATERIAL AND SERVICES      | 70,000.00            | .00             | 7,657.66          | 62,342.34            | 10.9         |
| CAPITAL OUTLAY             | 367,962.00           | .00             | 3,600.00          | 364,362.00           | 1.0          |
| DEBT SERVICE               | .00                  | .00             | .00               | .00                  | .0           |
| TRANSFERS OUT              | 380,739.00           | .00             | .00               | 380,739.00           | .0           |
| CONTINGENCIES AND RESERVES | .00                  | .00             | .00               | .00                  | .0           |
|                            | <u>818,701.00</u>    | <u>.00</u>      | <u>11,257.66</u>  | <u>807,443.34</u>    | <u>1.4</u>   |
| DEPARTMENT 20:             |                      |                 |                   |                      |              |
| CAPITAL OUTLAY             | .00                  | .00             | .00               | .00                  | .0           |
|                            | <u>.00</u>           | <u>.00</u>      | <u>.00</u>        | <u>.00</u>           | <u>.0</u>    |
| DEPARTMENT 22:             |                      |                 |                   |                      |              |
| MATERIAL AND SERVICES      | .00                  | .00             | .00               | .00                  | .0           |
| DEBT SERVICE               | .00                  | .00             | .00               | .00                  | .0           |
|                            | <u>.00</u>           | <u>.00</u>      | <u>.00</u>        | <u>.00</u>           | <u>.0</u>    |
| DEPARTMENT 24:             |                      |                 |                   |                      |              |
| CONTINGENCIES AND RESERVES | .00                  | .00             | .00               | .00                  | .0           |
|                            | <u>.00</u>           | <u>.00</u>      | <u>.00</u>        | <u>.00</u>           | <u>.0</u>    |
|                            | <u>818,701.00</u>    | <u>.00</u>      | <u>11,257.66</u>  | <u>807,443.34</u>    | <u>1.4</u>   |
|                            | <u>( 340,000.00)</u> | <u>5,491.47</u> | <u>381,685.86</u> | <u>( 721,685.86)</u> | <u>112.3</u> |