

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, July 28, 2014, 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 authority of ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and ORS 192.660(2)(f), "to consider information or records that are exempt by law," and under ORS 192.660(2)(i) "to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Employee Anniversary - Building Official LauraLee Snook, 15 years.

E. Public Hearings/Ordinances

1. Public Hearing on File CP-1-14, approval of the April 2014 Water Master Plan Update and revisions to the Comprehensive Plan and Public Facilities Plan. [PWDS, Advance Packet]
2. Ordinance 14-O-734, adopting revisions to the Comprehensive Plan and Public Facilities Plan. [PWDS, Advance Packet]
3. Ordinance 14-O-733, revising Building Code Chapters 15.05 and 15.10 of the Brookings Municipal Code. [Building, Advance Packet]
4. Ordinance 14-O-736, amending Brookings Municipal Code Chapter 8.15, Nuisances. [Building, Advance Packet]
5. Ordinance 14-O-735, adding City litter regulations to the Brookings Municipal Code by adding Chapter 8.15.060 and deleting section 8.15.060. [City Manager, Advance Packet]

F. Oral Requests and Communications from the audience

1. Public Comments on non-agenda items – 5 minute limit per person.*

G. Staff Reports

1. Authorization to execute contract with GRI for construction management services for the Wastewater Treatment Plan slide repair. [PWDS, pg. 3]
2. Authorization to execute contract with GRI for design and construction management services for Marine Drive and North Bank Chetco Road slide repairs and reassign street system replacement capital improvement funds for slide repair design services. [PWDS, pg. 5]
 - a. North Bank Slide Photo [pg. 7]
 - b. Marine Drive Slide Photo [pg. 8]

- c. Task Order for Marine Drive [pg. 9]
- d. Task Order for North Bank Chetco River Road. [pg. 14]
- 3. Approval of the Tourism Promotion Advisory Committee's recommendation to allocate Transient Occupancy Tax funds to Anne Bouley for the Coastal Cooking Experience Event to be held October 4, 2014. [City Manager, pg. 19]
 - a. Application [pg. 20]
 - b. Letter and proposal [pg. 21]
- 4. Authorization to execute the Parking Lot Lease Agreement with Curry Health Network. [City Manager, pg. 24]
 - a. Lease Agreement [pg. 25]
- 5. Direction regarding the relocation of the Bruin Bear. [City Manager, pg. 27]
 - a. Evergreen locations map [pg. 28]

H. Consent Calendar

- 1. Approve Council minutes for July 14, 2014. [pg. 29]
- 2. Accept Tourism Promotion Advisory Committee minutes for May 29 and June 19, 2014. [pg. 32]
- 3. Receive June 2014 monthly financial report. [pg. 36]

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, 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 ten days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2014

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Geotechnical engineering construction inspection for Wastewater Treatment Plant Slide Mitigation

Recommended Motion: 1) Authorize the City Manager to execute a professional services contract with GRI to provide construction management services for the Wastewater Treatment Plant slide repair in an amount not to exceed \$56,000, replacing the current contract with The Galli Group.

Financial Impact: The project budget approved by City Council at the May 27, 2014 Council meeting was \$957,213, which included \$85,318 as a change order contingency fund. The current Galli contract has a balance of \$23,300 remaining to offset the \$56,000 proposed GRI contract leaving a change order amount of \$32,700 to be covered through the contingency fund.

Background/Discussion:

In 2009 The Dyer Partnership was hired to evaluate the slope supporting the Waste Water Treatment Plant with Busch Geotechnical Consultants providing the geotechnical expertise for the project. Due to funding there was a phased approach to relocate the effluent pipe from the slide zone and to then evaluate the solution to mitigate the slide. In 2011 The Galli Group was retained to provide geotechnical services for the project. As site monitoring and design commenced it was determined that the slide region exceeded the project design of the 70 lineal foot soldier pile wall. Soon thereafter Galli recommended an increased wall extension of up to 280 lineal feet.

The design engineer was retained during construction in order to hold them accountable and liable for the success of the project. As staff entered into the most recent construction contract with the Galli Group it was observed, and Galli was notified via e-mail that unapproved design work charges were being billed to the new construction contract. Galli responded with a letter ensuring that the project would stay within the original project scope of \$37,000.

More recently Galli requested a budget adjustment to add \$47,000 to the contract (more than double the amount of the contract) claiming that the construction schedule is not what he anticipated. Staff consulted with City Attorney Martha Rice and released The Galli Group from further work and billing effective July 18, 2014.

GRI has proven to be a reliable firm when engaged for previous projects for the city with no history of change orders and with successful project deliveries. Upon GRI's inspection and approval, the City will be ensured that all design work provided by The Galli Group has been

built and inspected according to design specifications. Therefore any possible relinquishment of future design liability by The Galli Group will be mitigated by industry standard inspection and testing techniques. GRI will also provide a full-time inspector during critical periods of construction.

Staff recommends hiring GRI to complete the construction inspection and testing portion of this project.

Attachment(s): none

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2014

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Geotechnical Engineering for Marine Drive and North Bank Chetco Road Slide Repairs

Recommended Motion: 1) Authorize the City Manager to execute a professional services contract with GRI to provide design and construction management services for the Marine Drive and North Bank Road slide repairs in an amount not to exceed \$61,890 and; 2) Authorize the re-assignment of street system replacement capital improvement funds for the design of the slide repairs.

Financial Impact: Street system replacement funds (SRF) reserves are limited. The two sources of funding for street maintenance are utility SRF charges which accounts for \$137,000 in 2014-15 fiscal year and the Oregon Department of Transportation Fund exchange of \$80,000. These recent slides on Marine Drive and North Bank Chetco Road are unbudgeted in the 2014/15 fiscal year budget process.

At this time, the total estimated costs for design and construction repair of these projects is roughly \$200,000 including contingency. Therefore construction funding for this work will necessitate the use of budgeted capital improvement SRF projects and ODOT fund exchange revenue.

Background/Discussion: Staff has identified two slides that are in need of attention before the rainy season. Marine Drive as seen in Attachment b shows considerable slippage and failure in the pavement adjacent to a City sewer main. North Bank Road is in the City limits and showing failure as seen in Attachment a. Of the two projects, Marine Drive must be fixed before winter or risk severe road and sewer main failure. Funds permitting, N. Bank Road should be fixed or must have temporary erosion protection installed before rainy season.

The design fee schedule of \$33,135 and \$28,755 respectively for Marine Drive and N Bank Road includes exploratory geotechnical investigation and design of a rock buttress restraint system. If the geologic exploration reveals that a more stringent design is necessary such as soil nails, the design costs in both cases will be reduced by \$10,000 for each project as shown in Attachments c and d because the soil nail contractor provides the design.

Costs for soil nail construction as was completed on Old County Road last year is roughly \$1,000 per foot plus \$10,000 for mobilization costs. For Marine Drive (80 feet) and N Bank Road (30 feet) is estimated at \$120,000 in construction costs. Rock buttress and soil nail applications are the most cost effective soil stabilization approaches available.

Policy Considerations: The use of the remaining SRF street funds for slide mitigation impacts available funds for city wide street paving and maintenance in 2014/15, such as Hassett Street.

Attachment(s):

- a. Picture of slide failure at N Bank Rd
- b. Picture of slide failure at Marine Dr.
- c. GRI task order for Marine Drive
- d. GRI task order for North Bank Chetco River Road

Attachment a
North Bank Chetco River Slope Issue



Attachment b
Marine Drive Slope issue





P.O. Box 6219
Brookings, OR 97415
p| 503-641-3478 f| 503-644-8034

July 10, 2014

PRO MARINE DRIVE LANDSLIDE
(REVISED)

City of Brookings
898 Elk Drive
Brookings, OR 97415

Attention: Gary Milliman, City Manager
c/o Loree Pryce, PE

**SUBJECT: Revised Proposal to Provide Geotechnical Design and
Construction Support Services for Landslide Repair
252 Marine Drive
Brookings, Oregon**

At the request of Loree Pryce, PE, with the City of Brookings (City), GRI has prepared this revised proposal to provide geotechnical services for repair of a landslide at 252 Marine Drive in Brookings, Oregon. Our involvement in the project will include subsurface explorations, laboratory testing, and preparation of a geotechnical engineering report, final design of the selected slope mitigation alternative, preparation of plans and specifications, and engineering support services during construction of the repair. Based on observations during our meeting with Richard Christensen and Loree Pryce at the site, the landslide appears to extend several feet into the pavement along Marine Drive, and ground cracks in the pavement approach the edge of the existing storm sewer line in the roadway. The slopes below the shoulder of the roadway are very steep, with slope movement occurring over an area about 100 ft wide parallel to the roadway or immediate shoulder. In our opinion, if not repaired soon, the storm sewer could be threatened by the advancement of this slope failure.

Project Understanding

Based on our discussions with City personnel, the landslide likely occurred during heavy rainfall on November 20, 2012, and has resulted in distress to the asphalt pavement, including a more localized area with down-dropped sections along the edge of the roadway. A steep erosional scarp is present below the roadway near the center of the landslide and appears to be the result of surface water discharge from private streets above the roadway. The total width of the landslide scarp along the edge of Marine Drive is about 100 ft. Based on our preliminary assessment of slope conditions, the depth of the landslide appears to be relatively shallow. As discussed with City personnel, a rock buttress may be a feasible mitigation alternative. Other alternatives that may be feasible include a mechanically stabilized earth (MSE) wall if the site is limited by City right of way (R/W), or a soil-nail wall with wire mesh facing similar to the repair recently completed on Old County Road. Soil conditions disclosed during field explorations will assist our selection and design of the landslide mitigation alternative. Available geologic maps for the site prepared by DOGAMI indicate the landslide is located within a broader area mapped as ancient or dormant landslide terrain. GRI met with Rich Roberts of Roberts & Associates Land Surveying at the site, who has provided a topographic survey of the site.

Approach and Scope of Work

Our proposed scope of work is tailored to address the tasks listed below. The subsurface exploration program will consist of drilled soil borings through the existing roadway using a truck-mounted drill rig shallow hand-augered borings at the toe of the slope. All work will be conducted within the existing City R/W. Our proposed exploration plan is discussed below.

Task 1: Geological/Geotechnical Field Investigation and Letter Report

This phase of work would include a field exploration program to evaluate subsurface conditions and assist in design of the repair. Our proposed scope of work includes the following items:

- a) Two borings will be drilled to a depth of about 25 ft within the area of instability on the roadway to evaluate subsurface materials and conditions that may be encountered during construction and to confirm information necessary for design of the landslide repair. The borings may be terminated at shallower depth if hard rock is encountered, and a minimum 10 ft of rock coring is completed. The boring will be made using a truck- or track-mounted drill rig and mud-rotary methods. Disturbed split-spoon samples and/or undisturbed Shelby tube samples will be obtained from the boring at 2.5- to 5-ft intervals of depth. The Standard Penetration Test will be conducted while the disturbed split-spoon samples are being taken.

The drilling will be subcontracted to a qualified firm experienced in drilling and sampling soil and rock for engineering purposes. The drilling and sampling will be accomplished under the direction of an experienced geotechnical engineer or engineering geologist from GRI who will maintain a detailed log of the materials and conditions uncovered during the course of the work. The borings will be backfilled in accordance with Oregon Water Resources Department rules and regulations. We assume traffic control will be provided by the City during drilling.

Two shallow hand-augered borings will be advanced at the toe of the slope to obtain necessary information for design. The hand augers will be advanced to a maximum depth of 7.5 ft, depending on the stiffness or hardness of the material encountered. Soil samples will be collected from the hand auger for visual classification and/or laboratory testing.

- b) Laboratory tests will be conducted to provide data on the important physical characteristics of the soils and rock, essential for engineering studies and analyses. The laboratory tests will include standard classification tests, such as natural water content, Atterberg limits, unit weight determinations, field vane shear strength testing, and direct shear tests, if applicable. All testing will be performed in substantial conformance with applicable ASTM standards.
- c) A letter report or technical memorandum will be provided that summarizes our geotechnical/geological field investigation, laboratory testing, and recommendations for repair of the landslide.

d) GRI will attend two project meetings with the City.

Task 2: Preparation of Plans, Specifications, and Estimate (PS&E)

This scope includes final design of a rock buttress or MSE wall with plans, construction specifications, and engineer's estimate (PS&E). GRI will complete the engineering analysis and final design for the rock buttress or MSE wall. A slope stability analysis will be conducted using Slope/W software to assist in evaluating global stability of the roadway and design of the rock buttress or MSE wall. GRI will prepare plans that include CAD drawings showing the plan view and cross section of the final geometry at the critical section or deepest portion of the slope failure and at steps in the foundation or shear key. We assume the repair will not require more than four cross sections showing height and width for the length of the repair (approximately 100 ft). GRI will provide technical specifications for construction. We assume the City will prepare the project bid specifications and assemble the final bid package with assistance from GRI. GRI assumes that civil and structural engineering services will not be required and not included for this project.

Task 2 (Alternative)

As you know, a qualified construction firm specializing in cost-effective shallow landside repairs is available to the project team. This firm recently completed the repair of the Old County Road landslide for the City last fall at a location with similar geologic and topographic conditions. If the results of our subsurface explorations and preliminary geotechnical engineering analysis, schedule, and cost estimates indicate a similar type of soil-nail wall with mesh facing is the preferred alternative for the landslide repair at 252 Marine Drive, a design-build option will be considered and discussed with the City. Similar to the Old County Road landslide repair, the final plans, specifications and estimate and construction of the repair would be the responsibility of the contractor with this option. GRI will provide peer review of the design-build repair alternative provided by the contractor.

Task 3: Construction Support

GRI will review all City-accepted bids and evaluate whether the contractors' bids are responsible. GRI will visit the site as necessary to evaluate whether construction of the repair is in substantial conformance with the engineering plans and specifications. We will distribute site visit reports and as-built drawings to the City. We assume that our involvement during construction will be a maximum of 5 days on site (full time) plus preparation of field documentation in our daily site visit reports. The actual construction effort will depend on the final repair alternative selected and the rate of contractor's progress.

Schedule

We are in a position to begin work on this project within about 1 week following your authorization to proceed, depending on the availability of a drill rig. It is anticipated that we can complete the geotechnical investigation and report within about 3 to 4 weeks of completion of the field investigation. The final buttress design and preparation of project plans and specifications could likely be completed

about 3 to 4 weeks after completion of the geotechnical report. We will accelerate the schedule if opportunities exist. We anticipate the City will require 7 business days to review the plans and provided changes if necessary. Based on discussions with Loree Pryce, the project will likely be constructed during fall 2014.

Fee

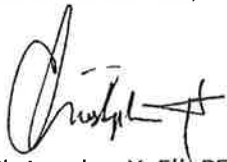
We anticipate our services will be provided on a time-and-expenses, not-to-exceed basis in accordance with our current on-call contract with the City and the attached Fee Schedule. It is acknowledged the total cost of our services for this phase of the work is based on the above-described scope of work and our experience with similar projects. We recommend that you budget \$33,135 for design and construction support services. This amount will not be exceeded without your prior approval. Our estimated fee is summarized below.

Task 1: Geological/Geotechnical Field Investigation, Laboratory Analysis, and Report and Meetings	\$ 12,920
Task 2: Final Design, Plans, Construction Specifications and Estimate (PS&E)	\$ 11,495
Task 2 (Alternative): Peer Review of Contractor Design-Build Plans	\$ (1,500)
Task 3: Construction Support Services (assumes 5 days for construction, GRI Associate or Project Engineer)	\$ 8,720
Tasks 1, 2, and 3 Total: \$ 33,135	

(or) Tasks 1, 2 Alternative, and 3 Total: \$ 23,140

We appreciate the opportunity to be of service to you on this project. Please contact the undersigned if you have any questions regarding this proposal.

Submitted for GRI,



Christopher K. Ell, PE, GE
Associate



George A. Freitag, CEG
Associate

Enclosed: GRI Fee Schedule

FEE SCHEDULE

City of Brookings – Professional Services Contract No. 14-001

Personnel	Rate/Hour
Principal	\$ 190
Associate	\$ 160
Senior Engineer/Geologist	\$ 145
Project Engineer/Geologist	\$ 130
Staff Engineer/Scientist	\$ 100
Engineering Assistant	\$ 80
Contract Administrator	\$ 110
Drafter	\$ 90
Secretarial Services	\$ 60

Other Charges

Vehicle:	Vehicles will be billed at the current IRS business mileage reimbursement rate.
Fill Control Equipment:	Nuclear Density Gage rental will be billed at \$5 per hour, with maximum charge of \$25 per day or \$125 per week.
Reproduction:	In-house reproduction, \$0.10 per sheet.
Field Instrumentation and Monitoring Equipment:	Due to varied conditions, equipment requirements, location and use, rates for field instrumentation, monitoring, and other specialized equipment will be provided as required.
Subcontractor Services:	Charges for subcontractor services will be computed at cost plus 10%.
Travel and Subsistence:	All charges related to travel and subsistence will be computed at cost plus 10%.

(LAST REVISED 1/14/14)





P.O. Box 6219
Brookings, OR 97415
p| 503-641-3478 f| 503-644-8034

July 10, 2014

PRO NB CHETCO MP 0.2 LANDSLIDE

City of Brookings
898 Elk Drive
Brookings, OR 97415

Attention: Gary Milliman, City Manager
c/o Loree Pryce, PE

**SUBJECT: Proposal to Provide Geotechnical Design and
Construction Support Services for Landslide Repair
North Bank Chetco River Road, MP 0.2
Brookings, Oregon**

At the request of Loree Pryce, PE, with the City of Brookings (City), GRI has prepared this proposal to provide geotechnical services for repair of a landslide at MP 0.2 of North Bank Chetco River Road in Brookings, Oregon. Our involvement in the project will include subsurface explorations, laboratory testing, preparation of a geotechnical engineering report, final design of the landslide repair, preparation of plans and technical specifications, and support services during construction of the repair. Based on our observations of the landslide during an on-site meeting with the city, the landslide is located on an over-steepened embankment, has undermined sections of the guardrail, and is close to encroaching on the asphalt section of the roadway. Due to the steepness of the slope, continued movement and erosion is very likely during the next wet season and could impact traffic and/or usable lane width.

Project Understanding

The site is located on the outside lane of North Bank Chetco River Road, at approximate MP 0.2. A broad landslide scarp runs parallel to most of the guardrail section above a very steep embankment. The primary area of the slide that could impact the roadway at this time has resulted in undermining of several of the guardrail support posts and is close to encroaching on the asphalt roadway. This more active section of the landslide is about 25 ft wide, parallel to the guardrail, and shows evidence that the slide extends to the base of the slope. The slope movement at this location could be the result of surface water running over the over-steepened embankment. Another 10-ft-wide area of slope movement near the beginning of the guardrail has undermined the shoulder and could impact the roadway soon. This area should be included in the repair. Based on our preliminary assessment of the slope conditions, the depth of the each landslide appears to be relatively shallow. We understand Tidewater Contractors owns the flat property below the steep embankment. A near vertical rock slope is present above the inside lane of the roadway, and large blocks of this material have fallen onto the roadway at various times over the past two years near the site.

The steepness of the slope, location of existing utilities, and subsurface soils encountered during our investigation will largely determine the feasibility of the various repair options. Potential repair options include a rock buttress, a soil-nail wall with wire mesh facing similar to the repair recently completed on Old County Road, or a mechanically stabilized earth (MSE) wall, if the site is limited by City right of way (R/W). GRI also met with Rich Roberts of Roberts & Associates Land Surveying at the site, who will

complete a topographic survey of the site. Soil conditions disclosed during field explorations will assist our design of the rock buttress or other landslide mitigation alternative.

Approach and Scope of Work

Our proposed scope of work is tailored to address the tasks listed below. The subsurface exploration program will consist of one drilled soil borings through the existing roadway using a truck-mounted drill rig. All work will be conducted within the existing City R/W. Our proposed exploration plan is discussed below.

Task 1: Geological/Geotechnical Field Investigation and Letter Report

This phase of work would include a field exploration program to evaluate subsurface conditions and assist in design of the repair. Our proposed scope of work includes the following items:

- a) One boring will be drilled to a depth of about 40 ft within the area of instability on the roadway to evaluate subsurface materials and conditions that may be encountered during construction and to confirm information necessary for design of the landslide repair. The boring includes an allowance for a minimum 10 ft of rock coring. The boring will be made using a truck- or track-mounted drill rig and mud-rotary methods. Disturbed split-spoon samples and/or undisturbed Shelby tube samples will be obtained from the boring at 2.5- to 5-ft intervals of depth. The Standard Penetration Test will be conducted while the disturbed spilt-spoon samples are being taken.

The drilling will be subcontracted to a qualified firm experienced in drilling and sampling soil and rock for engineering purposes. The drilling and sampling will be accomplished under the direction of an experienced geotechnical engineer or engineering geologist from GRI who will maintain a detailed log of the materials and conditions uncovered during the course of the work. The borings will be backfilled in accordance with Oregon Water Resources Department rules and regulations. We assume traffic control will be provided by the City during drilling.

- b) Laboratory tests will be conducted to provide data on the important physical characteristics of the soils and rock, essential for engineering studies and analyses. The laboratory tests will include standard classification tests, such as natural water content, Atterberg limits, unit weight determinations, field vane shear strength testing, and direct shear tests, if applicable. All testing will be performed in substantial conformance with applicable ASTM standards.
- c) A letter report or technical memorandum will be provided that summarizes our geotechnical/geological field investigation, laboratory testing, and recommendations for repair of the landslide.

Task 2: Preparation of Plans, Specifications, and Estimate (PS&E)

This scope includes final design of a rock buttress or MSE wall with plans, construction specifications, and engineer's estimate (PS&E). GRI will complete the engineering analysis and final design for the rock buttress or MSE wall. A slope stability analysis will be

conducted using Slope/W software to assist in evaluating global stability of the roadway and design of the rock buttress or MSE wall. GRI will prepare plans that include CAD drawings showing the plan view and cross section of the final geometry at the critical section or deepest portion of the slope failure and at steps in the foundation or shear key. We assume the repair will not require more than one cross section showing height and width for the length of the repair (approximately 100 ft). GRI will provide technical specifications for construction. We assume the City will prepare the project bid specifications and assemble the final bid package with assistance from GRI. The costs for Roberts & Associates Land Surveying services will be provided separately and not included in this proposal. We expect traffic control during drilling and construction will be provided by the City. GRI assumes that civil and structural engineering services will not be required and not included for this project. However, if guardrail replacement is required and drainage improvements are necessary to stabilize the slope, a contingency task should be included for subconsultant engineering services for preparation of those plans.

Task 2 (Alternative)

As you know, a qualified construction firm specializing in cost-effective shallow landside repairs is available to the project team. This firm recently completed the repair of the Old County Road landslide for the City last fall at a location with similar geologic and topographic conditions. If the results of our subsurface explorations and preliminary geotechnical engineering analysis, schedule, and cost estimates indicate a similar type of soil-nail wall with mesh facing is the preferred alternative for the landslide repair at N Bank Chetco River Rd MP0.2, a design-build option will be considered and discussed with the City. Similar to the Old County Road landslide repair, the final plans, specifications and estimate and construction of the repair would be the responsibility of the contractor with this option. GRI will provide peer review of the design-build repair alternative provided by the contractor.

Task 3: Construction Support

GRI will review all City-accepted bids and evaluate whether the contractors' bids are responsible. GRI will visit the site as necessary to evaluate whether construction of the repair is in substantial conformance with the engineering plans and specifications. We will distribute site visit reports and as-built drawings to the City. We assume that our involvement during construction will be a maximum of 5 days (full time) plus preparation of field documentation in our daily site visit reports.

Schedule

We are in a position to begin work on this project within about 1 week following your authorization to proceed, depending on the availability of a drill rig. It is anticipated that we can complete the geotechnical investigation and report within about 3 to 4 weeks of completion of the field investigation. The final design and preparation of project plans and specifications could likely be completed about 3 to 4 weeks after completion of the geotechnical report. We will accelerate the schedule if opportunities exist. We anticipate the City will require 7 business days to review the plans and provided changes if necessary. We understand the project will likely be constructed before the next rainy season.

Fee

We anticipate our services will be provided on a time-and-expenses, not-to-exceed basis in accordance with our current on-call contract with the City and the attached Fee Schedule. It is acknowledged the total cost of our services for this phase of the work is based on the above-described scope of work and our experience with similar projects. We recommend that you budget \$28,755 for design and construction support services. This amount does not include contingencies and will not be exceeded without your prior approval. Our estimated fee is summarized below. A contingency task for

Task 1: Geological/Geotechnical Field Investigation, Laboratory Analysis, and Report and Meetings	\$ 10,720
Task 2: Final Design, Plans, Construction Specifications and Estimate (PS&E)	\$ 11,495
Task 2 (Alternative): Peer Review of Contractor Design-Build Plans	\$ (1,500)
Task 3: Construction Support Services (assumes 3 days for construction, GRI Associate or Project Engineer)	\$ 6,540
Tasks 1, 2, and 3 Total:	\$ 28,755

(or) Tasks 1, 2 (Alternative), and 3 Total: \$ 18,760

Task C2 (Contingency): Guardrail and Drainage Design- Subconsultant Engineering Services	\$ (5,500)
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We appreciate the opportunity to be of service to you on this project. Please contact the undersigned if you have any questions regarding this proposal.

Submitted for GRI,



Christopher K. Ell, PE, GE
Associate



George A. Freitag, CEG
Associate

Enclosed: GRI Fee Schedule

FEE SCHEDULE

City of Brookings – Professional Services Contract No. 14-001

Personnel	Rate/Hour
Principal	\$ 190
Associate	\$ 160
Senior Engineer/Geologist	\$ 145
Project Engineer/Geologist	\$ 130
Staff Engineer/Scientist	\$ 100
Engineering Assistant	\$ 80
Contract Administrator	\$ 110
Drafter	\$ 90
Secretarial Services	\$ 60

Other Charges

Vehicle:	Vehicles will be billed at the current IRS business mileage reimbursement rate.
Fill Control Equipment:	Nuclear Density Gage rental will be billed at \$5 per hour, with maximum charge of \$25 per day or \$125 per week.
Reproduction:	In-house reproduction, \$0.10 per sheet.
Field Instrumentation and Monitoring Equipment:	Due to varied conditions, equipment requirements, location and use, rates for field instrumentation, monitoring, and other specialized equipment will be provided as required.
Subcontractor Services:	Charges for subcontractor services will be computed at cost plus 10%.
Travel and Subsistence:	All charges related to travel and subsistence will be computed at cost plus 10%.

(LAST REVISED 1/14/14)

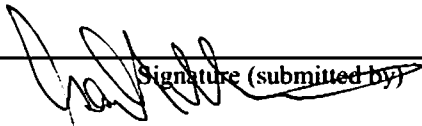


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Event Funding Request: Coastal Cooking Experience

Recommended Motion:

Motion to allocate \$1,000 in Transient Occupancy Tax funding to Anne Boulley to assist in funding the Coastal Cooking Experience event on October 4, 2014, as recommended by the Tourism Promotion Advisory Committee.

Financial Impact:

The budget submitted with the application estimates \$1,800-2,600 in revenue with estimated expenses of \$1,200. The proposal as submitted does not identify a need for the requested funding. However, at the July 17 meeting of the Tourism Promotion Advisory Committee, Boulley reported that she had completed additional research on costs associated with the event that exceeds her original estimate.

Background/Discussion:

Anne Boulley is requesting an event grant of \$1,000 for a new event proposed for October 4, 2014. The event would be a coastal cooking demonstration and gourmet market at Brookings Harbor High School. Attached is more detail concerning this proposal.

Attachment(s):

- a. Event funding application.
- b. Letter and proposal from Anne Boulley.

Event Title: <u>Coastal Cooking Experience</u>		Amount Requested <u>\$1,000</u>	
Event Description: <u>a celebration of coastal cuisine, cooking demos and a gourmet market</u>			
Event Date/s: <u>Oct. 21, 2014</u>			
Location: <u>B.H.H.S. gymnasium</u>		Location secured? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Event Goals: <u>to have 300 or more attend to watch cooking demos, participate in cooking contests and to shop the gourmet market.</u>			
Please explain how this event will be sustained after the first year: <u>for 2015 - More sponsors, a gala dinner and auction to benefit event & local charity, more advertising via other events.</u>			
Sponsors/Investors: <u>Oxenfre Public House, Alexandre Farms - more soon</u>			
Budget			
Income		Expenses	
Fees Collected	\$ <u>300</u>	Facility/Venue Costs	\$ <u>200</u> + custodian
Admissions	\$ <u>1,000-1500</u>	Insurance	\$ <u>TBD</u>
Concessions	\$ <u>500-800</u>	Advertising	\$ <u>600</u>
	\$	Supplies	\$ <u>400</u>
	\$		\$
	\$		\$
TOTAL	\$	TOTAL	\$ <u>1200+</u>
Methodology for evaluating events success in terms of bringing visitors to the Brookings area: <u>Based on previous experience holding cooking classes at \$50 pp & helping with chef demo organizing at larger festival (50,000+). Harvest time great for Foodies</u>			
Contact Person: <u>Anne Bouley</u>		Phone: <u>541-254-0639</u>	
Organization: <u>N/A</u>		Address: <u>830 Ransom Ave A</u>	
If more space is required please attach additional pages <u>Brookings OK</u>			

Similar to Chocolate Festival But with more for people to do and participate in.

Anne Bouley
830 Ransom Ave, Apt. A
Brookings, OR 97415

June 28, 2014

Mr. Milliman and members of Brookings Tourism Promotion Advisory Committee:

I am putting together an event that I think will create a positive and progressive image for Brookings. It will attract people who love good food. Those people often spend more money elsewhere in the community. This event, titled "Coastal Cooking Experience" will be celebrating the food scene of the beautiful Southern Oregon Coast. This will be a day of cooking demos provided by area chefs who get to come out of the kitchen and show off a little. The public benefits from learning how to prepare local foods and sample the chef creations. Cooking contests open to the public will include a pretzel rolling contest, cupcake wars (decorating) and a Brookings version of "Chopped" much like the popular TV program. The only vendors will be food related producers who help highlight our culinary best.

Five years ago I was well established as a food writer for magazines and newspapers in Michigan. I currently write the column "Artisan Cuisine" for The Triplicate. I hosted a food related TV show for public access and enjoyed putting a spotlight on restaurants, chefs, winery owners, etc. Since moving here to the Brookings area I have had the unique opportunity to work as a chef myself and have enjoyed teaching cooking classes to many people including students. My position makes me feel confident that I can bolster support for this fun and educational event. The event has received willing interest from several chefs and a small, but growing team of volunteers who are committed to making this event successful. I rented the high school gymnasium and am currently working on sponsors to help with financing. I have secured the domain "CoastCooking.com" for advertising and advanced ticketing. I am seeking additional financial support from the committee to cover costs to obtain insurance and any permits necessary. The more funding, the more we can offer people to do when they aren't watching cooking demonstrations. Eventually I would like this event to be substantial enough to invite a cookbook author or award winning chef who can draw a larger crowd from all directions. I would also like plan for next year a separate Grand Gala dinner the night before. This would

encourage visitors from out of town to attend for the weekend. It would be an opportunity to raise money for an important charity or cause.

I would be happy to come and share my vision for this food event with the committee and answer questions and share ideas. It is my deepest goal that this becomes something I can build and maintain in Brookings for a long time to come.

Sincerely,

A handwritten signature in blue ink that reads "Anne E. Bouley". The signature is written in a cursive, flowing style.

Anne Bouley

The Coastal Cooking Experience is an educational food fair celebrating the highest quality local foods and artisan food producers found along the Southern Oregon Coast.

I moved here from a medium sized city (250,000) and was involved with The American Culinary Association and The Pig Gig, a rib festival that attracted tens of thousands of people. Being a food writer I traveled to food events where celebrity chefs were part of the entertainment and where over 40 wineries were represented. I miss being a part of these things and hope to help Brookings have a taste of this kind of experience with this event.

The main focus of this year's event is on the cooking demonstrations with samples provided by talented local chefs. Eight chefs will share their secrets on the Chef Stage complete with TV screens, lavalier microphones and an emcee to assist getting audience questions answered as the demonstration is being held. I think our growing restaurant scene needs support to have any chance of making a difference in our economy, especially in impressing tourists who have so many options open to them in the larger cities. We need to pleasantly surprise them. Local support can help them by showing that we want good food and will pay for it. Let's make stars out of our best chefs and motivate them to keep inspired, especially in the down season.

The gourmet market features vendors who are primarily food producers or those who sell items used in the kitchen by home cooks. We want no confusion on what this event is about so you won't find leather belts or jewelry sold, just food or cooking related items. This was a complaint heard numerous times during another festival I participated in and I want to give the public what they expect at Coastal Cooking Experience.

To make it more fun I have organized cooking contests for attendees so that they feel they are a part of the festivities. My goal is to grow this into the kind of event that attracts families who'll come and stay for the weekend. If we can organize a food film night the night before and maybe a beer dinner the night of, we could make it seem more worthwhile for people to drive and stay the weekend.

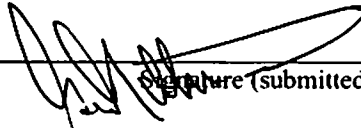
The high school gym has been rented, vendors are asking for applications, sponsors are being approached, volunteers are being assembled and advertising is being designed and almost ready to pepper the area from here to Medford, down to Arcata and up to Coos Bay. Kury Radio

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Parking Lot Agreement with Curry Health Network

Recommended Motion:

Motion to authorize the City Manager to execute the Parking Lot Lease Agreement with Curry Health Network.

Financial Impact:

Estimated maintenance costs of \$1,500 per year. Not currently budgeted, and not included in current parks or public works program of work. Will need to add staff hours or contract out to do work.

Background/Discussion:

The City had an agreement with Dr. John Rush for a number of years whereby Rush made the parking lot adjacent to the Rush Surgery Center available for public parking in exchange for the City maintaining the parking lot and landscaping. This agreement was terminated by Rush some three years ago. Rush has now sold the property to Curry Health Network (CHN) and CHN has expressed interest in reinstating the prior arrangement with Rush.

The proposed Parking Lot Lease Agreement provides that the City will lease the now CHN-owned parking lot for \$1.00 annually and provide maintenance of the lot and landscaping in exchange for continued use the lot for public parking.

Attachment(s):

- a. Lease Agreement

PARKING LOT LEASE AGREEMENT

Date: _____

Lessor: Curry Health Network
84220 Fourth Street
Gold Beach, Oregon 97444

Lessee: City of Brookings
898 Elk Drive
Brookings, Oregon 97415

Lessor agrees to lease to Lessee, and Lessee agrees to lease from Lessor, a parking lot ("Premises") as described in Exhibit "A," attached and incorporated in this Lease Agreement ("Agreement") by reference.

The Premises are leased for a term of five (5) years from the above date with an annual lease payment of one dollar (\$1.00) due on the anniversary date of the Agreement. Either party may terminate this Agreement without cause by providing the other party with at least 90 days notice of termination.

Lessor and Lessee agree as follows:

1. Lessor will make the Premises available for public parking to Lessee. Lessee will not claim prescriptive rights on the Premises based upon use agreed to under this Agreement.
2. Lessee will be responsible for all improvements and maintenance of the Premises.
3. Lessee will be responsible for fees, utility costs and property taxes on the Premises.
4. Lessee, at its expense, will at all times during the term of this Agreement maintain commercial general liability insurance in respect to the Premises.
5. Lessee shall indemnify and hold Lessor harmless against and from all liabilities, claims and demands arising from the negligence of the Lessee, its agents, invitees and/or employees.
6. Lessor will notify Lessee of any intent to sell the Premises.
7. The covenants and agreements contained in this Agreement shall bind and inure to the benefit of Lessor, its successors and assigns, and Lessee, its successors and assigns.

8. Any correspondence between the parties of this Agreement shall be addressed as follows:

To Lessor:

Kenneth Landau, CFO
Curry Health Network
94220 Fourth Street
Gold Beach, OR 97444

To Lessee:

Gary Milliman, City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

9. Nothing in this Agreement shall prohibit Lessor from using the adjacent building, owned by Lessor, for any permitted use.

IN WITNESS WHEREOF, Lessee and Lessor have caused this Lease Agreement to be executed by their duly authorized officers.

LESSOR:

LESSEE:

Name/Title_____

Mayor Ron Hedenskog

Date: _____

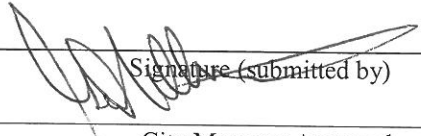
Date: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Bruin Bear Location

Recommended Motion:

Motion to direct staff to relocation the Bruin Bear to the location selected by the City Council.

Financial Impact: Depending upon location chosen, costs associated with constructing a base for the stature and moving the statue.

Background/Discussion:

The Bruin Bear provided by Evergreen Bank as installed initially on City property near the Redwood Theater. City management received reports of several vehicle/pedestrian “near misses” at the crosswalk located nearby as it was believed that the bear was a driver distraction.

The Bruin Bear is larger than the Evergreen bears that were placed in the City previously.

Following consultation with the Site Plan Committee, the Bruin Bear was relocated to a private parking lot just behind the sidewalk at Goldilocks antique store. This location was chosen because it is not located within close proximity to an intersection or crosswalk, and placement did not require ODOT approval. City Council members report they have received numerous complaints from citizens about the bear being located at this site.

The Site Plan Committee again discussed this matter and recommends that the City Council select from the following three sites for relocation of the Bruin Bear:

1. Subway; incorporate into a landscaping remodel.
2. Cielito Lindo parking lot.
3. Frontage Road landscape area.
4. Les Schwab.

The Site Plan Committee recommends that the location be 1) outside the Highway 101 right of way, 2) not in close proximity to an unsignalized intersection, 3) not in close proximity to a crosswalk that is not at a signalized intersection, 4) visible from the street, 5) placed appropriately to allow people to stage with the statute for photographs.

The Site Plan Committee has developed a location map for additional Evergreen bears.

Attachment(s):

- a. Evergreen Bear Locations map.

Evergreen Bear Locations



Source: Esri, DigitalGlobe, GeoEye, Earthstar (USA), USGS, AeroGRID, IGN, Sateo, and the GEBCO Database

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, July 14, 2014

The City Council met in Executive Session at 6:30 PM in the City Manager's office under 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," ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and ORS 192.660(2)(f), "to consider information or records that are exempt by law."

Call to Order

Mayor Hedenskog called the meeting to order at 7:02 PM.

Roll Call

Council present: Mayor Ron Hedenskog, Councilors Jake Pieper, Kelly McClain, Brent Hodges and Bill Hamilton; a quorum present.

Staff present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 6 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed July 14 - July 20, Southern Oregon Kite Festival Week and announced July Yard of the Month Awards as follows:

- Residential - Joyce & Dan Hannum, 1236 Collis Lane
- Commercial - Buck & Tracie Rosendahl, Woof's Dog Bakery

Scheduled Public Appearances

South Coast Development Council Director, Connie Stopher, introduced herself and announced that the SCDC will be realigning the scope of their mission to include Curry County.

Resolutions

Resolution directing the City Attorney to draft a ballot title for the May 19, 2015 election, enacting a fuel tax.

City Manager Milliman gave the staff report and said there was no way to estimate the amount of revenue that might be generated with a three cent fuel tax as the only information available is for bulk sales.

Mayor Hedenskog said residents were currently paying \$2.94 a month in Street System Replacement Fees (SSRF) and Councilor McClain said the City would need twice that amount to reach the goal of \$300,000 per year. Based on anecdotal data, McClain said, Fred Meyers was taking approximately two fuel truck loads per day during the summer and one load a day during the winter and probably pumped 50 to 60 percent of the fuel in Brookings. Using these figures, he said, he estimated Fred Meyers was pumping around 7.5 to 9 million gallons a year.

Mayor Hedenskog said 7.3 million gallons a year at three cents a gallon would generate approximately \$219,000; at four cents it would generate \$292,000. He then said there were three variables that needed to be worked through to finalize the resolution.

Councilor Pieper said he was ready to put forth a ballot measure with a three year sunset clause while the City figured out how much gas is really sold in Brookings. He said he thought the tax would need to be more than three cents.

Councilor Hodges said he thought it would be worth staff doing some "recon" to figure out how much gallonage was being sold. He said it was irresponsible to levy a tax without knowing how much revenue it would generate. He also said commercial vehicles are already paying taxes for roads and streets and he suggested they be exempted or taxed annually.

Councilor Hamilton said the math looks good but he questioned the sunset clause and thought it should be ongoing until it is voted out. He said he also was concerned about being able to reestablish the SSRF.

Mayor Hedenskog said he wanted to be sure they reached their goal in ten years and set the tax high enough to meet that goal.

Councilor McClain said the only way he would entertain a fuel tax is if it saved citizen's money. He said he agreed with Hodges that they needed to know how much fuel is sold and ten years is too long because they are guessing. He suggested a year or two years to see how much revenue it would generate and then go for a permanent rate.

Milliman said from an administrative perspective, vendors would have set-up expenses and he didn't want it to be too expensive. He recommended at least three years to spread out the expense and so they could understand the trends. He also said there was nothing in the resolution to automatically reenact the SSRF.

Mayor Hedenskog asked if you could exempt commercial vehicles and Director Howard said she didn't think you could and pointed out that a three year tax would only give you two years of data given the budget cycle.

Council discussed various exemptions, including red fuel, and Councilor Pieper said he was not looking to be too picky or trying to exempt commercial fuel. He said you can't make it 100% fair. He suggested three years at four cents and no exemptions.

Councilor McClain said this tax would replace the SSRF fund and when this tax went away, the SSRF would come back. Three years, he said, should be enough.

City Manager said there was nothing in the resolution to automatically reenact the SSRF.

Councilor Hodges said the small business guy is going to pay 10 times what a resident pays and Pieper said having commercial vehicles pay the tax sounded equitable to him considering that a commercial logging truck might make 10 trips a day down the same road his wife might make in her Tahoe, once or twice a day.

Councilor McClain said they might be generating a lot more tax through the commercial fuel pumps than they realized and Mayor Hedenskog pointed out that South Coast Lumber had their own fuel tanks, outside of the City limits.

Following discussion regarding various fuel exemptions, Howard suggested that they use the same exemptions as the state and Milliman suggested that red fuel could be exempted.

Councilor Hamilton suggested they work on the a few points and bring them back to the next meeting. He said he also thought it might be best to move it to the following year due to the other tax measures coming up this year. He proposed that Council come up with three ideas to consider at the next meeting.

Councilor Pieper moved, a second followed and the motion passed, three votes to two, with Mayor Hedenskog and Councilors Pieper and McClain voting "Yes," and Councilors Hodges and Hamilton voting "No," to adopt Resolution 14-R-1044 [directing the City Attorney to draft a ballot measure for the May 2014 election, enacting a fuel tax], changing the rate to four cents for a duration of three years, exempting, [under] "J," sale of fuel for aircraft, red fuel and fuels exempted under state law, and capping it at \$300,000.

Staff Reports

Authorization to execute parking area agreement with C & K Market.

City Manager Milliman provided the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute the Parking Area Agreement with C&K Market.

Consent Calendar

1. Approve Council minutes for June 23, 2014.
2. Accept Planning Commission minutes for May 6 and June 3, 2014.
3. Accept June 2014 Vouchers in the amount of \$289,846.61.
4. Authorize staff to send a letter requesting a Coastal Management Grant from the Department of Land Conservation and Development and the City Manager to sign agreement.

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

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:05 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2014:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)
MINUTES
Thursday - May 29, 2014

CALL TO ORDER

Meeting called to order at 4:02 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Joe Willett, Chair Tim Patterson

Absent: Skip Watwood

Also present: City Manager Gary Milliman, B-H Port Manager, Ted Fitzgerald

Committee member positions/terms selected: Position 1 - Bob Pieper/3 years; Position 2 – Unfilled/3 years; Position 3 - Barbara Ciaramella/3 years; Position 4 – Candice Michel/2 years; Position 5 – Joe Willett/2 years; Position 6 – Tim Patterson/1 year; Position 7 – Skip Watwood/1 year

2. PUBLIC COMMENTS

None

3. ACTION ITEMS

a. Tent – Ted Fitzgerald advised he is still doing tent research. He found the closest tent rental agency in Santa Rosa, depending on size, an 80x100 tent rents for \$3500 plus shipping, larger tents 100x140 rents for \$9,500 plus another \$1,000-1,500 in shipping. Barbara advised that she contacted the Fairgrounds and their biggest tent is 10x30 and rents for \$100 per day. She also contacted Tentology to get additional information including: set-up takes approximately 1 hour, rated for 90 mph winds, minimal tent maintenance required, to store just dry and pack, stores in a 4x4 space with 9.5 foot poles, tent life expectancy is 10+/- years. Modular expandable 60x120, accommodates 300, tent runs @\$24,000 (sale price). Ted advised the port is willing to install and store tent if they are compensated, he is also getting more information on the anchors. Need to determine rental costs to determine how long it will take to recoup tent costs and if event holders would be able to afford to rent tent. Joe suggested contacting businesses to have tent named exclusively after their business of offset costs. Barbara to find out interest rates and financing possibilities from Tentology. Ted stated more large events that would rent the tent need to be recruited and scheduled, port willing to work with people involved and committed to a successful event. He will run the numbers for the Port and figure out a possible location site in the port parking lot to crown the parking lot, grade for drainage and set in anchors and still have parking. Committee agrees if possible to purchase before end of summer. Matter continued to next meeting.

b. Festival of Art Tourism Event RFP – Committee reviewed proposal for \$1,000. Candice and Joe believe it is a great summer event; Bob and Barbara believe that TPAC has already assisted this group by extending the TV contract through August. Tim's issue is that it is already an existing summertime event. Candice stated that the event is successful in bringing people to the area and a significant summer event. **Motion made by Candice to fund the Art in Stout Park proposal for \$1000, motion dies for lack of second. Motion made by Candice to fund the Art in Stout Park proposal for \$500; discussion. Motion made by Candice to amend the motion to fund the Art in Stout Park proposal for \$500 adding this is a one time grant; motion seconded and Commission voted; the motion carried unanimously.**

REPORTS

a. Print Media – Joe provided a sample radio text example with a tag for a radio concept ad. RFP has not been approved yet, propose ads to run in the fall.

b. Discussion – Suggested an article be in the Pilot to explain the TPAC and encourage groups to try and create new events. Barbara suggested the committee create guidelines that provides information on an organizations ability to carry off a successful event.

c. Events – Bob advised that ideas come in but need someone to organize the event. the Soroptimist are looking into the idea of a Hot Air Balloon Festival. A group is interested in a disc golf event in McVay Park and will be submitting an application. Ultimate Fighters from the Rogue Valley also discussing an event for possibly next January to be in the schools for a Saturday night. Thinks the groups will be submitting proposals next month.

4. NEXT MEETING SCHEDULED - Next meeting scheduled June 19th at 4:00pm.

5. ADJOURNMENT - With no further business before the Committee, the meeting adjourned at 6:15 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at June 19, 2014 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)
MINUTES
Thursday – June 19, 2014

CALL TO ORDER

Meeting called to order at 4:12 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Joe Willett, Chair Tim Patterson, Skip Watwood

Absent: Tim Patterson

Also present: City Manager Gary Milliman, City Clerk Joyce Heffington, Finance Director Janell Howard and IT Consultant Brian Pachetti

2. APPROVAL OF MINUTES

Motion made to approve the minutes of May 29, 2014; motion seconded and Commission voted; the motion carried unanimously.

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

a. Oregon Lifestyles DVD Proposals – Terri-Lynn Kalhagen of Makai Ohana Productions discussed their proposal to develop a video featuring Brookings that could be sold or used for promotional purposes. No action was taken.

b. Outdoor Writers Association Proposal – Brookings-Harbor Chamber President Arlis Steele, Crescent City/Del Norte Chamber Executive Director Jeff Parmer and Americas Wild Rivers Coast representative Cindy Vosbury made a presentation on their request that Brookings participate in hosting the Outdoor Writers Association of California fall conference. The conference will be at Lucky 7. Gold Beach and Crescent City have agreed to sponsor at \$3,000 each. Brookings-Harbor Chamber reported that they would be seeking \$1,000 in sponsorships and were seeking a \$2,000 contribution from the City. An itinerary is being prepared which would include locations in Brookings and Harbor. Barbara suggested hosting a dinner in Brookings instead of participating as a sponsor. Committee members asked if the Port was participating; Arlis advised she had not yet contacted them. Several committee members suggested a three-way split Chamber-Port-City at \$1,000 each. Various other ideas were discussed. No action taken.

c. Event Tent - No report as Barbara reported that she had not heard back from the Port.

d. Radio Advertising - Two proposals received from radio stations were presented. A third radio station said they would be submitting a proposal. The Committee discussed when the radio campaign should begin and generally agreed on September. No action taken.

5. INFORMATIONAL ITEMS

a. Festival and Events Risk Management – The City Manager reviewed a recent article on risk management for events that appeared in the June issue of Local Focus magazine. The article was written by the City's insurance carrier and discussed aspects of event risk and risk transfer.

b. City Tourism Website - Joyce Heffington made a presentation concerning the current City website and the Visitor module. The current module has additional capacity that is not being used due to staff limitations. The committee also discussed mobile applications. Staff explained that the City Council felt that the Committee should review the City website and have a discussion about what the Committee's goals for a tourism website were, and why those goals could not be met with the current website before further discussing a possible separate city tourism website. Committee members will review the City website and other websites further and discuss this matter again in July.

c. Agenda Packet Deadlines - The City Manager outlined deadlines for receiving items for placement on the agenda and explained the need for the public to have advance notice of matters that the Committee will be acting on.

d. Post Event Evaluation: Curry County Cruisers - The Committee received a Post Event Evaluation report from Curry County Cruisers. There was no discussion or action. The City Manager reported that the City Council wants the Committee to do a post-event review for each event receiving City funds.

6. SCHEDULE NEXT MEETING - Next meeting scheduled for July 17th at 4:00pm. Bob reported that he will have proposals for two events and Skip reported that he will have a proposal for one event. Both were requested by staff to submit the proposals by the agenda deadline, which would be July 10.

The Committee discussed a possible special meeting to discuss the Outdoor Writers Association proposal and make a recommendation to the City Council. The Committee members were unable to determine a workable date for all members.

7. ADJOURNMENT - With no further business before the Committee, the meeting adjourned at 6:20 pm.

Respectfully submitted,



Chair

(approved at July 17, 2014 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,559,259.00	101,106.47	2,514,106.59	45,152.41	98.2
LICENSES AND PERMITS	97,500.00	11,531.22	87,000.88	10,499.12	89.2
INTERGOVERNMENTAL	237,600.00	15,883.82	147,170.11	90,429.89	61.9
CHARGES FOR SERVICES	133,000.00	28,165.74	430,454.07	(297,454.07)	323.7
OTHER REVENUE	130,500.00	2,655.26	112,051.98	18,448.02	85.9
TRANSFERS IN	240,452.00	.00	.00	240,452.00	.0
	<u>3,398,311.00</u>	<u>159,342.51</u>	<u>3,290,783.63</u>	<u>107,527.37</u>	<u>96.8</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	15,156.00	1,246.59	16,072.10	(916.10)	106.0
MATERIAL AND SERVICES	7,770.00	486.32	7,399.02	370.98	95.2
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>23,426.00</u>	<u>1,732.91</u>	<u>23,471.12</u>	<u>(45.12)</u>	<u>100.2</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	162,891.00	12,847.02	154,403.94	8,487.06	94.8
MATERIAL AND SERVICES	112,900.00	8,428.89	121,994.55	(9,094.55)	108.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>275,791.00</u>	<u>21,275.91</u>	<u>276,398.49</u>	<u>(607.49)</u>	<u>100.2</u>
POLICE:					
PERSONAL SERVICES	1,919,165.00	149,152.96	1,796,524.58	122,640.42	93.6
MATERIAL AND SERVICES	153,740.00	13,923.39	130,703.31	23,036.69	85.0
CAPITAL OUTLAY	57,400.00	205.16	228,929.14	(171,529.14)	398.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,130,305.00</u>	<u>163,281.51</u>	<u>2,156,157.03</u>	<u>(25,852.03)</u>	<u>101.2</u>
FIRE:					
PERSONAL SERVICES	158,330.00	13,842.28	151,074.71	7,255.29	95.4
MATERIAL AND SERVICES	109,000.00	13,207.17	70,325.17	38,674.83	64.5
CAPITAL OUTLAY	42,080.00	.00	120,304.28	(78,224.28)	285.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>309,410.00</u>	<u>27,049.45</u>	<u>341,704.16</u>	<u>(32,294.16)</u>	<u>110.4</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	182,871.00	14,610.18	179,661.39	3,209.61	98.2
MATERIAL AND SERVICES	45,600.00	3,871.56	30,372.32	15,227.68	66.6
CAPITAL OUTLAY	.00	140.67	140.67	(140.67)	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>228,471.00</u>	<u>18,622.41</u>	<u>210,174.38</u>	<u>18,296.62</u>	<u>92.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	122,864.00	10,869.79	127,568.05	(4,704.05)	103.8
MATERIAL AND SERVICES	35,400.00	5,238.05	39,650.83	(4,250.83)	112.0
CAPITAL OUTLAY	10,000.00	57.27	8,400.44	1,599.56	84.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	168,264.00	16,165.11	175,619.32	(7,355.32)	104.4
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	164,330.00	12,323.90	154,030.69	10,299.31	93.7
MATERIAL AND SERVICES	31,900.00	3,161.98	21,334.66	10,565.34	66.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	196,230.00	15,485.88	175,365.35	20,864.65	89.4
SWIMMING POOL:					
PERSONAL SERVICES	55,205.00	12,510.33	54,043.08	1,161.92	97.9
MATERIAL AND SERVICES	38,800.00	16,714.29	43,219.28	(4,419.28)	111.4
CAPITAL OUTLAY	10,000.00	2,837.03	8,230.26	1,769.74	82.3
	104,005.00	32,061.65	105,492.62	(1,487.62)	101.4
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	132,500.00	39,788.99	120,872.06	11,627.94	91.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	52,000.00	.00	.00	52,000.00	.0
CONTINGENCIES AND RESERVES	639,709.00	.00	.00	639,709.00	.0
	824,209.00	39,788.99	120,872.06	703,336.94	14.7
	4,260,111.00	335,463.82	3,585,254.53	674,856.47	84.2
	(861,800.00)	(176,121.31)	(294,470.90)	(567,329.10)	(34.2)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	440,000.00	31,763.84	462,771.78	(22,771.78)	105.2
OTHER REVENUE	12,450.00	240.00	4,568.36	7,881.64	36.7
TRANSFER IN	.00	.00	.00	.00	.0
	<u>452,450.00</u>	<u>32,003.84</u>	<u>467,340.14</u>	<u>(14,890.14)</u>	<u>103.3</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	168,706.00	14,349.99	165,082.58	3,623.42	97.9
MATERIAL AND SERVICES	194,100.00	8,053.42	188,006.87	6,093.13	96.9
CAPITAL OUTLAY	141,300.00	69.61	74,057.41	67,242.59	52.4
TRANSFERS OUT	27,015.00	.00	.00	27,015.00	.0
CONTINGENCIES AND RESERVES	105,329.00	.00	.00	105,329.00	.0
	<u>636,450.00</u>	<u>22,473.02</u>	<u>427,146.86</u>	<u>209,303.14</u>	<u>67.1</u>
	<u>636,450.00</u>	<u>22,473.02</u>	<u>427,146.86</u>	<u>209,303.14</u>	<u>67.1</u>
	<u>(184,000.00)</u>	<u>9,530.82</u>	<u>40,193.28</u>	<u>(224,193.28)</u>	<u>21.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2014

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,413,500.00	142,223.75	1,413,853.02	(353.02)	100.0
OTHER INCOME	9,000.00	3,658.96	49,817.05	(40,817.05)	553.5
TRANSFERS IN	.00	.00	10,640.50	(10,640.50)	.0
	<u>1,422,500.00</u>	<u>145,882.71</u>	<u>1,474,310.57</u>	<u>(51,810.57)</u>	<u>103.6</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	370,334.00	29,573.45	362,001.70	8,332.30	97.8
MATERIAL AND SERVICES	176,350.00	8,394.08	142,555.30	33,794.70	80.8
CAPITAL OUTLAY	59,900.00	232.61	39,507.19	20,392.81	66.0
	<u>606,584.00</u>	<u>38,200.14</u>	<u>544,064.19</u>	<u>62,519.81</u>	<u>89.7</u>
WATER TREATMENT:					
PERSONAL SERVICES	255,128.00	19,821.01	234,631.92	20,496.08	92.0
MATERIAL AND SERVICES	173,100.00	23,487.75	160,462.97	12,637.03	92.7
CAPITAL OUTLAY	24,900.00	702.53	18,090.98	6,809.02	72.7
TRANSFERS OUT	384,498.00	.00	.00	384,498.00	.0
CONTINGENCIES AND RESERVES	133,290.00	.00	.00	133,290.00	.0
	<u>970,916.00</u>	<u>44,011.29</u>	<u>413,185.87</u>	<u>557,730.13</u>	<u>42.6</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>1,577,500.00</u>	<u>82,211.43</u>	<u>957,250.06</u>	<u>620,249.94</u>	<u>60.7</u>
	<u>(155,000.00)</u>	<u>63,671.28</u>	<u>517,060.51</u>	<u>(672,060.51)</u>	<u>333.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,831,000.00	244,507.51	2,852,558.78	(21,558.78)	100.8
OTHER REVENUE	1,000.00	.00	765.42	234.58	76.5
TRANSFER IN	.00	.00	10,640.50	(10,640.50)	.0
	<u>2,832,000.00</u>	<u>244,507.51</u>	<u>2,863,964.70</u>	<u>(31,964.70)</u>	<u>101.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	475,680.00	36,386.38	442,300.77	33,379.23	93.0
MATERIAL AND SERVICES	257,150.00	15,158.24	165,006.05	92,143.95	64.2
CAPITAL OUTLAY	36,900.00	232.61	15,160.91	21,739.09	41.1
	<u>769,730.00</u>	<u>51,777.23</u>	<u>622,467.73</u>	<u>147,262.27</u>	<u>80.9</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	446,888.00	34,751.84	413,754.22	33,133.78	92.6
MATERIAL AND SERVICES	509,000.00	73,229.40	437,777.88	71,222.12	86.0
CAPITAL OUTLAY	636,900.00	24,224.17	120,575.79	516,324.21	18.9
TRANSFERS OUT	1,094,801.00	.00	.00	1,094,801.00	.0
CONTINGENCIES AND RESERVES	218,681.00	.00	.00	218,681.00	.0
	<u>2,906,270.00</u>	<u>132,205.41</u>	<u>972,107.89</u>	<u>1,934,162.11</u>	<u>33.5</u>
	<u>3,676,000.00</u>	<u>183,982.64</u>	<u>1,594,575.62</u>	<u>2,081,424.38</u>	<u>43.4</u>
	<u>(844,000.00)</u>	<u>60,524.87</u>	<u>1,269,389.08</u>	<u>(2,113,389.08)</u>	<u>150.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	545,678.00	20,412.88	525,096.29	20,581.71	96.2
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	168.53	1,000,331.47	.0
	<u>1,546,178.00</u>	<u>20,412.88</u>	<u>525,264.82</u>	<u>1,020,913.18</u>	<u>34.0</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	2,270.36	28,451.96	41,548.04	40.7
CAPITAL OUTLAY	1,677,257.00	350.51	10,213.67	1,667,043.33	.6
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	448,921.00	.00	.00	448,921.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>2,196,178.00</u>	<u>2,620.87</u>	<u>38,665.63</u>	<u>2,157,512.37</u>	<u>1.8</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>2,196,178.00</u>	<u>2,620.87</u>	<u>38,665.63</u>	<u>2,157,512.37</u>	<u>1.8</u>
	<u>(650,000.00)</u>	<u>17,792.01</u>	<u>486,599.19</u>	<u>(1,136,599.19)</u>	<u>74.9</u>