

City of Brookings **WORKSHOP Agenda**

CITY COUNCIL

Monday, May 7, 2012, 4:00pm

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

A. Call to Order

B. Roll Call

C. Topics

1. Tourism Promotion [City Manager, pg. 2]
 - a. Gold Beach Community Promotion Fund Budget [pg. 5]
 - b. Gold Beach report on "Rooms Available/Rented" [pg. 7]
 - c. Gold Beach Motel Tax revenue breakdown [pg. 8]
 - d. Gold Beach Marketing and Promotion Services RFP [pg. 9]
 - e. Coos Bay North Bend Visitor and Convention Bureau Budget [pg. 11]
 - f. Del Norte Visitor Center news article [pg. 13]
2. Use of Deferred Improvement Agreements for Hassett Street Improvement Project.
[Public Works, pg. 15]
 - a. Map Exhibit [pg. 16]
 - b. Table – DIA Allocation and Estimate of Costs [pg. 17]
 - c. Sample letter to DIA property owners [pg. 18]
3. Local Contractor/Vendor Preference [City Manager, pg. 21]
4. Contracting and Purchasing [City Manager, pg. 20]
 - a. Public Contracting Changes for 2012 [pg. 23]
5. Utility Billing Administration [Admin Services, pg. 24]
 - a. Draft Resolution 12-R-981 [pg. 25]
 - b. Draft Resolution 12-R-982 [pg. 27]
6. Annual review of Master Fee Schedule [City Manager, pg. 29]
 - a. Resolution 09-R-910 [pg. 30]
 - b. 2011 Master Fee Schedule with proposed revisions [pg. 31]
 - c. CPI for March, 2012 [pg. 35]
7. Review of City-owned Property [City Manager, pg. 36]
 - a. Maps showing City property [pg. 37]

D. Council Member Requests for Workshop Topics

E. Adjournment

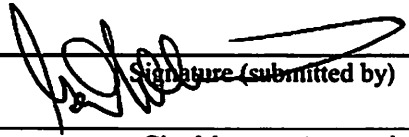
All public City meetings are held in accessible locations. Auxiliary aids will be provided upon request with advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 7, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Tourism Promotion

Background/Discussion:

At its meeting of April 23, 2012, the City Council voted to enter into a one-year contract with the Brookings Harbor Chamber of Commerce for tourism promotion. Staff has been notified by the Chamber leadership that they are not willing to entertain a contract term of less than five years, and will cease tourism promotion activities on behalf of the City effective June 30, 2012. According to Chamber Executive Director Les Cohen and President Ken Bryan, a longer term agreement is needed in order for the Chamber to effectively plan promotional campaigns and take advantage of lower-cost media "buys."

As a part of the action on the agreement, the City Council initiated discussion of the manner in which the City utilizes the proceeds of the Transient Lodging Tax for tourism promotion. Questions were raised at recent City Council and Budget Committee meetings as to how other entities fund tourism promotion.

Brookings has a Transient Lodging Tax of 6.0 per cent which generated \$137,331 in fiscal year 2010-11. Of this amount, 25 per cent is allocated for tourism promotion. The City has contracted to the Chamber of Commerce for these services since 1992; the dollar amount paid to the Chamber in 2010-11 was \$35,095.

Following is a discussion about how other nearby cities approach this matter.

GOLD BEACH

Gold Beach has a Transient Lodging Tax of 6.0 per cent which generated about \$333,000 in fiscal 2010-11. Of this amount, 75 per cent is allocated to a "Community Promotion Fund." The proposed 2012-13 Community Promotion Fund budget is attached. For the past several years, this function has been performed entirely by City employees: a full-time Executive Director, a full-time Visitor Center Manager and three part-time visitor center workers. The visitor center...which is owned by the City...is open seven days a week during the tourist season, and six days a week during the winter.

The proposed 2012-13 Community Promotion Fund budget is \$293,150, over eight-times the amount allocated to tourism promotion by Brookings.

The City recently terminated the Executive Director and has issued a Request for Proposals to provide marketing and promotion services; see attached.

The City has a five-member Council-appointed Promotion Committee and is currently considering expanding the Committee to seven members and restructuring the membership.

DEL NORTE COUNTY

Both the City of Crescent City and Del Norte County have a TLT (known as a Transient Occupancy Tax or TOT in California).

The County TOT rate is 8.0 per cent and generates about \$320,000 annually. This fiscal year, the County is contributing \$84,340 (about 26 per cent) to the Chamber of Commerce to support the Visitor's Bureau, which undertakes tourism marketing. The County also contributes \$2,500 to the Klamath Chamber of Commerce.

In Crescent City, the 10.0 per cent TOT generates approximately \$890,000 annually. In the 2012-13 proposed budget, the City is allocating \$36,000 to the Chamber of Commerce and \$40,000 to the Visitor's Bureau, for a total of \$76,000, for tourism promotion and operation of the visitor's center; about 8.5 per cent of TOT proceeds. The Visitor Bureau allocation is being reduced from the current \$50,000.

Fourteen agencies in Del Norte County are participating in planning and funding the development of a new visitor center on Highway 101 just south of downtown Crescent City, with a targeted opening of 2016.

The Tri-Agency Economic Development Commission in Del Norte County (County, City and Port) is facilitating a review of the manner in which tourism promotion and visitor services activities are provided and funded in Del Norte County.

COOS BAY

The City of Coos Bay utilized approximately \$1.6 million in Urban Renewal funding to construct a new downtown visitor information center.* The City owns the building and contracts with the Chamber of Commerce to staff the visitor information center at a cost of \$60,000 annually, and also pays about \$20,000 annually for utilities and maintenance.

In addition to the City's visitor information center, the City also has an intergovernmental agreement with the City of North Bend and the Coquille Tribe for tourism promotion activities provided by the Coos Bay/North Bend Visitors Convention Bureau. About 29 per cent of the City's TLT revenues are used for this purpose; the dollar amount is about \$121,000 annually.

In total, Coos Bay is spending about \$200,000 annually on visitor/tourism promotion.

*There is no mention of a visitor information center or tourism promotion in the City of Brookings Urban Renewal Plan. Only projects or program areas included in the Plan are eligible for the use of Urban Renewal funds.

Coos County does not levy a TLT.

BANDON

Bandon has a TLT rate of 6.0 per cent which generates approximately \$364,000 annually. The City allocates 20.7 per cent, or approximately \$79,000, to the Chamber of Commerce for tourism promotions. The City owns and maintains a visitor center, and plans to build a new visitor center using Urban Renewal funds; the Chamber occupies the building and pays utilities. The City amended its Urban Renewal Plan last year to include a visitor center as a project and increase the total amount of indebtedness. While the City has been providing funding to the Chamber at the same level for many years, they entered into their first written agreement in 2011 after the City Council held a workshop with the Chamber Board to discuss the Chamber's tourism promotion plan. TLT receipts have declined from a high of about \$380,000.

FORT BRAGG

Fort Bragg, California, is a community of like size to Brookings, but has considerably more motels within the City Limits. Fort Bragg has a TOT of 10.0 per cent which generates about \$1.3 million annually...about 10 times more than Brookings. For 2012-13, the City allocated \$6,896 to the Chamber of Commerce and \$61,165 to its Promotions Committee for tourism and event promotion. The Chamber staffs a visitor center in the downtown business district with a combination of paid staff and volunteers, and produces a lodging/dining/attractions/events brochure. The Promotions Committee organizes community events.

Fort Bragg is heavily dependent upon TOT revenues to fund its general City operations, with TOT revenues accounting for 32 per cent of total General Fund revenues.

Mendocino County also levies a TOT; they provide funding to the Mendocino Promotional Alliance. The Alliance is a non-profit organization formed by a consortium of the Lodging Association, Farm Bureau, Chambers of Commerce and Winegrowers Association, with participation by major tourism attractions (like the Skunk Train). Current budget information was not available as of this writing, but the County was about \$300,000 annually 10 years ago. The program has been very successful.

OTHER BROOKINGS NOTES

According to Chamber management, none of the funds provided through the City TLT appropriation has been used to maintain their existing office or visitor center located at the Port of Brookings Harbor. Chamber management also noted that no TLT funds are used to pay for Chamber of Commerce overhead; that all TLT funds are used for direct promotional/advertising costs.

Attachment(s):

- a. Gold Beach Community Promotion Fund budget
- b. Gold Beach report on "Rooms Available / Rented"
- c. Gold Beach Motel Tax revenue breakdown.
- d. Gold Beach marketing and promotion services RFP.
- e. Coos Bay North Bend Visitor and Convention Bureau Budget.
- f. Del Norte visitor center news article.

**City of Gold Beach
Special Revenue Fund
COMMUNITY PROMOTION FUND
Fiscal Year 2012-2013**

| | 2009-2010 FISCAL ACTUAL | 2010-2011 FISCAL ACTUAL | 2011-2012 COUNCIL ADOPTED | 2012-2013 CITY ADMIN PROPOSED | 2012-2013 BDGT COMM APPROVED | 2012-2013 COUNCIL ADOPTED |
|--|-------------------------------|-------------------------------|---------------------------------|-------------------------------------|------------------------------------|---------------------------------|
| <u>TRANSIENT ROOM TAX</u> | | | | | | |
| 24-32-140 TRANSIENT ROOM TAX | 281,684 | 221,871 | 245,000 | 250,000 | | |
| TOTAL TRANSIENT ROOM TAX | 281,684 | 221,871 | 245,000 | 250,000 | 0 | 0 |
| <u>INTEREST REVENUE</u> | | | | | | |
| 24-38-100 INTEREST | 1,088 | 1,359 | 696 | 150 | | |
| 24-38-110 MISCELLANEOUS REVENUE | 145 | 96 | 0 | 0 | | |
| 24-38-130 POSTAGE REIMBURSEMENT | 13 | 0 | 0 | 0 | | |
| TOTAL INTEREST REV | 1,246 | 1,455 | 696 | 150 | 0 | 0 |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| BEGINNING FUND BALANCE | 281,770 | 208,618 | 114,100 | 43,000 | | |
| TOTAL BEGINNING FUND BALANCE | 281,770 | 208,618 | 114,100 | 43,000 | 0 | 0 |
| TOTAL RESOURCES | 544,700 | 431,944 | 359,786 | 293,150 | 0 | 0 |
| <u>EXPENDITURES & REQUIREMENTS</u> | | | | | | |
| <u>PERSONNEL SERVICES</u> | | | | | | |
| 24-40-112 EXECUTIVE DIRECTOR | 36,513 | 45,000 | 45,000 | 0 | | |
| 24-40-111 VISITOR CENTER MANAGER | 20,710 | 24,212 | 26,000 | 37,000 | | |
| 24-40-110 VISITOR CENTER SALARIES | 15,144 | 16,085 | 18,000 | 40,250 | | |
| 24-40-119 SALARY & BENEFIT ADJUSTMENT | 0 | 0 | 0 | 0 | | |
| 24-40-130 RETIREMENT | 5,333 | 9,255 | 9,500 | 8,200 | | |
| 24-40-135 PERS UAL COSTS | 0 | 4,951 | 6,300 | 0 | | |
| 24-40-131 SOCIAL SECURITY | 5,304 | 6,520 | 6,200 | 6,100 | | |
| 24-40-132 WORKERS COMPENSATION | 112 | 212 | 300 | 350 | | |
| 24-40-133 MEDICAL INSURANCE | 2,823 | 12,086 | 12,800 | 16,000 | | |
| 24-40-134 LIFE & L.T.D. INSURANCE | 104 | 215 | 170 | 200 | | |
| TOTAL PERSONNEL | 86,043 | 118,496 | 124,270 | 108,100 | 0 | 0 |
| <u>MARKETING AND PROMOTIONAL EXPENSES</u> | | | | | | |
| 24-40-212 EVENT SUPPORT/PROMOTION | 19,793 | 15,978 | 19,500 | 35,000 | | |
| 24-40-213 PRINTED MATERIALS | 14,391 | 15,534 | 18,000 | 18,000 | | |
| 24-40-214 BROCHURE DISTRIBUTION | 6,208 | 1,229 | 17,500 | 7,000 | | |
| 24-40-215 TRADE SHOWS & FAIRS | 18,284 | 18,454 | 19,600 | 10,000 | | |
| TRAVEL & TRAINING | 0 | 0 | 0 | 5,000 | | |
| FUEL | 0 | 0 | 2,200 | 1,000 | | |
| 24-40-216 MAGAZINES | 0 | 6,278 | 8,000 | 4,000 | | |
| 24-40-272 PROFESSIONAL SERVICES | 1,684 | 13,546 | 10,000 | 10,000 | | |
| 24-40-220 RADIO ADS | 0 | 5,506 | 4,000 | 4,000 | | |
| 24-40-217 PRINT MEDIA | 16,911 | 11,399 | 10,000 | 10,000 | | |
| 24-40-218 OUTDOOR ADVERTISING | 13,285 | 9,100 | 8,400 | 4,000 | | |
| 24-40-223 INTERNET | 24,424 | 283 | 10,000 | 5,000 | | |
| 24-40-210 ASSOCIATION DUES | 1,820 | 3,977 | 3,000 | 6,000 | | |
| 24-40-221 TELEVISION PROMOTION | 40,355 | 31,648 | 22,000 | 22,000 | | |
| TOTAL MKT & PROMO EXP | 157,113 | 132,931 | 152,200 | 141,000 | 0 | 0 |

City of Gold Beach
Special Revenue Fund
COMMUNITY PROMOTION FUND
Fiscal Year 2012-2013

| | 2009-2010 FISCAL ACTUAL | 2010-2011 FISCAL ACTUAL | 2011-2012 COUNCIL ADOPTED | 2012-2013 CITY ADMIN PROPOSED | 2012-2013 BDGT COMM APPROVED | 2012-2013 COUNCIL ADOPTED |
|--|-------------------------------|-------------------------------|---------------------------------|-------------------------------------|------------------------------------|---------------------------------|
| <u>VC OPERATING EXPENSES</u> | | | | | | |
| AUDIT | 1,764 | | 0 | 0 | | |
| ATTORNEY | 840 | | 0 | 0 | | |
| INSURANCE/BONDS | 454 | 600 | 0 | 0 | | |
| OFFICE EQUIPMENT | 0 | 0 | 0 | 0 | | |
| 24-40-510 VC OPERATING EXPENSES | 22,208 | 17,044 | 15,000 | 17,000 | | |
| 24-40-515 POSTAGE | 11,274 | 5,329 | 6,000 | 8,000 | | |
| 24-40-525 VC BUILDINGS & GROUNDS | 11,689 | 6,960 | 8,000 | 7,000 | | |
| 24-40-530 MISCELLANEOUS EXPENSES | 408 | 213 | 0 | 0 | | |
| TOTAL MATERIALS AND SERVICES | 48,437 | 30,146 | 29,000 | 32,000 | 0 | 0 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>CONTINGENCY & RESERVES</u> | | | | | | |
| 2440415 CONTINGENCY | 0 | 0 | 10,000 | 3,000 | | |
| TOTAL CONTINGENCY | 0 | 0 | 10,000 | 3,000 | 0 | 0 |
| <u>TRANSFERS OUT</u> | | | | | | |
| TRANS TO VC BUILDING RES FUND | 3,000 | 7,500 | 0 | 0 | 0 | 0 |
| TOTAL TRANSFERS OUT | 3,000 | 7,500 | 0 | 0 | 0 | 0 |
| <u>DEBT SERVICE</u> | | | | | | |
| VC PAYMENTS (3 payments) | 41,490 | 68,665 | 0 | 0 | 0 | 0 |
| TOTAL DEBT SERVICE | 41,490 | 68,665 | 0 | 0 | 0 | 0 |
| <u>UNAPPROPRIATED ENDING FUND BALANCE</u> | | | | | | |
| UNAPP ENDING FUND BAL | 208,617 | 43,056 | 44,326 | 9,050 | | |
| TOTAL UNAPP ENDING FUND BAL | 208,617 | 43,056 | 44,326 | 9,050 | 0 | 0 |
| TOTAL EXPENDITURES & REQUIREMENTS | 544,700 | 400,794 | 359,798 | 293,150 | 0 | 0 |

RA = ROOMS AVAILABLE

RR = ROOMS RENTED

ROOMS AVAILABLE/RENTED

| 2001-2002 | RA | RR | 2002-2003 | RA | RR | 2003-2004 | RA | RR | 2004-2005 | RA | RR |
|-----------|--------|-------|-----------|--------|-------|-----------|--------|-------|-----------|--------|-------|
| JUL | 16533 | 12469 | JUL | 16380 | 13330 | JUL | 16470 | 12987 | JUL | 17160 | 11273 |
| AUG | 16477 | 13076 | AUG | 16350 | 15064 | AUG | 16470 | 14465 | AUG | 17190 | 14095 |
| SEP | 16180 | 9177 | SEP | 16350 | 11721 | SEP | 16410 | 10404 | SEP | 17160 | 11388 |
| OCT | 16227 | 6137 | OCT | 16260 | 8734 | OCT | 16560 | 7092 | OCT | 17160 | 6907 |
| NOV | 16247 | 4400 | NOV | 16410 | 5063 | NOV | 16560 | 4550 | NOV | 16830 | 4719 |
| DEC | 16337 | 3954 | DEC | 16440 | 3823 | DEC | 16560 | 4300 | DEC | 16681 | 4056 |
| JAN | 16357 | 3638 | JAN | 16440 | 4507 | JAN | 16560 | 4401 | JAN | 16711 | 4126 |
| FEB | 16268 | 4564 | FEB | 16440 | 4858 | FEB | 16620 | 5178 | FEB | 16981 | 5313 |
| MAR | 16380 | 5589 | MAR | 16440 | 6238 | MAR | 16410 | 5676 | MAR | 17070 | 5798 |
| APR | 16380 | 5033 | APR | 16440 | 5543 | APR | 16470 | 5752 | APR | 17010 | 5351 |
| MAY | 16440 | 6832 | MAY | 16590 | 7481 | MAY | 17040 | 7240 | MAY | 17070 | 6649 |
| JUN | 16350 | 8651 | JUN | 16410 | 8612 | JUN | 17100 | 8369 | JUN | 17160 | 7353 |
| TOTALS | 196176 | 83520 | TOTALS | 196950 | 94974 | TOTALS | 199230 | 90414 | TOTALS | 204183 | 87028 |

| 2005-06 | RA | RR | 2006-07 | RA | RR | 2007-08 | RA | RR | 2008-09 | RA | RR |
|---------|--------|-------|---------|--------|-------|---------|--------|-------|---------|--------|-------|
| JUL | 17250 | 12186 | JUL | 16500 | 11159 | JUL | 15390 | 11700 | JUL | 16260 | 10851 |
| AUG | 17460 | 12842 | AUG | 16530 | 11905 | AUG | 15390 | 11604 | AUG | 16260 | 11463 |
| SEP | 17250 | 9528 | SEP | 15930 | 9398 | SEP | 15450 | 9363 | SEP | 16230 | 8210 |
| OCT | 17250 | 5668 | OCT | 16560 | 5772 | OCT | 16110 | 5731 | OCT | 16230 | 4745 |
| NOV | 17280 | 4054 | NOV | 16770 | 3617 | NOV | 16020 | 3713 | NOV | 16230 | 3157 |
| DEC | 17250 | 3723 | DEC | 16770 | 4465 | DEC | 16020 | 3351 | DEC | 16260 | 2540 |
| JAN | 16560 | 3259 | JAN | 15660 | 3018 | JAN | 15930 | 3600 | JAN | 16260 | 3333 |
| FEB | 16410 | 4934 | FEB | 15161 | 3741 | FEB | 15570 | 3633 | FEB | 16110 | 3799 |
| MAR | 16380 | 4484 | MAR | 15390 | 4756 | MAR | 15570 | 4049 | MAR | 16170 | 4535 |
| APR | 16620 | 4901 | APR | 15300 | 4621 | APR | 15540 | 3826 | APR | 16170 | 4291 |
| MAY | 16860 | 6244 | MAY | 15270 | 5751 | MAY | 16050 | 5775 | MAY | 16140 | 5464 |
| JUN | 16500 | 8036 | JUN | 15330 | 8007 | JUN | 16200 | 7729 | JUN | 16140 | 7842 |
| TOTALS | 203070 | 79859 | TOTALS | 191171 | 76210 | TOTALS | 189240 | 74074 | TOTALS | 194460 | 70230 |

| 2009-10 | RA | RR | 2010-11 | RA | RR | 2011-12 | RA | RR | 2012-13 | RA | RR |
|---------|--------|-------|---------|--------|-------|---------|--------|-------|---------|----|----|
| JUL | 16110 | 11204 | JUL | 16220 | 11141 | JUL | 15980 | 10200 | JUL | | |
| AUG | 16110 | 11627 | AUG | 16220 | 11675 | AUG | 15980 | 10882 | AUG | | |
| SEP | 16140 | 8363 | SEP | 16020 | 9377 | SEP | 15620 | 8950 | SEP | | |
| OCT | 16110 | 5453 | OCT | 16100 | 4866 | OCT | 15620 | 4601 | OCT | | |
| NOV | 16080 | 3519 | NOV | 15360 | 3399 | NOV | 15620 | 3090 | NOV | | |
| DEC | 16020 | 3169 | DEC | 15600 | 3147 | DEC | 15620 | 3247 | DEC | | |
| JAN | 16020 | 3036 | JAN | 15480 | 3323 | JAN | 15620 | 3099 | JAN | | |
| FEB | 16020 | 3976 | FEB | 15930 | 3686 | FEB | 15620 | 4235 | FEB | | |
| MAR | 15840 | 4640 | MAR | 15950 | 4198 | MAR | 15560 | 4710 | MAR | | |
| APR | 15840 | 4367 | APR | 15900 | 4497 | APR | | | APR | | |
| MAY | 15812 | 5609 | MAY | 15920 | 4889 | MAY | | | MAY | | |
| JUN | 16280 | 7842 | JUN | 15930 | 7160 | JUN | | | JUN | | |
| TOTALS | 192382 | 72805 | TOTALS | 190630 | 71358 | TOTALS | 141240 | 53014 | TOTALS | 0 | 0 |

MOTEL TAX BREAKDOWN

GROSS RENT

| | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 |
|-------|--------------|--------------|--------------|--------------|--------------|
| JUL | 824,316.09 | 1,043,732.54 | 1,055,731.97 | 1,102,320.77 | 1,180,336.90 |
| AUG | 1,054,573.00 | 1,182,403.36 | 1,241,751.82 | 1,255,152.06 | 1,201,034.51 |
| SEP | 694,859.89 | 827,537.62 | 696,789.04 | 844,783.91 | 749,565.45 |
| OCT | 350,450.07 | 491,329.65 | 392,045.18 | 382,652.80 | 354,173.13 |
| NOV | 208,732.81 | 234,457.30 | 225,033.11 | 234,181.32 | 208,750.24 |
| DEC | 186,697.65 | 202,313.96 | 202,833.23 | 211,676.64 | 183,664.64 |
| JAN | 160,591.00 | 161,042.23 | 181,708.22 | 204,760.04 | 154,124.19 |
| FEB | 164,170.57 | 227,551.84 | 245,146.82 | 245,103.28 | 246,971.12 |
| MAR | 272,232.33 | 257,219.12 | 206,449.54 | 302,353.79 | 255,796.44 |
| APR | 247,600.26 | 261,007.15 | 291,585.26 | 266,483.10 | 281,459.55 |
| MAY | 362,553.81 | 396,604.93 | 345,850.33 | 407,026.74 | 407,829.75 |
| JUN | 568,872.12 | 559,200.71 | 480,092.26 | 552,731.27 | 643,267.11 |
| TOTAL | 5,208,695.48 | 5,843,228.71 | 5,655,716.86 | 6,040,674.92 | 5,861,866.49 |

MOTEL TAX BREAKDOWN

GROSS RENT

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-2012 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|
| JUL | 1,199,667.37 | 1,196,650.89 | 1,202,216.08 | 1,173,463.47 | 1,146,123.82 | 1,048,501.41 |
| AUG | 1,271,548.12 | 1,295,289.73 | 1,295,574.17 | 1,247,508.15 | 1,197,458.54 | 1,186,343.05 |
| SEP | 870,541.82 | 836,180.93 | 770,388.56 | 801,886.16 | 812,972.88 | 828,939.47 |
| OCT | 409,860.98 | 395,973.75 | 368,965.88 | 388,375.85 | 380,000.99 | 357,465.91 |
| NOV | 216,068.77 | 200,266.83 | 199,823.80 | 235,788.95 | 202,448.38 | 195,730.05 |
| DEC | 205,100.37 | 210,153.85 | 171,968.91 | 171,700.34 | 184,638.82 | 182,966.49 |
| JAN | 177,419.50 | 208,387.49 | 197,379.75 | 171,711.01 | 195,011.82 | 172,119.12 |
| FEB | 239,069.05 | 225,872.75 | 241,652.35 | 245,772.51 | 238,845.70 | 261,614.36 |
| MAR | 199,355.75 | 280,882.01 | 299,878.66 | 301,935.23 | 291,633.44 | 296,140.27 |
| APR | 298,370.31 | 261,006.99 | 278,693.17 | 291,719.52 | 335,695.67 | 349,897.97 |
| MAY | 413,578.97 | 435,013.04 | 396,845.88 | 415,361.53 | 381,489.29 | 381,489.29 |
| JUN | 874,305.49 | 889,078.60 | 870,257.91 | 899,818.78 | 824,578.00 | 824,578.00 |
| TOTAL | 6,276,989.50 | 6,312,708.74 | 6,093,822.84 | 6,138,032.79 | 5,994,204.35 | 5,412,240.13 |

PROMG PORTION 75%

| | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 |
|-------|------------|------------|------------|------------|------------|
| JUL | 30,634.12 | 45,195.06 | 45,681.07 | 47,716.86 | 50,301.29 |
| AUG | 45,124.70 | 51,310.90 | 53,757.12 | 54,212.86 | 51,865.41 |
| SEP | 28,632.89 | 35,370.60 | 29,919.65 | 36,213.71 | 31,998.62 |
| OCT | 14,807.10 | 21,130.19 | 16,660.23 | 16,044.03 | 14,853.02 |
| NOV | 8,734.55 | 9,781.78 | 9,300.94 | 9,615.64 | 8,430.41 |
| DEC | 6,913.20 | 8,293.27 | 8,322.03 | 9,029.49 | 8,100.03 |
| JAN | 6,562.02 | 6,664.80 | 7,961.51 | 8,104.40 | 8,299.23 |
| FEB | 8,220.78 | 9,478.44 | 10,304.77 | 9,905.78 | 10,195.12 |
| MAR | 11,403.70 | 10,886.16 | 13,076.32 | 12,324.24 | 10,750.28 |
| APR | 10,508.96 | 11,053.41 | 12,442.04 | 11,808.90 | 11,827.11 |
| MAY | 15,553.74 | 16,803.23 | 14,763.59 | 17,289.89 | 17,404.79 |
| JUN | 24,571.04 | 24,165.46 | 19,757.48 | 23,638.53 | 27,526.61 |
| TOTAL | 221,886.58 | 250,180.34 | 241,946.75 | 255,897.18 | 249,852.62 |

PROMG PORTION 75%

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-2012 |
|-------|------------|------------|------------|------------|------------|------------|
| JUL | 51,652.88 | 55,045.45 | 52,287.49 | 51,010.86 | 49,521.57 | 44,956.07 |
| AUG | 54,442.81 | 58,816.07 | 58,865.84 | 63,854.85 | 51,310.46 | 50,108.05 |
| SEP | 37,597.31 | 38,273.96 | 32,988.35 | 34,848.56 | 34,848.56 | 35,694.70 |
| OCT | 17,389.55 | 16,817.83 | 15,728.23 | 16,561.92 | 15,871.85 | 14,919.78 |
| NOV | 9,003.06 | 10,950.49 | 8,152.53 | 9,537.41 | 8,169.81 | 7,977.38 |
| DEC | 8,274.36 | 8,585.07 | 7,091.73 | 6,885.72 | 7,121.12 | 7,206.01 |
| JAN | 7,252.35 | 8,531.82 | 7,976.73 | 6,800.27 | 7,347.78 | 6,889.97 |
| FEB | 9,728.04 | 9,369.83 | 9,973.53 | 10,173.71 | 9,534.28 | 10,741.39 |
| MAR | 12,660.31 | 11,813.82 | 12,531.21 | 12,842.31 | 11,888.78 | 11,950.78 |
| APR | 12,644.17 | 10,540.52 | 11,705.90 | 12,398.57 | 11,979.80 | 11,979.80 |
| MAY | 17,770.35 | 13,733.41 | 18,973.83 | 17,810.01 | 16,937.33 | 16,937.33 |
| JUN | 29,285.51 | 29,971.09 | 28,635.49 | 29,549.54 | 28,455.41 | 28,455.41 |
| TOTAL | 267,401.50 | 277,533.22 | 269,532.86 | 281,583.80 | 248,992.36 | 196,134.11 |

CITY PORTION 20%

| | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 |
|-------|-----------|-----------|-----------|-----------|-----------|
| JUL | 10,589.10 | 12,052.02 | 12,181.82 | 12,743.97 | 13,413.58 |
| AUG | 12,033.25 | 13,682.91 | 14,335.23 | 14,456.76 | 13,857.44 |
| SEP | 7,902.05 | 9,834.16 | 7,978.57 | 9,656.99 | 8,532.97 |
| OCT | 3,948.86 | 5,834.72 | 4,442.73 | 4,289.07 | 3,960.80 |
| NOV | 2,329.21 | 2,615.01 | 2,480.25 | 2,537.50 | 2,248.11 |
| DEC | 1,843.52 | 2,211.51 | 2,129.21 | 2,437.85 | 2,160.01 |
| JAN | 1,755.21 | 1,761.61 | 2,123.07 | 2,161.17 | 1,879.80 |
| FEB | 2,192.20 | 2,527.05 | 2,747.94 | 2,641.54 | 2,718.70 |
| MAR | 3,040.99 | 2,906.18 | 3,457.02 | 3,288.46 | 2,886.74 |
| APR | 2,802.59 | 2,847.53 | 3,317.88 | 3,148.04 | 3,153.90 |
| MAY | 4,147.88 | 4,507.53 | 3,936.96 | 4,605.25 | 4,841.30 |
| JUN | 6,552.28 | 6,414.12 | 5,261.66 | 6,303.61 | 7,340.43 |
| TOTAL | 59,116.42 | 66,769.43 | 64,519.14 | 68,238.22 | 68,573.88 |

CITY PORTION 20%

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-2012 |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|
| JUL | 13,747.43 | 14,876.79 | 13,943.33 | 13,802.90 | 13,205.86 | 11,553.29 |
| AUG | 14,518.03 | 15,854.29 | 15,062.54 | 14,361.29 | 13,682.79 | 13,362.15 |
| SEP | 10,025.95 | 10,207.19 | 8,796.36 | 9,196.69 | 9,293.03 | 9,491.92 |
| OCT | 4,837.21 | 4,404.78 | 4,194.19 | 4,416.51 | 4,232.44 | 3,978.81 |
| NOV | 2,400.82 | 2,920.13 | 2,174.01 | 2,543.33 | 2,178.62 | 2,127.30 |
| DEC | 2,206.50 | 2,294.29 | 1,852.28 | 1,832.86 | 1,598.96 | 1,821.80 |
| JAN | 1,833.96 | 2,275.15 | 2,127.13 | 1,840.07 | 1,888.40 | 1,778.66 |
| FEB | 2,594.14 | 2,498.62 | 2,659.81 | 2,712.96 | 2,542.45 | 2,864.37 |
| MAR | 3,376.08 | 3,176.97 | 3,341.86 | 3,371.23 | 3,186.81 | 3,180.54 |
| APR | 3,371.78 | 2,810.80 | 3,121.57 | 3,268.55 | 3,194.56 | 3,194.56 |
| MAY | 4,736.76 | 4,966.60 | 4,526.35 | 4,896.00 | 4,248.96 | 4,248.96 |
| JUN | 7,756.40 | 7,992.29 | 7,644.40 | 7,879.85 | 7,050.64 | 7,050.64 |
| TOTAL | 71,307.06 | 74,008.88 | 69,480.71 | 69,782.34 | 66,964.55 | 60,702.44 |

TAXABLE RENT

| | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 |
|-------|--------------|--------------|--------------|--------------|--------------|
| JUL | 180,758.12 | 1,034,335.09 | 1,015,134.61 | 1,051,697.51 | 1,117,866.54 |
| AUG | 1,002,771.03 | 1,140,242.16 | 1,194,802.77 | 1,204,730.12 | 1,154,786.78 |
| SEP | 696,504.18 | 788,013.43 | 684,861.21 | 804,749.17 | 711,080.65 |
| OCT | 329,046.63 | 469,559.65 | 370,227.28 | 357,422.86 | 330,067.05 |
| NOV | 184,101.11 | 217,760.69 | 208,687.45 | 211,458.71 | 187,342.37 |
| DEC | 153,626.72 | 184,294.35 | 184,933.91 | 200,656.26 | 160,000.83 |
| JAN | 146,267.11 | 145,084.43 | 176,822.36 | 180,097.79 | 139,982.98 |
| FEB | 182,603.61 | 210,587.66 | 228,991.87 | 220,128.89 | 226,555.18 |
| MAR | 253,415.63 | 242,131.80 | 290,584.87 | 273,871.97 | 238,895.10 |
| APR | 233,532.54 | 245,631.26 | 276,471.71 | 262,420.04 | 262,824.63 |
| MAY | 345,638.62 | 375,827.12 | 328,078.69 | 383,770.82 | 395,775.34 |
| JUN | 549,023.11 | 537,019.24 | 439,385.09 | 525,300.97 | 611,702.36 |
| TOTAL | 4,926,368.48 | 5,559,118.78 | 5,378,504.61 | 5,806,893.31 | 5,647,622.33 |

TAXABLE RENT

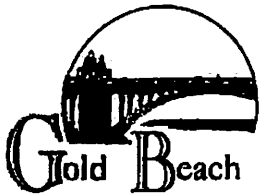
| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-2012 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|
| JUL | 1,145,819.51 | 1,223,232.30 | 1,161,944.14 | 1,133,574.78 | 1,100,488.19 | 999,023.79 |
| AUG | 1,206,835.78 | 1,307,023.81 | 1,256,235.51 | 1,196,774.00 | 1,140,232.74 | 1,113,512.19 |
| SEP | 835,495.70 | 850,698.83 | 733,030.01 | 736,390.17 | 774,420.89 | 780,893.37 |
| OCT | 383,434.49 | 373,728.82 | 349,518.23 | 368,042.65 | 352,703.40 | 331,550.71 |
| NOV | 200,087.99 | 243,344.22 | 181,167.24 | 211,944.03 | 181,551.28 | 177,276.17 |
| DEC | 183,874.03 | 190,357.15 | 157,473.37 | 155,238.32 | 158,247.05 | 160,133.68 |
| JAN | 181,163.30 | 189,596.03 | 171,260.65 | 153,339.42 | 163,535.50 | 146,721.45 |
| FEB | 216,178.70 | 206,218.34 | 221,833.89 | 223,082.36 | 211,872.69 | 238,697.55 |
| MAR | 281,340.20 | 284,747.18 | 278,471.25 | 280,940.18 | 264,150.53 | 265,784.68 |
| APR | 280,981.64 | 271,233.69 | 230,131.04 | 274,879.43 | 268,213.35 | 268,213.35 |
| MAY | 394,896.61 | 416,299.66 | 377,198.18 | 391,333.66 | 354,162.99 | 354,162.99 |
| JUN | 645,266.03 | 653,024.17 | 637,033.19 | 668,856.30 | 591,053.63 | 591,053.63 |
| TOTAL | 5,942,335.49 | 6,167,403.60 | 5,789,858.67 | 5,815,196.25 | 5,555,380.47 | 4,326,302.57 |

TAX COLLECTED 6%

| | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 |
|-------|------------|------------|------------|------------|------------|
| JUL | 52,845.40 | 60,260.11 | 60,908.09 | 67,719.84 | 67,088.58 |
| AUG | 60,153.25 | 39,414.53 | 71,676.17 | 72,883.81 | 69,287.21 |
| SEP | 39,510.25 | 47,180.81 | 38,692.87 | 48,214.95 | 42,864.83 |
| OCT | 19,742.80 | 28,173.59 | 22,213.64 | 21,445.37 | 19,804.02 |
| NOV | 11,646.07 | 13,065.04 | 12,401.25 | 12,887.52 | 11,240.84 |
| DEC | 9,217.60 | 11,057.89 | 11,095.63 | 12,036.32 | 10,800.04 |
| JAN | 8,778.03 | 9,753.07 | 10,815.34 | 10,806.87 | 8,388.86 |
| FEB | 10,981.02 | 12,635.23 | 13,739.89 | 12,207.72 | 13,563.49 |
| MAR | 15,204.94 | 14,530.51 | 17,350.09 | 16,432.32 | 14,333.71 |
| APR | 14,011.53 | 14,737.88 | 16,529.38 | 15,745.20 | 15,789.49 |
| MAY | 20,738.30 | 22,537.64 | 19,684.70 | 23,026.25 | 23,206.52 |
| JUN | 32,781.99 | 32,220.61 | 26,343.31 | 31,510.03 | 33,702.14 |
| TOTAL | 295,542.72 | 333,547.14 | 322,595.64 | 341,196.20 | 332,869.34 |

TAX COLLECTED 6%

| | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-2012 | |
|-------|------------|------------|------------|------------|------------|------------|-------|
| JUL | 63,737.17 | 73,393.94 | 69,718.85 | 68,014.49 | 65,029.29 | 59,941.43 | JUL |
| AUG | 72,590.15 | 78,421.43 | 75,311.19 | 71,805.47 | 68,413.93 | 68,810.73 | AUG |
| SEP | 50,129.75 | 51,035.39 | 43,981.80 | 45,983.41 | 46,466.17 | 47,456.60 | SEP |
| OCT | 23,186.07 | 22,423.78 | 20,970.97 | 22,082.56 | 21,162.20 | 19,303.04 | OCT |
| NOV | 12,004.08 | 14,600.59 | 12,717.00 | 12,717.00 | 10,856.54 | 10,836.55 | NOV |
| DEC | 11,032.38 | 11,421.93 | 9,448.30 | 9,314.20 | 9,454.82 | 9,608.02 | DEC |
| JAN | 8,899.80 | 11,375.78 | 10,635.64 | 9,290.37 | 9,787.01 | 8,563.29 | JAN |
| FEB | 12,970.72 | 12,493.10 | 13,298.03 | 13,504.34 | 12,712.38 | 14,321.85 | FEB |
| MAR | 18,850.41 | 15,864.73 | 16,708.28 | 18,865.41 | 15,840.03 | 15,947.61 | MAR |
| APR | 16,658.90 | 14,054.02 | 15,607.88 | 18,482.77 | 15,972.80 | | APR |
| MAY | 23,653.80 | 24,977.98 | 22,631.77 | 23,480.01 | 21,246.78 | | MAY |
| JUN | 30,702.01 | 30,261.46 | 30,261.46 | 30,261.46 | 29,261.46 | | JUN |
| TOTAL | 358,535.34 | 370,944.20 | 347,401.68 | 348,814.75 | 333,322.77 | 353,612.16 | TOTAL |



REQUEST FOR PROPOSALS

GOLD BEACH COMMUNITY MARKETING AND PROMOTIONAL SERVICES

Background

Since 1982, the City of Gold Beach has levied a Transient Room Tax on guest to lodging establishments in the Gold Beach area for the purpose of providing funding for community marketing and promotion. The City desires to solicit professional marketing and promotional services to better serve the tourist and other industries in our community. The City also operates a Visitor Center which provides visitors with information specific to our area and other destinations within our region.

Objective

The City seeks through this request for proposals (RFP) to enter into a contract with an individual, company, or organization to provide professional marketing and promotional services in support of the greater Gold Beach tourism industry and the Visitor Center as approved by the City.

Expected Deliverables

1. Assist the City with the development and implementation of branding, marketing, and positioning/repositioning strategies for Gold Beach tourism including the design of needed collateral materials.
2. Provide graphics, design, and layout assistance for web site enhancements, electronic communications, publications, signs, reports, advertisements, brochures, and other marketing materials whether in hard copy or electronic format or both.
3. Prepare press releases, media advisories, or newsworthy items to appropriate media outlets and contacts and facilitate media interest.
4. Produce PowerPoint presentations acceptable to the City for use in communicating with specific audiences or constituent groups and assist with the presentation of the same as requested.
5. Develop marketing strategies, design, produce and place cooperative advertising and campaigns as approved by the City.
6. Provide the design, production, and placement of cooperative marketing efforts approved by the City in a timely manner.

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.

The Proposal Process

The City will consider proposals from all interested parties that present adequate information and otherwise demonstrate basic qualifications to manage and execute the desired professional marketing and promotional services. **A complete response to this RFP must be submitted (by mail, in person, fax, or email) no later than**

5:00PM, Friday, May 18, 2012. Responses received after that date may not be considered. All costs incurred in the preparation or presentation of a response to this RFP shall be the sole responsibility of the respondent/proposer. Once submitted, the proposal and supporting materials become the property of the City of Gold Beach.

Proposal Delivery

In person or by regular mail:

Gold Beach City Hall
Attn: Jodi Fritts
29592 Ellensburg Ave
Gold Beach, OR 97444

Fax: 541-247-2212

Email: jfritts@goldbeachoregon.gov

Each proposal must include the following:

1. Proposer must present example(s) of the desired professional marketing and/or promotional services listed above. Each example should provide some insight into how the campaign/collateral/message was developed and implemented. Submitted materials should also emphasize the project approaches, successful results, and positive outcomes.
2. A detailed budget for accomplishing needed and desired activities identified in this proposal must be included. The budget should include (but may not be limited to): creative and graphic design, web site management (if any), public relations, marketing plan development, and media placement.
3. Proposer must provide at least three professional references for similar work that has been provided within the past five years. Please include current contact name, company or organization, and contact info (current phone, email and address).
4. A complete resume of each person(s) named in the proposal.

Rights of the City of Gold Beach

The City reserves the right to accept, reject, withdraw, or amend any and/or all proposals, or any component part(s) thereof, deemed to be in the best interest of the City or in the best interest of the desired outcome. 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.

Questions

Questions related to this solicitation for proposals should be directed to Jodi Fritts-Matthey, City Administrator

541-247-7029

jfritts@goldbeachoregon.gov

**Coos Bay - North Bend Visitor's & Convention Bureau 2011-2012 Budget
Fund 33 Department**

| Actual 2008-2009 | Actual 2009-2010 | Adopted 2010-2011 | <u>RESOURCES</u> | | Proposed 2011-2012 | Approved 2011-2012 | Adopted 2011-2012 |
|---------------------|---------------------|----------------------|--|-----------------------------------|-----------------------|-----------------------|----------------------|
| 72,581 | 73,943 | 51,000 | CARRYOVER BALANCE | | 67,708 | 67,708 | 67,708 |
| 0 | 0 | 0 | Committed Fund Balance - Severance Package | | 12,292 | 12,292 | 12,292 |
| 72,581 | 73,943 | 51,000 | | | 80,000 | 80,000 | 80,000 |
| 131,352 | 134,000 | 135,000 | TRANSIENT ROOM TAXES | | | | |
| 87,610 | 70,000 | 17,500 | 310 | 0100 Hotel/Motel Tax - Coos Bay | 121,000 | 121,000 | 121,000 |
| 0 | 0 | 50,000 | 310 | 0800 Hotel/Motel Tax - North Bend | 24,650 | 24,650 | 24,650 |
| 218,962 | 204,000 | 202,500 | 310 | 0900 Hotel/Motel Tax - Coquille | 60,000 | 60,000 | 60,000 |
| | | | Total Transient Taxes | | 205,650 | 205,650 | 205,650 |
| 1,046 | 2,000 | 500 | USE OF MONEY AND PROPERTY | | | | |
| 762 | 0 | 0 | 350 | 0100 Interest | 500 | 500 | 500 |
| 1,808 | 2,000 | 500 | 380 | 0100 Miscellaneous | 0 | 0 | 0 |
| | | | Total Money and Property | | 500 | 500 | 500 |
| 7,453 | 1,000 | 0 | OTHER INCOME | | | | |
| 9,000 | 0 | 0 | 380 | 0400 Reimbursements | 0 | 0 | 0 |
| 16,453 | 1,000 | 0 | 380 | 0900 Grants, Contributions, Gifts | 0 | 0 | 0 |
| | | | Total Other Income | | 0 | 0 | 0 |
| <u>309,804</u> | <u>280,943</u> | <u>254,000</u> | TOTAL REVENUE | | <u>286,150</u> | <u>286,150</u> | <u>286,150</u> |

**Coos Bay - North Bend Visitor's & Convention Bureau 2011-2012 Budget
Fund 33 Department**

| <u>Actual</u> <u>2008-2009</u> | <u>Actual</u> <u>2009-2010</u> | <u>Adopted</u> <u>2010-2011</u> | <u>Acct.</u> <u>No.</u> | <u>EXPENDITURES</u> | <u>Proposed</u> <u>2011-2012</u> | <u>Approved</u> <u>2011-2012</u> | <u>Adopted</u> <u>2011-2012</u> |
|-----------------------------------|-----------------------------------|------------------------------------|----------------------------|--|-------------------------------------|-------------------------------------|------------------------------------|
| MATERIALS AND SERVICES | | | | | | | |
| 22,667 | 19,000 | 3,679 | 520 | 2001 Training, Travel, Conventions | 4,500 | 4,500 | 4,500 |
| 0 | 0 | 3,000 | 520 | 2002 Fam Trips/Media | 3,000 | 3,000 | 3,000 |
| 0 | 0 | 3,125 | 50 | 2003 Trade Shows | 8,000 | 3,000 | 3,000 |
| 980 | 3,000 | 3,500 | 520 | 2005 Membership, Dues | 3,500 | 3,500 | 3,500 |
| 2,167 | 2,400 | 2,400 | 520 | 2102 Telephone | 1,900 | 2,400 | 2,400 |
| 1,916 | 2,400 | 2,400 | 520 | 2104 Office Lease | 2,400 | 3,020 | 3,020 |
| 74,167 | 78,437 | 75,886 | 520 | 2105 Advertising | 54,250 | 74,838 | 74,838 |
| 55,834 | 53,500 | 58,600 | 520 | 2108 Contractual | 58,600 | 58,600 | 58,600 |
| 0 | 0 | 13,900 | 520 | 2109 Severance Package | 0 | 0 | 0 |
| 3,000 | 4,202 | 2,710 | 520 | 2113 Audit | 4,000 | 4,000 | 4,000 |
| 855 | 900 | 900 | 520 | 2116 Internet costs | 1,500 | 1,500 | 1,500 |
| 1,063 | 1,200 | 1,200 | 520 | 2120 Insurance | 1,300 | 1,300 | 1,300 |
| 18,455 | 23,561 | 12,000 | 520 | 2123 Printing/Duplicating | 15,000 | 15,000 | 15,000 |
| 3,531 | 1,200 | 1,200 | 520 | 2205 Office Supplies | 1,200 | 1,200 | 1,200 |
| 4,632 | 9,000 | 7,000 | 520 | 2206 Postage | 7,000 | 7,000 | 7,000 |
| 33,414 | 4,000 | 0 | 520 | 2219 Convention Packets | 0 | 0 | 0 |
| 5,687 | 11,200 | 1,000 | 520 | 2220 Other Projects | 5,000 | 5,000 | 5,000 |
| 7,493 | 0 | 10,000 | 520 | 2300 Website | 35,000 | 35,000 | 35,000 |
| 235,861 | 214,000 | 202,500 | | Total Materials and Services | 206,150 | 222,858 | 222,858 |
| CAPITAL OUTLAY | | | | | | | |
| 0 | 500 | 0 | 530 | 3001 Computer Hardware/Software | 0 | 0 | 0 |
| 0 | 1,500 | 500 | 530 | 3023 Office Equipment | 0 | 0 | 0 |
| 0 | 2,000 | 500 | | Total Capital Outlay | 0 | 0 | 0 |
| OTHER FINANCING USES | | | | | | | |
| 0 | 0 | 51,000 | 560 | 6001 Contingency | 67,708 | 51,000 | 51,000 |
| 0 | 0 | 0 | 560 | 6001 Committed Contingency - Severance Package | 12,292 | 12,292 | 12,292 |
| 0 | 0 | 51,000 | | Total Other Financing Uses | 80,000 | 63,292 | 63,292 |
| 73,943 | 76,943 | 0 | | Unappropriated | 0 | 0 | 0 |
| 73,943 | 76,943 | 0 | | Total Unappropriated Fund Balance | 0 | 0 | 0 |
| <u>309,804</u> | <u>292,943</u> | <u>254,000</u> | | TOTAL VISITOR'S & CONVENTION BUREAU | <u>286,150</u> | <u>286,150</u> | <u>286,150</u> |

Visitor center eyed near harbor, highway

Written by [Adam Spencer, The Triplicate](#) January 09, 2012 02:11 pm

Although tourism is Del Norte's largest private sector employer, many think it could be much stronger.

Various organizations hope to boost tourism with a new multi-agency visitor center on the highway by Crescent City Harbor.

"I really believe that this community is in need of the tourism dollars that we ... somehow are not able to capture," said Harbor Commissioner Wes White on Tuesday when the commission heard an update on the visitor center project.

Fourteen agencies have signed on to be a part of the Interagency Visitor Center, which would be built on harbor land between the inner boat basin and U.S. Highway 101.

The idea is to have a one-stop shop for tourism information right off the highway, encouraging more enjoyable and longer visits to Del Norte.

An existing information center on the first floor of the Redwood National and State Parks headquarters in downtown Crescent City wasn't designed to be a visitor center, parks officials said.

"Even though we're only a block off the highway, I think a lot of people don't stop by our visitor center or the Chamber of Commerce" visitor center on Front Street, said Candace Tinkler of RNSP. Currently visitor centers in the county attract 50,000 to 100,000 visitors a year.

A design has not been finalized, but thanks to the Interagency Visitor Center's design committee and pro-bono work from Hilary Baker of Crow/Clay & Associates architecture, there is a working design concept.

The proposed two-story facility would contain 13,000-15,000 square feet of space and link the county's natural and cultural resources together with a "watershed" theme. Most of the facility would be dedicated to displays and interpretative information about the county's natural and cultural resources.

A 120-seat auditorium has also been proposed to show films and presentations on what Del Norte has to offer. The design concept also calls for a gift shop, conference center, restrooms and some office space.

The facility would be designed to easily accommodate tour buses and tourists.

The IAVC Design Committee is looking at a \$7 million to 9 million price tag to build the center, but Redwood National Park has agreed to fund the daily operation and maintenance of the center — a significant benefit for landing grants the project needs to get off the ground and for its future viability, planners said.

"It amounts to a lot of money over the life of a building," said Grant Werschull, who was hired to facilitate meetings between the IAVC parties.

On Tuesday, harbor commissioners questioned the projected expense of building the facility, with costs estimated at \$500 to 600 a square foot.

Werschull said he is optimistic about fundraising, especially with 14 agencies on board.

"This is not an ordinary county with ordinary resources," Werschull said. "It's an extraordinary county in terms of natural resources and cultural heritage, and I think we'll be very competitive" in landing grants.

Harbor planner Ernie Perry, who is on the design committee of the project, told harbor commissioners the building needs to draw people off the highway. Now is not the time to look at scaling back the project, he said, adding that can be done later if necessary.

"There's a reason why Trees of Mystery has Paul Bunyan and Babe the Blue Ox along the highway," Perry said. "It works pretty good at pulling people off the road."

Commissioner White said his hesitation on price came from the fact that he wants to see the project come to fruition.

"I'd rather have something there that is not quite as nice but is real, rather than something that is a dream and stays a nightmare," White said.

Werschull said that the current cost figure hasn't scared potential grant providers in his initial talks, and they will recognize the importance such a center could have for the community.

"This is the type of facility that matches the base of our economy," Werschull said. "It's our future."

Redwood National Park, Smith River Alliance and the harbor district have provided the funding to date for planning and design.

The project is still in its early stages, with the next steps being a finalized design, completing environmental compliance requirements, and forging a memorandum of understanding that lays out the roles and level of involvement of each agency.

Werschull said he hopes the facility will be up and running by 2016, the 100th anniversary of the National Park Service. Harbor officials hope it will be sooner to show off their new inner boat basin slated to be complete in 2013.

Organizations on board include the California Coastal National Monument of the Bureau of Land Management, California Department of Fish & Game's local wildlife areas, Redwood Coast Sector of California Department of Parks & Recreation, City of Crescent City, Crescent City/Del Norte County Chamber of Commerce, Crescent City Harbor District, Del Norte County Board of Supervisors, Elk Valley Rancheria Tribal Council, Redwood National Park of the National Park Service, Smith River Rancheria, Tri-Agency Economic Development Authority, Castle Rock National Wildlife Refuge of U.S. Fish & Wildlife Service, Smith River National Recreation Area of the U.S. Forest Service and the Yurok Tribal Council.

Reach Adam Spencer at aspencer@triplicate.com.


Close Window

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: May 7, 2012

Originating Dept: Public Works



Signature (submitted by)

City Manager Approval

Subject: Use of Deferred Improvement Agreements for the Hassett Street Improvement Project

Background/Discussion:

The City Council discussed the potential use of deferred improvement agreements (DIAs) at the April workshop. The City Council expressed interest in further consideration of applying these DIAs. Based on the language in the DIAs, each owner is responsible for curb, sidewalk, drainage and paving improvements to centerline or 18 feet abutting property frontage. The design was updated to include a sidewalk design between 7th Street and Pioneer Road based on discussions from the last workshop.

This issue is being brought back to the Council Workshop with the updated engineer's estimate and allocation of costs provided by Dyer engineering as shown in Table 1. These costs are calculated based on the length of property frontage and costs of improvements. Total cost of construction (including the sidewalk) before applying the DIAs is \$360,030. Total DIA contribution is \$109,965. As shown in the attached exhibit, DIA 151 corner lot between Hassett Street and Pioneer Road would be the property with the highest allocation of \$35,593. The rest of the allocations range in between with a minimum of \$2,411. Staff recommends not assigning the engineering costs to the DIA since the City was planning to improve the road and has already hired the engineering services.

Included herein is a draft letter to the property owners in accordance with BMC 17.170.070 which defines notifying the Owner(s) in writing. If the property owners do not agree to the DIA implementation, they would be invited to a Council meeting to discuss their concerns. If the property owners refuse to participate, the City has the right to place a lien on the property. The City also has the option to offer a loan which could be paid with the water and sewer bill.

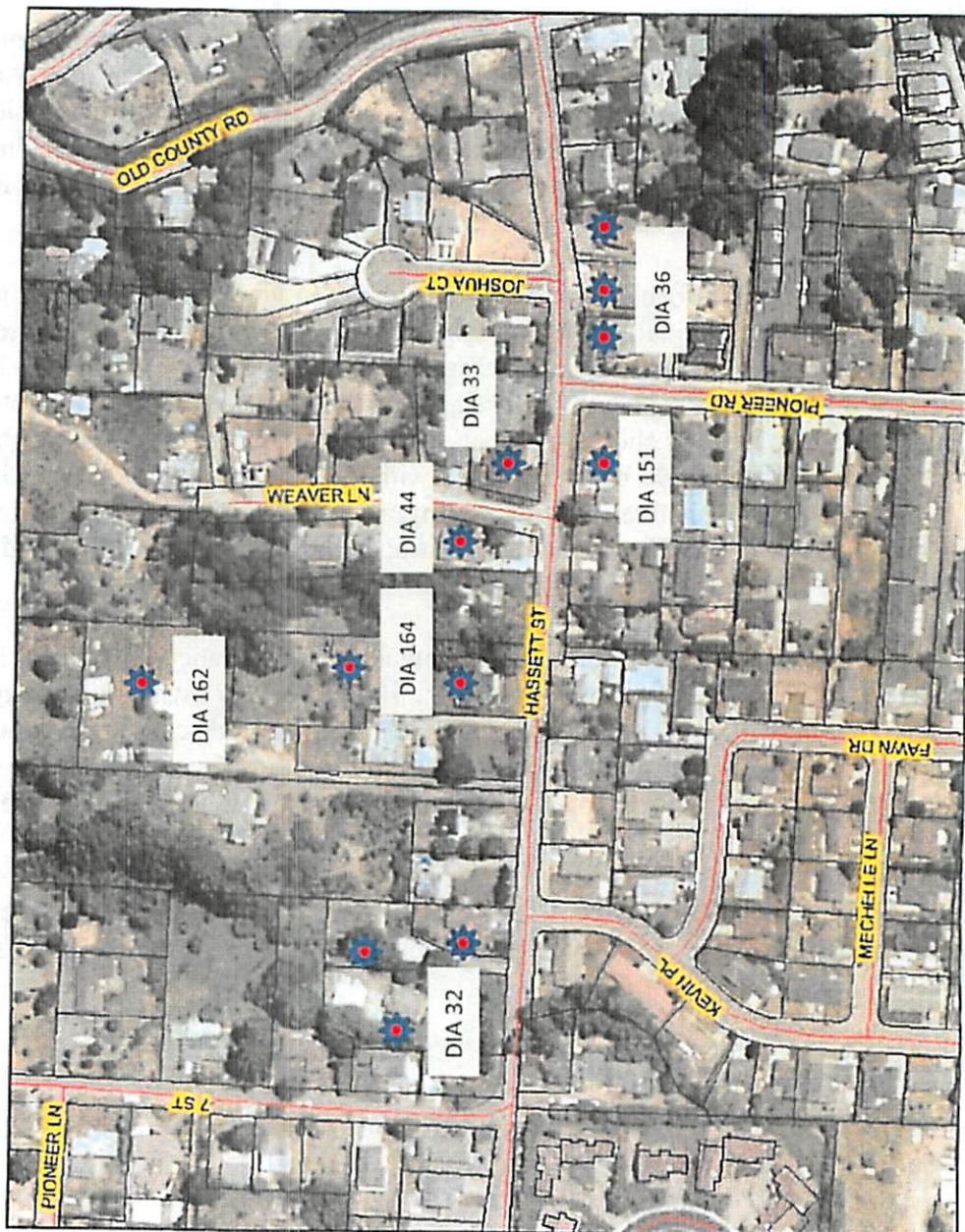
Policy Considerations:

By implementing this DIA, the City is setting precedent for future street improvement projects implementing DIAs. There is likely to be a strong opposition by property owners to implement the DIAs.

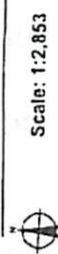
Attachment(s):

Exhibit
Table 1 – DIA Allocation and Estimate of Costs
Sample letter to Owner of DIA property

Curry County Enterprise GIS



- Legend**
- RIVERS
 - ROADS
 - PARCELS
 - URBAN GROWTH BOUNDARY
 - OCEAN



Scale: 1:2,853

Map center: 42° 3' 46.3" N, 124° 16' 50.9" W

0 275 550 825 ft.

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

Table 1 – DIA Allocation and Estimate of Costs

| DIA Assessment Roll | | | | | | | | | |
|---------------------|--------------------------|----------------|----------------------|------------|-------------|-------------|------------------|--|----------------|
| DIA No. | Map Number / Tax Lot No. | | Lineal Foot Frontage | Drainage | Street | Sidewalk | Final Assessment | Final Assessment with Engineering Fees (20%) | Street Address |
| DIA-32 | 40-13-31DD | Tax Lot # 3404 | 114.81 | \$2,385.37 | \$16,073.40 | | \$18,458.77 | \$22,150.53 | 626 Hassett |
| DIA-32 | 40-13-31DD | Tax Lot # 3403 | 25 | \$519.42 | \$3,500.00 | | \$4,019.42 | \$4,823.30 | 626 Hassett |
| DIA-32 | 40-13-31DD | Tax Lot # 3400 | 70 | \$1,454.37 | \$9,800.00 | | \$11,254.37 | \$13,505.24 | 622 Hassett |
| DIA-162 | 40-13-31DD | Tax Lot # 3900 | 15 | \$311.65 | \$2,100.00 | | \$2,411.65 | \$2,893.98 | |
| DIA-164 | 40-13-31DD | Tax Lot # 4006 | 82.01 | \$1,703.90 | \$11,481.40 | | \$13,185.30 | \$15,822.36 | 600 Hassett |
| DIA-164 | 40-13-31DD | Tax Lot # 4001 | 22.11 | \$459.37 | \$3,095.40 | | \$3,554.77 | \$4,265.73 | |
| +DIA-44 | 40-13-32CC | Tax Lot # 803 | 52 | \$1,080.39 | \$7,280.00 | | \$8,360.39 | \$10,032.47 | |
| DIA-33 | 40-13-32CC | Tax Lot #304 | 81.65 | \$1,696.42 | \$11,431.00 | | \$13,127.42 | \$15,752.90 | |
| DIA-151 | 41-13-05BB | Tax Lot # 400 | 153.68 | \$3,192.96 | \$21,515.20 | \$10,885.21 | \$35,593.37 | \$42,712.04 | 523 Hassett |
| Total | | | | | | | \$109,965.45 | \$131,958.54 | |



City of Brookings

PUBLIC WORKS DEPARTMENT

898 Elk Drive, Brookings, OR 97415

(541) 469-1151, Fax (541) 469-3650, TTY (800) 735-1232

lpryce@brookings.or.us

May 1, 2012

Hassett Street Reconstruction Project Cost Allocation Notice

Property Owner (specific to each DIA)

Please be informed that the City of Brookings is developing design plans for construction of drainage and paving improvements to Hassett Street from Pioneer Rd to 7th Street. These improvements will include reconstruction of the existing paved surface with new paving, undergrounding of existing road shoulder drainage, sidewalk installation on south side of Hassett Street, curb and gutter. The enclosed site plan demonstrates the extent of improvements.

Our records indicate that a Deferred Improvement Agreement (DIA) was recorded when your property fronting Hassett Street was subdivided or otherwise improved. This DIA is a recorded agreement that provides for the participation in improvements to Hassett Street at the time the City undertakes an improvement project. The City of Brookings Municipal Code (BMC) Section 17.170.070 B defines the administrative process for the City to implement the DIA agreement. This letter serves as written notice of the implementation of the DIA.

For this property address, XXXXXXXX, the contributing portion of costs is XXXX per the attached engineer's estimate of construction costs at a pro rata basis. This amount is based on the properties frontage length portion multiplied by the total costs of the improvements. You are responsible for the actual costs of construction and this is an estimate only. Actual costs will be based on a competitive bidding process and completion of the construction contract. Construction is anticipated for August 2012 and completed by October 2012. Total costs shall be paid for upon completion in the form of a cashier's check, or arrangements can be made in advance for City financing. Any portion not collected within 60 days of formal notice of completion will be lien against the properties.

A Council meeting has been scheduled for XX to discuss this issue and you are invited to attend and may address Council with any issues or concerns at this time. If you have any questions on this regard, please do not hesitate to contact Loree Pryce at 541-469-1151.

Respectfully,

Gary?

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 7, 2012

Originating Dept: City Manager


Signature (Submitted by)

City Manager Approval

Subject: Local Contractor/Vendor Preference

Background/Discussion:

At the April City Council workshop, the Council discussed mechanisms for providing a local preference for purchases of supplies and services from local businesses and contractors. The Council asked two questions which were reviewed by the City Attorney:

1. Can the provision whereby the City staff may purchase goods or services of up to \$25,000 after attempting to obtain three oral or written quotes be modified to increase the threshold to \$100,000?
2. Can the City adopt a system whereby a local bidder who is not the low bidder can be awarded a contract by matching the low bid submitted by and out-of-town bidder?

According to the City Attorney, the City may use the intermediate/informal process of obtaining three quotes or proposals for the purchase of goods or services...**but not including contracting for public improvements**...up to \$150,000. The City Manager's level of authority to enter into contracts for services obtained through an informal process is determined by the City Council. Thus, the informal process could be increased for purchases of \$100,000 or up to \$150,000.

The informal process would allow the City management to select the purveyors of goods and services who would be invited to submit quotes, and could restrict the range of seeking quotes to local vendors and service providers...so long as there are a sufficient number of local vendors/providers to enable the City to obtain three quotes.

Staff already employs this method in those instances where there are sufficient local vendors/service providers to secure at least three quotes.

With respect to Item #2, the City Attorney advises that when a formal competitive bidding procedure is utilized, the contract must be awarded to the lowest responsible bidder. There would be other pitfalls in using such a procedure. For example, if non-resident contractors knew that their low bid could be matched, they would likely stop bidding, which could result in overall costs rising in a non-competitive process.

The City Attorney provided the following chart to assist with the discussion in this matter.


| Price of Purchase or Contract | Contract for Goods or Services | Contracts for Public Improvements |
|--------------------------------------|---|--|
| \$5,000 and under | ORS 279B.065 – any method is permissible | 279C.335 – any method is permissible |
| \$5,001 to \$100,000 | | ORS 279C.335 requires competitive quotes, intermediate procedure per Model Rules (factors to consider: price, experience, specific expertise, availability, project understanding, contractor capacity, responsibility – not exclusive). |
| \$5,001 to \$150,000 | 279B.070 – informal process, 3 proposals (factors to consider: price, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility – not exclusive) | |
| Over \$100,000 | | ORS 279C.335 mandates competitive bidding only |
| Over \$150,000 | ORS 279B.055- competitive sealed bidding or ORS 279B.060- competitive sealed proposals | |
| | | |

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 7, 2012

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Contracting and Purchasing

Background/Discussion:

There are a number of local and state regulations that affect the City's contracting and purchasing system:

- ORS 279 provides the basic public contracting regulations for local agencies in Oregon, including the requirement that each city have a "contract review board."
- The Attorney General has promulgated "Model Rules" for public contracting, that were updated in 2011 and effective January 1, 2012.
- BMC 2.45 creates a city contract review board, designates the City Council as the contract review board, and designates the City Manager as the contract review board executive officer. This designation could also have been made by Resolution.
- BMC 2.15 creates the office of City Manager and, in 2.15.030, designates the City Manager as the City's purchasing agent.
- Resolution 06-R-750 adopts the Model Rules as the City's rules, with 14 pages of exceptions.
- Administrative Regulation 4, adopted in 2009, outlines the authorities and process for purchasing.
- City-County Insurance Services periodically issues guidelines and sample language for contracts, including minimum insurance standards.
- In 2008 the City developed three standard-form contracts for use in procuring construction and professional services. CIS has now developed insurance standards for five categories of contracts. (Prior to 2008 the City either paid the City Attorney to prepare individual contracts or used standard contracts provided by the vendor, which often did not adequately address insurance and performance issues).

Some members of the City Council have expressed interest in some form of local preference in the procurement of city supplies and services. House Bill 3000 (effective 01/01/12) authorizes local governments to provide a preference of up to 10 per cent to bidders who offer 1) goods fabricated or processed entirely in Oregon and 2) services performed entirely in Oregon. This provision has been incorporated into the Attorney General's Model Rules. The law does not apply to emergency public works, minor alterations, ordinary repairs, the maintenance of public improvements or construction; essentially, the law does not apply to the great majority of the purchases the City makes. The City Attorney is currently researching as whether the City can offer a local preference to local contractors.

The City Attorney is currently working on revisions to the City's standard contracts. Management is exploring how we may be able to consolidate some of the above-mentioned controlling documents. One example might be to repeal BMC 2.45 and consolidating the formation of a local contract review board into a new Resolution adopting the Model Rules, and reducing the number of exceptions.

Staff is bringing this matter to the Council's attention at this time to provide the Council with an opportunity to raise any other issues that they would like management to address as we revise the contracting and purchasing regulations.

Staff would like to bring all of these changes to the City Council as a package.

Attachment(s):

- a. Public Contracting Changes for 2012

Public Contracting Changes for 2012

James H. Van Dyke, Chief Deputy City Attorney, City of Portland

It's that time of year: Time for reflections, New Year's resolutions, and of course effective dates for new legislation. Among the legislative acts that become effective on January 1, 2012 are several important changes to Oregon's public contracting laws. Specifically, as we ring in 2012, cities should become familiar with the new qualifications based selection ("QBS") requirement, optional new local preference procedures, and changes to prevailing wage.

In addition, Oregon Attorney General John Kroger has issued a revised set of model public contracting rules that go into effect on January 1, 2012. Some of the changes implement the new legislation, while others have simply been revised for clarity and ease of use.

Cities that have adopted their own purchasing rules and those that have not done so already will need to update their rules to comply with the new QBS, local preference and construction contracting changes. Those cities that use the attorney general's model rules will need to become familiar with the changes made to those rules.

Personal Services: Qualification Based Selection

As of January 1, 2012, HB 3316 mandates that cities use a QBS process when hiring architects, engineers, land surveyors, photogrammetrists (who construct maps from aerial photographs) and certain transportation planners (those preparing documents for projects when required by the National Environmental Policy Act).

The QBS process requires the initial selection of consultants based on their qualifications without reference to their price or fees. Once the most qualified consultant is selected, the local agency may discuss price with the consultant. If the price or fees are not acceptable, the local government may terminate the negotiation process and discuss the proposed contract with the next most qualified consultant. The AG rules provide some guidance on how this process occurs.

The QBS process is only required for contracts that exceed \$100,000. However, when applicable, it will add time to the consultant selection process, particularly if the most qualified consultant is not affordable.

Goods and Services/Personal Services: Local Preference

At the start of the new year, cities will have the option of providing a local preference in their contracting decisions. HB 3000 makes an exception to the traditional competitive low bidding process in regard to Oregon goods and services. Local governments are permitted to prefer (a) goods fabricated or processed entirely in Oregon; and (b) services performed entirely in Oregon (collectively "Oregon Goods and Services"). The law does not apply to services such as emergency

work, minor alterations, ordinary repairs, the maintenance of public improvements, or construction. The bill also appears to apply to "personal services" (professional type services), although the statute is poorly worded.

Under the new law local governments may state in a solicitation document that it will apply a preference of up to 10 percent for Oregon Goods and Services when comparing bids. The percentage may be higher than 10 percent with a written determination of "good cause." If multiple businesses qualify for the stated preference, the local agency may prefer the business that resides in or is headquartered in Oregon.

Prevailing Wage Changes

Although already effective as of June 7, 2011, cities should be aware that under SB 178 contract specifications must require contractors to pay the higher of the federal prevailing wage or state prevailing wage on projects subject to both federal and state prevailing wage law.

Model Rules

The attorney general recently announced changes to the model rules that are primarily designed to implement the new legislation. In addition, the model rules have simplified the request for proposal (RFP) process when used with the acquisition of goods and services and includes new provisions on how to terminate negotiations under the RFP process. The new model rules will apply to contracts solicited—or if a solicitation is not needed to contract entered into—after January 1, 2012.

Cities that rely on the model rules should become familiar with these changes. Cities that have adopted their own purchasing rules might want to look to the model rules as a guide when updating their rules to comply with the new legislation.

A summary of the changes, together with red-line copies of the revised rules, may be found on the Oregon Department of Justice website: www.doj.state.or.us/ca/business_transactions.shtml. ■

James Van Dyke is the Chief Deputy City Attorney for the city of Portland, where among his duties he specializes in public contracting. James also served on the Attorney General's Model Rules Committee where he represented local government interests.


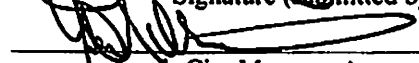
This article is intended to highlight recent changes in government contracting law; it is not intended to provide legal advice. Local government officials and purchasing officers are advised to seek the guidance of legal counsel when updating and implementing their purchasing procedures to comply with the new legislation.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 7, 2012

Originating Dept: ASD


Signature (submitted by)

City Manager Approval

Subject:

Utility Billing Administration

Background/Discussion:

At the March Council Workshop we discussed changing specific fees and timelines related to water and sewer fees. There was consensus at that time that staff should proceed with draft resolutions and/or ordinances for these proposed changes.

Attachments:

DRAFT Resolution-R-981, Water rates, fees, and charges

DRAFT Resolution-R-982, Sewer rates, fees, and charges

RESOLUTION 12-R-981

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2014~~2~~, the following rates, fees and charges are hereby adopted:

Outside City Limits \$19.58 Base Fee
\$4.24 per 100 cu.ft.of usage

Temporary Construction Service \$60.00 ~~\$90.00~~
(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$90)

| | |
|--|-------------------------------------|
| Vacation Turn – On | \$20.00 \$35.00 |
| -Outside City Limits | \$30.00 \$45.00 |
| Vacation Turn – Off | \$20.00 \$35.00 |
| -Outside City Limits | \$30.00 \$45.00 |
| Red Tag Fee Late Fee | \$20.00 \$15.00 |
| Delinquent Shut off Fee | \$20.00 \$35.00 |
| After Hours Call Out Fee | \$114.00 \$130.00 |
| Meter Test | \$52.00 |

Connection Fees:

| | |
|-----------------|-------------------------------------|
| Meter Drop – In | \$114.00 \$130.00 |
|-----------------|-------------------------------------|

Service Pipe Extension and Meter Installation

| | |
|----------------------------|------------|
| 3/4" | \$2,600.00 |
| 3/4" – Outside City Limits | \$3,952.00 |
| 1" | \$3,016.00 |
| 1 1/2" | \$4,888.00 |
| 2" | \$6,760.00 |

BE IT FURTHER RESOLVED that Resolution 09-R-924 is repealed in its entirety.

Passed by the City Council ~~June 27, 2011~~ **May 29, 2012**, and made effective July 1, 20142.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

CITY OF BROOKINGS
State of Oregon

RESOLUTION 12-R-982

In the Matter of Resolution 12-R-982, Adopting Rates, Fees and Charges to the Users of the City of Brookings Sewer Services and Repealing Resolution 11-R-963.

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 5.5% is necessary to balance resources and requirements, primarily due to a reduction in Wastewater SDC revenues;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee: Included with water fee

Service deposit Included with water deposit

Monthly user charges for:

| | |
|----------------------------|---|
| Single family residential: | \$50.92 |
| Multi-family residential: | \$50.92 |
| Restaurants: | \$2.88 monthly service charge plus \$6.34/ccf of water use |
| Commercial | \$2.88 monthly service charge plus \$5.58/ccf of water use |
| Churches | \$2.88 monthly service charge plus \$3.22/ccf of water use |
| Schools: | \$2.88 monthly service charge plus \$3.31/ccf of water use |
| Industrial: | \$2.88 monthly service charge plus \$9.89/ccf of water use |

Harbor Sanitary District: As established by agreement
Connection Fee (without existing lateral to property line)

4" \$3,500.00

6" \$4,700.00

Lateral Inspection

~~\$20.00~~ **\$35.00**

BE IT FURTHER RESOLVED that Resolution 09-R-925 is repealed in its entirety.

Passed by the City Council ~~June 27, 2011~~ May 29, 2012, and made effective July 1, 2014~~2~~.

Attest:

Mayor Larry Anderson


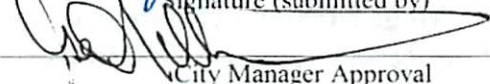
City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 7, 2012

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Annual Review of Master Fee Schedule.

Background/Discussion:

In 2009, the City Council adopted a Master Fee Schedule under Resolution 09-R-910. The resolution provides that the Council may approve an annual fee adjustment based on the latest available Consumer Price Index (CPI) for the Brookings area. The March CPI-U was 2.7%.

While the schedule was updated in March, 2011, most of the revisions related to the addition, deletion or modification of specific fees. No CPI adjustment has ever been applied to this schedule.

The only specific revisions being proposed to the schedule apply to copying charges and the addition of room rental fees.

Copy Fee Revisions: Currently the schedule calls for a flat per single-sided page fee for black and white and color copies. However, this fee does not take into account the additional cost of providing an 11x17 copy, which is equivalent to two 8 1/2 x 11 sized pages and therefore costs twice as much to produce. By modifying note (1) on page four of the schedule the City will be able to capture this additional cost.

Additionally, staff is proposing to revise the "Certified copies of City records" fees on page one of the schedule to include the cost differential for color copies and adding note (1) for clarification purposes.

Room Rental Fees: The other change proposed is the establishment of a Room Rental Fee. Presently, Council Chambers and the Fire Hall are provided for use by government agencies, non-profits and various community groups at no cost. Staff is proposing to charge a \$20 fee for Council Chamber use and \$10.00 for use of the Fire Hall. These fees would be in line with other local meeting room fees.

The current policy for reserving City Hall meeting rooms is that City use takes precedence over non-City use; this policy would not change.

Staff is seeking direction from City Council regarding a CPI adjustment and the proposed changes.

Attachment(s):

- a. Resolution 09-R-910
- b. 2011 Master Fee Schedule with proposed revisions
- c. CPI for March, 2012

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

In the Matter of a Resolution Adopting
the Brookings Master Fee Schedule and
repealing Resolution 06-R-760 in its
entirety .

Resolution 09-R-910

WHEREAS, Chapter 1.10, Fees and Charges, of the Brookings Municipal provides for the establishment of a schedule of a Master Fee resolution for Administrative and other City services not otherwise defined by ordinance; and

WHEREAS, the collection of fees is necessary to recover the cost of providing such services through rates, fees and charges; and


WHEREAS, it is necessary to adjust and/or establish certain fees from time to time to recover the cost of providing services; and

WHEREAS, the proposed fees do not exceed the actual cost of providing the service;

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective upon adoption, the attached schedule of rates, fees and charges, hereto referred to as Exhibit A, is hereby adopted and shall be modified as necessary to include new fees and adjusted annually for inflation and other cost increases by the amount and percentage increase of the then latest available Consumer Price Index factor for the Brookings area, subject to approval by City Council; and

BE IT FURTHER RESOLVED that the City Manager shall have the authority to interpret the provisions of this Resolution for purposes of resolving ambiguities and that Resolution 06-R-760 is repealed in its entirety.

Passed and made effective this 12th day of January, 2009.



Mayor Larry Anderson

Attest:



City Recorder Joyce Hefington

2011 BROOKINGS MASTER FEE SCHEDULE

Pg. 1 of 4

KEY - Revisions in **Bold**

ADMINISTRATIVE - GENERAL

FEE

Business Licenses

Annual fee based on total number of employees reported on Form 132

| | |
|---------|-----------|
| 0-10 | \$60.00 |
| 11-25 | \$100.00 |
| 26-50 | \$150.00 |
| 51-75 | \$300.00 |
| 76-100 | \$600.00 |
| 101-200 | \$1000.00 |
| > 200 | \$1500.00 |

Annual fee for businesses located outside City limits

\$75.00

Carnival and circus/per day

\$35.00

Temporary 90-Day

\$25.00 or ¼ annual fee
(whichever is greater)

Copying of City Records < 200 pages (per side) (1)

\$0.25 B&W/\$0.35 Color

Copying City Records using off-site services (when necessary)

Actual costs + staff time

Certified copies of City records

First page – (per side) (1) (~~See note under Copying of City Records~~)

B&W \$1.00/Color **\$1.10**

Each additional page (per side) (1)

B&W \$0.50/Color **\$0.60**

Driver's License Sanctions

\$15.00

Duplication of City audio/video recordings to CD or DVD

Personal Copy

\$15.00

Certified Copy

\$20.00

Electronic document preparation (10)

Electronic documents or files copied to CD or DVD

\$13.50

Electronic documents, <10MB and 10 files, sent electronically

No additional cost

Electronic documents, ≥10MB and/or 10 files, sent electronically

\$12.00

Paper to electronic conversion (per side) to PDF format, ≤ 11" x 17"

\$0.15/per side

Event Permit Request

Event Permit

\$36.00

Barricade and Cone Delivery (11)

TBD

Refundable Barricade/Cone Use

\$300.00

Fax - per page (single sided)

\$1.00

GIS Maps – Regular

\$12.00

GIS Maps – Ortho Background

\$25.00

GIS Mapping Research/Reports

\$475.00

Legal review of public records for exempt determination (2)

Actual legal costs

Lien Search

\$25.00

Liquor License Application – New/Annual Renewal

\$25.00

Liquor License Application – Temporary/Annual

\$25.00

Meeting Room Rental – Council Chambers

\$20.00

Meeting Room Rental – Fire Hall

\$10.00

Monitoring of public review of City files

\$35/hour

Notary Services – each signature

\$10.00

Payment Agreement- Set-up

Set-Up Fee

\$100.00

Late Fee

\$35/mth

Loan Rate

9%

Records Search

Actual Labor

Returned (NSF) Check

\$35.00

2011 BROOKINGS MASTER FEE SCHEDULE

Pg. 2 of 4

KEY - Revisions in **Bold**

| | |
|-------------------------------------|---------|
| Taxicab Driver's Permit/ Bi-Annual | \$30.00 |
| Taxicab License/ Per Vehicle/Annual | \$65.00 |
| Taxicab Photo Update | \$10.00 |

CAPELLA USE FEES

FEE

| | |
|------------------|----------------------------|
| Basic Use Fee | \$100.00/hour w/2 hour min |
| Security Deposit | \$200.00/event |

FIRE

FEE

| | |
|---------------------------------|----------|
| Burn Permits | \$10.00 |
| Burn to Learn | \$4,000 |
| Insurance Company Report | \$25.00 |
| Copies of County Road Directory | \$15.00 |
| Roadway Wash Down | \$100.00 |

PARKS/DAILY USE FEE (3)(4)

FEE

| | |
|---|----------|
| Bandshell/Stage Use/City Resident: <i>non-resident add 50%, non-profit subtract 50%</i> | \$40.00 |
| Concession Stand w/restrooms | \$75.00 |
| Concession Restrooms Only | \$25.00 |
| Folding Picnic Table / each, per event (8) | \$20.00 |
| Key replacement | \$25.00 |
| Park Use/Commercial | |
| City Resident | |
| 1-100 | \$40.00 |
| >Each additional 100 | \$40.00 |
| Non-City Resident | |
| 1-5 | \$100.00 |
| 6-30 | \$150.00 |
| 31-60 | \$300.00 |
| 61-100 | \$400.00 |
| >Each additional 100 | \$50.00 |
| Park Use/Standard | |
| City Residents; <i>non-resident add 50%, non-profit subtract 50%</i> | |
| 0-200 | \$40.00 |
| 201-400 | \$75.00 |
| 401-600 | \$150.00 |
| 601-1000 | \$250.00 |
| > Each additional 100 | \$40.00 |

PLANNING

FEE

| | |
|--|--------------------------|
| Annexation (5) | \$5000.00 |
| Appeal to City Council (9) | Equal to Application Fee |
| Appeal to Planning Commission | \$150.00 |
| Combined Preliminary/Final Plat Approval | \$800.00 |
| Comprehensive Plan Amendment (5) | \$3590.00 |
| Conditional Use Permit | \$2545.00 |
| Detailed Development Plan (5) | \$7128.00 |
| Extension of Time SUB/CUP | \$50.00 |
| Lot Line Adjustment/Lot Line Vacation | \$140.00 |
| LU Compatibility Statements | \$40.00 |
| Master Plan Development (5) | \$8400.00 |

2011 Update. Resolution 11-R-955

2011 BROOKINGS MASTER FEE SCHEDULE

Pg. 3 of 4

KEY - Revisions in **Bold**

| | |
|---|-----------|
| Minor Change | \$980.00 |
| Partition | \$1960.00 |
| Mural Application | 75.00 |
| Permit Clearance Review | \$165.00 |
| Planned Unit Development (5) | \$4200.00 |
| Pre-Application Services (6) | \$515.00 |
| Re-Notification | \$135.00 |
| Sign Approval | \$130.00 |
| Subdivision (5) | \$3000.00 |
| Subdivision Final Approval | \$150.00 |
| Subdivision Replat (5) | \$2000.00 |
| Variance | \$2385.00 |
| Vacation | \$2410.00 |
| Workforce Housing Accessory Dwelling Registration Fee | \$50.00 |
| Zone Change (without Comp Plan Amendment) | \$2690.00 |

POLICE

| | <u>FEE</u> |
|---------------------------|------------|
| Fingerprinting – per card | \$10.00 |
| Intoxilizer | \$5.00 |
| Police Reports/per report | \$10.00 |
| Urinalysis | \$5.00 |

PUBLIC WORKS

| | <u>FEE</u> |
|---|---|
| Public Works Plan Review & Inspection (7) | \$80.00 |
| | or 5% of project value, whichever is greater |

SWIMMING POOL USE

Established annually by City Manager or designee.

- (1) **All copy charges are calculated using a single-sided 8 ½ x 11 page. Single-sided 11x17 copies are charged as two (2) single sided pages.** Large copying projects (>200 single-sided pages or >100 double -sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
- (2) Determination of need for legal review must be made by the City Manager.
- (3) A refundable deposit will be charged equaling the total daily use fee, per application.
- (4) Non-profit groups holding events in City Parks during City wide events fully supported by Public Works staff and or considered a City sponsored event, such as the Azalea Festival, American Music Festival and Natures Coastal Holiday, will have the standard park use, concession stand, and bandshell fees waived.
- (5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).
- (6) Fee for the first meeting is applied to the application fee. Each pre-application meeting increases the application fee by \$515.00.
- (7) Fee is collected at time of permit issuance.
- (8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.

KEY - Revisions in Bold

(9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.

(10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.

(11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.

Consumer Price Index

Base period: 1982-84 = 100, not seasonally adjusted

CPI-U

| | U.S. City Average | | | West – Size Class B/C | | |
|--------------|-------------------|-------------|-------------|-----------------------|-------------|-------------|
| | 2012 | 2011 | 2010 | 2012 | 2011 | 2010 |
| Jan. | 2.9% | 1.6% | 2.6% | 2.6% | 1.2% | 2.1% |
| Feb. | 2.9% | 2.1% | 2.1% | 2.3% | 1.7% | 1.4% |
| March | 2.7% | 2.7% | 2.3% | 2.2% | 2.5% | 1.6% |
| April | | 3.2% | 2.2% | | 3.0% | 1.7% |
| May | | 3.6% | 2.0% | | 3.5% | 1.4% |
| June | | 3.6% | 1.1% | | 3.5% | 0.5% |
| July | | 3.6% | 1.2% | | 3.3% | 0.7% |
| Aug. | | 3.8% | 1.1% | | 3.3% | 0.7% |
| Sept. | | 3.9% | 1.1% | | 3.8% | 0.3% |
| Oct. | | 3.5% | 1.2% | | 3.7% | 0.1% |
| Nov. | | 3.4% | 1.1% | | 3.3% | 0.4% |
| Dec. | | 3.0% | 1.5% | | 2.7% | 0.9% |

CPI-W

| | U.S. City Average | | | West – Size Class B/C | | |
|--------------|-------------------|-------------|-------------|-----------------------|-------------|-------------|
| | 2012 | 2011 | 2010 | 2012 | 2011 | 2010 |
| Jan. | 3.1% | 1.8% | 3.3% | 2.7% | 1.2% | 2.8% |
| Feb. | 3.1% | 2.3% | 2.8% | 2.4% | 1.9% | 2.0% |
| March | 2.9% | 3.0% | 3.0% | 2.2% | 2.7% | 2.3% |
| April | | 3.6% | 2.9% | | 3.3% | 2.2% |
| May | | 4.1% | 2.6% | | 3.8% | 1.8% |
| June | | 4.1% | 1.4% | | 3.7% | 0.7% |
| July | | 4.1% | 1.6% | | 3.5% | 0.9% |
| Aug. | | 4.3% | 1.4% | | 3.6% | 0.8% |
| Sept. | | 4.4% | 1.4% | | 4.1% | 0.4% |
| Oct. | | 3.9% | 1.5% | | 3.9% | 0.3% |
| Nov. | | 3.8% | 1.3% | | 3.6% | 0.5% |
| Dec. | | 3.2% | 1.7% | | 2.9% | 1.0% |

Portland-Salem, OR-WA

| | CPI-U Portland | | | CPI-W Portland | | |
|---------------|----------------|------|-------|----------------|------|-------|
| | 2011 | 2010 | 2009 | 2011 | 2010 | 2009 |
| 1st half | 2.6% | 1.6% | -0.2% | 2.7% | 2.5% | -0.7% |
| 2nd half | 3.1% | 0.9% | 0.5% | 3.3% | 1.2% | 0.7% |
| Annual | 2.9% | | | 3.0% | | |

CPI information

These figures are reported by the Bureau of Labor Statistics.

You can hear the current figures anytime by calling (202) 691-6994.

All information and archives are online at www.bls.gov/cpi

CPI-U is the newer index, reflecting the buying habits of all urban households.

CPI-W is the revision of the "old CPI," reflecting the buying habits of urban wage earners and clerical workers.

West – Size Class B/C is the CPI based on cities with populations of less than 1,500,000 in 13 Western states.

The percentage is the change over a 12-month period, except for Portland, which is:

1st Half

January through June
Published in August

2nd Half

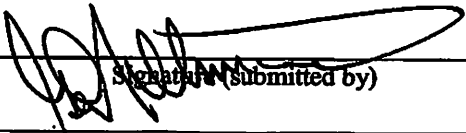
July through December
Published in February

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 7, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Review of City-owned Property

Background/Discussion:

As staff begins to prepare a request for proposals for the maintenance of parks and landscaped areas, staff has identified several pieces of property, some referred to as "parks," that the City currently maintains with no clear public purpose. These include:

- Two parcels on Richard Street.
- Property to the west of the Easy Street children's playground.
- A triangular parcel at the intersection of Memory Lane and Tanbark Road.
- Street right-of-way areas that become overgrown with vegetation and will likely never be developed.

Staff proposes a field visit with the Council at each of these locations for the June workshop. We would then seek direction from the Council on the future disposition of these properties before contracting for ongoing maintenance.

(Note that neighbors are currently storing two boats, three trailers and a tractor on the Richard Street "park" property).

Attachments:

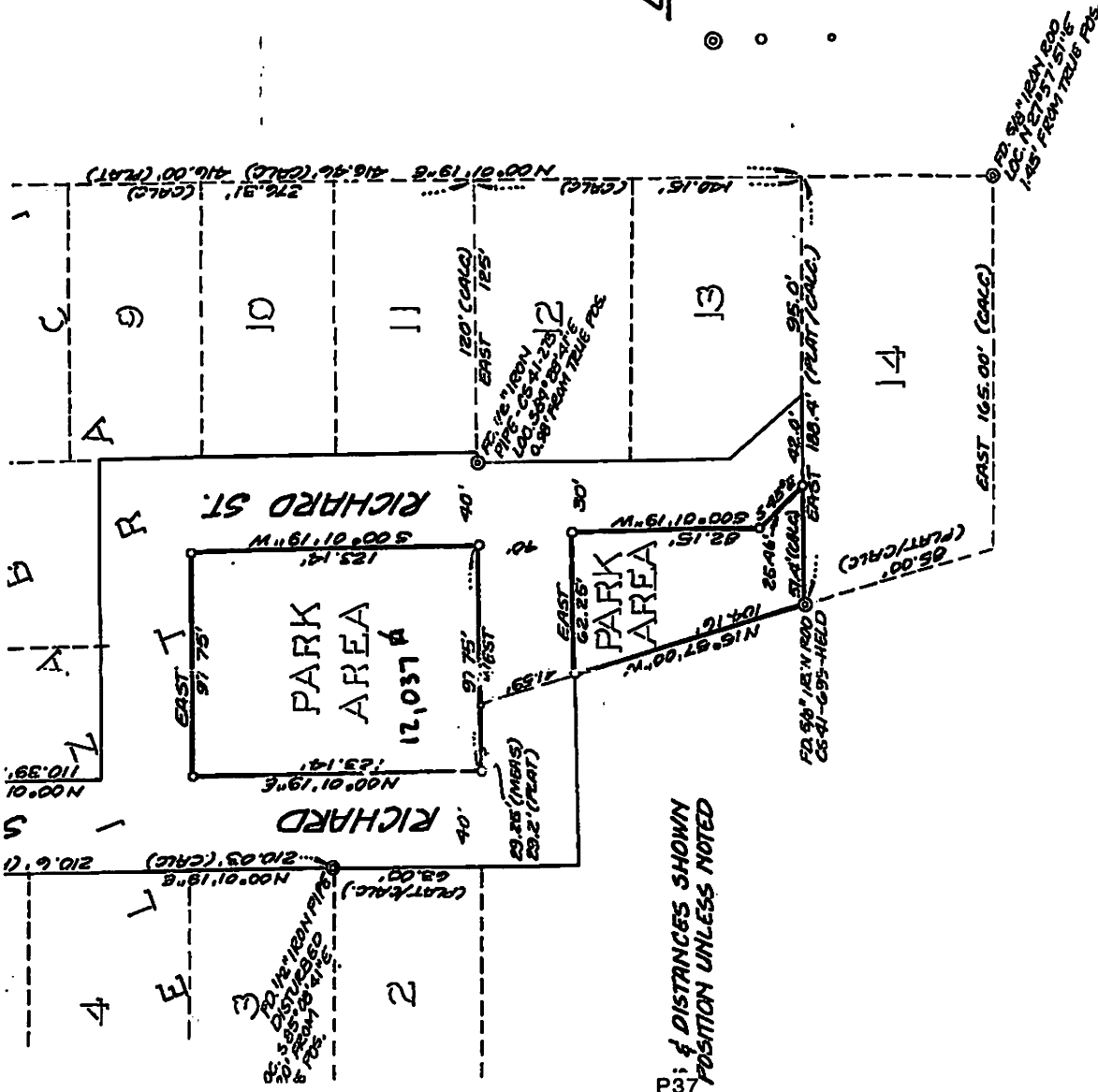
- a. Maps showing City property

NARRATIVE:

1. THE BASIS OF BEARING FOR THIS SURVEY BEIN MONUMENTS SHOWN HEREON AS THE INITIAL NORTHWEST CORNER OF LOT 6, ELIZABETH T OREGON. THE BEARING BETWEEN THESE FOI N89°23'00"E AS SHOWN IN THE ACKNOWLEDG ORIGINAL PLAT OF ELIZABETH TRACT. BEARINGS BE TRUE.
2. THE BASIS OF SURVEY BEING THE RECORDED PLA. TRACT, CS#41-273, CS#41-854, & CS#41-69
3. THE PURPOSE OF THE SURVEY BEING TO MONU ESTABLISH THE BOUNDARIES OF THE AREAS L AR. 74" ON THE PLAT OF ELIZABETH TRACT.
4. THE INSTRUMENTS USED IN THIS SURVEY WEE AM? AN IBM-PC. DEEDS USED IN THIS SURVE BY OCEAN TITLE AND THE CITY OF BROOKIN

LEGEND:

- FOUND MONUMENT - SIZE & TYPE AS NOTED
- SET 5/8" X 30" IRON ROD W/ PLASTIC CAP MARKED "HGE, INC."
- BEARING CIRCLE



Distances shown
Position unless noted

RECEIVED
MAY 14 1993
CLATSOP COUNTY SURVEYOR

LANNERS
AY, OR 97420
LAND, OR 97209

41-1208

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

Map center: 42° 3' 27.4" N, 124° 17' 25.8" W

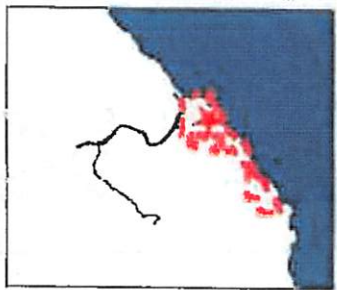
Scale: 1:1,212



0 120 240 360 ft.

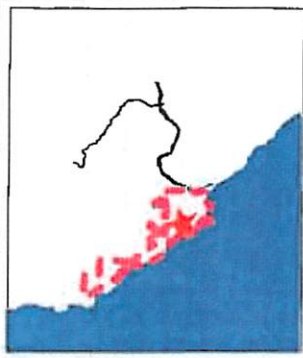
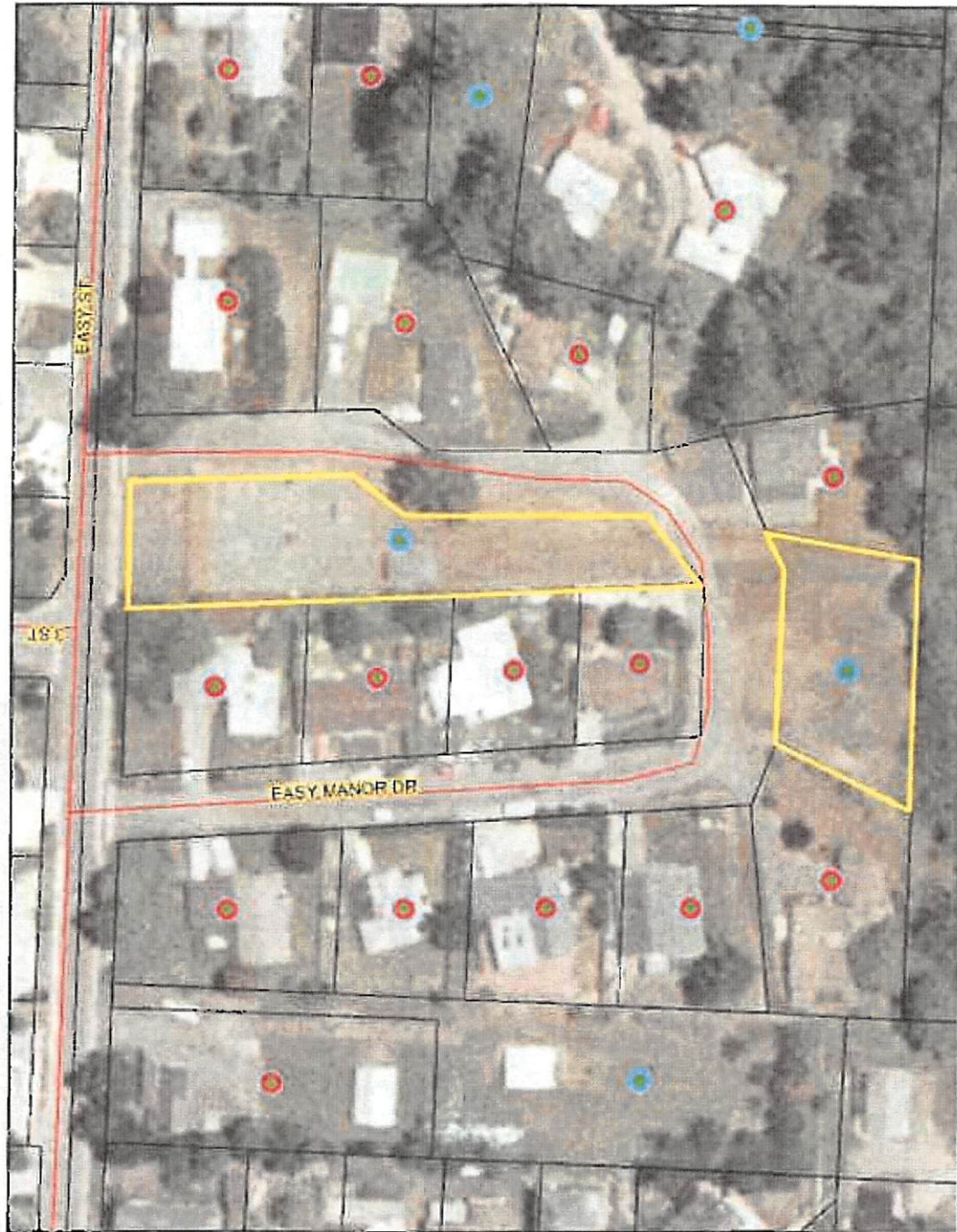


- Legend**
- RIVERS
 - ROADS
 - PARCELS
 - URBAN GROWTH BOUNDARY
 - OCEAN

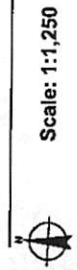


Curry County Enterprise GIS

Easy Manor Park



- Legend**
- OWNER
 - SITUS
 - CODES
 - RIVERS
 - ROADS
 - PARCELS
 - URBAN GROWTH BOUNDARY
 - SPECIAL PROVISIONS
 - OCEAN
 - ORTHOIMAGE



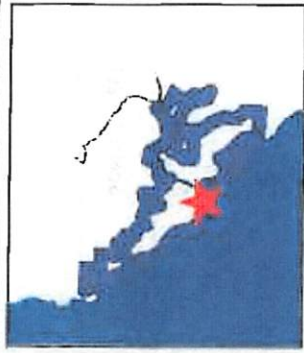
Map center: 42° 3' 28.2" N, 124° 17' 35.1" W

0 125 250 375 ft.

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memory: 1/10 acre Appox

Curry County Enterprise GIS



- Legend**
- OWNER
 - SITUS
 - RIVERS
 - ROADS
 - PARCELS
 - URBAN GROWTH BOUNDARY
 - SPECIAL PROVISIONS
 - OCEAN
 - ORTHOIMAGE

Scale: 1:1,992



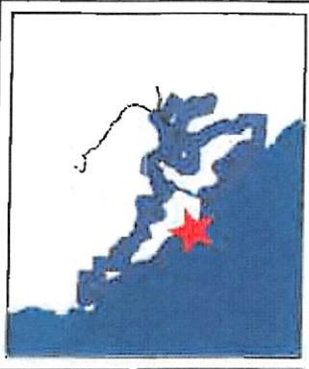
0 190 380 570 ft.

Map center: 42° 2' 54.5" N, 124° 16' 49.8" W

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Rowland Lane & Arnold Ln
1/10 Ave + 1/2

Curry County Enterprise GIS



Legend

- OWNER
- SITUS
- RIVERS
- ROADS
- PARCELS
- URBAN GROWTH BOUNDARY
- SPECIAL PROVISIONS
- OCEAN
- ORTHOIMAGE

Scale: 1:1,992



0 190 380 570 ft.

Map center: 42° 3' 9.7" N, 124° 17' 40.9" W

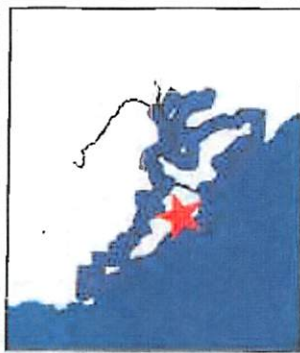
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5th & EASY

1/5 Acre Apprx

Curry County Enterprise GIS

EASY ST mini



- Legend**
- OWNER (green dot)
 - SITUS (red dot)
 - RIVERS (blue line)
 - ROADS (red line)
 - PARCELS (black outline)
 - URBAN GROWTH BOUNDARY (blue outline)
 - SPECIAL PROVISIONS (blue outline)
 - OCEAN (dark blue)
 - ORTHOMAGE (blue outline)

Scale: 1:996



0 95 190 285 ft.

Map center: 42° 3' 32.0" N, 124° 17' 17.2" W

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Richard Street Park



- Legend**
- OWNER
 - RIVERS
 - ROADS
 - PARCELS
 - URBAN GROWTH BOUNDARY
 - OCEAN

Scale: 1:1,250

Map center: 42° 3' 29.0" N, 124° 17' 24.6" W

Notes northern parcel approx. 11,700 sq ft
southern parcel approx. 4,800 sq ft

0 125 250 375 ft.

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