

Supplemental Packet

9/21/07

For

Monday, September 24, 2007 Council Meeting

COMMON COUNCIL

I. Regular Agenda

- F. Review with possible approval of Community Relation Fund Program recommendations for FY 2007-2008. *City Manager (page 3)*

URBAN RENEWAL AGENCY

IV. Regular Agenda

- C. Consideration with possible approval for Façade Improvement Project matching grant as recommended by the Urban Renewal Advisory Committee for 654 Chetco Avenue, Banana Belt, owners Lloyddean Passley and Peggy Mory. *City Manager (page 17)*
- D. Consideration with possible approval for Façade Improvement Project matching grant as recommended by the Urban Renewal Advisory Committee for 519 Chetco, Chetco Plaza, owners Mick and Bradlee Snow. *City Manager (Page 19)*
- E. Consideration with possible approval to accept the modification of the project description deleting the removal of the awning for the Façade Improvement Project at 604 Railroad Street, or, reduce the amount of the grant by \$4,000 as Applicant did not complete a portion of the approved project. *City Manager (page 21)*



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: September 21, 2007

Subject: Community Relations Fund Program

Recommendation: Approve funding from the Community Relations Fund to the following community based organizations with the amounts as indicated:

- Girl Scout Troop 581 food collection program: \$ 50.00
- His Haven of Hope Thanksgiving dinner event 250.00
- Friends of Trees "Remarkable Trees" brochure 250.00
- Oasis Shelter Home domestic violence counseling 500.00
- Vietnam Veterans of America 4th of July fireworks 950.00

Background /Discussion:

The City Council established a Community Relations Fund in the 2007-08 Budget in the amount of \$2,000. Nine applications were received totaling \$9,280. A committee consisting of Councilor Willms, the City Manager and the Police Chief reviewed the applications on September 21 and made the recommendations for funding. The funding allocation for fireworks would include the cost of providing portable toilets for the event, with the total City contribution not to exceed \$950.

In addition Councilor Willms has provided guidance to one applicant who was not recommended for funding on other resources that may be available through the Oregon Arts Commission. The committee recommended that the request from the Azalea Park Foundation be considered as a part of the City's ongoing responsibility for the maintenance of Azalea Park and be budgeted for accordingly. The City Manager will meet with the Brookings Harbor Community Helpers to explore federal grant funding opportunities for their construction project.

Financial Impact(s): The above allocations will fully deplete the Community Relations Fund.

City Manager Review and Approval for placement on Council Agenda:



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND Application

Organization/Group: V.V.A. Phone: 469-6443

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: Fourth of JULY FIRE WORKS

Project/Event Date(s): Start Date: JULY 4TH Completion Date: _____

Contact Person: SAM VITALE Email: _____

Phone: Day: 469-6443 Evening: 469-6443 Cell: _____

Mailing Address: P.O. 4021 BRK. OR. 97415

Total Budget Amount for Project/Event: \$750.00 plus two porta potties
Funding Sources & Amounts: \$20,000

	Source	Amount
1.	LOCAL BUS	10,000
2.	COMMUNITY FUNDRAISERS	5000
3.	CITY OF BROOKINGS	750 + 2 porta potties

Please describe your project/event: Fourth of JULY FIRE WORKS

Why are public dollars needed to fund this project/event? we are None Profit.

How will this project/event benefit the citizens of Brookings? Fourth of JULY FIRE WORKS show! THE Fourth of JULY BRING'S IN 3000 to 4000 PEOPLE INTO THE area! HEALP'S ARE BUSS.

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Sam Vitale Date: aug 22-07



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND Application

Organization/Group: Girl Scout Troop 581 Phone: 469-3541

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: "Fill the Food Bank"

Project/Event Date(s): Start Date: @ Oct 1 Completion Date: @ Oct 27th

Contact Person: Lauri Ziemer Email: _____

Phone: Day: 469-1103 Evening: 469-3541 Cell: _____

Mailing Address: 909 Timberline, Brookings

Total Budget Amount for Project/Event: @ \$100.00

Funding Sources & Amounts:

	Source	Amount
1.	<u>Girl Scout Troop Funds</u>	<u>50.-</u>
2.	<u>City of Brookings</u>	<u>50.-</u>
3.		

Please describe your project/event: Girl Scouts will collect food items for the Community Food Bank by going door to door, challenging the schools to help us and by collecting food items at various stores locally.

Why are public dollars needed to fund this project/event? To print materials for the doorstep bags & ^{School} store boxes. Purchase grocery bags if they are not donated.

How will this project/event benefit the citizens of Brookings? We hope to fill the Food Bank for the upcoming holiday season.

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Lauri Ziemer Date: 8-23-07



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND

Application

Organization/Group: HisHaven of Hope (HHH) Phone: 541 469-9376

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: The Annual Great Thanksgiving Banquet

Project/Event Date(s): Start Date: 11/15/07 Completion Date: 11/22/07 jesusanswers.com

Contact Person: EMMA McMillan Email: emmamcmillan@jesusanswers.com

Phone: Day: 469 0748 Evening: SAME Cell: 661 0212

Mailing Address: PO Box 993 Brookings or 97415

Total Budget Amount for Project/Event: \$ 4000.00

Funding Sources & Amounts:

	Source	Amount
1.	<u>Individual donations</u>	<u>\$ 2000.00 - \$ 4000.00</u>
2.	<u>City of Brookings</u>	<u>\$ 2000.00</u>
3.		

Please describe your project/event: The annual Great Thanksgiving Banquet. A Food box service that is delivered to the needy in our city. Boxes include A week of groceries & thanksgiving dinner with all of the trimmings.

Why are public dollars needed to fund this project/event? HHH is A non-profit organization completely funded by the community & supporting churches, however the project need is greater than donated proceeds

How will this project/event benefit the citizens of Brookings? Over 250 Needy Citizens will be able to enjoy A week's worth of groceries & have something to be thankful for on Thanksgiving when they sit down to eat their turkey dinner.

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Emma McMillan

Date: 9/1/07



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND Application

Organization/Group: Friends of Trees Phone: 469-3069

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: printing brochures - "Remarkable Trees"

Project/Event Date(s): Start Date: 2008 Completion Date: ?

Contact Person: Pauline Olsen Email: paulineolsen@verizon.net

Phone: Day: 469-3069 Evening: _____ Cell: _____

Mailing Address: 317 Memory Lane

Total Budget Amount for Project/Event: \$250 - 300

Funding Sources & Amounts:

	Source	Amount
1.	<u>for 2007 - donation from Gasdon</u>	<u>\$250 to print</u>
2.	<u>Club</u>	<u>1700 brochures</u>
3.		<u>(Black & white)</u>

Please describe your project/event: Making available to the public and visitors this brochure showing the variety of local trees in the parks and the community, and their value to the environment.

Why are public dollars needed to fund this project/event? This group has no funding or treasury. All activity has been funded by members thru donation, such as planting a native dogwood in Stout Park in 2005. The city provided the tree for the planting by City Hall in 2006.

How will this project/event benefit the citizens of Brookings?

These brochures are available at the City Hall, Chamber of Commerce, library, various stores, visitors centers, motels, campground, etc., to encourage people to appreciate the beauty of our urban forest.

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Pauline Olsen

Date: Sept. 13, 2007



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND APPLICATION

Organization/Group: ATZALEA PARK Foundation Phone:

Type: Non-profit ☒ Other: ☐ Please Explain: water fountain

Project/Event Title: REPAIR/upGRADE LAWN & SPRINKLER SYSTEM

Project/Event Date(s): Start Date: OCT 15 07 Completion Date: MAY 15 08

President Contact Person: Shirley Hyatt Email: shyatt@nwtcc.com

Phone: Day: 469-6159 Evening: same Cell:

Mailing Address: P.O. Box 6876 BROOKINGS 97415

Total Budget Amount for Project/Event: \$ 700⁰⁰ parts only

Funding Requested from City of Brookings: \$ 700⁰⁰

Other Funding Sources & Amounts:

	Source	Amount
1.	<u>DONORS</u>	<u>?</u>
2.	<u>labor donated thru foundation</u>	<u>120 hours</u>
3.		

Please describe your project/event: INSTALL Drip System -
Upgrade existing sprinkler for Rhodios and plant BED
Replace 2 Broken Valves
Repair Drinking Fountain - (vandalized)

Why are public dollars needed to fund this project/event? Volunteer time
and money supports all maintenance
We need Help!

How will this project/event benefit the citizens of Brookings? Keep Park
Beautiful For public - EVENTS IN
PARK

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Shirley Hyatt, president

Date: 9-14-07

A.P.R.



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND APPLICATION

Organization/Group: Tom Tanzi (circle blue) Phone: 412-7170

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: Art Walk Music Festival

Project/Event Date(s): Start Date: _____ Completion Date: _____

Contact Person: Tom Tanzi Email: circleblueguy@verizon.net

Phone: Day: 412-7170 Evening: Same Cell: _____

Mailing Address: 311-A Alder St. Brookings OR

Total Budget Amount for Project/Event: \$ 1750-2500.00

Funding Requested from City of Brookings: \$ 1750.00

Other Funding Sources & Amounts:

Source	Amount
1. <u>Community Businesses</u>	<u>Varies</u>
2. <u>Private Donations</u>	<u>"</u>
3. _____	_____

Please describe your project/event: Create a "special" Art Walk

Day based on current 2nd Saturday Art Walk
utilizing Azalea Park & Band Shell to promote
more public draw to Brookings Art & Music interests!
Also: to thank those who already have done so much!

Why are public dollars needed to fund this project/event? so it can be free
to the public and not controlled to any individual
interest and so local "providers" may simply be
hired and payed to create professional needs-ie.sound

How will this project/event benefit the citizens of Brookings? By expanding

local & visiting public to have another fun event to
draw them to buy products & services from merchants
and those "making a living" in this area and expand this venue

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive,
Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Tom Tanzi Date: Sept 14, 2007



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1100 Fax (541) 469-3650

COMMUNITY RELATIONS FUND Application

Organization/Group: Oasis shelter Home Phone: 541-247-7600

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: Peer Groups

Project/Event Date(s): Start Date: 10/1/07 Completion Date: 9/30/08

Contact Person: Lea Sevey Email: lea.s@oasisshelterhome.org

Phone: Day: 541-247-0607 Evening: _____ Cell: 541-698-7413

Mailing Address: PO Box 932 Gold Beach

Total Budget Amount for Project/Event: \$ 1230⁰⁰

Funding Sources & Amounts:

	Source	Amount
1.	<u>City of Brookings</u>	<u>1230⁰⁰</u>
2.	_____	_____
3.	_____	_____

Please describe your project/event: Oasis would offer a bi-monthly peer support group for women survivors of domestic violence. We would also provide child care. (In Brookings). We have identified a location that will be donated.

Why are public dollars needed to fund this project/event? There are currently no support groups for survivors in Brookings.

How will this project/event benefit the citizens of Brookings? Numerous women have called to ask for this service. Since Brookings has the largest population in the county, and Oasis serves on average 130 adult women yearly, that Brookings be included in peer groups.

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Lea Sevey Date: 9/14/07



City of Brookings

898 Elk Drive, Brookings, OR 97415
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COMMUNITY RELATIONS FUND

Application

Brookings Harbor Community
Organization/Group: Helpers, Inc.

Phone: 469-5808

Type: Non-profit ☒ Other: ☐ Please Explain: _____

Project/Event Title: off site improvements

Project/Event Date(s): Start Date: Oct. 1, 2007 Completion Date: July 1, 2008

Contact Person: Julie Davis Email: bhchfoodbank@verizon.net

Phone: Day: 469-5808 Evening: 469-7312 Cell: 661-8006

Mailing Address: P.O. Box 415 Brookings

Total Budget Amount for Project/Event: \$10,000.00

Funding Sources & Amounts:

	Source	Amount
1.	<u>Building Fund Donations</u>	<u>\$4,350 to date</u>
2.	<u>City of Brookings</u>	<u>2,000</u>
3.		

Please describe your project/event: See attached

Why are public dollars needed to fund this project/event? See attached

How will this project/event benefit the citizens of Brookings? See attached

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: Julie Davis Date: Aug. 24, 2007

Questions and answers for:
City of Brookings
Community Relations Fund
Application

Please describe your project/event: Community Food Share intends on building a warehouse to house its' operation and store the necessary products to fill our clients food boxes. There are off-site improvements necessary to begin this project.

Why are public funds dollars needed to fund this project/event: Although Community Food Share receives donations from individuals, businesses, clubs and churches, those dollars are used to purchase product and cover operating expenses. There is an approximately \$2,000 per month shortfall that is covered by our reserve account. The curb, sides and gutter project would create a great deficit in our reserves. The preliminary estimate for this phase is over \$6,000.00.

How will this project/event benefit the citizens of Brookings: Families with children, seniors and individuals benefit greatly by having Community Food Share available for them. There is no discrimination; anyone who meets the USDA income guidelines is eligible for a food box once a month, plus three miscellaneous food products and bread every day that we are open. The centrally located property afforded Community Food Share is large enough for a permanent site warehouse from which to serve clients, and store backup products. The food stamp program has bee drastically cut and unemployment is high in this area. By providing food boxes to those in need, our clients are able to concentrate on paying housing and utility bills more readily. Children are assured of having three to five days of meals (USDA standard).



City of Brookings

898 Elk Drive, Brookings, OR 97415
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COMMUNITY RELATIONS FUND

Application

Organization/Group: Azalea Middle School Phone: 469-7427 (x241)
Type: Non-profit ☒ Other: ☐ Please Explain: _____
Project/Event Title: Playground Improvement Plan/Equipment Request
Project/Event Date(s): Start Date: 10/2007 Completion Date: 6/2008
Contact Person: Ann Volz Email: annv@brookings.k12.or.us
Phone: Day: _____ Evening: _____ Cell: _____
Mailing Address: 629 Easy St Brookings OR 97415
Total Budget Amount for Project/Event: \$496.85 (approx)
Funding Sources & Amounts:

	Source	Amount
1.	<u>Community Relations Fund</u>	<u>\$500</u>
2.	_____	_____
3.	_____	_____

Please describe your project/event: Add durable benches to perimeter of play ground (see attached proposal) to provide seating for students. Requesting folding soccer goal and balls to be used by 6th grade teachers in organized fitness goals/activities. Volley ball Net for outdoor recess activity.
Why are public dollars needed to fund this project/event?

No funding available in school budget for improvements to playground.

How will this project/event benefit the citizens of Brookings?

Citizens of Brookings use school grounds to attend sports functions /and use equipment for exercise and recreation.

Submit your completed application to City Manager's Office, City Hall, 898 Elk Drive, Brookings. Application submission deadline is 4:30pm, September 14th, 2007.

Signed: _____

Date: 9-6-07

Azalea Playground Equipment Request

9-6-07

The 6th grade teacher's have discussed on many occasions the need for playground improvement. We want our playground to be a safe, inviting place for kids to interact. We submit the following request for consideration.

Folding Soccer Goal	\$99.95
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Soccer balls 5x \$7.97	\$39.90
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Volley ball net	\$37.65
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Balls 5x \$5.87	\$29.35
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	<hr/>
	\$206.85

Azalea Playground Improvement Plan

We propose to install 2 benches to our playground and add 1 or 2 per year. They will be located on the playground on the south edge of the walkway at the corner of the new building. They will be backless benches approximately 6' long, 18" tall and 13" wide; constructed of Trex Deck" material, welded steel frame and set in concrete. No maintenance will be required.

Costs will include concrete, steel and fabrication, hardware and decking material. The welding will be done by a licensed welder and the benches will be assembled and installed by community volunteers.

Cost breakdown:

Deck material	\$33
Cement	12
Steel & Fabrication	<u>100</u>
	145



URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Gary Milliman, Executive Director

Date: September 21, 2007

Subject: Facade Improvement Grant for 654 Chetco Avenue

Recommendation: Motion to approve a Facade Improvement Project matching grant in the amount of \$800.00 as recommended by the Urban Renewal Advisory Committee for 654 Chetco Avenue, owner Lloyd Passley and Peggy Mory.

Background /Discussion: The above named submitted an application for a Facade Improvement Project grant in accordance with the guidelines established by the Urban Renewal Agency. The application was reviewed by the Urban Renewal Advisory Committee on September 20, 2007 and was recommended for approval. The project involves repainting the building. Not included as a part of the façade project, the property owner will be performing rain gutter repair.

The Committee had earlier established a minimum project size of \$2,500 for the façade improvement program. The Committee modified the minimum at this meeting to \$1,500 finding that the higher amount might be considered exclusionary and that smaller projects should be encouraged as they contribute to the overall goal of the program.

Financial Impact(s): An \$800.00 expenditure from Urban Renewal Agency funds for this project is consistent with the adopted budget and funds are available.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director



URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Gary Milliman, Executive Director

Date: September 21, 2007

Subject: Facade Improvement Grant for 519 Chetco Avenue

Recommendation: Motion to approve a Facade Improvement Project matching grant in the amount of \$20,000.00 as recommended by the Urban Renewal Advisory Committee for 519 Chetco Avenue, owner Mike and Bradlee Snow.

Background /Discussion: The above named submitted an application for a Facade Improvement Project grant in accordance with the guidelines established by the Urban Renewal Agency. The application was reviewed by the Urban Renewal Advisory Committee on September 20, 2007 and was recommended for approval. The project involves installation of stucco siding, window replacement, repair and renovation of awning and painting. The total estimated project cost is \$80,438.40.

Financial Impact(s): A \$20,000 expenditure from Urban Renewal Agency funds for this project is consistent with the adopted budget and funds are available.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

September 21, 2007

To: Urban Renewal Agency Board of Directors

SUBJECT: Façade Improvement 504 Railroad Avenue

A review of the façade improvement project at the above listed location is scheduled for the Agency meeting of September 24.

At its meeting of September 20, the Urban Renewal Advisory Committee voted to recommend to the Agency that the design modifications that were made subsequent to the approval of façade improvement grant funds for this project be approved with no modification to the grant amount. The program guidelines provide that design changes must be requested by the applicant and approved by the Agency prior to commencement of construction, and that failure to do so could result in a voiding of the entire grant amount.

The Applicant told the Committee that he believed that, as the Agency did not agree to participate in funding the roof portion of the project...and he subsequently decided not to proceed with the roof portion of the project...he had the ability to modify the design to retain the awning. The Applicant also provided documentation that the cost of stucco work was \$10,000 higher than he had included in the original cost estimate, which more than compensated for the deletion of the "trusses and awning removal" work listed as an \$8,000 item in the original proposal.