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Santa's on his Way!

Agenda

**City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
December 22, 2003 7:00 p.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Oral Requests and Communications from the Audience**
 - A. Committee and Liaison reports**
 - 1. Chamber of Commerce**
 - 2. Council Liaisons**
 - B. Unscheduled**
- V. Staff Reports**
 - A. Finance Department**
 - 1. System Development Charge Review Contract Bid Award [page 5]**
 - B. Economic and Urban Development Department**
 - 1. Preliminary Design for New City Hall and public Safety Facilities [page 29]**
 - C. Community Development Department**
 - 1. Surface Transportation Program Funds Project Revised Project STP 2002 [page 33]**
 - 2. Surface Transportation Project Allocation 2003 [page 35]**
 - D. City Manager**
 - 1. Asante Letter of Intent [page 43]**
 - 2. Set Date for Council Goals Session [page 47]**
 - 3. Other**
- VI. Consent Calendar**
 - A. Approval of Council Meeting Minutes**
 - 1. Minutes of December 8, 2003, regular Council meeting [page 49]**
 - B. Liquor License Application**
 - 1. Flying Gull Restaurant—adding corporate partner [page 53]**

END CONSENT CALENDAR

VII. Ordinances/Resolutions

A. Ordinances

1. Ordinance No. 03-O-446.RR—In the matter of an Ordinance amending Ordinance 89-O-446, an ordinance creating the Land Development Code, to amend the requirements for parking motor homes and other recreational equipment on residential lots [page 55]
2. Ordinance No. 03-O-446.SS— In the matter of an Ordinance amending Ordinance 89-O-446, an ordinance creating the Land Development Code, to clarify residential yard setback requirements [page 57]

B. Resolutions

1. Resolution No. 03-R-725—In the matter of a Resolution approving Pelican Bay Telecommunications Corporation Loan Submittal [page 59]

VIII. Remarks from Mayor and Councilors

A. Council

B. Mayor

IX. Executive Session

- A. ORS 192.660(1)(e)—Real Property Transaction
- B. ORS 192.660(1)(i)—Performance Evaluation of Public Officers and Employees

X. Adjournment



City of Brookings
Events Calendar

December 2003

December 2003							January 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	December 1 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	2 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 11:30am FH-Wayne Botta-Teamsters-541 772-9826 7:00pm CC-Planning Commssn	3 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserves	4 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carpertner-Laurie Calef-469-0275	5	6 Nature's Coastal Holiday-Azalea Park
7	8	9	10	11	12	13
	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	Nature's Coastal Holiday-Azalea Park 9:00am CC-ODOT PDT- 2:30pm CC-SafetyComMtg/ Kathy Dunn 4:30pm CC-Tree trimming 6:00pm CC-Pepper Spray Class-Marvin Parker-VIPs	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Downtown Development committee mtg-7 to 10 pm		
14	15	16	17	18	19	20
	9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalickl 6:00pm CC-American Red Cross Mtg/Karen Degenals 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC- Site Plan Com Mtg/LauraLee Gray	6:00pm CC-Victim's Impact Panel-Mindy-Curry Prevention Services-247-2412	8:15am FH-CmtyDevDpt Staff mtg/LLightle 8:30am CC-Leadership Call-Rick Dentino 1:00pm CC-Borax meeting-Leroy	9:00am CC-Borax meeting-Leroy	
21	22	23	24	25	26	27
	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC-Westbrook meeting-John Bischoff	Nature's Coastal Holiday-Azalea Park	City Hall Closed- Christmas Day Holiday 8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC-Parks & Rec Comm/ LBlodgett		
28	29	30	31			
Nature's Coastal Holiday-Azalea Park	7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC- Site Plan Com Mtg/LauraLee Gray				

CC-Council Chambers
FH-Fire Hall

City of Brookings
Events Calendar

4

January 2004

January 2004							February 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1, 2004 City Hall CLOSED - New Years Day Holiday 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carpenter-Laurie Calef-469-0275		
	4 Check reminders for URAC agendas at 9:30am 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	5 9:00am CC-Legislative Update class for SouthCoast Agencies-Marvin Parker 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Planning Commssn	6 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:30pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves	7 8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC-Downtown Development committee mtg-7 to 10 pm	8 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC-CEP (Citizens for Emergency Preparedness): MArrell-469-5731, JRupert-469-78783	9 9:00am Tentative-Council Goals 2004-2005-Brookings Inn Conf Center
11 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	12 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	13 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	14 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett	15 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett	16 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett	17 9:00am Tentative-Council Goals 2004-2005-Brookings Inn Conf Center
18 8:00am CITY OFFICES CLOSED - Martin Luther King Day Holiday (City Hall) 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenals 7:00pm FH-FireTng/ChShrp (Fire Hall)	19 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	20 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	21 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett	22 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	23 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	24 9:00am Tentative-Council Goals 2004-2005-Brookings Inn Conf Center
25 9:00am CC-Municipal Court/ JdgHarper 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	26 Business Outlook Conference-Elks Lodg 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	27 Business Outlook Conference-Elks Lodg 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	28 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	29 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	30 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	31 9:00am Tentative-Council Goals 2004-2005-Brookings Inn Conf Center

CITY OF BROOKINGS



STAFF REPORT

Date: December 15, 2003

To: Mayor Hagbom and City Council

From: Paul Hughes, Finance Director

Subject: System Development Charge Review Contract Bid Award.

BACKGROUND

On October 27, 2003, the Brookings City Council authorized staff to issue a Request for Proposal for System Development Charge Methodology review. We received four responses to our request with bid amounts as follows:

Don Ganer & Associates	\$15,300
The Dyer Partnership	\$18,924
Financial Consulting Solutions	\$27,915
Economic and Engineering Services	\$30,083

Financial Consulting Solutions and Economic and Engineering Services were eliminated from the group because their bids are 48% and 59% higher than the next lowest bid of Dyer Partnership. The Dyer Partnership Engineers & Planners, out of Coos Bay, quoted a fee of \$18,924 for 259 hours of service at an average hourly rate of \$73. Don Ganer & Associates from Portland quoted \$15,300 for 120 hours of service at an average hourly rate of \$115 plus travel cost. Cost was just one of the three criteria used for the selection process. Recent experience, reputation and technical approach to the project were also used as criteria. After reviewing the proposals, and judging them according to our selection criteria, we are recommending The Dyer Partnership for the project. The Dyer Partnership has also quoted a fee of \$6,716 for the development of a current Capital Improvement Plan. They were the only respondent to include this development in their proposal. They understand that it would be difficult to develop accurate System Development Charges based on a Capital Improvement Plan that was developed in 1991. They were also the only respondent who asked questions and took the time to meet with city staff prior to making a proposal. The total contract price quote from The Dyer Partnership, including the development of a Capital Improvement Plan, is \$25,640.

RECOMMENDATION

Staff recommends awarding the System Development Charge contract to the Dyer Partnership for \$18,924. Also, staff recommends including into the contract the development of a current Capital Improvement Plan for \$6,716, for a total contract award of \$25,640.

Proposal for
Engineering Services

CITY OF BROOKINGS
System Development Charge Methodology



**The Dyer Partnership
Engineers & Planners, Inc.**





THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

November 21, 2003

City of Brookings
Finance Department
898 Elk Drive
Brookings, Oregon 97415

Attention: Mr. Paul Hughes

RE: Request for Proposals
System Development Charge Methodology

Dear Mr. Hughes:

The Dyer Partnership Engineers & Planners, Inc. is pleased to present this proposal for completing a Systems Development Charge Methodology for the City's water, wastewater, transportation, drainage and parks systems. The proposal that follows identifies a proposed work plan, scope of engineering services, and also, summarizes our experience with similar projects. This proposal includes all terms and conditions as stated in the City's Request for Proposal regarding System Development Charges.

The Dyer Partnership has both the capabilities and experience necessary to successfully complete this project. Our firm has certain strengths that we believe in combination, set us apart from other firms. These are:

1. **Depth.** The Dyer Partnership proposes a full and experienced team of qualified individuals who complement and supplement each others' expertise and background. Our staff has the necessary experience and knowledge to assure that the task is fulfilled in a thorough and professional manner. The staff we are proposing are the individuals who will perform the work on this project.
2. **Experience with Similar Projects.** The Dyer Partnership has completed many SDC studies in various communities. We are currently working on, or have recently completed, SDC methodology studies for Bandon, Eagle Point, Lakeside, Rogue River and Seal Rock Water District.
4. **Credibility.** The Dyer Partnership believes in applying established engineering principles in a credible manner to establish a fair and rational SDC methodology. Our staff of professionals has been involved in the assessment of a wide variety of municipal. In addition to System Development Charge systems, our staff has a great deal of experience with rate and funding issues

Mr. Paul Hughes
November 21, 2003
Page 2

The attachments present the following information:

- **Work Plan Proposal** - The plan includes basic information on our firm, our understanding of the project, detailed work program, organization and staffing, and cost for the proposed work.
- **Experience and Qualifications**
 - ▶ **Qualifications and Services Offered** - a summary of our firm's qualifications, ability and capacity to perform the services as well as an overview of the professional services provided by our firm. We have the resources and financial capacity to perform this project.
 - ▶ **Project Experience** - a description of our performance and history with several recent projects specifically geared to municipal system planning.
- **Staff and Organization** - a description of the assigned staff for this project and their responsibilities, experience and capabilities
- **References** - a list of references and related phone numbers for current or very recent clients.

We have tried to keep this information brief and specific to this project. We do have additional experience and capabilities, which you may be interested in. This information can be observed at our website www.dyerpart.com.

We look forward to discussing our approach and our proposal with you further. Should you have any questions or need any clarification with regard to this information in the meantime, please call me.

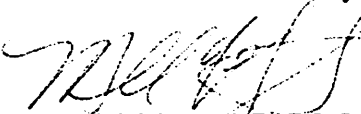
Sincerely,

The Dyer Partnership
Engineers & Planners, Inc.



Michael J. Dees, P.E.
Project Manager

Official authorized to bind Dyer Partnership, Inc. to provision of the proposal.



Michael Erickson, P.E., P.L.S.
Senior Vice-President

TABLE OF CONTENTS

WORK PLAN PROPOSAL

- *Proposed Schedule and Cash Flow Chart*
- *Hourly and Cost Allocation of Project Team Members*

Experience and Qualifications

- *Summary of Qualifications*
- *Summary of Engineering Services*
- *Selected Experience in SDC Studies*

STAFF AND ORGANIZATION

- *Brookings SDC Project Team*
- *The Dyer Team*
- *Resumes*
 - *David Jepsen, PE*
 - *Michael J. Dees, PE*

REFERENCES



The Dyer Partnership
Engineers & Planners, Inc.

WORK PLAN PROPOSAL

A. Basic Information

The Dyer Partnership Engineers & Planners, Inc. was originally established in 1982 as Gary L. Dyer Consulting Engineers. The firm was incorporated as The Dyer Partnership Engineers & Planners, Inc. in January of 1994. The firm is located in Coos Bay and has an office in Eugene as well. Our office addresses, telephone numbers, e-mail address, and web address are given below.

	<u>Coos Bay Office</u>	<u>Eugene Office</u>
Address:	275 Market Avenue, Coos Bay, OR 97420	438 Charnelton, Suite 102 Eugene, OR 97401
Telephone Number:	(541) 269-0732	(541) 338-8351
Facsimile Number:	(541) 269-2044	(541) 338-0100
E-mail:		
General:	<u>dverpart@dverpart.com</u>	
Specific:	<u>first initial.last name@dverpart.com</u>	
Web Address:	dverpart.com	

The Dyer Partnership is a registered with the State of Oregon as a "C" corporation, State I.D. No. 0803239-0 and Federal I.D. No. 93-1130649. Current principals of the firm are as follows.

- Steve Major PE, President
- Michael Erickson PE PLS, Senior Vice President, , Secretary-Treasurer
- John Waddill PE PLS, Vice President

The staff at The Dyer Partnership currently totals 19 including six registered professional engineers (PE), six engineers-in-training (EITs) and seven personnel providing technical services, accounting and clerical support. The proposed project team for this study includes the following two key staff members:

David Jepsen, PE
Michael J. Dees, PE

B. Introduction

The City of Brookings is seeking to review is current System Development Charge methodology and develop updated defensible methodologies to recover previously incurred costs and develop additional financing for capital improvements which will service future development. The System Development Charges will be for five areas of City Services. These areas are: streets, water, wastewater, parks and storm drainage.

C. Detailed Work Program

A detailed work program is provided herein and is divided into four major Sections that describe in detail the proposed approach and methodology to be followed in preparing the System Development Charge (SDC) Methodology Study.

In our approach to the proposed study, we will develop an SDC methodology for each of the five areas of City Services in accordance with ORS 223.297 to 223.314. The SDC for each area will consist of two parts: 1.) Reimbursement Fee and 2.) Improvement Fee. These fees are discussed individually below.

Reimbursement Fee

In addition to loan payments currently being made for additional capacity infrastructure, a portion of existing capital improvements which have already been paid for may be recovered. For existing "paid for" improvements, a present day replacement value (PDRV) and age for each type of infrastructure element will be determined. Next, using the PDRV, a present day depreciated value (PDDV) will be calculated for each type of infrastructure element.

Two "filtering" percentage factors must then be determined which will be applied to the PDDV. These percentages develop SDC eligibility in terms of:

- **Non-Grant Funded Value.** The portion of infrastructure acquired with grant funding must be excluded from SDCs under Oregon Revised Statutes. Therefore grant funding amounts are determined and a reciprocal non-grant funded percentage computed.
- **Excess Capacity Value.** The percentage portion of each existing infrastructure element available for new users, referred to as excess capacity is determined.

After multiplying the PDDV by the two "filtering" percentage factors, the resulting value is the maximum SDC reimbursement eligible total in addition to current reimbursable loan payments being made for excess capacity improvements.

For each service area, the future projected EDUs must be determined. The SDC reimbursement eligible total is divided by the number of future EDUs to determine the SDC reimbursement fee per EDU.

The City will be provided a table for the assessment of EDUs for each area of service based on the type of commercial, institutional or industrial development anticipated. A single family residence will represent the index value in each service area with an assessment of one (1) EDU.

EDU's will typically be assessed for water SDCs based on multiples of average water consumption by a single family residential account as determined from water billing records. Sewer EDU's are typically assigned in terms of projected flow contribution from tables or other reference sources, in comparison with a typical residential unit. Storm drainage EDU may be determined with respect to impervious area associated with the new development in comparison

with the typical impervious area associated with a single family residence. Traffic EDUs may be determined in terms the trip counts associated with new development indexed to the trip counts assigned to a single family dwelling. Park EDUs will be computed based on based on the projection of new residential units. Parks SDC are typical assessed for residential development only. The Master Plans and City Staff are anticipated to provide necessary information for these assessments.

Improvement Fee

With respect to computation of improvement fees, a Capital Improvements Plan (CIP) must exist or be developed. In the case of Brookings, the Master Plans and Facility Plans will provide some CIP information. However, based on examination of existing documents, particularity in the areas of sewage collection, storm drainage and transportation, additional planning is required. Our proposal includes this necessary CIP preparation step. Furthermore, it must be determined which elements or portions of elements are strictly for replacement, repair or upgrade of existing capacity and which are for new service. Only the additional capacity portion is SDC eligible.

A table and formulation method must also be developed to assign each new type of customer an anticipated usage rate in terms of EDUs as explained above for the reimbursement fee portion. Also, in order to comply with the ORS's, it will also be necessary to determine a credit mechanism by which new customers, as a condition of connection who, construct improvements beyond their own needs may be reimbursed.

A detailed, itemized description of delivered products and of proposed meetings is presented at the end of the discussion for each Section. A work schedule that shows tasks and their relationships to each other is presented at the end of this section.

Costs and tasks associated with the development of the CIP are identified separately so that the City of Brookings may make a proper cost comparison with other proposals which may be submitted, but do not include or address this important issue.

Section 1 – Introduction and Background

This section will include compiling and documenting background information about the City's SDC eligible service systems, defining the objective and establishing the scope of the report. This information will include the following.

- An explanation of the objectives of the proposed System Development Charge System.
- A physical description of the City's systems.
- A brief explanation of the inventory methods used to determine the capital investment of the various services in Brookings. These will include a general explanation of the grant history, existing debt service and "paid for" portions of the systems. The sources of information such as audit reports, inventory reports and City data base records will be referenced.

- An explanation of methods for determination or estimation of new customer water usage, sewage flow, impervious areas and park usage such as Master Plans, data projection and comprehensive development plans.
- Tables with include a summation of the existing and projected EDUs for each service area.

The majority of the information for this section would originate from the City records and reports.

Delivered Products: 1) Draft Section 1 in a report format for City's review & comment.

Proposed Meetings: 1) Kick-off meeting to initiate study & collect data.

Section 2 – SDC Fee Reimbursement Methodology

For this Section, elements of the SDC Reimbursement Fee Methodology will be compiled. This section plan will contain the following elements.

- An inventory matrix of the existing and paid for service area system infrastructure elements including original costs (if available), percentage paid for by grant, percentage paid off by existing users and estimated cost to construct today with computed equity.
- Tables of existing and paid for system infrastructure elements with the depreciated present worth equity value computed and an apportionment of costs by remaining or excess capacity.
- A table presenting the loan payments for existing infrastructure and it SDC eligible percentage based on excess capacity.
- Tables presenting SDC cost per EDU will be calculated for each service area element. The SDC cost per EDU for elements will be summed as the basis of the reimbursement portion of the SDC fee.

Compilation of system elements will require interaction with City Staff and a through review of the financial history of the system, particularly with regard to grant funding and loan payments. We believe the elements of this Section should be covered during a dedicated meeting or workshop. The information in this section will provide the reimbursement basis for the City to draft an ordinance governing SDCs. A draft of the compiled Section will be provided to the City for review and approval prior to the completing the final version of this Section.

Delivered Products: 1) Draft of Findings from Section 2 in a report format for review & comment.

Proposed Meetings: 1) Staff Workshop to review & discuss existing infrastructure cost, condition and financial history.

Section 3 – SDC Improvement Fee Methodology

The focus of this Section is to describe the City's capital improvements SDC methodology and to develop a method for the apportionment of those costs between new users. This element will include the following.

- Development of a current Capital Improvement Plan. This will include Development of a proposed list of projects for each area of the five areas of services for at least the next ten year period. Costs and SDC eligible portions for each project will be estimated. Costs for this part of the SDC study may be deducted if the City believes that they have or can develop and provide a ten year CIP to Dyer Partnership.
- A description of each proposed improvement including the purpose with regard to new customer service, system repair or replacement, or new process mandated due to new compliance standards.
- Tables presenting the proposed capital improvements and their estimated costs less anticipated grant funding and an apportionment of costs assigned to "New Service".
- A tabular listing of each proposed improvement with the associated apportionment costs for new user types in terms of EDUs. The tables will include calculation of the SDC cost per future EDU for each eligible Capital Improvement element.

The information in this Section will provide the improvements fee portion for the City to draft an ordinance governing SDCs. A draft of the compiled section will be provided to the City for review and approval prior to completing the final version of this Section.

Delivered Products: 1) Draft of Findings from Section 3 in a report format for City's review & comment.

Proposed Meetings: 1) Staff workshop to review & discuss Capital Improvement elements.

Section 4 – System Development Charge Summary

The final Section of the proposed SDC methodology report is the compilation of findings and conclusions from Sections 1 through 3 with a charges assessment matrix table. The final report will also include comments received on the draft. Appendices and references will be included in the final report. This element will include the following:

- A formal public presentation will be conducted. Comments and responses will be documented and included in the final report

- A summary will include a matrix charge table which lists, by row, the various types of anticipated residential, commercial and industrial development. The columns will list the five areas of service so that the assessment criteria may be entered and by reference to a look-up table, a cost entered. The matrix will be developed such that a new customer may be easily assessed based on established criteria (such as square footage and number of drive-in windows for example). Guidance information will be provided regarding service space assessment (such as the situation which arises with a restaurant having both inside and outside service areas) and other common issues which may arise due to staged mixed use type of businesses.
- Reference material will be included in appendices. These will include information relating to EDU determination, loan and grant amounts, capital improvement support documentation and a copy of ORS 223.297 to 223.314 which establishes Oregon law reading SDCs will also be included.

Delivered Products:

- 1) Drafts of final report for review & comment by the City.
- 2) Visual presentation (e.g. handouts, overhead projection, PowerPoint presentation) of study findings at public meeting.
- 3) Final reports for use by the City. These reports will incorporate comments from the public meeting.

Proposed Meetings:

- 1) Staff and/or Council meeting to finalize criteria and review findings and recommendations prior to Public Meeting.
- 2) Public Meeting/Council Meeting to present & review findings from study and final report.

D. Organization and Staffing

The Dyer Partnership's resources available to complete the System Development Charge Methodology Report are the expertise and experience of its staff. Our proposed project team consists of two key members in addition to technical and clerical staff. The proposed project team and detailed resume information for each team member is provided in the "Staff" selection of this proposal.

A summary of specific project team members to each major Section by person hours, hourly rate and total cost per person is provided in Table 2.

E. Project Management & Schedule

The Dyer Partnership is committed to providing the necessary resources to complete the System Development Charge Methodology Report in a timely fashion. A work schedule that shows Sections and their relationships to each other is shown in Table 1. We currently anticipate submitting a draft of the Final Report to the City for a public meeting and review in mid May, 2004. Compilation of the Final Report is anticipated by June, 2004. This recommended schedule is based on a project kick off meeting by December 15, 2004.

The City will primarily have direct coordination and communication with The Dyer Partnership through Michael Dees. David Jepsen will be available as well. Both engineers may be counted on for timely responses and delivery of work products to the City and quality control of all work products.

The Dyer Partnership believes in active, ongoing communication with our clients including timely reviews and meetings. Our Project Managers and Project Engineers keep the client abreast of project status to assure that it is kept on schedule. This communication also eliminates deviation from stated objectives and prevents surprises.

As stated above under Sections 1 through 4, we propose a "kick-off" meeting, three staff workshops and attendance of a Public Meeting/Council meeting to formally meet with the City Council, staff and residents to solicit input, review work products, and develop a consensus for the proposed SDC actions. These meetings are critical to ensure that the SDC Plan meets the needs of the City and allows input from the Public. A public meeting is recommended to formally receive comments from the public on the Draft Final Report. Comments from this meeting would be incorporated into the Final Report.

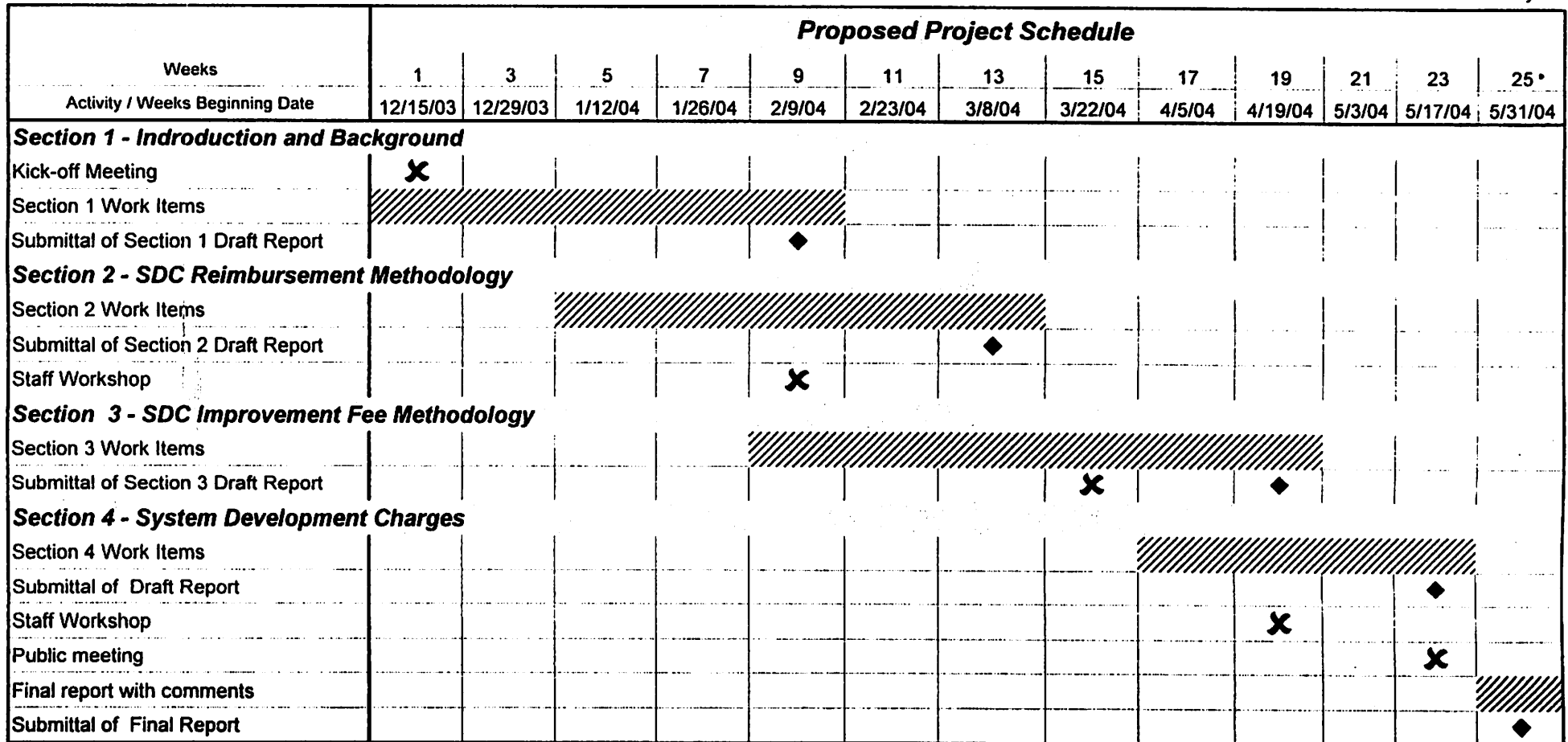
We also propose submission of monthly progress reports to the City each month during the preparation of the Plan Update. These monthly progress reports would include a brief narrative of completed Section items, delivered products, and the status of the budget for each Section and the overall project.

We cannot over emphasize the importance of having good communication with the staff to insure that the SDCs are developed in the best interests of the community.

F. Cost

The proposed cost for each Section is shown in Table 2. A current fee schedule is incorporated in the cost proposal Table. We propose to bill this project on a percentage basis against the total fixed fee amount of \$18,924 if the CIP is provided by the City or \$25,640 if the City chooses to have us prepare a CIP. These fees will not be exceeded unless the City increases the scope of services being provided.

Table 1. Proposed Project Schedule and Cash Flow Chart
City of Brookings System Development Charges



**Table 2. Hourly and Cost Allocation of Project Team Members
City of Brookings - System Development Charges**

Section / Project Team Member	Position	Hourly Rate, \$/hr	Hours	Amount, \$
Section 1 - Introduction and Background				
Steve Major, PE	Project Man	\$85	0.5	\$43
Michael Dees, PE	Project Man/Eng	\$76	8	\$608
David Jepsen, P.E.	Project Eng	\$76	3	\$228
Aaron Speakman, EIT	Project Designer	\$62	2	\$124
Rachel Arbuckle	Drafter	\$50	2	\$100
Charlene Reilly	Office Manager	\$42	1	\$42
Material Costs	-	-	-	\$108
Travel Related Expenses	-	-	-	\$224
Subtotal			16.5	\$1,477
Section 2 - SDC Reimbursement Methodology				
Steve Major, PE	Project Man	\$85	2.5	\$213
Michael Dees, PE	Project Man/Eng	\$76	26.5	\$2,014
David Jepsen, P.E.	Project Eng	\$76	25.5	\$1,938
Aaron Speakman, EIT	Project Designer	\$62	54	\$3,348
Charlene Reilly	Office Manager	\$42	5	\$210
Material Costs	-	-	-	\$65
Travel Related Expenses	-	-	-	\$224
Subtotal			113.5	\$8,012
Section 3 - SDC Improvement Fee Methodology				
Steve Major, PE	Project Man	\$85	2.5	\$213
Michael Dees, PE	Project Man/Eng	\$76	12	\$912
David Jepsen, P.E.	Project Eng	\$76	12.5	\$950
Aaron Speakman, EIT	Project Designer	\$62	27	\$1,674
Charlene Reilly	Office Manager	\$42	2.5	\$105
Material Costs	-	-	-	\$108
Subtotal			54	\$3,962
Section 4 - System Development Charges Summary				
Steve Major, PE	Project Man	\$85	2.5	\$213
Michael Dees, PE	Project Man/Eng	\$76	17	\$1,292
David Jepsen, P.E.	Project Eng	\$76	17.5	\$1,330
Aaron Speakman, EIT	Project Designer	\$62	33	\$2,046
Charlene Reilly	Office Manager	\$42	5	\$210
Material Costs	-	-	-	\$151
Travel Related Expenses	-	-	-	\$232
Subtotal			75	\$5,474
Total Hours and Amount with City Provided CIP			259	\$18,924
CIP Development (Additional)				
Steve Major, PE	Project Man	\$85	2.5	\$213
Michael Dees, PE	Project Man/Eng	\$76	26	\$1,976
David Jepsen, P.E.	Project Eng	\$76	25	\$1,900
Aaron Speakman, EIT	Project Designer	\$62	36	\$2,232
Charlene Reilly	Office Manager	\$42	2.5	\$105
Material Costs	-	-	-	\$120
Travel Related Expenses	-	-	-	\$170
Subtotal			92	\$6,716
Total Hours and Amount with CIP by Engineer			167	\$25,640

SUMMARY OF QUALIFICATIONS

Our firm was originally established in 1982 as Gary L. Dyer Consulting Engineers in Coos Bay, Oregon. The firm was incorporated as The Dyer Partnership, Engineers & Planners, Inc. in 1994. We have a balanced team of registered engineers and technical support staff. We serve clients principally in Southwestern Oregon.

The Dyer Partnership specializes in the planning, design and construction administration of municipal improvement projects. The firm prefers and is most experienced in working for small to medium sized cities and utility districts on projects up to \$10 million in value. We have considerable experience with most types of municipal projects including water systems, wastewater systems, storm drainage systems, roads, streets and sidewalks.

It is the philosophy of this firm to serve its clients with integrity and trust and to pursue each project with enthusiasm. Special emphasis is placed on communication and close coordination with the client throughout each project.

The goal of this firm is to develop and maintain a reputation consistent with the highest standards of the engineering profession, based on performance and reasonable fees.

The firm provides comprehensive services and stresses the following important considerations:

- ☐ Timeliness and reasonable schedules.
- ☐ Economy of construction.
- ☐ Optimizing financial assistance.
- ☐ Personal contact.
- ☐ Internal cost control.
- ☐ Flexibility to meet particular client needs.
- ☐ High quality service.
- ☐ Overall budget control.



The Dyer Partnership
Engineers & Planners, Inc.

SUMMARY OF ENGINEERING SERVICES

The civil engineering services described below are provided for municipalities and public utility districts.

PLANNING AND STUDIES

Planning, investigative studies, and feasibility studies for streets, utility systems, and site development including:

- ☐ Studies and master utility planning of public and private utilities with field verification, evaluation, analysis, mapping, documentation, development and updating of comprehensive master growth plans. Includes storm water systems, sewage systems, waste water treatment facilities, water distribution systems, and water treatment facilities.
- ☐ System Development Charges programs.
- ☐ Drainage studies including master drainage plans and storm water treatment requirements.
- ☐ Flood plain/flood way studies and mapping.
- ☐ Traffic volume studies, parking studies, traffic circulation, and traffic control.
- ☐ Street and roadway planning and studies.
- ☐ Site utilization planning and mapping.
- ☐ Feasibility studies and site assessment studies for planned developments.

FINANCIAL PLANNING

Assistance in identifying sources and securing financial assistance from various state and federal agencies including:

- ☐ Preparation of applications and contracts.
- ☐ Preparation of environmental and other documentation.
- ☐ Administration of project expenditures and budgeting.
- ☐ Monitoring program compliance.

WATER RIGHTS EXAMINATION

Many communities and water districts are faced with new regulations when dealing with their water rights permits. We can help in the following areas:

- ☐ Claims of Beneficial Use
- ☐ Water Right Transfers
- ☐ Assistance with Water Resources Department



The Dyer Partnership
Engineers & Planners, Inc.

SURVEYS

Land surveying and mapping for:

- ☐ Easement acquisition.
- ☐ Topographic surveys.
- ☐ Boundary surveys.
- ☐ Subdivisions.
- ☐ Construction staking.
- ☐ As-built surveys.

DESIGN SERVICES

Preparation of preliminary designs and construction documents for renovation of existing and/or construction of proposed utility, street, and site developments including:

- ☐ Storm Water Management
 - Public/private storm drainage systems including culvert, open channel, and pressure system design.
 - Detention/retention.
 - NPDES permitting.
 - Erosion control plans.
- ☐ Sanitary Sewage, Conveyance & Disposal
 - Septic systems.
 - Public/private sanitary sewer systems.
 - Lift station design.
 - Pressure system design.
 - Waste water treatment systems.
- ☐ Water Distribution & Treatment
 - Water source engineering.
 - Public/private water distribution system.
 - Water treatment facilities.
 - Fire protection service.
- ☐ Site Development
 - Site layout.
 - Earthwork/grading.
- ☐ Transportation
 - Traffic control, traffic circulation.
 - Parking maximization.
 - Public/private street design.
 - Pavement design.
- ☐ Cost Estimates.
- ☐ Preparation of Bidding and Contract Documents.
- ☐ Application of Value Engineering and Life-Cycle Cost Evaluation for Design Optimization.



**The Dyer Partnership
Engineers & Planners, Inc.**

Selected Experience in SDC Studies					
<i>Selected Clients & SDC Studies</i>	Year	Water	Wastewater	Storm Drain	Transportation
City of Bandon					
Water Master Plan Update	2003	■	■	■	■
City of Depoe Bay					
Transportation Analysis & Study	1997				■
Storm Drainage Master Plan	1997			■	
City of Eagle Point					
System Development Charges	1995	■	■		
City of Lakeside					
User Rate Analysis & SDC Study	2002		■		
City of Rogue River					
Water System System Development Charge Study	2000	■			
Storm Drain System Development Charge Study	1999			■	
Transportation SDC Study	2003				■
System Development Charges	2003	■	■	■	
Seal Rock Water District					
System Development Charges	1994	■			



The Dyer Partnership
Engineers & Planners, Inc.

BROOKINGS SDC PROJECT TEAM

The Dyer Partnership's team for Brookings' SDC project consists of two seasoned engineers, providing added value to the project in the form of increased efficiency and maturity. Additionally, engineering, drafting and clerical staff members support these professionals. Our complete team is shown graphically on the following page.

The City will have direct coordination and communication with The Dyer Partnership through Michael J. Dees, P.E

David Jepsen, PE will have the responsibility for preparation of the transportation and parks portion of the SDCs. He has extensive experience in the preparation of SDC reports, as well as facility plans and preliminary engineering reports and studies. He will be responsible for review analysis and report preparation. Mr. Jepsen will be actively involved in quality control related to all tasks of the project.

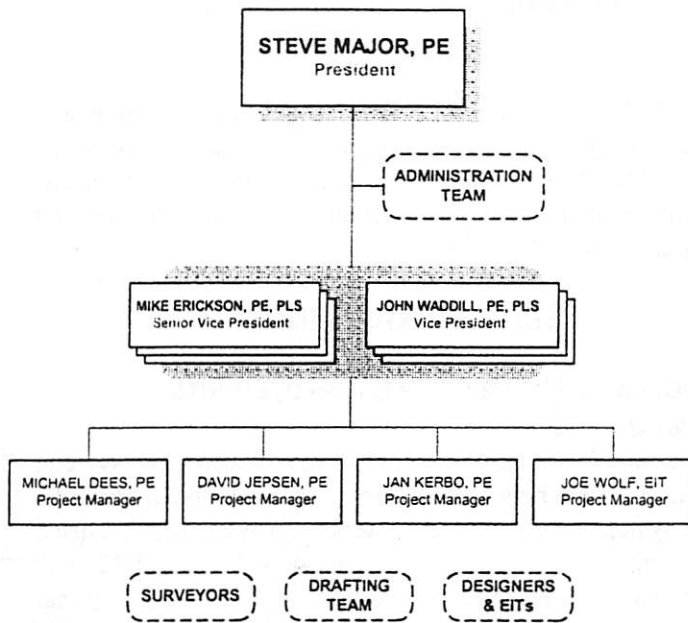
Michael J. Dees, PE will be responsible for client contact and directly involved in the development of the SDC methodology report specifically for water, wastewater and drainage. He has extensive experience in the preparation of these reports, as well as water and wastewater master plans, facility plans, and cost of services studies for clients in Arkansas, Washington and Idaho. Michael also has experience in utility rate studies and capital cost allocation determinations. He will review analysis and report preparation by David Jepsen.

The staff, EIT member, Aaron Speakman will have the responsibility of data gathering and will assist in compiling the data for the analysis. Aaron has previous experience in cost of service study planning.



The Dyer Partnership
Engineers & Planners, Inc.

THE DYER TEAM



The Principals at The Dyer Partnership remain deeply involved with our projects to, and beyond, completion. Our goal is to keep the Dyer Team resources focused and to anticipate issues before they become problems. This approach also means senior staff is available when you have a question.

The Dyer Partnership's project team is heavily loaded with seasoned engineers, providing added value to the project in the form of increased efficiency and maturity. Additionally, twelve engineering, drafting and clerical staff members support these professionals.

Our team is shown schematically at left. Below is a table of technical staff members and their experience. For a closer look at key individuals and associated project experience, detailed résumés have been included.

ENGINEERS & DESIGNERS			Years of Experience												EDUCATION			
			REGISTRATION	RAW WATER	SEWERAGE	WATER SUPPLY & ANALYSIS	WATER RIGHTS ANALYSIS	INTAKE & PUMP STATIONS	TREATMENT	DISTRIBUTION	STORAGE & RESERVOIRS	TRANSPORT	INDUSTRIAL WASTE	HAZARDOUS WASTE	MECHANICAL ENGINEERING	ELECTRICAL DESIGN & CONTROL		
Steve Major, PE President	Civil Engineer	CA, OR	25	●	●	●	●	●						●	●	●	BS Civil Engineering	
Mike Erickson, PE, PLS Principal	Civil Engineer	OR	21	●	●	●	●	●						●	●	●	BS Civil Engineering	
	Land Surveyor	OR																
	Water Rights Examiner	OR																
John Waddill, PE, PLS Principal	Civil Engineer	OR, WA	31	●	●	●	●	●						●	●	●	BS Mathematics	
	Environmental Engineer	OR																
	Land Surveyor	OR																
Michael Dees, PE Project Manager	Civil Engineer	OR	26	●	●	●	●	●						●	●	●	BS Civil Engineering	
David T. Jepsen, PE Project Manager	Civil Engineer	CA, OR	19	●	●	●	●	●						●	●	●	MS Civil Engr. BS Chemical Engr. Cert. of Hazardous Waste Mgt	
	Environmental Engineer	OR																
Janette Kerbo, PE Project Manager	Mechanical Engineer	OR	13											●	●	●	BS Mechanical Engineering	
Joseph G. Wolf, EIT Project Manager	EIT	MT	7		●	●	●	●						●	●	●	BS Degrees in Environmental Engineering and Education	
Mark Hampton, EIT Civil Designer	EIT	OR	4				●	●						●	●	●	BS Civil Engineering	
Aaron Speakman, EIT Civil Designer	EIT	OR	2	●			●	●						●	●	●	BS Civil Engineering	
Sean Comstock, EIT Civil Designer	EIT	OR	1											●	●	●	BS Civil Engineering	
Justin Mason, EIT Civil Designer	EIT	OR	1											●	●	●	BS Civil Engineering	
Jim Pax Civil Designer			4	●			●	●						●	●	●	BS Civil Engineering	
Jim McDonald Survey Crew Chief			9				●	●						●	●	●	BS Business Administration with AA Engineering	



The Dyer Partnership
Engineers & Planners, Inc.

DAVID T. JEPSEN, PE

Project Manager

REGISTRATION

- CIVIL ENGINEER
OREGON – 1993
CALIFORNIA – 1991
- ENVIRONMENTAL ENGINEER
OREGON – 1994

EDUCATION

- MS CIVIL ENGINEERING
UC DAVIS, 1988
- BS CHEMICAL ENGINEERING
UC DAVIS, 1981
- CERTIFICATE OF HAZARDOUS
MATERIALS MANAGEMENT
UC DAVIS, 1988

AFFILIATIONS

- AMERICAN WATER WORKS
ASSOCIATION

Registered Civil Engineer with over 13 years of experience in planning, design, and evaluation of water and wastewater systems. David has designed and managed ambient water quality investigations and municipal wastewater studies for total project values over \$8.4 million.

SELECT EXPERIENCE

RESERVOIR AND WATER SYSTEM IMPROVEMENTS

Eagle Point, Oregon

Improvements included upgrades to the distribution system, construction of two new storage reservoirs, and installation of a SCADA system. Distribution system improvements consisted of approximately 25,000 lineal feet of new 6, 8, and 12-inch diameter water mains and installation of two booster pump stations. The storage reservoirs included a 200,000 gallon glass-fused-to-steel tank and a 3.6 million gallon pre-stressed, post-tensioned poured-in-place concrete tank. Project cost \$4.4 million.

WATER SYSTEM IMPROVEMENTS

Seal Rock Water District

Installation of approximately 35,000 lineal feet of 6, 8, and 12-inch diameter water mains along U.S. Highway 101 and Lincoln County right-of-way. Improvements included ten bored highway crossings sized for 6 and 8-inch water line, and construction of two booster pump stations. Project cost \$2.4 million.

HUNTER CREEK HEIGHTS WATER IMPROVEMENTS

Gold Beach, Oregon

Installation of a new water system that included approximately 7,700 lineal feet of 6-inch diameter water main, 40 new service connections, a booster pump station, and a 60,000 gallon glass-fused-to-steel tank. Project cost \$594,000.

WASTEWATER FACILITIES PLAN

Lakeside, Oregon

Responsible for preparation of a DEQ-approved plan that included evaluation of six treatment alternatives, outfall dilution analysis and modeling, and 3-phase improvement program.

WATER / WASTEWATER FACILITIES PLAN

Yoncalla, Oregon

Water Master Plan included WaterCAD hydraulic distribution modeling, water conservation and curtailment plans, and user rate analysis. The DEQ-approved Wastewater Facilities Plan included comprehensive collection system investigation, outfall dilution study, and 3-phase improvement program.



The Dyer Partnership
Engineers & Planners, Inc.

MICHAEL DEES, PE

Project Manager

REGISTRATION

- CIVIL ENGINEER
OREGON – 1999
ARKANSAS – 1981

EDUCATION

- BS CIVIL ENGINEERING, WITH
HONORS
UNIVERSITY OF TENNESSEE, 1976
- COOPERATIVE ENGINEERING
PROGRAM
UNIVERSITY OF TENNESSEE, 1976

AFFILIATIONS

- AMERICAN PUBLIC WORKS
ASSOCIATION

Registered Civil Engineer with over 26 years of experience in municipal and utility engineering. Michael has a successful track record as Project Manager, designer and general client liaison for projects totaling over \$75 million. Michael's experience includes General Project Management of several multi-discipline/multi-firm teams for major water, wastewater and solid waste disposal projects.

SELECT EXPERIENCE

MECHANICAL WASTEWATER TREATMENT FACILITIES

Hot Springs, Arkansas

Expansion of an 8 MGD Return Activated Sludge (RAS) Treatment Plant to a 45 MGD RAS facility with biological nitrogen and chemical phosphorus removal. A 60 million-gallon equalization reservoir, return flow station caustic soda scrubber was provided as well as a bulk lime pH adjustment system. Other schedules included three major pump stations (flows greater than 10 MGD) and 7 minor pump stations. The total construction cost of the wastewater improvements was approximately \$19 million. The wastewater improvements served an equivalent population of 72,000 persons.

ONSITE WASTEWATER TREATMENT FACILITIES

Sauvie Island Moorage, Multnomah Co., Oregon

The treatment system replaced a floating batch plant at the moorage. A new floating pump station conveys sewage flow to an on shore 18,000 gallon septic and 8,000 gallon re-circulation tank system with re-circulating gravel filter cells and associated pump stations and dosing pump stations. The 2,500 foot absorption field and three monitoring wells complete the disposal of the treated wastewater. Project cost \$200 thousand.

LAGOON WASTEWATER SYSTEM FACILITIES

Nehalem Bay Wastewater Agency, Nehalem, Oregon

Wastewater system improvements for the Agency included study and design of floating aeration system, pumped outfall system, new disinfection facilities and lagoon cell outlet modifications. Bio-solids disposal was also investigated. Multi-phase project cost was about \$500,000.

LAND APPLICATION WASTEWATER FACILITIES

Clinton, Arkansas

This project included additional lagoons, new staged aeration equipment, supplemental chemical treatment, distribution spray heads and piping for treated wastewater in the Little Red River Valley (An environmentally sensitive area). The high strength wastewater (3000 to 6000 mg/l BOD) was from the Con-Ag poultry processing facility. The project cost about \$700,000.



The Dyer Partnership
Engineers & Planners, Inc.

REFERENCES

CITY OF COQUILLE

99 East Second Street
Coquille, Oregon 97423
Terence O'Connor, City Manager
(541) 396-2115

CITY OF DRAIN

P.O. Box 158
Drain, Oregon 97435
Carl Patenode, City Manager
(541) 836-2417

SEAL ROCK WATER DISTRICT

P.O. Box 190
Seal Rock, Oregon 97376
Shelly Joel, Office Manager
(541) 563-3529

CITY OF SILETZ

P.O. Box 318
Siletz, Oregon 97380
Allan Middaugh, PWD
(541) 444-2521

CITY OF ROGUE RIVER

P.O. Box 1137
Rogue River, Oregon 97537
Mark Reagles, City Administrator
(541) 582 4401

SOUTHWEST LINCOLN COUNTY WATER DISTRICT

P.O. Box 368
Waldport, Oregon 97394
King Phelps, District Manager
(541) 547-3315

CITY OF LAKESIDE

P.O. Box L
Lakeside, Oregon 97449
Susan Chauncey, City Administrator
(541) 759-3011

CHARLESTON SANITARY DISTRICT

P.O. Box 5522
Charleston, Oregon 97420
Pat Stephens, District Manager
(541) 888-3911

CITY OF BANDON

P.O. Box 67
Bandon, Oregon 97411
Matt Winkel, City Manager
(541) 347-2437

CITY OF MYRTLE POINT

424 5th Street
Myrtle Point, Oregon 97458
Randy Whobrey, Interim City Manager
(541) 572-2626

CITY OF WALDPART

P.O. Box 1120
Waldport, OR 97394
John McClintock, PWD
(541) 563-3561

CITY OF YONCALLA

P.O. Box 508
Yoncalla, Oregon 97499
Kathleen Finley, City Administrator
(541) 849-2152

CURRY COUNTY ROAD DEPT.

P.O. Box 746
Gold Beach, Oregon 97444
Dan Crumley, County Roadmaster
(541) 247-7097

CCD BUSINESS DEVELOPMENT CORP.

744 Southeast Rose Street
Roseburg, Oregon 97470
Larry Andrew, Assistant Director
(541) 672-6728



The Dyer Partnership
Engineers & Planners, Inc.

CITY OF BROOKINGS



STAFF REPORT

Date: December 16, 2003

To: Mayor Hagbom and City Councilors

From: Ed Wait, Economic and Urban Development Director

Through: Leroy Blodgett, City Manager

Subject: Preliminary Design for a New City Hall and Public Safety Facilities

REPORT

The City Council established goals for fiscal year 2003 – 2004. One goal was to develop a master plan for city hall and public safety facilities. A second goal was to acquire a site for a new city hall. Staff has reviewed these goals and considered a number of alternatives to move these objectives forward.

A review was completed of the downtown master plan and the land use theme for districts identified under this plan. A civic district is identified in this plan and staff has approached a land owner, in this civic theme district, who owns property which could potentially serve as a new city hall site. This discussion has been underway for a number months and the landowner has not developed an official response to staff for possible acquisition. Although this remains a possibility for a future City Hall location this site still would not serve as a combined facility for Public Safety facilities and administration.

These elements combined with timing, cost and current city land ownership provided a venue to explore the current location of city hall. First, the land the current city hall is located on combines all city functions at one location. Second, the city already owns the existing real estate. Third, the site is large enough to explore the possibility of either constructing a new facility and/or remodeling the existing facility while remaining in full operation.

To that end, staff requested and received a proposal from CROW/CLAY & ASSOCIATES, INC. to provide programming and preliminary design for a remodel and addition (or new) city hall for the community. The proposal will explore both of the options outlined and provide preliminary designs and cost estimates for each concept.

RECOMMENDATION

Approve the proposal developed by the architectural firm and move forward to preliminary design for the project.



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

December 9, 2003

Mr. Ed Wait
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

**Re: City Hall
Programming and Preliminary Design
Project No. 03352**

Dear Mr. Wait:

Please review the following proposal for programming and a preliminary design for a remodel and addition (or new) city hall in Brookings.

The work product will be usable during future phases as the city moves into additional design and planning. Programming documents, floor and site plans, and the elevations will all be included in a printed document format (6 copies) provided to the city at project completion, an electronic copy will also be provided.

If I need to provide additional trips to meet with you or other interested parties, I could provide those at a cost of \$600 each. In order to provide the city with the least cost, I can use the attached estimate as a "Not to Exceed" figure for the scope indicated and work by the hour if you desire.

Please give me a call if you have any questions or concerns about scope or costs.

Sincerely,

CROW/CLAY & ASSOCIATES INC.

Michael R. Crow, A. I. A.
Principal

MRC/rr/03352-Ltr to Wait re Programming.wpd

**CROW/CLAY & ASSOCIATES INC.**ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS**PROJECT:** City of Brookings City Hall**Project Number:** 03352**Date:** December 2003

TASK	HOURS	RATE	EXTENSION	TOTAL
Programming Trip				
Measure/Check Old City Hall	8	\$ 45.00	\$ 360	
Collect/Review other pertinent data - Architect	4	\$ 85.00	\$ 340	
Program Old City Hall				
Administration/Public Works/Planning	2	\$ 85.00	\$ 170	
Fire	2	\$ 85.00	\$ 170	
Police	2	\$ 85.00	\$ 170	
Clerical	4	\$ 35.00	\$ 140	
Expenses and Travel	L.S.		\$ 500	
				\$ 1,850
Draft Existing Structures				
Old City Hall	6	\$ 45.00	\$ 270	
Site Plan	2	\$ 45.00	\$ 90	
Design - Floor Plans				
New City Hall - Option 1	16	\$ 85.00	\$ 1,360	
Site Plan	12	\$ 45.00	\$ 540	
Remodel and Addition to Existing - Option 2	16	\$ 85.00	\$ 1,360	
Site Plan	12	\$ 45.00	\$ 540	
				\$ 4,160
Cost Estimate - 2 each (Square Foot and Systems Analysis)				
New Facility	8	\$ 85.00	\$ 680	
Remodel and Addition	12	\$ 85.00	\$ 1,020	
				\$ 1,700
Elevations (2 sides of building)				
Assumes Decision Made on Remodel or New				
Design	8	\$ 85.00	\$ 680	
Drafting	8	\$ 45.00	\$ 360	
				\$ 1,040
Perspective Rendering - Color	LS 1	1,500.00	\$ 1,500	\$ 1,500
Plan/Site Plan - Color	LS 1	1,500.00	\$ 1,500	\$ 1,500
Expenses		500.00	\$ 500	\$ 500
Review Trip	6	85.00	\$ 510	\$ 510
Contract Administration and Correspondence		500.00	\$ 500	\$ 500
Total				\$ 13,260

TO: Mayor, City Council
FROM: Leo Lightle, Community Development Director
THROUGH: Leroy Blodgett, City Manager
DATE: December 17, 2003
ISSUE: Surface Transportation Program Funds Project revised project STP 2002.
Changing project from Railroad and Oak Streets to Elk Drive and Fern Avenue

The City received Surface Transportation Program Funds Project funds of \$29,448 for our 2002 project. We picked Railroad Street as a project. We reported that we might change the project at a later date, which we are now recommending to the City Council.

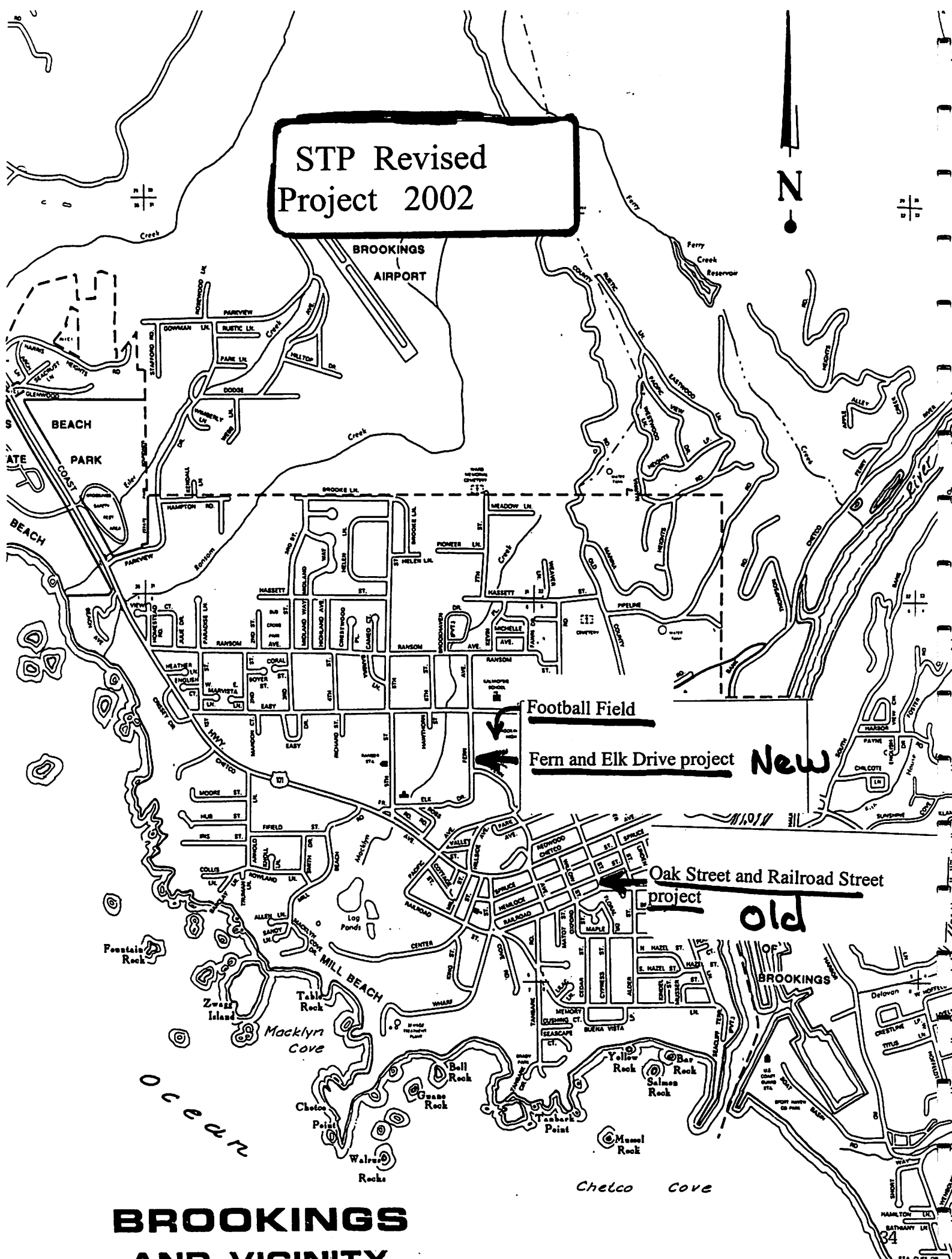
We discussed the change with the Oregon Department of Transportation. They will process the change and feel that they will approve the Change.

The original project at Oak and Railroad may conflict with the Couplet, if the Couplet becomes the recommendation accepted by the City Council for handling the future traffic needs of the City. The City can apply in the future if the Couplet idea is rejected. We will still need to do some maintenance work on this intersection.

The improvements to Fern Street from the intersection with Elk Drive north 150 feet would be the project limits. This area at times is very congested and lacks sidewalks in an area that often receive heavy foot traffic. We also need to define access to the large parking lot in this area. This project will be a good beginning to solving the congestion, pedestrian and foot traffic problems.

RECOMMENDATION: The City Council authorizes the change of project location for Surface Transportation Program Funds project for 2002 from the intersection of Railroad and Oak Streets to the intersection of Elk Drive and Fern Avenue.

STP Revised
Project 2002



TO: Mayor, City Council
FROM: Leo Lightle,
Community Development Director
THROUGH: Leroy Blodgett, City Manager
DATE: December 16, 2003
ISSUE: Surface Transportation Project Allocation 2003



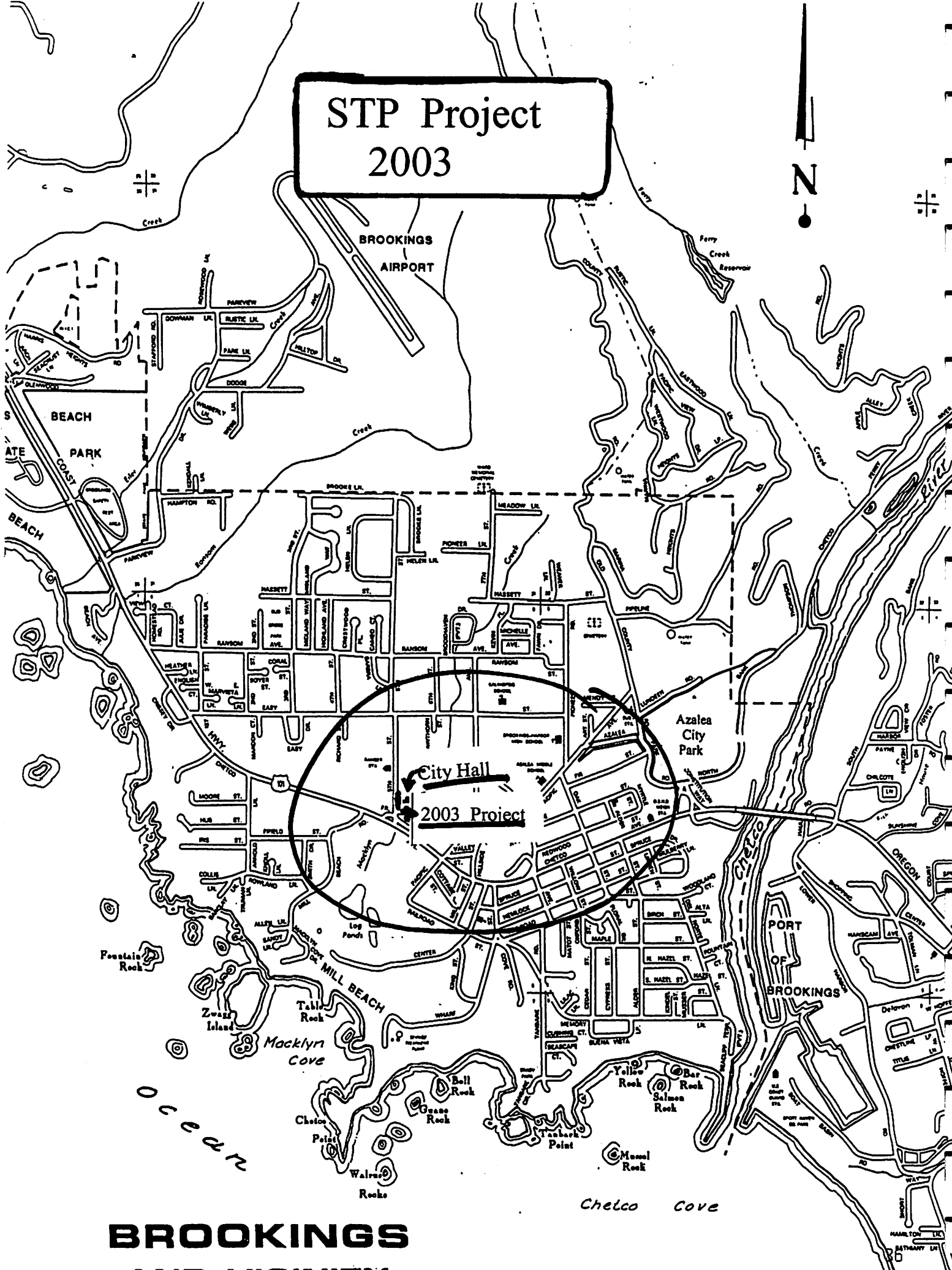
The Local Fund Exchange Program, formerly called the Special Cities Allotment Program (SCA) was eliminated. The program, which involved federal dollars coupled with design requirements and paperwork, made the allocation not cost effective. The Oregon Department of Transportation (ODOT) exchanged the federal dollars for their dollars at the rate of 94¢ on the dollar. The allocation is based upon the current AOC/LOC working agreement, number 18433 including all current amendments

The 2003 approved allocation to the City of Brookings is \$30,521. The City, by signing the agreement and participating in the new program, would receive \$30,521.

The project submitted is reconstruction of Fifth Street, from Elk Drive 150 feet north with storm drainage and curb, gutters and sidewalks as well as widening the street .

RECOMMENDATION: The City Council authorize the Mayor to sign the Local Fund Exchange Agreement and to enter into an intergovernmental agreement with the League of Oregon Cities for distribution of those funds subject to terms specified in the agreement.

STP Project 2003



BROOKINGS

AND VICINITY

**2003 FUND EXCHANGE AGREEMENT
Fifth Street (Elk Drive - 300 Feet North)
City of Brookings**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State", and the City of Brookings, acting by and through its elected officials, hereinafter referred to as "Agency".

RECITALS

1. By the authority granted in ORS 190.110, 366.770 and 366.775, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

NOW THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

TERMS OF AGREEMENT

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of the **pavement overlay, widening and installation of sidewalks on Fifth Street from the intersection of Elk Drive to 300 feet north**, hereinafter referred to as "Project". The Project location is shown on Exhibit A, attached hereto and by this reference made part hereof.
2. To assist in funding the Project, Agency has requested State to exchange 2003 Federal Funds, which have been allocated to Agency, for State funds based on the following ratio:

\$94 State for \$100 Federal

Based on this ratio, Agency wishes to trade **\$32,469** Federal Funds for **\$30,521** State Funds.

3. State has reviewed Agency's prospectus, considered Agency's request for the fund exchange, and has determined that Agency's Project is eligible for the exchange funds.

4. This Agreement shall be for two years beginning on the date all required signatures are obtained and shall terminate two calendar years later on the same month and day, unless otherwise extended or renewed by formal agreement of the parties.
5. The parties agree that the exchange is subject to the following conditions:
 - A. The Federal Funds transferred to State may be used by State at its discretion.
 - B. State dollars transferred to Agency must be used for the **Fifth Street Improvements Project**. This fund exchange is to provide funding for specific roadway projects and is not intended for maintenance.
 - C. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of State Funds.
 - D. This Fund Exchange shall be on a reimbursement basis, with State funds limited to a maximum amount of **\$30,521**. All costs incurred in excess of the fund exchange amount will be the sole responsibility of Agency.
 - E. State certifies at the time this Agreement is written that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation.
 - F. Agency shall be responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to retirement contributions, workers' compensation, unemployment taxes, and State and Federal income tax withholding.
 - G. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555, which hereby are incorporated by reference. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- H. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; purchase all necessary right of way in accordance with current State and Federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.
- I. Agency shall compile accurate cost accounting records. Agency shall bill State in a form acceptable to State no more than once a month for costs incurred on the Project. State will reimburse Agency at 100 percent of the billing amount not to exceed **\$30,521**. The cost records and accounts pertaining to the work covered by this Agreement shall be retained for inspection by representatives of State for a period of three years following final payment. Copies shall be made available upon request.
- J. Agency shall upon completion of Project maintain and operate the Project at its own cost and expense.
- K. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Agency shall ensure that each of its subcontractors complies with these requirements.
- L. This Agreement may be terminated by mutual written consent of both parties.
 - 1. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within 10 days or such longer period as State may authorize.
 - 2. Either party may terminate this Agreement effective upon delivery of written notice to the other party, or at such later date as may be

established by the terminating party, under any of the following conditions:

- a. If either party fails to receive funding, appropriations, limitations or other expenditure authority at levels sufficient to pay for the work provided in the Agreement.
 - b. If Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either party is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.
- M. State and Agency hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.
6. Agency shall enter into and execute this Agreement during a duly authorized session of its City Council.
7. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

The funding for this fund exchange program was approved by the Oregon Transportation Commission on February 13, 2002, as a part of the 2002-2005 Statewide Transportation Improvement Program.

The Program and Funding Services Manager approved the fund exchange on October, 31 2003.

The Oregon Transportation Commission on June 18, 2003, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day operations when the work is related to a project included in the Statewide Transportation Improvement Program or a line item in the biennial budget approved by the Commission.

On September 6, 2002, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director grants authority to the Region Manager for his respective Region, to approve and execute agreements up to \$75,000 when the work is related to a project included in the Statewide Transportation Improvement Program

CITY OF BROOKINGS, by and through its Elected Officials

By _____
Title _____

Date _____

By _____
Title _____

Date _____

By _____
Title _____

Date _____

STATE OF OREGON, by and through its Department of Transportation

By _____
Region 3 Manager

Date _____

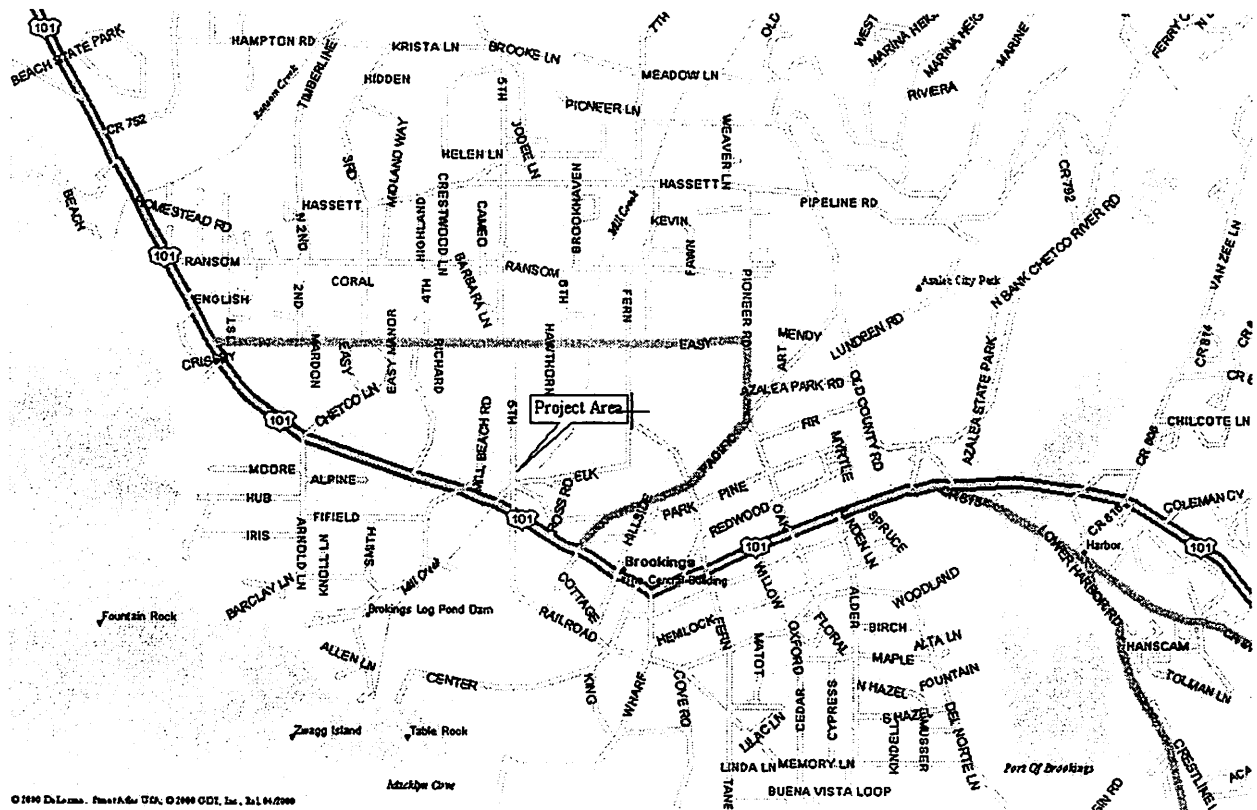
APPROVAL RECOMMENDED

By _____
Region 3 Federal Aid Specialist

Date _____

Agency Billing Address
City of Brookings
Attn: Leo Lightle
898 Elk Drive
Brookings, OR 97415

EXHIBIT A AGREEMENT NO. 21305



CITY OF BROOKINGS



STAFF REPORT

Date: December 17, 2003

To: Mayor Hagbom & City Councilors

From: Leroy Blodgett, City Manager

Subject: Asante Health System Letter of Intent

REPORT

Mayor Hagbom and city staff have worked with Asante Health System preparing the enclosed Letter of Intent. This agreement commits Asante to move forward with a feasibility study to evaluate the possibility of developing an acute care hospital in the Brookings area. It also commits the City to work with Asante as they prepare the study. The study will include all or some of the support items listed at the page one of the Letter of Intent. Any financial commitment by the City will not be considered until the study is complete.

This is an exciting project that we hope will result in much needed hospital in the area. We are working with State Parks on land acquisition that could provide a site for the facility. If this is successful we may be able to provide land for a hospital at little or no cost to the City.

STAFF RECOMMENDATION

Approve and authorize Mayor Hagbom to sign the Letter of Intent provided by Asante Health System.



Letter of Intent

Re: Development of a Critical Access Hospital in Brookings, Oregon

December 1, 2003

Asante Health System (Asante) is pleased to submit our Letter of Intent to determine the feasibility of a Critical Access Hospital to serve the residents of the Brookings-Harbor community and Curry County. The Asante Board of Directors and senior management have considered the project and have authorized proceeding with a feasibility study.

This Letter of Intent has been prepared to document the Parties' efforts of the City of Brookings and Asante (heretofore referred to as "Parties") to complete the feasibility study. If the results merit, the study will serve as the cornerstone for preparing the appropriate documents for Certificate of Need submittal.

The study will include evaluation of an acute care hospital within Critical Access guidelines. The study will assess the range and scope of services to be provided. It will also thoroughly evaluate the regulatory requirements and financial impact of operating as a Critical Access Hospital. The study will include an assessment of available options and a recommended course of action.

Asante is a locally owned and operated regional healthcare system. While we operate as a system to achieve the benefits associated with economies of scale, at Asante we hold a firm belief that healthcare should be managed and delivered locally. Our volunteer governing board is comprised of community members and medical staff from Jackson and Josephine Counties, the immediate service area of Rogue Valley Medical Center and Three Rivers Community. Community ownership, involvement and support has been vital to Asante's growth as the provider of choice in our region. We know that such support would be very important to the success of a Critical Access Hospital serving the Brookings-Harbor area as well. The long-term success of a hospital in Brookings will be directly impacted by the communities support of and for the hospital. Hence, the parameters of the study will include the following:

- Inclusive Process – The study will include discussions with Curry General Hospital and other healthcare providers in Curry County as appropriate.
- A demonstrated commitment by the community in terms of philanthropic support and physician support.
- Support from the City of Brookings in the form of some or all of the below:
 - i. Help fund portions of the study
 - ii. Work with Asante on obtaining grants/funding
 - iii. Willingness to look at all models including joint ventures and district hospital
 - iv. Provide land
 - v. Waive or reduced System Development Charges

Asante[®]
HEALTH SYSTEM

The study period will be approximately six to eight months. As it is important for Asante to communicate with City officials and community residents on those key issues identified during the feasibility study and preparation process, we suggest that there be periodic communication about how the feasibility study is proceeding and that there be periodic meetings to review progress.

We look forward to working together to improve the access to healthcare services for the residents of Brookings-Harbor and Curry County.

The Parties will work cooperatively to facilitate completion of this agreement.

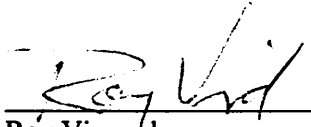
The Parties have executed this document effective the date and year written above.

City of Brookings

Bob Hagbom
Mayor

Date: _____

Asante Health System



Roy Vinyard
President and CEO

Date: 12/3/23

CITY OF BROOKINGS



STAFF REPORT

Date: December 17, 2003
To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Subject: Goal Work Session

REPORT

It's that time of year again. City staff is beginning preparation of the annual budget for fiscal year 2004-2005. To begin preparing the expense side of the budget it is helpful for staff if City Council adopts goals for the fiscal year. These goals are considered in all areas of the budget.

A budget calendar will be proposed at your first meeting in January. A progress report for the 2003-2004 goals will be presented at the January 26, 2004 council meeting. Staff suggests a work session to consider new goals be held on Saturday January 31, 2004. Staff, city councilors, commission members and committee members will be invited. The Brookings Inn Conference Center is available for the work session

To start the work session it is always helpful to have some suggested goals. If any individuals have goals they would like considered please write them down and submit them to Linda Barker by January 26th.

STAFF RECOMMENDATION

Set January 31, 2004 from 9:00 AM to 1:00 PM for a goal setting work session to be held at the Brookings Inn Conference Center.

CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
December 8, 2003
7:00 p.m.

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Led by Councilor Curry

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Larry Curry, Frances Johns Kern, and Craig Mickelson, a quorum present.

Council Absent: None

Staff Present: City Attorney John Trew, Planning Director John Bischoff, Finance Director Paul Hughes, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Approximately 10 other citizens

Before the meeting began, Barbara Nysted presented the Council with three communications. Since these were not pertinent to any item on tonight's agenda Mayor Hagbom said they would not be discussed during the meeting. The subject matter of the communications was ODOT's planning for Hwy 101.

IV. Public Hearing

- A. *File No. LDC-5-03—In the matter of an amendment to the Land Development Code to amend the requirements for parking motor homes and other recreational equipment on residential lots*

Mayor Hagbom opened the public meeting at 7:05 p.m. by reading into the record procedures for legislative hearings. No Councilor declared personal bias or interest or potential or actual conflict of interest.

Planner Bischoff presented staff testimony regarding parking RVs on private property. He said a work study session had been held with the Planning Commission and City Council and wording was discussed to change the ordinance. At a public hearing October 7, 2003, the Planning Commission recommended that this wording be adopted. There was Council discussion and questions asking for clarification on what the ordinance change would accomplish and about front yard safety.

Councilor Dentino moved and a second followed, to table the decision on LDC-5-03 to the Council's next meeting.

Mayor Hagbom recognized that there were participants in the audience who wished to testify on this matter. City Attorney Trew advised that if the Council wished to proceed with the testimony the motion on the floor should be withdrawn.

Councilor Dentino withdrew his motion. Councilor Mickelson withdrew his second.

Testifying on this matter were:

John White	PO Box 3078	Harbor
Barbara Nysted	427 Buena Vista Loop	Brookings

The public hearing closed at 7:27 p.m. Council discussion centered on whether to postpone the decision on this matter to a later date.

Councilor Dentino moved, a second followed, and the Council voted unanimously to postpone action on LDC-5-03 to the December 22, 2003, City Council meeting.

- B. File No. LDC-6-03—In the matter of an amendment to the Land Development Code to clarify the side yard, street side yard and rear yard set back requirements*

Mayor Hagbom opened the public hearing on LDC-6-03 at 7:35 p.m. No Councilor declared personal bias or interest or potential or actual conflict of interest. Mayor Hagbom read hearing procedures into the record.

Planner Bischoff gave his staff report. No one from the audience testified on this matter. There was Council discussion on safety issues and fire codes and their bearing on yard setbacks.

The hearing and record were closed at 7:47 p.m.

Councilor Dentino moved, a second followed, and the Council voted unanimously to adopt the recommendation of the Planning Commission and approve LDC-6-03 and to direct staff to prepare an ordinance adopting the new setbacks.

- C. File No. CPZ-3-03—In the matter of an application for a zone change from R-3 (Multiple-family Residential) to P/OS (Public Open Space) and a comprehensive plan amendment change from Residential to Open Space; located at 517 Railroad Avenue; Assessor's Map 41-13-05 CC Tax Lot 1800; Grant Young, representative; Curry County, applicant—WITHDRAWN BY APPLICANT*
Mayor Hagbom announced this application had been withdrawn by the applicant and no action would be taken on this matter.

V. Oral Requests and Communications from the Audience

A. Committee and Liaison

1. Council Liaisons

Councilor Mickelson attended the Planning Commission meeting December 2 and the Southwest Community Action Board in Coos Bay December 8. He will put together a written report for the Council on the Community Action meeting.

Councilor Dentino attended the Community Agencies meeting on December 3 and the first ever annual official holiday tree lighting in the municipal parking lot on Chetco Avenue.

Councilor Johns Kern attended the Community Agencies meeting and will be attending the Pelican Bay Advisory Committee meeting December 10.

Councilor Curry attended the Community Agencies meeting and a Crimestoppers meeting the next day.

B. Unscheduled

1. Dan Nachel, 351 Spruce Drive, Brookings, asked the City Council if they would support a vote of the residents of Brookings to approve or disapprove a couplet through Brookings. Mayor Hagbom responded that no one is prepared to get into that issue until ODOT's final report is issued. Agreeing with Nachel's statement that past Councils have been very supportive of the Couplet the Mayor stated the City has not taken a voice in the present hearings. City Attorney Trew said ODOT has a process for citizens' input and he feels ODOT's process should be seen to conclusion before we even consider a request for a citizen's vote on the matter.

2. Ed Goodell, 1251 Hub Street, Brookings, also spoke about the Couplet. He asked not to turn Railroad Street into Hwy 101. He said he had no confidence in what is going on during the ODOT hearings and was very concerned that the citizens are not going to have a voice on this.

3. Barbara Nysted, 427 Buena Vista Loop, Brookings, said she went to the ODOT Open House and felt many people are uptight and upset with couplet idea. She said public testimony was not taken at the ODOT meeting although mailed flyers left the impression that public testimony would be taken. ODOT staff did have opinion sheets that could be completed and left for them to read. She said the biggest concern voiced by those she talked with at the meeting was that there would not be another opportunity to testify on this matter. She said that after the NEPA process was complete there would be another chance to testify. Housing and business displacement and effects on the library were cited as the largest concerns with the couplet proposal.

VI. Staff Reports

A. City Manager

1. Other - None

VII. Consent Calendar

- A. Approval of Council Minutes—November 24, 2003, regular Council meeting
- B. Acceptance of Planning Commission Minutes—November 4, 2003, regular Commission meeting
- C. Approval of Vouchers for month of November, 2003 (\$165,533.41)

Councilor Mickelson moved, a second followed, and the Council voted 4-0 (Councilor Johns Kern was absent from the November 24, 2003 regular Council meeting and did not vote on this matter) to approve the Consent Calendar as written.

VIII. Ordinances/Resolutions/Final Orders

- A. *Ordinance No. 03-O-446.RR—an amendment to the Land Development Code to amend the requirements for parking motor homes and other recreational equipment on residential lots*
This item was continued to December 22, 2003.

IX. Remarks from Mayor and Councilors

- A. *Council-None*
- B. *Mayor-None*

XIII. Adjournment

With no further business before it the Council adjourned at 8:22 p.m.

Respectfully submitted:

Bob Hagborn
Mayor

ATTEST by City Recorder this ____ day of _____, 2003.

Paul Hughes
Finance Director/City Recorder

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Leroy Blodgett
From: Chief Chris Wallace 27813/201
Date: 12-26-2003
Subject: Liquor License Application

I have reviewed attached OLCC Liquor License Application. After review, it has been determined all appropriate information has been submitted and disclosed to add Mr. Pease as a Corporation partner. It is my recommendation this application be granted pending approval from the Oregon Liquor Control Commission.

A handwritten signature in cursive script, appearing to read "Chris Wallace".

**Chief Chris Wallace
Brookings Police Department**



898 ELK DRIVE
Brookings, Or. 97415
www.brookings.or.us

Phone: (541) 469-3118
Fax: (541) 412-0253

**America's
Wild Rivers
Coast.**
101 MILES OF NATURE'S BEST

OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE

Application is being made for: LICENSE TYPES <input checked="" type="checkbox"/> Full On-Premises Sales (\$402.60/yr) <input checked="" type="checkbox"/> Commercial Establishment <input type="checkbox"/> Caterer <input type="checkbox"/> Passenger Carrier <input type="checkbox"/> Other Public Location <input type="checkbox"/> Private Club <input type="checkbox"/> Limited On-Premises Sales (\$202.60/yr) <input type="checkbox"/> Off-Premises Sales (\$100/yr) <input type="checkbox"/> with Fuel Pumps <input type="checkbox"/> Brewery Public House (\$252.60) <input type="checkbox"/> Winery (\$250/yr) <input type="checkbox"/> Other: _____		ACTIONS <input type="checkbox"/> Change Ownership <input type="checkbox"/> New Outlet <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input checked="" type="checkbox"/> Other <u>ADD</u> <u>PARTNER</u>	FOR CITY AND COUNTY USE ONLY The city council or county commission: <u>CITY of Brookings</u> (name of city or county) recommends that this license be: Granted <input type="checkbox"/> Denied <input type="checkbox"/> By: _____ (signature) (date) Name: _____ Title: _____
Applying as: <input type="checkbox"/> Individuals <input type="checkbox"/> Limited Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company		OLCC USE ONLY Application Rec'd by: <u>NOT</u> Date: <u>12-3-03</u> 90-day authority: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

1. Applicant(s): [See SECTION 1 of the Guide]
 ① Pease INVESTMENTS, LLC ③ WILMOT, LTD
 ② DINGLE BAY, LLC ④ _____
2. Trade Name (dba): FLYING GULL RESTAURANT
3. Business Location: 1143 CHETCO AVE BROOKINGS Curry OR 97415
 (number, street, rural route) (city) (county) (state) (ZIP code)
4. Business Mailing Address: P.O. BOX 1139 BROOKINGS OR 97415
 (PO box, number, street, rural route) (city) (state) (ZIP code)
5. Business Numbers: (541) 469-2173
 (phone) (fax)
6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No
7. If yes to whom: Wilmot Ltd + Dingle Bay, LLC Type of License: F-COM
8. Former Business Name: FLYING GULL RESTAURANT
9. Will you have a manager? ☒ Yes ☐ No Name: Peter Spratt
 (manager must fill out an individual history form)
10. What is the local governing body where your business is located? CITY of Brookings
 (name of city or county)
11. Contact person for this application: Peter Spratt (541) 469-2173
 (name) (phone number(s))
P.O. BOX 1139 BROOKINGS OR 97415
 (address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

- ① Peter C. Spratt, Jr. Date 12/10/03 ③ _____ Date _____
- ② _____ Date _____ ④ _____ Date _____

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

In the Matter of an Ordinance amending)
Ordinance 89-0-446, an Ordinance creating)
the Land Development Code to amend) **Ordinance 03-O-446.RR**
various sections to improve clarity and)
change certain requirements.)

Sections:

- Section 1. Ordinance identified.
- Section 2. Amendment to Section 132.

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Ordinance No. 89-0-446, enacted April 10, 1989, entitled, the Land Development Code.

Section 2. Amendment to Section 132. Ordinance No. 89-O-446, Section 132 is hereby added to read as follows:

132.020.E is amended to read as follows:

- E. Boats, trailers, pick-up camper, motor home, and similar recreation equipment may be stored, but not occupied, on a lot in an "R" district as an accessory use to a dwelling provided that:
 - 1. Parking or storage shall be at least five (5) feet from the front property line and at least three (3) feet from a street and interior side or rear lot line, except however, no storage shall be allowed within twenty (20) feet of the corner along both property lines at a street corner.
 - 2. All areas used for storage of such vehicle/equipment shall be paved.

First reading: _____

Second reading: _____

Passage: _____

Effective date _____

Signed by me in authentication of its passage this _____ day of _____, 2003.

Bob Hagbom
Mayor

ATTEST:

Paul Hughes, Finance Director/Recorder

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

In the Matter of an Ordinance amending)
Ordinance 89-0-446, an Ordinance creating)
the *Land Development Code*; to amend) **Ordinance 03-O-446.SS**
Sections 8, 20, 24, 28, and 32, to clarify)
residential yard setback requirements.)

Sections:

- Section 1. Ordinance identified.
- Section 2. Amendment to Section 8.
- Section 3. Amendment to Section 20.
- Section 4. Amendment to Section 24.
- Section 5. Amendment to Section 28.
- Section 6. Amendment to Section 32.

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Ordinance No. 89-0-446, enacted April 10, 1989, titled *The Land Development Code*.

Section 2. Amendment to Section 8. Definitions. Section 8, is hereby amended to read as follows:

Building, Height of - The average of the vertical distance measured from the highest peak of the roof to the finished grade at the center of all four sides of the building.

Section 3. Amendment to Section 20. Single-Family Residential (R-1) District. Section 20, is hereby amended to read as follows:

20.060 Lot width, lot coverage and yard requirements.
...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the non-street side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

Section 4. Amendment to Section 24. Two-Family Residential (R-2) District. Section 24, is hereby amended to read as follows:

24.060.C Lot width, lot coverage and yard requirements.
The minimum side yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The non-street side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

Section 5. Amendment to Section 28. Multiple Family Residential (R-3) District. Section 28, is hereby amended to read as follows:

28.060.C Lot width, lot coverage and yard requirements.

The minimum side and rear yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The non-street side yards and rear yard shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

Section 6. Amendment to Section 32. Mobile Home Residential (R-MH) District. Section 32, is hereby amended to read as follows:

32.060 Lot width, lot coverage and yard requirements.

...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the non-street side yards and rear yard shall be increased by one-half foot for each foot by which the building height exceeds 15 feet.

First reading: _____

Second reading: _____

Passage: _____

Effective date _____

Signed by me in authentication of its passage this _____ day of _____, 2003.

Bob Hagbom
Mayor

ATTEST:

Paul Hughes, Finance Director/Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: December 17, 2003
To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Subject: Pelican Bay Telecommunications Resolution

REPORT

Pelican Bay Telecommunications (PBT) is a non-profit corporation owned equally by the Port of Brookings-Harbor and the City of Brookings. The purpose of PBT is to provide high-speed Internet service to the community. Currently the only area being served is in lower harbor.

In October 2002, City Council and the Port adopted resolutions authorizing PBT to enter into an agreement for a loan from Curry Economic Development Corporation. The purpose of loan is to expand wireless Internet service capability of PBT to provide service in the City and a larger area of Harbor. The resolution specifically states that the City will have no liability for repayment of the loan. Since the time of adopting the resolution it has been determined that the source of the loan is better through Coos Curry Douglas (CCD) Business Development Corporation.

A new resolution has been prepared for City Council consideration. The only change for the original resolution is the source of the loan.

STAFF RECOMMENDATION

Approve Resolution 03-R-725 "In the Matter of a Resolution approving Pelican Bay Telecommunications Corporation Loan Submittal".

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

In the Matter of a Resolution)	
approving Pelican Bay)	Resolution No. 03-R-725
Telecommunications Corporation)	
Loan Submittal)	

WHEREAS, the Port of Brookings Harbor and the City of Brookings are the initiator of the Pelican Bay Telecommunications Corporation, and

WHEREAS, there exists an opportunity to expand the service area of the wireless communications infrastructure, and

WHEREAS, in order to expand the wireless capabilities, Pelican Bay Telecommunications Corporation desires to apply for a Coos Curry Douglas Business Development Corporation loan, and

WHEREAS, the City of Brookings, as one of the initiators of this Corporation, has been requested to approve the submittal of a Coos Curry Douglas Business Development Corporation loan application, and

WHEREAS, the City of Brookings expressly wishes to make it understood that in approving the submittal of the loan application that no liability exists to the City of Brookings for repayment whatsoever, and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of Brookings, Curry County, Oregon, authorizes the submittal and receipt of loan funds for the express purpose of expanding the service capabilities of Pelican Bay Telecommunications Corporation.

DATED and signed this _____ day of _____, 200_

Bob Hagbom
MAYOR

ATTEST:

Paul Hughes
City Finance Director/Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY
For the Month of: November 2003

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
5	Single Family Dwelling	\$3,222.50	\$2,094.63	\$225.58	\$39,395.00	\$921,146.00	66	\$11,449,169.00	40	\$6,376,546.00
3	Single Family Addition	\$321.00	\$197.28	\$22.47	\$0.00	\$43,944.00	29	\$543,475.00	31	\$864,913.40
1	Single Family Garage-Carport	\$110.50	\$71.83	\$7.74	\$0.00	\$14,280.00	11	\$90,434.00	12	\$258,893.80
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	9	\$399,430.00	5	\$1,523,380.16
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$2,118,347.00	0	\$485,006.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	8	\$646,861.00	11	\$1,008,681.00
1	Commercial Addition-Change	\$1,435.50	\$1,551.22	\$100.49	\$0.00	\$500,000.00	23	\$892,043.00	13	\$307,510.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	1	\$3,317.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$6,356.00
1	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$0.00	1	\$0.00
1	Misc.-Retaining Wall-Fence	\$0.00	\$651.95	\$0.00	\$0.00	\$0.00	5	\$11,792.00	2	\$6,214.00
12	Total Building Permits	\$5,089.50	\$4,566.91	\$356.27	\$39,395.00	\$1,479,370.00	158	\$16,151,551.00	119	\$10,840,817.36
10	Mechanical Permits	\$274.15	N/A	\$19.19	N/A	N/A	87	N/A	90	N/A
6	Plumbing Permits	\$380.80	N/A	\$26.66	\$6,700.00	N/A	64	N/A	53	N/A
0	Manufactured Home Install Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	1	N/A	0	N/A
0	Manufactured Dwelling Fee	N/A	N/A	\$0.00	N/A	N/A				
28	TOTAL PERMITS	\$5,744.45	\$4,566.91	\$402.11	\$46,095.00	\$1,479,370.00	310	\$16,151,551.00	262	\$10,840,817.36
	Total Year to Date Calculated Fees	\$56,042.32	\$35,467.10	\$3,952.97	\$307,405.24					
	2002 YTD Calculated Fees	\$67,935.55	\$54,151.67	\$4,755.49	\$188,150.00					

BUILDING DEPARTMENT ACTIVITIES SUMMARY - URD

For Month of Nov-03

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
0	Single Family Dwelling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1	Commercial Addition-Change	\$1,435.50	\$1,551.22	\$100.49	\$0.00	\$500,000.00				
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1	Total Building Permits	\$1,435.50	\$1,551.22	\$100.49	\$0.00	\$500,000.00				
1	Mechanical Permits	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
0	Plumbing Permits	\$0.00	N/A	\$0.00	\$0.00	N/A		N/A		N/A
0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A		N/A		N/A
2	TOTAL PERMITS	\$1,435.50	\$1,551.22	\$100.49	\$0.00	\$500,000.00		\$0.00		\$0.00
	Total Year to Date Calculated Fees									
	2001 YTD Calculated Fees									

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