

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, April 23, 2018, 7:00pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Scheduled Public Appearances

1. Jackalene Antunes – Wally's House Presentation
2. Leonard Krug – Steelhead Regulations [Pg. 3]
 - a. Letter from Leonard Krug [Pg. 4]
 - b. Oregon Fishing Regulations [Pg. 5]

E. Appointments

1. Reappoint Bryan Tillung to Planning Commission [Pg. 9]

F. Resolutions

1. Master Fee Schedule [City Recorder, Pg. 12]
 - a. Resolution 18-R-1129 [Pg. 14]
 - b. Proposed 2018 Fees [Pg. 15]

G. Oral Requests and Communications from the audience

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

H. Staff Reports

1. Azalea Park Ball Field Parking Lot Contract [Parks, Pg. 22]
 - a. Project Drawing [Pg. 23]
2. Riparian Ordinance [Parks, Pg. 24]
 - a. LCOG Task Order [Pg. 25]
3. Salmon Run Golf Course Tax [City Manager, Pg. 27]
4. Curry Coast Community Radio Evaluation [City Recorder, Pg. 28]
 - a. KCIW Evaluation [Pg. 29]
 - b. KCIW TPAC Agreement [Pg. 30]
 - c. March 2015 TPAC Minutes [Pg. 38]
 - d. April 2015 Council Agenda Report [Pg. 40]
 - e. April 2015 Council Minutes excerpt [Pg. 41]
 - f. Objection by Connie Hunter [Pg. 43]
5. Regional Infrastructure Fund Grant [City Recorder, Pg. 47]
 - a. Draft Letter of Support [Pg. 48]
 - b. Draft Grant Application [Pg. 49]
6. Travel & Adventure Tradeshow Evaluation [City Recorder, Pg. 59]
 - a. Show Results-Event Summary [Pg. 61]
7. 79th Annual Azalea Festival [City Recorder, Pg. 69]

- a. Event Funding Application [Pg. 70]
- 8. Chamber of Commerce Map Distribution [City Recorder, Pg. 71]
 - a. Distribution Service Agreement [Pg. 72]

I. Consent Calendar

- 1. Approve Council minutes for April 9, 2018 [Pg. 73]
- 2. Accept TPAC minutes for March 8, 2018 [Pg. 76]
- 3. Receive Safety Committee Report for 2017 [Pg. 77]
- 4. Receive monthly financial report for March 2018 [Pg. 78]

J. Remarks from Mayor and Councilors

K. Adjournment

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

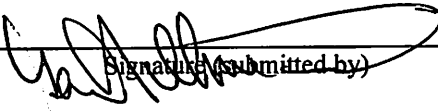
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 14 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Steelhead Regulations

Recommended Motion:

Discussion and direction to staff.

Background/Discussion:

Brookings area resident and Oregon Department of Fish and Wildlife (ODFW) Salmon and Trout Enhancement Program (STEP) Volunteer Leonard Krug has requested a letter from the City Council to the Oregon Fish and Wildlife Commission supporting no change to the current fishing regulations with respect to wild steelhead trout in Oregon's southwest zone coastal streams.

According to Krug, the Commission will be considering a proposal to restrict all wild steelhead fishing in the southwest zone to "catch and release" only. Krug would like to address the City Council concerning this matter.

Attachment(s):

- a. Letter from Leonard Krug.
- b. Oregon Sport Fishing Regulations, Southwest Zone, Steelhead.

April 16th, 2018

This document is to request your help in opposing a request by a small private interest group to change our current steelhead regulations in Oregon's southwest zone coastal streams to **require the release of all wild steelhead**. We wish to maintain current regulations.

To be clear, this would be all coastal rivers beginning with the Sixes and Elk, to the California border. (The Umpqua, Coquille, and Floras/New river are already under the proposed regulation with the E. Fork Coquille being the exception)

For those of you that are unfamiliar with the area, we don't have freeways here, in fact, we hardly have any roads here. Due to the amount of privately owned timber company ground, the lack of roads in our National Forest land, combined with the rugged topography of the area, it is estimated that at this time the total stream access for fishermen is between 4 and 8 percent of the total winter steelhead distribution in this area.

Example; The Chetco is the most heavily fished of any of these rivers. (The Rogue will be set aside for now as it is unique to this zone) Excluding about five miles of unproductive steelhead fishing in tidewater, there are about 12 miles of river that are reasonably accessible to fishermen. The remaining 170 miles of habitat are virtually untouched!

We are currently working on a map to illustrate these points more effectively, and to help demonstrate that a stream's ability for steelhead density, combined with available habitat are the prime in stream limiting factors. Sport fishing for winter steelhead in these streams has little effect on overall steelhead populations.

This issue is multi-faceted and requires a multi-faceted management approach.

The "winner take all" approach being brought forth by this small private interest group illustrates their arrogance, and an unwillingness to trust our own biologists and our culture of an allowable consumptive harvest.

They use phrases such as "killing fields, wholesale slaughter, before runs collapse!"

Do not let them mislead you with their smoke and fears approach.

Please sign the signatory document of support and send a letter to our F&W commissioners (or the address below) stating that you support a "no change for steelhead reg's" for the southwest zone, and that you wish to allow our F&W biologists to make a proper decision based on biology.

Leonard Krug
541-659-0976

No Change
PO box 6314
Brookings Oregon. 97415

OREGON SPORT FISHING REGULATIONS

[\(http://www.eregulations.com/oregon/fishing/\)](http://www.eregulations.com/oregon/fishing/)

MENU



Southwest Zone



Oregon
Fishing



Description

The Southwest Zone is all waters draining directly to the Pacific Ocean from the Umpqua River south to the Oregon-California border, and including, the Umpqua River drainage; and those portions of Klamath River drainage in Jackson County. Regulations for marine fish, marine shellfish and marine invertebrates are listed under the **Marine Zone**.

Southwest Zone Regulations

1. Rogue River tributaries below Lost Creek Dam, Applegate River tributaries below Applegate Dam, all Illinois River tributaries, and the Illinois River above Pomeroy Dam are **closed** to all angling, except as noted under **Exceptions**.
2. Angling in streams above tidewater for all species during May 22 – Aug 31 is restricted to artificial flies and lures. See exceptions for use of bait in Coquille, Rogue, Applegate and Umpqua river basins.
3. Use of bait allowed in bays and tidewaters year round.
4. Anglers may not continue to angle for jack salmon or trout after retaining limit of adult salmon or steelhead.

Southwest Zone Regulations

Species	Bag Limit	Size Limit and Other Specifications	Season
---------	-----------	-------------------------------------	--------

Salmon and Steelhead	<p>In the aggregate: 2 adult salmon or steelhead per day, 20 per year. 5 jack salmon per day, 2 daily jack limits in possession.</p> <p>In the Coos, Coquille, Tenmile, and their tributaries, open for steelhead angling, one additional hatchery steelhead may be retained per day for a total aggregate of 3 adult fish harvested daily from Jan 1 – Apr 30 and Dec 1-31 only.</p>	<ul style="list-style-type: none"> • See exceptions to the Chinook salmon catch limit under Umpqua, Sixes, Elk, Pistol, Chetco and Winchuck rivers and Floras and Hunter creeks. • Pink salmon, sockeye salmon, hatchery coho salmon, and hatchery steelhead may be retained as part of the adult and jack salmon daily bag limit in all waters that are currently open to angling for Chinook salmon or steelhead. • Hatchery releases of coho salmon occur in the Rogue River and South Umpqua River. • Only hatchery steelhead may be kept, except as noted under Exceptions for the mainstem East Fork Coquille River, Illinois, Chetco, Elk, Pistol, Rogue, Sixes and Winchuck rivers and Hunter and Euchre creeks. • Where allowed, no more than a total of 1 per day and 5 per year wild steelhead may be taken per year zonewide. See Exceptions for the East Fork Coquille River. 	Closed unless noted under Exceptions.
----------------------	---	---	---------------------------------------

- Angling restricted to artificial flies and lures in streams above tidewater, May 22 – Aug 31. See **Exceptions** where use of bait is allowed.
- Wild Coho Aggregate Bag Limit applies to NW and SW Zones.
- There is no annual limit on hatchery salmon or hatchery steelhead as long as the appropriate number of Hatchery Harvest Tags have been purchased to record the catch.



CITY OF BROOKINGS

MAR 26 2018

RECEIVED.....

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541- 469-2163 Fax: 541-469-3650

www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: BRYAN TILLUNG
Physical Address: 819 EASY ST UNIT 4, BROOKINGS, OR 97415
Mailing Address: P.O. BOX 5909, BROOKINGS, OR 97415
Email Address: btillung@gmail.com Phone: 541-254-1973

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | Composition (i) | Term (ii) |
|--|--------------------------|-----------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Public Art Committee (PAC) (iii) | 3 Residents, 2 UGB | 3 years |
| <input type="checkbox"/> Traffic Safety Committee | 2 Residents | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 8 years 7 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? 0 years _____ months
4. What is your current occupation? REALTOR

NOTES:

(i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.
- PAC: Three (3) members must have an art background.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I'VE BEEN ON THE BOARD OF PLANNING
COMMISSIONERS FOR NEARLY SEVEN YEARS.

2. List any unrelated work history, educational background, and volunteer experience you may have:

CURRENTLY HOLD AN ACTIVE REAL ESTATE
LICENSE. BEEN A VOLUNTEER ON NUMEROUS
COMMITTEES.

3. Briefly describe your interest in this position and what you hope to accomplish:

CONTINUED SUPPORT WORKING WITH OUR CITY
OFFICIALS & CITIZENS ON ANY & ALL MATTERS
PERTAINING TO MAKING OUR COMMUNITY A WONDERFUL
COMMUNITY.

PART IV Volunteer Agreement: Please read and check off the following before signing:

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

BRYAN TILLUNG

Applicant (print name)

Bryan Tillung

Applicant's Signature

3/23/2018

Date

****Planning Commissioners** holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf. Official forms provided by OGE.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1137 - mschexnayder@brookings.or.us
- Budget Committee: 541-469-1123 - jhoward@brookings.or.us
- Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 - lziemer@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject: Master Fee Schedule Update

Recommended Motion:

Adopt Resolution 18-R-1129, updating the Master Fee Schedule and repealing Resolution 17-R-1101.

Financial Impact: Increase of 2.3% in revenues of specific fee categories per occurrence

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

To determine where changes are appropriate, staff has reviewed the 2017 Master Fee Schedule which Council adopted on April 10, 2017 pursuant to Resolution 17-R-1101.

The attached fee schedule for 2018 uses Consumer Price Index (CPI-U) of February 2018 to increase fees by 2.3%. Increases that resulted in less than a \$1.00 change are not proposed and those fees will remain the same as in 2017. Recommended changes to the 2017 proposed Master Fee Schedule, attached here as 'Attachment b,' are indicated in red.

Following is a summary of proposed changes to the Master Fee Schedule:

- Any fee in the column entitled "New Fee" which is presented in red ink is a 2.3% increase to the existing 2017 fee pursuant to CPI-U February 2018 and is rounded to the nearest whole dollar.

Administrative General

- Lien Search increased per the contracted price (\$25 up to \$30); this is a pass-thru charge
- Records Search increased to \$43 to correlate to actual staff time cost

Court

- Add fee for Appeal filing motion at \$91
- Add Collection fee at \$25
- Add Payment Plan fee of \$25 for balance of \$250 or less and \$50 for balance of \$250 or more

Park Facility/Daily Use Fees

- Add Park Use Cancellation fee of \$25

Attachment(s):

- a. Resolution 18-R-1129
- b. 2017 Master Fee Schedule with proposed 2018 revisions

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 18-R-1129

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE EFFECTIVE JUNE 1, 2018, AND REPEALING RESOLUTION 17-R-1101.

WHEREAS, the City Council adopted the Brookings Master Fee Schedule under Resolution 09-R-910; and

WHEREAS, Resolution 09-R-910 established the method of updating the Brookings Master Fee Schedule (Fee Schedule) by Resolution, recognizing that the establishment of certain fees from time to time is necessary to recover the true cost of providing services; and

WHEREAS, Resolution 09-R-910 also provides that the City Council may apply an annual CPI adjustment to the Fee Schedule; and

WHEREAS, the last update to the Fee Schedule was in April 2017;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2018 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 17-R-1101 is repealed.

BE IT FURTHER RESOLVED, that the 2018 Brookings Master Fee Schedule will become effective on June 1, 2018.

Passed by the City Council _____, 2018 ; effective _____.

Attest:

Mayor Jake Pieper

City Recorder Teri Davis

2018 Master Fees

ADMINISTRATIVE - GENERAL	2017 FEE	2018 FEE
Building Code Violation Appeal Fee (16)	\$158	\$162
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10	\$65	\$67
11-25	\$107	\$109
26-50	\$160	\$164
51-75	\$319	\$326
76-100	\$633	\$648
101-200	\$1,053	\$1,077
>200	\$1,604	\$1,641
Annual fee for businesses located outside City limits	\$80	\$82
Carnival and circus/per day	\$37	\$37
Temporary 90-day	\$25 or 1/4 annual fee, whichever is greater	\$25 or 1/4 annual fee, whichever is greater
Copying of City Records <200 pages (based on 8 1/2 x 11 side (1)	B&W \$0.25/Color \$0.35	B&W \$0.25/Color \$0.35
Copying City Records using off-site services (when necessary)	Actual costs + staff time	Actual costs + staff time
Certified copies of City records (for notarized copies - includes \$10 Notary fee)		
First page + copy costs	B&W \$1.00/Color \$1.10	B&W \$1.00/Color \$1.10
Each additional page (per side) + copy costs	B&W \$0.50/Color \$0.60	B&W \$0.50/Color \$0.60
Duplication of City audio/video recordings to CD or DVD		
Personal Copy	\$15	\$15
Certified Copy	\$20	\$20
Electronic document preparation (10)		
Electronic documents or files copied to CD or DVD	\$14	\$14
Electronic documents , <10MB and 10 files, sent electronically	No additional cost	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically	\$12	\$12
Paper to electronic conversion (per side) to PDF format, ≤ 11" x 17"	\$0.15 per side	\$0.15 per side
Event Permit Request		
Event Permit (18)	\$39	\$39
Barricade and Cone Delivery (19)	Determined by permit	Determined by permit
Refundable Barricade/Cone Use	\$320	\$327
FAX - per page (single sided - 8 1/2 x 14 max)	\$1	\$1

2018 Master Fees

ADMINISTRATIVE - GENERAL (continued)	2017 FEE	2018 FEE
GIS		
8 1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35	B&W \$0.25; Color \$0.35
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50	B&W \$2.40; Color \$2.50
Large Format Print (> 11x17)	B&W \$3/sq ft; Color \$9/sq ft.	B&W \$3/sq ft; Color \$9/sq ft.
Large Format Scanning (>11x17, per single side sheet)	\$20/sheet	\$20/sheet
Custom Map	\$45/hour	\$46/hour
Legal review of public records for exempt determination (2)	Actual legal costs	Actual legal costs
Lien Search	\$25	\$30
Liquor License Application - New/Annual Renewal	\$25	\$25
Liquor License Application - Temporary/Annual	\$25	\$25
Meeting Room Rental - Council Chambers	\$20/hour	\$20/hour
Meeting Room Rental - Fire Hall	\$10/hour	\$10/hour
Monitoring of public review of City files	\$36/hour	\$36/hour
Payment Agreement - Set-up		
Set-up Fee	\$107	\$109
Late Fee	\$35/month	\$35/month
Loan Rate	9%	9%
Records Search	\$38/hour	\$43/per hour
Returned (NSF) Check	\$38	\$38
Taxicab Driver's Permit/Bi-Annual	\$30	\$30
Taxicab License/Per Vehicle/Annual	\$70	\$72
Taxicab Photo Update	\$10	\$10
Transportation Network Company	\$70	\$72
Transportation Network Company Driver's Permit/Bi-Annual	\$30	\$30
Vacation - General (12)	\$1,287	\$1,317
COURT FEES	2017 FEE	2018 FEE
Community Service Sign Up Fee	\$51	\$52
Court Fee (Generally)	\$51	\$52
Driver's License Sanctions	\$25	\$25
Failure to Appear	\$50	\$51
Collections Fee		\$25
Payment Plan Fee (balance < \$250)	\$25	\$25
Payment Plan Fee (balance >\$250)		\$50
Appeal Filing Motion		\$91

2018 Master Fees

<u>FIRE</u>	<u>2017 FEE</u>	<u>2018 FEE</u>
Burn Permits	\$10	\$10
Burn to Learn	\$1,562	\$1,598
Insurance Company Report	\$25	\$25
Copies of County Road Directory	\$15	\$15
Roadway Wash Down	\$107	\$109
<u>PARK FACILITY / DAILY USE FEES (3)(4)</u>	<u>2017 FEE</u>	<u>2018 FEE</u>
Capella Use Fees		
Basic Use Fee	\$107/hour w/2 hour min	\$109/hour w/2 hour min
Musical Event Fee (minimum 3 event series)	\$20/hour w/2 hour min	\$20/hour w/2 hour min
Security Deposit	\$214/event	\$219/event
Other Park Facilities		
Bandshell/Stage Use: non-resident add 50%, non-profit subtract 50%	\$43	\$44
Concession Stand w/restrooms	\$80	\$82
Concession Restrooms Only	\$25	\$25
Folding Picnic Table/ each, per event (8)	\$20	\$20
Key replacement	\$25	\$25
Park Use/Commercial		
City Resident		
1-100	\$43	\$44
>Each additional 100	\$43	\$44
Non-City Resident		
1-5	\$107	\$109
6-30	\$160	\$164
31-60	\$320	\$327
61-100	\$428	\$438
>Each additional 100	\$54	\$55
Expedited Plan Review for Special Events (20)	\$500	\$512
Park Use/Standard		
City Residents; non-resident add 50%, non-profit subtract 50%		
0-200	\$43	\$44
201-400	\$79	\$81
401-600	\$158	\$162
601-1000	\$264	\$270
>Each additional 100	\$43	\$44
Park Use Cancellation Fee		\$25

2018 Master Fees

<u>PLANNING</u>	<u>2017 FEE</u>	<u>2018 FEE</u>
Annexation (5)	\$5,313	\$5,435
Appeal to City Council (9)	Equal to Application Fee	Equal to Application Fee
Appeal to Planning Commission	\$160	\$164
Combined Preliminary/Final Plat Approval	\$854	\$874
Comprehensive Plan Amendment (5)	\$3,838	\$3,926
Conditional Use Permit (Generally)	\$2,721	\$2,784
Detailed Development Plan (5)	\$7,619	\$7,794
Extension of Time SUB/CUP	\$54	\$55
Home Occupation	\$42	\$42
Home Occupation Permit for Non-profit	No Fee	No Fee
Lot Line Adjustment/Lot Line Vacation	\$150	\$153
LU Compatibility Statements	\$43	\$44
Master Plan Development (5)	\$8,980	\$9,187
Minor Change	\$1,048	\$1,072
Partition	\$2,095	\$2,143
Mural Application	\$80	\$82
Permit Clearance Review	\$177	\$181
Minor Additions & Repairs	\$59	\$60
Planned Unit Development (5)	\$4,680	\$4,788
Pre-Application Services (6)	\$550	\$563
Re-Notification	\$145	\$148
Sign Approval	\$139	\$142
Street Naming	\$103	\$105
Subdivision (5)	\$2,166	\$2,216
Subdivision Final Approval	\$160	\$164
Subdivision Replat (5)	\$2,138	\$2,187
Variance	\$2,549	\$2,608
Vacation - Land Use (12)	\$2,577	\$2,636
Workforce Housing Accessory Dwelling Registration Fee	\$54	\$55
Zone Change (without Comp Plan Amendment)	\$2,876	\$2,942
<u>POLICE</u>	<u>2017 FEE</u>	<u>2018 FEE</u>
Fingerprinting - per card	\$10	\$10
Intoxilizer	\$5	\$5
Police Reports/per report	\$10	\$10
Urinalysis	\$5	\$5

2018 Master Fees

<u>PUBLIC WORKS</u>	<u>2017 FEE</u>	<u>2018 FEE</u>
Building Inspection Fees	Pursuant to the State of Oregon Building Codes Division established fee guidelines	Pursuant to the State of Oregon Building Codes Division established fee guidelines
Public Works / Right-of-Way Plan Review (5) (13)	\$78/plan sheet	\$80 /plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$84 or 5% of project value, whichever is greater	\$86 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)	\$43	\$44
Hydrology report review (5)	\$208	\$213
TV Inspection Fee	\$180/hour w/2 hour min	\$184 /hour w/2 hour min
<u>SEWER & WATER</u>	<u>2017 FEE</u>	<u>2018 FEE</u>
<i>Sewer</i>		
4" Sewer Tap-in (14)	Actual time & materials with minimum of \$3,857	Actual time & materials with minimum of \$3,946
6" Sewer Tap-in (w/o exiting lateral to property line) (14)	Actual time & materials with minimum of \$5,179	Actual time & materials with minimum of \$5,298
BOD/SS Compiler (15)	\$156/week	\$160 /week
Flow Meter Data Logger (15)	\$156/week	\$160 /week
Oil & Grease Trap Inspection	\$50 stand alone/\$25 if done w/Backflow inspection	\$51 stand alone/\$25 if done w/Backflow inspection
<i>Water</i>		
Annual Backflow Inspection	\$104	\$106
Meter Drop-in Connection Fee		
5/8 x 3/4"	\$255	\$261
3/4"	\$287	\$294
1"	\$417	\$427
1-1/2"	\$1,644	\$1,682
2"	\$1,956	\$2,001
4" (14)	Actual time & materials with estimated deposit	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)	\$103	\$105
Service Extension inside City limits		
1 inch single service	\$3,890	\$3,979
2 inch single service	\$5,276	\$5,397
2 inch dual service	\$6,170	\$6,312
4" Service and larger	Contractor only	Contractor only
Service Extension outside City limits	Add 20% to inside City limit fees	Add 20% to inside City limit fees
4" Service and larger	Contractor only	Contractor only
<u>SWIMMING POOL USE</u>	Established annually by City Manager or designee.	

2018 Master Fees

Notes:

1. All copy charges are calculated based on a single-sided 8 ½ x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of single sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
2. Determination of need for legal review must be made by the City Manager.
3. A refundable deposit will be charged equaling the total daily use fee, per application.
4. Park Use Fees will be waived for the Azalea Festival, American Music Festival, Natures Coastal Holiday and Festival of Art at Stout Park. Event organizers seeking fee waivers and City financial assistance through the Tourism Promotion Advisory Committee shall make such waiver part of their event request. The City Manager may waive Parks Use Fees for non-profit events when the total is less than \$50.
5. Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).
6. Pre-application meeting fee will be applied to the application fee if the application is submitted within one (1) year of the pre-application meeting. Each pre-application meeting increases the application fee by \$529.00
7. Fee is collected at time of permit issuance.
8. Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.
9. Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.
10. Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.
11. Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.
12. Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).
13. One-time fee. Incomplete submittals will not be accepted.
14. Deposit based on estimate to be applied to actual cost of time and materials. Any deposit amount exceeding actual costs will be refunded upon project completion. Amounts in excess of the deposit will be billed at the earliest known stage in the project, or upon project completion.
15. Subject to availability.
16. If appellant prevails, appeal fee will be refunded.
17. Fee will be doubled for failure to obtain permit in advance of performing work.

2018 Master Fees

18. Non-contiguous recurring events will be charged the base fee for the first event and \$10 for each recurrence during a calendar year.

19. Barricade/cone fee for non-contiguous recurring events will be applied only once.

20. For event application forms submitted less than 14 days from date of event

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: Parks


Signature (submitted by)


City Manager Approval

Subject: Azalea Park Ball Field Parking Lot

Recommended Motion: to accept the bid of \$175,904 and award the contract to Tidewater Contractors Inc. for the Azalea Park Ball Field Parking Lot project.

Financial Impact:

Funding for this project is provided through an Oregon Parks and Recreation Local Government Grant. The grant requires a match of 40% by the City therefore of the \$175,904 total, the City is responsible for \$70,362. The parking lot project is only one part of phase three funded through the grant which includes ball field lights, scoreboards and a picnic area.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The Azalea Park Ball Field Parking Lot project is included in Phase Three of the Azalea Park Ball Field Reconfiguration Project. The project includes the installation of storm water infrastructure, grading and paving the existing gravel lot accessed from Lundeen Road.

Two bids were received for the work from Tidewater Contractors, Inc. and Freeman Contracting Inc. The Engineer's estimate is included in the table below for informational purposes.

Bidder	Schedule A	Schedule B	Total
Tidewater Cont. Inc.	\$168,704	\$7,200	\$175,904
Freeman Cont. Inc	\$255,870	\$9,600	\$266,470
Engineers Estimate			\$192,720

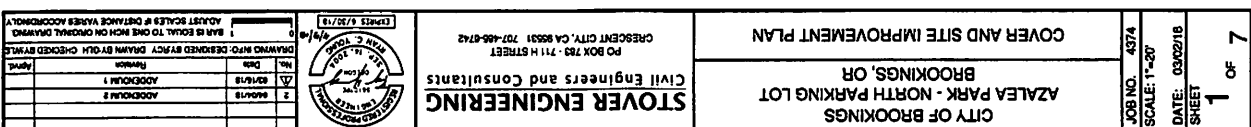
Tidewater provided a responsible, complete bid and has a good reputation of successfully completing this type of work in a timely, professional manner.

Staff recommends accepting the bid and awarding the work to Tidewater for the total amount of \$175,904.

Attachment(s):

A. Project Drawing

CIVIL ENGINEERS AND CONSULTANTS 701 H STREET PO BOX 783 CRESCENT CITY, CA 95531 707-465-6742	COVER AND SITE IMPROVEMENT PLAN	JOB NO. 4374	SCALE: 1"=20' DATE: 03/02/18 SHEET	1 OF 7
		CITY OF BROOKINGS AZALEA PARK - NORTH PARKING LOT BROOKINGS, OR		



CIVIL ENGINEERS AND CONSULTANTS 701 H STREET PO BOX 783 CRESCENT CITY, CA 95531 707-465-6742	COVER AND SITE IMPROVEMENT PLAN	JOB NO. 4374	SCALE: 1"=20' DATE: 03/02/18 SHEET	1 OF 7
		CITY OF BROOKINGS AZALEA PARK - NORTH PARKING LOT BROOKINGS, OR		

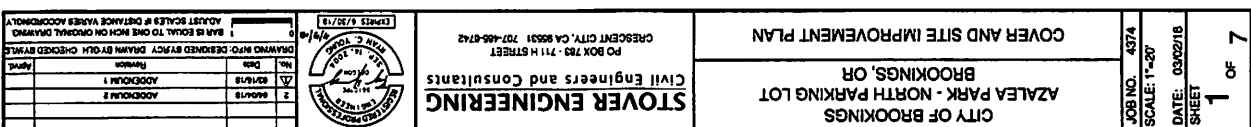
CIVIL ENGINEERS AND CONSULTANTS 701 H STREET PO BOX 783 CRESCENT CITY, CA 95531 707-465-6742	COVER AND SITE IMPROVEMENT PLAN	JOB NO. 4374	SCALE: 1"=20' DATE: 03/02/18 SHEET	1 OF 7
		CITY OF BROOKINGS AZALEA PARK - NORTH PARKING LOT BROOKINGS, OR		

CIVIL ENGINEERS AND CONSULTANTS 701 H STREET PO BOX 783 CRESCENT CITY, CA 95531 707-465-6742	COVER AND SITE IMPROVEMENT PLAN	JOB NO. 4374	SCALE: 1"=20' DATE: 03/02/18 SHEET	1 OF 7
		CITY OF BROOKINGS AZALEA PARK - NORTH PARKING LOT BROOKINGS, OR		

CIVIL ENGINEERS AND CONSULTANTS 701 H STREET PO BOX 783 CRESCENT CITY, CA 95531 707-465-6742	COVER AND SITE IMPROVEMENT PLAN	JOB NO. 4374	SCALE: 1"=20' DATE: 03/02/18 SHEET	1 OF 7
		CITY OF BROOKINGS AZALEA PARK - NORTH PARKING LOT BROOKINGS, OR		

CIVIL ENGINEERS AND CONSULTANTS 701 H STREET PO BOX 783 CRESCENT CITY, CA 95531 707-465-6742	COVER AND SITE IMPROVEMENT PLAN	JOB NO. 4374	SCALE: 1"=20' DATE: 03/02/18 SHEET	1 OF 7
		CITY OF BROOKINGS AZALEA PARK - NORTH PARKING LOT BROOKINGS, OR		

- | | | | | |
|--|---------------------------------|---|--|--------|
| CIVIL ENGINEERS AND CONSULTANTS
701 H STREET
PO BOX 783
CRESCENT CITY, CA 95531
707-465-6742 | COVER AND SITE IMPROVEMENT PLAN | JOB NO. 4374 | SCALE: 1"=20'
DATE: 03/02/18
SHEET | 1 OF 7 |
| | | CITY OF BROOKINGS
AZALEA PARK - NORTH PARKING LOT
BROOKINGS, OR | | |




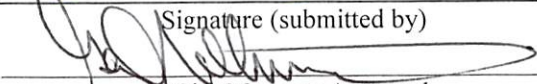
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: Planning



Signature (submitted by)



City Manager Approval

Subject: Riparian Ordinance

Recommended Motion: authorize the City Manager to execute a task order with Lane Council of Governments to develop a Riparian Ordinance using the “safe harbor” approach.

Financial Impact:

Lane Council of Governments (LCOG) estimates the cost to develop a Riparian Ordinance using the “safe harbor” approach will be \$4,728 with an additional \$2,812 allotted for contingency, bringing the total to \$7,540. Funding for the work will be provided through the General Fund, specifically from the Planning Departments contract services budget line item.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The City Council and Planning Commission participated in a joint workshop held in the Emergency Operations Center on March 29 where LCOG presented its ability to assist the City with the creation of a Riparian Ordinance. Several process alternatives were presented, including a “standard” and “safe harbor” (see attached for description of each).

Based on the workshop discussion, staff is recommending the “safe harbor” approach.

Attachment(s):

A. LCOG Task Order

Lane Council of Governments Riparian Area Ordinance Work Plan For the City of Brookings

Background and Purpose:

The purpose of the City of Brookings Riparian Area Ordinance: Oregon Statewide Planning Goal 5 outlines parameters for cities in Oregon in addressing their “significant” Riparian Area resources (OAR 660-23-090. The Goal 5 rule separates the identification of the “significant” riparian resource, from the process of determining the appropriate protection for that identified resource. A jurisdiction may apply a “standard” or “safe harbor” approach to one or both phases. Additionally, a local government may divide the riparian corridor into a series of stream reaches and regard these as individual Goal 5 resource sites. A standard (or other approach) process could then be applied to some reaches and the safe harbor process to other reaches.

The City of Brookings has a number of known waterways. These include named features such as the Chetco River, Macklyn Creek, Ransom Creek, Harris Creek and Shy Creek. The City is interested in establishing a protection program for riparian areas that is consistent with Oregon Statue and general best practices for preserving the critical functions that riparian areas provide.

The City has asked the Lane Council of Governments (LCOG) to prepare a scope of work for establishing and adopting a riparian ordinance for the City. Initial conversations have revealed the Goal 5 Safe Harbor approach for both identification and protection as the basic strategy to pursue.

This scope of work includes the assumed necessary steps to accomplish this goal. It also includes steps to protect riparian resources which may not be identified as “significant” by Goal 5 safe harbor criteria. It is not the intent of Goal 5 to leave these resources unaddressed, as they often provide critical habitat, flood control and water quality functions as well.

Key products include:

- *An adopted riparian inventory (map and table – identifying reaches and buffer distances)*
- *An adopted Riparian Overlay ordinance – with language clarifying allowed and disallowed uses consistent with State safe harbor standards.*
- *Adoption findings of fact*
- *Packet memos and other outreach materials*
- *Work session and public hearing support*

Description of Work Activities:

The following table provides an overview of LCOG activities under the grant. An estimate of the amount of hours and cost for each work task is provided, as well as contingency and total amounts:

Brookings Riparian Ordinance		LCOG	
		Est. Hours	Est. Cost
1.0	Riparian Inventory	12	\$1,036
1.1	Work with city and federal/state agencies to establish an inventory of both Safe Harbor (and other) riparian areas.	5	\$435.00
1.2	Prepare draft inventory maps (exhibits for ordinance)	4	\$292.00
1.3	Prepare inventory summary methodology/narrative	3	\$309.00
	<i>City of Brookings: Staff provide basic direction and access to any relevant documents and maps. Review preliminary products.</i>		
2.0	Ordinance Development	24	\$1,992
2.1	Brookings riparian ordinance policy development memo/summary	8	\$664.00
2.2	Joint PC/C Work session (preparation and presentation)	4	\$412.00
2.3	Ordinance drafting	12	\$916.00
	<i>City of Brookings: Staff provide basic direction and access to any relevant documents and maps. Review preliminary products.</i>		
3.0	Ordinance Adoption	20	\$1,700
3.1	Final Ordinance/Maps	12	\$916.00
3.2	Findings of Fact	3	\$309.00
3.3	DLCD Notice	1	\$63.00
3.4	Planning Commission Hearing attendance/presentation	2	\$206.00
3.5	City Council Hearing attendance/presentation	2	\$206.00
	<i>City of Brookings: Staff provide necessary notice for hearings, provide ordinance template, provide review and feedback on final deliverables, facilitate remote hearings.</i>		
	Estimated Total	86	\$4,728*
C.0	Contingent	24/hotel/gas	\$ 2,812.00
C.1	Additional Meetings (non-travel)	4	\$412.00
C.2	Travel (Senior Planner)	10/hotel/gas	\$1,350.00
C.3	Travel (Assistant Planner)	10/hotel/gas	\$1,050.00

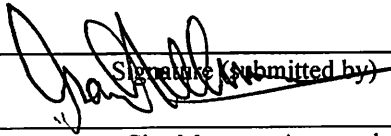
**Not to exceed \$5,000, unless contingent tasks necessitated.*

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Manager



Signature (Submitted by)

City Manager Approval


Subject: Salmon Run Golf Course Property Tax Payment

Recommended Motion:

Direction to staff on whether to pay the property tax amount assessed on the Salmon Run Golf Course.

Financial Impact:

\$5,186.68 in unbudgeted General Fund expenditures for the golf course.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The City appealed the decision by County Assessor Jim Kolen establishing a taxable value for the Salmon Run Golf Course of \$3,331.920. Appeals were filed with the Curry County Board of Property Tax Appeals (CCBOPTA) and the Oregon Tax Court Magistrate (OTCM). The City position has been that the property is exempt from property tax as it is publicly owned and maintained.

On February 20 the CCBOPTA reduced the taxable value of the property to \$754,590 following a hearing. This resulted in reducing the property tax amount from \$20,569.50 to \$5,186.68, which would have been reduced to \$4,658.42 if paid by November 15 and the Assessor extended this date to April 15 following the CCBOPTA decision. The CCBOPTA does not have the authority to exempt the property from taxation.

The City response to the County's submittal on the OTCM appeal is due April 20 and a hearing will be scheduled if deemed necessary by the Judge.

The first third of the annual property tax payment was due April 15. At the direction of the City Manager, payment was not made as the issue of the exemption has not been resolved. Kolen has advised the City that penalties at a rate of 16.0 per cent annually prorated monthly (about \$64.00/month) on the amount due will be assessed retroactive to November 2017 for every month the tax remains unpaid.


Staff is seeking City Council direction on whether to pay the tax prior to the conclusion of the process with the OTCM.

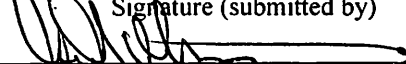
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject:

Curry Coast Community Radio Evaluation

Recommended Motion:

Motion to accept the Curry Coast Community Radio Evaluation report.

Financial Impact:

Funding was already allocated for this project.

Background/Discussion:

At the April 13, 2015 City Council meeting, Council authorized an allocation of \$2,500 in TOT grant funds to Curry Coast Community Radio (KCIW) for the purchase of radio equipment for the radio station start-up.

The KCIW Board has provided an event evaluation report to the Tourism Promotion Advisory Committee and this matter was discussed at the April 12 TPAC meeting. Brookings residents and former KCIW Board members Connie and Skip Hunter participated in the TPAC meeting and provided written comments which are attached.

The report indicates one tourism-related program is being broadcast three times a day weekly. Other cross promotional pursuits to generate tourism and visitor interest are ongoing.

Attachment(s):

- a. KCIW Evaluation
- b. KCIW TPAC Agreement & Proposal
- c. March 19, 2015 TPAC Minutes
- d. April 13, 2015 Council Agenda Report
- e. April 13, 2015 Council Minutes excerpt
- f. Objection by Connie Hunter

Tourism Promotion Special Event Program**Evaluation Report****Curry Coast Community Report****March 26, 2018**

Please accept this report as our evaluation of the grant received in the amount of \$2,500 which was given in 2016. This report is over due and for that, please accept our apologies.

Our primary goal for this grant was to raise sufficient funds to purchase the equipment necessary for the radio station to start broadcasting, totaling \$14,958. The \$2,500 grant from TPAC allowed us to accomplish this, and since April 2017, we have a full 24/7 program schedule of music, talk shows, news, events and community discussions. We are staffed entirely by volunteers, and continue to provide a rich array of programming, including 2 weekly shows by our high school students, Bruin Radio and Bruin Radio Interviews, and are continually adding to the mix with new programs and activities as the community lets us know what they want from their local nonprofit radio station.

We also wanted to provide information for tourists, as well as encourage tourism for our area. The first objective – to provide information for tourists, was achieved with the creation of an on-air program featuring the "Insider Report." This is a 30-minute weekly show that runs 3 times a day featuring a comprehensive listing of all community activities that might interest our visitors – from music, theater and art activities, to high school and community events and festivals. The show is also a featured podcast on our website, so the content is available beyond our small community.

We continue to have a great interest in "cross-promotional" programs to generate tourism and visitor interest in activities here on the Coast. We've discovered that a "calendar exchange" with other radio stations is more difficult than expected. While two of the stations we approached weren't interested, we're in touch with a new radio station in Cave Junction that is a possibility. We will continue to explore exchange possibilities with other regional radio stations, and will report back to you with successful results.

Please know that we deeply appreciate your continued support and look forward to being an important part of the information resources to attract tourists to our beautiful city.



Tom Bozack, President,
Curry Coast Community Radio
KCIW 100.7 FM



Tourism Promotion Special Event Program Agreement

This Tourism Promotion Special Event (TPSE) Agreement is entered into effect this 1st day of February, 2015, by and between the City of Brookings (City) a public body organized and existing under Oregon Revised Statutes 457.010 through 457.460 and any assignee of, or successor to, its rights, powers and responsibilities, and Curry Coast Community Radio (Applicant).

RECITALS:

A. WHEREAS, City offers TPSE grants for non-profit organizations with projects and/or events that meet the requirements outlined in the TPSE **Request for Proposal**, attached hereto as Exhibit "A"; and

B. WHEREAS, Applicant has applied for a grant under said program, with a copy of **Applicant's Proposal/Methodology**, attached hereto as Exhibit "B"; and

C. WHEREAS, the parties desire to further set forth their respective rights, duties, obligations, and responsibilities with regard to the approved event;

D. NOW, THEREFORE, in consideration of the mutual agreement of the parties set out herein:

IT IS AGREED:

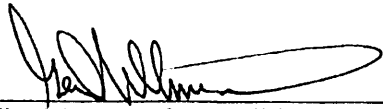
1. **PROJECT DESCRIPTION.** This agreement covers funding to assist in a capital campaign to raise funds for equipment necessary to enable radio station broadcasting. Description of the approved project/event is included in Applicant's Proposal as provided in attached Exhibit "B." Any changes to the approved project/event must first be requested by Applicant in writing to the City of Brookings City Manager with final approval of the request to be made by the City of Brookings City Council prior to the start of the project/event.
2. **RESPONSIBILITIES OF THE APPLICANT.** Applicant to provide, within six (6) months of the project completion, an **Evaluation Report** providing information regarding how funding was used and success/unsuccess of project as evidenced by the methodology provided by Applicant in Exhibit "B." Applicant acknowledges that failure to comply with this reporting requirement will automatically eliminate the applicant from future consideration for TPSE funds.
3. **RESPONSIBILITIES OF THE CITY:** City will fund applicant in an amount not to exceed **Two Thousand Five Hundred dollars (\$2,500)** in transient occupancy tax funds for it's capital campaign fund as Applicant has already raised at least \$18,000 in funds and firm commitments from other donors.

4. HOLD HARMLESS. Applicant shall indemnify and hold City harmless from and against any and all claims, demands, suits, actions or judgments, and all expenses (including attorney's fees incurred by City), arising from, or in any way related to, the proposed project/event.
6. ATTORNEY FEES. If a dispute arises in connection with this agreement, the prevailing party in such dispute shall be entitled to receive reasonable attorney fees and costs from the other party.

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

CITY

City of Brookings
A public body



City Manager Gary Milliman

APPLICANT

Board of Directors

Print name/Title



Signature



REQUEST FOR PROPOSALS

CITY OF BROOKINGS TOURISM EVENT INCENTIVES

The City of Brookings (City) requests proposals from individuals and/or organizations interested in undertaking events with the purpose of increasing tourism.

Specifically, the City is interested in the development of new events or the addition of events to current events that would increase out of area visitor attendance. The City is offering incentives to assist event organizers in promoting and advertising their events.

Submission Deadline

To be considered, respondents must submit in person, regular mail or email a cover letter and this proposal to:

"Tourism Event Proposal"

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

email: gmilliman@brookings.or.us

Proposals will be accepted on an ongoing basis and must be received at least **60 days prior** to the date of the proposed event. Incomplete submittals will not be considered.

Process

The City will consider proposals from all interested parties presenting the requested information and otherwise demonstrating the ability to fully fund, manage and execute the proposed event. All proposals will be reviewed by the City's Tourism Promotion Advisory Committee. Proposals will be evaluated based upon event sustainability. Priority will be given to first time events.

Right to Reject All Proposals

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

Once submitted, the proposal and supporting materials become the property of the City of Brookings and are available to the public.

Permitting/Insurance Requirements

Events to be held on City property will require an approved Event Permit and/or Parks Use Application, as applicable. Certificates of Insurance are also a requirement for events held on City property. Permits may be obtained following the award of funding and are available at the Visitor's Office window in City Hall and on the City's website under "Forms & Guidelines."

Questions

Please direct questions to Lauri Ziemer, 541-469-1103; lziemer@brookings.or.us

Event Title:	<u>Curry Coast Community Radio Capital Campaign</u>	Amount Requested	<u>\$ 5,000.00</u>
Event Description:	<u>See Attached.</u>		
Event Date/s:	<u>2-1-2015 to 6-1-2015</u>		
Location:	<u>See Attached.</u>	Location secured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Goals:	<u>See Attached.</u>		
Please explain how this event will be sustained after the first year:			
<u>See Attached.</u>			
Sponsors/Investors:			
<u>See Attached.</u>			
Budget			
<u>See Attached.</u>			
Income		Expenses	
Fees Collected	\$	Facility/Venue Costs	\$
Admissions	\$	Insurance	\$
Concessions	\$	Advertising	\$
	\$	Supplies	\$
	\$		\$
	\$		\$
TOTAL	\$	TOTAL	\$
Methodology for evaluating events success in terms of bringing visitors to the Brookings area:			
<u>See Attached.</u>			
Contact Person:	<u>Jan Barbas</u>	Phone:	<u>801-755-9067</u>
Organization:	<u>Curry Coast Community Radio, KCIW</u>		
	Address: <u>P.O.Box 565, Brookings, OR 97415</u>		
If more space is required please attach additional pages			

Exhibit B

Event Title: Curry Coast Community Radio, KCIW, Capital Campaign. \$5000.00 Requested

Event Description: Curry Coast Community Radio is a 501c3 non-profit and is licensed by the FCC as KCIW, FM 100.7.

At present we are operating a website and a Facebook page. We produce podcasts. Podcasts are pre-recorded shows which may be streamed to a device on demand, or downloaded for later playback. Our podcasts are available on our website, kciw.org, on Stitcher Radio, and on iTunes.

We market our podcasts on Facebook with paid advertising. We have two markets established on Facebook. One is for Curry County and reaches the approximately 17,000 Facebook users within 25 miles of Brookings, Port Orford and Gold Beach. The other reaches Curry county and also Facebook users within 25 miles of Grants Pass, Medford and Ashland, a total of about 100,000 users.

Consequently, we are able to reach potential listeners in the north county and in the valley with topical and timely information. For instance, with respect to the recent 100 Year Anniversary of the Central Building Celebration we were able to provide a series of informative and interesting podcasts along with timely weather information to potential visitors.

Our Capital Campaign is designed to enable us to get on the air.

Location: Curry Coast Community Radio expects to rent studio space in Brookings, within line of sight of the city's communication tower. We expect to house our broadcast equipment on the city's tower. This use was authorized in principle by the City Council and we are in the process of negotiating a Memorandum of Understanding with the City Manager and the City's contractor, Day Wireless. All facilities will be secure.

Event Goals: Once on the air, Curry Coast Community Radio will have capability to act as a concierge for visitors, supplying event calendar information, and in depth event, activities, and area attraction coverage. As well, we are actively developing relationships with stations in the valley and expect to run cross-promotional event coverage and public service announcements with valley stations.

Curry Coast Community Radio expects that as we become established our website, our on the air presence, and our cross-promotional capability will add powerful tourism value to Brookings. We expect to become a "go to" source for coastal information for visitors from the valley, with the ability to attract winter and shoulder season visitors to Brookings by pairing meaningful event coverage with up to date weather outlooks as events draw near. As well, we expect to entice visitors to longer stays by reaching them with interesting information on local attractions during their stay.

The Capital Campaign is designed to raise \$35,603 to enable us to purchase and install our studio and broadcast equipment. We expect to be on the air within 60 days of reaching our capital campaign goal.

Sustainability: Once on the air, Curry Coast Community Radio will use fund drives and grant applications to sustain and build the station. Initial Annual ongoing operations costs are estimated at approximately \$12,000/yr. This amount should be reasonably easy to raise with our potential audience of approximately 8000 local listeners (estimated population within reception range).

Sponsors/Investors: Curry Coast Community Radio began our Capital Campaign February 1 and has received \$2500.00 in checks and pledges as of March 1. Our expectation is that if approximately half

of our needs are met by the local community, we will be able to obtain grants for the rest of our budget.

In addition to our Capital Campaign, we have 12 Founding Members. Founding Members contribute a minimum of \$250 each to our operating fund.

Budget:

Transmission Subsystem:	\$5896.48
Production Studio:	\$814.12
On-Air Studio:	\$12,589.61
Studio Preparation:	\$6093.64
Technical Support:	\$10,210.00
Total:	\$35,603.86

Methodology for evaluating event success in terms of bringing visitors to the Brookings area:

The primary measures of success will be getting the station on the air and establishing our cross-promotional programs. It is assumed that our unique ability to consistently deliver in depth event information reach here in Brookings as well as in the valley and north county will improve tourist draw, especially coupled with up to date weather information.

Research conducted by Travel Oregon indicates that a large amount of our tourist business is repeat business from the valley, which supports our view. Additional day tourist draw from the north county is also expected.

Secondary measures of success will be derived from event polling, e.g. asking visitors how if they relied on us to get information about the event and if that information influenced their decision to attend. We will use comment cards at our event booths to gather such information. We may also use cards placed in hotel rooms to gather similar information.



Curry Coast Community Radio

Curry Coast Community Radio, Inc.
P.O. Box 565
Brookings, OR 97415

KCIW 100.7 FM
KCIW.ORG
facebook.com/kciw.org
contact@kciw.org

Gary Milliman
Manager, City of Brookings
898 Elk Dr.
Brookings, OR 97415

January 26, 2016

Dear Mr. Milliman,

Curry Coast Community Radio is pleased to inform you that we have reached and surpassed the threshold of \$18,000 in donations as stated in our contract with the City of Brookings, which now triggers disbursement of the \$2,500 grant allocated by the Tourism Promotions Advisory Committee and the City Council. Enclosed is a list of donors and amounts that comprise our major donations to date. Thank you for all your assistance in this matter.

Sincerely,

Tomas Bozack
President
Curry Coast Community Radio, Inc.

Curry Coast Community Radio Major Donors

Meyer Memorial Trust	\$8,547.00
Brian Wagers	\$2,500.00
US Cellular	\$2,500.00
John and Rose Weiss	\$2,250.00
Dennis Triglia	\$1,250.00
Phillips Daggett Family Charitable Giving	\$1,000.00
Scott Snedeker	\$500.00
Friends of Music	\$500.00
Pat Piper	\$500.00
Stewart A. Frame	\$500.00
Carl King	\$250.00
Mark Newhouse	\$250.00
Jo Ann Querin	\$250.00
Jerry L. Norman	\$250.00
Philip D. Roberts	\$250.00
Jan Barbas	\$250.00
Pye White	\$250.00
Dave and Azam Carlson	\$250.00
Renee Balcom	\$250.00
Carolyn Drago	\$250.00
Bill and Susan Rhoads	\$250.00
Jim Newman	\$250.00
Total	\$23,047.00

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – March 19, 2015

CALL TO ORDER

Meeting called to order at 4:10 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella , Emma Keskeny, Candice Michel, Bob Pieper (arrived 4:20), Chair Tim Patterson. Also present, City Manager Gary Milliman

Absent: Committee member Skip Watwood

Introduction of new committee member Emma Keskeny

Acceptance of resignation of committee member Joe Willett

2. APPROVAL OF MINUTES

Motion made to approve the minutes of February 19, 2015; motion seconded and Committee voted; the motion carried unanimously.

3. PUBLIC COMMENT - None

4. ACTION ITEMS

- a. **Curry Coast Community Radio Proposal** – Candice Michel recused herself from the discussion and voting. Jan Barbas presented the proposal for the Community Radio Capital Campaign requesting \$5000. They are a non-profit community radio seeking sponsors, investors and grants to deliver podcasts, visitor events, activities and calendar coverage, capable of reaching 8000 people that attracts tourists to our area. They need \$35,603 in funds to start up and have \$6,500 in pledges so far; goal is to be on air by August 1st. Committee asked questions and reviewed information provided. Cross promotional advertising possible with Ashland who has an established Community Radio program that is successful and also possible to share advertising with other radio stations that would also draw visitors to the area. They do not sell advertising or airtime. Committee asked if granting funds could be contingent upon their reaching a specified goal first and they indicated yes. Committee wanted to discuss other pending agenda items before moving forward with a recommendation.
- b. **Brookings Brochure** – Barbara is interested in pursuing a printed brochure as City Council suggested that will promote Brookings and she is willing to talk to other organizations and individual businesses in producing a publication. Brochure to contain map, list generic Brookings tourist locations and have QR code. Candice not sure the City Council is interested in putting money into printed material. Matter tabled, Gary to get price on 6-fold brochure and Barbara to contact possible sponsors for support.
- c. **Radio Ads** – Committee considered Radio Medford proposal. **Motion made by Barbara Ciaramella not to do additional radio advertising with Radio Medford; motion seconded and Committee voted; the motion carried unanimously.**
- d. **Fireworks Funding Request** – Gary presented the VFW request for fireworks. City Council willing to make a \$2000 contribution from the Transient Occupancy Tax funds if TPAC is agreeable. Committee discussed TPAC's original criteria for funding new events and promoting tourism and this event is not new, the hotels are already full for 4th of July, and does not meet the committee objectives. **Motion made by Emma Keskeny not to recommend use of TOT funds for the fireworks as it does not meet the criteria for bringing more tourists into the community and is not consistent with the purpose of promoting tourism; motion seconded and Committee voted, 3 in favor, Bob Pieper and Barbara Ciaramella opposed; the motion carried.**

Continued discussion on the funding of proposals - **Motion made by Tim Patterson to allocate \$5000 to the radio station if they reach a fundraising goal of \$18,000, \$2000 for a potential Brookings brochure, and allocation of \$2000 for fireworks in case City Council takes TOT funds which would leave \$1500 for future events; Emma Keskeny seconded. Emma Keskeny made a motion to amend the amounts to \$3500 for the radio station proposal, \$2500 for brochures, and allocate \$2000 for fireworks, leaving \$1500 for future events; motion to amend seconded.** Discussion pursued regarding allocating funds to certain items that may have to be changed in the future. **Motions withdrawn. Motion made by Tim Patterson to allocate \$5000 to the radio station; no second. Motion made by Barbara Ciaramella to allocate \$2500 to the radio station, contingent upon receiving a report that they have reached their funding goal sufficient to start operations, motion seconded and committee voted; three in favor, Tim Patterson opposed, Candice Michel recused; the motion carried.**

5. INFORMATIONAL ITEMS

a. TPAC Budget and Internet Hit Info – information reviewed.

6. SCHEDULE NEXT MEETING - Next meeting scheduled for April 16 at 4:00 pm. Barbara interested in pursuing her 100 days of Summer and to provide information for next meeting agenda.

7. ADJOURNMENT - no further business before the Committee, the meeting adjourned at 5:51 pm.

Respectfully submitted,



Tim Patterson, Chair


(approved at April 16, 2015 meeting)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 13, 2015

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Funding for Curry Coast Community Radio

Recommended Motion:

Motion to authorize the City Manager to execute an agreement with Curry Coastal Community Radio to provide \$2,500 in transient occupancy tax funds for the purchase of radio station equipment, and that such funds would only be released upon receipt of documentation that the radio station had raised at least \$18,000 in funds and firm commitments for the purchase of said equipment.

Financial Impact:

An allocation of \$2,500 from transient occupancy tax funds budgeted for tourism promotion.

Background/Discussion:

Curry Coast Community Radio requested \$5,000 in transient occupancy tax funding to assist in its capital campaign to raise funds for equipment necessary make the radio station broadcast capable. The radio station is currently operating, but only through podcast.

The Tourism Promotion Advisory Committee considered the request at its meeting of March 19 and voted 3-1 (with one abstention) to recommend that the City provide \$2,500 to Curry Coast Community Radio (CCCR) for the acquisition of equipment. Representatives of CCCR were present at that meeting and stated that \$23,000 was needed to acquire the needed equipment, and that approximately \$6,000 had been raised to date. TPAC recommended that the \$2,500 be allocated to CCCR, but that the funds not be released until CCCR demonstrated that it had contributions or firm commitments for \$18,000.

While the signal for CCCP would only extend to the immediate Brookings area, the radio station will also be trading programming with other public radio stations. Thus, programming promoting a Brookings event could be traded to a public radio station in Ashland and/or other locations with community public radio stations.

Attachment(s):

- a. Proposal from Curry Coastal Community Radio

passed everyone who buys gas in Brookings would help pay. He said someone would have to drive 32,400 miles a year in a car that gets 18 miles per gallon to pay as much in fuel taxes than they currently pay in SRF fees.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize staff to proceed with the proposed street paving strategy for year one contingent on gas tax initiative approval.

Approval to execute a change order for the Marine Drive Slope Repair project.

Official Snook presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the City Manager to sign a change order to Contract 14-030, Marine Drive Slope Repair, in the amount of \$24,985.

Approval to enter into agreement with Curry County to provide plan review assistance for the Curry General Hospital project.

Director Pryce provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the City Manager to sign an intergovernmental agreement to provide review assistance to Curry County for the Curry General Hospital project.

Approval to reduce Event Permit fees for the Saturday Farmers Market and allow signage in the landscaped strip along Frontage Road.

City Manager Milliman presented the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to reduce Event Permit fees for the Saturday Farmers Market to \$25.00 per event and allow placement of a temporary sign to be placed within the landscaped strip along Chetco Avenue and Frontage Road from July through September that meets City sign requirements.

Authorization to allocate funding as recommended by the Tourism Advisory Promotion Committee (TPAC) for the purchase of radio equipment by Curry Coastal Community Radio.

City Manager Milliman gave the staff report.

Councilor Hodges asked how much Council had waived for the tower fees and Milliman said he didn't recall the amount but it would have been a monthly fee.

Councilor McClain said he was struggling with this falling under TPAC and Mayor Hedenskog said what had convinced him was that the station was sharing their broadcasts with other stations. McClain then asked if this kind of promotion was currently going on in other communities and Mayor Hedenskog said he was sure it was happening. McClain said, using his criteria, the funds would need to bring people to the area, not impact staff time, and increase lodging, and Hedenskog said it was an out-of-the box way to get information out there.

Councilor Pieper said Council had previously voted unanimously to fund fireworks from TPAC and TPAC was to decide from which line item in their budget they would like to

allocate those funds. It went back to TPAC, he said, and they said they didn't want to fund it at all. They want money to go to the radio station and, like McClain, he was on the fence about that. He said he wanted to fund both, and either one could come out of the general fund.

Councilor Hamilton said he would like to see the fireworks funding come out of the reserve fund.

Councilor Pieper said he thought the vote to not fund fireworks probably came from hurt feelings because the VFW came straight to Council, and he could support funding both from TOT funds.

Councilor McClain said he thought it was more about TPAC not wanting to commit to \$2,000 a year for fireworks than about hurt feelings. He said he could see the radio programming fitting his three criteria, but it was about as loose as he wanted to go, and he would like to fund both as well.

Councilor Pieper said he had talked with the TPAC's members and they understood that this would become a budget item and it would be only a one-time allocation from their budget.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute an agreement with Curry Coastal Community Radio to provide \$2,500 in Transient Occupancy Tax funds for the purchase of radio station equipment, and that such funds would only be released upon receipt of documentation that the radio station had raised at least \$18,000 in funds and firm commitments for the purchase of said equipment.

Allocation of funding for VFW July Fourth Fireworks display.

City Manager Milliman gave the staff report. He said the only money TPAC had left in its budget was money initially allocated for a tent that they were now looking to use for a tourism brochure.

Councilor Pieper moved, a second followed and Council voted unanimously to allocate \$2,000 for the VFW Fourth of July Fireworks display from the TOT revenue funding allocated for the tent budget.

Consent Calendar

1. Approve Council minutes for March 23, 2015.
2. Approve Liquor License Application for Dollar General, 1300 Easy Street.
3. Authorize the City Manager to execute Contract Amendment #2, to the Coos and Curry Counties Household Hazardous Waste Management Plan, adding the City of North Bend as a member.
4. Accept Parks & Recreation Commission minutes for January 22, 2015.
5. Accept Tourism Promotion Advisory Committee minutes for February 19, 2015.
6. Accept March, 2015 Vouchers in the amount of \$200,506.55.

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

12 April 2018

City of Brookings TPAC Commission comments.

This is a hard copy of my/our comments, today.

First of all, two TPAC Commissioners are also executive committee/board members of KCIW. Please note that constitutes a conflict of interest because TPAC Commissioners are supposed to keep an eye on TPAC grants and if organizations have met the terms of grants. These same two members have refused to acknowledge the necessity of meeting the terms of the TPAC grant within KCIW. They must recuse themselves from opining in this matter—Candice Michel (treasurer of KCIW) and Dane Tipman (VP of KCOW).

KCIW has not met the terms of its TPAC grant. The issue of using grants and donations per the grantor's terms or a donor's wishes is a challenge for nonprofits that refuse to educate and utilize the principles and ethical standards of the industry.

KCIW asked Skip and I to resign because we were insistent that KCIW's board accept the responsibility to seek training on building authentic, high-integrity relationships with funders. Even though we offered every convenient angle for their training, they refused. We kept offering and they kept refusing.

So the hardest part of sharing this information with TPAC has to do with the intentional refusal of ethics training to the degree that Candice Michel loudly exclaimed during a KCIW board meeting that KCIW did not need ethics. **This is a case and point that NONPROFIT ETHICS MATTER as do local government ethics matter. This is a teaching moment for all.**

BACK STORY:

In discussions with City Manager Gary Milliman regarding potential TPAC money, the most important term of the grant was to provide regional marketing. KCIW chose to do that through a community calendar exchange with other community-based radio stations throughout the region.

KCIW's report suggests that the grant was to pay for equipment to the work. That is not the case. The terms of the TPAC grant, as suggested in the KCIW updated/report correspondence submitted for this meeting today, is wrong. And, the marketing intention *was not promote only in our area but through a community calendar exchange that would reach throughout Northern California and Southern Oregon by tapping into the Community-based radio station network.*

KCIW simply has not done the work. This is not more complicated than expected, it is a simple methodology and ongoing communication with radio stations in our region. Bruce Ellis' Insider Report is not doing the job and the cross-promotions that KCIW references in their correspondence that they are "still interested" in possibly developing *is exactly what the grant money was supposed to be used for—marketing and programming, not equipment.*

And, regardless of how you want to spin it, KCIW has not met either the programming or marketing objectives that are REQUIRED under the laws of Transient Lodging Tax and TPAC's own guidelines.

KCIW is NOT abiding by the letter nor the spirit of the agreement with TPAC because of significance of tourism promotions (throughout the region) that simply were not done. KCIW had/have the tools. They have the information on how to do the promotion. They just have refused to do the work associated with the grant. *And, this absolutely requires TPAC's oversight and action.*

Additional background—last summer, during the Chetco Bar Fire, and just prior I had to be out of the area partly for health reasons, partly for work reasons and partly to try and find the tons of food that could be brought from other states such as Idaho. I was preoccupied with much and was not in attendance at marketing and development meetings, as a co-chair except when technology was used and I was Facetimed in.

Upon my return, and at my first marketing development meeting--Linda Bozack chaired the committee that day—we split that responsibility. I asked her what had been done on the TPAC Community Calendar Exchange/TPAC grant work and her answer was to drop her voice almost to a whisper and say can we talk about this later, but she admitted nothing has been done.

After that meeting, I suggested picking up the duties of developing the community calendar exchange marketing effort, and Linda agreed. It was now my project/program to develop. I chose a regionally recognized personality, worked with Frank John Colli and began working out the details of how we would proceed. All of this was shared with Linda as time and progress went along.

Because of the ongoing arguments over ethics and executive committee overstepped their bounds to the point where only the executive committee's opinion mattered. There was a severe lack of transparency to the degree that when we asked for financial information we were sometimes provided with it and sometimes not. If anyone here knows me, they will know that I won't stand for the manipulation of information of KCIW's executive committee or lack of transparency.

The TPAC correspondence is a perfect example of information manipulation. KCIW has not met the letter or the spirit of TPAC's grant requirements. If they can't perform, then they must return the money.

That KCIW is still interested in possibly doing the work that was supposed to take place to meet the terms of the grant is "smoke and mirrors." It is up to the TPAC Commissioners to thoroughly investigate:

- (1) The specific details of the terms of the KCIW grant application;
- (2) Whether or not KCIW has met the objectives that TPAC has set for tourism development efforts;

(3) Why KCIW did not bring this report forward sooner.

Recently, TPAC commissioners Candice Michel and Dane Tipman were at a City Council meeting regarding the Fourth of July Fireworks event, and calling for an apology from the Mayor—all Commissions and committees' decisions can be over-ridden by City Council. It was beyond my imagination that these two TPAC commissioners would be so off base and not understand that going onto the City Council meeting.

During that same meeting, I slipped a note to Dane and in follow up Emails reminded KCIW's board and marketing development committee that they still had not met the terms of the TPAC grant—yet, here they are getting on the City Council for doing its job.

The meeting brought much to the surface and I recalled how three KCIW board members exited because of the issues surrounding their less than transparent fundraising practices—especially not keeping designations, meeting terms of grants (and reporting as if they had) and, the TPAC debacle.

We are here today to say that we do not believe KCIW has not met the terms of the TPAC grant, even in a minimalistic way. They have been less than forthcoming in their reporting and their two board members/executive committee members on the TPAC Commission had not come forward either...until I said to Dane Tipman, this is a heads up, this will be reported to TPAC and the City Council. Finally, a report was submitted. However, it took no less than 20 times to get them to move forward.

One thing matters here above everything else is that *TPAC must ensure that organizations, and in this instance, a nonprofit organization use best practices—the ethical principles and standards of the nonprofit and government sectors.*

Any approach to preserving the soundness and integrity of our community's nonprofits and local government, TPAC must strike a careful balance between the two essential forms of regulation—that is, between prudent legal mandates to ensure that organizations do not abuse the privilege of their tax exempt status, and, for all other aspects of sound operations, well-informed self-governance and respect for the intentions of TPAC, the City of Brookings and the State of Oregon.

We tried without success, to get KCIW's board to understand the necessity of best practices and ethical standards. We were not allowed to bring educational materials to our board meetings after that.

Such a balance is crucial—between what is legal and extends, in this case, to what is ethical—what is the letter of an agreement and what is the spirit of an agreement, That important balance ensures that frameworks of accountability—such as nonprofit boards, TPAC and the City of Brookings--are not ignored.

In addition, transparency, like accountability are core pillars of our charitable nonprofit community, which ultimately affords organizations the support that they need to pursue their various missions. When there is a bad apple in a community of nonprofits “pulling fast ones,” that can turn off donors and potential funders to giving in Curry County, and that could also specifically turn off donors in Brookings.

If the City of Brookings is to protect itself from the liability of unethical conundrums such as this one, then nonprofit board’s must accept the responsibility to seek training on building authentic, high-integrity relationships with funders—ethical training—so that this kind of thing does not happen again.

In no way is the report submitted here today by KCIW or the work that has been done to date by KCIW on this project/programming to develop a community calendar exchange for regional tourism marketing (outside of Brookings), **has not been accomplished.**

There needs to be a remedy to this current conundrum—as I mentioned before. KCIW needs to do the work or give the money back. I suggest that TPAC speak with the City Manager and the City Council as to what to do under these circumstances. They must be issued a deadline, in our opinion, since this has gone on long enough. TPAC Commissioners must provide oversight, if possible, in spite of Candice Michel and Dane Tipman. If TPAC can’t do this comfortably, then I suggest this be turned over to City staff to sort out.

Consider this the opinion of Skip and Connie Hunter, jointly and unequivocally.

cc: Gary Milliman, City Manager

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval


Subject: Regional Infrastructure Fund Grant

Recommended Motion:

1. Motion to authorize the Mayor to submit a Letter of Support for the Regional Infrastructure Fund grant application for the City of Brookings Water Line Bypass Project, and committing to the five percent match.
2. Motion to authorize submittal of a Regional Infrastructure grant application for funding of up to \$130,500 for the City of Brookings Water Line Emergency Bypass Project.

Financial Impact:

\$130,500 in grant funding for the City of Brookings Water Line Bypass Project with the City providing a five (5) percent match.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

During the 191,000 acre Chetco Bar Fire, as the fire came within five miles of the water treatment plant located at 98115 N. Bank Chetco River Road, staff became increasingly aware of a need for an emergency water distribution bypass system.

Had the facility succumbed to fire, the City would have had no means by which to provide water service to down-stream customers or, more critically, to provide water for fire protection.

Staff was notified in late March of a Regional Infrastructure Fund grant opportunity available through Business Oregon for capital construction projects and due by April 30, 2018. Staff is proposing a project which would construct an emergency bypass system to be utilized in crisis situations if the treatment plant were rendered inoperable. The project cost estimate is \$130,500. Staff will apply for funds to cover the full project cost. The grant application requires authorization by the legislative body.

Attachment(s):

- a. Draft Letter of Support
- b. Draft Grant Application



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1104 Fax (541) 469-3650 TTY (800) 735-1232
jpieper@brookings.or.us; www.brookings.or.us

Mayor Jake Pieper

April 26, 2018

Business Oregon
Regional Infrastructure Fund
775 Summer St. NE, Suite 200
Salem, OR 97301-1280

Dear Grant Committee:

On behalf of the Brookings City Council, I submit this letter of support for the City of Brookings Water Line Emergency Bypass project grant application, thereby indicating the Council's commitment to the five percent match.

The 191,000-acre Chetco Bar Fire in 2017 made it unequivocally clear the City *must* take measures to protect and back up its water distribution system in preparation for an emergency situation. The fire came within five miles of the City's water treatment plant and threatened to leave the City with no source for water provision and no way to provide fire protection to the businesses and homes within the City limits.

The City is proposing an efficient and cost-effective solution to the issue, expressly addressing the immediate critical need.

City Council fully endorses the submittal of the Regional Infrastructure Fund grant application and requests the grant selection committee give it every consideration for funding.

Thank you for the opportunity to express our support.

Sincerely,

Jake Pieper
Mayor

Regional Infrastructure Fund Application



Deadline: Monday, April 30, 2018, 5:00 pm

For fields to work, first download or save the form to your computer, then open the form.

A. Applicant

Organization Name

Organization Type

(Identify the ORS under which entity is formed if applicant is an entity other than city or county, such as special district, authority, association, etc.)

Street Address

Mailing Address

Office Phone

Web URL

DUNS Number

Federal Tax ID Number

B. Project Contact

Name

Title

Phone

Email

Cell Phone

C. Final Beneficiary/Recipient

If final beneficiary/recipient is not same as applicant, complete this section.

Organization Name

Street Address

Mailing Address

Office Phone

Web URL

Contact Name

Contact Title

Contact Phone

Contact Email

D. Project Overview

Project Name (10 words or less)

Project Location (indicate physical address including city and county)

Project Category (if construction project, see Attachment A & B requirements in Section L list of attachments)

Planning

Design only

Construction only

Design & Construction

Other (describe)

Project Region & Priorities

View [All Regions—Advisory Committees, Teams, Priorities](#) document to see each region's priorities.

If project serves more than one region, select the region that will contain a majority of the project. Select one region, then on page 3 select all applicable **Regional Solutions Priority or Priorities** addressed by project outcomes:

North Coast (Clatsop, Columbia, Tillamook, and western Washington counties)

Mid-Valley (Marion, Polk, and Yamhill counties)

South Valley/Mid Coast (Benton, Lane, Lincoln, and Linn counties)

South Coast—Umpqua (Coos, Curry, and Douglas counties)

Southern (Jackson and Josephine counties)

Metro (Clackamas, Multnomah, and Washington counties)

North Central (Hood River, Sherman, and Wasco Counties)

Central (Crook, Deschutes, and Jefferson counties)

South Central (Klamath and Lake counties)

Greater Eastern (Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, and Wheeler counties)

Northeast (Baker, Union, and Wallowa counties)

1. Please indicate if the project is **consistent with Business Oregon's strategic plan priorities** listed below. See [Business Oregon's Five Year Strategic Plan](#) to see the agency's priorities.

Innovate Oregon's Economy

Grow Small- and Middle-market Companies

Cultivate Rural Economic Stability

Advance Economic Opportunity for Underrepresented People

Ensure an Inclusive, Transparent, and Fiscally Healthy Agency

2. Identify the **Sustainable Community Objectives** addressed by the project.

Sustainable community objectives were adopted by the Oregon State Legislature as part of the Oregon Revised Statutes in the 2001 Legislative Session. Regional Solutions Teams use them as a guide in leveraging investments and achieving multiple project objectives.

Economy

A resilient economy that provides a diversity of good economic opportunities for all citizens.

Workers whose knowledge and skills are globally competitive and supported by life-long education.

Community

Independent and productive citizens.

Youth who are fully supported by strong families and communities.

Vital and active downtowns and main streets.

Efficient development that saves infrastructure investments and natural resources.

Quality affordable housing that is available to those who need it.

Environment

Healthy urban and rural watersheds and species abundance and diversity.

Clean and sufficient water for human and natural use.

Efficient use and reuse of resources, and the elimination of harmful toxins in the environment.

E. Project Description

Describe the "What" in the space allowed. Provide a brief, 4-5 sentence summary of the project and what the funds would be used for. Include a brief description of the goal and scope of the project, summarizing project implementation (e.g., planned infrastructure or activity).

F. Justification

Opportunity/Need—In the space allowed below, describe “Why” the project is needed. Identify the opportunity or need the project seeks to address as well as how it supports the Regional Solutions and Business Oregon priority(ies) (see pages 2-3). Provide data and/or a narrative substantiating the need.

Proposal/Solution—In the space allowed below, describe “How” the project would address the above opportunity/need.

3. **Funding Request.** All requests must be in the range of \$50,000 to \$1,000,000.
 - a. Funds requested:
 - b. All projects, but especially those whose project request is over \$200,000, are encouraged to define the minimum funds requested:
 - c. Describe what phase or portion of the work could be completed with the minimum request, or how the project would be altered to complete the project with the reduced amount:
4. Provide a list of letters that **demonstrate community support** for the project (list name and affiliation of sender). Attach copies of letters to your application (see Attachment D in the List of Attachments).

Name

Affiliation

5. Is the project included in any adopted Master Plans or regional or local economic development and/or strategic plans? Yes No

If yes, list them below.

6. Does the project benefit the Oregon economy by generating a net **increase in, or retention of, long-term jobs** (beyond short-term construction jobs) in the region directly impacted by the project?
Yes No

If yes, complete a., b. & c. below. (If this project advances to the Grant & Loan Review Committee, you may be asked to provide supplemental information.)

- a. Expected number of long-term (non-construction) jobs created or retained as a direct result of the project: jobs created jobs retained
- b. Expected average annual wage of long-term (non-construction) jobs created or retained:
- c. Provide a description of the types of jobs created and/or retained:

G. Project Work Plan

List project activity milestones/key tasks with estimated start and completion dates.

Activity	Estimated Start Date	Estimated Completion Date
Estimated Project Start Date		
Estimated Project Completion Date		

7. Describe any conditions that may affect the completion of the work plan. If applicable, describe any measures planned to mitigate these conditions.

H. Project Budget

Budget Line Item Below are general items most used (adjust budget items to suit the project).	Regional Infrastructure Fund	Other Funding	Total
Other			
Other			
Other			
Other			
Totals			

I. Details of Other Funding

Source of Other Funds (see Attachment C requirements in Section L. List of Attachments)	Amount	Status: C-Committed, AS-Application Submitted, AI-Application Invited, PS-Potential Source	Dates Required Funds will be Committed and Available
Totals			

J. Who Prepared the Cost Estimate for the Project?

Name

Title

Company

Phone Number

Date of project cost estimate

8. Does the project budget propose direct project management expenses? Yes No
(Direct project management is defined as expenses that will be incurred that are directly related to and necessary solely to support or manage project activities and are not routine or ongoing expenses of the municipality or expenses for current staff that are already included in the municipality's adopted budget.)

If yes, describe how the direct project management services will be provided:

9. Will the applicant own the facility/improvements once constructed? Yes No

If no, explain:

10. After project completion, who will assume responsibility for the ongoing operations and maintenance of the project?

11. After project completion, what will be the source(s) of funds for the ongoing operations and maintenance of the project?

12. Is the applicant (and final beneficiary/recipient) current on all taxes, fees, and debt payments?
Yes No

If no, explain:

K. Permits

List the permits and regulatory authorizations needed for the project to be ready to proceed with construction and indicate whether or not they have been obtained.

Permit Type	Review Agency	Status of Approval		If pending, anticipated approval date
		Obtained	Pending	
		Obtained	Pending	
		Obtained	Pending	
		Obtained	Pending	

13. List any other state or federal agencies involved with the project not included above:

L. List of Attachments

Required for	Attachment Description	For Office Use Only (X if Attached)
construction applications	A. Map(s) showing the location of the project, including tax lots/parcels, and road widths, etc. (refer to Section D. Project Overview).	
	B. Documentation from the appropriate entity (city or county planning department) that indicates that the project is a permitted use and consistent with the acknowledged local comprehensive plan (refer to Section D. Project Overview).	
all applications	C. Letters of commitment for other funds (refer to Section I. Details of Other Funding).	
	D. Letters of community support for the project (refer to question #4).	

M. General Certification

I certify to the best of my knowledge all information contained in this document, and any attachments, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

Yes, I am the highest elected official. (e.g., Mayor, Chair or President)

No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

The department will only accept applications with proper signature authority documentation.

Typed Signature

Date

Title

To submit an application, attach completed application and required attachments to an email and send to: Infrastructurefund.regional@oregon.gov

Or, print out a copy of completed form and mail it to:


Business Oregon
Regional Infrastructure Fund
775 Summer St NE, Suite 200
Salem OR 97301-1280

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject:

Travel & Adventure Tradeshow Evaluation

Recommended Motion:

Motion to accept the Travel & Adventure Tradeshow Event Evaluation report.

Financial Impact:

Funding was already allocated for this project.

Background/Discussion:

At the September 25, 2017 City Council meeting, Council authorized an allocation of \$1,745 in TOT funds for the City to participate in the Travel and Adventure Show in the San Francisco Bay Area over the weekend of February 16-17, 2018.

Staff participated in this event as a representative of the City of Brookings in conjunction with representatives from Gold Beach and Curry County. The booth promoted the entire South Coast region as the Wild Rivers Coast.

Total attendance at the event was 21,312. Over half the participants earned a household income of \$150-\$250 thousand. The 55-65 year old age group represented approximately 35 percent of the participants. Over 30 percent of participants indicated they expected to spend \$5-10 thousand on travel in 2018. The show's event summary is attached.

Specific to the Wild Rivers Coast's booth, Gold Beach had put together just over 1,000 give-away bags. All the bags were gone by mid-day on the second day, even with booth staff withholding the bags during the afternoon hours of the first day in order to conserve them for day two. Based on the dissemination of bags, staff estimates a total visitor count to the Wild Rivers Coast booth as at least 2,000 with a likelihood of up to 3,000.

Conversations with visitors to the booth typically involved an explanation of the represented area (many questions were about the Portland area, so booth staff would explain the south coast region), discussions of the scenic travel along Highway 101, amenities and sightseeing opportunities, and encouragement to visit. Many visitors to the booth related stories of previous visits to the area and along the coast.

Unfortunately, there is no mechanism to measure the success of this promotional opportunity i.e. no hard and fast numbers of tourist visits generated directly due to this event. But staff believes it has value particularly in concert with other advertising being conducted in northern California.

In consideration of participating again next year, Gold Beach has already reserved a booth to once again represent the Wild Rivers Coast. Additionally, a new tourism collaborative called the Southern Coast Tourism Group is proposing a more expanded regional effort whereby triple booth space would be reserved, and representatives from Bandon to Brookings would promote the area collectively, and presumably at a reduced cost. When full details emerge, Staff will bring the event back to TPAC for recommendation.

Attachment(s):

- a. Travel Adventure Show Results-Event Summary

TRAVEL & ADVENTURE SHOW®

SF/BAY AREA
FEBRUARY 17-18, 2018
SANTA CLARA CONVENTION CENTER
WWW.TRAVELSHOWS.COM

RESULTS - EVENT SUMMARY



FIND US:  /TravelandAdventureShow  @TravAdventure  /TravAdventure



2018 SF/BAY AREA TRAVEL & ADVENTURE SHOW

Date: February 17-18, 2018
Venue: Santa Clara Convention Center
Location: 5001 Great America Parkway
 Santa Clara, CA 95050
Halls: A-B-C-D – 108,000 sq. ft.

THANK YOU TO OUR SPONSORS

NATIONAL MEDIA SPONSOR:



SUPPORTING SPONSORS:



PHOTO BOOTH SPONSOR:



MEDIA SUPPORTER:



GLOBAL BEATS STAGE SPONSOR:



VIRTUAL REALITY ACTIVITY PAVILION:



TRAVEL INDUSTRY PARTNERS:



OFFICIAL PR PARTNER:



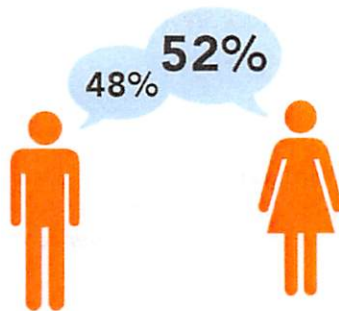
PRODUCED BY:



ATTENDANCE SUMMARY

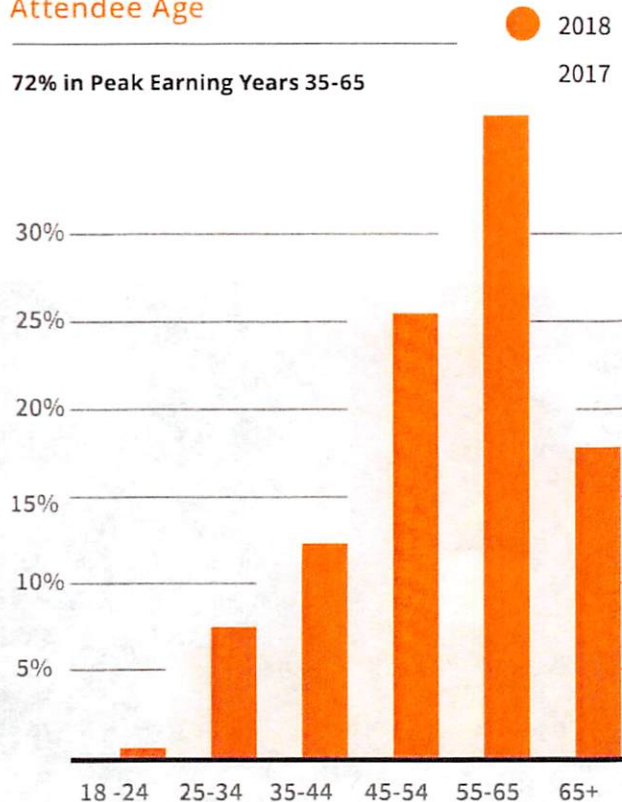
Attendance Summary	2018	2017
Total Attendance:	21,312	19,954
Travel Trade:	1,537	1,478
Travel Agents:	512	472
Press:	81	94

Attendee Gender



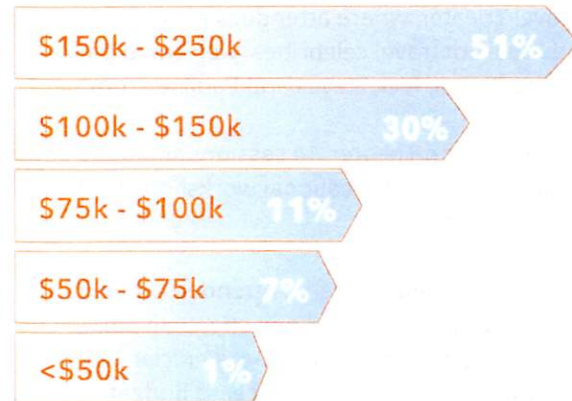
Attendee Age

72% in Peak Earning Years 35-65



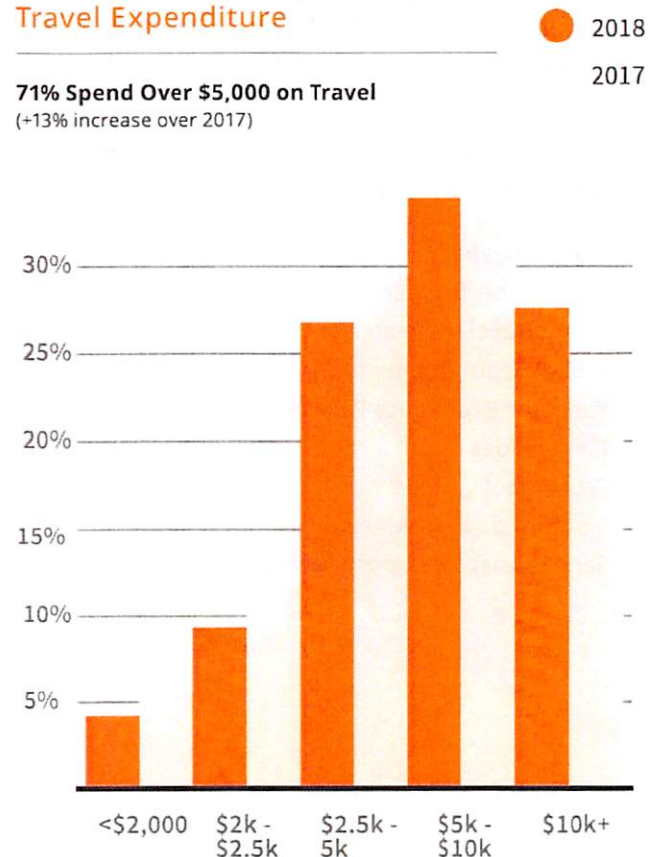
Household Income (HHI)

81% Earn Over \$75,000 (9% increase over 2017)



Travel Expenditure

71% Spend Over \$5,000 on Travel (+13% increase over 2017)



HEADLINE SPEAKERS & STAGES

In 2018, the SF/Bay Area Travel & Adventure Show provided new, updated content and speakers to engage attendees.

The Travel Theater, where attendees go for inspiration and advice from travel celebrities, welcomed back Samantha Brown, Rick Steves and Pauline Frommer.

At the Destination Theater, 14 sessions spanning both show days provided educational workshops based on specific destinations.

On the Savvy Traveler Theater, attendees enjoyed 10 sessions dedicated to providing actionable advice on how to travel safer, better, and more efficient. From packing tips and solo travel advice, to budget tips and travel photography, Travel & Adventure Show consumers packed the theater each day.

For those attendees searching for cultural experiences, the Global Beats Stage provided just that. With over 16 performances on the Global Beats Stage, attendees got a taste of faraway cultures from around the globe.

In addition to meeting with our vendors, attendees engaged in activities such as:

- + Travel Theater
- + Destination Theater
- + Savvy Traveler Theater
- + Global Beats Theater
- + Yosemite Experience Pavilion
- + Camel Rides
- + Scuba Pool
- + Visit Florida Keys & Key West Photo Booth
- + San Francisco Passport Agency

Keynote Speakers Included:



Samantha Brown
Host, PBS' Places to Love



Rick Steves
Travel Writer, Host of Rick Steves Europe and Travel with Rick Steves



Pauline Frommer
Editorial Director of the Frommer's Guides and Publisher of Frommers.com



PROMOTION SUMMARY

For the 2018 Travel Show Season, the Marketing Team was tasked with not only increasing attendance, but also increasing the quality of attendees who walked through the show doors.

Broadcast Television:

2018 SF/Bay Area show's television mix was one of the strongest ever. Between NBC, CBS and ABC, over 430 commercials ran, complimented with digital ads from each station, resulting in 18.332 million impressions served over a 10 day flight. This resulted in a 4% increase in impressions year over year.



Radio:

Between KCBS, KOIT, and the Total Traffic & Weather network (9 stations), over 180 radio spots ran over the span of two and a half weeks. Over 3.954 million radio impressions were served, resulting in a 36% increase from 2017.



Out of Home:

Strategically placed along freeways in the Bay Area's affluent pockets, 5 illuminated static billboards and 3 illuminated posters targeted local commuters. Over 11 million impressions were served to drivers traveling in both directions, resulting in a 172% increase in overall impressions year over year.



Digital Campaign:

In addition to digital campaigns with TV and radio partners, an outside digital marketing agency, AdTaxi, put together a campaign that spanned across social media, banner ads, and search marketing. The results? Over 2.5 million digital impressions to qualified prospects that met the Travel & Adventure Show's demographic.

Media Coverage:

In the weeks leading up to the event, various print and radio interviews were set up with exhibitors, speakers, and Travel Show Management. NBC came to the convention center early on Friday morning, February 16th and held a taped Media Morning that was re-purposed throughout the weekend.



PROMOTION SUMMARY - CONTINUED

FACEBOOK:

Within the week leading up to, and including the SF/Bay Area event, The Travel & Adventure Show Facebook advertising campaign targeted Bay Area travelers, promoting event speakers, sponsors and exhibitors. These posts reached 245,190 users, while creating 268,500 unique Impressions and 10,740 engaged users drawing more attention to the event.



TWITTER:

By engaging celebrity speakers, local and national bloggers and industry professionals, @TravAdventure created 60K impressions. The Bay Area hashtag, #BayAreaTravelShow, was used in over 160 posts by over 100 users, reaching over 400,000 users and created over 650K impressions.



INSTAGRAM:

The #BayAreaTravelShow reached over 63,000 SF/Bay Area Instagram users and created over 122,500 impressions. #BayAreaTravelShow was used in over 100 posts throughout the week by SF/Bay Area Travel & Adventure Show attendees, resulting in over 2,500 likes/ video views and over 200 comments.



"The shows have been incredible! The traffic yesterday was non-stop. It has been a huge success for our agents and consumers. We have a great relationship with the Travel & Adventure Show." – Julianne McDermott, Cruise Planners

"This is our first time exhibiting. We have had a lot of very interested people. The venue is nice, too. The Bay Area is a good region to find qualified buyers. It helps to speak with people face to face." – Terry, Salmon Catcher Lodge

"This show has been great. Exhibiting in the Bay Area makes a lot of sense for our destination. We've had good engagement and we're on track to hand out everything we brought. We love speaking with consumers directly to see what they think. Show management has been very good to work with." – Visit Redding

"This show has been good. There's been lots of traffic. We tend to find more qualified people here in a higher income bracket than other events we participate in." – Charlie Blackburn, Klamath

JOIN US NEXT YEAR IN THESE MARKETS

TRAVEL & ADVENTURE SHOW®

INTERESTED IN EXHIBITING/SPONSORING:

P: 203-878-2577

E: SALES@TRAVELSHOWS.COM

WWW.TRAVELSHOWS.COM

NATIONAL MEDIA SPONSOR:

*1000
travel tips*
For Every Kind Of Traveler

PRODUCED BY:

Unicomm
Events For New Business

CHICAGO

JANUARY 12-13, 2019

SAN DIEGO

JANUARY 19-20, 2019

BOSTON

FEBRUARY 9-10, 2019

LOS ANGELES

FEBRUARY 16-17, 2019

DENVER

FEBRUARY 23-24, 2019

PHILADELPHIA

MARCH 9-10, 2019

WASHINGTON D.C.

MARCH 16-17, 2019

SF/BAY AREA

MARCH 23-24, 2019

DALLAS

MARCH 30-31, 2019

FIND US:



/TravelandAdventureShow



@TravAdventure



/TravAdventure

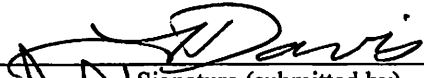
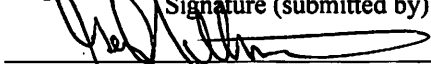


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject: Transient Occupancy Tax (TOT) Fund Allocation for the 79th Annual Azalea Festival.

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee (TPAC): Motion to allocate \$2,000 to the 79th Annual Azalea Festival event.

Financial Impact:

\$2,000 allocated from TOT revenues set-aside for tourism promotion.

Background/Discussion:

Members of the Chamber of Commerce overseeing the organization of the Azalea Festival and Parade, submitted a request for up to \$6,000 in funding assistance for its event scheduled for Memorial Day weekend, May 24-28, 2018. The funds may be used to cover downtown entertainment, dumpsters, port-o-pots, promotional items, transportation, and special sub-events within the event. Organizers indicate an effort to provide activities and entertainment inside the City limits which will encourage visitors to remain after the parade concludes.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at its meeting of April 12, 2018. At that meeting, TPAC recommended in a 5-1 vote to grant \$2,000 in TOT funding to the 79th Annual Azalea Festival event.

Attachment(s):

- a. Event Funding Application

Event Title: Azalea Festival 79th Annual Amount Requested \$ 6,000 TBD ^{up to}

Organization: Brookings Harbor Chamber of Commerce ^{as needed}

Event Description: Brookings longest running community event. Saturday
Parade including out of area entries, see attached draft schedule.

Event Date/s: May 24th - 28th 2018

Location: Brookings/Harbor downtown, Azalea Park Location secured? Yes ☒ No ☐
Port of Brookings

Event Goals: Re-establish vendors/vendors to downtown to invite tourists
+ locals to linger/shop post parade. Support port located events
and Local Memorial Day weekend activities as needed.

How will this event be sustained after the first year? TBD, For 2018 the goal is to sustain and augment previous, and
some new (Fireman's Games) weekend activities

Sponsors/Investors: No specific major sponsors, various businesses continue to contribute to
organizations on individual basis (CTR/CBS Curry Electric - TBD)

Event Budget City of Brookings fees waived

Income		Expenses	
Fees Collected	<u>750 Shrimp Feed Sales Small /</u> <u>\$650 Vendor fees</u>	Band Fees/Sat Park	<u>1000</u>
Admissions	<u>\$ 0</u>	Facility/Venue Costs	<u>\$</u>
Concessions	<u>\$ 0</u>	CTR - Dumpsters	<u>\$ 900</u>
		Porta Potty Insurance	<u>\$ 250</u>
		Disc Golf Promo Materials	<u>\$ 500</u>
		T-shirt Discs	<u>\$ 1,500</u>
		Parade Trailing	<u>\$ 100</u>
		Shrimp Feed	<u>\$ 1,000</u>
		Supplies	<u>\$</u>
		Curry Area	<u>\$ 600</u>
		Transit/Driver	<u>\$</u>
TOTAL	<u>\$</u>	TOTAL	<u>\$</u>

How do you intend to evaluate the success of your event and determine the number of out of town visitors?
Feedback from various city depts, area businesses/organizations
Hotel bed-tax counts

Contact Person: Terry Law / Greg Williams / Brandon Hodges - BH COC Board

Phone: 541-254-0892 / 707-954-4445 Email: jlaw58@gmail.com ⁵⁴¹⁻⁴⁶⁹⁻⁵³²⁵

Mailing Address: PO Box 940, Br OR 97415 brandon.hodges@edwardjones.com

If more space is required please attach additional pages

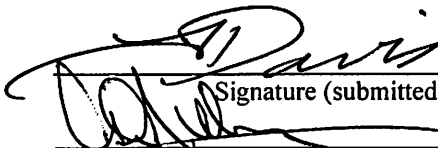

Please cc: cgriffith@currypilot.com ^{EXHIBIT B}

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2018

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject: Transient Occupancy Tax (TOT) Fund Allocation for Chamber of Commerce Map Distribution

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee (TPAC): Motion to allocate \$1206.30 to distribute the Chamber of Commerce Map to visitors' centers.

Financial Impact:

\$1206.30 allocated from TOT revenues set-aside for tourism promotion.

Reviewed by Finance & Human Resources Director:



Background/Discussion:

A Certified Folder Display representative approached Staff regarding renewing the City's participation in distributing the Chamber of Commerce map. The map will be distributed to visitors' centers for a period of six months.

On March 26, 2018, Council approved placement of a promotional ad in this map. Last year, on May 8, 2017, Council approved the initial agreement with Certified Folder for a six-month distribution at a cost of \$1150.80.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at its meeting of April 12, 2018. At that meeting, TPAC voted 4-2 to recommend renewing the agreement to fund distribution of the Chamber of Commerce map at a cost of \$1206.30.

Attachment(s):

- a. Distribution Service Agreement

City of Brookings

CITY COUNCIL MEETING MINUTES

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

Monday, April 9, 2018

Call to Order

Mayor Pieper called the meeting to order at 7:05 PM.

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Roger Thompson and Dennis Triglia present; a quorum present.

Staff present: Finance & Human Resources Director Janell Howard, Parks & Planning Manager Tony Baron, City Recorder Teri Davis, and Administrative Aide Rita Ritz.

Media Present: No media present

Others Present: Seven audience members.

Addition to Agenda

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously to add Earth Day Proclamation to the agenda prior to Oral Requests and Communications.

Earth Day Proclamation

Councilor Triglia presented the staff report.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously to authorize Mayor Pieper to sign the City of Brookings 2018 Earth Day Proclamation.

Mayor Pieper read the proclamation.

The staff report and proclamation were entered into record.

Oral Requests and Communications from the audience

1. There was no one requesting to address Council

Staff Reports

Azalea Park Lighting

Parks & Planning Manager Baron presented the staff report.

Leslie Wilkinson, representing Nature's Coastal Holiday, addressed Council regarding the donation and about upcoming fundraising efforts.

Councilor Triglia moved, Councilor Thompson seconded and Council voted unanimously to accept the a donation of \$13,060 from Nature’s Coastal Holiday to purchase and install parking lot lighting in Azalea Park.

Chetco Bar Fire Economic Impact ECONorthwest Contract

City Recorder Davis presented the staff report.

Jeri Lynn Thompson addressed Council requesting information about the Governor’s Task Force on the Chetco Bar Fire.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously to authorize the City Manager to execute a contract for services with ECONorthwest for the Chetco Bar Fire Economic Impact Analysis and Recovery Plan.

Transportation Growth Management Grant

City Recorder Davis presented the staff report.

Council discussed potential delays in airport ownership and discussed specific verbiage of the Letter of Support.

Councilor Thompson moved, Councilor Hodges seconded and Council voted unanimously to authorize the Mayor to submit a Letter of Support for the Transportation Growth Management grant application for the Brookings Airport Industrial Park Transportation and Land Use Plan.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously to authorize staff submittal of a Transportation Growth Management grant application for funding of up to \$75,000 for the Brookings Airport Industrial Park Transportation and Land Use Plan.

Consent Calendar

1. Approve Council minutes for March 26, 2018.
2. Accept Planning Commission minutes for January 25, 2018.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously to approve the Consent Calendar.

Remarks from Mayor and Councilors

Councilor Hodges spoke of the passing of two long-time Brookings residents, Norma Fitzgerald and Linda Timeus. He noted they will be missed.

Adjournment to Executive Session

At 7:35 p.m., Mayor Pieper advised Council would move back into Executive Session. The formal Council Meeting would reconvene for adjournment following the conclusion of the Executive Session.

The formal Council Meeting reconvened at 8:54 p.m.

Adjournment

Councilor Thompson moved, Councilor Hamilton seconded, and Mayor Pieper adjourned the meeting at 8:54 p.m.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2018:

Jake Pieper, Mayor

Teri Davis, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – March 8, 2018

CALL TO ORDER

Meeting called to order at 4:03 PM

1. ROLL CALL

Present: Committee members Angi Christian, Candice Michel, Bob Pieper, and Skip Watwood.
Also present: Staff Committee Liaison Teri Davis

2. APPROVAL OF MINUTES –

- a. Motion made by Candice Michel to approve the minutes of February 8, 18, motion seconded by Angi Christian and Committee voted; the motion carried unanimously.**

3. Public Comment – There was no one present to address the Committee on non-agenda items.

4. ACTION ITEMS

- a. Wild Rivers Mushroom Festival** – Kathleen Dickson presented the request

- Event is being increased to two days
- More out of area marketing to be performed
- Candice Michel suggested promoting it through the City's Spectrum Digital advertising

Motion made by Candice Michel to approve the funding request, motion seconded by Angi Christian and Committee voted; the motion carried unanimously.

- b. Chamber of Commerce Map Advertisement** – Teri Davis presented the request

- Two size options were presented at prices of either \$995 or \$595

Motion made by Candice Michel to approve the funding request at the double ad size costing \$995, motion seconded by Angi Christian and Committee voted; the motion carried unanimously.

5. INFORMATIONAL ITEMS

- a. Event Calendar** – not presented

- b. Budget Status & Internet Hit Info** – Committee reviewed the budget status and the internet hits for the month

7. SCHEDULE NEXT MEETING – Next meeting scheduled for April 12, 2018.

8. ADJOURNMENT – with no further business before the Committee, meeting adjourned at 4:35 pm.

Respectfully submitted,



Skip Watwood, Chair

(approved at April 12, 2018 meeting)

City of Brookings Safety Committee 2017 Year Report

To Mayor, City Councilors, and City Manager Gary Milliman

The City of Brookings Safety Committee meets once a month and is made up of seven employees from each department to maintain and ensure workplace safety. Current members are: John Wimberley - Public Works, Garrett Thomson - Building, Dennis Tippetts - Parks, Travis Wright – Police, Jim Watson – Fire, Lu Ehlers- Finance, and Lauri Ziemer – Public Works Administration.

In 2017 Committee members conducted monthly safety reviews following the CIS Occupational Safety & Health Manual. Each month specific chapters were reviewed to ensure that procedures are being followed per CIS standards by the appropriate departments that they apply to.

Other items the committee completed during the year include:

Reviewed Workers Comp reports, discussed ways to decrease incidents from reoccurring and contacted department supervisors of measures to be taken to try to eliminate reoccurrence.

Conducted quarterly safety inspections at the Wastewater Treatment Plant, Water Intake Facility, Public Works Yards, Parks and Swimming Pool, Police, Fire and City Hall. Safety issues were noted and department heads notified of safety concerns. All items that can be corrected have been by the departments and items that cannot be corrected due to budget constraints within a department are being addressed through upcoming budget funding.

Conducted Respirator Screening Protection Program to ensure health of Public Works employees and make them aware of possible medical issues before they become a problem. Public Works employees also participated in Asbestos Training, Confined Space and Trench & Excavation Training sessions.

Conducted yearly fire drill evacuation for City Hall and Public Works employees – after which fire extinguisher and AED equipment use was demonstrated to all employees.

Planned 2018 Safety Day event for all employees to receive safety, CPR and CIS training information.

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,914,282.00	111,897.50	2,755,973.07	158,308.93	94.6
LICENSES AND PERMITS	110,900.00	5,616.64	84,657.22	26,242.78	76.3
INTERGOVERNMENTAL	227,300.00	6,167.45	113,569.77	113,730.23	50.0
CHARGES FOR SERVICES	165,000.00	6,964.62	115,941.92	49,058.08	70.3
OTHER REVENUE	171,000.00	1,889.57	119,833.03	51,166.97	70.1
TRANSFERS IN	488,587.00	.00	.00	488,587.00	.0
	<u>4,077,069.00</u>	<u>132,535.78</u>	<u>3,189,975.01</u>	<u>887,093.99</u>	<u>78.2</u>
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	24,561.00	1,963.86	18,163.66	6,397.34	74.0
MATERIAL AND SERVICES	11,850.00	490.00	6,330.52	5,519.48	53.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>36,411.00</u>	<u>2,453.86</u>	<u>24,494.18</u>	<u>11,916.82</u>	<u>67.3</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	194,964.00	15,133.62	162,081.27	32,882.73	83.1
MATERIAL AND SERVICES	98,400.00	8,402.21	93,246.53	5,153.47	94.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>293,364.00</u>	<u>23,535.83</u>	<u>255,327.80</u>	<u>38,036.20</u>	<u>87.0</u>
POLICE:					
PERSONAL SERVICES	2,114,007.00	166,354.53	1,497,062.51	616,944.49	70.8
MATERIAL AND SERVICES	170,800.00	3,678.02	108,099.05	62,700.95	63.3
CAPITAL OUTLAY	.00	.00	14,306.93	(14,306.93)	.0
DEBT SERVICE	55,150.00	.00	20,374.46	34,775.54	36.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,339,957.00</u>	<u>170,032.55</u>	<u>1,639,842.95</u>	<u>700,114.05</u>	<u>70.1</u>
FIRE:					
PERSONAL SERVICES	187,554.00	14,453.10	133,865.17	53,688.83	71.4
MATERIAL AND SERVICES	103,000.00	5,974.48	56,516.16	46,483.84	54.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	45,519.00	.00	38,047.96	7,471.04	83.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>336,073.00</u>	<u>20,427.58</u>	<u>228,429.29</u>	<u>107,643.71</u>	<u>68.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	174,119.00	9,536.96	108,358.33	65,760.67	62.2
MATERIAL AND SERVICES	90,800.00	632.72	9,848.21	80,951.79	10.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	264,919.00	10,169.68	118,206.54	146,712.46	44.6
PARKS & RECREATION:					
PERSONAL SERVICES	246,173.00	17,138.56	162,618.10	83,554.90	66.1
MATERIAL AND SERVICES	87,200.00	5,101.47	69,800.04	17,399.96	80.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	49,000.00	.00	32,255.04	16,744.96	65.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	382,373.00	22,240.03	264,673.18	117,699.82	69.2
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	194,630.00	16,121.66	143,173.30	51,456.70	73.6
MATERIAL AND SERVICES	33,700.00	1,221.60	20,564.02	13,135.98	61.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	228,330.00	17,343.26	163,737.32	64,592.68	71.7
SWIMMING POOL:					
PERSONAL SERVICES	61,112.00	.00	51,286.17	9,825.83	83.9
MATERIAL AND SERVICES	43,000.00	3,520.02	18,856.41	24,143.59	43.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	104,112.00	3,520.02	70,142.58	33,969.42	67.4
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	145,500.00	10,436.34	65,994.43	79,505.57	45.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	243,500.00	.00	.00	243,500.00	.0
CONTINGENCIES AND RESERVES	652,530.00	.00	.00	652,530.00	.0
	1,041,530.00	10,436.34	65,994.43	975,535.57	6.3
	5,027,069.00	280,159.15	2,830,848.27	2,196,220.73	56.3
	(950,000.00)	(147,623.37)	359,126.74	(1,309,126.74)	37.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2018

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	485,000.00	34,163.84	270,736.63	214,263.37	55.8
OTHER REVENUE	13,650.00	84.00	8,196.53	5,453.47	60.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>498,650.00</u>	<u>34,247.84</u>	<u>278,933.16</u>	<u>219,716.84</u>	<u>55.9</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	205,515.00	12,294.58	135,308.85	70,206.15	65.8
MATERIAL AND SERVICES	205,000.00	42,396.51	155,011.01	49,988.99	75.6
CAPITAL OUTLAY	107,000.00	419.90	8,414.90	98,585.10	7.9
DEBT SERVICE	27,583.00	360.15	3,241.29	24,341.71	11.8
TRANSFERS OUT	31,582.00	.00	.00	31,582.00	.0
CONTINGENCIES AND RESERVES	121,970.00	.00	.00	121,970.00	.0
	<u>698,650.00</u>	<u>55,471.14</u>	<u>301,976.05</u>	<u>396,673.95</u>	<u>43.2</u>
	<u>698,650.00</u>	<u>55,471.14</u>	<u>301,976.05</u>	<u>396,673.95</u>	<u>43.2</u>
	<u>(200,000.00)</u>	<u>(21,223.30)</u>	<u>(23,042.89)</u>	<u>(176,957.11)</u>	<u>(11.5)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,637,000.00	115,365.01	1,232,882.48	404,117.52	75.3
OTHER INCOME	54,500.00	2,575.00	42,677.98	11,822.02	78.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,691,500.00</u>	<u>117,940.01</u>	<u>1,275,560.46</u>	<u>415,939.54</u>	<u>75.4</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	361,597.00	26,989.10	234,237.09	127,359.91	64.8
MATERIAL AND SERVICES	197,500.00	13,510.09	149,226.19	48,273.81	75.6
CAPITAL OUTLAY	50,000.00	1,795.23	26,249.86	23,750.14	52.5
DEBT SERVICE	14,900.00	398.39	3,585.52	11,314.48	24.1
	<u>623,997.00</u>	<u>42,692.81</u>	<u>413,298.66</u>	<u>210,698.34</u>	<u>66.2</u>
WATER TREATMENT:					
PERSONAL SERVICES	311,891.00	22,362.98	218,655.08	93,235.92	70.1
MATERIAL AND SERVICES	242,000.00	30,936.42	175,228.63	66,771.37	72.4
CAPITAL OUTLAY	20,500.00	.00	2,384.49	18,115.51	11.6
DEBT SERVICE	14,900.00	398.39	3,585.52	11,314.48	24.1
TRANSFERS OUT	589,386.00	.00	.00	589,386.00	.0
CONTINGENCIES AND RESERVES	178,826.00	.00	.00	178,826.00	.0
	<u>1,357,503.00</u>	<u>53,697.79</u>	<u>399,853.72</u>	<u>957,649.28</u>	<u>29.5</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,981,500.00</u>	<u>96,390.60</u>	<u>813,152.38</u>	<u>1,168,347.62</u>	<u>41.0</u>
	<u>(290,000.00)</u>	<u>21,549.41</u>	<u>462,408.08</u>	<u>(752,408.08)</u>	<u>159.5</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,129,300.00	250,286.91	2,342,378.46	786,921.54	74.9
OTHER REVENUE	10,000.00	.00	9,265.74	734.26	92.7
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,134,800.00</u>	<u>250,286.91</u>	<u>2,351,644.20</u>	<u>783,155.80</u>	<u>75.0</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	528,144.00	36,465.97	360,169.52	167,974.48	68.2
MATERIAL AND SERVICES	243,700.00	23,638.23	113,785.61	129,914.39	46.7
CAPITAL OUTLAY	15,000.00	10,260.00	12,644.49	2,355.51	84.3
DEBT SERVICE	14,900.00	398.39	3,585.53	11,314.47	24.1
TRANSFERS OUT	6,285.00	.00	.00	6,285.00	.0
	<u>808,029.00</u>	<u>70,762.59</u>	<u>490,185.15</u>	<u>317,843.85</u>	<u>60.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	536,014.00	40,361.75	370,009.51	166,004.49	69.0
MATERIAL AND SERVICES	582,300.00	57,855.89	375,598.13	206,701.87	64.5
CAPITAL OUTLAY	10,000.00	.00	2,384.49	7,615.51	23.8
DEBT SERVICE	14,900.00	398.39	3,585.53	11,314.47	24.1
TRANSFERS OUT	1,373,725.00	.00	.00	1,373,725.00	.0
CONTINGENCIES AND RESERVES	314,332.00	.00	.00	314,332.00	.0
	<u>2,831,271.00</u>	<u>98,616.03</u>	<u>751,577.66</u>	<u>2,079,693.34</u>	<u>26.6</u>
	<u>3,639,300.00</u>	<u>169,378.62</u>	<u>1,241,762.81</u>	<u>2,397,537.19</u>	<u>34.1</u>
	<u>(504,500.00)</u>	<u>80,908.29</u>	<u>1,109,881.39</u>	<u>(1,614,381.39)</u>	<u>220.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2018

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	534,592.00	20,087.96	543,175.53	(8,583.53)	101.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	3,000.00	.73	4,516.71	(1,516.71)	150.6
	<u>537,592.00</u>	<u>20,088.69</u>	<u>547,692.24</u>	<u>(10,100.24)</u>	<u>101.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	.00	3,241.02	31,758.98	9.3
CAPITAL OUTLAY	391,853.00	.00	.00	391,853.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	450,739.00	.00	.00	450,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>877,592.00</u>	<u>.00</u>	<u>3,241.02</u>	<u>874,350.98</u>	<u>.4</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>877,592.00</u>	<u>.00</u>	<u>3,241.02</u>	<u>874,350.98</u>	<u>.4</u>
	<u>(340,000.00)</u>	<u>20,088.69</u>	<u>544,451.22</u>	<u>(884,451.22)</u>	<u>160.1</u>