

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, October 28, 2019, 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

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. Dani Padilla, Park Manager – Loeb State Park

E. Oral Requests and Communications from the audience

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

F. Consent Calendar

1. Approve Council minutes for October 14, 2019 [Pg. 2]
2. Accept TPAC Committee minutes for September 12, 2019 [Pg. 4]
3. Receive monthly financial report for September 2019 [Pg. 4]
4. Festival of Art in Stout Park Evaluation [Pg. 11]

G. Staff Reports Public Hearings/Ordinances/Resolutions/Final Orders

1. Fee Waiver Request from Curry County [City Manager, Pg. 15]
 - a. Request Letter October 15, 2019 [Pg. 16]
 - b. Updated Request letter dated October 22, 2019 [Pg. 18]
 - c. City Utility Service Request Form and SDC calculation [Pg. 19]
 - d. Pictures of the Head Start Building from 2014, prior to recent improvement [Pg. 21]
2. RFP SDC Study [City Manager, Pg. 23]
 - a. Draft Request for Proposal [Pg. 24]

H. Remarks from Mayor and Councilors

I. 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 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings CITY COUNCIL MEETING MINUTES

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

Monday, October 14, 2019

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges and John McKinney and Ron Hedenskog; a quorum present

Staff present: City Manager Janell Howard and Deputy Recorder Rita Ritz.

Media Present: None present

Others Present: Approximately 15 audience members

Ceremonies/Appointments/Announcements

Red Ribbon Week Proclamation

-Mayor Pieper read the proclamation and presented it to Jo Atherton.

-Ms. Atherton addressed Council thanking them for their support.

Appointment Julie Retherford to Budget Committee

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to appoint Julie Retherford to Budget Committee.

Appointment of William Dundom to Planning Commission

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to appoint William Dundom to Planning Commission.

Yard of the Month

Mayor Pieper announced the Yard of the Month award recipient for Best Residential – Les Barrigar at 96465 Ridgeway Street and Best Commercial – Semi Aquatic Gallery at 654 Chetco Avenue.

Scheduled Public Appearances

Virginia (Ginny) Williams, Chief Executive Officer of Curry Health Network

Virginia (Ginny) Williams, Chief Executive Officer of Curry Health Network presented a slideshow and provided an update regarding the conversion of Curry Medical Center to Emergency Care facility.

Oral Requests and Communications from the audience

No one requested to address Council regarding non-agenda items.

Consent Calendar

1. Approve Council minutes for September 23, 2019
2. Accept Parks and Recreation Committee minutes for July 25, 2019
3. Accept Planning Commission minutes for September 3, 2019
4. Reschedule November 11th Meeting for November 12, 2019
5. Cancel November 25, 2019 Regular Council Meeting
6. Cancel December 23, 2019 Regular Council Meeting

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

Staff Reports

Adoption of 2019-21 Strategic Plan

City Manager Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt the 2019-2021 Strategic Plan.

Appointing City Representative to the Border Coast Regional Airport Authority

City Manager Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to authorize to adopt Resolution 19-R-1168.

Remarks from Mayor and Councilors

No Remarks from Councilors

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and with all Councilors in favor Mayor Pieper adjourned the meeting at 7:37 p.m.

Respectfully submitted:

ATTESTED:
this 28th day of October 2019:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – September 12, 2019

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Tim Kennedy, Bob Pieper, Dane Tippman and Skip Watwood

Absent: Sonya Billington, Matt Honeycutt

Also present: Staff Committee Liaison Lauri Ziemer, City Manager Janell Howard

2. APPROVAL OF MINUTES

Motion made by Skip Watwood to approve the minutes of August 8, 2019 with the correction of a scrivener's error; motion seconded by Dane Tippman, Committee voted and the motion carried 5-0.

- 3. PUBLIC COMMENT** – Kathleen Dickson invited TPAC members to the upcoming September 19th Oregon Regional South Coast Network meeting in Gold Beach to meet regional representatives and to know more about what is going on.

4. ACTION ITEMS - None

5. INFORMATIONAL ITEMS

- a. Azalea Festival Event Evaluation – David Allen and Clar Byers, Chamber representatives provided a review of the Azalea Festival. They noted the street fair and parade both had an increase in participants this year and estimated @6,000 people attended over the four day event. Committee questioned if the event was as successful as it could be and has been in the past or if more could be done to attract more people to the events. Janell suggested event coordination and planning begin sooner and wondered if the Chamber would be interested in allowing the City to provide personnel to coordinate event planning and provide organization of all the stakeholders involved in the event. David to consult further with the Chamber and advise. Clarification of expenses/revenue was requested and Chamber will provide at a future meeting.
- b. TPAC Budget - Committee reviewed budget Barbara questioned OCVA membership fees and what benefits membership provides, question to be forwarded to Janell.

- 6. Committee Comments on Non-Agenda Items** – Tim wondered if TPAC funds could be used to hire a consultant to determine what type of events people want to attend.

Barbara provided info on a "Circles in the Sand" event that has been conducted in coastal areas and might be something event organizers could pursue here during shoulder/off season.

- 7. SCHEDULE NEXT MEETING** – Next meeting scheduled for October 10, 2019.

- 8. ADJOURNMENT** – with no further business the meeting adjourned at 5:36 pm.

Respectfully submitted,


Skip Watwood, Chair

(approved at October 10, 2019 meeting)

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,236,390.00	70,973.02	241,266.89	2,995,123.11	7.5
LICENSES AND PERMITS	128,000.00	14,103.68	62,638.64	65,361.36	48.9
INTERGOVERNMENTAL	286,800.00	11,166.96	47,850.50	238,949.50	16.7
CHARGES FOR SERVICES	246,000.00	8,005.50	136,960.90	109,039.10	55.7
OTHER REVENUE	197,383.00	23,554.80	60,311.19	137,071.81	30.6
TRANSFERS IN	517,067.00	.00	.00	517,067.00	.0
	<u>4,611,640.00</u>	<u>127,803.96</u>	<u>549,028.12</u>	<u>4,062,611.88</u>	<u>11.9</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	31,872.00	1,622.19	5,752.20	26,119.80	18.1
MATERIAL AND SERVICES	12,850.00	443.42	1,375.23	11,474.77	10.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>44,722.00</u>	<u>2,065.61</u>	<u>7,127.43</u>	<u>37,594.57</u>	<u>15.9</u>
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	349,616.00	27,210.69	83,598.62	266,017.38	23.9
MATERIAL AND SERVICES	175,200.00	4,415.27	38,590.47	136,609.53	22.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>524,816.00</u>	<u>31,625.96</u>	<u>122,189.09</u>	<u>402,626.91</u>	<u>23.3</u>
POLICE:					
PERSONAL SERVICES	2,240,968.00	175,487.74	540,077.71	1,700,890.29	24.1
MATERIAL AND SERVICES	183,300.00	20,621.30	55,828.58	127,471.42	30.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	18,759.24	27,663.86	40,203.14	40.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,492,135.00</u>	<u>214,868.28</u>	<u>623,570.15</u>	<u>1,868,564.85</u>	<u>25.0</u>
FIRE:					
PERSONAL SERVICES	207,351.00	16,342.60	50,809.54	156,541.46	24.5
MATERIAL AND SERVICES	100,000.00	3,585.56	24,462.01	75,537.99	24.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,579.00	.00	.00	30,579.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>337,930.00</u>	<u>19,928.16</u>	<u>75,271.55</u>	<u>262,658.45</u>	<u>22.3</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	228,662.00	15,806.19	53,007.15	175,654.85	23.2
MATERIAL AND SERVICES	90,800.00	2,147.88	7,579.32	83,220.68	8.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>319,462.00</u>	<u>17,954.07</u>	<u>60,586.47</u>	<u>258,875.53</u>	<u>19.0</u>
PARKS & RECREATION:					
PERSONAL SERVICES	270,876.00	20,133.96	64,485.56	206,390.44	23.8
MATERIAL AND SERVICES	105,500.00	7,635.66	23,060.44	82,439.56	21.9
CAPITAL OUTLAY	35,000.00	.00	7,996.00	27,004.00	22.9
DEBT SERVICE	74,384.00	4,031.88	12,095.64	62,288.36	16.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>485,760.00</u>	<u>31,801.50</u>	<u>107,637.64</u>	<u>378,122.36</u>	<u>22.2</u>
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	19.61	83.83	(83.83)	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>19.61</u>	<u>83.83</u>	<u>(83.83)</u>	<u>.0</u>
SWIMMING POOL:					
PERSONAL SERVICES	71,087.00	5,542.81	68,904.67	2,182.33	96.9
MATERIAL AND SERVICES	39,000.00	6,083.83	16,915.85	22,084.15	43.4
CAPITAL OUTLAY	.00	.00	919.97	(919.97)	.0
	<u>110,087.00</u>	<u>11,626.64</u>	<u>86,740.49</u>	<u>23,346.51</u>	<u>78.8</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	161,600.00	4,236.60	17,014.42	144,585.58	10.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	622,239.00	.00	.00	622,239.00	.0
CONTINGENCIES AND RESERVES	632,889.00	.00	.00	632,889.00	.0
	<u>1,416,728.00</u>	<u>4,236.60</u>	<u>17,014.42</u>	<u>1,399,713.58</u>	<u>1.2</u>
	<u>5,731,640.00</u>	<u>334,126.43</u>	<u>1,100,221.07</u>	<u>4,631,418.93</u>	<u>19.2</u>
	<u>(1,120,000.00)</u>	<u>(206,322.47)</u>	<u>(551,192.95)</u>	<u>(568,807.05)</u>	<u>(49.2)</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	795,000.00	45,796.11	120,676.82	674,323.18	15.2
OTHER REVENUE	14,650.00	1,232.00	8,266.33	6,383.67	56.4
TRANSFER IN	.00	.00	.00	.00	.0
	<u>809,650.00</u>	<u>47,028.11</u>	<u>128,943.15</u>	<u>680,706.85</u>	<u>15.9</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	208,899.00	15,591.07	48,525.33	160,373.67	23.2
MATERIAL AND SERVICES	208,000.00	3,312.24	27,651.95	180,348.05	13.3
CAPITAL OUTLAY	329,450.00	1,586.00	1,586.00	327,864.00	.5
DEBT SERVICE	22,149.00	1,506.76	4,520.28	17,628.72	20.4
TRANSFERS OUT	156,747.00	.00	.00	156,747.00	.0
CONTINGENCIES AND RESERVES	119,405.00	.00	.00	119,405.00	.0
	<u>1,044,650.00</u>	<u>21,996.07</u>	<u>82,283.56</u>	<u>962,366.44</u>	<u>7.9</u>
	<u>1,044,650.00</u>	<u>21,996.07</u>	<u>82,283.56</u>	<u>962,366.44</u>	<u>7.9</u>
	<u>(235,000.00)</u>	<u>25,032.04</u>	<u>46,659.59</u>	<u>(281,659.59)</u>	<u>19.9</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,725,000.00	152,289.64	540,115.65	1,184,884.35	31.3
OTHER INCOME	53,000.00	8,704.50	17,029.82	35,970.18	32.1
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,778,000.00</u>	<u>160,994.14</u>	<u>557,145.47</u>	<u>1,220,854.53</u>	<u>31.3</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	372,792.00	28,503.55	88,042.95	284,749.05	23.6
MATERIAL AND SERVICES	173,900.00	13,541.58	52,017.39	121,882.61	29.9
CAPITAL OUTLAY	50,000.00	1,313.81	26,779.01	23,220.99	53.6
DEBT SERVICE	8,378.00	2,550.27	2,881.83	5,496.17	34.4
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>629,070.00</u>	<u>45,909.21</u>	<u>169,721.18</u>	<u>459,348.82</u>	<u>27.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	25,442.00	1,974.64	6,043.05	19,398.95	23.8
MATERIAL AND SERVICES	470,608.00	74,547.54	95,365.17	375,242.83	20.3
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	3,712.00	2,550.27	2,881.83	830.17	77.6
TRANSFERS OUT	939,649.00	.00	.00	939,649.00	.0
CONTINGENCIES AND RESERVES	179,519.00	.00	.00	179,519.00	.0
	<u>1,628,930.00</u>	<u>79,072.45</u>	<u>104,290.05</u>	<u>1,524,639.95</u>	<u>6.4</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>2,258,000.00</u>	<u>124,981.66</u>	<u>274,011.23</u>	<u>1,983,988.77</u>	<u>12.1</u>
	<u>(480,000.00)</u>	<u>36,012.48</u>	<u>283,134.24</u>	<u>(763,134.24)</u>	<u>59.0</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

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	3,220,300.00	263,071.93	802,822.97	2,417,477.03	24.9
OTHER REVENUE	20,000.00	.00	2,685.35	17,314.65	13.4
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,235,800.00</u>	<u>263,071.93</u>	<u>805,508.32</u>	<u>2,430,291.68</u>	<u>24.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	572,588.00	42,850.62	132,328.43	440,259.57	23.1
MATERIAL AND SERVICES	218,900.00	5,746.68	39,484.16	179,415.84	18.0
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	8,378.00	2,550.27	2,881.83	5,496.17	34.4
TRANSFERS OUT	189,319.00	.00	.00	189,319.00	.0
	<u>1,004,185.00</u>	<u>51,147.57</u>	<u>174,694.42</u>	<u>829,490.58</u>	<u>17.4</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	38,478.00	2,962.64	9,065.18	29,412.82	23.6
MATERIAL AND SERVICES	929,139.00	144,658.20	173,749.59	755,389.41	18.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	3,712.00	2,550.27	2,881.83	830.17	77.6
TRANSFERS OUT	1,446,118.00	.00	.00	1,446,118.00	.0
CONTINGENCIES AND RESERVES	318,668.00	.00	.00	318,668.00	.0
	<u>2,736,115.00</u>	<u>150,171.11</u>	<u>185,696.60</u>	<u>2,550,418.40</u>	<u>6.8</u>
	<u>3,740,300.00</u>	<u>201,318.68</u>	<u>360,391.02</u>	<u>3,379,908.98</u>	<u>9.6</u>
	<u>(504,500.00)</u>	<u>61,753.25</u>	<u>445,117.30</u>	<u>(949,617.30)</u>	<u>88.2</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	608,795.00	2,515.06	10,813.51	597,981.49	1.8
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.34	689.42	1,310.58	34.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>610,795.00</u>	<u>2,515.40</u>	<u>11,502.93</u>	<u>599,292.07</u>	<u>1.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	.00	.00	35,000.00	.0
CAPITAL OUTLAY	310,056.00	.00	.00	310,056.00	.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>795,795.00</u>	<u>.00</u>	<u>.00</u>	<u>795,795.00</u>	<u>.0</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>795,795.00</u>	<u>.00</u>	<u>.00</u>	<u>795,795.00</u>	<u>.0</u>
	<u>(185,000.00)</u>	<u>2,515.40</u>	<u>11,502.93</u>	<u>(196,502.93)</u>	<u>6.2</u>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 28, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

TPAC Festival of Art Event Evaluation

Recommended Motion:

Motion to accept the Festival of Art Evaluation report

Financial Impact:

Funding was already allocated for this project

Background/Discussion:

Council authorized a grant to the Festival of Art event organizers in the amount of \$1,000 in Transient Occupancy Tax (TOT) funds for their August 2019 event. The organizers advise they had a great event and turnout. TPAC funds were used for marketing and advertising which based on an informal survey showed that at least 25% of the visitors on each day were from outside Curry County.

The event organizers provided an event evaluation report to TPAC which is attached.

Attachment(s):

- a. Event Evaluation



City of Brookings

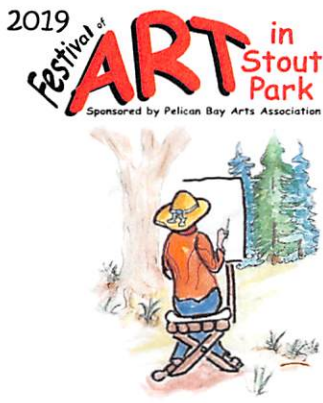
898 Elk Drive, Brookings, OR 97415
 (541) 469-1137 Fax (541) 469-3650

Event Evaluation Form

Please complete and return to the City Recorder's Office within three (3) months of event failure to do so may eliminate your organization from future consideration for funding.

Event: <u>Festival of Art in Stout Park</u> Completion Date: <u>8-5-19</u>	
Contact Person: <u>Leslie Wilkinson</u>	
Amount Awarded <u>\$ 1,000.00</u>	
1. How was the funding used? <u>Television Ad and 4-page insert</u>	
2. Please provide a budget report that includes event expenses and revenue. Include In-Kind services. Use the form below or attach your own. Detailed receipts are not required.	
Revenue Collected	Amount
	\$
	\$
	\$
See Attached	\$
	\$
	\$
Total	\$
Expenses Paid	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$
3. Estimate how many people attended the event: <u>1000</u>	
4. Estimate how many people attended from outside Curry County: <u>See Attached</u>	
To estimate attendance have a sign in sheet or event surveys so that you may determine where people have traveled from and so you have a contact sheet for your next event.	
Signed: <u>e/signed-Leslie Wilkinson</u> Date: <u>9-15-19</u>	
Organization: <u>Pelician Bay Arts Association</u>	

If more room is needed for any information please attach a second sheet



Our Advertising Budget, which included TPAC funds were used for:

- 30sec spot on KTVL Ch 10 which began 3 weeks prior to the event
- 4 page color insert in Curry Pilot and Triplicate. Both provided exposure to a greater range of potential local visitors.
- Ad in Mile-by-Mile Tourist Magazine
- Ad in GO Wild Tourist Magazine
- Saturation Radio ads on KURY and sister stations
- FaceBook organic and paid pushes
- Posters and rack cards at motels, restaurants, visitor’s centers in Curry County

Attendance gauged via gate counts and vendor feedback:

Saturday

<i>Total</i>	<i>In County</i>	<i>Out of County</i>
600	400	200 (33%)

Sunday

<i>Total</i>	<i>In County</i>	<i>Out of County</i>
400	300	100 (25%)

Comments made by visitors-

“Wow! I was excited to see such a great art show. We saw the ad on 10 and are making a weekend out of it. The valley is too hot!”

“We moved to Crescent City 3 years ago and had no idea until we saw the insert.”

“We were traveling through and decided to stay the night to come to the Festival after seeing the sign on 101.”

Vendor Written Evaluations-

Advertising was a key issue in the past. Previously, the advertising budget was divided among short, shelf-life print publications and radio the week of the event. Vendors felt the word about the event was not getting out.

We had 58 out of 64 evaluation forms returned. 25 of the vendors had above average sales, 23 had average sales. 10 were below average sales. All agreed the level of advertising was excellent and added to their sales. 90% of our vendors say they will be returning based on their sales and our promotion.

2019 Festival of Art in Stout Park
Budget/Income/Expense Sheet



	2019		
	Budgeted	Received	Difference
INCOME			
Artist Vendor Fees	\$5,600.00	6,710.00	\$1,110.00
Food Truck/Beer/Wine/Coffee	\$500.00	580.00	\$80.00
Donations	\$500.00	342.01	-\$157.99
TPAC	\$1,000.00	1,000.00	
T-shirt sales	\$0.00	20.00	\$20.00
Security fee for Stout Park rental (refundable if no damage)		292.00	
Ad in FASP insert	\$0.00	250.00	\$250.00
Total	\$7,600.00	\$9,194.01	\$1,302.01

Expences	Budgeted	Spent	Difference
Advertising	\$2,900.00	\$3,483.72	
City Fees - Park Use/tables/traffic cones/ etc	\$280.00	\$584.00	
Security	\$900.00	\$900.00	
Porta-potty (1ADA, 3 reg, 1 wash station, cleaning)	\$1,000.00	\$920.00	
Sound System	\$450.00	\$450.00	
Kid's Art Zone supplies	\$200.00		Donated
EntryThingy.com	\$200.00	\$200.00	
TRACFone	\$100.00	\$54.74	
Misc Supplies	\$250.00		Donated
Site Signs		\$400.00	
Postage/mailing	\$10.00		None
Total	\$6,290.00	\$6,992.46	\$702.46

Detailed List of Bills Paid (Payee Name, Brief Description)	Amount Paid
2/23/19 Leslie Wilkinson Tracfone and minutes	\$54.74
2/23/19 Nola Range Entrythingy tokens	\$200.00
3/7/19 Scott Graves - deposit on sound system	\$75.00
3/15/19 Oregon Coast Magazine advertising	\$661.50
4/1/19 City of Brookings - Park use fee 1/2 down	\$292.00
4/7/19 Western Communications Find & Discover Pilot & Triplicate	\$290.00
7/4/19 KTVL TV Sinclair Broadcasting - TV advertising	\$1,000.00
7/11/19 City of Brookings - Permit/use fee balance	\$292.00
7/21/19 Leslie Wilkinson - Oregon Web Press, Inc -f 4-page flyer + shipping	\$886.22
8/4/19 Scott Graves-Pd Cash from donations & gallery change	\$375.00
8/8/19 Eureka Broadcasting - KURY advertising	\$400.00
8/13/19 Curry County Sheriff Auxilliary	\$900.00
8/22/19 Country Media Insert Pilot and Triplicate	\$228.00
8/27/19 Leslie Wilkinson Site Signs \$400, posters \$18	\$418.00
9/5/19 Rooter Rotor, Porta Potties (includes 10% discount for non-profit)	\$920.00
Total Expenses (EST)	\$6,992.46
Total Income (EST)	\$2,201.55

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Workshop Date: October 28, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Fee Waiver Request from Curry County, for Building Permit Fees and System Development Charges (SDC) Fees, for the Brookings Head Start Project at 420 Redwood.

Recommended Motion Options:

1. Motion to waive total fees requested of \$11,642.26 (meter drop-in and lateral charges of \$7,345 and SDC fees of \$4,297.26 SDC fees)
2. OR Motion to waive only SDC fees of \$4,297.26.
3. OR Motion to waive only meter drop-in and lateral fees of \$7,345.
4. OR Motion to waive only the labor portion of the meter drop in fees of \$3,100.
5. OR Motion to not authorize any waiver of fees.

Financial Impact:

Loss of revenue \$0.00 to \$11,642.26, depending on Council decision.

Background/Discussion:

Curry County was awarded a Community Development Block Grant through Business Oregon in 2014 for the Head Start project in Brookings. The property was purchased from Southwestern Oregon Community College, as this building was previously the Curry Campus. This project is now approximately 80% complete and they are now ready to hook up to water.

The County sent a request to the City Council on October 15, 2019, for a voluntary contribution (fee waiver) to help defray the costs of the Brookings Head Start Project. On October 22, 2019, they updated the request to include the Water SDC fees of \$4,297.26 for the upsizing of the water service from 1 inch to 1.5 inch, in addition to the water meter drop-in fees and lateral dig-in fees of \$7,345. The City Utility Service Request Form is attached with these estimated fees.

Also attached are some "before" photos from 2014, supplied by the County.

Attachment:

- a. Request Letter October 15, 2019
- b. Updated Request letter dated October 22, 2019
- c. City Utility Service Request Form and SDC calculation
- d. Pictures of the Head Start Building from 2014, prior to recent improvements



RECEIVED
OCT 15 2019
CITY OF BROOKINGS



Christopher Paasch, Curry County Commissioner

94235 Moore Street, Ste. 122

Gold Beach, OR 97444

Ph.: (541) 247.3213

To Honorable Mayor and City Council

By and through Janell Howard, City Manager

City of Brookings

898 Elk Drive

Brookings, OR 97415

Re: Request for Contribution/Waiver of Utility Hook Up Fees for Brookings Head Start Project

Honorable Mayor and City Council of Brookings,

Curry County requests a voluntary contribution from the City of Brookings to help defray the costs of the Brookings Head Start Project. As we near completion, costs are getting tight, and any contribution from the City to help us realize our goal would be appreciated. The City's contribution would be justified as a contribution to a project that will provide great benefits to some of Brookings' most needy citizens.

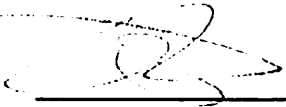
As a reminder, the project is remodeling the old Southwest Oregon Community College library building into a modern, clean and safe facility for at least 20 pre-K and 8 infants and toddlers. The improvements include offices for staff, conference rooms for parents, classrooms with exits to a playground, age-appropriate bathroom facilities, and upgraded kitchen and utility room. The project has removed asbestos, shored up a cracked foundation, and removed dry-rot. The students will now have a healthy, climate-controlled place that encourages exploration and learning, enhanced by added natural light.

This project has injected dollars into the local economy. While no local construction general contractors responded to the County's state-wide invitation to bid, the firm that was awarded the contract employed a full-time, on-site construction manager. In addition, it hired several local firms as subcontractors. From excavation to roofing to painting, multiple local companies and independent contractors were employed on this job. Providing exact figures would prove beyond the scope of this request, but it is safe to say the project has injected multiple hundreds of thousands of dollars into Brookings' economy.

Lastly, the project has directly paid to the City of Brookings \$4623.62 for building plan review. In addition, the County Board of Commissioners has paid some mandatory statutory fees not covered by the grant, and committed countless hours of in-kind labor from its administrative, financial and legal staff.

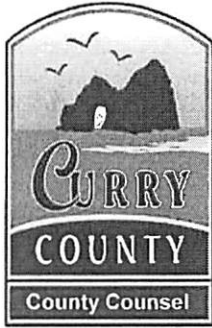
Based on the above, I hope you will agree with me that it is in the best interests of the citizens of Brookings that you agree to contribute to this worthwhile project by waiving the \$7079 in water utility fees. Your generosity is greatly appreciated.

Respectfully,



Christopher Paasch
Curry County Commissioner

94235 Moore St, Ste.122
Gold Beach, Or 97444
Office 541-247-3213
Cell 541-373-7203



Curry County Oregon

*John R. Hutt, County Counsel
94235 Moore Street, Suite 123
Gold Beach, Oregon 97444
(541) 247-3291
(541) 247-2718 Fax*

October 22, 2019

Honorable Mayor and City Council of Brookings Oregon
By and through Janell Howard, Brookings City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: Supplement to Request for Contribution to the Brookings Head Start Project

Dear Honorable Mayor and Council,

On October 15, 2019, Curry County Board of Commissioners Chair Chris Paasch requested a contribution from the City of Brookings toward the development of the Brookings Head Start Project. That request included several good reasons for the City to contribute to the project.

Since that request was made, the County received an additional charge from the City for Water Meter SDCs. We would like to include the new invoice in our request. The original request was for \$7079 meter-drop and lateral charges. The new invoice is for \$4297.26 in SDCs. So our total request now is that the City contribute a total of \$11,376.26 to the project.

Please include this letter with the request of October 15, 2019. If you have any questions, please give me a call.

Respectfully,

John R. Hutt
Curry County Counsel
Encl: SDC Invoice and Water Service Invoice
CC: BOC

CITY OF BROOKINGS
PUBLIC WORKS DEPARTMENT

898 Elk Drive, Brookings, OR 97415
 541-469-1172 FAX: 541-469-3650



UTILITY SERVICE REQUEST FORM

Name John Hattl c/o Curry Co
 Address 94235 Moore St. Suite 123, Gold Beach
 Service Address 420 Redwood Spur (Head Start)
 Phone 541.247-3218 Map # _____ Lot # _____

Water Meter Drop In		Cost	Total
205	5/8" x 3/4" Meter	\$ 425.	\$
205	3/4" Meter	\$ 458.	\$
205	1" Meter	\$ 593.	\$
✓ 205	1½" Meter	\$ 1,867.	\$ 1867.-
205	2" Meter	\$ 2,191.	\$
Water Service Lateral - City Dig In Fees			
205	1" Single Service and Tap	\$ *4,039.	\$
205	2" Single Service and Tap	\$ *5,478.	\$ 5478.-
205	2" Dual Service and Tap	\$ *6,407.	\$
	Material fees for Contractor Dig-ins (pipe, meterbox, saddle, fittings, etc. - PW prices out @\$1,000)	\$	\$
Sewer Service Lateral - City Dig In Fees			
408	4" Sewer Tap-In & Clean-out -- actual time & material	\$ *Min - 4,005.	\$
408	6" Sewer Tap-In & Clean-out -- actual time & material	\$ *Min - 5,377.	\$
	Material fees for Contractor Dig-ins (pipe, meterbox, saddle, fittings, etc - PW prices out @\$1,000)	\$	\$
	Subtotal		\$
205	*Outside of City limits - add 20% to dig in lateral fees	+20%	\$
SDC/Account Fees			
	System Development Charges - SDC's (provide sheet)	\$	\$ 4297.26
	Paybacks	\$	\$
	Other -	\$	\$
204	Account Set-Up Fee	\$ 20.	\$
203	Construction Water - after 6 months changes to regular water bill	\$ 90.	\$
201	Account. Deposit - Low Risk	\$ 0.	\$
	- Med Risk	\$ 200.	\$
	- High Risk	\$ 300.	\$
Total Amount			\$ 11,642.26

**Please coordinate with Public Works Supervisor - 541-469-1172
 for water and sewer lateral dig-in info and scheduling**

<i>To be completed by City of Brookings</i>	
EMR #	Work Completed on:
MTR SERIAL #	Work not completed, why:
ACCT #	
SEQ #	Signed:

SDC WATER COSTS

TABLE W1 WATER SDC COST		
Meter	EDU	SDC Cost
3/4"	1	\$ 2,633.07
1"	1.7	\$ 4,476.00
1 1/2"	3.3	\$ 8,689.00
2"	5.3	\$ 13,955.00
3"	10	\$ 26,331.00
4"	16.7	\$ 43,972.00
	>4" determined by analysis	

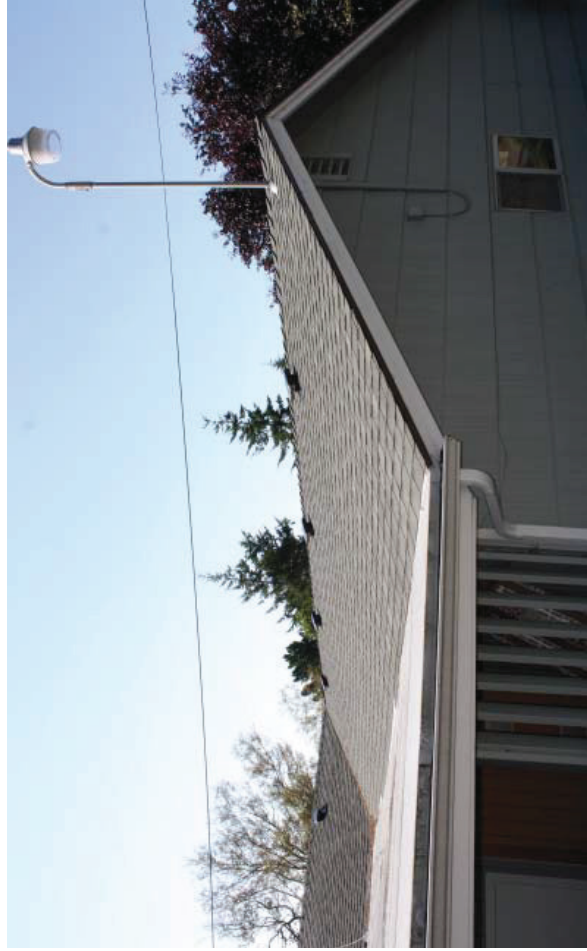
Site Specific: 420 Redwood Spur	
Requesting 1.5" meter size increase	\$ 8689.00
Existing 1" meter size in place	\$ 4476.00
SDC Difference to be paid for larger meter	\$ 4213.00
+ 2% Admin fee	\$ 84.26
TOTAL SDC's Due	\$ 4297.26



West Side Building



Entry



Roof



North Side of Building



Interior at Entry



Parking Lot - Looking South



Open Study Area



Bathrooms

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Workshop Date: October 28, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Request for Proposal (RFP) for updated System Development Charges (SDC) study

Recommended Motion:

Authorize the City Manager to Request Proposals for an updated SDC Study.

Financial Impact:

No direct cost to sending out the RFP. Proposals will be brought back to Council for award.

Background/Discussion:

The City first established SDCs in 2003. The City last updated the SDC methodology and charges in 2009 based on a study completed by Dyer Engineering. In 2013, the City hired Shaun Pigott Associates to review this again, with specific focus on the Wastewater SDC, but did not adopt general changes. Council did vote to discontinue the practice of collecting additional SDC's based upon change of use from buildings already occupied as of January 1, 2014.

It has been 10 years since the City has adopted any changes to the SDC methodology and changes to charges, with the exception of the Engineer News Review (ENR) Index (cost of living index for construction) increasing each July 1st. We have updated our Master Plans for Water, Wastewater, Stormwater, Transportation, and Parks since then. Accordingly, staff recommends that we review the methodology and charges for SDCs at this time.

Attachment:

- a. Draft Request for Proposal

City of Brookings

898 Elk Dr.

Brookings, OR 97415

REQUEST FOR PROPOSAL SYSTEM DEVELOPMENT CHARGES

***WATER, WASTEWATER, STORM DRAIN, TRANSPORTATION,
AND PARKS SYSTEM DEVELOPMENT CHARGE
METHODOLOGY REVIEW***



Proposals Due: December 4, 2019 by 4:30 PM

Invitation for Proposals

NOTICE IS HEREBY GIVEN that REQUESTS FOR PROPOSAL (RFP) will be accepted at the City of Brookings, Finance and Administration Department, 898 Elk Dr., Brookings, Oregon 97415, **until 4:30 PM, December 4, 2019.**

The City of Brookings (City) is seeking proposals for:

WATER, WASTEWATER, STORM DRAIN, TRANSPORTATION, AND PARKS SYSTEM DEVELOPMENT CHARGE METHODOLOGY REVIEW

Proposals should be marked:

RFP - SYSTEM DEVELOPMENT CHARGES

Selection Criteria

The City reserves the right to accept or reject any or all proposals, or to postpone the consultant selection process for no more than 60 calendar days. City may further reject any proposal not in compliance with all prescribed public proposal procedures and requirements. Also, may reject, for good cause, any or all proposals upon a finding of the City that it is within the public interest.

The proposal will be evaluated based on Technical Approach, Proposed Methodologies and Costs. On the basis of Technical Approach as to accomplishing the objectives set forth in the Scope of Work. The proposal shall focus on the methodologies planned to accomplish the stated objectives with descriptions of types of data, data sources, data gathering and processing procedures to be used in the project. The proposal shall also provide a definitive schedule outlining the specific time for each objective to be completed. Recent experience in special areas associated with the project and specifically in projects comparable to the proposed project will be reviewed by the selection team. Also, a review of the consultant(s) will be conducted on the quality of projects accomplished and reputation for personal and professional integrity and competence.

Scope of Work

- Set "Goals and Objectives" for project.
- Contact project partners.
- Initial meeting with staff and partners.
- City will confer with DLCD staff regarding final scope of work and selection of consultant.

Products: Goals and objectives, introduction of participants, timeline, and hiring of consultant.

- Gather and review existing documents and available economic data.
- Confer with partners about economic trends and outlook.

Products: Overview of economic trends/forecast.

- Inventory of existing available Industrial/ commercial sites
- Determination of future needs for Industrial/ commercial sites
- Identify likely sites for employment land.
- Meeting with partners to review materials.

Products: Assessment of existing and needed sites.

- Finalize draft document
- Submit Comprehensive Plan Amendment to DLCD
- Create staff report for presentation to Planning Commission.
- Hold public hearing and forward recommendations to City Council.
- Hold City Council hearings and adopt EOA as a refinement plan to Comprehensive Plan
- Curry County will hold hearings and co-adopt the EOA.

Product: Ordinance adopting EOA refining the Comprehensive Plan.

Applicable Information/ Requirements

■ **Issuing Office** City of Brookings, Finance and Administration Dept. 898 Elk Drive, Brookings, OR 97415

■ **Type of Contract**

Fixed Price: If a contract is entered into as a result of this RFP, it will be a FIXED PRICE, PERSONAL SERVICES CONTRACT. Negotiations may be undertaken with those contractors whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be the one most advantageous to the City, along with price and other factors may be considered. The City reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action were in the interest of the City.

■ **Rejection of Proposals**

The City reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. This RFP is made for information or planning purposes only. The City does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

■ **Inquires**

Questions that arise subsequent to the proposal submittal date must be directed as follows:

Technical Questions: Tony Baron, PWDS Director (541) 469-1159
email: abaron@brookings.or.us

Contract Questions: Janell Howard, City Manager (541) 469-1123
email: jhoward@brookings.or.us

■ **Addenda to the RFP**

In the event it becomes necessary to revise any part of this RFP, an addenda will be provided to all consultants who received the basic RFP or gave City their intention.

■ **Response & Due Dates**

To be considered, consultants must submit a complete response to this RFP, using the Scope/Format in this RFP, and the response must arrive at the Issuing Office on or before the due date, **December 4, 2019, 4:30 PM. Completion date of the project will be 60**

days from date of award.

■ **Modification/Withdrawal**

Unless otherwise specified, modification of the Proposal will not be permitted. However, a Proposal may be withdrawn at any time prior to the scheduled closing time by personal appearance or by written request to the Issuing Office. Withdrawal of the Proposal shall not disqualify the contractor from submitting another Proposal provided the time for receipt of Proposals has not expired.

■ **Fees Payment Schedule**

Proposal shall state whether fees are paid at conclusion of the services or on a schedule of partial payments.

■ **Prime Contractor Responsibilities**

The selected consultant will be required to assume responsibility for all services offered in the Proposal whether or not they produce them. Further, the City will consider the selected consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The proposal shall include a project approach, including an estimate of the amount of time that it will need to complete each major task and a preliminary schedule for performing major elements. The Proposal is to describe if and how any subcontractors will be used; including any special resources and equipment needed to fulfill the contract.

■ **Number and Expiration Date of Proposals**

Each Proposal must be submitted in **five copies** with the cover form (filled out) to the Issuing Office. An official authorized to bind the contractor to its provisions must sign the Proposals. Unless otherwise specified the Proposal must remain valid for 60 days.

■ **Ownership**

The City shall own all data and documents generated resulting from the consultant's proposal, project and any activity.

■ **Standard Contract Terms and Conditions**

The consultant selected will sign a Personal Services Contract. A version is attached to this RFP. The consultant shall defend, save and hold harmless the City, their employees, from all claims, suits, or actions arising out of negligent activities by the Consultant involving this RFP and contract. Either party may terminate this contract by mutual consent or by 30 days written notice.