

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, April 13, 2020, 7:00pm

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

The City Council will meet in Executive Session at 6:00 PM, in the City's Manager's office, under the authority of ORS 192.660(2)(f) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions" ORS192.660 (2)(f) "To consider information or records that are exempt by law from public inspection."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. National Safe Boating Week Proclamation Week [Pg. 2]
2. Resignation of Alyshia Pacino from Budget Committee #3 [Pg. 3]

Oral Requests and Communications from the audience

(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

E. Consent Calendar

1. Approve Council minutes for March 26, 2020 [Pg. 5]
2. Accept Planning Commission minutes for February 4, 2020 [Pg. 6]
3. Approve Council minutes for April 6, 2020 [Pg. 8]

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

1. Request for Proposal (RFP) for the Management, Operation and Maintenance of Salmon Run Golf Course [Pg. 15]
 - a. Draft RFP [Pg. 16]

G. Informational Non-Action Items

1. March Vouchers [Pg. 36]
2. Vacant Committee Positions [Pg. 39]

H. Remarks from Mayor and Councilors

I. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the 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.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

-Television – Charter Channel 181

-Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

City of Brookings *Proclamation*

For nearly 100 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling, and fishing. During National Safe Boating Week, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Safe boating begins with preparation. The Coast Guard estimates that human error accounts for 70 percent of all boating accidents and that life jackets could prevent nearly 84 percent of boating fatalities. Through basic boating safety procedures – carrying life-saving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

- **Whereas**, on average, 600 people die each year in boating-related accidents in the U.S.; 77 percent of these are fatalities caused by drowning; and
- **Whereas**, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and
- **Whereas**, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

Therefore, I, Mayor Jake Pieper, do hereby support the goals of the Safe Boating Campaign and proclaim May 16-22, 2020 as National Safe Boating Week and the start of the year-round effort to promote safe boating.

In Witness Thereof, I urge all those who boat to practice safe boating habits and wear a life jacket at all times while boating.

NOW, THEREFORE BE IT RESOLVED, that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim

National Safe Boating Week

In Witness Whereof, I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 23rd day of March, 2020.

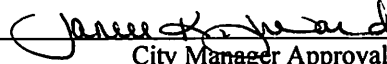
Mayor Jake Pieper



CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: April 13, 2020

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Budget Committee Vacancy # 3

Recommended Motion:

Motion to accept the resignation of Alyshia Pacino from Budget Committee

Financial Impact:

None

Background:

Alyshia Pacino turned in her resignation from the budget committee, position #3, which expires date 2/1/2022.

Attachment:

- a. Alyshia Pacino's resignation letter

Bridgette Eszlinger

From: Alyshia Pacino [alyshia83@gmail.com] on behalf of Alyshia Pacino
Sent: Thursday, April 2, 2020 1:48 AM
To: beszlinger@brookings.or.us
Subject: Budget Committee

To whom it may concern :

I am giving my formal resignation to the Brookings Budget Committee for the 2020 term. Thank you for you time.

Alyshia Pacino

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, March 26, 2020

Call to Order

Mayor Pieper called the meeting to order at 5:34 PM

Roll Call

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

Staff present: City Manager Janell Howard, City Attorney Christy Monson, by conference phone, and Deputy Recorder Amber Nalls

Media Present: Brian Williams from Curry Pilot present

Others Present: Approximately 2 audience members

Staff Reports

To approve a Resolution to close all transient lodging facilities to stay and purchase to persons of less than 28 days in Brookings Oregon, with exceptions.

City Manager Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 20-R-1176, a resolution of the City of Brookings temporarily and partially restricting the rental of transient lodging facilities to certain persons

Remarks from Mayor and Councilors

Councilor Hamilton expressed to everyone to be safe, responsible, stay home, and wash hands during this time in our community.

Councilor Hodges shared that this decision was not taken lightly.

Mayor Pieper expressed how unbelievable it is that we are having to close businesses and the decision was not taken lightly.

Adjournment

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adjourn the meeting at 6:06 PM.

Respectfully submitted:

ATTESTED:
This 13th day of April, 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

BROOKINGS PLANNING COMMISSION MINUTES

February 4, 2020

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:01 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL - Commission welcomed new Planning Commissioner Michelle Morosky

Commissioners Present: Tim Hartzell, Skip Hunter, Clayton Malmberg, Michelle Morosky, Gerald Wulkowicz

Commissioners Absent: Cody Coons, Bill Dundom

Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer

Audience Present: None

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS

3.1 Annual Report – 2019

Chair Wulkowicz reviewed the annual report, and suggested adding the Planning Commission participated in two joint City Council/Planning Commission workshops discussing the riparian ordinance and future urban renewal district projects. **Motion made by Chair Wulkowicz to approve the Planning Commission Annual Report for 2019 with the addition that the Commission participated in two Joint City Council/ Planning Commission workshops to add the Riparian Ordinance and in discussing future urban renewal district projects and forward the report to the City Council; motion seconded by Commissioner Hunter. By a 5-0 vote the motion carried.**

3.2 Election: Chair and Vice Chair

Motion made by Commissioner Malmberg to nominate Jerry Wulkowicz as City of Brookings Planning Commission Chairperson for all proceedings in 2020; motion seconded by Commissioner Hunter. By a 5-0 vote the motion carried.

Motion made by Commissioner Hartzell to nominate Clayton Malmberg as City of Brookings Planning Commission Vice Chairperson for all proceedings in 2020; motion seconded by Chair Wulkowicz. By a 5-0 vote the motion carried.

PUBLIC HEARINGS

4.1 In the matter of File No. LDC-1-20, revisions to Chapter 17.52 General Commercial (C-3) District, Section 17.52.020. City initiated.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:06 pm. PWDS Director Tony Baron reviewed the staff report. The public hearing was closed at 7:10 pm.

The Commission reviewed the revisions to Chapter 17.52. **Motion made by Chair Wulkowicz to recommend to City Council approval of File No. LDC-1-20; an addition of a proposal to add a provision under permitted uses in a C-3 district to allow any outright permitted use in the C-2 District based on the Staff Report recommendation; motion seconded by Commissioner Hartzell. By a 5-0 vote the motion carried.**

4.2 In the matter of File No. LDC-2-20, revisions to Chapter 17.180 Workforce Housing, Section 17-180.040. City initiated.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:11 pm, PWDS Director Tony Baron reviewed the staff report. The public hearing was closed at 7:23 pm.

The Commission reviewed the revisions to Chapter 17.180. Commissioners questioned if the first sentence of paragraph C was intended to be deleted as they did not believe it should be and that it should remain so that only property owners may apply for an ADU. PWDS Director Baron agreed that it should remain also. **Motion made by Chair Wulkowicz to recommend to City Council approval of File No. LDC-2-20 with the retention of the first sentence in paragraph C stating "Only the property owner may apply for an ADU" and the deletion of remaining paragraph C and paragraph F from Chapter 17.180 Workforce Housing, Section 17.180.040 of the Brookings Municipal Code based on the Staff Report recommendation; motion seconded by Commissioner Malmberg. By a 5-0 vote the motion carried.**

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of November 5, 2019. **Motion made by Chair Wulkowicz to approve the minutes of November 5, 2019; motion seconded by Commissioner Hartzell. By a 5-0 vote the motion carried.**

5.2 Minutes of regular Planning Commission meeting of December 3, 2019. **Motion made by Chair Wulkowicz to approve the minutes of December 5, 2019; motion seconded by Commissioner Malmberg. By a 5-0 vote the motion carried.**

UNSCHEDULED PUBLIC APPEARANCE - None

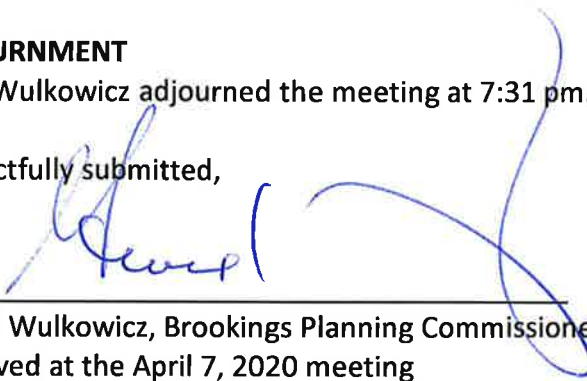
REPORT FROM THE PLANNING STAFF – Tony Baron advised the Parkview annexation is moving along and LCOG is continuing the process of obtaining consent from the property owners interested in annexing.

COMMISSION FINAL COMMENTS – Commissioner Malmberg questioned if the new street in the Alderwood subdivision will eventually connect with Clair Lane on Easy Street. PWDS Baron advised that the street will not be opened until the property on Clair Lane is further developed and brought up to street standards.

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:31 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the April 7, 2020 meeting

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, April 6, 2020

Call to Order

Mayor Pieper called the meeting to order at 4:00 PM

Roll Call

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

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Deputy Recorder Amber Nalls and Visitor Center, Averil Carroll, Councilor Brad Alcorn joined the meeting after being sworn in.

Media Present: Brian Williams from Curry Pilot present

Others Present: Approximately 1 audience members

Oral Requests and Communications from the Audience

1. Cora Rose – PO Box 490, Brookings, OR addressed Council regarding Homeless Temporary Housing. This request was emailed in by Cora Rose who was not present at the Council Meeting. Cora Rose is in support of the proposed adoption of Homeless Temporary Housing and Temporary Emergency Rule 2020 -1. Public comment was not read out loud at the Council Meeting. Public Comment is attached.
2. Beth Barker-Hidalgo – PO Box 349, Gold Beach, OR addressed Council regarding Homeless Temporary Housing. This request was emailed by Beth Barker-Hidalgo who was not present at the Council Meeting. Beth Barker-Hidalgo is in support of the proposed adoption of Homeless Temporary Housing and Temporary Emergency Rule 2020-1. Public comment was not read out loud at the Council Meeting. Public Comment is attached.

Staff Reports

1. Declare Council Seat Vacant and Determine Method of Selection
Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to accept the resignation of Councilor Bill Hamilton and declare Council Position 1 vacant.

Mayor Pieper expressed the need to have five council members in place due to the current state of emergency. Council Discussed. Mayor Pieper suggested the appointment of resident Brad Alcorn to fill vacant position 1, term to expire January 11, 2021.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to appoint Brad Alcorn to Council Position 1.

Brad Alcorn took seat 1 on the Dias and participated in the council meeting.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to accept the resignation of Parks and Rec Commissioner Brad Alcorn from the Parks and Rec Commission

2. Homeless Temporary Housing
Janell Howard presented the staff report.

Councilor Hedenskog moved, Mayor Pieper seconded and Council voted unanimously to adopt Temporary Rule 2020-1 allowing provisions included in ORS 203.082 Camping by Homeless on property of religious institution, limited to the period we are under the Governors "Stay Home, Stay Safe" order for COVID-19, and only to those who have been residents over six months. Institutions must notify the City Manager

3. Financing of Smart Water Meters
Janell Howard presented the staff report.

Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to adopt Resolution 20-R-1177, authorizing the financing of smart water meters.

Adjournment

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adjourn the meeting at 4:44 PM.

Respectfully submitted:

ATTESTED:
this day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder



PUBLIC COMMENT FORM

Please turn in this form completed prior to the start of the meeting. Comments will be limited to five (5) minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer only. Comments must be respectful, harsh and/or abusive language will not be permitted.

I would like to comment on: Special Meeting April 6, 2020

Agenda Item #: E2 in support of in opposition to as an interested party

Item Title: Homeless Temporary Housing

An Item NOT on the Agenda (Under "Oral Requests" - briefly describe subject):

Name: Cora Rose

Address: PO Box 490 Brookings Phone: 541-247-1524

Organization (if applicable): _____



PUBLIC COMMENT FORM

Please turn in this form completed prior to the start of the meeting. Comments will be limited to five (5) minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer only. Comments must be respectful, harsh and/or abusive language will not be permitted.

I would like to comment on:

Agenda Item #: _____ in support of in opposition to as an interested party

Item Title: _____

An Item NOT on the Agenda (Under "Oral Requests" - briefly describe subject):

Name: _____

Address: _____ Phone: _____

Organization (if applicable): _____

Public Comment
Brookings City Council Special Meeting
April 6, 2020
Re: Amended Agenda #E2

Good afternoon, my name is Cora Rose, and I am a resident of Brookings who grew up here and graduated from Brookings schools. I am a seminary student and participate in a local faith community. Thank you for the opportunity to make comment by writing so that our household can continue physical distancing to protect our elders and healthcare workers, and to help Oregon flatten the COVID-19 curve.

I encourage an **affirmative vote** on Agenda Item E2, to incorporate ORS 203.082 into Brookings' code. I support the proposal for three reasons, and make suggestions for technical clarification:

First, I applaud the proposal for **creating common-sense parameters for religious institutions to make use of their property for the community good** and for the good of our neighbors who — whether from fire, abuse, job loss, or other misfortune — have lost everything except their vehicle. Other towns in Oregon have already adopted three-car programs at churches, synagogues, and religious institutions and are ready to share their program materials with us.

Second, I support the proposal for **freeing up our local law enforcement resources** from needing to enforce a no-overnight-parking ban where there is a legitimate program in place for up to three vehicles. This will free up law enforcement resources for true public safety needs. Additionally, it must take a psychological toll on our officers to have to tell people trying to sleep to “move along” with no alternative location to suggest that they move *to*. This would create an emergency program where the person could register to have an overnight space.

Third, I support the proposal for **promoting the public health**. We know that a good night's sleep is important to immunity. Creating a way for people to sleep, unhassled, in their vehicles overnight with a access to sanitation facilities mean that our essential-but-low-wage workers, veterans, and people with disabilities who reside in their vehicles will have greater chances of good health during this pandemic.

1. I suggest that the **Brookings ordinance track the statutory language in ORS 203.082: “property of religious institutions”**, to make clear that *all* religious institutions, not just Christian churches, are equally authorized to participate in the exception.

2. I suggest that the **Brookings ordinance specific that a “resident” is a person who resided within Curry County during the statewide pandemic emergency order that dramatically reduced travel and job opportunity, or who has resided within Curry County for six months.**

3. I also encourage the Council to **resolve to identify local government-owned property that can be used** in such a manner; so that empty school parking lots or public lots unused at night could become a safe place for, as an example, households with children in need of shelter to have a bedtime routine of a safe place to park and be able to get a full night's sleep.

Finally, I confirmed with St. Timothy's Episcopal Church that they have a team ready to design their program to pitch in during this unforeseen pandemic crisis following the model of other churches throughout the state. I **encourage other local faith communities to step forward** to serve with their empty overnight parking lots and I **am willing to share examples of materials** that other faith communities in the state have used in putting together their overnight program.

Thank you.

Janell Howard

From: Jake Pieper <jpieper@brookings.or.us> on behalf of Jake Pieper
Sent: Monday, April 6, 2020 9:23 AM
To: Janell Howard
Subject: Fwd: Online Form Submittal: Contact Mayor or City Council

Jake Pieper
Mayor
City of Brookings
541-469-1104

Begin forwarded message:

From: noreply@civicplus.com
Date: April 6, 2020 at 6:49:53 AM PDT
To: jpieper@brookings.or.us
Subject: Online Form Submittal: Contact Mayor or City Council

Contact Mayor or City Council

First Name	Beth
Last Name	Barker-Hidalgo
Email Address	curryhomelesscoalition@gmail.com
Phone Numbers	541-425-0426
Address	PO Box 349
City	Gold Beach
State	OR
Zip	97444
Council Member You Wish to Contact	Mayor Jake Pieper
Message	Hello Mayor Pieper; I trust this email finds you healthy. It's times like these we learn who our leaders are. It's difficult enough to lead during "blue sky days", but true leaders emerge during more difficult times

and you have taken measures like putting yourself out there for the public to both listen to and criticize like no other elected official in Curry County with your nightly live Facebook videos.

I'm writing to you as both a citizen of Curry County and the Director of the Curry Homeless Coalition. When I contacted you regarding placement of porta pots, you spared no time responding with an emphatic yes! I/we are impressed with your ability to recognize that we can all mitigate spread of COVID-19 by providing access to sanitation and hygiene for our community members, housed or otherwise, is a prudent, humane action to take for the greater good.

I would like to attend tonight's Council meeting however given the most recent COVID-19 updates for OR and Curry County, I have chosen to email you instead. I would like a statement read into the record at tonight's meeting. Here goes:

The Curry Homeless Coalition would like to show our gratitude to Mayor Pieper, City Council members and staff for taking immediate action to address the needs of our whole community. Not only have you shown support and implemented measures to provide access to services during these unprecedented times, you've done so with swift, decisive action. We would also like to recognize agenda items E (2) a & b, and show our support for these proposed action items.

Allowing locations wherein homeless people can gather, at least overnight, without fear of citation or negative law enforcement contact provides for greater opportunities to screen community members, lessens stress which is helpful to maintain a healthy immune system, and most importantly demonstrates the City's humanity during most difficult times.

We thank you for stepping up, demonstrating your leadership skills during this time, taking every citizen's best interest under consideration, and leading your community through this public health emergency.

We will get through this together.

Thank you,
Beth Barker-Hidalgo, Director
The Curry Homeless Coalition
PO Box 349
Gold Beach, OR 97444
541-425-0426

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 13, 2020

Originating Dept: PWDS



Signature (submitted by)


City Manager Approval

Subject:

Request for Proposal (RFP) for the Management, Operation and Maintenance of Salmon Run Golf Course

Recommended Motion:

Authorize the City Manager to solicit RFPs for the management, operation and maintenance of Salmon Run Golf Course.

Financial Impact:

None

Background/Discussion:

In May 2019, the City entered into a one year and seven month extension to the original 3 year contract with Early Management Team (EMT) to manage Salmon Run Golf Course. The Current agreement, with the extension, ends December 31, 2020.

At the March 2, 2020 Council Workshop, we began discussions on the RFP to manage Salmon Run Golf Course. At that time, staff recommended that the City begin an RFP process and solicit an agreement that has key structure adjustments from our current agreement; primarily changing components that were more like a "lease" to those more commonly seen in a "management" agreement. Staff has created the draft RFP based on the Workshop discussion and meetings with Councilor Hodges, Councilor McKinney, and Val Early of EMT.

Attachment:

- a. Draft RFP

City of Brookings Oregon



REQUEST FOR PROPOSALS

FOR

**THE MANAGEMENT, OPERATION, AND MAINTENANCE OF
THE SALMON RUN GOLF COURSE**



Table of Contents

GENERAL INTRODUCTION.....	1
Term.....	2
City Financial Requisites	2
Required Pre-Bid Meeting	2
Timetable	3
Proposed Capital Improvements / Redesign Plans	2
Project Manager.....	3
COURSE BACKGROUND	4
PROJECT COMPONENTS / SCOPE OF WORK.....	4
Operation and Programming	4
Capital Improvements and Investments	8
Other Requirements During Term	9
SUBMISSION OF PROPOSALS	12
Proposal Submission Instructions	112
Proposal Content Guidelines.....	112
EVALUATION AND SELECTION PROCESS.....	14
Proposal Evaluation Criteria.....	14
CITY RESPONSIBILITIES	145
CITY RIGHTS.....	156
OTHER GENERAL REQUIREMENTS	16
Hold Harmless Provision	15
Insurance	16



GENERAL INTRODUCTION

Salmon Run is located behind the coastal mountains, and only 3.5 miles from downtown Brookings. With four sets of tees that stretch from 4,129 yards to over 6,000 yards, Salmon Run offers a course for every skill level in a setting that you will never forget. Open to the public, you may even see salmon and steelhead as they swim up Jack Creek to spawn. A restaurant, full-service bar, Pro Shop, and excellent PGA teaching staff are ready to make your Salmon Run golfing experience even more enjoyable. Designed by Troy Claveran, the Salmon Run Golf Course opened in 1999.

Request for Proposals

The City of Brookings is seeking individuals, teams, firms or a combination thereof, interested in managing, operating and maintaining the 18-hole Salmon Run Golf Course, located at 99040 South Bank Chetco River Rd. Brookings Oregon. The Operating Agreement will include all facets of the operations of the facility, including food and beverage.

The City is seeking respondents to a request for proposal (RFP) to operate Salmon Run Golf Course that includes a business plan for managing golf operations and outside services; addressing all maintenance and capital needs; excelling at customer service; marketing the golf facility; employing and supervising all staff; constructing facility improvements if necessary; and, most importantly, implementing strategies to ensure the long-term success of the Salmon Run Golf Course.

Respondents to this RFP must demonstrate substantial experience in the development, management, operation and maintenance of golf courses, as well as sufficient financial sustainability to operate and maintain the facility during the term of the agreement. The agreement will be administered by the City.

The City anticipates that the Salmon Run Golf Course, which is currently operated and maintained by the Early Management Team, will feature excellent play conditions and continue to be operated as an accessible, affordable, user-friendly public golf facility for players of all ages and skill levels in the tradition of municipal golf facilities.

The City will value proposals which maintain and/or enhance the existing Salmon Run Golf Club membership to the degree in which the membership model can be incorporated into a successful and sustainable operating model for the golf course.

The City will also value proposals which utilize existing golf course personnel to the greatest degree possible.

Term

The term of the operating agreement may range from a minimum of three years to a maximum of 30 years. The initial term shall be determined in part by the capital improvement/redesign commitment made by the proposer. The agreement will be renewable in term increments as negotiated and mutually agreed by both parties. At the end of the term, all ownership interest, including improvements, remain with the City. The City is interested in creating a sustainable, yet renewed vision for the Salmon Run Golf Course during the agreement term.

City Financial Requisites

All respondents must submit a proposal that includes a compensation structure for the operator. It is expected that the compensation proposal shall include provisions to incentivize the Operator to increase course revenues and/or reduce course operating costs. As an example, the compensation proposal may propose the terms of a graduated payment schedule tied to revenues which would incorporate an annual guaranteed minimum payment. A graduated payment schedule could be adjusted to offset significant capital commitments if proposed or contemplated.

The operator shall maintain and provide to the City monthly and annual operating statements reflecting net operating income. It is preferred by the City that the operator take its compensation from gross revenues and take any remaining compensation or incentive pay at the end of the contract year. It is also expected that the operator will have the financial capacity to operate the course during the “slow season” without the need for financial support from the City.

In addition to the monthly payment, the operator shall be required to make an annual payment to the City Reserve Fund, which will be utilized to make repairs to/replace City-owned equipment and fixtures utilized by the operator. This amount should be proposed based upon the term of the agreement, and will be subject to negotiation.

Required Pre-Bid Meeting

There will be a required pre-bid meeting on: May 11, 2020

All potential respondents must attend this pre-bid meeting.

Timetable

Responses to this RFP are due and must be received by the City at 898 Elk Drive, Brookings OR, 97415 no later than 4:00 p.m., Pacific Standard Time, on JUNE 29, 2020. Responses must be addressed to the attention of the Brookings City Manager. The following schedule has been established for this Request for Proposals:

RFP Release Date	[APRIL 13, 2020]
Required Pre-Bid Meeting	[MAY 18, 2020]
Deadline for Submitting Questions	[MAY 26, 2020]
Proposals Due	[JUNE 29, 2020]
Interviews Scheduled	[JULY 20-24, 2020]
Operator Selected	[AUGUST, 2020]
Agreement Negotiations	[SEPTEMBER 2020]
City Council Approval of Agreement	[OCTOBER, 2020]

Project Manager

This project will be administered by the City of Brookings. All questions or correspondence shall be addressed to:

Jonathan Trost, Deputy Director of Public Works
City of Brookings Public Works Department
898 Elk Drive
Brookings, OR 97415
Phone: 541.469.1138
Fax: 541.469.3650
Email: jtrost@brookings.or.us

COURSE BACKGROUND

PROJECT COMPONENTS / SCOPE OF WORK

The City of Brookings is seeking a professional golf management company to enter into an agreement with the City for the management, operation and maintenance of all elements of the Salmon Run Golf Course, including the onsite restaurant facility. Specific responsibilities with respect to Operations, Programming, Capital Improvements, and Other Requirements are outlined in this section.

Operation and Programming

- The operator shall collect daily receipts and shall maintain and provide to the City, on a “cash basis”, monthly and annual operating statements, including payments equivalent to 1/12th of the required minimum annual payment negotiated under the option selected; no later than the 5th of the month. Additional required payments, if due according to the agreement terms, shall be submitted within 30 days after the year-end gross revenues have been determined.
- Operator shall operate the Salmon Run Golf Course as a public facility consistent with standards of non-discriminatory employment practices and public access policies of the City of Brookings.
- The Salmon Run Golf Course shall be open on a daily basis, from dawn to dusk, with the exception of closures due to inclement weather conditions as determined by the operator.
- Green and cart fees shall be subject to City approval and indexed to local or regional competitive golf facilities of similar type and quality. Setting of initial green fees shall be subject to the negotiation process, in partnership between the City and the operator.
- The operator shall be encouraged to offer discounted fees and/or special programs for Brookings residents, senior citizens and juniors, and to practice yield management to encourage play during traditional slow play periods.
- The City expects the operator to create and maintain a high-quality golfing experience for the public, and to implement customer service mechanisms that will enhance and maintain the satisfaction of patrons, including, but not limited to, ideas to promote faster speeds of play. These mechanisms must be outlined in the respondent’s proposal.
- Operator shall also be responsible for:
 - Formulating and implementing operating programs, business plans, operating and capital improvement budgets;
 - Pro shop operations and cart rentals;
 - Player development programs, including Senior and Junior programs;
 - Soliciting and facilitating tournament play, league play and outings.

- Organizing starter services, course marshaling services and tee time reservations;
- Maintaining buildings, grounds, and the golf course to mutually agreed upon standard specifications as defined in the agreement;
- Managing and overseeing golf course security.

The City shall retain responsibility for the following:

- Administration of all terms and conditions of the agreement;
- Monitoring and evaluation of compliance with regard to its terms;
- Approval of any and all modifications or alterations to the facility.

Course Fees

Green and cart fees shall be subject to City approval and indexed to local or regional competitive golf facilities of similar type and quality. Setting of initial green fees shall be subject to the negotiation process and partnership between the City and the operator.

Signage

The operator shall be required to prominently display signage at the Salmon Run Golf Course listing all prices, rates, hours and days of operation. The placement, design, and contents of all signage are subject to the City's prior written approval. All signage must meet City sign codes. If the operator desires to change golf course logos, the proposed change must be approved by the City.

Pro Shop

Golf course operations shall include the sale of golf merchandise, supplies, and equipment from the pro shop. The operator shall be expected to purchase all pro shop inventory and equipment at the commencement of the agreement. Merchandise shall include current golf equipment, including clubs and balls.

Staffing

The operator shall be required to have a sufficient number of staff available on the Salmon Run Golf Course during regular operating hours to ensure proper operation of the golf course. All staff must wear clothing that is identifiable to the operator and/or to the City as required in the agreement terms and conditions.

Proposers shall submit a list of the key personnel to be assigned to the Salmon Run Golf Course. Proposers shall also submit an organizational chart in their response. As applicable, respondents must meet all State and local laws. Proposers may also include plans, if any, for interviewing existing or previous and restaurant and maintenance staff assigned to the golf course for possible retention or rehire.

Community Programming

The City encourages respondents to incorporate a community programming component into their proposal, such as youth outreach programs, discounted/ free concession services, special programs/ accommodations for senior citizens and persons with disabilities, and golf scholarships for youth in need.

The City expects the operator to develop and promote a Junior Golf Program and encourages the operator to cooperate with local school golf coaches and athletic directors to establish a schedule to accommodate school athletic programs.

Equipment

The transfer of existing maintenance and other equipment shall be an item of negotiation between the City and the operator, and may require the operator to assume existing leases or to purchase City-owned equipment. The golf carts shall be maintained in good working order, and cleaned on a daily basis. Operator shall provide and maintain all equipment necessary for the successful operation of the golf course complex.

All capital improvements and fixed equipment become the property of the City upon installation, if so negotiated in the agreement. The operator shall also be required to supply all additional non-fixed equipment and materials necessary for operations. Proposals should differentiate between fixed equipment and personal expendable items.

Utilities

The operator shall be required to pay for any and all utility costs connected with the operation of the Salmon Run Golf Course, including water/sewer at the clubhouse, cart barn, and maintenance shop. These utility costs include all water and sewer charges that the City assesses for usage.

Drought and Water Conservation Issues

The operator shall be required to adhere to all City directives and restrictions regarding drought and water conservation. In responses, proposers should include any plans to employ methods and equipment which will conserve water, including any plans to upgrade or test the performance of irrigation equipment and the pump station in order to maximize efficiency, eliminate uncontrolled releases of water from water retention structures, regularly check for, and remedy leaks in a timely fashion. Operator shall schedule watering around peak evaporation times. Operator shall comply with all annual reporting requirements established by the Oregon Water Resources Department.

Golf Course Maintenance

The operator shall be responsible for year-round pruning, landscaping, maintenance, and all general grounds maintenance of the site. The operator shall be expected to provide an adequate number of annual and seasonal staff in order to maintain the golf courses in excellent physical condition and appearance. Respondents should include in the proposal detailed plans for course maintenance, staffing, anticipated turf care programs such as aerification, fertilization, fungicide, seeding, sodding, noxious weed eradication, etc., as well as year-round course maintenance schedules.

The operator is required, at its sole cost and expense, to maintain and operate the golf facilities in good and safe condition, and in accordance with industry standards. This includes the maintenance and repair of all courses; all interior and exterior structures; building systems; utility systems and connections; sewer systems and connections; equipment; restrooms; paved areas; course features; landscaping and natural areas; fencing; lighting; sidewalks; vaults; gutters; curbs; and fixtures. To ensure City's satisfaction with said compliance, the operator shall be required to provide the City with full and free access to the Salmon Run Golf Course at all times.

The operator shall be expected, at its sole cost and expense, to operate and maintain the existing irrigation system in good and working order. This shall include the repair and replacement of all equipment and material as needed, including but not limited to the booster pump system, lake lift pump system, electrical system, computer system, irrigation heads and lines, pump house structure and all other associated equipment and material in accordance with operation and maintenance manuals. The operator shall repair any leaks, replace any damaged or missing irrigation heads, and maintain all equipment and pump houses in a clean and orderly manner. In addition, the operator shall maintain the grounds and overflow structures, maintain them free from algae, debris and trash, and make any repairs as necessary. The operator shall, at its sole cost and expense, retain services of qualified technicians and/or service firms to fully comply with all provisions of the irrigation system's operation and maintenance.

The operator shall be responsible for, at its sole cost and expense, clean-up and removal of all waste, garbage, refuse, rubbish, and litter. The operator shall be responsible for maintaining the parking lot in a clean, neat, litter and debris-free condition. The operator shall maintain all signs and structures in good condition and free of graffiti.

The operator shall be responsible for, at its sole cost and expense, thoroughly maintaining the perimeter of the course, including providing for the timely removal of all litter and debris, tree pruning, and sidewalk and fence maintenance, repair, and replacement. All maintenance responsibilities include perimeter and sidewalk areas. Therefore, respondents should include in their proposals detailed plans for perimeter and sidewalk maintenance.

Horticultural Improvements and Tree Maintenance

Trees shall not be cut or removed from the grounds without prior written approval from the City. The operator shall be required to prune the trees on the grounds as needed. The operator shall be responsible for maintaining/removing/replacement of any tree that may be affected by unforeseeable infestation in the future.

Public Safety

The operator shall be required throughout each operational year to take all measures necessary to provide a safe environment for the public at the golf course. Proposers should outline in proposals techniques to address any perceived public safety concerns at the golf course, such as daily inspections of equipment and perimeter fencing, etc. The operator shall be required to comply with all national safety guidelines including Federal, State and local laws, rules and regulations related to the renovation, operation and maintenance of the grounds.

Security

The operator, at its sole cost and expense, shall be responsible for all security at the Complex, and shall provide a 24 hour-a-day security system in accordance with plans approved by the City, as required in the terms of the agreement.

Inspections and Liquidated Damages

City Inspectors shall visit the Salmon Run Golf Course unannounced to inspect operations and ensure proper maintenance. Based on inspections, the City may issue directives regarding deficiencies the operator shall be obligated to rectify in a timely fashion. Violations of the terms of the agreement may also result in the assessment of fines which, if not paid promptly, may be deducted from the operator's security deposit, as negotiated in the agreement terms and conditions.

If the operator fails to provide the cleaning, maintenance, and operational services required by the agreement, the City shall notify the operator in writing, and the operator shall be required to correct such shortcomings within forty-eight (48) hours of receipt of such notice. In the event that the operator fails to cure the violation, the City shall send the operator a second written notice. If the operator fails to cure the violation within forty-eight (48) hours of receipt of the second notice, City may, at its option, in addition to any other remedies available to it, require the operator to pay liquidated damages from the date of the second notice, with respect to each violation of the agreement, until the deficiencies have been corrected, as required by the agreement terms and conditions.

Capital Improvements and Investments

Should the operator elect to undertake a capital project, the operator shall be required to provide a construction security deposit in an amount and format approved by the City, to ensure

that all capital work is completed. This deposit, preferably in the form of a letter of credit, must be in place before any capital improvement work may commence.

The City makes no representations regarding the adequacy of site utilities currently in place at the site. The operator shall be required to connect to and/or upgrade any existing utility service or create a new utility system, and obtain the appropriate permits and approvals. The operator shall be required to pay for any and all utility costs connected with the operation of the grounds during the term of the agreement. These utility costs include paying all water and sewer charges that the City assesses for water usage.

The City shall weigh capital investment and design in its evaluation process. For more information, please see the "Evaluation and Selection Process" section of this RFP. Therefore, in responding to the options contained herein, please describe all intended capital work and provide cost estimates in proposal submission. In addition, please include a detailed capital/design timetable which clearly outlines proposed improvements and the anticipated commencement and completion dates for such improvements (i.e., the expected duration of each improvement). All capital work by the operator shall be completed in such a manner so as to create a minimum amount of interference with golf course availability to the public.

All capital improvements and fixed equipment become the property of the City upon installation, as negotiated in the agreement. Proposers should be aware that the Salmon Run Golf Course shall be operated pursuant to this agreement. In the event the agreement is terminated for cause, the City shall not consider proposals for reimbursement of operator's unamortized capital improvement cost as of the date of termination.

Aside from pre-approved capital projects, the operator shall be required to make all necessary repairs at their sole cost and expense.

Other Requirements During Term

- The operator shall be required to submit an adequate security deposit (negotiable amount or mechanism) to collateralize their obligation to fulfill the agreement. This security deposit shall be due upon signing.
- The operator shall be required to carry Commercial General Liability Insurance in the amount of \$5,000,000, Employer's Liability Insurance in the amount of \$1,000,000, Property Damage Insurance in the amount of \$5,000,000 and statutory limits of Worker's Compensation and Disability Insurance. All policies other than Employer's Liability, Worker's Compensation and Disability must name the City of Brookings as an additional insured. Fire and extended coverage equal to the replacement value of the structures shall also be required, with the City named as sole insured. Proposers are on notice that the City may require higher liability limits if, in the opinion of the City's Risk Manager, the proposed program warrants it.
- The operator shall be required to submit monthly statements of gross and net receipts from all categories of income in a format approved by the City. At the end of

each operating year, the operator shall be required to submit a detailed income and expense statement for the prior year's operation. The operator shall be required to maintain a revenue control system to ensure the accurate and complete recording of all revenues, in a form and manner acceptable to the City.

- The operator shall be responsible for regular pest control inspections and extermination. To the extent that the operator applies pesticides to any property owned or leased by the City, operator or any subcontractor hired by operator shall comply with the City Code and limit the environmental impact of its pesticide use.
- The operator shall be required to cooperate with the City during special events and other unanticipated eventualities.
- Smoking in any building is strictly prohibited. The operator shall be required to adhere to and enforce this policy.
- The operator shall be required to retain a qualified professional licensed (Oregon) engineer or registered architect for design and construction of proposed capital work, including project management of the construction project through completion. This supervising architect or engineer shall be required to ensure that all construction conforms to the plans approved by the City. Proposers shall be required to submit the architect's or engineer's qualifications to the City for approval.
- The operator shall be required to pay all taxes applicable to the operation of the golf facilities. Gross receipts shall exclude the amount of any Federal, State or local taxes which are paid by the operator.
- The operator shall be required to comply with all laws relating to recreational access for persons with disabilities. The operator is encouraged to exceed accessibility requirements whenever possible, and not simply provide the minimum level required.
- The operator shall be responsible for golf course membership costs into the Oregon Golf Association and United States Golf Association.

SUBMISSION OF PROPOSALS

Proposal Submission Instructions

All proposals must meet the content requirements and format guidelines listed below in the "Proposal Content Guidelines" section. The complete proposal shall be submitted by the due date in a sealed envelope marked "Proposals to the City of Brookings for the Management, Operation, and Maintenance of the Salmon Run Golf Course". A total of five (5) copies of the proposal shall be submitted in a sealed envelope, which details the business name, business address, and contact person of the respondent.

Proposals to this RFP are due and must be received by the City Recorder at City Hall (898 Elk Drive, Brookings OR 97415) no later than 4:00 p.m., Pacific Standard Time, on June 29, 2020. Responses must be addressed to the attention of the Brookings City Manager. No proposals shall be accepted after that time. Hand delivery before the deadline is recommended. **Proposals received after the time and date listed above shall be returned to the proposer unopened.**

Proposal Content Guidelines

Proposals should include the following:

- A letter of interest containing relative information such as experience in providing like services, background of the firm, and resumes of the principals involved.
- Additional material such as brochures and photos, promotional material, references, and supplemental graphics, applicable to the content of the proposal.
- Signature by an individual authorized by the firm or partnership.

Each proposal submitted must include the following components:

Compensation Proposal

All respondents must submit a proposal that includes a compensation structure for the operator. It is expected that the compensation proposal shall include provisions to incentivize the Operator to increase course revenues and/or reduce course operating costs. As an example, the compensation proposal may propose the terms of a graduated payment schedule tied to revenues which would incorporate an annual guaranteed minimum payment. A graduated payment schedule could be adjusted to offset significant capital commitments if proposed or contemplated.

The operator shall maintain and provide to the City monthly and annual operating statements reflecting net operating income. It is preferred by the City that the operator take its compensation from gross revenues and take any remaining compensation or incentive pay at the end of the contract year. It is also expected that the operator will have the financial capacity to operate the course during the "slow season" without the need for financial support from the City.

In addition to the monthly payment, the operator shall be required to make an annual payment to a Replacement Reserve Fund, which will be utilized to make repairs to/replace City-owned equipment and fixtures utilized by the operator. This amount should be proposed based upon the term of the agreement, and will be subject to negotiation.

Operations / Business Plan

Proposers must provide a detailed operations/business plan for the future operation of Salmon Run Golf Course to include, at a minimum, the operations and maintenance elements described in the “Project Components/Scope of Work” section of this RFP under “Operations and Programming”. Proposers should include an estimated number of full-time and seasonal employees respectively, and the positions these employees will fill.

Operating Experience / Minimum Qualifications

Proposers should submit a resume or detailed description of the proposer's professional qualifications, demonstrating extensive experience in the renovation, management, maintenance, and operation of golf facilities. Include the names and addresses of all corporate officers of the entity submitting the proposal.

The City is seeking an experienced operator, preferably with experience in the Pacific Northwest, and preferably with experience managing or operating municipal or other public play courses.

Proposers must:

1. Include a list of at least five (5) professional references associated with municipalities, or other public play facilities, that can attest to the proposer's experience and qualifications in the management and operations of municipal and/or public play courses.

and/or

2. Demonstrate long term success with operation and maintenance of similar facilities in the Pacific Northwest.

References, or applicable information submitted in support of local operational success, must be able to describe such matters as the proposer's financial and operational capability. Include the name of the reference entity; a description of the nature of the listed reference's experience with the proposer; the name, title, address, and telephone number of a contact person at the reference entity.

Proposers should attach a list of all golf facilities managed, leased, or operated in the last ten years, including current contracts (if contractually operated). Include: the name, type (municipal, daily fee, private), and location of the facility; a description of the nature of the business relationship with the facility; and, the length and current status of the contract (if contractually operated).

Proposer should possess:

- A minimum of ten (10) years experience in the following golf related fields:
 - Pro shop operations, including driving range;
 - Merchandise sales;
 - Golf cart operations;
 - Food and Beverage;
- A Class A PGA Golf Professional to manage and operate the pro shop;
- A Golf Course Superintendent with cool season turf grass experience and an Oregon pesticide applicators license;
- A competent record of employment or history of contract service in the operation of similar golf facilities as verified and supported by references, letters, and other necessary evidence from all employers, public or private.

Financial Capability

The proposer should have a demonstrated record of financial capacity and sustainability commensurate with the obligations contemplated under this RFP.

Proposals should include:

- Three years of financial statements or statements prepared in accordance with standard accounting procedures documenting this financial capacity;
- Supporting documentation of their financial net worth, including but not limited to certified financial statements; balance sheets, which include both liquid and non-liquid assets; net operating income statements; tax returns for the past five (5) years.

Proposers should identify the intended source of all funds proposed to be invested in the facility. If this information is proprietary, it must be identified as such and marked accordingly in the response to the proposal.

EVALUATION AND SELECTION PROCESS

The City is interested in selecting a qualified firm with the ability to maximize net income to the City/Operator partnership; providing a well maintained golf facility and a quality, affordable golf experience for the residents of Brookings and visitors to the Southern Oregon Coast.

A selection team shall evaluate the proposals submitted and rank each firm's proposal according to the established criteria outlined below. Based upon this evaluation, the City may choose to conduct oral interviews with two or more firms to clarify proposal or qualifications. The City shall then enter into negotiations with the top ranked firm. If these negotiations are unsuccessful, the City may undertake negotiations with the second-ranked firm. This procedure shall, at the City's discretion, continue until a final operational agreement is executed.

Proposal Evaluation Criteria

The following criteria shall bear significant weight in the selection process. Experience and capabilities must be verified and documented.

- Experience in municipal or public play golf course operations (20%);
- Marketing and Business Plan (20%);
- Fee proposal (20%);
- Financial capacity and sustainability (10%);
- Ability to provide golf course, building and grounds maintenance, tee time services, retail sales, and golf instruction (10%);
- History of customer service, and approach toward measuring and achieving customer satisfaction (10%);
- History of compliance with obligations and responsibilities assumed at similar operations (5%);
- Proposed management team and staffing levels (5%);

CITY RESPONSIBILITIES

The City shall provide potential operators with:

- Appropriate background material related to current and recent historical operation of Salmon Run Golf Course, including budget and staffing levels;
- Additional documents such as site maps, photographs, aerial photos, and diagrams;
- Logistics for required meetings or interviews.

This project shall be administered by the City of Brookings. All questions, correspondence, and information requests should be addressed to:

Jonathan Trost, Deputy Director of Public Works
City of Brookings Public Works Department
898 Elk Drive
Brookings OR 97415
Phone: 541.469.1138
Fax: 541.469.3650
Email: jtrost@brookings.or.us

CITY RIGHTS

The City of Brookings reserves the right to postpone, amend or cancel this RFP or to reject all proposals if, in its judgment, it deems it to be in the best interest of the City.

The City shall not be liable for any costs incurred by proposers in the preparation of responses or for any work performed in connection therein.

Technical addenda issued by the City shall be the only authorized method for communicating and clarifying information to all potential proposers. Proposers should contact the Project Manager before submitting a proposal to verify that any and all addenda issued has been received. Proposers shall acknowledge the receipt of any addenda in the proposal submission.

THE GENERAL REQUIREMENTS

Hold Harmless Provision

Indemnification:

Operator shall indemnify, defend, and hold harmless City, its City Council, boards, commissions, officials, employees, and volunteers ("indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("claims"), arising from or in any manner connected to operator's negligent act or omission, whether alleged or actual regarding performance of services or work conducted or performed pursuant to the agreement. If claims are filed against indemnitees which allege negligence on behalf of the operator, operator shall have no right of reimbursement against indemnitees for the costs of defense even if negligence is not found on the part of operator. However, operator shall not be obligated to indemnify indemnitees from claims arising from the sole or active negligence or willful misconduct of indemnitees.

Indemnification for Claims for Professional Liability

As to claims for professional liability only, operator's obligation to defend indemnitees (as set forth above) shall be limited to the extent to which its professional liability insurance policy provides such defense costs.

Insurance

On or before the commencement of the term of the agreement, operator shall furnish City with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage. Such certificates, which do not limit operator’s indemnification, shall also contain substantially the following statement: “Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days’ advance written notice to the City of Brookings by certified mail, Attention: Risk Manager.” It is agreed that operator shall maintain in force at all times during the performance of the agreement all appropriate coverage of insurance required by the agreement with an insurance company that is acceptable to the City and licensed to do insurance business in the State of Oregon. Endorsements naming the City as additional insured shall be submitted with the insurance certificates.

Coverage

Operator shall maintain the following insurance coverage:

Workers’ Compensation and Employer’s Liability

Worker’s Compensation coverage with statutory limits as required by the State of Oregon. Employer’s Liability coverage with limits of at least \$2,000,000.

General Liability

Commercial general liability coverage in the following minimum limits:

Bodily Injury:	\$1 million, each occurrence
	\$2 million, aggregate – all other
Property Damage:	\$500,000 each occurrence

If submitted, combined single limit policy with aggregate limits in the amounts of \$2,000,000 shall be considered equivalent to the required minimum limits shown above.

Automotive

Comprehensive automotive liability coverage in the following minimum limits:

Bodily Injury:	\$1,000,000 each occurrence \$2,000,000 aggregate
Property Damage:	\$500,000 each occurrence

Combined Single Limit: Limits in the amounts of \$2,000,000 shall be considered equivalent to the required minimum limits shown above.

Professional Liability

Professional liability insurance, which includes coverage for the professional acts, errors, and omissions of operator, in the amount of at least \$1,000,000.

Subrogation Waiver

Operator agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, operator shall look solely to its insurance for recovery. Operator hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either operator or City with respect to the services of operator, a waiver of any right to subrogation which any such insurer of said operator may acquire against City by virtue of the payment of any loss under such insurance.

Failure to Secure

If operator at any time during the term hereof should fail to secure or maintain the foregoing insurance, City shall be permitted to obtain such insurance in the operator's name or as an agent of the operator and shall be compensated by the operator for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

Additional Insured

The City, its City Council, boards and commissions, officers, employees and volunteers shall be named as an additional insured under all insurance coverages, except any professional liability insurance, required by the agreement. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

Sufficiency of Insurance

The insurance limits required by City are not represented as being sufficient to protect operator. Operator is advised to confer with its insurance broker to determine adequate coverage for operator.

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/05/2020	84457	4477	Alpine Products, Inc	15-00-2005	2,813.74
03/20	03/05/2020	84458	1314	Bernie Bishop Mazda	20-00-2005	1,613.40
03/20	03/05/2020	84459	313	Brookings Vol Firefighters	10-00-2005	2,250.00
03/20	03/05/2020	84460	715	Budge McHugh Supply	20-00-2005	7,178.05
03/20	03/05/2020	84461	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
03/20	03/05/2020	84462	5822	Chaves Consulting Inc	49-00-2005	370.20
03/20	03/05/2020	84463	5952	Chetco Auto Marine & Industrial Supply	10-00-2005	17.28
03/20	03/05/2020	84464	4928	CIS Trust	10-00-2005	50.00
03/20	03/05/2020	84465	3834	Clean Sweep Janitorial Service	33-00-2005	1,675.00
03/20	03/05/2020	84466	5827	Coastal Investments LLC	10-00-2005	1,130.00
03/20	03/05/2020	84467	1745	Coastal Paper & Supply, Inc	10-00-2005	1,789.12
03/20	03/05/2020	84468	5977	Coastal SOCAN	32-00-2005	500.00
03/20	03/05/2020	84469	1740	Code Publishing Company Inc	10-00-2005	133.50
03/20	03/05/2020	84470	183	Colvin Oil Company	10-00-2005	1,905.25
03/20	03/05/2020	84471	2384	Curry County Road Dept	15-00-2005	7,166.50
03/20	03/05/2020	84472	317	DCBS - Fiscal Services	10-00-2005	522.24
03/20	03/05/2020	84473	2186	Ferguson Waterworks #3011	20-00-2005	321.30
03/20	03/05/2020	84474	5981	Fisher RPM Electric Motor Inc	53-00-2005	9,394.00
03/20	03/05/2020	84475	199	Richard Harper	10-00-2005	400.00
03/20	03/05/2020	84476	162	Kerr Hardware	15-00-2005	649.45
03/20	03/05/2020	84477	5982	Amber Nalls	10-00-2005	6.00
03/20	03/05/2020	84478	5886	Office Depot Inc	10-00-2005	357.90
03/20	03/05/2020	84479	279	One Call Concepts, Inc	25-00-2005	72.15
03/20	03/05/2020	84480	5008	Online Information Services	10-00-2005	84.40
03/20	03/05/2020	84481	5595	Oregon Coast Magazine	32-00-2005	2,198.30
03/20	03/05/2020	84482	4970	Outdoor Creations Inc	10-00-2005	675.00
03/20	03/05/2020	84483	4	Christine Pinkerton	10-00-2005	218.00
03/20	03/05/2020	84484	4	Wild Rivers Animal Rescue	32-00-2005	70.00
03/20	03/05/2020	84485	322	Postmaster	25-00-2005	850.00
03/20	03/11/2020	84486	5978	Red Lion Hotel Coos Bay	10-00-2005	.00 V
03/20	03/05/2020	84487	1840	Rogue Credit Union	15-00-2005	1,356.89
03/20	03/11/2020	84488	5979	Spring Sheffel	10-00-2005	.00 V
03/20	03/05/2020	84489	3499	Simplot Grower Solutions	10-00-2005	901.99
03/20	03/05/2020	84490	5973	Tyree Oil Inc	10-00-2005	25.20
03/20	03/05/2020	84491	4542	Umpqua Bank	10-00-2005	8,484.19
03/20	03/05/2020	84492	2863	Verizon Wireless	10-00-2005	509.89
03/20	03/05/2020	84493	2122	Cardmember Service	10-00-2005	183.20
03/20	03/05/2020	84494	5900	Wells Fargo Equipment Finance	25-00-2005	6,866.66
03/20	03/11/2020	84495	5980	Jenn Wolf	10-00-2005	.00 V
03/20	03/11/2020	84496	5980	Jenn Wolf	10-00-2005	.00 V
03/20	03/12/2020	84497	5908	Amazon Capital Services	49-00-2005	1,496.31
03/20	03/12/2020	84498	4778	Ausland Group	50-00-2005	71,133.21
03/20	03/12/2020	84499	4939	BI- Mart Corporation	15-00-2005	22.73
03/20	03/12/2020	84500	5108	Brad Kelly, PT	10-00-2005	270.00
03/20	03/12/2020	84501	1373	Cascade Fire Equipment	10-00-2005	277.44
03/20	03/12/2020	84502	5858	CH2M Hill OMI	25-00-2005	109,487.15
03/20	03/12/2020	84503	5939	Country Media Inc	10-00-2005	175.50
03/20	03/12/2020	84504	2384	Curry County Road Dept	20-00-2005	646.00
03/20	03/12/2020	84505	173	Curry Equipment	15-00-2005	115.77
03/20	03/12/2020	84506	259	Da-Tone Rock Products	15-00-2005	1,249.69
03/20	03/12/2020	84507	1	Rich Hansen	20-00-2005	38.99
03/20	03/12/2020	84508	1	Tammy Selby	20-00-2005	200.00
03/20	03/12/2020	84509	5092	Ennis-Flint Inc	15-00-2005	1,070.40

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/12/2020	84510	3342	Fastenal	20-00-2005	13.66
03/20	03/12/2020	84511	153	Ferrellgas	25-00-2005	720.89
03/20	03/12/2020	84512	4646	Frontier	30-00-2005	123.27
03/20	03/12/2020	84513	198	Grants Pass Water Lab	20-00-2005	168.00
03/20	03/12/2020	84514	4980	iSecure	10-00-2005	35.00
03/20	03/12/2020	84515	4981	McLennan Excavation, Inc	52-00-2005	238,692.10
03/20	03/12/2020	84516	3159	NorthCoast Health Screening	10-00-2005	45.00
03/20	03/12/2020	84517	3789	Oak Street Health Care Center	10-00-2005	247.80
03/20	03/12/2020	84518	5886	Office Depot Inc	10-00-2005	103.51
03/20	03/12/2020	84519	687	Owen Equipment Company	15-00-2005	944.53
03/20	03/12/2020	84520	798	Dan Palicki	61-00-2005	387.00
03/20	03/12/2020	84521	252	Paramount Pest Control	10-00-2005	110.00
03/20	03/12/2020	84522	5983	Aaron Pettis	10-00-2005	110.00
03/20	03/12/2020	84523	5768	Proficient Auto Center Inc	10-00-2005	58.50
03/20	03/12/2020	84524	207	Quill Corporation	10-00-2005	112.97
03/20	03/12/2020	84525	3	Banana Belt Property Mngmnt	20-00-2005	20.54
03/20	03/12/2020	84526	3	Carol Bayne	20-00-2005	342.78
03/20	03/12/2020	84527	3	Richard Geraghty	20-00-2005	79.46
03/20	03/12/2020	84528	5457	Speer Hoyt LLC	10-00-2005	1,840.00
03/20	03/12/2020	84529	551	Western Pacific Tree Serv Inc	10-00-2005	1,680.00
03/20	03/12/2020	84530	4694	Travis Wright	10-00-2005	110.00
03/20	03/19/2020	84531	5046	911 Supply LLC	10-00-2005	144.99
03/20	03/19/2020	84532	5908	Amazon Capital Services	49-00-2005	449.98
03/20	03/19/2020	84533	4734	Aramark Uniform Services	10-00-2005	120.00
03/20	03/19/2020	84534	5070	Canon Solutions America	10-00-2005	319.29
03/20	03/19/2020	84535	1373	Cascade Fire Equipment	10-00-2005	391.02
03/20	03/19/2020	84536	5842	Century West Engineering Corp	33-00-2005	62,112.48
03/20	03/19/2020	84537	3015	Charter Communications	30-00-2005	594.98
03/20	03/19/2020	84538	4928	CIS Trust	10-00-2005	23,138.22
03/20	03/19/2020	84539	1	Tresse're Mills	20-00-2005	210.94
03/20	03/19/2020	84540	2640	Dyer Partnership Inc., The	50-00-2005	8,146.65
03/20	03/19/2020	84541	5951	Executech Utah LLC	49-00-2005	30.40
03/20	03/19/2020	84542	3342	Fastenal	25-00-2005	248.75
03/20	03/19/2020	84543	4646	Frontier	25-00-2005	1,319.75
03/20	03/19/2020	84544	5004	Galls LLC	10-00-2005	217.07
03/20	03/19/2020	84545	5932	Harden Psychological Associates PC	10-00-2005	190.00
03/20	03/19/2020	84546	2119	Law Enforcement Systems, Inc	10-00-2005	77.00
03/20	03/19/2020	84547	2	Gavin Olson	10-00-2005	25.00
03/20	03/19/2020	84548	5886	Office Depot Inc	10-00-2005	102.42
03/20	03/19/2020	84549	3561	Oil Can Henry's	10-00-2005	49.48
03/20	03/19/2020	84550	699	Oregon Dept of Transportation	55-00-2005	98,100.00
03/20	03/19/2020	84551	4794	Pacific Rim Copy Center	10-00-2005	20.00
03/20	03/19/2020	84552	4	Rachelle Angel	10-00-2005	218.00
03/20	03/19/2020	84553	4	Sabrina Ziegler	10-00-2005	218.00
03/20	03/19/2020	84554	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
03/20	03/19/2020	84555	1893	Public Safety Center	10-00-2005	98.94
03/20	03/19/2020	84556	142	Tidewater Contractors Inc	50-00-2005	938.56
03/20	03/19/2020	84557	5398	University of Oregon	10-00-2005	17,625.00
03/20	03/19/2020	84558	861	Village Express Mail Center	10-00-2005	45.54
03/20	03/26/2020	84559	5963	Brookings Harbor Truck & Auto	50-00-2005	3,300.00
03/20	03/26/2020	84560	3015	Charter Communications	10-00-2005	144.98
03/20	03/26/2020	84561	183	Colvin Oil Company	25-00-2005	2,713.44
03/20	03/26/2020	84562	182	Coos-Curry Electric	15-00-2005	321.88
03/20	03/26/2020	84563	5073	Edwards Roofing	10-00-2005	3,386.00
03/20	03/26/2020	84564	4646	Frontier	30-00-2005	26.21
03/20	03/26/2020	84565	5004	Galls LLC	10-00-2005	348.16

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/26/2020	84566	4357	Hemlock Street Properties LLC	10-00-2005	375.00
03/20	03/26/2020	84567	5153	Brent Hodges	10-00-2005	363.52
03/20	03/26/2020	84568	5985	Gilbert Murray	10-00-2005	130.53
03/20	03/26/2020	84569	4487	Net Assets Corporation	10-00-2005	492.00
03/20	03/26/2020	84570	5886	Office Depot Inc	10-00-2005	65.59
03/20	03/26/2020	84571	5916	Oregon Department of Aviation	33-00-2005	50.00
03/20	03/26/2020	84572	5237	Oregon Mayors Association	10-00-2005	139.00
03/20	03/26/2020	84573	4	Autumn Carter	10-00-2005	436.00
03/20	03/26/2020	84574	4	Anne Ranney	10-00-2005	218.00
03/20	03/26/2020	84575	4	Michael Saunders	10-00-2005	109.00
03/20	03/26/2020	84576	207	Quill Corporation	10-00-2005	145.98
03/20	03/26/2020	84577	4815	Platt	50-00-2005	1,478.18
03/20	03/26/2020	84578	5984	Rogue Valley Precast LLC	15-00-2005	9,806.00
03/20	03/26/2020	84579	861	Village Express Mail Center	10-00-2005	54.21
03/20	03/26/2020	84580	169	Waste Connections Inc	15-00-2005	1,700.44
Grand Totals:						<u>737,006.91</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: Summary

Committee Vacancies

Date: April 13, 2020

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Budget Committee #3	VACANT	2/1	2022	3
Parks & Rec Commission #2	VACANT	2/1	2021	2