

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL/URBAN RENEWAL AGENCY**

**Monday, September 26 2022, 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 Manager's office, under the authority of ORS 192.660(2) (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing, ORS 192.660(2)(d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations", and ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions".

### **CITY COUNCIL**

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Announcements**

1. Bully Prevention Month Proclamation [Pg. 1]
2. Suicide Prevention Month Proclamation [Pg. 2]
3. National Emblem Club Proclamation [Pg. 3]

#### **E. 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)

#### **F. Consent Calendar**

1. Approve Council meeting minutes for September 12, 2022 [Pg. 4]
2. Receive monthly financial report for August 2022 [Pg. 6]

#### **G. Staff Reports/Hearings**

1. Award Engineering Contract [Pg. 12]
  - a. The Dyer Partnership cover letter [Pg. 14]
  - b. Civil West Engineering cover Letter [Pg. 15]
  - c. Jacobs Cover Letter [Pg. 16]
2. Award Dyer Task Order 102 [Pg. 17]
  - a. Dyer Task Order 102 [Pg. 18]
  - b. Ridgeway Street Photos [Pg. 20]
3. Policy and Procedure Resolution [Pg. 22]
  - a. Resolution 22-R-1234 [Pg. 24]
4. Taxicab Ordinance [Pg. 25]
  - a. Ordinance 22-O-803 [Pg. 27]
5. Appoint LOC Voting Delegate [Pg. 28]
6. Action items from Executive Session

#### **H. Remarks from Mayor and Councilors**

#### **I. Adjournment**

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **C. Roll Call**

## **D. Consent Calendar**

1. Approve Urban Renewal meeting Minutes for August 22, 2022 [Pg. 29]

## **E. Staff Reports**

1. Review URA Projects [Pg. 30]
  - a. Summary of Projects [Pg. 32]
  - b. Urban Renewal Map [Pg. 34]
  - c. California Example [Pg. 35]

## **F. Agency Remarks**

## **G. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall and at Chetco Community Public Library. 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.

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>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

# City of Brookings

## *Proclamation*

**WHEREAS;** bullying is physical, verbal, sexual or emotional intimidation or harm intentionally directed at a person or group of people and occurs in neighborhoods, playgrounds, schools, on the job and through technology, and

**WHEREAS,** research indicates that bullying is the most common form of violence, annually affecting thousands of children and adolescents; and

**WHEREAS,** targets of bullying are more likely to acquire physical, emotional, and learning problems; and

**WHEREAS,** children who bully are at greater risk of engaging in more serious violent behaviors while children who witness bullying often feel less secure, more fearful, and intimidated.

**NOW, THEREFORE,** the Brookings City Council hereby proclaims October 2022 as

### ***Bully Prevention Month***

**BE IT FURTHER RESOLVED,** that the Councilors encourage all community members become engaged in a variety of awareness and prevention activities designed to make our communities safe for all children, adolescents and adults.

***In Witness Whereof,*** I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 26th day of September, 2021.

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Mayor Ron Hedenskog

# City of Brookings *Proclamation*

**WHEREAS;** suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and suicide is a major public health issue that requires vigilant attention and preventative action, especially during times of a pandemic, and

**WHEREAS,** 45,979 people lost their lives to suicide in 2020 including 833 Oregonians. Suicide is the 9<sup>th</sup> leading cause of death for Oregonians which ranks Oregon with the 13<sup>th</sup> highest suicide rate in the nation, and

**WHEREAS,** suicide was the 2<sup>nd</sup> leading cause of death for 15 – 44 year-old Oregonians in 2020, and

**WHEREAS,** each death by suicide directly impacts numerous family members, friends, loved ones, and by extension our entire rural community, and

**WHEREAS,** research shows that 95% of adults would do something if someone close to them was thinking about suicide if they only knew what to say or do.

**NOW, THEREFORE,** the Brookings City Council hereby proclaims September 2022 as

## ***Suicide Awareness and Prevention Month***

**BE IT FURTHER RESOLVED,** that the Councilors encourage all citizens to learn the warning signs, trust their gut and use that information to ask a troubled friend, colleague or family member "are you okay?" and be prepared to listen. That conversation could change a life.

***In Witness Whereof,*** I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 26<sup>th</sup> day of September, 2021.

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Mayor Ron Hedenskog



# City of Brookings *Proclamation*

**WHEREAS**, the members of the Supreme Emblem Club of the United States of America, in promulgating community service, have actively engaged in seeking out the worthy and the needy in every community; and

**WHEREAS**, their assistance and guidance to young men and women is evidenced by great numbers of scholarships, assuring the advanced education of the deserving; and

**WHEREAS**, the requirements of those who have special needs are considered and fulfilled insofar as can be; and

**WHEREAS**, the members are vitally concerned with the immediate and permanent needs of those placed in stress by reason of flood, quake, hurricane, and other disasters of nature; and

**WHEREAS**, these are dedicated to the principle of philanthropic endeavor; and

**WHEREAS**, be it resolved that the deeds of dedicated, charitable members of the Supreme Emblem Club of the United States of America be recognized;

**NOW, THEREFORE**, I, Ron Hedenskog, Mayor of the City of Brookings, Oregon, do hereby proclaim the week of September 26<sup>th</sup>, 2022, as

## *National* *Emblem Club Week*

*In Witness Whereof,*

I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 26<sup>th</sup> day of September, 2022.

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Mayor Ron Hedenskog

# City of Brookings CITY COUNCIL MEETING MINUTES

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

**Monday, September 12, 2022**

## **Call to Order**

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

## **Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present.

Staff present: City Manager Pro Tem Gary Milliman, Public Works Director Tony Baron, and Deputy City Recorder Natasha Tippetts

Media Present: 1

Others Present: 0

## **Public Comments**

1. John Hendy, 1359 Chetco Ave, Brookings; Provided opinion on sound level in Brookings

## **Consent Calendar**

1. Approve Council meeting minutes for August 22, 2022
2. Approve Special Council minutes for September 6, 2022
3. Accept Planning Commission minutes for August 2, 2022
4. Accept August Vouchers

**Mayor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to approve the Consent Calendar.**

## **Staff Reports**

### **1. 2022 Street Project Update**

*Staff report presented by Tony Baron*

### **2. Land Development Code Revisions – Marijuana Retail Facilities**

*Staff report presented by Tony Baron*

Council discussed the verbiage in exhibit A.

Council would like to change the following in Section 17.124.240 of Exhibit A:

C. to read "Public Library"

E. Cross out "City Parks" and list Azalea Park, Stout Park and Easy Manor Park

K. Change the word "displayed" to "observed"

**Mayor Hedenskog moved and Councilor Schreiber seconded, and Council voted unanimously to read Ordinance 22-O-800 for the first time by title only.**

**Councilor Schreiber moved and Councilor McKinney seconded, and Council voted unanimously to read Ordinance 22-O-800 for the second time by title only.**

**Councilor Schreiber moved and Mayor Hedenskog seconded, and with a vote of four to one, Mayor Hedenskog voting Nay, Council adopted Ordinance 22-O-800 with the discussed verbiage changes in Exhibit A, Section 17.124.240, subsection C, E, and K.**

### **3. Psilocybin Manufacture and Wholesale**

*Staff report presented by Gary Milliman*

**Councilor Schreiber moved and Mayor Hedenskog seconded, and Council voted unanimously to read Ordinance 22-O-801 for the first time by title only.**

**Mayor Hedenskog moved and Councilor McKinney seconded, and council voted unanimously to adopt Ordinance 22-O-801.**

### **Remarks from Mayor and Councilors**

None

### **Adjournment**

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:08 PM.

Respectfully submitted:

ATTESTED:  
this 26th day of September, 2022:

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Ron Hedenskog, Mayor

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Gary Milliman, City Recorder Pro Tem

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,646,440.00	149,041.09	222,537.64	3,423,902.36	6.1
LICENSES AND PERMITS	296,500.00	37,306.30	68,318.03	228,181.97	23.0
INTERGOVERNMENTAL	293,500.00	1,466,503.26	1,484,231.73	( 1,190,731.73)	505.7
CHARGES FOR SERVICES	994,500.00	89,311.10	106,950.57	887,549.43	10.8
OTHER REVENUE	125,500.00	26,271.52	33,593.49	91,906.51	26.8
TRANSFERS IN	633,382.00	.00	.00	633,382.00	.0
	<u>5,989,822.00</u>	<u>1,768,433.27</u>	<u>1,915,631.46</u>	<u>4,074,190.54</u>	<u>32.0</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	35,168.00	3,195.96	6,589.00	28,579.00	18.7
MATERIAL AND SERVICES	12,850.00	340.63	681.26	12,168.74	5.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>48,018.00</u>	<u>3,536.59</u>	<u>7,270.26</u>	<u>40,747.74</u>	<u>15.1</u>
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	384,120.00	29,502.04	61,911.36	322,208.64	16.1
MATERIAL AND SERVICES	227,300.00	25,600.28	52,243.15	175,056.85	23.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>611,420.00</u>	<u>55,102.32</u>	<u>114,154.51</u>	<u>497,265.49</u>	<u>18.7</u>
POLICE:					
PERSONAL SERVICES	3,027,250.00	244,961.82	484,341.65	2,542,908.35	16.0
MATERIAL AND SERVICES	204,000.00	9,435.63	34,385.96	169,614.04	16.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	8,904.62	58,962.38	13.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>3,299,117.00</u>	<u>258,849.76</u>	<u>527,632.23</u>	<u>2,771,484.77</u>	<u>16.0</u>
FIRE:					
PERSONAL SERVICES	235,238.00	17,969.42	37,485.80	197,752.20	15.9
MATERIAL AND SERVICES	105,500.00	3,219.94	21,305.57	84,194.43	20.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	.00	30,580.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>371,318.00</u>	<u>21,189.36</u>	<u>58,791.37</u>	<u>312,526.63</u>	<u>15.8</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	242,675.00	14,570.58	30,605.22	212,069.78	12.6
MATERIAL AND SERVICES	92,900.00	1,026.63	7,388.77	85,511.23	8.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	335,575.00	15,597.21	37,993.99	297,581.01	11.3
PARKS & RECREATION:					
PERSONAL SERVICES	285,789.00	23,330.04	46,323.91	239,465.09	16.2
MATERIAL AND SERVICES	121,300.00	11,795.02	24,798.89	96,501.11	20.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	.00	9,981.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	417,070.00	35,125.06	71,122.80	345,947.20	17.1
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	700,000.00	.00	.00	700,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	700,000.00	.00	.00	700,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	94,384.00	25,309.52	50,706.54	43,677.46	53.7
MATERIAL AND SERVICES	56,200.00	8,322.14	17,536.11	38,663.89	31.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	150,584.00	33,631.66	68,242.65	82,341.35	45.3
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	168,600.00	6,681.31	12,236.20	156,363.80	7.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	285,000.00	.00	.00	285,000.00	.0
CONTINGENCIES AND RESERVES	623,120.00	.00	.00	623,120.00	.0
	1,076,720.00	6,681.31	12,236.20	1,064,483.80	1.1
	7,009,822.00	429,713.27	897,444.01	6,112,377.99	12.8
	( 1,020,000.00)	1,338,720.00	1,018,187.45	( 2,038,187.45)	99.8

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	710,000.00	34,065.30	80,918.82	629,081.18	11.4
OTHER REVENUE	20,200.00	96.00	540.95	19,659.05	2.7
TRANSFER IN	.00	.00	.00	.00	.0
	<u>730,200.00</u>	<u>34,161.30</u>	<u>81,459.77</u>	<u>648,740.23</u>	<u>11.2</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	231,087.00	17,180.46	35,532.84	195,554.16	15.4
MATERIAL AND SERVICES	215,500.00	6,087.68	30,822.82	184,677.18	14.3
CAPITAL OUTLAY	250,000.00	.00	.00	250,000.00	.0
DEBT SERVICE	4,409.00	.00	.00	4,409.00	.0
TRANSFERS OUT	119,370.00	.00	.00	119,370.00	.0
CONTINGENCIES AND RESERVES	139,834.00	.00	.00	139,834.00	.0
	<u>960,200.00</u>	<u>23,268.14</u>	<u>66,355.66</u>	<u>893,844.34</u>	<u>6.9</u>
	<u>960,200.00</u>	<u>23,268.14</u>	<u>66,355.66</u>	<u>893,844.34</u>	<u>6.9</u>
	<u>( 230,000.00)</u>	<u>10,893.16</u>	<u>15,104.11</u>	<u>( 245,104.11)</u>	<u>6.6</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,885,000.00	186,076.06	371,575.30	1,513,424.70	19.7
OTHER INCOME	48,000.00	2,590.00	6,183.19	41,816.81	12.9
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,933,000.00</u>	<u>188,666.06</u>	<u>377,758.49</u>	<u>1,555,241.51</u>	<u>19.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	404,558.00	31,586.61	65,172.86	339,385.14	16.1
MATERIAL AND SERVICES	197,800.00	9,862.63	38,308.39	159,491.61	19.4
CAPITAL OUTLAY	50,000.00	.00	.00	50,000.00	.0
DEBT SERVICE	28,294.00	2,331.00	2,882.00	25,412.00	10.2
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>704,652.00</u>	<u>43,780.24</u>	<u>106,363.25</u>	<u>598,288.75</u>	<u>15.1</u>
WATER TREATMENT:					
PERSONAL SERVICES	28,833.00	2,066.16	4,267.42	24,565.58	14.8
MATERIAL AND SERVICES	545,780.00	42,008.62	76,596.80	469,183.20	14.0
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,385.00	.00	.00	2,385.00	.0
TRANSFERS OUT	728,196.00	.00	.00	728,196.00	.0
CONTINGENCIES AND RESERVES	143,154.00	.00	.00	143,154.00	.0
	<u>1,458,348.00</u>	<u>44,074.78</u>	<u>80,864.22</u>	<u>1,377,483.78</u>	<u>5.5</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,163,000.00</u>	<u>87,855.02</u>	<u>187,227.47</u>	<u>1,975,772.53</u>	<u>8.7</u>
	<u>( 230,000.00)</u>	<u>100,811.04</u>	<u>190,531.02</u>	<u>( 420,531.02)</u>	<u>82.8</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

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	3,508,300.00	321,989.18	626,728.05	2,881,571.95	17.9
OTHER REVENUE	10,000.00	.00	1,840.77	8,159.23	18.4
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,513,800.00</u>	<u>321,989.18</u>	<u>628,568.82</u>	<u>2,885,231.18</u>	<u>17.9</u>

EXPENDITURES

WASTEWATER COLLECTION:

PERSONAL SERVICES	624,241.00	48,005.53	99,051.83	525,189.17	15.9
MATERIAL AND SERVICES	235,500.00	5,825.27	46,599.29	188,900.71	19.8
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	28,294.00	2,331.00	2,882.00	25,412.00	10.2
TRANSFERS OUT	212,522.00	.00	.00	212,522.00	.0
	<u>1,115,557.00</u>	<u>56,161.80</u>	<u>148,533.12</u>	<u>967,023.88</u>	<u>13.3</u>

WASTEWATER TREATMENT:

PERSONAL SERVICES	43,586.00	3,099.27	6,401.17	37,184.83	14.7
MATERIAL AND SERVICES	1,118,925.00	82,329.85	126,883.62	992,041.38	11.3
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	2,385.00	.00	.00	2,385.00	.0
TRANSFERS OUT	1,350,434.00	.00	.00	1,350,434.00	.0
CONTINGENCIES AND RESERVES	242,413.00	.00	.00	242,413.00	.0
	<u>2,772,743.00</u>	<u>85,429.12</u>	<u>133,284.79</u>	<u>2,639,458.21</u>	<u>4.8</u>
	<u>3,888,300.00</u>	<u>141,590.92</u>	<u>281,817.91</u>	<u>3,606,482.09</u>	<u>7.3</u>
	<u>( 374,500.00)</u>	<u>180,398.26</u>	<u>346,750.91</u>	<u>( 721,250.91)</u>	<u>92.6</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

URBAN RENEWAL AGENCY FUND


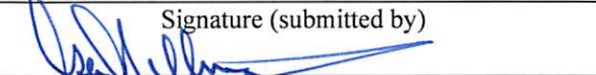
	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	639,676.00	1,875.31	6,727.02	632,948.98	1.1
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	1,690.71	309.29	84.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>641,676.00</u>	<u>1,875.31</u>	<u>8,417.73</u>	<u>633,258.27</u>	<u>1.3</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	186,000.00	.00	.00	186,000.00	.0
CAPITAL OUTLAY	1,355,676.00	192,703.85	192,703.85	1,162,972.15	14.2
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,541,676.00</u>	<u>192,703.85</u>	<u>192,703.85</u>	<u>1,348,972.15</u>	<u>12.5</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>1,541,676.00</u>	<u>192,703.85</u>	<u>192,703.85</u>	<u>1,348,972.15</u>	<u>12.5</u>
	<u>( 900,000.00)</u>	<u>( 190,828.54)</u>	<u>( 184,286.12)</u>	<u>( 715,713.88)</u>	<u>( 20.5)</u>

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 26, 2022

Originating Dept: PWDS

  
Signature (submitted by)  
  
City Manager Approval

---

Subject: Civil Engineering Services

Recommended Motion:

Authorize City Manager to negotiate civil engineering service contracts with The Dyer Partnership, Civil West Engineering and Jacobs.

Financial Impact:

None at this time.

Background/Discussion:

Staff prepared and advertised a Request for Qualifications (RFQ) for civil engineering services in August of 2022. The goal was to select engineering firms that could provide consulting services for a variety of infrastructure projects over the next five years. The Dyer Partnership, Civil West and Jacobs responded to the RFQ.

**The Dyer Partnership Engineers and Planners Inc.** has been the city's engineer of record for nearly 15 years and has authored several of the city's infrastructure master plans during this time. Dyer offers a variety of services and staff to support the planning, design and construction of the city's future infrastructure projects. Dyer has offices in Coos Bay, Lebanon and Sutherlin.

**Civil West Engineering Services Inc.** is a relatively new civil engineering firm with approximately 14 years of experience on the Oregon Coast. With nearly 30 staff, Civil West has experience in roadway, stormwater, water and wastewater engineering projects. They also have electrical and mechanical engineers on staff. Civil West has offices in Coos Bay, Newport, Albany and Medford.

**Jacobs** has been providing a variety engineering services in the Northwest for over 76 years. They have local experience in water, sewer, stormwater, streets, transportation and environmental engineering. Jacobs was selected in 2018 and is currently under contract to operate the Brookings water and wastewater treatment facilities. Jacobs has regional offices in Corvallis, Portland, Bend, and Redding, California.

Staff is recommending the city enter into service contracts with all firms in order to meet the demand of the planned infrastructure projects over the next 5 years. This would include the #30

million sewer infrastructure and wastewater treatment plant upgrade. The city has been authorized to immediately proceed with engineering for this project. Projects would be assigned to one of the firms through a task order process. Project assignments would consider factors such as the capacity of the firm to undertake the work in a timely manner, fee, technical experience with the type of project.

Attachment(s):

- a. The Dyer Partnership cover letter
- b. Civil West Engineering cover letter
- c. Jacobs cover letter



THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

August 23, 2022

Gary Milliman, Interim City Manager  
City of Brookings  
898 Elk Drive  
Brookings, Oregon 97415

RE: City of Brookings Request for Qualifications for City Consulting Engineering Services  
Proposal No. P22-004

Dear Mr. Milliman:

The Dyer Partnership Engineers & Planners, Inc. is pleased to present our Proposal for City Consulting Engineering Services to provide miscellaneous consulting engineering services for the City of Brookings. The Dyer Partnership has both the capabilities and experience necessary to successfully provide the proposed engineering services and has a combination of strengths that set us apart from other firms, including the following.


1. **Depth.** We provide a full and experienced team of qualified individuals who complement and supplement each other's expertise and background. The staff we are proposing are the individuals who will perform the work on this project.
2. **Familiarity.** Based on Dyer's depth, wealth of experience, and knowledge of the public sector, we are able to provide individual attention, flexibility, and specialized services to our clients on every project.
3. **Experience with Similar Projects.** The Dyer Partnership team has an extensive experience in providing city engineering for small communities. We understand the nature of the work required to support the City of Brookings and have worked with the City and the surrounding area since 1988.
4. **Location.** The Dyer Partnership has offices in Coos Bay, Lebanon, and Sutherlin. We will provide engineering services for the Company out of all three of our offices, allowing us to respond in a timely manner.

Aaron Speakman, PE is the President of The Dyer Partnership Engineers & Planners, Inc. and has the authority to represent this firm in contract negotiations. He is a Civil Engineer licensed to work in the State of Oregon. His email addresses is [aspeakman@dyerpart.com](mailto:aspeakman@dyerpart.com). Dyer's mail and contact information is as follows: The Dyer Partnership Engineers & Planners, Inc., 1330 Teakwood Avenue, Coos Bay, OR 97420. Phone number: (541) 269-0732 Fax number: (541) 269-2044. Dyer is considered a resident consultant as defined in ORS 279A.120. Our business license number for Oregon is 0803239-0 and our federal identification number is 93-1130649.

The Dyer Partnership has no known conflicts of interest by submitting this Proposal.

Dyer looks forward to continuing to work with the City of Brookings, discussing our qualifications, plan for providing services, and proposed scope of services with you further. For any questions, please give me a call.

Sincerely,

  
Aaron Speakman, PE  
President

August 23, 2022

Gary Milliman, City Manager Pro Tem  
898 Elk Drive  
Brookings, OR 97415

**RE: Statement of Qualifications for City Engineering Consulting Services**

Dear Mr. Milliman and the Selection Committee,

On behalf of Civil West Engineering Services, Inc. I am pleased to submit our Statement of Qualifications for City Engineering Consulting Services for the City of Brookings. Civil West Engineering Services is a full-service civil engineering firm serving municipal clients throughout western Oregon. With 27 staff members company-wide, Civil West is able to help the City of Brookings with planning, design, permitting, bidding, and project/construction management for a variety of projects, including the Major Projects identified in the RFP. Our team has experience with roadway, stormwater, potable water, and wastewater engineering. Additionally, our proposed team includes our staff of electrical and mechanical engineers. This enables Civil West to handle all or significant portions of our projects with in-house talent. Selecting Civil West to provide on-call civil engineering services provides the following advantages:

- ***We seek innovative, value-enhancing solutions.*** Our experienced staff have the ability to recognize special needs and provide alternative solutions to reduce project costs, improve operations, and provide the best possible product.
- ***We take on projects large and small!*** Whether its a year-long master planning project or the expedited design of an ADA ramp and sidewalk, our team is willing to take on any infrastructure project where we are qualified to deliver quality technical work for a client.
- ***We work with a wide range of Federal, State, and County level regulators.*** Our experience working with ODOT, DEQ, OHA, and many other agencies will benefit the City because we understand the requirements of these agencies and their timelines. This knowledge allows us to prepare submittals and work with agencies to expedite review and approvals from these agencies.
- ***Our Clients attest to our Work.*** Over the past 14 years, we have built both business and personal relationships with the clients we work with. Through our high standards, professionalism, attention to detail, clear communications, adherence to meeting schedules on time and competitive rates, we have built trust with each of our clients.

As a locally owned and operated Oregon Coast company, we look forward to the opportunity to serve the City of Brookings with all of your engineering needs. If you have any questions, please feel free to call me at 541.982.4136.

Sincerely,

**Civil West Engineering Services, Inc.**



***Marlin Gochnour, PE, President | Authorized Representative and Signer***

Oregon Registration No. 84469PE

486 E St., Coos Bay, OR 97420 | PO Box 1589, Coos Bay, OR 97420-0334

p: 541.982.4136 | c: 541.808.8169 | f: 541.266.8681 | e: mgochnour@civilwest.net

Federal ID #26-2914006 | State ID #1358479-3





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## Cover Letter

August 23, 2022

Mr. Gary Milliman, City Manager Pro Tem  
City of Brookings  
898 Elk Drive  
Brookings, Oregon 97415

### **Submission: Statement of Qualifications for City Engineering Consulting Services**

Dear Mr. Milliman,

To support the needs of the City of Brookings (City), as you manage your public works assets and deliver your Capital Improvement Program, Jacobs looks forward to efficiently delivering additional studies and designs as described in this RFQ. Our proposed team of responsive engineers and planners has served other cities and utilities in similar engineering capacities, and we build on our relationships serving the City at the Wastewater Treatment Plant and Water Treatment Plant in operations and engineering. Key attributes of our team include:

**Local knowledge combined with regional resources.** Our operations staff work closely with our engineering resources for multiple clients across the Northwest, and this benefits the City in close coordination on your projects. We are proposing staff in Corvallis, Portland, and Central Oregon to support work for the City. Our in-house resources include wastewater collection and treatment, water treatment and distribution, stormwater conveyance and treatment, instrumentation and control, SCADA systems, corrosion, surveying, wetland delineation and permitting experts, staff experienced in planning Local Improvement Districts, bridge designers, and traffic engineers with experience ranging from traffic studies, pavement analysis and design, to complex roundabout facilities. Jacobs is one of the largest full-service firms in the Northwest and can provide flexibility by adjusting and scaling staff resources and team strengths to match required services in a cost-effective manner.

**Extensive engineering experience.** Jacobs has delivered projects to Northwest clients for 76 years. We have extensive local and regional experience on a variety of water, sewer, stormwater, street work, plus environmental engineering, transportation, drinking water and wastewater, and water resources projects.

**A full-service firm and a proven project management approach.** Our Principal in Charge Brady Fuller will be your point of contact to access all our firms' capabilities and assign project managers to tasks assigned to Jacobs. We incorporate flexibility in our project management to ensure the right match between the City's needs and Jacobs' resources. Further, Brady will manage all Wastewater Treatment related projects himself. This ensures consistent, high-quality deliverables from project start to completion and high client satisfaction.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 26, 2022

Originating Dept: PWDS

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Ridgeway Street Landslide

Recommended Motion:

Authorize City Manager to proceed with the Dyer Partnership Task Order 102 to develop plans for the repair of the Ridgeway Street Landslide.

Financial Impact:

Dyer estimates the investigative work at \$39,700. A large portion of the work includes a consulting fee for a geotechnical engineer (\$26,700) used to determine the cause of the slide and to provide recommendations to Dyer including the approach to repairing the slide. The project will be funded from the City of Brookings Streets System Replacement Fund.

Background/Discussion:

For several years a landslide has been developing towards the end of Ridgeway Street which is located out in the Dawson Tract neighborhood. This portion of the street has been vacant of homes until this year as a new home is currently under construction. Staff has deferred the repair of the street over the years and is recommending pursuing repair of the street at this time.

Attachment(s):

- a. Dyer Task Order 102
- b. Ridgeway Street photo's

**TASK ORDER 102**  
**City of Brookings**  
**Ridgeway Street Landslide Investigation**

**SCOPE OF WORK:** Provide geotechnical investigation and preliminary design services for repairing the existing roadway that has impacted the eastbound right travel lane of Ridgeway Street. Work also includes completing topographic survey of the slide area.

**FOUNDATION:** The City plans to repair the section of Ridgeway Lane affected by the landslide that has been present for several years along the roadway. New development of residential dwellings is planned for the previously vacant lots to the north of the landslide area prompting the need for repair alternatives.

**SCOPE OF PRELIMINARY ENGINEERING SERVICES:**

**Coordination**

- Coordinate with City of Brookings staff, affected property owners and affected utilities.

**Topographic Survey**

- Establish survey control to the site using OPUS or ORGN Network. Control will utilize ORCS Oregon Coast Coordinate System and 1988 NAVD for vertical datum.
- Identify city right-of-way related to this portion of Ridgeway Street.
- Complete topographic survey and develop digital terrain model of the slide area for use by the geotechnical engineer in evaluating option for methods of repair.

**Geotechnical Investigation and Report**

- Conduct geological/geotechnical investigation of the landslide area impacting Ridgeway Street.
- Two borings will be drilled to a depth of about 50 feet near the roadway curb line. Laboratory tests will be conducted.
- Identify the size and failure mechanism of the landslide and develop feasible alternative for stabilization measures to remedy the landslide area affecting the roadway.
- Evaluate the feasibility of possible slope repair options.
- Complete slope stability analyses and geotechnical design for the recommended landslide repair option. Provide geotechnical design parameters and construction recommendations for use in the final roadway design.
- Provide draft and final geotechnical reports summarizing the subsurface conditions and selected mitigation concept.



**Preliminary Cost Estimates**

- Develop preliminary cost estimate per geotechnical report selected mitigation concept for review with the City of Brookings.

**Schedule (anticipated)**

- Topo Survey – October/November 2022
- Geotechnical Investigation and Report – November/December 2022

**Proposed Fee**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein. The fee for these services is not to exceed a maximum \$39,700.00 including all professional services and reimbursable expenses.

**PAYMENT METHOD: Monthly Billing**

City of Brookings

The Dyer Partnership  
Engineers & Planners, Inc.

\_\_\_\_\_  
Gary Milliman, City Manager

\_\_\_\_\_  
Aaron Speakman, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_











# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 26, 2022

Originating Dept: City Manager

  
Signature (submitted by)

City Manager Approval

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Subject:

Resolution 22-R-1234

Recommended Motion:

Motion to adopt Resolution 22-R-1234, a Resolution establishing a policy for the expression of Policy endorsements and recognitions in the form of Resolutions, Proclamations, or other forms of written expression.

Background/Discussion:

This matter was discussed at the September 6, City Council workshop.

From time-to-time the City receives requests from organizations and individuals for Resolutions, Proclamations and or letters expressing the City's support for, opposition to policy position on certain matters of public interest. The long-standing practice has been that parties seeking the aforementioned City Council recognitions/endorsements would be asked to prepare a draft document. These documents would be presented to the City Council with minimal staff involvement; primarily formatting, grammar, etc. The Brookings Municipal Code provides that matters are placed on the City Council agenda by the City Manager (BMC 2.05.080)

At the September workshop, the City Council indicated its desire to establish a uniform procedure for handling such requests, and to assure that the resultant document accurately reflects the shared opinion and policy of the City Council, noting that crafting the language for documents is within the policy authority of the City Council, and not the administrative authority of the City's management.

Resolution 22-R-1234 establishes the following procedural outline for the placement on a City Council agenda of Resolutions, Proclamations, letters or other forms of City policy expression, or of a ceremonial manner:

1. Only such requests made or endorsed by at least two members of the City Council shall be placed on a City Council agenda.

2. Requests must be received 15 business days in advance of the City Council meeting when action would be taken.
3. All requests shall be submitted to the City Recorder, who shall circulate the request to members of the City Council to determine if interest is shown by at least two Councilors.
4. Interested Councilors will work with City Staff to modify and/or draft the requested document.
5. Requests shall be accompanied by a draft of the requested document.
6. The City Recorder may prescribe a form for use in receiving and processing requests.
7. The City Manager shall prepare an Administrative Regulation promulgating the policy as set forth herein.

The Resolution also provides that the Mayor, nor any individual member of the City Council, may utilize City resources or official letterhead in supporting or opposing legislation, or making any other endorsements or expressing opposition, without the approval of a majority of the City Council voting in public session.

Attachments:

- a. Resolution 22-R-1234

**CITY OF BROOKINGS  
STATE OF OREGON**

**RESOLUTION 22-R-1234**

**A RESOLUTION OF THE CITY OF BROOKINGS ESTABLISHING A POLICY FOR THE EXPRESSION OF POLICY ENDORSEMENTS AND RECOGNITIONS IN THE FORM OF RESOLUTIONS, PROCLAMATIONS, OR OTHER FORMS OF WRITTEN EXPRESSION.**

**WHEREAS**, from time-to-time the City receives requests from organizations and individuals for Resolutions, Proclamations and/or letters expressing the City's support for or opposition to policy position on certain matters of the public interest and/or recognitions; and

**WHEREAS**, it is the desire of the City Council to establish a uniform procedure for handling such requests and to assure that the resultant document accurately reflects the shared opinion and policy of the City Council; and

**WHEREAS**, crafting the language for documents are within the policy authority of the City Council and not the administrative authority of the City's management,

**NOW THEREFORE BE IT RESOLVED**, that the following procedural outline shall be used for the placement on the City Council agenda of Resolutions, Proclamation, letters or other forms of the City policy expression, or of a ceremonial matter.

1. Only such requests made or endorsed by at least two members of the City Council shall be placed on a City Council agenda.
2. Requests must be received 15 business days in advance of the City Council meeting when action would be taken.
3. All requests shall be submitted to the City Recorder, who shall circulate the request to members of the City Council to determine if interest is shown by at least two individuals on the Council.
4. Interested members of the Council will work with City Staff to modify and/or draft the requested document.
5. Requests shall be accompanied by a draft of the requested document.
6. The City Recorder may prescribe a form for use in receiving and processing requests.
7. The City Manager shall prepare an Administrative Regulation promulgating the policy as set forth herein.

**BE IT FURTHER RESOLVED** that the Mayor, nor an individual member of the City Council, shall utilize City resources or official letterhead in supporting or opposing legislation, or making any other endorsements or expressing opposition, without the approval of a majority of the City Council voting in public session.

Passed by the City Council \_\_\_\_\_, 2022; effective \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Mayor Ron Hedenskog

<sup>24</sup>\_\_\_\_\_  
City Recorder Pro Tem Gary Milliman

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 26, 2022

Originating Dept: City Manager

  
Signature (submitted by)

City Manager Approval

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Subject:

Ordinance 22-O-803

Recommended Motion:

Motion to adopt Ordinance 22-O-803, an Ordinance amending the Brookings Municipal Code section 5.10.050 regarding Taxicab Drivers Permits.

Background/Discussion:

This matter was discussed at the September 6 City Council workshop.

The City's taxicab regulations were last updated nearly 30 years ago. Since that time we have seen alternatives to taxi operations emerge, such as Lyft and Uber. Staff recommended, and the City Council concurred, that the City begin the process of a comprehensive update to the City's vehicle for hire regulations, and take immediate action to better fulfill its public safety role in the operation of vehicles for hire with respect to driver qualifications. Vehicle-for-hire operators would be engaged in the more comprehensive Code update.

Currently, a driver's permit application may only be denied in the following circumstances:

1. Three traffic citations within 12 months.
2. No felony convictions within three years.
3. No Oregon or California Driver's License.
4. Under age 21.

Staff has surveyed other cities and has found that many, including Medford and Coos Bay, have adopted higher driver standards including:

1. No felony convictions within seven years.
2. No "Driving While Suspended" violations within three years.
3. Must not be, or be required to be, a registered sex offender.

Ordinance 22-O-803 would expand the taxi driver permit exclusions to include:

- Conviction of a felony within the previous 84 months.
- A Driving While Suspended conviction within the previous 36 months.
- Is, or is required to be, a registered sex offender.

The proposed Ordinance also provides that the city manager may revoke the permit of a taxicab driver should any of the causes for denial prescribed in Section 5.10.050(B) occur, or if the taxicab driver is convicted of possession of an open container of alcohol; or possession, manufacture or delivery of a controlled substance (not including delivery of a medically prescribed drug).

Attachments:

- a. Ordinance 22-O-803



**IN AND FOR THE CITY OF BROOKINGS**  
**STATE OF OREGON**  
**ORDINANCE 22-O-803**

**IN THE MATTER OF ORDINANCE 22-O-803, AN ORDINANCE AMENDING THE BROOKINGS MUNICIPAL CODE SECTION 5.10.050 REGARDING TAXICAB DRIVERS PERMITS.**

Sections:

- Section 1. Ordinance identified.
- Section 2. Amends Chapter 5.10.050(B)
- Section 3. Amends Chapter 5.10.050(B)(2)
- Section 4. Amends Chapter 5.10.050(B)(3)
- Section 5. Amends Chapter 5.10.050(E)

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends the Brookings Municipal Code Chapter 5.10.050 (B), (B)(2), (B)(3), and (E), under Operator Requirements.

Section 2. Amends Chapter 5.10.050(B) to add a subsection to read as follows:

6. The applicant for a taxicab driver's permit is, or is required to be, a registered sex offender, as defined in ORS 163(A).10 through ORS 2163(A).25.

Section 3. Amends Chapter 5.10.050(B)(2) to read as follows:

2. The applicant for a taxicab driver's permit has been convicted of a felony within the previous 84 months.

Section 4. Amends Chapter 5.10.050(B)(3) to read as follows:

; nor shall the applicant have a Driving While Suspended conviction, as defined in ORS 811.175 or 8.11.182, within the previous 36 months.

Section 5. Amends Chapter 5.10.050(E) to read as follows:

E. The city manager may revoke the permit of a taxicab driver should any of the causes for denial prescribed in Section 5.10.050(B) occur, or if the taxicab driver is convicted of possession of an open container of alcohol; or possession, manufacture or delivery of a controlled substance (not including deliver of a medically prescribed drug).

First Reading: \_\_\_\_\_ Passage: \_\_\_\_\_

Second Reading: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2022

ATTEST:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Pro Tem Gary Milliman

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 26, 2022

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject:

Designate Voting Delegate for League of Oregon Cities (LOC) Annual Conference

Recommended Motion:

Motion to designate Michelle Morosky as the City's voting delegate for the League of Oregon Cities 2022 Annual Business Meeting.

Background/Discussion:

In concert with its 97th Annual Conference, the LOC's Annual Business Meeting is scheduled for October 7. At the Annual Business Meeting, city representatives will vote to elect the LOC Board of Directors for 2023. Other matters may come up during the course of the conference through the LOC initiative process; no policy Resolutions are proposed at this time. Because each member city is entitled to only one vote in this process, cities are asked to identify a voting delegate in advance of the meeting. Only the named voting delegate will be eligible to vote at the meeting.

Councilor Morosky is the only Councilor scheduled to attend the Annual Conference.

# City of Brookings

## URBAN RENEWAL AGENCY MEETING MINUTES

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

**Monday, August 22, 2022**

### **Call to Order**

Chair Hedenskog called the meeting to order at 7:32 PM

### **Roll Call**

Agency Present: Chair Ron Hedenskog, Directors Brad Alcorn, Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present.

Staff present: City Manager Pro Tem Gary Milliman, Deputy Public Works Director Jay Trost, and Parks Tech Lauri Ziemer

Media Present: 1

Others Present: 1

### **Consent Calendar**

1) Approve URA Minutes for June 13, 2022

**Chair Hedenskog moved, Director McKinney seconded, and Council voted unanimously to approve the Consent Calendar.**

### **Staff Reports**

#### **1.. Award Chetco Town Center Contract**

*Staff report presented by Jay Trost*

**Director McKinney moved, Director Morosky seconded and agency voted unanimously to authorize City Manager to enter into an agreement with BK Quality Construction in the amount of \$157,000 for the Chetco Town Center patio project.**

### **Adjournment**

Chair Hedenskog moved, Director McKinney seconded and Agency voted unanimously to adjourn the meeting at 7:34 PM.

Respectfully submitted:

ATTESTED:

this 26th day of September, 2022:

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Ron Hedenskog, Mayor

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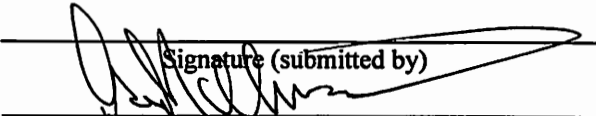
Gary Milliman, City Recorder Pro Tem

# BROOKINGS URBAN RENEWAL AGENCY

## AGENDA REPORT

Meeting Date: September 26, 2022

Originating Dept: City Manager

  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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**Subject:**

URA Projects

**Recommended Motion:**

Review and Direction to Staff.

**Background/Discussion:**

The Urban Renewal Agency is in its 20th year of existence this year. It is scheduled to sunset by 2030, and the plan calls for all indebtedness to be paid off by fiscal 2028-29.

Attached is a summary of projects that were included in the original Plan. Some of these project descriptions are very general. Staff has highlighted those that might be applicable in the area north of Fifth Street. Note that the Urban Renewal Area north boundary is Easy Street. The Administration proposed a utility undergrounding project in this area in 2009, to coincide with a grant-funded sidewalk installation project. That project did not go forward as ODOT did not consider undergrounding to be an eligible activity for grant funding. There were also questions raised about the legality of using URA funding outside of the URA boundary, north to Parkview.

The City Council discussed possible projects that could be undertaken north of 5th Street at its workshop on September 6. The staff provided the following project ideas at that time:

- Acquisition and consolidation of parcels north of the Spindrift as a possible resort hotel site.
- Rehabilitation of existing motels; not just façade improvements, but financing upgrades.
- Additional improvements/amenities to the Mill Beach access.
- Landscaping and street furniture along Chetco Avenue.
- Rehabilitation of the fountain.
- Public art in front of Dollar General (a public art foundation was installed as a part of the project).
- Way finding signage.
- Assistance with a possible housing project on the vacant South Coast site.
- Possible utility undergrounding in areas where ODOT will be replacing sidewalk.
- Pay a portion of the local share of the upcoming Chetco sidewalk installation and infill project.

Attached is a California example of how one City is being pro-active through its urban renewal program to pursue development of a vacant parcel. I have had considerable past experience with similar projects and am happy to discuss this approach with the Council at a future workshop.

The following action items would be consistent with the general direction provided at the workshop:

1. Extend the life of the current Plan and/or expand the project area. The Council/URA Board could budget in fiscal 2023-24 for a feasibility study. I have contacted Urban Renewal consultant Elaine Howard, who provided a budget estimate of \$25,000 for this work.
2. Contact individual property owners along the Highway 101 to explore how the Agency could assist them with funding rehabilitation of their properties, such as façade improvements, sign replacement, landscaping modifications.
3. Work with ODOT to incorporate areas for street furniture and street trees in connection with the sidewalk improvement project now scheduled for construction in 2024.
4. Explore having the telecommunication franchise holders along that section of the Highway underground their overhead facilities as a part of that project. The Community Development Director is exploring the feasibility of this matter.
5. Undertake a design/build competition for the redevelopment of Bankus Park.
6. Conduct a public art competition for the public art site in front of Dollar General.
7. Explore possible joint ventures with private property owners to develop underutilized and vacant properties.

The City currently has limited staff resources available to pursue the above listed projects. Staff is seeking URA direction as to whether we should pursue these projects on a time-available basis. Public art competition projects tend to be staff-time intensive, and can be controversial, requiring a structured community engagement program.

Attachments:

- a) Summary of Projects
- b) Urban Renewal Map
- c) California example

## **500. FINANCIAL ANALYSIS OF PLAN**

### **500A. ESTIMATED PROJECT COST AND REVENUE SOURCES**

Table 2 shows the estimated total costs of the Brookings Urban Renewal Project.. These costs are the total anticipated costs, allowing for 4% inflation during the life of the project.

<b>BROOKINGS RENEWAL PLAN</b>	
<b>Table 2</b>	
<b>Estimated Cost of Project Activities</b>	
	Estimated cost
<b>Public Parks &amp; Open Spaces</b>	\$1,582,500
Create a Central Plaza	
Walkways and Plazas	
Local Nature Interpretive Areas	
Looped walkway from downtown to public parks	
Wetlands Park at Old Mill Pond	
Enhance Chetco Park and other parks in project area	
<b>Streets and Public Utilities</b>	\$3,165,000
Improve Railroad St, Chetco Av, Fern, Willow, Spruce, Hemlock, Alder & Wharf Sts	
Assist Street improvements in CIP	
Assist Water, Sewer, Storm improvements in CIP	
<b>Streetscape</b>	\$791,250
Accent Paving	
Decorative lighting	
Street trees , planters, landscaping	
Benches, trash receptacles, bike racks	
Street & Directional signs	
Public art	
Gateway monuments and landscape features	
Under grounding of overhead utilities	
<b>Pedestrian, Bike, &amp; Transit Improvements</b>	\$791,250
New bike paths in renewal area	
Pedestrian connections to waterfront	
<b>Other Public Facilities</b>	\$2,373,750
Public Restrooms	



Enhancement of public museum	
Relocate City Hall	
Performing Arts Center	
Community Center	
<b>Public Parking Facilities</b>	\$791,250
New lot at Fern & Spruce	
New lots at pockets along Railroad St.	
New RV parking lot	
<b>Development and Redevelopment</b>	\$3,165,000
Assist development of new medical facility	
Assist development of higher education facilities	
Assist in construction or expansion of job creating facilities	
<b>Provide Low Interest Rate Loans &amp; Incentives</b>	\$791,250
<b>Preservation &amp; Rehabilitation</b>	\$791,250
<b>Program Administration</b>	\$1,582,500
<b>TOTALS</b>	<b>\$15,825,000</b>

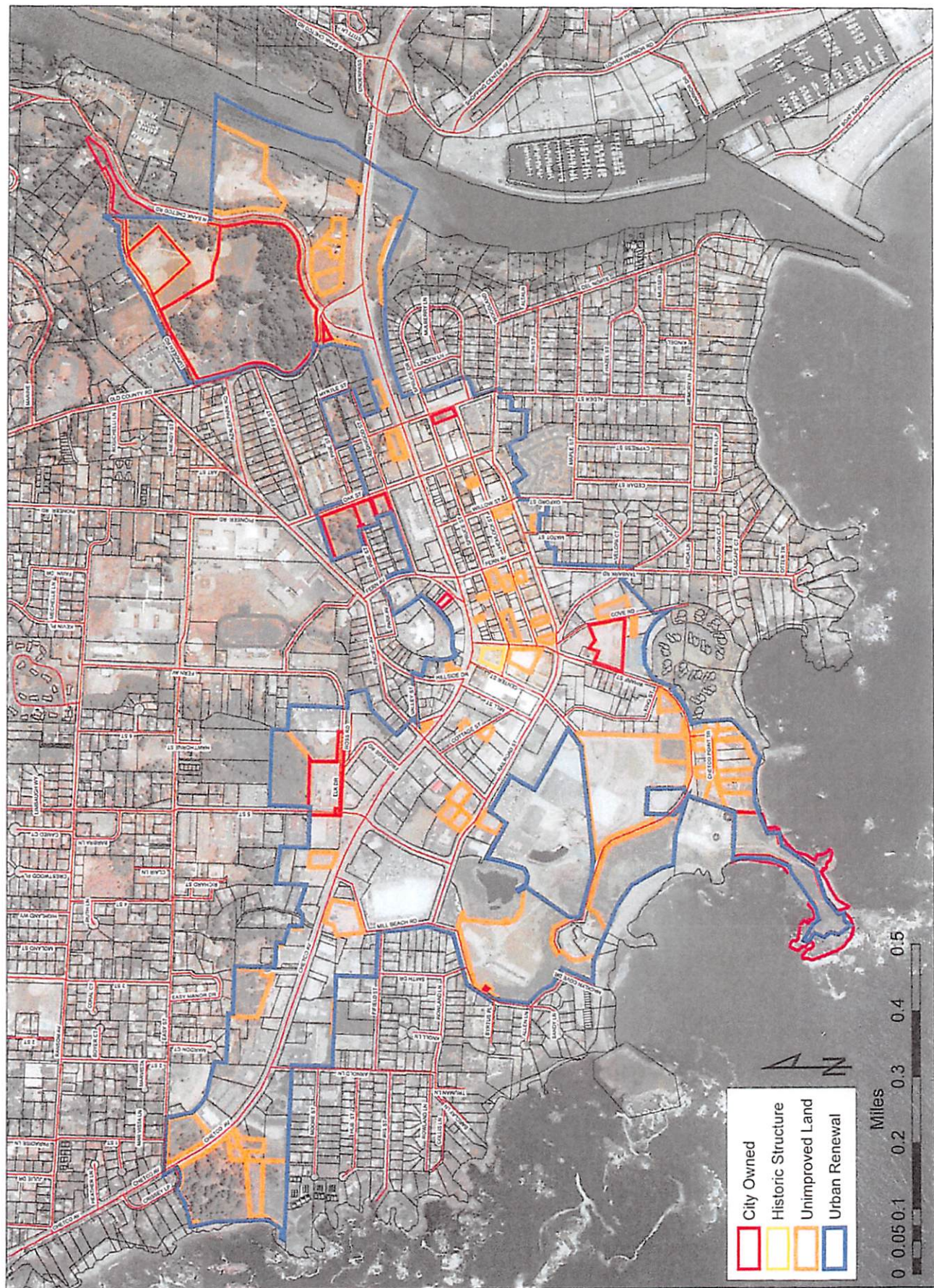
The principal method of funding the project share of costs will be through use of tax increment financing as authorized by ORS 457. Revenues are obtained from anticipated urban renewal bond proceeds and the proceeds of short term urban renewal notes. Table 2 shows that the total costs of project activities are estimated at \$15,825,000. This is the maximum indebtedness figure inserted in the urban renewal plan .

The capacity for urban renewal bonds is based on projections of urban renewal revenues. Anticipated annual revenues are shown in Table 3 of this Report. Table 3 anticipates there will be four long-term bond issues during the life of the plan. Bond will be issued as revenues, project requirements, and overall bond market conditions dictate. In addition, the Renewal Agency will apply for, and make use of funding from other federal, state, local, or private sources as such funds become available.

#### **500B. ANTICIPATED START & FINISH DATES OF PROJECT ACTIVITIES**

The project activities shown in Table 2 will begin in 2003-04. The sequencing and prioritization of individual project activities shown in Table 2 will be done by the Urban Renewal Agency, and any citizen advisory bodies that the Agency calls upon to assist in this process. The priority of projects and annual funding will be as established in the







## REQUEST FOR DEVELOPER QUALIFICATIONS ("RFQ")



The City of Santa Paula is requesting qualifications for:

**Commercial Development Opportunity  
2.05 Acres east of Hallock Drive between  
Telegraph Road and SR 126**

**RFQ ISSUE DATE: Friday, September 16, 2022**

**RFQ SUBMITTAL DEADLINE: Tuesday, October 25, 2022 by 5:00 PM PST**

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**DEADLINE FOR SUBMITTAL: Tuesday, October 25, 2022 at 5:00 PM PST**

An electronic copy of the RFQ and supporting documentation can be accessed at this [link](#).

## 1. Introduction and Background

### ***Overview of Site***

The City of Santa Paula ("City") invites experienced developers to submit qualifications for an opportunity to develop an approximate 2.05-acre commercial site ("Limoneira Triangle Site" or "Site") located east of Hallock Drive between Telegraph Road and Hwy 126 (See Figures 1A and 1B). The Site (APN 107-0-044-035) is a triangular-shaped lot on the southeastern edge of the City that represents a gateway location into the City. A Del Taco and gas station are located immediately to the west.

The City is being granted the Site from Limoneira Lewis Community Builders, LLC who is developing the master planned community known as Harvest at Limoneira with up to 1,500 homes (See Figure 2). The first phase of this master planned community (585 units) has been nearly built out, with more than 400 homes currently occupied. Furthermore, a park space and community clubhouse facility have been completed. A 36-acre regional park is currently under development with Phase One (23 acres) to be completed by Spring 2024. Directly south of the Site across Hwy 126, development plans are underway for a 25-acre medical complex that includes a county hospital, a surgical care facility, medical offices, and senior assisted living units. Additionally, there is another 20 acres in the immediate area planned for retail, hotel, and other services (See Figure 3).

The subject Site is identified as Block 7 in the East Gateway Specific Plan immediately south of the new residential community. The Site has excellent visibility from Highway 126 which carries approximately 33,855 daily trips past this location (See Figure 4). The General Plan states that the area where the development Site is located should "serve as a graceful transition from the more urban character of the town to the rural character of the adjoining greenbelt and countryside." The City is open to considering either a fee simple sale or ground lease of the Site.

At a minimum, the City would like to see these features incorporated into any plans for the Limoneira Triangle Site:

- An entry monument representing / celebrating the City
- Information about the community (i.e. wayfinding signs to downtown, shops and dining, museums, historic architecture, airport)
- An amenity to the community with commercial services that take advantage of the gateway location and freeway traffic
- Architecture that gives credence to the existing variety and character of architecture in the City

### ***City of Santa Paula***

Santa Paula is an incorporated City in the heart of the agricultural Santa Clara River Valley located in the geographical center of Ventura County. Founded in 1902, the City is located approximately seven miles east of the City of San Buenaventura (Ventura), seven miles west of the City of Fillmore and is accessible by State Highway 126. Referring to itself as the “Citrus Capital of the World,” it is an important hub for citrus and avocado growing and production. The recently adopted Santa Paula 2040 General Plan contains a vision statement which calls for the City to “maintain(s) its small-town atmosphere and retain(s) agriculture as an important part of its community and economy.” The City operates and maintains a full range of municipal services including Community and Economic Development, Finance, Police, Public Works, Water and Sewer and Recreation. In 2018, the City was annexed into the Ventura County Fire Department (VCFD) which provides fire services to the City including emergency medical response through two VCFD fire stations.

The City has an estimated population of 31,162 in 2022 of which 81.3% is Hispanic. Overall, Santa Paula is experiencing growth from a variety of household types that are attracted by the small-town character of the community and relatively affordable cost of housing compared to other cities (the median home value is estimated at \$565,854 in 2022). The median age of the population is 33 – five years younger than the median age in Ventura County and four years younger than the median age in the State of California. The Southern California Association of Governments (SCAG) estimates that the population of the city will increase to approximately 39,600 by 2040. Similar growth is occurring along the Hwy 126 corridor.

The largest industries in Santa Paula include agriculture, construction, accommodation and food services, retail trade, and educational services. Median household income is estimated at \$71,330 in 2022. Most workers who live in Santa Paula commute to jobs in Ventura, Los Angeles, Oxnard, Camarillo and Thousand Oaks, as only 12% of the City’s labor force live and work in the City. SCAG anticipates that employment will increase by 50% in its 2040 regional forecast. A June 2021 report presented by the Ventura County based Economic Development Collaborative identified sectors such as hospitality, arts, entertainment, recreation and craft food and beverage as having the most potential for growth in the City.

Figure 1A: Assessor Map

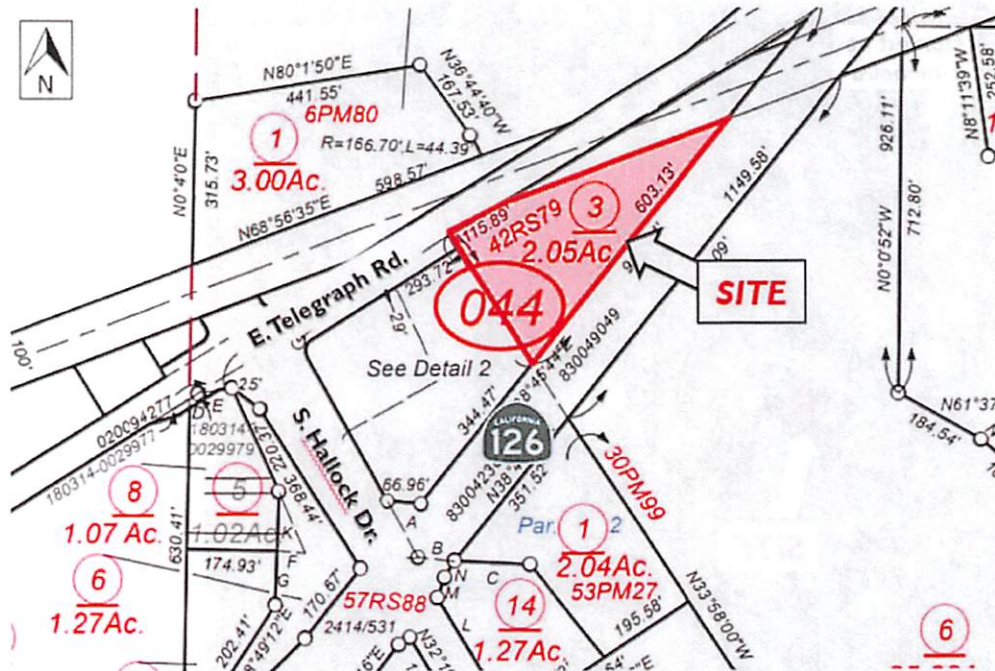


Figure 1B: Zoning Map

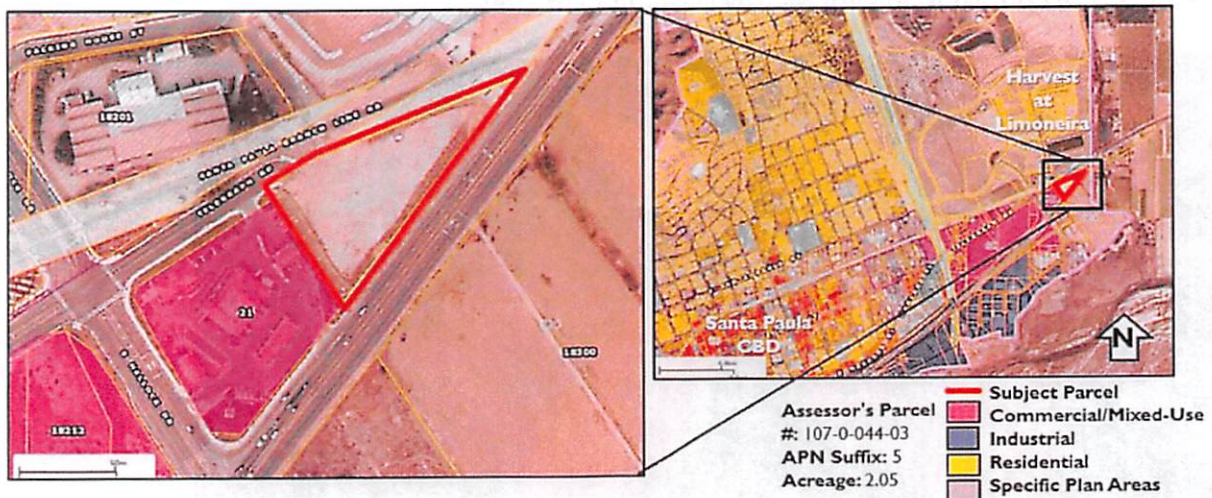




Figure 2: Site Aerial with Harvest at Limoneira Home Development

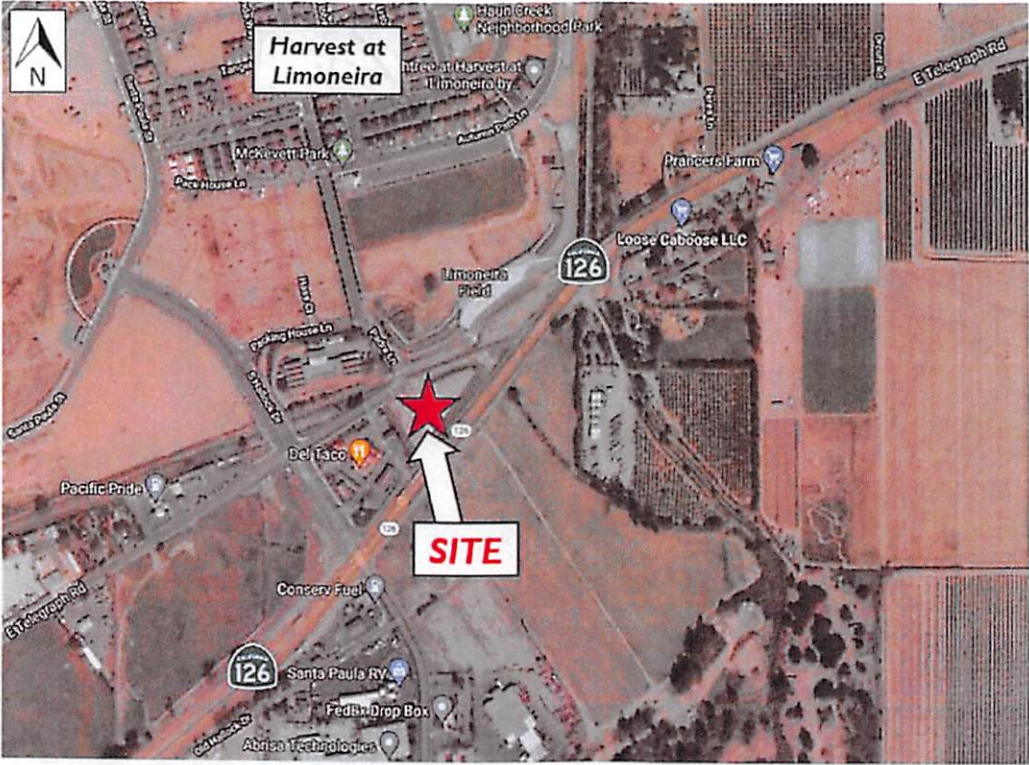
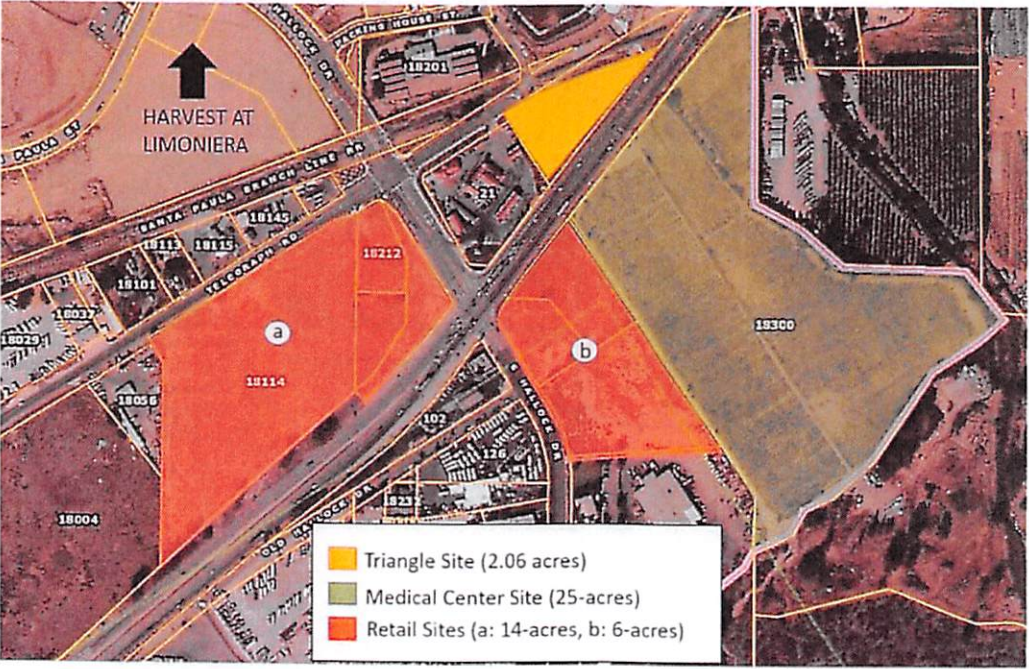
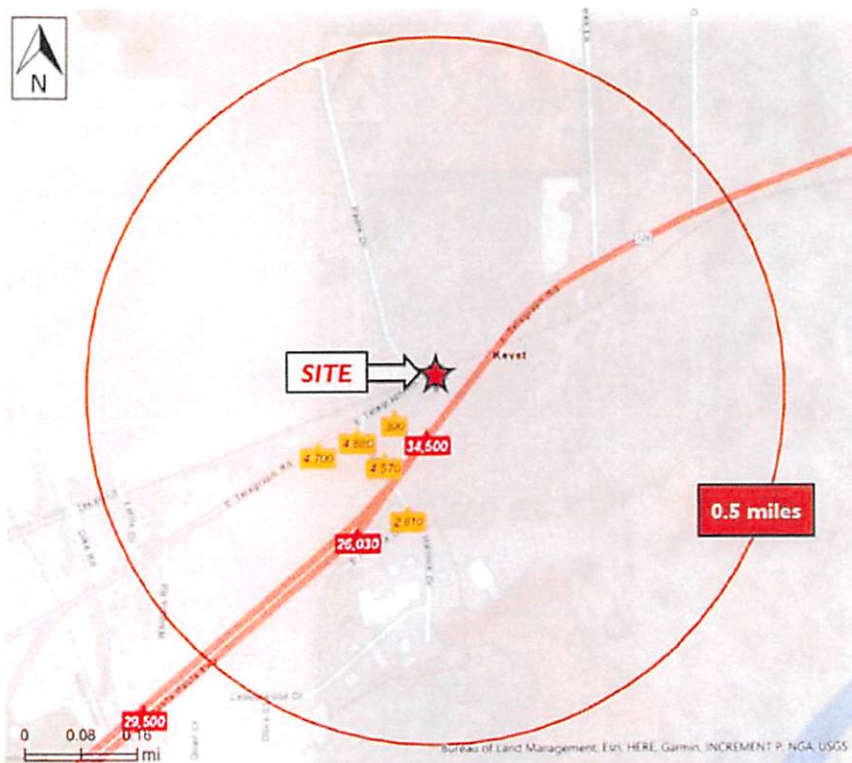


Figure 3: Site Context Map with Nearby Development Sites





**Figure 4: Traffic Count Map**



Average Daily Traffic count at Hallock Dr. & CA-126 = 33,855

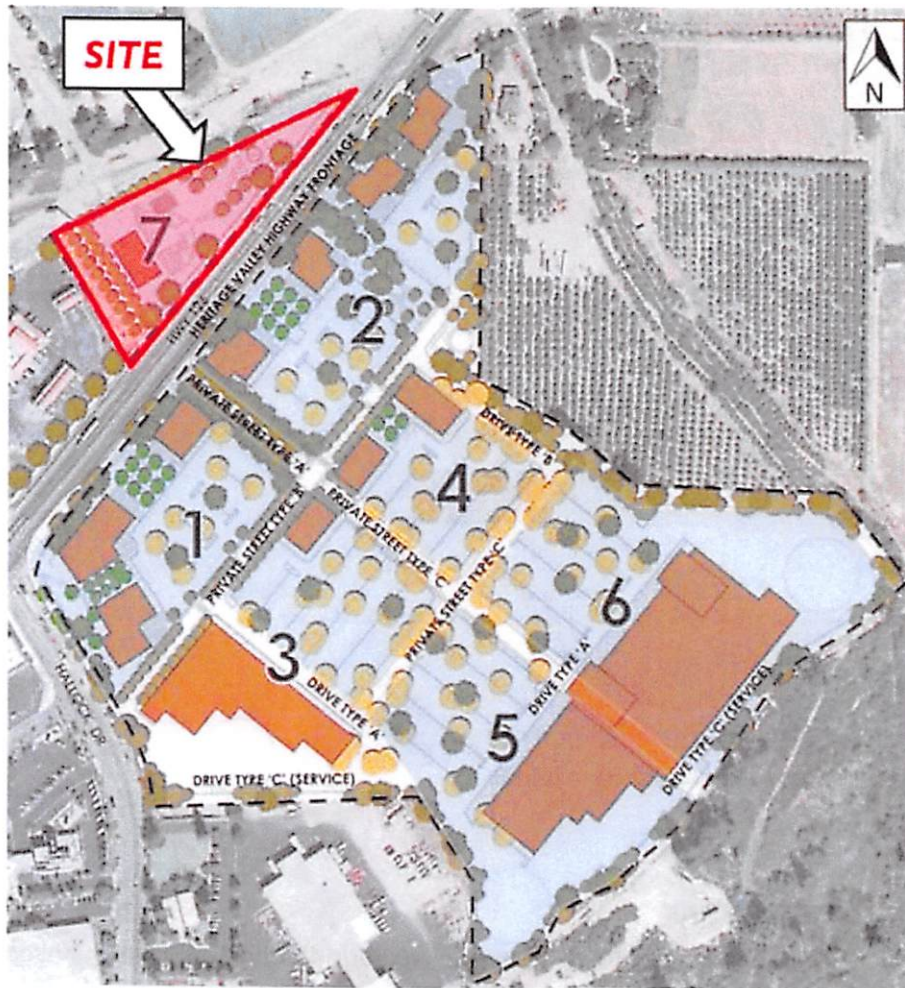
### ***Specific Plan and Zoning Designations***

The Site is identified as Block 7 within the [East Gateway Specific Plan](#) (adopted in 2012) which covers 36.5 acres with primary access to the area from Hwy 126 and Hallock Drive (see Figure 5). The Plan calls for a “strong ‘East Gateway’ to the City that bridges between the small-town urban character of Santa Paula and the rural and agrarian character of the Santa Paula/Fillmore Greenbelt.” The Specific Plan is a reference document for the Limoneira Triangle Site.

As the Site is one of the first encountered by motorists traveling westbound on Hwy 126, the City favors attractive landscaping on the narrower east side of the parcel to create an inviting visual as a gateway to the City. Moreover, the City supports branding and wayfinding signage to welcome and guide vehicular traffic westbound onto Main Street to visit the downtown area and its many shops and restaurants.

As described in the Specific Plan, Block 7 is intended for small-scale commercial buildings with patios and courts that reflects a small-town highway commercial character.

**Figure 5: Map of Site within East Gateway Area Specific Plan**



### ***Overview of Development Opportunity***

The City desires that the selected qualified developer(s) should consider the following:

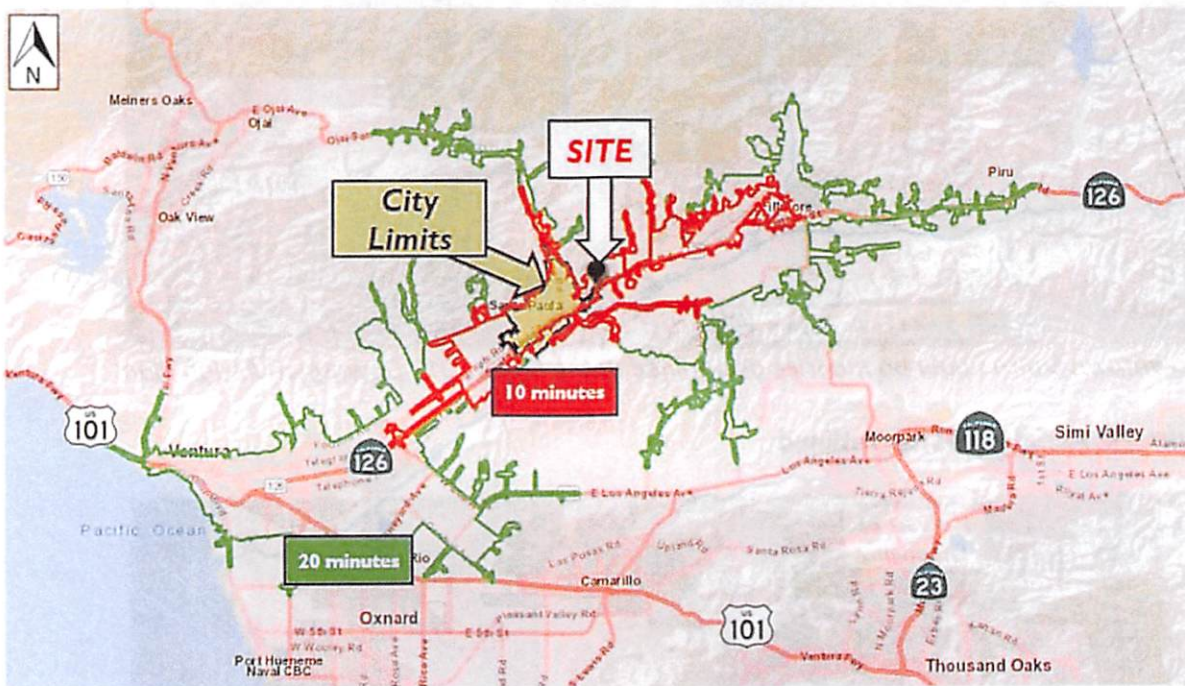
1. Potential uses identified by the City Council, City staff, and local constituents include:
  - a. Retail, restaurant uses - Site could accommodate the development of approximately 10,000 square feet (SF) of commercial space or 5,000 square feet of restaurant or café use.
  - b. Hotel.
2. Development project needs to be aesthetically pleasing to give motorists driving westbound on Highway 126 a good initial impression of Santa Paula.



3. Projects must meet the standards identified in the City's Municipal Code ([linked here](#)).
4. Projects should involve and reflect community outreach, involvement, and input.

A Regional Map, Site Aerials, and Street Perspectives for the Site are provided on the following pages. Map sources: ESRI (regional and traffic count maps) and Google Maps (aerial maps and street perspectives).

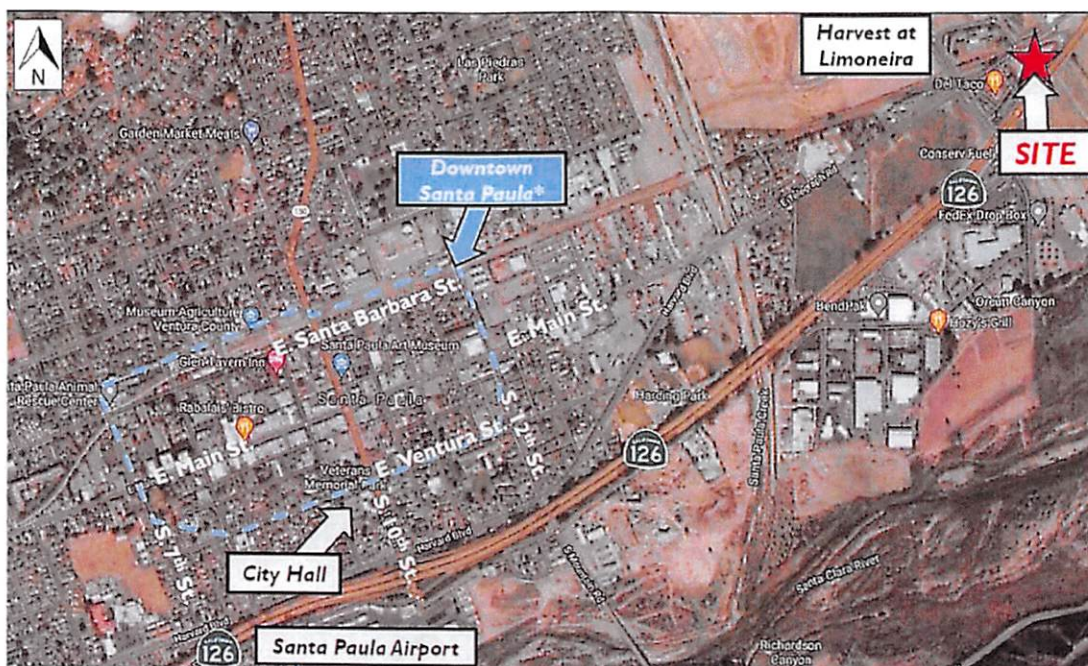
**Figure 6: Regional Map and Demographics**



2022	Drive Times		City of Santa Paula
	10 Minutes	20 Minutes	
Population	37,102	175,432	31,162
Households	10,771	60,242	9,022
Avg. HH Income	\$94,934	\$113,339	\$91,612

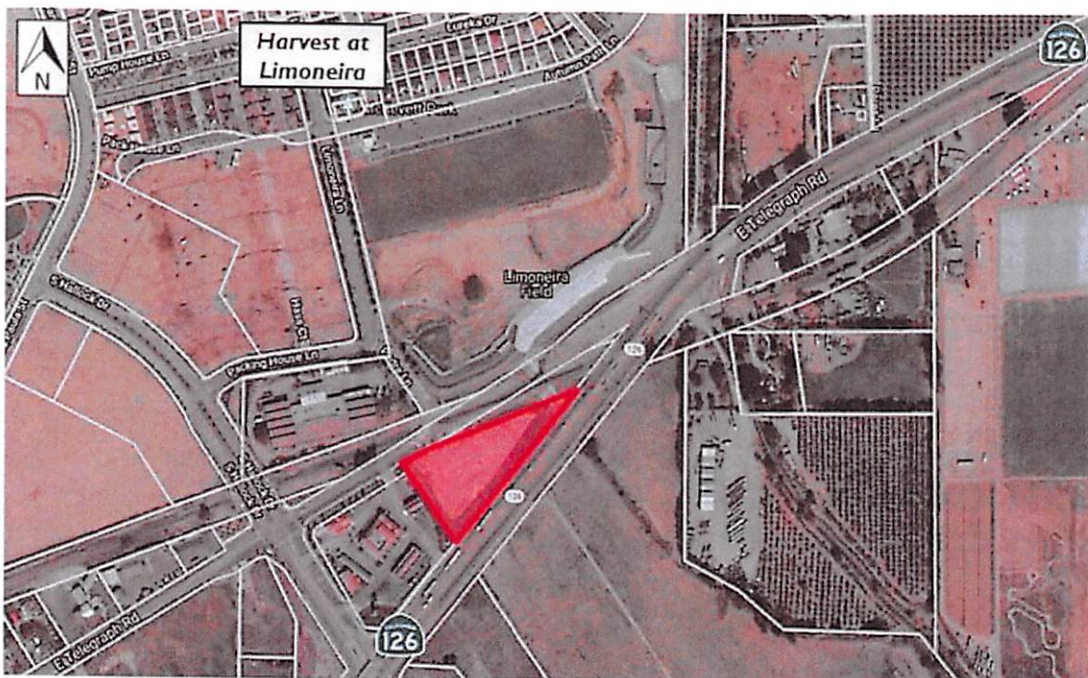


Figure 7A: Site Aerial with Citywide Context



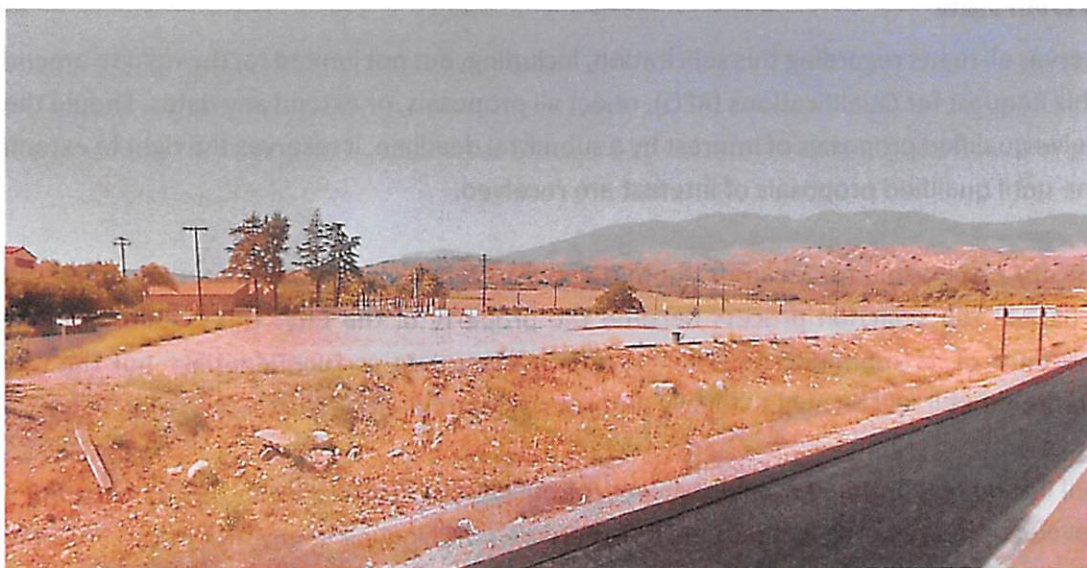
*\*Downtown Santa Paula boundaries as outlined in the City's 2017 Downtown Action Plan*

Figure 7B: Aerial with Site Outlined





**Figure 8A: Street Perspective #1**



*View looking north from CA-126*

**Figure 8B: Street Perspective #2**



*View looking southeast from E. Telegraph Rd.*

## **2. Submittal Requirements**

### ***Submittal Overview***

The City reserves all rights regarding this solicitation, including, but not limited to, the right to amend or modify this Request for Qualifications (RFQ), reject all proposals, or extend any dates. Should the City not receive qualified proposals of interest by a submittal deadline, it reserves the right to extend that deadline until qualified proposals of interest are received.

Respondents are responsible for ensuring submittals are received by City. All materials submitted during any part of the selection process become the property of the City. The respondent may designate portions of its submittals that contain proprietary data as “confidential,” but the City cannot guarantee that it will be able to legally enforce such confidentiality.

The City shall not be responsible for any costs and/or obligations incurred by and/or on behalf of a potential developer in preparing, submitting, or otherwise participating in any part of this RFQ, the selection, documentation, or the development process in its entirety. The City reserves the right to request clarification or additional information from respondents. Information included in this RFQ is believed to be accurate but should be independently verified by potential respondents prior to reliance upon.

### ***Qualifications and Proposal Content***

The City’s top priority is to select a qualified / experienced development partner(s) to design and build a quality development project that will be synergistic and supportive of adjacent and other land uses near the Site. The evaluation criteria will consider a prospective developer’s recent experience and financial wherewithal in working on projects of similar size, scope, and quality. Section 4 of the RFQ describes the evaluation criteria in greater detail.

The evaluation and selection process will include two rounds as follows:

1. **Round One (Request for Qualifications)** – Respondents shall provide the information that follows in this Section. Once the Review Committee has the opportunity to evaluate each response, some or all respondents may be invited to participate in Round Two.
2. **Round Two (Request for Proposals)** – Respondents selected to advance to Round Two will be notified via email. This round may include, but is not limited to, a Letter of Intent (“LOI”) from the developer that includes a specific project description, pricing and financial terms,

entitlement and project schedule, performance benchmarks, evidence of project feasibility / financing, and an in-person interview as appropriate.

Respondents shall provide the following information for **Round One** of the evaluation process:

1. **Letter of Introduction** – Include a summary of the respondent’s basic qualifications, development experience, past and current project experience of similar nature and size, and reasons for interest in this opportunity. The letter must identify the respondent’s interest for development and be signed by a principal or authorized officer including a statement that the officer may make legally binding commitments for the entity.
2. **Detailed description of potential conceptual project** – Include sufficient information as to proposed / potential uses, tenants, and/or concept / architecture to give a City Review Committee enough information to have an idea of what the final development could contain and look like. Supporting market data, concept plan, and collateral materials are encouraged to provide support for the proposed concept.
3. **Team Members** – Identify members of the development team and provide a brief description of each team member’s role including the following:
  - Principals involved in the Project.
  - Resumes of key team members.
  - A description of team member’s proposed role and relevant experience with projects of similar nature and size and experience in and familiarity with development in Santa Paula or surrounding areas.
  - An organizational chart.
  - Designation of lead contact for the team.
4. **Relevant Project Experience** - A summary of current and previous experience of the team with regard to projects comparable both in size and uses. As appropriate, this information should include a project description, photos or site plans if available, land uses, dates completed, developer role, cost/value, financing sources, duration of development processes, role of current employees in the project, existing status as to ownership and leasing of current developments, percent owned since project completion, and volume sold/leased. Additionally, please identify similar completed projects in the area that can be visited and provide a name and contact information.
5. **Project Approach** - A high level summary of the team’s approach and anticipated timing related to design, entitlements, permitting, financing, development, and operation. Provide

examples of processes employed in other similar projects. The City is open to considering either a fee simple sale or ground lease of the Site.

6. **Financial Data** - A summary of the potential developer/development entity's capability to source the capital necessary to successfully fund and/or finance the proposed concept. If selected to advance to **Round Two**, a description of the anticipated financing structure to be utilized to finance the anticipated project and specific evidence will need to be provided to support proof of the ability to fund a project of this size.
7. **References** - No less than three references (name, title, entity, telephone number and contractual relationship to respondent) that may be contacted with respect to current and past project experience. Additionally, a reference list with contact information for public sector officials and staff involved in the previous projects identified as examples of Relevant Project Experience.
8. **Litigation History with Public Agencies** – Provide information as to any litigation that any developer/development entity that comprises the overall team has had with public agencies over the last 10 years.

### ***Submittal Date***

Please return qualifications as part of **Round One** for review by **Tuesday, October 25, 2022 at 5:00 p.m. Pacific Time** to the contact listed below. If the City is not satisfied with the number and quality of submittals received, the City may issue a notification to developers to continue to submit or resubmit qualifications.

### ***Submittal Quantity and Contact***

Please provide one (1) bound, printed copy of the submittal and one (1) electronic version on a thumb drive to:

**Mr. Ken K. Hira**  
**President**  
**Kosmont Companies**  
**1601 N. Sepulveda Blvd. #382**  
**Manhattan Beach, CA 90266**

### **3. Disclosures**

- 1. The City reserves all rights to modify or terminate the selection process or not select a developer at all. This RFQ and selection process does not constitute any type of offer and creates no contractual or other liability to the City. There is no guarantee that a ground lease or sale will be consummated, or that a project will be reviewed or accepted pursuant to this RFQ.**
- 2. Approvals of future conveyance agreement may be subject to approval by City Council.**
- 3. The development standards provided in the RFQ are subject to change.**
- 4. Additional due diligence information and materials can be found at the following [link](#).**

## **4. Evaluation Criteria, Procedures, and Tentative Timeline**

### ***Evaluation Criteria***

The following criteria will be used as the primary basis for evaluating developer responses as part of **Round One**:

- The respondent's applicable experience and expertise.
- The respondent's experience in formulating and implementing successful development projects of similar scope and character.
- The respondent's demonstrated ability to implement projects that retain and authentically reflect local character.
- The respondent's track record, experience and financial capacity / wherewithal to start and complete projects and uses similar to those requested in the RFQ.
- The respondent's demonstrated ability to structure development and financial transaction structures, which minimize the City's risk while maximizing the public's return on assets and other public benefits.
- The respondent's demonstrated ability to access capital for the proposed scope of development.
- Experience of key project team members with similar projects.

The following criteria will be used as the primary basis for evaluating selected developer responses as part of **Round Two**:

- The criteria above, as well as the respondent's LOI / development proposal, including the proposed land uses/tenant mix, massing, financial structure, project valuation, initial financial pro-forma, supportive market data, quality of design and development, fiscal impact to the City and other taxing entities, and, as applicable, project/site components to be provided by the City. The City may request additional information.

The order of presentation of the above criteria does not necessarily denote the specific importance of the same.



## ***Award Procedures***

**Note:** Consultant will assist City in the process and vetting of applications but *will not* make any recommendations to the City Council about developer selection as it is the City Council's sole discretionary decision. Consultant *will not* act as City staff or a designated "employee" to the City and *will not* make governmental decisions. The ultimate decision makers will be the City Council.

1. A committee, comprised of City staff and stakeholders (the "Review Committee"), will evaluate responses to **Round One** of this RFQ.
2. Next, a series of interviews with top respondents will be set up to take place before the Review Committee. Using this information, the Review Committee shall make selections for respondents to advance to **Round Two** based on the Review Committee's evaluation of these interviews and the respondents' submittal.
3. The Review Committee will notify respondents but confirm with those that have been selected to advance to **Round Two**. Those selected to advance to **Round Two** will be given the opportunity to meet with staff to discuss project approach and execution and to better understand the City's expectation in terms of design, quality, and offsite improvements before submitting a response as part of **Round Two**. Staff will clarify what the preliminary and non-binding LOI shall cover. City Council members may also participate in the discussion.
4. The Review Committee will vet project concepts and the LOI responses to **Round Two** of this RFQ based on their judgment as to which proposals best satisfy the objectives expressed by the City, as well as provide a desired potential development project and financial return for the City. The Review Committee shall present the evaluation results to the City Council. The City Council will then make the final selection decision with the top-ranked qualified respondent with the goal of entering into an Exclusive Negotiating Agreement ("ENA") within 90 days of selection.
5. As appropriate, the selected development team must comply with statutory and administrative requirements pertaining, but not limited to, zoning ordinances, subdivision requirements, fee schedules, and other applicable City, County, State, and Federal codes and ordinances.

***Tentative Timeline***

- RFQ released on Friday, September 16, 2022.
- Responses to **Round One** of RFQ due on Tuesday, October 25, 2022 at 5:00 p.m. PST.
- Evaluation of **Round One** responses and selection of **Round Two** candidates in October / November 2022.
- **Round Two** interview(s), evaluation of **Round Two** responses and Review Committee recommendation by year end.
- City Council to consider ENA with preferred developer in early 2023.

## 5. Additional Documentation and Contact Information

An online directory has been established at the following [link](#) containing additionally relevant information outlined below:

- This RFQ
- Site information and maps
- City of Santa Paula Annual Fee Schedules
- A link to the [Highest and Best Use Analysis Report](#) prepared by Kosmont Companies as presented to the Santa Paula City Council, May 19, 2021 (click on attachment).
- A link to the [City of Santa Paula Municipal Code](#)
- [Santa Paula East Gateway Specific Plan \("Specific Plan"\)](#) and [City Zoning Map](#)

Prospective respondents should feel free to reach out to the City and Consultant contacts included below for questions regarding this submittal. Thank you for your consideration.

**City of Santa Paula**

200 S. 10<sup>th</sup> St.  
Santa Paula, CA 93061

Dan Singer  
City Manager  
Phone: (805) 933-4225  
Email: [dsinger@spcity.org](mailto:dsinger@spcity.org)

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Community & Economic Development  
Director  
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Email: [jmason@spcity.org](mailto:jmason@spcity.org)

**Kosmont Companies (Consultant to City)**

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Email: [fsanchez@kosmont.com](mailto:fsanchez@kosmont.com)