

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, November 25, 2024, 7:00pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. 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 November 12, 2024 [Pg. 1]
2. Receive monthly financial report for October 2024 [Pg. 3]
3. Cancel December 23, 2024 meeting

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

1. South Coast Community Aquatics (SCCA) – Season Extension [Pg. 9]
 - a. SCCA Letter of Request [Pg. 10]
2. Award System Development Charges Study [Pg. 13]
 - a. Donovan Enterprises, Inc. Proposal [Pg. 15]
 - b. FCS Proposal [Pg. 40]
3. Repeal Benevolent Meal Service Ordinance [Pg. 62]
 - a. Ordinance 24-O-814 [Pg. 63]
 - b. Exhibit A [Pg. 64]

G. Remarks from Mayor, Councilors and City Manager

H. Adjournment

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

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City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Tuesday, November 12, 2024

Call to Order

Mayor Isaac Hodges called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Isaac Hodges, Councilors Kristi Fulton, Phoebe Pereda, and Clayton Malmberg; a quorum present

Council Absent: Councilor Andy Martin

Staff present: City Manager Tim Rundel, Public Works and Development Services Director Tony Baron, City Recorder Brooklyn Osterhage

Media Present: None

Others Present: 3 audience members and Fire Chief Jim Watson, Volunteer Firefighters Wayne & Spring Sheffel, and Public Works Maintenance Worker John Webb

Ceremonies/Appointments/Announcements

Mayor Hodges presented a Veterans Day proclamation to Veterans.

Scheduled Public Appearances

1. None

Oral Requests and Communications from the Audience

1. None

Consent Calendar

1. Approve Council minutes for October 28, 2024
2. Accept Planning Commission minutes for July 2, 2024

Councilor Malmberg moved, Councilor Pereda seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. Hillside Avenue Water Line Replacement

Staff Report provided by Tony Baron

Councilor Pereda moved, Councilor Fulton seconded, and Council voted unanimously to authorize the City Manager to execute a contract with Tidewater Contractors Inc. for the installation of a new water main line on Hillside Avenue in the amount of \$143,700.

2. Ridgeview Drive Slide Repair

Staff Report provided by Tony Baron

Councilor Malmberg moved, Councilor Pereda seconded, and Council voted unanimously to authorize the City Manager to execute a contract with 5R Excavation & Paving LLC for the Ridgeview Drive Slide Repair project in the amount of \$45,125.

3. Kidtown – Picnic Table Canopies

Staff Report provided by Tony Baron

Mayor Hodges moved, Councilor Fulton seconded, and Council voted unanimously to authorize the City Manager to purchase eight picnic table canopies from Northwest Playground Equipment Inc. for the Kidtown Rehabilitation Project in the amount of \$48,048.

Remarks from Mayor and Councilors

Council thanked and expressed their respect for all Veterans and their families.

City Manager Rundel shared that he and Public Works and Development Services Director Tony Baron have been reviewing the System Development charge proposals. He and the Mayor received approval from the Brookings-Harbor School District Superintendant for a “My Local Government” program for third graders to teach them about local government. He advised Finance Director Lu Ehlers will receive the preliminary audit draft soon. Oregon State Parks and Recreation Commission will meet November 20th to decide on the proposed rule change that would add Brookings to the list of cities where overnight camping is prohibited. Lastly, he gave a shout out to Public Works and Development Services Administrative Assistant Michelle Robidoux for a photograph she contributed on the front of the Curry County Chamber of Commerce’s new business folders.

Councilor Malmberg requested FEMA Floodplain Management Ordinances be a topic on an upcoming Workshop.

Adjournment

Mayor Isaac Hodges adjourned the meeting at 7:34 PM.

Respectfully submitted:

ATTESTED:

this 25th day of November, 2024:

Isaac Hodges, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,410,740.00	141,627.58	582,867.02	3,827,872.98	13.2
LICENSES AND PERMITS	307,000.00	26,430.84	108,264.12	198,735.88	35.3
INTERGOVERNMENTAL	298,500.00	10,317.73	77,706.15	220,793.85	26.0
CHARGES FOR SERVICES	1,058,500.00	21,228.07	128,981.61	929,518.39	12.2
OTHER REVENUE	140,500.00	6,817.27	273,147.15	(132,647.15)	194.4
TRANSFERS IN	732,236.00	.00	732,236.00	.00	100.0
	6,947,476.00	206,421.49	1,903,202.05	5,044,273.95	27.4
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,866.00	3,750.89	14,742.37	24,123.63	37.9
MATERIAL AND SERVICES	12,850.00	325.00	1,814.17	11,035.83	14.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,716.00	4,075.89	16,556.54	35,159.46	32.0
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	453,018.00	34,766.76	131,597.02	321,420.98	29.1
MATERIAL AND SERVICES	241,300.00	33,437.94	94,899.10	146,400.90	39.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	694,318.00	68,204.70	226,496.12	467,821.88	32.6
POLICE:					
PERSONAL SERVICES	3,642,146.00	303,171.55	1,180,780.21	2,461,365.79	32.4
MATERIAL AND SERVICES	244,000.00	23,938.48	119,122.53	124,877.47	48.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	99,496.00	.00	.00	99,496.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,985,642.00	327,110.03	1,299,902.74	2,685,739.26	32.6
FIRE:					
PERSONAL SERVICES	266,529.00	22,884.83	85,617.44	180,911.56	32.1
MATERIAL AND SERVICES	109,500.00	9,113.83	61,109.42	48,390.58	55.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	29,990.00	.00	.00	29,990.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	406,019.00	31,998.66	146,726.86	259,292.14	36.1

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	284,123.00	22,688.93	82,850.87	201,272.13	29.2
MATERIAL AND SERVICES	94,600.00	761.00	11,124.91	83,475.09	11.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	378,723.00	23,449.93	93,975.78	284,747.22	24.8
PARKS & RECREATION:					
PERSONAL SERVICES	319,181.00	27,968.98	93,601.50	225,579.50	29.3
MATERIAL AND SERVICES	143,500.00	17,174.41	46,202.77	97,297.23	32.2
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
	472,662.00	45,143.39	139,804.27	332,857.73	29.6
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	.00	.00	.02	(.02)	.0
MATERIAL AND SERVICES	90,500.00	371.00	28,820.08	61,679.92	31.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	90,500.00	371.00	28,820.10	61,679.90	31.9
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	169,300.00	10,340.29	40,524.93	128,775.07	23.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	624,000.00	.00	624,000.00	.00	100.0
CONTINGENCIES AND RESERVES	774,596.00	.00	.00	774,596.00	.0
	1,567,896.00	10,340.29	664,524.93	903,371.07	42.4
	8,547,476.00	510,693.89	2,616,807.34	5,930,668.66	30.6
	(1,600,000.00)	(304,272.40)	(713,605.29)	(886,394.71)	(44.6)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	525,000.00	52,530.44	190,568.64	334,431.36	36.3
OTHER REVENUE	22,000.00	.00	3,591.55	18,408.45	16.3
TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
	<u>647,000.00</u>	<u>52,530.44</u>	<u>294,160.19</u>	<u>352,839.81</u>	<u>45.5</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	261,092.00	21,122.44	79,252.20	181,839.80	30.4
MATERIAL AND SERVICES	326,700.00	38,684.65	92,042.93	234,657.07	28.2
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	1,073.00	.00	1,068.02	4.98	99.5
TRANSFERS OUT	243,809.00	.00	243,809.00	.00	100.0
CONTINGENCIES AND RESERVES	144,326.00	.00	.00	144,326.00	.0
	<u>992,000.00</u>	<u>59,807.09</u>	<u>416,172.15</u>	<u>575,827.85</u>	<u>42.0</u>
	<u>992,000.00</u>	<u>59,807.09</u>	<u>416,172.15</u>	<u>575,827.85</u>	<u>42.0</u>
	<u>(345,000.00)</u>	<u>(7,276.65)</u>	<u>(122,011.96)</u>	<u>(222,988.04)</u>	<u>(35.4)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,025,000.00	179,128.32	812,599.78	1,212,400.22	40.1
OTHER INCOME	60,000.00	3,355.00	29,840.09	30,159.91	49.7
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>2,085,000.00</u>	<u>182,483.32</u>	<u>842,439.87</u>	<u>1,242,560.13</u>	<u>40.4</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	451,449.00	41,562.46	151,802.21	299,646.79	33.6
MATERIAL AND SERVICES	183,600.00	17,507.88	75,094.12	108,505.88	40.9
CAPITAL OUTLAY	50,000.00	1,847.12	11,769.57	38,230.43	23.5
DEBT SERVICE	22,434.00	1,780.01	8,187.99	14,246.01	36.5
TRANSFERS OUT	35,000.00	.00	35,000.00	.00	100.0
	<u>742,483.00</u>	<u>62,697.47</u>	<u>281,853.89</u>	<u>460,629.11</u>	<u>38.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	37,757.00	2,875.28	8,437.80	29,319.20	22.4
MATERIAL AND SERVICES	613,523.00	47,058.17	180,939.14	432,583.86	29.5
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	757,257.00	.00	757,257.00	.00	100.0
CONTINGENCIES AND RESERVES	173,980.00	.00	.00	173,980.00	.0
	<u>1,592,517.00</u>	<u>49,933.45</u>	<u>946,633.94</u>	<u>645,883.06</u>	<u>59.4</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,335,000.00</u>	<u>112,630.92</u>	<u>1,228,487.83</u>	<u>1,106,512.17</u>	<u>52.6</u>
	<u>(250,000.00)</u>	<u>69,852.40</u>	<u>(386,047.96)</u>	<u>136,047.96</u>	<u>(154.4)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

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	3,650,300.00	292,335.85	1,278,295.39	2,372,004.61	35.0
OTHER REVENUE	25,000.00	.00	459.00	24,541.00	1.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,670,800.00</u>	<u>292,335.85</u>	<u>1,278,754.39</u>	<u>2,392,045.61</u>	<u>34.8</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	682,000.00	56,578.69	215,803.27	466,196.73	31.6
MATERIAL AND SERVICES	395,800.00	2,945.47	66,391.18	329,408.82	16.8
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	22,434.00	1,779.99	8,187.47	14,246.53	36.5
TRANSFERS OUT	264,204.00	.00	264,204.00	.00	100.0
	<u>1,379,438.00</u>	<u>61,304.15</u>	<u>554,585.92</u>	<u>824,852.08</u>	<u>40.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	51,243.00	3,827.82	12,038.32	39,204.68	23.5
MATERIAL AND SERVICES	1,294,047.00	94,057.38	337,757.93	956,289.07	26.1
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	1,382,517.00	.00	1,382,517.00	.00	100.0
CONTINGENCIES AND RESERVES	393,055.00	.00	.00	393,055.00	.0
	<u>3,135,862.00</u>	<u>97,885.20</u>	<u>1,732,313.25</u>	<u>1,403,548.75</u>	<u>55.2</u>
	<u>4,515,300.00</u>	<u>159,189.35</u>	<u>2,286,899.17</u>	<u>2,228,400.83</u>	<u>50.7</u>
	<u>(844,500.00)</u>	<u>133,146.50</u>	<u>(1,008,144.78)</u>	<u>163,644.78</u>	<u>(119.4)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	781,400.00	3,341.00	9,888.63	771,511.37	1.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	25,000.00	.00	.00	25,000.00	.0
TRANSFERS IN	.00	.00	.00	.00	.0
	806,400.00	3,341.00	9,888.63	796,511.37	1.2
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	5,231.16	5,231.16	180,024.84	2.8
CAPITAL OUTLAY	2,021,144.00	4,756.93	54,821.93	1,966,322.07	2.7
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	2,206,400.00	9,988.09	60,053.09	2,146,346.91	2.7
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,206,400.00	9,988.09	60,053.09	2,146,346.91	2.7
	(1,400,000.00)	(6,647.09)	(50,164.46)	(1,349,835.54)	(3.6)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 25, 2024

Originating Dept: PW/DS



Signature (submitted by)



City Manager Approval

Subject: South Coast Community Aquatics (SCCA) – Season Extension

Recommended Motion:

Motion to authorize South Coast Community Aquatics to extend the 2024 Brookings Municipal Pool season from December 1, 2024 to February 28, 2025.

Financial Impact:

SCCA stated in their letter of request (attached) that they have a balance in their account of \$23,598 from the regular season that would typically come back to the City for utilities and pool up keep through February 2025. SCCA is requesting those funds be used for the season extension.

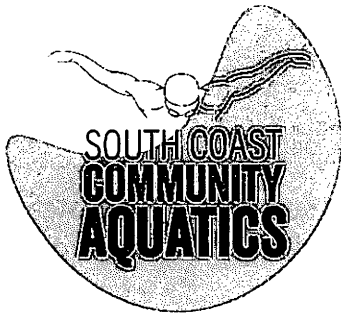
Background/Discussion:

The City of Crescent City announced it will be closing Fred Endert Pool this winter in order to complete maintenance projects. They have agreed to provide staffing and funding to SCCA in order to provide both the Brookings and Crescent City communities with aquatic opportunities at the Brookings Municipal Pool.

The City of Brookings established a Management Agreement with SCCA in March 2024. SCCA managed the pool during the 2024 season and is requesting the City allow them to use the remaining funds from the season, combined with funding from Crescent City, to operate a season extension from December 1, 2024 to February 28, 2025.

Attachment:

- a. SCCA Letter of Request



PO Box 1800

Brookings, OR 97415

501c3 TIN 92-1095207

November 6, 2024

City of Brookings
Tim Rundel, City Manager
Isaac Hodges, Mayor
Tony Baron, Public Works Director
City Council
898 Elk Street
Brookings, OR 97415

RE: Winter Swimming pilot program

Dear City of Brookings:

South Coast Community Aquatics (SCCA) greatly appreciates your support of our management for swimming opportunities during the summer season. SCCA became aware that the winter facility utilized by community aquatic enthusiasts, Fred Endert Pool, powered by the City of Crescent City, will be closing on December 1, 2024, for a minimum of three months to undergo critical facility updates. SCCA considered this an opportunity to explore an extended season to gauge the winter swimming participation.

SCCA is considering opening the Brookings Pool from December to February to serve the community's aquatic needs during this period. SCCA is currently collaborating with Fred Endert Pool to provide staffing at the Brookings Pool during the three-month maintenance closure and help SCCA conduct the pilot program of winter swimming participation. Attached is a tentative December schedule based on the availability of CoCC staff.

During the collaborative effort, SCCA would be responsible for all facility maintenance costs while CoCC would support all staffing expenditures. Forecasted expenses, without additional revenue, are projected to be approximately \$32,000-\$34,000 for the three-month period.

At the conclusion of the 2024 summer swim season, SCCA had a balance of \$23,598. Through February 2025, without the collaborative effort, SCCA has forecasted a balance of \$11,312. SCCA was provided \$70,000 in COB support for the management of the Brookings Pool. The contract provided for up to \$80,000, however, SCCA determined the additional \$10,000 was not necessary at this time.

To help support these expenses, SCCA will pursue sponsorships and grant funding. This estimate does not include potential revenue from attendance and memberships which will be split equally between SCCA and CoCC. Additionally, SCCA will seek further funding through donations, and community partnerships to cover any remaining costs.

SCCA Requests from the City of Brookings (COB):

- Approval of the joint venture and pilot winter swimming program.
- If necessary, utilize the balance of the \$70,000 drawn during the 2024 season. Approximately \$23,000 remains, which SCCA would use to continue paying utilities and maintain the Brookings Pool Facility.

Conclusion:

We are thrilled about the potential of this pilot program to enhance our community's access to year-round aquatic activities. This initiative not only promises to bring more recreational opportunities to our residents but also strengthens the partnership between SCCA, the City of Brookings, the City of Crescent City and the dedicated swimming enthusiasts. By working together, we can create a sustainable and enjoyable aquatic environment that benefits everyone. We look forward to your support and the positive impact this program will have on our community.

Sincerely,

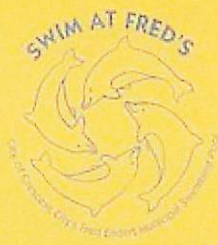
Val Early

Val Early
President, SCCA

SCCA Mission: *"To provide a year-round community pool that meets the diverse aquatic needs of Brookings and the surrounding communities"*

SCCA Board of Directors:

- Dan Brattain - Founder/CEO, Cal-Ore Life Flight, Certified lifeguard, Masters swimmer
- Siena Worthey - Architectural designer and former Brookings Pool Manager
- Chaulene Worthey - School district 17-C employee, soccer coach with degree in exercise science
- Luke Martinez – Curry County Aquatic Safety Office and Junior Lifeguard Instructor
- John Herzog - Chairman of Curry County Board of Commissioners, CCEC Board of Directors
- Bruce Nishioka - Nishioka Attorney at Law, avid swimmer
- Stacy Bergtoldt – Aqua-Aerobics Instructor, retired SWOCC
- Val Early - Community volunteer, Curry County business owner, lifelong swimmer
- Hailey Kuhn - Non-Profit Consultant, Junior Olympian, Masters swimmer
- Dr. Ingrid Ammondson - Clinical Psychologist and Researcher, avid lap swimmer
- Tony Baron – City of Brookings staff liaison, Public Works Director



BROOKINGS WINTER POOL PROGRAMMING

1130 RANSOM AVE. BROOKINGS, OR

PLEASE CONTACT SCCABROOKINGS@GMAIL.COM WITH QUESTIONS

JAN & FEB TIMES & PROGRAMMING SUBJECT TO CHANGE BASED ON STAFF AVAILABILITY & WEATHER



WINTER SCHEDULE FOR **DECEMBER** AT THE BROOKINGS POOL

TIME	7:00 – 8:45	9:00 – 10:15	10:45 – 11:50	12:00 – 1:30	1:30 – 3:00	3:45 – 4:45	4:45 – 6:45
MONDAY	LAP SWIM	AEROBICS + 2 LAP LANES	CLOSED		CLOSED	OPEN/FAMILY SWIM + 2 LAP LANES	SWIM TEAM
TUESDAY	6:00 – 7:30 MASTERS LAP	CLOSED	AEROBICS + 3 LAP LANES	LAP SWIM		OPEN SWIM / FAMILY SWIM + 2 LAP LANES AVAILABLE	
WEDNESDAY	LAP SWIM	AEROBICS + 2 LAP LANES	CLOSED			OPEN/FAMILY SWIM + 2 LAP LANES	SWIM TEAM
THURSDAY	6:00 – 7:30 MASTERS LAP	CLOSED	AEROBICS + 3 LAP LANES	LAP SWIM		OPEN SWIM / FAMILY SWIM + 2 LAP LANES AVAILABLE	
FRIDAY	LAP SWIM	AEROBICS + 2 LAP LANES	CLOSED		FAMILY SWIM + GROUP LESSONS	OPEN/FAMILY SWIM + 2 LAP LANES	SWIM TEAM
SATURDAY	LAP SWIM	AEROBICS + 3 LAP LANES	CLOSED	POOL RENTALS UPON REQUEST		OPEN/FAMILY SWIM	CLOSED


MONTHLY MEMBERSHIPS ARE AVAILABLE FOR PURCHASE AT <https://south-coast-community-aquatics.square.site/>
DAILY USE PASSES WILL BE AVAILABLE FOR PURCHASE AT THE DOOR ONCE WE CAN SHOW SUPPORT FOR THIS EFFORT

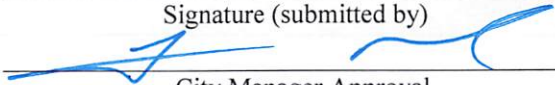
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 25, 2024

Originating Dept: PW/DS


Signature (submitted by)


City Manager Approval

Subject: Award System Development Charges Study

Motion:

Authorize City Manager to execute a contract with Donovan Enterprises, Inc in the amount of \$31,450 to perform a technical analysis of the City's System Development Charges.

Financial Impact:

\$31,450 from respective SDC funds.

Background/Discussion:

The City of Brookings has been discussing the need for a revision to our system development charge (SDC) methodology for several years. With the current strain on housing in the State of Oregon and in Brookings particularly, the cost of SDC's to developers of housing units are often cited as being too high and the main reason these types of projects aren't moving forward.

The goal of the project is to hire an experienced firm to perform a new SDC study and replace the City of Brookings 2007 SDC methodology under the following guidelines:

- a) Ensure that formulas used to establish SDC fees accurately account for the impact new development has on the capital system and are proportional to the scale of a project;
- b) Confirm that growth projections are reasonable;
- c) Promote affordable housing;
- d) Update capital project lists to align with current facilities plans and confirm that projects listed are likely to be needed in a 20-year planning period; and
- e) Gauge the cumulative impact of proposed SDC rate adjustments to ensure that they are in line with other similarly situated communities.

All work on this project will conform to statutory requirements for SDC methodologies outlined in ORS 223.297 to 223.314.

Staff published a request for proposals for the SDC Study project and received responses from two qualified firms who do this type of work. Staff recommends awarding the project to Donovan Enterprises, Inc.

Respondents	Fee
Donovan Enterprises, Inc.	\$31,450
FCS	\$48,190

Attachments:

- a. Donovan Enterprises, Inc Proposal
- b. FCS Proposal

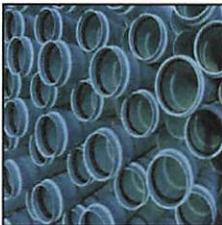
Professional Services Proposal

October 24,
2024

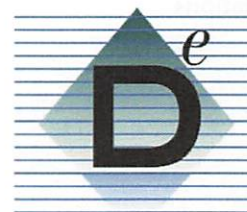
Prepared for the City of



System Development Charges Study



Presented by

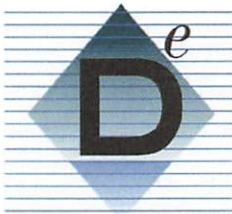


D O N O V A N
enterprises, inc.

9600 SW Oak Street, Suite 335
Tigard, Oregon 97223-6596
☎ 503.517.0671

Vital Information Table

City of Brookings – 2024 System Development Charges Study	
Name of firm submitting	Donovan Enterprises, Inc. Federal Tax I.D.: 41-2180168
State of Oregon Emerging Small Business Certification	ESB Tier 1 Certification No.: 6756
Insurances in force	<p><i>Professional liability insurance:</i> Philadelphia Insurance Company; coverage: aggregate limit: \$2,000,000, each wrongful act limit: \$1,000,000</p> <p><i>Commercial general liability insurance:</i> American Family Insurance Company; products-completed operations aggregate limit: \$2,000,000, liability and medical expenses: \$1,000,000</p> <p><i>Commercial liability umbrella policy:</i> American Family Insurance Company; aggregate limit: \$2,000,000</p>
Project manager & officer in charge	Steven J. Donovan
Project manager contact information and professional affiliations	<p><i>Office address:</i> 9600 SW Oak Street, Suite 335, Tigard, Oregon 97223</p> <p><i>Telephone:</i> 503.517.0671</p> <p><i>Fax:</i> 503.517.0672</p> <p><i>e-mail:</i> steve.donovan@donovan-enterprises.com</p> <p><i>Professional Affiliations:</i></p> <ul style="list-style-type: none"> • American Public Works Association • American Water Works Association • Water Environment Federation • Institute of Electrical and Electronic Engineers • Oregon Municipal Finance Officers Association • Oregon Association of Clean Water Agencies



D O N O V A N
enterprises, inc.

INFRASTRUCTURE
FINANCIAL
MANAGEMENT

MANAGEMENT
CONSULTING

LAND USE PLANNING

October 24, 2024

Mr. Tim Rundel
City Manager
898 Elk Drive
Brookings, Oregon 97415

Re: Request for Proposals – System Development Charges Study

Dear Mr. Rundel,

Donovan Enterprises, Inc. (DEI) is pleased to submit this response to your request for proposals to develop a System Development Charge (SDC) and supporting methodology for the City's water, wastewater, storm drain, transportation, and parks systems. I will be the Principal in charge of this engagement. DEI has over thirty years of experience in engineering, utility finance, system development charges (SDC), utility economics, and public policy analysis. We have worked on a number of high-profile projects specifically related to rate and SDC analysis in the Northwest over the past 30 plus years. We are also very familiar with jurisdictions on the South Coast having done similar studies for Bandon, Heceta Head Water District, Coos Bay, Lakeside, and Gold Beach.

We are extremely excited at the prospect of working on this project. In terms of roles and time commitments for this project, I will be the consultant team project manager, and my staff will aid in the technical areas of engineering analysis and statutory compliance. Please note, we are proposing to provide professional services for the methodology updates for all of the municipal systems described in your request for proposal. I will focus on the SDC analysis; and will be looking for opportunities to make recommendations for the establishment and documentation of recommended SDC methodology. We believe that our best indicator of success is the record of accomplishment we have established with municipal clients. We can point to a consistent record of efficient, within budget, on-schedule and implemented work products for each of these jurisdictions.

In closing, we are able to commit ourselves to working on this project from beginning to completion and our proposal content and price will be valid for ninety (90) days from our submittal date. We see ourselves as the "hands on" team to assist you in answering key technical and financial questions that will result in a thorough analytical review of the financial health of the City's transportation, parks, and water SDCs. We know cost of service methods and ORS 223. We can hit the ground running and will continue this level of effort through successful completion of the project. The value of this to the City is there will be no learning curve for our team. We believe our record of performance speaks for itself in providing a quality product on time and within budget. We look forward to working with you on this important project. If you have any questions concerning our proposal, please do not hesitate to call.

Very truly yours,

Steven J. Donovan
Principal

Voice: 503.517.0671
Fax: 503.517.0672

Plaza West
Business Center

9600 SW Oak Street,
Suite 335

Tigard, Oregon 97223

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Project Approach and Understanding

The city of Brookings (the City) is in the process of updating its funding plans for its water, wastewater, storm drain, transportation, and parks systems. A critical component of this analysis is the review and updating of the System Development Charge (SDC) methodologies for these municipal services. By the end of this engagement, the City expects to have a thorough review of its SDC methodology completed, and to have a schedule of recommended SDC's prepared and ready for City Council consideration. With this review and update, the City has stated a number of objectives:

- Review the basis for charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing SDCs;
- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff can, by reference, respond to questions or concerns from the public.

The results of this effort will provide clear documentation of the analytical process and will be done in close coordination with City staff and available Master Plan and other relevant documents.

The framework for SDC calculation is established by Oregon Revised Statute (ORS) 223.297-223.314 which is the basis for this review. Under statute, SDC's are one-time fees imposed on new development and have two components: reimbursement and improvement.

The reimbursement fee considers the cost of existing facilities, prior contributions by existing users of those facilities, the value of the unused/available capacity, and generally accepted ratemaking principles. The objective is "future system users contribute no more than an equitable share to the cost of existing facilities." The reimbursement fee can be spent on capital costs or debt service related to the systems for which the SDC is applied.

The improvement fee portion of the SDC is based on the cost of planned future facilities that expand the system's capacity to accommodate growth or increase its level of performance. In developing an analysis of the improvement portion of the fee, each project in the respective service's capital improvement plan is evaluated to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. An example is a facility which improves system capacity to better serve current customers. The costs for this type of project must be eliminated from the improvement fee calculation. Only capacity increasing/level of performance costs provide the basis for the SDC calculation. The improvement SDC is calculated as a function of the estimated number of additional equivalent residential units to be served by the City's facilities over the planning period. Such a fee represents the greatest potential for future SDC changes.

SDC Legal Authorization

As previously mentioned, SDCs are authorized by Oregon Revised Statute (ORS) 223.297-314. The statute is specific in its definition of system development charges, their application, and their accounting. In general, an SDC is a one-time fee imposed on new development or expansion of existing development and assessed at the time of development approval or increased usage of the system. Overall, the statute

is intended to promote equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property. Statute further provides the framework for the development and imposition of SDCs and establishes that SDC receipts may only be used for capital improvements and/or related debt service.

The methodology used to determine the improvement fee portion of the SDC must consider the cost of projected capital improvements needed to increase system capacity or level of performance. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity would not be SDC eligible. The improvement fee must also provide a credit for construction of a qualified public improvement.

SDC Methodology Data Sources

The essential ingredient in the development of an SDC methodology for transportation, parks, water, wastewater, and storm drain services is valid sources of data. For this project, the consultant team will rely on a number of data sources. The primary sources will be the adopted master plans and plan updates for these municipal facilities. We will supplement these data sources with City utility billing records, certified census data, and other documents that we deem helpful, accurate, and relevant to this study

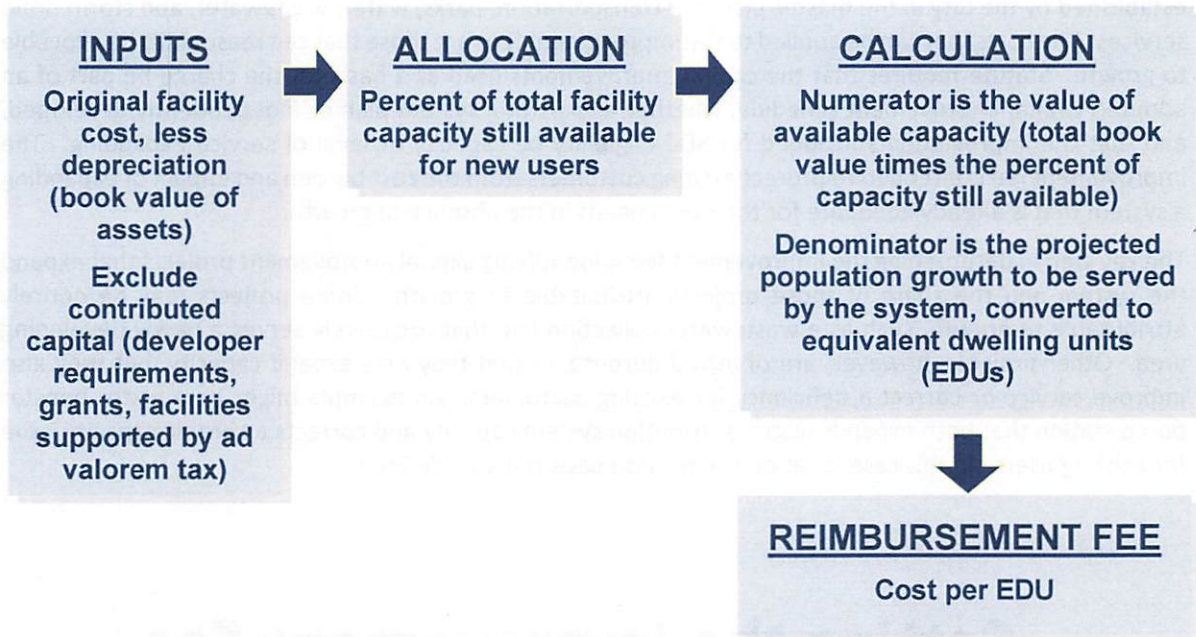
Reimbursement Fee Methodology

The reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. Generally, if a system were adequately sized for future growth, the reimbursement fee might be the only charge imposed, since the new customer would be buying existing capacity. However, staged system expansion is needed, and an improvement fee is imposed to allocate those growth-related costs. Even in those cases, the new customer also relies on capacity within the existing system, and a reimbursement component is warranted.

In order to determine an equitable reimbursement fee to be used in conjunction with an improvement fee, two points should be highlighted. First, the cost of the system to the City's customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources. Therefore, the net investment by the customer/owners is less. Second, the value of the existing system for a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.

The method used for determining the reimbursement fee accounts for both of these points. First, the charge is based on the net investment in the system, rather than the gross cost. Therefore, donated facilities, typically including distribution (water) and collection (wastewater) lines, local facilities, and grant-funded facilities, would be excluded from the cost basis. Also, the charge should be based on investments clearly made by the current users of the system, and not already supported by new customers. Tax supported activities (i.e., streets) fail this test since funding sources have historically been from general revenues, or from revenues which emanate, at least in part, from the properties now developing. Second, the cost basis is allocated between used and unused capacity, or capacity available to serve growth. In the absence of a detailed asset by asset analysis, it is appropriate to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted population growth as converted to meter equivalents over the planning period. This approach reflects the philosophy, consistent with the City's Updated Master Plans, that facilities have been sized to meet the demands of the customer base within the established planning period.

Setting the Reimbursement Fee



Improvement Fee Methodology

There are three basic approaches used to develop improvement fee SDCs: “standards driven,” “improvements-driven,” and “combination/hybrid” approaches. The “standards-driven” approach is based on the application of Level of Service (LOS) standards for facilities. Facility needs are determined by applying the LOS standards to projected future demand, as applicable. SDC-eligible amounts are calculated based on the costs of facilities needed to serve growth. This approach works best where level of service standards have been adopted but no specific list of projects is available. The “improvements-driven” approach is based on a specific list of planned capacity increasing capital improvements. The portion of each project that is attributable to growth is determined, and the SDC-eligible costs are calculated by dividing the total costs of growth-required projects by the projected increase in projected future demand, as applicable. This approach works best where a detailed master plan or project list is available, and the benefits of projects can be readily apportioned between growth and current users. Finally, the combination/hybrid-approach includes elements of both the “improvements driven” and “standards-driven” approaches. Level of Service standards may be used to create a list of planned capacity-increasing projects, and the growth required portions of projects are then used as the basis for determining SDC eligible costs. This approach works best where levels of service have been identified and the benefits of individual projects are not easily apportioned between growth and current users.

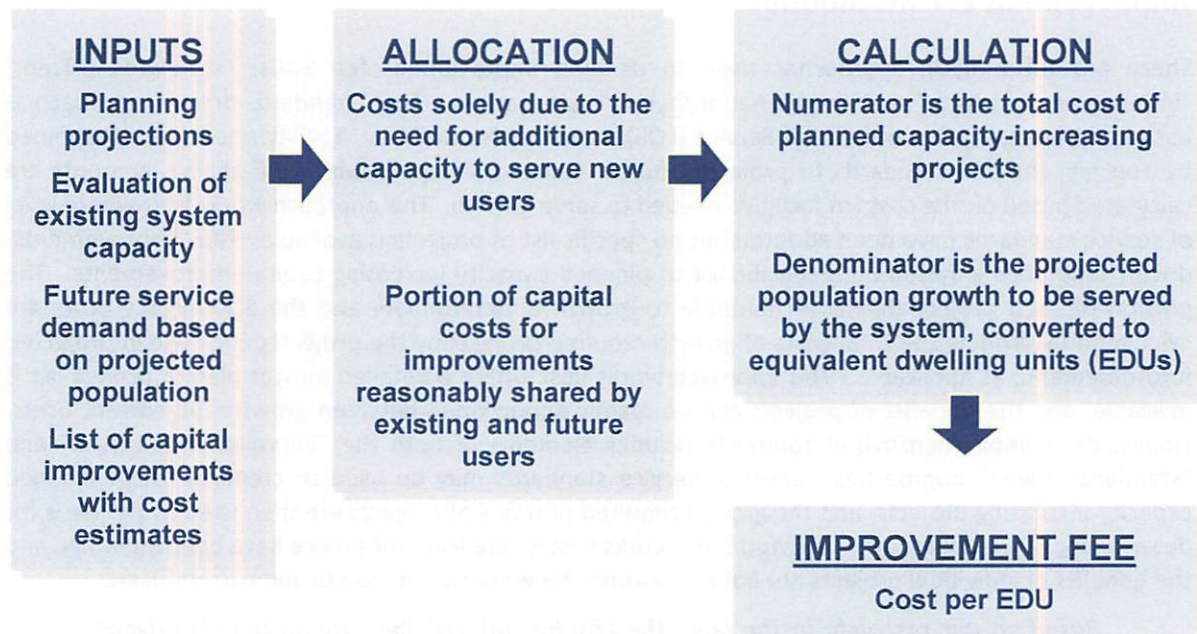
Based on our research, in the past, the City has utilized the “improvements-driven” approach for the calculation of water, wastewater, storm, and transportation SDCs. We propose to continue using this method unless the master plans guide us to another more

applicable approach. For Parks, we propose to use level of service standards for calculation of the reimbursement and improvement parks SDCs. The 2011 Parks Master Plan uses level of service analysis for evaluating future parks improvements.

For this SDC methodology update, the improvement fee represents a proportionate share of the cost to expand the systems to accommodate growth. This charge is based on the capital improvement plans established by the City in the master plans for transportation, parks, water, wastewater, and storm drain services. The costs that can be applied to the improvement fees are those that can reasonably be allocable to growth. Statute requires that the capital improvements used as a basis for the charge be part of an adopted capital improvement schedule, whether as part of a system plan or independently developed, and that the improvements included for SDC eligibility be capacity or level of service expanding. The improvement fee is intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth.

The key step in determining the improvement fee is identifying capital improvement projects that expand the system and the share of those projects attributable to growth. Some projects may be entirely attributable to growth, such as a wastewater collection line that exclusively serves a newly developing area. Other projects, however, are of mixed purpose, in that they may expand capacity, but they also improve service or correct a deficiency for existing customers. An example might be a water booster pump station that both expands water distribution system capacity and corrects a chronic capacity issue for existing users. In this case, a rational allocation basis must be defined.

Setting the Improvement Fee



The improvement portion of the SDC is based on the proportional approach toward capacity and cost allocation in that only those facilities (or portions of facilities) that either expand the transportation, water, and parks systems' capacity to accommodate growth or increase its respective level of performance have been included in the cost basis of the fee. As part of this SDC update, we will work with City Staff and their engineering consultants to review the planned capital improvement lists in order to assess SDC eligibility. The criteria in Figure 1 were developed to guide the City's evaluation:

Figure 1 - SDC Eligibility Criteria

<p align="center">City of Brookings</p> <p align="center">Steps Toward Evaluating</p> <p align="center"><u>Capital Improvement Lists for SDC Eligibility</u></p>	
<p><u>ORS 223</u></p>	
1.	<p>Capital improvements mean the facilities or assets used for:</p> <ul style="list-style-type: none"> a. Roadways, pedestrian conveyances, trail, and bicycle facilities b. Parks, trails, open space c. Water supply, treatment, storage, transmission, and distribution d. Wastewater treatment, transmission, and collection e. Stormwater detention, conveyance, and water quality <p>This definition DOES NOT ALLOW costs for operation or routine maintenance of the improvements;</p>
2.	The SDC improvement base shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related;
3.	An increase in system capacity is established if a capital improvement increases the "level of performance or service" provided by existing facilities or provides new facilities.
<p><u>Under the City' approach, the following rules will be followed</u></p>	
1.	Repair costs are not to be included;
2.	Replacement costs will not be included unless the replacement includes an upsizing of system capacity and/or the level of performance of the facility is increased;
3.	New regulatory compliance facility requirements fall under the level of performance definition and should be proportionately included;
4.	Costs will not be included, which bring deficient systems up to established design levels.

In developing the improvement fee, the project team in consultation with City staff will evaluate each of its CIP projects to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. Only capacity increasing/level of performance costs will be used as the basis for the SDC calculation, as reflected in the capital improvement schedules developed by the City.

Once the future costs to serve growth have been segregated (i.e., the numerator), they can be divided into the total number of new ERUs (EDUs for parks) that will use the capacity derived from those investments (i.e., the denominator). For transportation, trip generation by land use designation will be the demand driver.

Methodology for the Granting of Credits, Exemptions, Discounts, and Indexing

SDC Credits Policy

ORS 223.304 requires that credit be allowed for the construction of a "qualified public improvement" which is required as a condition of development approval, is identified in the Capital Improvement Plan, and either is not located on or contiguous to property that is the subject of development approval or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project. The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement and may be granted only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In addition to these required credits, the City may, if it chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the Capital Improvement Plan, or provide a share of the cost of an improvement by other means.

The City has adopted a policy for granting SDC credits and has codified this policy in the Brookings Municipal Code (BMC) §13.25.130. The adopted SDC credit policy consists of the following items:

- A. A credit shall be given for the cost of a qualified public improvement associated with a residential development. If a qualified public improvement is located partially on and partially off the parcel that is subject to the residential development approval, the credit shall be given only for the cost of the portion of the improvement that provides greater capacity than necessary and is available for other developers or system users for connection and use. The credit provided for by this section shall be only for the improvement fee charged for the type of improvement being constructed and shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee.
- B. Credits shall not be transferable from one type of capital improvement to another

Partial and Full SDC Exemptions Policy

The City may exempt certain types of development from the requirement to pay SDCs. Exemptions reduce SDC revenues and, therefore, increase the amounts that must come from other sources, such as user fees and property taxes. As in the case of SDC credits, the City has articulated a policy relative to partial and full SDC exemption. This SDC exemption policy is codified in BMC §13.25.120. The relevant City policy concerning SDC discounts is as follows:

- A. Structures existing and occupied on or before the effective date of the ordinance codified in this chapter are exempt from a systems development charge imposed by this chapter. Conversions of residential use under the cottage industry standards are not included in this exemption.
- B. Additions or alterations which do not increase the floor space of a structure, the land area occupied by the structure, are exempt from all portions of the systems development charge.
- C. Additions or alterations which increase the floor space of a structure, or the land area occupied by the structure, shall receive a credit for the highest use calculated by the square footage of the existing building, to be applied as an offset to the system development charge calculation in cases where the new use has a lesser impact than the previous use.

SDC Discount Policy

The City, at its sole discretion, may discount the SDC rates by choosing not to charge a reimbursement fee for excess capacity, or by reducing the portion of growth-required improvements to be funded with SDCs. A discount in the SDC rates may also be applied on a pro-rata basis to any identified deficiencies, which must be funded from sources other than improvement fee SDCs. The portion of growth-required costs to be funded with SDCs must be identified in the CIP. Because discounts reduce SDC revenues, they increase the amounts that must come from other sources, such as user fees or general fund contributions, in order to acquire the facilities identified in the Updated Master Plans.

Policy to Adjust SDCs for Inflation

The City does not have a codified policy for inflation adjustments to its SDCs, and we suggest they consider adopting one. Between SDC review dates, the city is allowed to apply a cost adjustment index to adjust the SDC rates annually to reflect changes in costs for land and construction. We have worked with other Oregon municipalities on this issue, and can recommend the following code language that lays out the specific cost index to be used, and how the index is to be applied as follows:

- 1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology shall, on January 1st of each year be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:
 - a. The change in construction costs according to the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average.
 - b. The system development charges adjustment factor shall be used to adjust the system development charges, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology.

Basis for Estimating Demand

Water and Wastewater – Estimated Demand per Equivalent $\frac{3}{4}$ " Water Meter

Current water and wastewater demands will be based on historical customer billing records, and actual water meters in service. Projected demands will be estimated based on population growth rates within the City's existing urban growth boundary. This annual population growth factor is based on the population forecasts prepared by the Population Research Center at Portland State University and consistent with the water and wastewater master plans.

The City serves single-family residential customers and to a lesser extent multifamily housing developments and commercial customers. Single-family residential water and wastewater services generally have a consistent daily pattern of water use whereas water demands for multifamily residences, commercial and industrial users may vary significantly from service to service depending on the number of multifamily units per service or the type of commercial enterprise. When projecting future water and wastewater demands based on population change, the water needs of nonresidential and multi-family residential customers are represented by comparing the water and wastewater use volume at these services to the average single-family residential water service. A method to estimate this relationship is to calculate “equivalent dwelling units (EDUs).” In the case of Brookings, the standard residential unit of demand is the rated capacity (in gallons per minute) of the ¾” water meter. The planning horizon for the 2024 water master plan is approximately 20 years, through the year 2043. That is the forecast horizon that will be used for the water and wastewater SDC methodology update. For this SDC methodology update, the project team will not use the old master plan strategy to forecast future water demand based on land use. With the benefit of actual meters in service, and a population growth forecast that is predicated on existing growth trends for the City a forecast of future equivalent ¾” meters will be developed.

Stormwater – Estimated Demand per square foot of Impervious Area

In 2007, the City established the methodology for the calculation of stormwater SDCs. At that time, the City implemented a stormwater SDC based on estimated impervious surface area. We are estimating the average amount of impervious area on a single family residential developed lot within the City is 2,500 square feet. This equates to one “equivalent service unit” or ESU. SDCs are then calculated as a function of ESUs meaning that each property’s fee is calculated as follows:

$$\text{Estimated Impervious Surface} \div 2,500 \text{ square feet} = \text{Number of ESUs}$$

The number of ESUs is then multiplied by the unit rate to determine the SDC amount. The number of ESUs currently connected to the City’s system will have to be estimated from comprehensive plan land use designations and developed parcels delineated in the City’s Housing Needs Analysis. In order to determine the future capacity requirements of the City’s stormwater system, each basin plan and facility plan forecasts the amount of additional impervious surface through the planning period. This forecast is based on future land use conditions and the corresponding runoff coefficients assigned to these various land uses. The future growth in ESUs within each of the City’s existing basins and planning areas is based on these specific land use and impervious surface projections.

With current stormwater demand estimated in ESUs, the City will be able to calculate the number of ESUs at buildout using the City’s Housing Needs Analysis and comprehensive plan map data out to 2043. These inventories are predicted on the currently approved urban growth boundary (UGB) of the City. The forecast is based on the future land use conditions and the corresponding runoff coefficients assigned to the Comprehensive Plan land use designations. The forecast eliminates lands that are constrained from future development due to severe slopes, wetlands, and riparian corridors.

- *Residential lands* – Based on conversations with City planning staff, the planning standard used to calculate future residential land needs for the City is five (5) dwelling units per acre. For the calculation of build out impervious surface contributions from residential lands, the project team has also used this planning standard.
- *Commercial lands* – In consultation with the City’s engineering staff, the City has applied a uniform runoff coefficient of .90 (i.e., 90%) to all commercial lands within the UGB. This average value was used based on analysis of general commercial land uses over a range of soils. The data sources for this analysis included the National Resource Conservation Service’s Hydrologic

manual, Oregon Department of Transportation Department's design standards for stormwater facilities, and the Caltrans Storm Water Quality Handbook SWPPP/WPCP Preparation Manual.

- *Industrial lands* – Also in consultation with City engineering staff, a uniform runoff value of .85 (i.e., 85%) was applied to all industrial lands in the UGB. The same data sources used to arrive at the commercial runoff coefficient was used for the derivation of the industrial value.

Transportation – Estimated Demand per PM Peak Hour Trip

Demand for transportation facilities is measured in PM peak-hour vehicle trips (PMPHVTs). One PMPHVT represents one person beginning or ending a vehicular trip at a certain property during the afternoon rush hour. An industry standard for allocating demands on a transportation system is to proportion the costs based on the relative number of trips created by a development. Trip rates are published by the Institute of Transportation Engineers (ITE) for various land uses. This SDC update will adopt the use of PMPHVTs as contained in the current ITE Trip Generation Manual, 11th Edition, as the basis for the trip generation standards. In addition, this update will incorporate a local factor that considers the length of a typical trip, the number of shared trips and pass-by trips. This factor is an estimate of how many of the trips specific to the subject land use are linked to other destinations, where the actual trip is shared by multiple destinations or multiple stops on the same trip. The specific drivers of growth in PMPHVTs are:

- Household land use growth
- Retail employment land use growth
- Service employment land use growth
- Educational land use growth
- Other employment land use growth

Parks – Level of Services Standards

In 2011, the City adopted the Parks Master Plan. That guideline document and this park SDC methodology update rely on levels of service (LOS) to determine the adequacy/needs for current and future parks and trails infrastructure. To determine adequacy, park and recreation providers typically measure existing parklands and facilities and compare them against established standards, typically LOS Standards. LOS standards are measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction's basic needs and expectations. For example, the amount of parkland currently needed in a particular jurisdiction may be determined by comparing the ratio of existing developed park acres per 1,000 residents (by all providers within the jurisdiction) to the jurisdiction's desired level of parks relative to population. The gap between the two ratios is the currently needed park acreage. As the population grows, the objective is to provide enough additional acreage to maintain the jurisdiction's desired ratio of park acres to 1,000 residents. These ratios can provide insight and act as tools to determine the amount of parkland or trails needed to meet current and future recreation needs.

For this parks SDC update, the project team reviewed recommended parks and trails LOS (by parks classification) for the City based on the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP recommended Oregon LOS guidelines were developed after reviewing the National Recreation and Parks Association (NRPA) guidelines and the results from the 2014 statewide average guidelines survey. The recommended Plan LOS by parks category are shown below in Table 1.

Table 1 – Parks and Recreation LOS Standards for Creswell

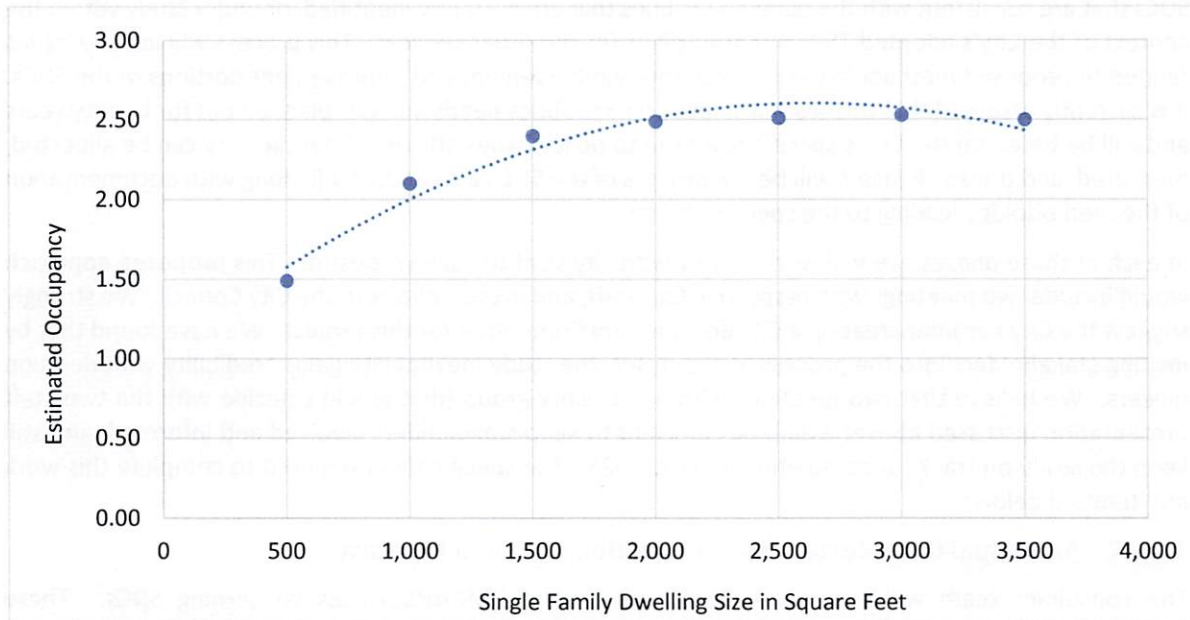
Parkland Type	Average Planning LOS Guidelines in Oregon (Acres /1,000 population)	NRPA Standard LOS Guidelines (Acres /1,000 population)	Recommended Oregon LOS Guidelines (Acres /1,000 population)
Pocket Parks	0.16	0.25 to 0.5	0.25 to 0.5
Urban Plaza Parks	0.18	None	0.1 to 0.2
Neighborhood Parks	1.27	1.0 to 2.0	1.0 to 2.0
Community Parks	2.76	5.0 to 8.0	2.0 to 6.0
Regional Parks	8.99	5.0 to 10.0	5.0 to 10.0
Nature Parks	2.74	None	2.0 to 6.0
Special Use Parks	0.38	None	None
Totals	-	6.25 to 10.5 developed	6.25 to 12.5

Potential for Tiered Single Family Residential SDCs

There is local and national interest in “tiering” SDCs for the residential customer class. For water, this linkage is often based on the relationship of monthly metered water consumption to house size (expressed in habitable square feet). For parks and transportation, the relationship is expressed in inhabitants/occupancy to house size (again expressed in habitable square feet). Over the past ten years, we have worked on these issues and have made recommendations to our clients to move in this direction.

As an example, consider a tiered SDC based on occupancy. In a new potential methodology, the City could calculate the SDC as normal based on population growth (as you do now). Then we could use the most recent Portland area census estimates for “occupancy by house size” from the American Housing Survey to derive an “occupancy demand function.” In this case, the 2019 5-year average snapshot derives an observed distribution of occupancy to housing size in 500 sq. ft. discrete increments. The graphical representation of this distribution is shown below in Figure:

Figure 2 - Distribution of Occupancy to House Size in the Portland Metro Area 2019 Five Year Average



From this observed distribution, we can perform a simple linear regression to produce a demand function as follows: $\text{Occupancy} = 0.94 + (0.66 \times (\text{size in thousands of square feet}))$. For SDC charging purposes we can establish a range of “tiered” SDC rates based on this demand function as follows in Table 2:

Table 2 - Derivation of Single Family Residential SDC Tiers

Y-Intercept Constant (occupants)	Slope Coefficient	House Size (1,000 sq. ft. Increments)	Estimated Household Occupancy	Single Family Dwelling SDC Adjustment Factor
0.94	0.66	0.50	1.27	49%
0.94	0.66	1.00	1.60	62%
0.94	0.66	1.50	1.93	75%
0.94	0.66	2.00	2.26	87%
0.94	0.66	2.50	2.59	100%
0.94	0.66	3.00	2.92	113%

The data shown above is only an example of how the City could approach tiered single family residential SDCs, but we would love to explore this policy issue with the City during this SDC methodology update.

Scope of Work and Task Plan

Task 1 – Project Management and Initiation

This scope of work is based on a three-phase approach toward reviewing and implementing a schedule of SDCs. Phase 1 would consist of a review and assessment of the City’s adopted Transportation System Plan (TSP) and the master plans for water, wastewater, stormwater, and parks to document both current and future SDC-eligible facilities.

Phase 2 will focus on the process required to move the City toward the implementation of a schedule of SDCs that are consistent with the planned facilities that are currently identified, or under study within the context of the City's adopted TSP, and draft plans for the other services. This process will include issues related to proposed methodologies for both the reimbursement and improvement portions of the SDCs. It is currently assumed that this work will focus on a facilities needs analysis planned out for twenty years and will be based on the City's specific response to policy issues affecting how capacity can be allocated, measured, and priced. Phase 3 will be the process of the SDC calculation itself along with documentation of the methodology leading to the specific charge.

In each of these phases, we will work closely with city staff to achieve closure. This proposed approach would include two meetings with respective City staff, and presentations to the City Council. We strongly suggest the City consider creating a Citizens Advisory Committee for this project. We have found that by inviting stakeholders into the process at the onset, the study inevitably gains credibility with decision makers. We believe that two meetings with an advisory group (that would coincide with the two staff presentation discussed above) would be sufficient to keep stakeholders involved and informed, and still keep the study on track for completion in early 2025. The specific tasks required to complete this work are itemized below:

Task 2 – Municipal Code Review, Data Collection, Demand Forecast

The consultant team will secure copies of the current BMC/ordinances concerning SDCs. These ordinances will be reviewed for relevancy, accuracy, and functionality. Upon completion of this review, the consultant team will prepare a decision memorandum for Staff review that will evaluate the adequacy of the existing municipal code/ordinance and if appropriate itemize ways to perfect the code for the current state of the law concerning SDCs.

In concert with the code review, we will prepare a data request including the City's financial statements, fixed asset records, facility use data, facilities/master, and/or capital improvement plans. The clear intent is to obtain all capital facility lists, schedules and costs that are either in the Cities' books or contained in planning documents that are part of the current TSP and pending master plans for the other services. The consultant team will obtain pertinent staff and consultant reports from other relevant Oregon districts and cities regarding their SDCs. We will summarize the methodologies considered by these cities and create a menu of options required for this task. The Consultant team will also account for the outcomes of recent Oregon litigation regarding the construction and administration of SDCs.

The next step will be to review the information provided and conduct a status meeting with city staff to review the adequacy of the documentation, means for filling identified deficiencies and the next steps in the SDC development process; and

The final step in task 2 will be to evaluate and update funding assumptions and use (i.e., demand) estimates with emphasis on the cost of planned projects and their consistency with adopted TSP and draft plans and/or CIP's. We propose to use trip generation as the basis for demand for the roadway element of the transportation SDC. We have in our offices the ITE trip generation manuals for validating demand assumptions. The "demand drivers" for the non-motorized facilities, including sidewalks, trails a bicycle facilities are typically based upon population growth. The demand drivers for water, wastewater, stormwater, and parks are typically based on growth in equivalent dwelling units (i.e., equivalent residential meters for water and wastewater, impervious surface for stormwater, and population growth for parks).

Task 3 – Financial Analysis, Modeling, and Public Involvement

Based on the information developed through Task 1, we will prepare optional approaches toward SDC calculation, given the future demand forecast that will be derived from the TSP, and the draft master plans for the other services. Upon completion, we will evaluate these approaches relative to specific compliance with the provisions of ORS 223.297 – 223.314 and the definition of the reimbursement and improvement portions of the fee; and establish specific policy statements relative to the preferred approach regarding:

- credits,
- valuation of existing capacity,
- indexing costs based on Engineering News Record (ENR) or CPI data,
- consistency of growth projections with development of future capacity patterns,
- allocation of improvement costs between existing and future system users,
- accounting for SDC receipts,
- sources of customer use statistics for facilities and,
- other planning assumptions affecting the SDC methodology.

If the City chooses to form an SDC Citizens Advisory Committee, we will conduct and participate in one or two community meetings as directed by City Staff.

Task 4 – Draft Report, Staff Comments, Final Report, Presentation to City Council

Upon completion of the analytical task 3, we will prepare an interim summary of the proposed SDC methodology for review by the City, and conduct a work session with City staff including the documentation of the credit policy (a requirement of ORS 223.304), SDC inputs, assumptions, and calculations;

Based on staff comments on the interim summary, we will prepare for public review and present to the ad hoc committee improvement fee and/or reimbursement fee SDC methodologies which include preliminary SDC base rates, credits, exemptions and exceptions, and administrative charges.

Based on feedback from the City staff and the ad hoc SDC committee, make any necessary revisions to the methodology and calculations;

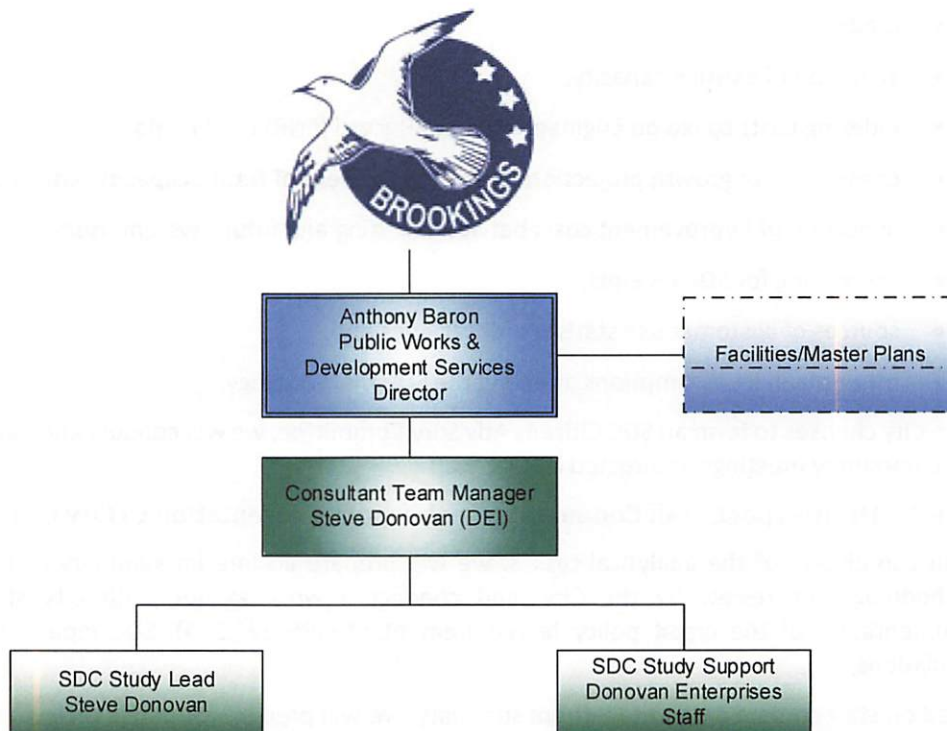
At this point, we will prepare draft revisions to the City's development code to implement the SDCs if necessary, and draft an updated SDC resolution which meets the current requirements of ORS 223.297-223.314; and

The next step will be to prepare a summary-level report documenting the SDC methodology and present this report to the City staff. The City Council briefing would also take place at this phase of the Project.

The final step in task 3 will be to prepare an SDC procedures guide for use by City staff in collecting the SDC and administering the SDC ordinance/resolution. This will include provide training for City staff who will be involved in collection of the SDC and administration of the updated SDC ordinance/resolution.

Project Organization and Team Qualifications

Project Team Organization Chart



Project Coordination and Monitoring

Our approach to constructing this study will emphasize teamwork. This project must be focused, and task oriented to meet the timelines for project completion. Our approach places a premium on structured interaction, strong project leadership, on-going client involvement, quality assurance review, and the exercise of proven management methods. Itemized below is a brief description of the expertise that the team bring to this engagement.

Project Leadership

Steve's role will be to lead the study development process, coordinate the review and decision process with the City's project manager, review the work products, and quality assurance reviews. Steve will also be the financial modeler for the cost-of-service analysis, and his primary focus will be on updating the demand forecast and the rate methodology analysis elements. His extensive rate making experience

specific to Oregon municipal organizations will be drawn upon to validate the analysis. He will be available at critical meetings and will be working together on all study issues. Continuity and commitment will be maintained throughout the project.

Coordination

The DEI team recognizes the importance of maintaining close communication with City staff throughout the project. Steve possesses strong communication skills that support his technical strengths. Because of the need for close communication and regular client/consultant interaction, we propose to:

- Begin the project with a review workshop that will involve all the City's stakeholders in the project. The purpose of this workshop will be to identify project goals, map communication channels for participants and provide a venue for interested parties to raise issues regarding the project. The output of this step will be a detailed project work plan with special emphasis on how data will be collected.
- Once the detailed work plan is approved by the City's project manager, the consultant team will overlay the team member assignments to each task, their roles within each task, and a time budget for each team member by task.
- Maintain the communication channels with the City throughout the project. This will include the preparation and maintenance of a project schedule to ensure timely submittals of deliverables and completion of the project within the City's anticipated timeline.
- All tasks will be managed by Steve Donovan at his Tigard office. Administration of the project will be done here including the preparation of monthly invoices (including hours and costs expended on each task by the consultant team with a comparison to the budget).
- We will schedule and attend City department staff meetings and City Council work sessions and/or subcommittee meetings. This work will include the preparation of meeting agendas, meeting minutes and actions items. The City does not have a standing public works Citizen Advisory Committee, but City Staff has indicated they may form a stakeholder group for this project although nothing has been formalized at the time the request for proposals for this project was released. We will work with City staff on this issue as the study progresses. (We encourage City Staff to form such a stakeholder group for this project, and we will elaborate on this issue in a moment).
- Key project direction will be made using issue papers and technical memorandum to identify and review key decision points and alternatives. Decisions will be made at regular meetings with the City's project manager and those directions will be clearly documented to keep all internal stakeholders informed.

Professional Resume for Steve Donovan



- ◆ Over thirty (30) years of experience in engineering, public works programming, economics, and public policy analysis.
- ◆ Principal author or collaborator on dozens of utilities rate and SDC studies throughout the United States. These skills transfer directly to the scope of services required for Brookings.
- ◆ Experience in the development and adoptions of System Master Plans throughout Oregon

Steve Donovan

Donovan Enterprises, Inc.
President

EDUCATION

B.S., Electrical Engineering,
University of Wisconsin, 1977
MBA, University of Wisconsin,
1979

YEARS OF EXPERIENCE
43

PROFESSIONAL AFFILIATIONS

American Public Works
Association
American Water Works
Association
Water Environment Federation
Institute of Electrical and
Electronic Engineers
Oregon Municipal Finance
Officers Association
Oregon Association of Clean
Water Agencies

REFERENCES

Jolynn Becker, City of Banks
jbecker@cityofbanks.org
(503) 324-5112
Gerald Fisher PE, City of
Independence
gfisher@ci.independence.or.us
(503) 829-6855
Greg Geist, Clackamas County
ggeist@clackamas.us
(503) 742-2802

UTILITIES RATE STUDY UPDATES

- ◆ Heceta Water PUD 2022
- ◆ City of Sutherlin 2020
- ◆ City of Creswell 2020
- ◆ City of Sisters 2019
- ◆ City of Molalla 2022
- ◆ City of Sublimity 2019
- ◆ City of Independence 2022
- ◆ City of Dallas 2018
- ◆ City of Silverton 2019
- ◆ City of Scappoose 2022
- ◆ City of St. Helens 2022

UTILITIES PLANNING & CIP DEVELOPMENT

- ◆ City of Creswell 20208
- ◆ Clackamas County 2022
- ◆ City of Molalla 2022
- ◆ City of Astoria 2022
- ◆ City of Coos Bay 2022
- ◆ City of Sheridan 2021
- ◆ City of Silverton 2019
- ◆ Marion County 2018
- ◆ City of Tillamook 2016
- ◆ City of Ashland 2015

Project Schedule

Proposed Schedule for the SDC Methodology Update Study

ID	Task Name	Start	Finish	2024			2025		
				Oct	Nov	Dec	Jan	Feb	Mar
1	SDC methodology update study notice to proceed	10/24/2024	10/24/2024	★					
2	Task 1: Project management and initiation	11/7/2024	11/20/2024		■				
3	Task 2: Municipal code review, data collection, demand forecast	11/7/2024	11/28/2024		■				
4	Task 3: Detailed financial analysis	11/14/2024	1/29/2025			■	■		
5	Task 4: Draft report, final report, presentation to City Council	11/14/2024	1/29/2025			■	■		
6	Study completion date	1/29/2025	1/29/2025					★	
7	City staff review of draft and final report	11/14/2024	1/29/2025			■	■	★	
8	City Council review & approval	2/12/2025	2/12/2025					★	
9	Implement SDC changes (if recommended)	3/3/2025	3/3/2025						★



Intermediate milestone



Project completion milestone

Proposed Cost of Services

Itemized below is the cost proposal for the utilities rate study. The consultant team is proposing a time and materials contract with a “not to exceed” fee that cannot be altered without prior written approval of the City. **Travel costs:** will be billed at the current IRS mileage allowance (i.e., 65 cents per mile). If the IRS adjusts the standard mileage allowance during the term of this engagement, the updated value will be used for mileage reimbursement. **Final reports printing and binding:** The cost of producing the final reports and technical memoranda will be billed on an actual cost basis (i.e., without markup). **Project materials:** will be billed to the project on an “as needed” basis. No materials will be billed for the project without the prior review and consent of the City’s project manager.

Task and Subtask Description	\$175	\$88	SDC Study Project Totals	
	Steve Donovan	Staff Support	Hours	Dollars
<i>Task 1 - Project management and initiation</i>				
a Project review workshop	2	-	2	350
b Develop detailed work plan	4	-	4	700
c Finalize project schedule	4	2	6	875
d Schedule and attend City staff meetings	12	-	12	2,100
e Schedule and attend City Council work sessions	8	-	8	1,400
f Document decision processes via issue papers	4	4	8	1,050
<i>Task 2 - Municipal code review, data collection, demand forecast</i>				
a Collect and validate study input data	12	6	18	2,625
b Develop SDC model(s)	12	12	24	3,150
c Establish the 2043 demand forecast	4	2	6	875
d Develop the trip generation template for the transportation SDC	4	2	6	875
e Evaluate SDC implementation strategies & review with City Staff	4	2	6	875
<i>Task 3 - Detailed financial analysis</i>				
a Develop functional allocation of costs	12	8	20	2,800
b Develop customer statistics	8	8	16	2,100
c Distribute costs to customer classes	8	4	12	1,750
d Develop reimbursement and improvement fees	12	2	14	2,275
<i>Task 4 - Draft report, final report, presentation to City Council</i>				
a Prepare draft report	8	8	16	2,100
b Finalize project issue papers and technical memoranda	4	8	12	1,400
c Prepare final report	2	4	6	700
d Present final report results to City Council	6	-	6	1,050
e Prepare Excel SDC calculator for City website	4	2	6	875
f Prepare draft SDC Resolutions	3	-	3	525
Total labor hours	137	74	211	
Total labor cost	\$ 23,975	\$ 6,475		\$ 30,450
Graphics, mileage, printing and binding				1,000
Total not to exceed budget				\$ 31,450

Similar Project Experience

Relevant Experience Matrix

Client	Year	Cost of Service Studies	Policy Analysis of Program Delivery	Increased Costs for New Programs or Services	Shifting of Cost Recovery from Customer Classes
City of Astoria – Industrial strength wastewater rates analysis	2022	✓	✓	✓	✓
City of Coos Bay – 2022 WWTP funding options study; Coos Bay, Oregon	Underway	✓	✓	✓	✓
City of Coquille – Utilities rate study	2022	✓	✓	✓	✓
City of Gresham – 2021 Water revenue bond feasibility study	2022	✓	✓	✓	✓
City of Independence – 2022 sewer and transportation SDCs update	Underway	✓	✓	✓	
City of Lebanon – Stormwater Master Plan financial analysis	2021	✓	✓	✓	✓
City of Molalla – SDCs methodology Update for all Municipal Services; Molalla, Oregon	Underway	✓	✓	✓	✓
City of Scappoose – Utilities rates and SDCs study	Underway	✓	✓	✓	✓
City of Sheridan – Utilities rate study	2021	✓	✓	✓	✓
City of St. Helens – Utilities rates and SDCs study	Underway	✓	✓	✓	✓
City of Sublimity – Policy support on SDC credits policy	2021		✓		
City of Willamina – SDC methodology update	2022	✓	✓	✓	✓
City of Wood Village – utilities rates and SDCs study	Underway	✓	✓	✓	✓
Polk County/City of Falls City – Wastewater treatment plan funding feasibility study	2021	✓	✓	✓	✓
Water Environment Services of Clackamas County - Wastewater and stormwater rate studies	Underway	✓	✓		

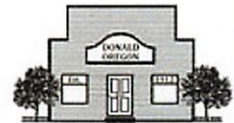
References

Itemized below is a brief listing of very similar projects to the Bandon water SDC study. We have chosen these projects because they are also very current.

Project Information	
<p>City of St. Helens 2022 Utilities Rates and SDCs Study. City population is 13,779. Over the last five years, the City of St. Helens has experienced a growth phase. The infrastructure in place to serve this growth is old and in many case under capacity. In March, of 2022 the City embarked on a utilities rates and SDC methodology update study to address these issues. In consultation with City Staff and the Council, we developed ten-year financial plans for water, sewer, storm, transportation, and parks. These plans called for roughly seven percent (7%) per year annual rate increases for each of the next five years. With the benefit of newly completed water, sewer, and stormwater master plans, we proposed substantial increases in the SDCs for these municipal services. During April and May of 2022, the proposed rates and SDCs were presented to the City Council and the Budget Committee. On June 1, 2022, the City Council adopted the recommended rates and SDCs.</p> <p>City Project Manager – Mouhamad Zaher, Public Works Director 265 Strand Street St. Helens, Oregon 97051 (503) 366-8235 mzaher@sthelensoregon.gov</p>	
<p>City of Coquille 2022 Water and Sewer Rate Study. City population 3,925. The City recently completed new water and sewer master plans that recommended substantial investments in both systems. In 2021, the City implemented some 20% sewer rate increases to affect critical repairs and improvements to the wastewater treatment system. The primary purpose of this rate study was to focus on what would be required to fund the critical improvements for the water system. In consultation with the City Council and Staff, we developed a 20-year base case water financial forecast model that funded the 2020 water master plan priority projects. This called for an immediate water rate increase of \$12 per month for the average single family residential customer. On February 7, 2022, the City Council adopted the proposed water rate increases for implementation on July 1, 2022.</p> <p>City Project Manager – Forrest Neuerburg, City Manager 851 North Central Boulevard Coquille, OR 97423 (541) 396-2115 x201 fneuerburg@cityofcoquille.org</p>	
<p>City of Sheridan 2022 Utilities Rate Study. City population 6,122. We have been the City's utilities rates and financial evaluations consultant since 1996. Over that time, we have provided annual rate reviews and ten (10) year financial plans for the City's water, wastewater, and stormwater utilities. This year's study was completed in August, and the rate recommendations and ten-year financial plans were presented to the City Council at their August 15th business meeting. Key components of the 10-year financial plans include the future siting and construction of a new water treatment plant and the funding strategy for construction of a new 20-inch sewer interceptor line that will cross the South Yamhill River in 2023.</p> <p>City Project Manager – Heidi Bell, City Manager 120 Mill Street Sheridan, OR 97378 (503) 843-2347 hbelle@cityofsheridanor.com</p>	

City of Donald 2021 Utilities Rates and SDCs Study. City population 1,128. The City of Donald is in the midst of a comprehensive plan change that will double the population of the City in less than five (5) years. As planned, the growth will come from one planned unit development (Harvest Gardens Agrihood). We were retained by the City to update the 2016 water and wastewater revenue requirements and rate models and calibrate them for a fiscal 2020-2021 start year. Upon completion of the start year's calibration, we created a new five (5) year forecast for water and sewer rates and charges based on cost-of-service principles. We were also tasked with working with the City's consulting engineers (TetraTech) to formulate a schedule of SDCs specifically for the new Harvest Gardens phased development. This project was completed in June and the resulting rates and SDCs recommendations were adopted by the City Council on July 13, 2021.

City Project Manager – Eric Underwood, City Manager
10710 Main Street
Donald, Oregon 97020
(971) 715-8571
manager@donaldoregon.gov



City of Molalla 2021 water rates and SDCs update. City population 9,155. This water cost-of-service study was undertaken in concert with the development and completion of the City's 2020 Water Master Plan Update. The SDC component of the study dovetailed with the master plan capital improvement plan (CIP) formulation. The rate study focused on the rate implications of funding the high priority master plan storage and distribution system projects over the next five (5) years. As in the case of Scappoose, the Molalla City Council was particularly interested in implementing conservation-based water rates. In this study, we used statistical analyses to create a recommended three (3) block water rate structure. The City Council will be reviewing the Staff recommended water rate structure at an October 27, 2021, work session.

City Project Manager – Dan Huff, City Manager
117 North Molalla Avenue
Molalla, Oregon 97038
(503) 759-0224
dhuff@cityofmolalla.com



City of Scappoose 2021 water and wastewater rates and SDCs study. City population 7,270. This cost-of-service study was started in early 2021 and completed in July. The City Council adopted the recommended water rates and SDCs in May of this year and will visit the wastewater rates and SDCs at a City Council meeting on October 18th. A key component of the water rates was the implementation of conservation-based rates (i.e., inverted block pricing). The wastewater rates are critically important to the City because the City is in the process of reconstructing its wastewater treatment plant at a cost of approximately \$20 million with the priority phase 1 costs at \$9.2 million over the next two years.

City Project Manager – David Sukau, Public Works Director
33568 East Columbia Avenue
Scappoose, Oregon 97056
(503) 543-7145 extension 4
dsukau@cityofscappoose.org





CITY OF BROOKINGS

System Development Charges

OCTOBER 24, 2024

October 24, 2024

Tim Rundel
City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415



RE: System Development Charges

Dear Mr. Rundel,

The City of Brookings (City) is seeking updates to its water, wastewater, storm drain, transportation, and parks system development charges (SDCs). FCS, a Bowman company, is a recognized leader in SDC methodology development and implementation, and we look forward to assisting the City with a fair and equitable SDC update that is in line with Oregon legal constraints, industry standards, and the City's policy objectives (such as residential scaling, accessory dwelling units, and affordable housing). The following highlights of our team and approach will directly benefit the City on this project.

- FCS has completed well over 200 SDC studies for cities and districts in Oregon, from straightforward technical analyses to complex and comprehensive examinations of SDC policies and sophisticated calculation frameworks. **Benefit: We know Oregon SDC law, as well as the policies and practices of Oregon public agencies.**
- We provide high quality, effective and professional services to our clients including past SDC projects for in southern Oregon and along the Oregon coast. **Benefit: We demonstrate capability and willingness to provide exceptional service to Brookings.**
- We demonstrate industry leadership by being active participants and contributors within key professional associations including the League of Oregon Cities (LOC), American Public Works Association (APWA), and Oregon Government Finance Officers Association (OGFOA). John Ghilarducci teaches all-day courses on SDCs, pro-bono, for LOC, most recently in 2022. We also contributed to the statewide SDC study recently ordered by the Oregon legislature. **Benefit: We are recognized Oregon SDC experts and are committed to sharing that knowledge for the good of Oregon communities.**

- Our project team has the availability and capacity to quickly and capably address your needs, and soundly complete your project. **Benefit: We have a depth and breadth of technical resources unrivaled in the Northwest.**
- Time and again, our project team has realized favorable outcomes when working with citizen groups, boards, and city councils on highly technical and politically sensitive studies. **Benefit: Our ability to communicate effectively achieves positive, beneficial results.**

We appreciate the opportunity to work with the City on this important project. I, John Ghilarducci, am authorized to legally bind this proposal and cost estimate. Please do not hesitate to contact Doug Gabbard at (503) 374-1707 or dougg@fcsgroup.com if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John Ghilarducci".

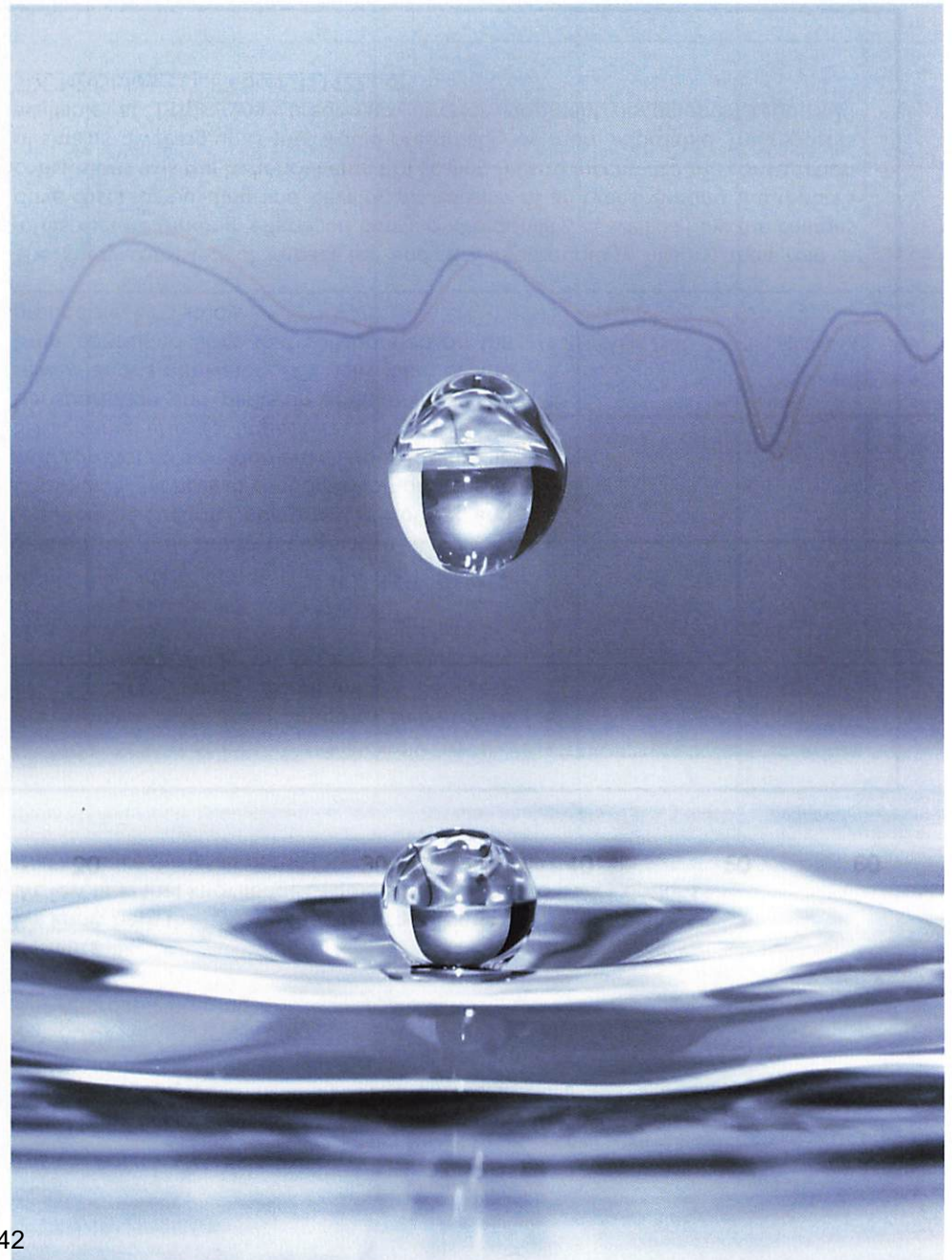
John Ghilarducci
Principal -in-Charge

A handwritten signature in black ink, appearing to read "Doug Gabbard".

Doug Gabbard
Project Manager

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TECHNICAL APPROACH

The primary deliverables of this study will be SDC methodologies that justify the maximum SDC that the City may impose for water, sewer, storm drains, streets, and parks. These calculated SDCs may be greater than or less than the SDCs that the City currently charges, as shown below.

Current SDCs	Reimbursement and/or Improvement Fee	Administrative Fee	Total
Water	\$2,633.07	\$52.66	\$2,685.73
Sewer	\$11,660.54	\$233.21	\$11,893.75
Storm drains	\$1,136.57	\$22.73	\$1,159.30
Streets	\$1,673.70	\$33.47	\$1,707.17
Parks	\$1,870.28	\$37.41	\$1,907.69
Total	\$18,974.16	\$379.48	\$19,353.64

FCS will also provide implementation guidance on residential scaling, accessory dwelling units (ADUs), and affordable housing.

Work Plan

TASK 1 | PROJECT KICKOFF

Task 1 is the initiation of the project and includes the following elements:

- Set up the project in our billing system and provide monthly invoices with progress reports.
- Provide a written request for data that is needed for the technical analysis.
- Facilitate a kickoff meeting via video conference to clarify project scope, schedule, policy issues, and data needs.
- Review data provided by the City and providing feedback.

Benefits

We know what to ask for and what to look for, and will pursue the data we need without unduly burdening City staff.

TASK 2 | POLICY ANALYSIS

Task 2 is the policy analysis that will ensure that the following issues are addressed in the analysis and/or report:

1. Residential scaling
2. ADUs
3. Affordable housing

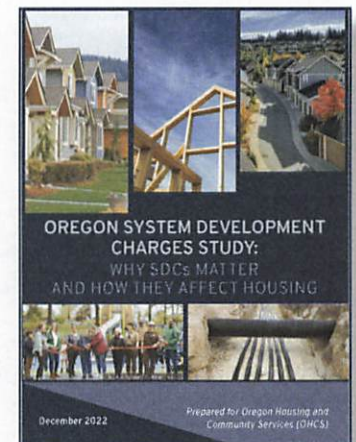
Benefits

We know both the law and the practices of comparable jurisdictions. We leverage that knowledge to guide the City toward policy options that advance the goals of the City while being legally defensible.

In 2022 FCS contributed significantly to the development of the Oregon Department of Housing and Community Services's comprehensive study on system development charges.

House Bill 3040, adopted in the 2021 Regular Session of the Oregon Legislative Assembly, required the Oregon Department of Housing and Community services to conduct a comprehensive study on system development charges. In Oregon, SDCs serve also as impact fees, available for transportation and parks, in addition to water, sewer, and stormwater. FCS was one of the three consulting firms that collaborated on the groundbreaking study.

The study consisted of impact fee and SDC methodology history, their role in infrastructure funding, effects on housing affordability, as well as how the charges drive costs for building and developing housing of all types. Among the report's conclusions was the beneficial effect of scaling fees to incentivize the construction of smaller dwelling units that would presumably be more affordable. The report is available at https://www.oregon.gov/ohcs/development/Documents/Oregon%20SDC%20Study_FinalReport_121422.pdf



TASK 3 | TECHNICAL ANALYSIS

Task 3 is the technical analysis and includes the following elements:

- Use data provided by the City to estimate growth in users for all five SDCs.
- Use data provided by the City on existing assets to calculate reimbursement fee costs bases for all five SDCs (as applicable).
- Use data provided by the City on planned projects to calculate improvement fee cost bases for all five SDCs.
- Make appropriate adjustments and calculating fee schedules for all five SDCs.
- Meet with City staff via video conference to review the technical analysis.
- Revise the technical analysis as determined in the review meeting.

Benefits

By applying the direction received in Task 1 and Task 2 we develop defensible fee options with a rigorous approach to the analyses intended to withstand any potential scrutiny.

TASK 4 | COMMUNICATION

Task 4 is the communication of the results of the policy and technical analyses and includes the following elements:

- Draft a report that satisfies statutory requirements for a methodology for all five SDCs and documents the calculations in Task 3.
- Prepare for and deliver a remote presentation that summarizes the results of both the policy analysis (Task 2) and technical analysis (Task 3).
- Provide a template for the SDC public hearing notice required by state law.
- Prepare for and deliver a remote presentation in support of the SDC public hearing required by state law.
- Revise the methodology report for all five SDCs as needed.

Benefits

Public engagement is a critical step in your process, and our approach to educating the City Councils (and any other stakeholders) on the many facets of SDC policies, practices, and legal constraints, is well regarded. We carefully communicate the results of our work such that it is understandable to interested parties. This will greatly enhance the likelihood of project success, as measured by the adoption of the new methodology.

Schedule

Task 1 will be completed within 30 days of award. Tasks 2 and 3 will be completed within 60 days of award. Tasks 4.1 and 4.3 will be completed within 90 days of award. The schedule for remaining tasks will depend on the statutory 90-day notice period and the calendar of the city council.

COSTS

We propose to complete all required tasks for a cost not to exceed **\$48,190**. Below is a detailed budget by task and individual.

Task Detail	Ghilarducci Principal \$305/Hr.	Gabbard PM \$235/Hr.	Nelson Sr. Analyst \$180/Hr.	Admin Support \$105/Hr.	Total Hours	Expense Budget	Budget Estimate
Task 1: Project Kickoff							
Task 1.1 Provide monthly invoices with progress reports.		2		4	6		\$890
Task 1.2 Provide written data request.		1	2		3		\$595
Task 1.3 Facilitate kickoff meeting with City staff via video conference	2	3	4		9		\$2,035
Task 1.4 Review data and provide feedback.		2	8		10		\$1,910
Task 1 Subtotal	2	8	14	4	28	\$0	\$5,430
Task 2: Policy Analysis							
Task 2.1 Residential scaling		1	4		5		\$955
Task 2.2 Accessory dwelling units		1	4		5		\$955
Task 2.3 Affordable housing		2			2		\$470
Task 2 Subtotal	0	4	8	0	12	\$0	\$2,380
Task 3: Technical Analysis							
Task 3.1 Estimate growth for five SDCs.	1	5	20		26		\$5,080
Task 3.2 Calculate reimbursement fee cost bases for five SDCs.	1	4	24		29		\$5,565
Task 3.3 Calculate improvement fee cost bases for five SDCs.	1	4	24		29		\$5,565
Task 3.4 Calculate fee schedules for five SDCs.	1	4	24		29		\$5,565
Task 3.5 Review technical analysis with City staff.	2	2	2		6		\$1,440
Task 3.6 Revise technical analysis as needed.	1	3	12		16		\$3,170
Task 3 Subtotal	7	22	106	0	135	\$0	\$26,385
Task 4: Communication							
Task 4.1 Draft statutory methodology for five SDCs.	1	6	32		39		\$7,475
Task 4.2 Present analysis at public meeting via video conference.	2	3	4		9		\$2,035
Task 4.3 Draft template for public notice of SDC public hearing.		1			1		\$235
Task 4.4 Present analysis at city council public hearing via video conference.	2	3	4		9		\$2,035
Task 4.5 Revise statutory methodology for five SDCs as needed.	1	2	8		11		\$2,215
Task 4 Subtotal	6	15	48	0	69	\$0	\$13,995
Labor Total	4,575	11,515	31,680	420			\$48,190
Budget Estimate							\$48,190
Total Hours	15	49	176	4	244		

FIRM PROFILE

FCS, ESTABLISHED IN 1988, IS ONE OF THE COUNTRY'S OLDEST AND MOST RESPECTED INDEPENDENT PROVIDERS OF FINANCIAL, ECONOMIC, AND UTILITY MANAGEMENT SERVICES IN THE PUBLIC SECTOR.

With over 4,000 engagements for more than 650 government clients, FCS provides best-in-class analytical solutions that offer our clients the clarity they need to solve their most complex issues in ways tailored specifically to their own communities.

As a private practice dedicated exclusively to state and local government issues, we have accumulated the expertise and the perspective that makes a real difference for the clients we serve. Each engagement is a highly personalized, entirely customized experience led by one of our most senior principals who will be your partner in building the solutions and outcomes you need.

At FCS, we understand that every municipal agency faces its own unique challenges. Our success and reputation comes from the ability to listen to clients and produce customized study results that can be easily implemented and understood by everyone.

Our management and technical staff serve clients throughout the U.S. from four offices located in Lake Oswego, Oregon, Boulder, Colorado, Redmond and Spokane, Washington.

As of July 18, 2024, FCS has officially joined Bowman. Bowman is a national professional services firm offering multi-disciplinary engineering, planning, energy consulting, surveying, geomatics, construction management, environmental consulting, landscape architecture, right-of-way acquisition, and financial and economic services. This change provides a strong foundation for our firms to merge our comprehensive skillsets while offering the same level of commitment to deliver outstanding project results, build long-lasting relationships and leverage the growth of our organization to serve the ever-changing needs of our clients.

Local Experts

FCS has completed SDC studies throughout the state of Oregon, including Astoria, Bend, Canby, Cannon Beach, Central Point, Coburg, Coos Bay-North Bend Water Board, Cottage Grove, Depoe Bay, Forest Grove, Grants Pass, Happy Valley, Hermiston, Hillsboro, Hood River, Lake Oswego, Madras, Medford, Mosier, Newberg, Newport, North Bend Water Board, North Plains, Oregon City, Redmond, Sandy, Seaside, Sherwood, Silverton, St. Helens, Tigard, Troutdale, Veneta, Warrenton, West Linn, Wilsonville, and Yachats.

Services

UTILITY RATE AND FEE CONSULTING

FCS has performed over 3,000 utility finance and rate development projects for local communities including defining revenue requirements with comprehensive financial modeling tools, performing long-term capital management strategies, developing full cost-of-service rates, and legally-defensible system development charges. We work with agencies large and small in urban and suburban areas, rural systems, regions with seasonal/climate sensitivities, and communities with special commercial/industrial needs. We are experts and educators in utility rate policies and practices, and are attentive to legal constraints in every location we work. We have invested time with agency staff, policymakers, stakeholders, and customers to improve your utility's long-term financial health and integrity.

UTILITY MANAGEMENT

FCS offers tailored business management solutions. We assist with the formation and merger of utilities, perform cost-benefit analyses, develop strategic business plans, and negotiate complicated wholesale agreements—helping your utility maintain its resiliency in an ever-changing environment.

ECONOMIC AND FUNDING STRATEGIES

FCS economists help governments create vibrant sustainable communities. We model the fiscal and social return on public investments and provide creative ways of funding projects and services. Challenges turn into opportunities as we support goals aimed at fair housing and job creation.

GENERAL GOVERNMENT FINANCIAL ANALYSIS

FCS financial consultants specialize in helping local and state governments, regional agencies and public safety entities address and solve issues involving policy objectives, public finance, cost recovery, facility financing and long-term facility reinvestment funding, and organizational performance. We have a broad understanding and specific expertise on local and state government policymaking; how the many different governmental functions are performed; and what role elected officials, the public, community organizations and employees have in making governments responsive to community needs.

RECENT EXPERIENCE WITH SIMILAR PROJECTS



WATER, SEWER, STORMWATER, AND TRANSPORTATION SDC STUDY (2023-2024)

CITY OF HOOD RIVER, OR

FCS was engaged to update all four SDCs that the City charges: water, sewer, stormwater, and transportation.

Projects Highlights

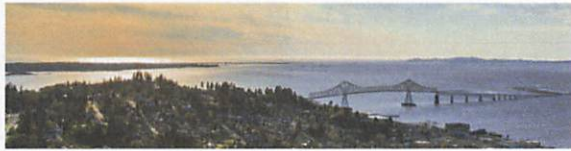
- Calculated a scaling SDC for residential developments that reduces the cost of the SDC for smaller dwelling unit sizes. This was done to encourage the provision of affordable housing.
- Educated City staff on the process of adopting SDCs, including the statutory 90-day notice requirement.
- Attended two (2) meetings with the City Council to explore the SDC calculations, the implications of scaling the residential charges, and a phase-in schedule that gently ramps the SDCs up to their maximum charges. One meeting included a robust discussion of the intersection of SDCs and housing policy.

Key Personnel

John Ghilarducci, Principal
Doug Gabbard, Project Manager
Luke Nelson, Senior Analyst

Reference

Chris Longinetti, Finance Director
(541) 387-5214
c.longinetti@cityofhoodriver.gov



WATER, SEWER, TRANSPORTATION, PARKS, AND STORMWATER SDC STUDY (2023)

CITY OF ASTORIA, OR

FCS was engaged to calculate the City's first SDCs for all five services allowable under Oregon law: water, sewer, stormwater, streets, and parks.

Project Highlights

- Calculated a scaling SDC for single-family dwelling units that reduces the cost of the SDC for smaller dwelling unit sizes. This was done to encourage the provision of affordable housing.
- Attended three (3) meetings with the City Council to explore the SDC calculations, the implications of scaling the single-family charge, and a phase-in schedule that gently ramps the SDCs up to their maximum charges.
- Developed an SDC calculator for City staff's use. The calculator was developed to use the details of a particular development as inputs to calculate the SDC.

Key Personnel

John Ghilarducci, Principal-in-Charge

Reference

Nathan Crater, PE, City Engineer
(503) 338-5173
ncrater@astoria.or.us



WATER, SEWER, TRANSPORTATION, PARKS, AND STORMWATER SDC UPDATE (2021)

CITY OF CANNON BEACH, OR

FCS was engaged to calculate a new SDC for water, sewer, stormwater, transportation, and parks.

Project Highlights

- Used limited data for the transportation and stormwater SDCs. This process yielded a small parks SDC calculated using the growth share percentage applied to its project list, and an even smaller stormwater SDC consisting of just two projects.
- Completed multiple presentations to simplify the decision-making process for the Council, who were grappling with the much higher proposed SDCs in comparison with the SDCs they were charging.
- Presented an option for phasing-in the SDCs over several possible phase-in periods.
- Addressed some of the details of the calculations at multiple council meetings. The Council was able to approve the SDC calculations.

Key Personnel

John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Reference

Karen La Bonte, Public Works Director
(503) 436-8068
labonte@ci.cannon-beach.or.us



WATER AND WASTEWATER SDC AND RATE STUDY (2021)

CITY OF DEPOE BAY, OR

FCS completed water and wastewater SDCs and rate studies. This project involved the careful exploration of rate increases, necessary debt issuances, and SDCs to fund a large number of capital improvements for both utilities. Of primary concern was whether the City would continue to treat the wastewater of neighboring Gleneden Sewer District (GSD). Large rate increases were necessary, whereas the outsized share of capital dedicated to repair and replacement required a decrease in the SDCs.

Project Highlights

- Developed rate and SDC scenarios reflecting the possibility of losing a large service area.
- Communicated to Council about the needed rate increases and SDC decreases.
- Helped City staff navigate difficult results and make a conservative plan given the uncertainty in the City's scenarios.

Key Personnel

John Ghilarducci, Principal-in-Charge

Reference

Kimberly Wollenberg, City Administrator
(541) 765-2361
recorder@cityofdepoebay.org



WATER, SEWER, STREET, PARKS, AND STORMWATER SDC AND RATE UPDATES (2011 - 2024)

CITY OF MEDFORD, OR

FCS has worked with the City on numerous projects including a 2017 water, sewer, stormwater, transportation, parks and public safety rate benchmarking study. We also completed a 2015 parks SDC methodology update and storm drain master plan. FCS is currently providing on-call consulting services for the water and sewer utilities.

Project Highlights

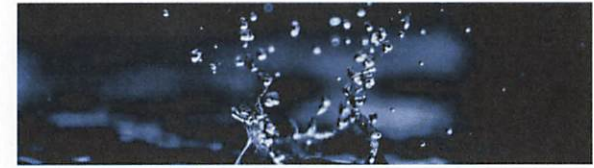
- Completed a rate benchmarking study for all cities utilities in 2017.
- Created annual revenue projections, as well as a flexible spreadsheet model that facilitated the calculation of the debt capacity of selected revenue streams.
- Performed rate structure study for sewer, stormwater, and transportation utilities in 2011, and updates in 2022.
- Performed a stormwater rate and SDC study in 2022.

Key Personnel

John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Reference

Lorraine Peterson, Business Manager
(541) 774-2122
lorraine.peterson@cityofmedford.org



WATER, SEWER, AND STORMWATER SDC STUDY (2017 - 2024)

CITY OF GRANTS PASS, OR

FCS was engaged to assure adequate and equitable funding of the water, sewer, and stormwater utilities' operation and maintenance and capital improvement programs, as well as to review and update the City's SDCs, and lastly to help the City form a stormwater utility.

Project Highlights

- Updated SDCs for the water, sewer, and stormwater utilities.
- Performed a utility rate study including water, sewer, stormwater and SDC Code Review.
- Adjusted SDC calculations to account for probable urban renewal funding.
- Analyzed the revenue requirements and cost-of-service allocations for the water and sewer utilities.
- Rate recommendations were adopted.

Key Personnel

John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Reference

Jason Canady, Public Works Director
(541) 450-6110
jcanady@grantspassoregon.gov



WATER, SEWER, TRANSPORTATION, PARKS, AND STORMWATER SDC STUDIES (2017 - 2020)

CITY OF NEWPORT, OR

FCS has been engaged in three separate projects for the City inclusive of a transportation, parks, water, sewer and stormwater SDC and CET study and a water, sewer and stormwater rate Study.

Project Highlights

- Developed an innovative approach to establishing SDCs based on the housing type, location, and size and non-residential development characteristics.
- Created a cost-saving SDC calculator to assist staff with calculating accurate charges.
- Created new construction excise tax methodology and policies to provide a new source of funding for affordable housing developments.
- Developed new stormwater rate of charging based on impervious surface area.

Key Personnel

John Ghilarducci, Principal-in-Charge

Reference

Derrick Tokos, Community Development Director
(541) 574-0626
d.tokos@newportoregon.gov



WATER, WASTEWATER, PARKS AND TRANSPORTATION SDC STUDY (2021)

CITY OF HERMISTON, OR

With expected population growth between 1.5 percent and 2.0 percent per year, the City needed to find additional revenue for the infrastructure that new residents and businesses would need. At the same time, the City wanted to retain its reputation as a low-cost place for development. The City asked FCS to thread that needle.

Project Highlights

- Analyzed the City's project lists and existing assets to calculate the maximum defensible SDC for each of four services: water, wastewater, parks, and transportation.
- Led the City through a thinking process that resulted in SDC increases that the City was willing to accept while prioritizing those services with the most urgent infrastructure needs. The result was a multi-year phase-in schedule.

Key Personnel

John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Reference

Mark Morgan, Assistant City Manager
(541) 567-5521
mmorgan@hermiston.or.us



TRANSPORTATION, PARKS, WATER, SEWER AND STORMWATER SDCS AND RATE SERVICES (2020)

CITY OF WARRENTON, OR

FCS completed a multi-service utility rate study and a comprehensive re-examination of SDCs for all five services allowed in the ORS.

Project Highlights

- Developed SDC methodologies for the City's transportation; water; sewer; stormwater; and parks facilities.
- Updated costs included in capital facilities plans and capital improvement plans.
- Created a draft ordinance and resolution(s) for adoption of the updated SDC rates.
- Conducted a three-session public involvement process with Council and citizens.
- Reviewed the sufficiency, equity and structure of the City's water and sewer rates and recommended a rate plan for both utilities that satisfied the financial and capital needs of each.

Key Personnel

John Ghilarducci, Principal-in-Charge
Doug Gabbard, Project Manager

Reference

Collin Stelzig, Public Works Director
(503) 861-0912
publicworks@ci.warrenton.or.us

Additional Experience

FCS has completed hundreds of SDC studies throughout the Northwest. We have used this broad experience to inform and enhance the “best practices” we apply in Oregon. The following are just a few examples of related engagements in Oregon.

Client	Water	Sewer	Storm	Transportation	Parks
Astoria	•	•	•	•	•
Banks	•			•	•
Canby				•	•
Central Point	•		•	•	•
Coburg	•	•	•	•	•
Cornelius	•	•			•
Corvallis	•	•	•	•	•
Cottage Grove	•	•	•	•	•
Eagle Point	•		•	•	•
Forest Grove	•				
Gresham	•	•	•	•	•
Happy Valley	•	•	•	•	•
Hood River	•	•	•	•	•
Jacksonville				•	•
Lake Oswego	•	•	•	•	•
Medford	•	•	•	•	•
Monmouth		•		•	•
Mosier	•	•	•	•	•
Newport	•	•	•	•	•
Oregon City	•	•	•	•	•
Oregon HCS	•	•			
Phoenix		•	•	•	•
Prineville		•		•	•
Redmond	•	•	•	•	•
Sandy					•
Seaside	•	•	•		•
Shady Cove	•	•	•	•	•
Silverton	•	•	•	•	•
St Helens	•	•	•	•	•
Veneta	•	•		•	•
Warrenton	•	•	•	•	•
West Linn	•	•	•	•	•
Wilsonville	•				
Woodburn	•			•	

KEY PERSONNEL

FCS is promoting a focused team who will be available and committed to work on this engagement for its duration. John Ghilarducci, principal-in-charge, a nationally recognized SDCs and rate expert will anchor your team. He will be supported by project manager Doug Gabbard and senior analyst Luke Nelson . A summary of each individual's experience is included on the following pages with resumes included in Appendix A.



Doug Gabbard
PROJECT MANAGER

Role: Doug will be responsible for project management, technical direction, project oversight, and quality assurance. He will also be involved with preparing for and presenting at key meetings.



John Ghilarducci
PRINCIPAL-IN-CHARGE

Role: John will be responsible for contract execution, allocation of resources and QA/QC. He will also participate in key meetings with the City and the public.



Luke Nelson
SENIOR ANALYST

Role: Luke will be responsible for data collection, financial modeling, and reporting.



John Ghilarducci PRINCIPAL-IN-CHARGE

John Ghilarducci is an FCS principal with 36 years of professional experience including 33 with the firm. His practice focuses on all aspects of impact fees, SDCs, and rate studies, from technical modeling and public involvement to ordinance drafting and implementation. He has formed transportation and stormwater utilities and has developed parks, transportation, fire, water, sewer, and stormwater rates and charges for hundreds of clients including each of our promoted projects and references summarized on the following pages.

John is a recognized technical rate and finance expert and provides litigation support/expert witness testimony throughout the Northwest. He offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures. In addition, John is a recognized leader in SDCs and has served as a League of Oregon Cities trainer on the subject since 2005 and most recently in 2022. John presented a panel discussion on "Setting Your SDCs: Finding Common Ground" with city and developer interests at the 2019 League of Oregon Cities conference.

John was recently a key member of a team of experts chosen to perform a comprehensive evaluation of SDCs for the Oregon State Department of Housing and Community Services. The study focused on SDC practices statewide, and the effects of SDCs on housing affordability, as well as how charges drive costs for building and developing housing of all types.



Doug Gabbard PROJECT MANAGER

Doug Gabbard is an FCS project manager with 17 years of analytical experience in municipal and private sector positions. His comprehensive financial planning experience involves extensive parks, transportation, water, sewer, and stormwater utility fee and rate development. Doug's experience includes the creation of detailed, interactive models that facilitate sensitivity analysis and scenario testing to determine business direction in group decision-making environments.

Doug has performed over 100 impact fee and SDC engagements throughout Washington and Oregon. Doug's impact fee experience is complemented with experience in economic analysis and cost of service reviews. Among his project experience, he has also developed sophisticated rate and impact fee calculators that are being used by several clients. Doug has been involved in the Oregon Government Finance Officers Association and the American Public Works Association.

Along with John Ghilarducci, he recently contributed to an Oregon statewide study of SDCs that was requested by the Oregon legislature and led by the Oregon Department of Housing and Community Services. Also, among his project experience, he assisted the City of West Linn to revise its SDC schedule (within the City's current methodologies) to accommodate middle housing types such as 2-4 unit structures and cottage clusters. Doug is an active member of the Oregon Government Finance Officers Association and the American Public Works Association. He has recently presented on SDCs and rate setting at OGFOA's annual conferences.



Luke Nelson SENIOR ANALYST

Luke Nelson is an FCS senior analyst specializing in data analysis and financial modeling. His background includes data collection and review, banking, economics, and technical writing. Luke specializes in the technical analysis of Oregon SDCs and Washington impact fees. Among the innovations that Luke has introduced is the use of buildable lands data to quantify customer growth for the calculation of stormwater SDCs.

We Are Part of Your Community

FCS is proud to serve the Northwest. The collegiality our staff enjoy results in information and idea sharing both internally and externally – raising the level of the profession across our geographic footprint. We rent office space in three states and provide quality jobs to employees who spend their earnings buying and renting houses and apartments, purchasing goods and services, paying federal, state, and local taxes, and adding more than \$5 million of economic value (GDP) to the region.



APPENDIX A - RESUMES OF KEY PERSONNEL



John Ghilarducci

PRESIDENT AND PRINCIPAL-IN-CHARGE

EDUCATION

MPA, Organization and Management,
University of Washington
BS, Economics, University of Oregon

WORK HISTORY

36 years (since 1988)
professional experience
Joined FCS in 1991

HIGHLIGHTED EXPERTISE

- System Development Charges (SDCs)
- Impact Fees
- Water, Sewer, Stormwater, and Transportation Utility Rates
- Stormwater and Transportation Utility Formations
- Transportation Funding
- Comprehensive Plans
- Financial/Feasibility Studies
- Special Cost of Service

PROFESSIONAL AFFILIATIONS

- American Water Works Association
- American Public Works Association
- Oregon Government Finance Officers Association
- League of Oregon Cities



John offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures.

CONTACT

JohnG@fcsgroup.com
(425) 336-1865

John Ghilarducci is an FCS, a Bowman company president and principal with over 36 years of professional experience including 33 years with the firm. His practice focuses on all aspects of utility and general services system development charges (SDCs) and utility rate studies, from technical modeling and public involvement to ordinance drafting and implementation. He has formed stormwater and transportation utilities and has developed water, sewer, stormwater, transportation and parks rates and charges for hundreds of clients. John is a recognized technical rate and finance expert and offers litigation support/expert witness testimony throughout the Northwest.

John's innovative rate making approaches have resulted in "level of service" stormwater rates, area-specific SDCs, sewer strength sub-classes, inverted block water rate structures, defensible stormwater rate credit methodologies, person-trip based transportation impact fees suitable for multi-modal transportation capital plans, and nonresidential park impact fees. He offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures.

PROJECT EXPERIENCE

OREGON

ASHLAND

- Transportation SDC Study

ASTORIA

- Multi-service SDC Study

BAKER CITY

- Special SDC Workshop

BEAVERTON

- South Cooper Mountain Transportation SDC Analysis
- Water and Sewer Rate and SDC Study

BEND

- Water and Sewer SDC Study
- Transportation SDCs

CANBY

- Parks and Transportation SDC Study

CANNON BEACH

- Water, Sewer and Stormwater SDCs

CENTRAL POINT

- Water, Stormwater, Transportation and Parks SDC Study

CHEHALEM PARKS AND RECREATION DISTRICT

- Parks SDC Study

CLACKAMAS COUNTY

- Happy Valley Joint Transportation SDC Update

COBURG

- Sewer, Stormwater, Transportation and Parks SDC Study

COLUMBIA COUNTY

- Transportation and Parks SDC Feasibility Study

COOS BAY

- Sewer, Stormwater, Flood, Transportation and Parks SDC Evaluation

COOS BAY-NORTH BEND WATER BOARD

- Water SDC Methodology and Report

CORNELIUS

- Parks SDC Update
- Water, Wastewater and Stormwater Rate and SDC Study and Update

CORVALLIS

- Downtown Core SDC Evaluation
- Parks, Stormwater, and Transportation SDC Study

COTTAGE GROVE

- Utility Rate and SDC Study

CRYSTAL SPRINGS WATER DISTRICT

- Water Rate Study and SDC Update

DEPOE BAY

- Water and Sewer Rate and SDC Study

DESCHUTES COUNTY

- Transportation SDC Study

EAGLE POINT

- Water, Transportation, Parks and Stormwater Rate and SDC Study

FALLS CITY

- Transportation System Plan Funding Strategy and Transportation SDC Update

FOREST GROVE

- Water Rate and SDC Study and Update

GLADSTONE

- Water, Parks, Stormwater, and Transportation SDC Study

GLENEDEN SANITARY DISTRICT

- Sewer SDC Study

GRANITE FALLS

- Water and Sewer COSA Rate and SDC Study

GRANTS PASS

- Water, Sewer and Stormwater Rate and SDC Study

HAPPY VALLEY

- Clackamas County Joint Transportation SDC Update
- Transportation and Parks SDC Update

HERMISTON

- Water, Wastewater, Parks and Transportation SDC Study

HILLSBORO

- Water Rate and SDC Study

HOOD RIVER

- Water, Sewer and Stormwater Rate and SDC Study

JACKSONVILLE

- Transportation and Parks SDC Studies

KLAMATH COUNTY

- Transportation, Storm Drainage and Parks SDC Study

KLAMATH FALLS

- Transportation SDC Study

LAKE OSWEGO

- Water SDC Study, Rate Study and Update
- Parks and Recreation District SDC Analysis

LANE COUNTY

- Transportation and Parks SDC Study

LA PINE

- Water and Wastewater Rate and SDC Study

LINCOLN CITY

- Transportation and Parks SDC Study

MADRAS

- Wastewater Rate and SDC Study
- Water Rate and SDC Study
- Transportation SDC Study

MCMINNVILLE WATER AND LIGHT

- Water SDC Study

MEDFORD

- Leisure Services Plan and SDCs
- Street, Sewer, Stormwater and Parks Rate and SDC Study

MILWAUKIE

- Water, Wastewater and Stormwater SDC Studies and Updates
- Park SDC Study

MONMOUTH

- Parks SDC Study
- Transportation SDC Update
- Western Oregon University SDC

MOSIER

- Water and Parks SDC Studies

MT. ANGEL

- Stormwater and Sewer Rate and SDC Study

NEWBERG

- Transportation SDC Study

NEWPORT

- Water, Sewer and Stormwater Rate Study

NORTH CLACKAMAS PARKS AND RECREATION DISTRICT

- Parks SDC Methodology Update

OREGON CITY

- Water, Parks, Stormwater, and Transportation SDC Study

OREGON DEPARTMENT OF HOUSING AND COMMUNITY SERVICES

- SDC Study

PHOENIX

- Water, Parks, Stormwater System and Transportation SDC Studies

PORTLAND

- Parks SDC Comparison Chart and Index Update

REDMOND

- Parks SDC Study

ROSEBURG

- Transportation SDC Comparison and Update

SALEM

- Park SDC Study

SANDY

- Transportation and Parks SDC Update
- Wastewater Rate and SDC Study

SEASIDE

- Water Rate, Wastewater and Parks SDC Studies

SHADY COVE

- Wastewater, Stormwater, Transportation, Parks SDC Studies and Review

SHERWOOD

- Water, Parks, Stormwater, and Transportation SDC Study

SILVERTON

- Water, Wastewater and Transportation SDC Study and Update
- Scaled SDC Analysis

ST HELENS

- Water, Sanitary Sewer, Storm Sewer, Transportation and Parks SDC Studies and Updates

TALENT

- Stormwater, Transportation and Parks SDC Study

THE DALLES

- Wastewater Rate and SDC Study

TIGARD

- Water, Parks, Stormwater System and Transportation SDC Studies

TILLAMOOK

- Stormwater SDC Study
- Water SDC Study

TROUTDALE

- Water, Sewer, Stormwater Rate and SDC Updates

TUALATIN HILLS PARKS AND RECREATION DISTRICT

- Park SDC Consulting and Index Adjustment

TUALATIN

- Water Rate and SDC Study

VENETA

- Water, Parks, Wastewater and Transportation SDC Studies

WARRENTON

- Street, Water, Wastewater, Parks, Storm Drainage SDC Review
- Parks and Stormwater SDC Assistance

WEST LINN

- Water, Stormwater and Transportation SDC Updates
- Transportation SDC Study
- Sewer, Storm and Parks SDC Update
- Missing Middle Housing SDC

WILLAMALANE PARKS AND RECREATION DISTRICT

- Park SDC Methodology Update

WILSONVILLE

- Water, Parks, Parks, and Transportation SDC Study

WOODBURN

- Transportation Impact Fee Study
- Water Rate and SDC Study

YACHATS

- Water, Wastewater and Storm Drainage SDC Studies

WASHINGTON**AUBURN**

- Parks Impact Fee Study

BELLEVUE

- SDC Update
- Park Impact Fee Study

BELLINGHAM

- Storm and Surface Water Rate, SDC and Permit Fee Study

BONNEY LAKE

- Water Rate and SDC Financial Analysis

BOTHELL

- Water, Sanitary Sewer and Stormwater Rate and Stormwater SDC Study and Update

BREMERTON

- Stormwater SDC Update

CAMAS

- Park Impact Fee Study

CHEHALIS

- Water and Wastewater Rate and SDC Study

CHELAN COUNTY PUD

- Water, Sewer and Electric SDC Study

COLLEGE PLACE

- Transportation and Parks SDC Study

DOUGLAS COUNTY SEWER DISTRICT #1

- Sewer Rate and SDC Study

DUVALL

- Parks Impact Fee Study
- Sewer Rate and SDC Update and Advice

EDMONDS

- Water, Sewer and Stormwater Rate and SDC Update

ENUMCLAW

- Water and Wastewater Rate and SDC Study

EVERETT

- Water and Sewer SDC Update and Model Review

FEDERAL WAY

- Park Impact Fee Study

FIFE

- Park Impact Fee
- Stormwater Rate and SDC Study

ISSAQUAH

- Water and Sewer Rate and SDC Study
- Transportation and Parks Impact Fee Development

KENT

- Park Impact Fee Study

KIRKLAND

- Stormwater Rate and SDC Study and Update

Klickitat Public Utility District

- Water and Sewer SDC Rate Study and Update

Lacey

- Water Rate and SDC Study

Lakehaven Water and Sewer District

- Water and Sewer Rate and SDC Study

Longview

- Water and Sewer Rate and SDC Study

Mercer Island

- Water Rate and SDC Study

Mukilteo

- Stormwater Rate and SDC Study

North Bend

- Parks Impact Fee Study and Update
- Retail Water SDC Update
- Wholesale Rate SDC Development
- Water and Sewer Rate and SDC Study and Update

North City Water District

- Water Cost-of-Service Analysis, SDC, Capital Investment Study and Update
- Special SDC Analysis

Olympia

- Evaluation of SDC Development Incentives
- Parks Impact Fee Study and Update

Pacific

- Park Impact Fee Study

Pasco

- Transportation Impact Fee

Pierce County

- Park Impact Fee Work Group

Port Townsend

- Water and Sewer Rate and SDC Study

Puyallup

- Parks Impact Fee Study

Redmond

- Water and Sewer Rate and SDC Study

Renton

- Water, Wastewater and Surface Water Comprehensive Rate Study and SDC Studies

Ridgefield

- Water and Stormwater Rate and SDC Study

Sammamish

- Transportation and Park Impact Fee Study

Sequim

- Water and Sewer Rate and SDC Study

Shoreline

- Wastewater Rate and SDC Studies

Snohomish

- Water and Sewer SDC Update

Snoqualmie

- Water, Sewer and Stormwater Rate and SDC Study

Sumner

- Water, Sewer and Stormwater Rate Study, Evaluation and SDC Update

Walla Walla

- Transportation Impact Fee Study
- Water, Sewer and Stormwater SDC Studies

Washington State Joint Transportation Commission

- Joint Transportation SDC Update

Washougal

- Water and Wastewater Rate and SDC Study

California**Los Gatos**

- Transportation Impact Fee Update

San Jose

- SDC Study

Idaho**Lewiston**

- Water, Wastewater and Sanitation Rate and SDC Study

Meridian

- SDC Evaluation

Post Falls

- Financial Plan and SDC Update

Recent Presentations

- System Development Charges: Trends and Evolving Policy, Oregon Government Finance Officers Association, March 2024
- System Development Charges 101, League of Oregon Cities Spring Conference, April 2022
- System Development Charges: Understanding the Legal & Technical Requirements, League of Oregon Cities SDC Workgroup, October 2020
- Park Impact Fee Basics, Washington Recreation and Parks Association Funding Options for Parks Forum, February 2020
- System Development Charges Overview, League of Oregon Cities, June 2019



Doug Gabbard

PROJECT MANAGER

EDUCATION

MBA, Finance, University of Oregon
BA, Classical Languages,
Santa Clara University

WORK HISTORY

18 years (since 2006) professional
and public agency experience
Joined FCS in 2011

HIGHLIGHTED EXPERTISE

- System Development Charges (SDCs)
- Cost-of-Service Utility Rate Studies (Water, Sewer, Stormwater and Solid Waste)
- Utility Comprehensive Plan Financial Evaluations
- Long-Term Financial Planning
- Utility Formations
- Cost Benefit Analyses
- Reserve Analysis
- Community Education and Involvement

PROFESSIONAL AFFILIATIONS

- Member of the Rates and Charges Committee AWWA
- Oregon Government Finance Officers Association
- American Public Works Association
- Strong Towns



Doug has performed System Development Charge engagements throughout the State of Oregon, all of which had a public involvement element. Among his project experience, he has also developed sophisticated rate and SDC calculators.

CONTACT

DougG@fcsgroup.com
(503) 841-6543

Doug Gabbard is an FCS, a Bowman company project manager with 18 years of analytical experience in municipal and private sector positions. His comprehensive financial planning experience involves extensive water, wastewater, and stormwater utility rate development, long-term financial planning, and system development charges. Doug has created detailed, interactive models that facilitate sensitivity analysis and scenario testing to determine business direction in group decision-making environments. He has also conducted economic analyses, cost-of-service analyses, and business process improvement projects.

Doug is experienced in critically evaluating information gathered from multiple sources to address customer business needs and execute plans. In Oregon, Doug was involved with the development of a state-wide evaluation of ports for the Oregon Business Infrastructure Finance Authority that involved collaborating with customers to analyze needs and functional requirements. He has also been engaged in the development of strategic business plans for several Northwest ports.

PROJECT EXPERIENCE

OREGON

ALBANY

- Park SDC Methodology
- Parks SDC On-Call Consulting

BEAVERTON

- South Cooper Mountain Transportation SDC Analysis
- Water and Sewer Rate and SDC Study

BEND

- Water and Sewer SDC Study

BOARDMAN

- Water, Wastewater, Streets, and Parks SDC Studies

CANBY

- Parks and Transportation SDC Studies

CANNON BEACH

- Water, Sewer and Stormwater SDC Studies

CHEHALEM PARK AND RECREATION DISTRICT

- Parks SDC Update

CLACKAMAS COUNTY

- Happy Valley Joint Transportation SDC Study

COBURG

- On-Call Rate and SDC Consulting
- Parks, Water, Stormwater and Transportation SDC Study

COLUMBIA COUNTY

- Transportation and Parks SDC Study

CORVALLIS

- Transportation and Parks SDC Study

FALLS CITY

- Transportation SDC Study

FOREST GROVE

- Water Rate and SDC Study

GLADSTONE

- Transportation SDC Study

GRANTS PASS

- Water, Wastewater and Stormwater Rates and SDCs

HERMISTON

- Water, Wastewater, Parks and Transportation SDC Study

HILLSBORO

- Stormwater Rate and SDC Study

HOOD RIVER

- Water, Sewer, and Stormwater Rate and SDC Study

LA GRANDE

- Water, Sewer, Stormwater, and Transportation SDC Study

LAKE OSWEGO

- Parks and Recreation District SDC Study

LA PINE

- Water and Wastewater Rate and SDC Study

LINCOLN CITY

- Transportation and Parks SDC Study

MADRAS

- Water Rate and SDC Study
- Transportation SDC Study

MEDFORD

- Street, Sewer, Stormwater and Parks Rate and SDC Study

MOSIER

- Water and Sewer Rate and SDC Study

NEWBERG

- Transportation SDC Study

NEWPORT

- Water, Sewer, Stormwater SDC and CET Study
- Transportation SDC Charges

ONTARIO

- Transportation SDC Review

OR DEPARTMENT OF HOUSING AND COMMUNITY SERVICES

- SDC Study

OREGON CITY

- SDC Calculation Tool Development and Maintenance
- Water and Transportation SDC Studies

REDMOND

- Parks SDC Study

ROSEBURG

- Transportation SDC Study

❖ DOUG GABBARD RESUME

SALEM

- Parks SDC Study

SANDY

- Wastewater, Transportation, and Parks SDC Studies

SEASIDE

- Water, Wastewater and Parks SDC Study

SHERWOOD

- Transportation Rate and SDC Study
- Park SDC Methodology Update

SILVERTON

- SDC Study

ST. HELENS

- SDC Study

THE DALLES

- Wastewater Rate and SDC Study

TIGARD

- Water and Stormwater SDC Study
- Parks and Recreation Department SDC Study
- SDC Consulting Services (On-call)

TILLAMOOK

- Water SDC Study

TROUTDALE

- Water, Sewer, Stormwater Rate and SDC Updates

TUALATIN HILLS PARKS AND RECREATION DISTRICT

- Parks and Recreation SDC Study

TUALATIN

- Water Rate and SDC Study

VENETA

- Transportation and Parks SDC Study
- Water and Wastewater Rate and SDC Studies

WEST LINN

- Sewer, Storm, Transportation, and Parks SDC Updates

WILLAMALANE PARKS AND RECREATION DISTRICT

- Parks and Recreation SDC Study
- SDC Index Update

WILSONVILLE

- Water and Sewer Rate and SDC Study
- Transportation SDC and Utility Fee Study

WOODBURN

- Transportation SDC Methodology Update

RECENT PRESENTATIONS

- *SDC Reporting Requirements: Old and New*, OGFOA, February 2023
- *LIDs, RDs and SDCs (Local Improvement Districts, Reimbursement Districts, System Development Charges) What are these and which do I choose?*, OGFOA, October 2021
- *System Development Charges: The Basics*, OGFOA, October 2019
- *Flexibility with System Development Charges*, League of Oregon Cities, April 2018



Luke Nelson

SENIOR ANALYST

EDUCATION

BS in Economics, Washington State University

WORK HISTORY

Joined FCS GROUP in 2023

HIGHLIGHTED EXPERTISE

- System Development Charges (SDC)
- Cost-of-Service and Rate Studies (Water, Wastewater, and Stormwater)
- Connection Charges
- Impact Fees
- Fire and EMS Financial Analysis
- Policy Analysis
- Data Collection and Research
- Budgeting and Statistics

Luke has developed user friendly rate modeling tools, spreadsheet dashboards, and project communication materials for engagements throughout the Western US.

CONTACT

LukeN@fcsgroup.com
(425) 275-9349

Luke Nelson is an FCS, a Bowman company senior analyst specializing in data analysis and utility modeling. His previous experience includes financial reporting, budgeting, and database management.

PROJECT EXPERIENCE

OREGON

FOREST GROVE

- Water Rate and SDC Study

HOOD RIVER

- Water, Wastewater, and Stormwater SDC Study

LA GRANDE

- Water, Sewer, Storm, and Transportation SDC Study

OREGON HOUSING AND COMMUNITY SERVICES

- SDC Study

SUNSET EMPIRE PARK AND RECREATION DISTRICT

- Park SDC Study

WEST LINN

- Sewer and Parks SDC Study

WASHINGTON

ALGONA

- Transportation Impact Fee

BONNEY LAKE

- Transportation and Parks Impact Fee

FIFE

- Stormwater Rate and SDC Study

KIRKLAND

- Park, Transportation, and Fire Impact Fee Study

MAPLE VALLEY

- Park Impact Fee Study

PACIFIC

- Park Impact Fee Study

REDMOND

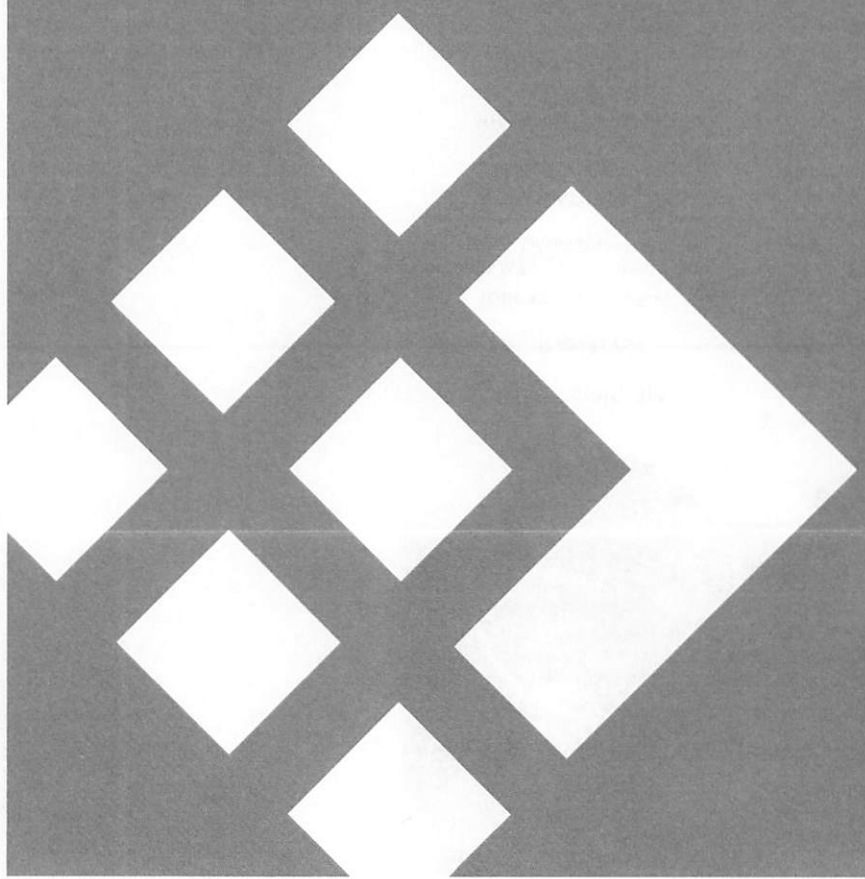
- Water and Sewer Rate and SDC Update

SNOHOMISH

- Park Impact Fee Study



Thank you for taking
the time to review
our qualifications.




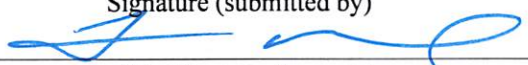
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 25, 2024

Originating Dept: PW/DS



Signature (submitted by)

City Manager Approval

Subject: Repeal Benevolent Meal Service Ordinance

Recommended Motion:

Motion to adopt Ordinance 24-O-814 amending the Brookings Municipal Code Chapters 17.08.020 B, 17.20.040(V), 17.24.040(V), 17.28.040(T), and 17.124.050 repealing references to all Benevolent Meal Services in the Brookings Municipal Code.

Financial Impact:

None

Background/Discussion:

Per settlement agreement with St. Timothy's Episcopal Church the City agrees to repeal the Benevolent Meal Service Ordinance 21-O-795 and 23-O-809 which are referenced in Chapter 17 Land Development Code of the Brookings Municipal Code (BMC).

On November 5, 2024 Staff presented to the Planning Commission the proposed revisions to the BMC that would result in the removal of any reference to Benevolent Meal Services. The Planning Commission reviewed the proposed amendments and by a 4 to 1 vote made recommendation to the City Council to approve LDC -1-24, and adopt ordinance 24-O-814.

Attachment(s):

- a. Ordinance 24-O-814
- b. Exhibit A

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

ORDINANCE 24-O-814

**IN THE MATTER OF ORDINANCE NO. 24-O-814, AN ORDINANCE AMENDING SUBSECTIONS
OF BROOKINGS MUNICIPAL CODE IN CHAPTER 17 LAND DEVELOPMENT CODE REPEALING
ORDINANCES NO. 21-O-795 AND 23-O-809**

Section 1. Ordinances Identified - 21-O-795 and 23-O-809

Section 2. Amends Brookings Municipal Code Chapter 17 Land Development Code
Chapter 17.08 Section 17.08.020 B Terms
Chapter 17.20, Section 17.20.040(V) Conditional Uses
Chapter 17.24, Section 17.24.040(V) Conditional Uses
Chapter 17.28, Section 17.28.040(T) Conditional Uses
Chapter 17.124 Section 17.124.050(A-E) Benevolent Meal Services

The City of Brookings ordains as follows:

This ordinance amends the Brookings Municipal Code Chapter 17 Land Development Code.

Section 2. Amends Chapter 17, repealing all sections and references to benevolent meal services as presented in Exhibit A attached hereto with deletions being bold and struck out.

First Reading: November _____, 2024 Passage: November _____, 2024

Second Reading: _____ Effective Date: _____

Signed by me in authentication of its passage this _____, day of November, 2024.

ATTEST:

Mayor Isaac Hodges

City Recorder Brooklyn Osterhage

Exhibit A
Conditional Uses - Benevolent Meal Services

Changes to BMC:
(Deletions are ~~bold and strikeout~~)

Chapter 17
LAND DEVELOPMENT CODE

Chapter 17.124
SPECIFIC STANDARDS APPLYING TO CONDITIONAL USES

17.124.050 Benevolent meal service

17.08.020 B Terms.

~~“Benevolent meal service” means a periodic food service operation that provides food to the public without charge.~~

17.20.040 Conditional Uses.

~~V. Benevolent meal services, as a primary use or in combination with another use permitted outright or conditionally, subject to BMC 17.124.050~~

17.24.040 Conditional Uses.

~~W. Benevolent meal services, as a primary use or in combination with another use permitted outright or conditionally, subject to BMC 17.124.050~~

17.28.040 Conditional Uses.

~~U. Benevolent meal services, as a primary use or in combination with another use permitted outright or conditionally, subject to BMC 17.124.050~~

17.124.050 Benevolent Meal Service.

~~A. Organizations or individuals providing benevolent meal services may serve meals to the public up to 2 days per week between the hours of 9am and 5pm. Benevolent meal services shall last no more than three hours per day.~~

~~B. Benevolent meal services shall comply with all applicable state and county public health requirements and shall maintain any permits, licenses, or certifications required to provide such services at all times.~~

~~C. Benevolent meal services must utilize off street parking facilities that comply with all applicable requirements of the Brookings Municipal Code. Off street parking facilities shall include screening measures to reduce noise and other impacts to abutting properties.~~

~~D. Any structures used to provide benevolent meal services shall comply with all applicable city, county and state requirements related to building, fire and public works standards.~~

~~E. An organization providing benevolent meal services must meet the requirements of a charitable organization under Section 501(c)(3) of the Internal Revenue Code.~~