City of Brookings

MEETING AGENDA

CITY COUNCIL
Monday, June 8, 2020, 7:00pm
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council will meet in Executive Session at 6:00 PM, in the EOC, under the authority of ORS 192.600(2)(e) “To conduct deliberations with persons designated by the governing body to negotiate real property transactions” ORS 192.660 (2)(f) “To consider information or records that are exempt by law from public inspection.” ORS 192.660 (2)(h) “To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”

CITY COUNCIL
A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Ceremonies/Appointments/Announcements
   1. Brookings-Harbor High School Girls’ Basketball Team [Pg. 3]
      a. Resolution 20-R-1183
E. Oral Requests and Communications from the audience
   (*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)
F. Consent Calendar
   1. Approve Council minutes for May 26, 2020 [Pg. 4]
   2. Accept Parks and Recreation minutes for January 23, 2020 [Pg. 6]
G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders
   1. Park Use Fee waiver for Brookings Harbor High School Class of 2020 Safe & Sober event. [Parks, Pg. 7]
      a. BHHS Safe & Sober Park Use Application [Pg. 8]
      a. Resolution 20-R-1179 Accept grants and donations and make appropriations [Pg.12]
      b. Resolution 20-R-1180 Accept insurance proceeds and make appropriations [Pg. 14]
      c. Resolution 20-R-1181 Appropriation transfers [Pg. 15]
      d. Resolution 20-R-1182 Appropriation transfers [Pg. 16]
   3. Dine & Stay Brookings gift card pilot program and new picnic tables for event use [City Manager, Pg. 17]
      a. Dine & Stay Brookings Gift Card Proposal [Pg. 19]
      b. Picnic Table Photo & Price Estimate [Pg. 21]
   4. Update on Plans to reopen Public Life and Business [City Manager]
H. Informational Non-Action Items
   1. May Vouchers [Pg. 22]
   2. Committee Vacancies [Pg. 25]

I. Remarks from Mayor and Councilors

J. Adjournment

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

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:
   -Television – Charter Channel 181
   -Internet – Go to the City of Brookings website at http://www.brookings.or.us

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

On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: mms://68.185.2.46:8080
RESOLUTION OF COMMENDATION
BROOKINGS-HARBOR HIGH SCHOOL GIRLS’ BASKETBALL TEAM

RESOLUTION 20-R-1183 OF THE CITY COUNCIL OF THE CITY OF BROOKINGS
COMMENDING THE BROOKINGS-HARBOR HIGH SCHOOL GIRLS’ BASKETBALL TEAM UPON
THE OCCASION OF A SUCCESSFUL 2019 - 2020 SEASON

WHEREAS, the Brookings-Harbor High School Girls’ Basketball Team who had an exceptional
season this year and earned the rank of No. 5 during the season on the OSAA 3A ranking; and

WHEREAS, the 2019-2020 team placed 2nd in the Far West League; and

WHEREAS, the team overall record 20-8; and

WHEREAS, the team is led by Head Coach Chris Schofield, Assistant Coaches Kara Miller, and
Kyla Siri; and

WHEREAS, the team maintained a 3.15 overall grade point averages; and

WHEREAS, the team took home the Sportsmanship Trophy from the OSAA State Championship
for the second year in a row; and

WHEREAS, the coaches focused on team culture, being good citizens, support for one another
on the court, in school and in the community; and

WHEREAS, the coaches and team have brought great esteem upon themselves, their school,
and our entire community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings does hereby
commend Coach Chris Schofield, Coach Kara Miller, Coach Kyla Siri and team members of the
Brookings-Harbor High School Girls’ Basketball Team and wishes to recognize them for their
accomplishment, and moreover, encourages all the citizens of Brookings to join in
congratulating the team.

____________________________________
Mayor Jake Pieper

____________________________________  __________________________________
Councilor Brad Alcorn               Councilor Brent Hodges

____________________________________  __________________________________
Councilor Ron Hedenskog             Councilor John McKinney
Call to Order
Mayor Pieper called the meeting to order at 7:00 PM

Roll Call
Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, John McKinney, and Ron Hedenskog; a quorum present.
Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, and Deputy Recorder Amber Nalls.

Media Present: None
Others Present: 1 audience members

Consent Calendar
1. Approve Council minutes for March 23, 2020
2. Approve Special Council minutes for May 6, 2020
3. Approve Council minutes for May 11, 2020
4. Approve Special Council minutes for May 18, 2020
5. Receive monthly financial report for April 2020

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

Staff Reports
Hemlock Street Improvement Project

Anthony Baron presented the staff report.

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to authorize City Manager to proceed with the Dyer Partnership Task Order 91 for the design of the Hemlock Street Improvement Project.

Update on Plans to reopen Public Life and Business

Janell Howard presented the staff report.

City Manager gave updates on COVID-19 Phase 1 opening and on the Hotels who opened up at 100% for Memorial Day Weekend. All hotels were full during the holiday weekend and reservations picked up during the weekdays. Hotel guests have been respectful of COVID-19 rules and guidelines that are in place.

City Manager Janell Howard ask the Council if we should continue the Special Monday Council Meetings that are in place due to COVID-19, at this time.

Councilor Hedenskog remarked to withdrawal from meeting every Monday for Special Council Meetings at this time.
Councilor Mckinney agreed to withdrawal from meeting every Monday for Special Council Meetings at this time.

Mayor Pieper remarked that we could go back to the normal City Council Meetings.

Adjournment
Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adjourn the meeting at 7:11 PM.

Respectfully submitted:  ATTESTED:

______________________________  this day of , 2020:

Jake Pieper, Mayor  Janell K. Howard, City Recorder
CALL TO ORDER
Chair Patt Brown called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL
Present: Commissioners Brad Alcorn, Lex Rau and Chair Patt Brown
Absent: Commissioners Trace Kather, Lonnie Nalls
Also present: PWDS Director Tony Baron, RARE participant Erik Orta

Audio recording was not functioning, following is a summary of the meeting

APPROVAL OF MINUTES
Motion made to approve the minutes of November 21, 2019; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

COMMISSION BUSINESS
A. Resignation of Chair Patt Brown – Commission accepted Patt’s resignation effective February 1, 2020 and thanked her for her many years on the Commission and her service to the community.
B. Election of Officers – Brad Alcorn nominated as Commission Chair. Motion made by Lex Rau to appoint Brad Alcorn as Commission Chair; motion seconded by Patt Bown and Commission voted; the motion carried unanimously. Commission postponed election of Vice Chair as the full Commission was not in attendance.

REGULAR AGENDA
A. Capella Parking Lot Paving Project – Tony Baron presented staff report and project information, commission discussed. Motion made by Brad Alcorn to recommend Council approve the use of urban renewal funds for the development of the Capella parking lot at Azalea Park; motion seconded by Lex Rau and Commission voted; the motion carried unanimously.

INFORMATION UPDATES/DISCUSSION ITEMS
A. Mill Beach Update – Erik Orta provided update advising that the restrooms have been reopened and cameras installed. Cameras will be monitored for illegal or disruptive behavior.
B. Parks Update – Erik Orta provided an update on the progress of the Parks Master Plan and on the Outdoor fitness area. The location for the fitness area in the park has been identified and bids obtained. Also applying for an All Care grant to increase project funding. Forecasted completion date is April.
C. OPRD Opening Grant Opportunities – Updating Kidtown falls within the ORPD Statewide Comprehensive Oregon Recreation and are considering a few options to present in a grant opportunity including as a community building project and an installed project.

ADJOURNMENT
Next meeting scheduled for March 26, 2020. With no further business, meeting adjourned.

Respectfully submitted,

Chair
(Approved at May 28, 2020 meeting)
CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: June 8, 2020
Originating Dept: Parks

Subject: Park Use Fee waiver for Brookings Harbor High School Class of 2020 Safe & Sober event.

Recommended Motion: Move to waive park use fees totaling $403 for the Brookings Harbor High School Class of 2020 Safe & Sober event.

Financial Impact: Loss of park use fees in the amount of $403.

Background/Discussion: This year the Brookings Harbor High School Class of 2020 Safe & Sober event organizers are planning to hold their event outside at the Azalea Park Softball fields on June 13/14, 2020 from 10 pm to 2 pm to adhere to the COVID19 mandated social distancing requirements and provide the graduating seniors with an event to celebrate their high school graduation. Request is being made to waive the Park Use Fees for use of the Azalea Park softball fields 1 & 2, field lights, snack shack and restrooms for their event.

Attachment(s):
a. BHHS Safe & Sober Park Use Application
PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

Event Date(s): 6/13/20 to 6/14/20 Time: 10 am to 10 pm Day(s): M/T/W/R/F/Sat/Sun
No. of participants (each day): 100 Nature/Name of Event: Safe + Sober BHHS
Organization: Safe + Sober BHHS
Contact Person: Lana Walker Phone #: 541-442-2223 Cell #: 541-661-3812
Mailing Address: PO Box 988 Bkgs
email: whitewalker@hotmail.com Return deposit to: Safe + Sober 2020

PARK LOCATION: (Check all that apply)
- Azalea
- BuD Cross
- Easy Manor
- Bankus
- Skate Park
- Chetco Point
- Stout
- Tennis Courts
- Oasis
Other:

AZALEA PARK AREA: (Check all that apply)
- Gazebo
- Bandshell/Stage
- Concession Stand – Bandshell
- Restrooms only – Bandshell
- Concession Stand – Softball
- Restrooms only – Softball
- Field 1
- Field 2
- Multiuse Field
- Lights
Other:

Check Yes or No to each of the following:
1. Will you be renting picnic tables? □ Yes □ No City: Delivery
2. Is this event free? □ Yes □ No If no, how will funds be secured/protected?
3. Will amplification equipment be used? □ Yes □ No If yes, noise level must be contained within the immediate area.
   Describe purpose/type: music
4. Will alcohol be served? □ Yes □ No Will alcohol be sold? □ Yes □ No
   *Additional requirements – see page 8 of application*
5. Will merchandise be sold? □ Yes □ No By whom/ Describe purpose/type:
6. Do you want to place temporary signs? □ Yes □ No (Requires prior Park Supervisor approval – see page 1)
   Describe quantity, location, type:

LIABILITY STATEMENT/AGREEMENT

I/we agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/we agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

THE CITY OF BROOKINGS ASSUMES NO RESponsibility OR LIABILITY FOR INCLEMENT WEATHER

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed all pages of the application. APPLICANT: it is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.

Applicant Name (PRINT): Lana Walker on behalf of Safe + Sober 2020
Applicant Signature: Lana
Date: 6/1/20

City Use Only: Paid: Applicant Notified: Parks Notified:

Reg. CC waive fees $403
Still pay deposit $403.
# PARK USE FEE/REQUIREMENT WORKSHEET

**THIS PAGE FOR CITY USE ONLY:**

<table>
<thead>
<tr>
<th>Use</th>
<th># of people</th>
<th>City Resident</th>
<th>Non Profit</th>
<th>User Fees</th>
<th>Deposit Fees</th>
<th>Restrictions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park</td>
<td>0/100</td>
<td>Y/N</td>
<td>Y/No</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Bandshell/Stage</td>
<td></td>
<td>Y/N</td>
<td>Y/No</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Concession Stand w/restrooms</td>
<td>83.00</td>
<td></td>
<td>Y/No</td>
<td>$83</td>
<td>$83</td>
<td></td>
</tr>
<tr>
<td>Concession Restrooms ONLY</td>
<td>- $25.00</td>
<td></td>
<td>Y/No</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Picnic Tables: Qty</td>
<td></td>
<td></td>
<td>Y/No</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Fields (Softball)</td>
<td>$85, per field x 2</td>
<td>$170</td>
<td>$170</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Softball Field Lights</td>
<td>5 hrs @ $15 per hour x 2 = $150</td>
<td>$150</td>
<td>$150</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$403</td>
<td></td>
<td>Y/No</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Check #

City Receipt #

Other Requirements

- Site Plan
- Map
- On-site visit required. Date: ________ Time: ________ am/pm
- City Business License
- Liquor License - Required to sell alcoholic beverages (Must obtain license through the Oregon Liquor Control Commission)
- Proof of Insurance
- Security No. of Officers: ________ Comments: ________
- Temporary Signs Park Supervisor Approval: ☐ Yes ☐ No

Comments:

Department Comments: ____________________________

☐ Security Deposit refund submitted on: ______________ Amount: $__________

☐ Deposit not returned/reason: ____________________________

☐ Event cancelled on: ______________ Fee returned: ☐ in full ☐ partial Amount refunded: $__________

Reason for refund: ____________________________

L:\Parks and Rec - Platforms\Parks Use App.doc 6-2019 Page 4 of 8
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 8, 2020

Subject: Transfer of Appropriations for FY 2019-20 Budget

Recommended Motion:

- Adopt Resolution 20-R-1180 approving appropriation transfers in the General Fund for insurance proceeds received.
- Adopt Resolution 20-R-1181 approving appropriation transfers in the Water Loan Fund and Water SRF Fund.
- Adopt Resolution 20-R-1182 approving appropriation transfers in the General Fund.

Financial Impact:
There is no net impact to the 2019-20 budget; additional revenues equaled additional expenditures, expenditure increases netted against expenditure decreases.

Background /Discussion:
Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and grants, and appropriate through a resolution; accept and appropriate insurance proceeds; appropriate loan proceeds, and transfer up to 15% of fund expenditures from contingency. Appropriation transfers are for the following funds:

General Fund

Non-departmental - Accept grant of $68,082 from the State of Oregon for the Coronavirus Relief Fund.

Public Safety – Make appropriations of $62,000 for increased costs of police services due to contract with Curry Health Network.

Capital Projects Reserve Fund - Accept $50,000 from Nature’s Coastal Holiday and $6,800 from City County Insurance Services for the Return to Work Program.
Parks SDC Fund
Accept $5,000 from AllCare Health and $4,000 from the Rotary Club of Brookings-Harbor, and $2,000 from Lela Wagner.

Water SRF Fund - Transfer $11,000 to Water Loan Fund for increase in debt service costs.

Water Loan Fund - Transfer $11,000 from Water SRF Fund for increase in debt service costs.

Special Police Fund - Accept a grant of $3,925 from Oregon Department of Justice for police safety vests.

Attachments:
Resolution 20-R-1179 Accept grants and donations and make appropriations
Resolution 20-R-1180 Accept insurance proceeds and make appropriations
Resolution 20-R-1181 Appropriation transfers
Resolution 20-R-1182 Appropriation transfers
CITY OF BROOKINGS

RESOLUTION 20-R-1179

A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE GRANTS AND DONATIONS AND APPROPRIATING THOSE FUNDS

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows the governing body to accept and appropriate specific purpose donations in the year of receipt, and

WHEREAS, the City Council accepts a grant of $68,082 from the State of Oregon, Department of Administrative Services, Coronavirus Relief Fund for reimbursement of costs related to the pandemic, and

WHEREAS, the City Council accepts a donation of $50,000 from Nature's Coastal Holiday for a portion of the Capella parking lot at Azalea Park, and

WHEREAS, the City Council accepts a grant of $6,800 from City County Insurance Services for the Return to Work Program, for the purchase of a new mower and

WHEREAS, the City Council accepts donations of $5,000 from AllCare Health and $4,000 from Rotary Club of Brookings-Harbors for a portion of the outdoor fitness area at Azalea Park, and

WHEREAS, the City Council accepts donations of $2,000 from Lela Wagner for a memorial plaque at Chetco Point trail, and

WHEREAS, the City Council accepts a grant of $3,925 from Oregon Department of Justice for police safety vests, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts grants and appropriates funds pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2019, and for purposes shown below are hereby revised by the City Council as follows:

<table>
<thead>
<tr>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources:</td>
</tr>
<tr>
<td>Grants</td>
</tr>
<tr>
<td>Requirements:</td>
</tr>
<tr>
<td>Non-Departmental</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Projects Reserve Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources:</td>
</tr>
<tr>
<td>Donations</td>
</tr>
<tr>
<td>Grants</td>
</tr>
<tr>
<td>Requirements:</td>
</tr>
<tr>
<td>Capital Outlay</td>
</tr>
</tbody>
</table>

Res 20-R-1179 Grants and Donations
Parks SDC Fund

Resources:
- Grants: $ 11,000
- Requirements:
  - Construction: $ 11,000

Special Police Fund

Resources:
- Grants: $ 3,925
- Requirements:
  - Grants Program: $ 3,925

passed by the City Council June 8, 2020, and made effective the same date.

Attest:

Jake Pieper, Mayor

Janell K. Howard, City Recorder
CITY OF BROOKINGS

RESOLUTION 20-R-1180

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE CAPITAL PROJECTS RESERVE FUND FOR INSURANCE PROCEEDS RECEIVED.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows the governing body to accept and appropriate insurance proceeds in the year of receipt, and

WHEREAS, the City accepts $1,599 of insurance proceeds in the Capital Projects Reserve Fund for damages to the EOC audio/video equipment, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts insurance proceeds and appropriates funds pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2019, and for purposes shown below are hereby revised by the City Council as follows:

<table>
<thead>
<tr>
<th>Capital Projects Reserve Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources:</td>
</tr>
<tr>
<td>Other Revenue</td>
</tr>
<tr>
<td>Requirements:</td>
</tr>
<tr>
<td>Capital Outlay-EOC Equipment</td>
</tr>
</tbody>
</table>

Passed by the City Council June 8, 2020, and made effective the same date.

Attest:

______________________________
Jake Pieper, Mayor

______________________________
Janell K. Howard, City Recorder

Res 20-R-1180, City budget transfers Insurance Proceeds
CITY OF BROOKINGS

RESOLUTION 20-R-1181

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE WATER LOAN FUND AND WATER SRF FUND.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.463 allows for a transfer of appropriation if authorized by the governing body; and

WHEREAS, the City received loan proceeds of $300,000 during fiscal year 2019-20, for the purchase of Smart Water Meters, and

WHEREAS, the carryover balance was higher than anticipated in the Water Fund due to a decrease in personal costs, and was used for increased debt service costs of $11,000 to make the loan payments,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.463.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2019 and for purposes shown below are hereby revised by the City Council as follows:

<table>
<thead>
<tr>
<th>Water Loan Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources:</td>
</tr>
<tr>
<td>Transfer In</td>
</tr>
<tr>
<td>Requirements:</td>
</tr>
<tr>
<td>Debt Service</td>
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</table>

<table>
<thead>
<tr>
<th>Water SRF Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources:</td>
</tr>
<tr>
<td>Capital Outlay</td>
</tr>
<tr>
<td>Requirements:</td>
</tr>
<tr>
<td>Transfer Out</td>
</tr>
</tbody>
</table>

Passed by the City Council June 8, 2020, and made effective the same date.

Attest:

______________________________
Jake Pieper, Mayor

______________________________
Janell K. Howard, City Recorder
CITY OF BROOKINGS

RESOLUTION 20-R-1182

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.463 allows for a transfer of appropriation if authorized by the governing body; and

WHEREAS, the City received reimbursement of $62,000 during fiscal year 2019-20, from Curry Health Network for police services, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.463.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2019 and for purposes shown below are hereby revised by the City Council as follows:

<table>
<thead>
<tr>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources:</td>
</tr>
<tr>
<td>Other Revenue</td>
</tr>
<tr>
<td>Requirements:</td>
</tr>
<tr>
<td>Public Safety</td>
</tr>
</tbody>
</table>

Passed by the City Council June 8, 2020, and made effective the same date.

Attest:

_____________________________
Jake Pieper, Mayor

_____________________________
Janell K. Howard, City Recorder
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 8, 2020

Originating Dept: City Manager

Subject:

Dine & Stay Brookings gift card pilot program and new picnic tables for event use

Recommended Motion:

Authorize the City Manager to allocate $5,000 to the Dine & Stay Brookings gift card pilot program and purchase picnic tables for $4,000, from Transient Occupancy Tax (TOT) Funds.

Financial Impact:

$9,000 from TOT funds

Background/Discussion:

The Dine & Stay Brookings gift card pilot program is an effort to support and promote local restaurants by establishing a gift certificate program wherein gift certificates purchased in $20 increments can be redeemed in the amount of $30. The $10 difference in value will come from TOT funds and 100% of funds generated will be returned to restaurants. The initial investment would be $5,000 from the city. Approximately $1,000 would go to bank/card fees and marketing, the remaining $4,000 would be invested with $8,000 from people purchasing the gift cards to get $12,000 directly to our restaurants, who have suffered financially from the COVID19 pandemic. We are working with County Economic Development and Tourism to participate in this project with us so that we can offer for Brookings and Harbor restaurants. With marketing being similar, $9,000 from the City/County and $18,000 from the gift card purchases, for a total of $27,000, would go to our area restaurants.

In 2005, the City purchased approximately 28 folding picnic tables to be used and rented out for organized events. The tables are rented out at $20 per table for events like the Kite Festival, Slammin’ Salmon and weddings. Some event sponsors such as Azalea Festival, Wild Rogue Relay and Art in Stout Park request the table fees be waived to keep their non-profit event costs down. Over the years the tables have been used for many events and because of wear and tear, many are not useable. With TPAC marketing and event costs down this year, funds are available to invest in new tables and continue to make them available for rental and events that TPAC supports. Picnic tables costs are estimated at $3,090 plus shipping (approximately $1,000). Staff recommends the purchasing the picnic tables for use at future events and rental use.
TPAC members were contacted and 6 of the seven members supported the use of TOT funds for the Dine & Stay Brookings gift card program and all supported the use of TOT funds for new picnic tables.

Attachment(s):
   a. Dine & Stay Brookings Gift Card Proposal
   b. Picnic Table Photo & Price Estimate
Centralized Gift Card Purchasing to Support and Promote Brookings

In an effort to immediately support and promote local restaurants, we are proposing a program of advertising and selling Dine Brookings Gift Certificates. The purpose of this program is to generate public awareness regarding the importance of supporting our local businesses while offering incentives for tourists to visit our community.

We are at a very important point in time regarding the future of our community.

No matter your views regarding Covid-19, closures of businesses, beaches and lodging have affected us all.

However, we can take this time to formulate a way to say “Yes, We Are Open” when our world begins to shift back.

It’s time to rally for Brookings!

Overview

Several individuals, cities and tourism groups from all over the country understand local restaurants play an important part in their economy and have stepped in to help. Instagram co-founder Mike Krieger funded and launched a site for gift cards at San Francisco restaurants. Giles County Virginia has a program much like the one we are proposing and has raised over $90,000. Locally, the Klamath Falls Chamber of Commerce sold $25,000 in certificates in just 2 days to help support local businesses.

This gift certificate program will generate revenue quickly for business owners to support their operations during our economic recovery. The gift certificates available will be in $20 increments, and redeemable immediately, or at any time in the future, at full face value of $30. The $10 difference in value will come from TPAC funds.

100% of the funds generated will be sent to the restaurants after purchase. Customers will receive an email after purchase with order details and will print the ‘gift voucher’. They then simply take it to the restaurant to redeem.

This program is proposed by Leslie Wilkinson and Kathleen Dickson. Please contact us via email at lawsrod1@sbcglobal.net or otterbeesfarmandfungi@yahoo.com
What else could this program do for the City of Brookings and TPAC?

- Replace other forms of advertising and event promotion offering a direct and traceable impact for every dollar spent by TPAC
- No need to measure shares, likes and clicks from a social media campaign
- No demographic reports to review which don’t offer trackable results
- Establishes a grass-roots promotional campaign owned and controlled by TPAC
- Fills the gap created by the lack of a centralized business promotional organization
- This program can easily be expanded to include local lodging properties—

_Dine and Stay Brookings Gift Certificates_

The Nuts and Bolts:

**Website**
Certificates are sold via a website. At this time, we are in contact with Paul & Elle Ambrose, creators of South Coast Menu website. Paul and Elle created their website on their own time and at their own expense. We may be able to launch off of this site with an e-commerce platform or link to a website we create that can become a website for TPAC to use to promote Brookings in the future.

**Gift Up Platform**
1. No monthly fee, charges 3.49% ($1.08) per $30 card sold can be handled through a PayPal account opened by TPAC/City. Buyer gets printed certificate. Money in program’s bank account in 2 working days.
2. Restaurants can use a mobile app or a website from any Internet connected device to validate the gift cards/certificates received at the point of honoring them.
3. We set up a $20/30 dollar card for each restaurant in a directory format then handle a fund transfer on a bi-weekly basis from generated reports from Gift-Up. This allows restaurants and businesses with no or limited web presence a way to participate.

   Note: This is one platform we are exploring. We will finalize the best platform to go forward with upon investment.

**Advertising and Promotion**
Using existing Facebook area groups and non-profit groups. Links to certificate website for all participants, City of Brookings and tourism sites including Travel Curry Coast. Boosted posts through a new Facebook page or the City of Brookings page.

**Cost**
We are asking for $5000 to be invested. $4000 goes directly for certificates (that’s 400 certificates/$12,000 in revenue to our community) and $1000 for the costs of online sales and marketing. No money will be paid to compensate our time.

**The Future Vision**
This program can continue to be funded and develop into a marketing program housed by the City of Brookings/TPAC. In addition, Travel Oregon, TSOI and others are offering grants for this type of grass-roots promotion. “There will be funding options for Covid related recovery and marketing…” per Travel Oregon. There can be an incorporated program with Curry County, Gold Beach and Port Orford finally bringing unity to Curry County and benefiting us all.

_TPAC and the City of Brookings can be leaders in our economic recovery!_
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*Questions about shipping.*
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<td>003342</td>
<td>Fastenal</td>
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<td>10.02</td>
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M = Manual Check, V = Void Check
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<tr>
<th>GL Period</th>
<th>Issue Date</th>
<th>Check Number</th>
<th>Vendor Number</th>
<th>Payee</th>
<th>GL Account</th>
<th>Amount</th>
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<tr>
<td>05/20</td>
<td>05/28/2020</td>
<td>84838</td>
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<td>M &amp; J Glazebrook Construction</td>
<td>10-00-2005</td>
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<td>Rachael McCluskey</td>
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<td>Quill Corporation</td>
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<td>James Walker Jr</td>
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<td>Village Express Mail Center</td>
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Grand Totals: 259,285.83

Dated: ________________________________
Mayor: ________________________________
City Council: __________________________
City Recorder: ________________________

Report Criteria:
Report type: Summary

M = Manual Check, V = Void Check
Committee Vacancies

Date: June 8, 2020
Re: Vacant Volunteer Positions

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Held By</th>
<th>Month/Day</th>
<th>Year Expires</th>
<th>Term/Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Committee #3</td>
<td>VACANT</td>
<td>2/1</td>
<td>2022</td>
<td>3</td>
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<tr>
<td>Parks &amp; Req Commission #2</td>
<td>VACANT</td>
<td>2/1</td>
<td>2021</td>
<td>2</td>
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