

# City of Brookings

## MEETING AGENDA

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

**Monday, January 23, 2017, 7:00pm**

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

### **CITY COUNCIL**

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

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

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

#### **D. Appointments**

1. Re-appoint Tom Bozack to Parks and Recreation Commission [Pg. 3]
2. Re-appoint Jay Trost to Parks and Recreation Commission [Pg. 6]
3. Re-appoint Sally Laasch to Budget Committee [Pg. 9]
4. Re-appoint Linda Matlock to Budget Committee [Pg. 12]

#### **E. Staff Reports**

1. City Council Appointment [City Manager, Pg. 15]
2. Independent Auditor Contract [Finance & Human Resources, Pg. 16]

#### **F. Resolutions**

1. BCRAA Representative [City Manager, Pg. 17]
  - a. BCRAA Joint Powers Agreement [Pg. 18]
  - b. BCRAA Agenda [Pg. 27]
  - c. Resolution 17-R-1094 [Pg. 29]

#### **G. Oral Requests and Communications from the audience**

1. Public Comments on non-agenda items – 5 minute limit per person.\*

#### **H. Consent Calendar**

1. Approve Council minutes for January 9, 2017 [Pg. 30]
2. Receive monthly financial report for December 2016 [Pg. 34]

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

#### **J. Adjournment**

### **URBAN RENEWAL AGENCY**

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

#### **B. Roll Call**

#### **C. Accept Agency Minutes** for December 12, 2016 [Pg. 40]

**D. Public Comments****E. Staff Reports**

1. URA Independent Auditor Contract [Finance & Human Resources, Pg. 41]

**F. Agency Remarks****G. Adjournment**

\*Obtain Public Comment Forms and view the agenda and packet information on-line at [www.brookings.or.us](http://www.brookings.or.us), at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

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



# City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-2163 Fax: (541) 469-3650

[www.brookings.or.us](http://www.brookings.or.us)

## APPLICATION TO SERVE ON A CITY OF BROOKINGS COMMISSION, COMMITTEE OR BOARD

### PART I. Contact Information:

Name: Tomas Bozack Date: January 5, 2017

Physical Address: 1334 Heather Lane, Brookings, OR 97415

Mailing Address: 1334 Heather Lane, Brookings, OR 97415

Email Address: bozackt@gmail.com Phone: 541-254-0935

### PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | <b>1. <u>Commission/Committee applying for:</u></b>                                   | <b><u>Composition (i)</u></b> | <b><u>Term (ii)</u></b> |
|---|-------------------------------|-------------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB             | 4 yrs                   |
| <input type="checkbox"/> Budget Committee   | 5 Electors                    | 3 yrs                   |
| <input checked="" type="checkbox"/> Parks and Recreation Commission                   | 4 Residents, 1 UGB            | 2 yrs                   |
| <input type="checkbox"/> Public Art Committee (PAC) (iii)                             | 3 Residents, 2 UGB            | 3 yrs                   |
| <input type="checkbox"/> Traffic Safety Committee                                     | 2 Residents                   | 2 yrs                   |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)            | 4 Residents, 3 Curry          | 3 yrs                   |
| <input type="checkbox"/> Other (please specify):                                      |                               |                         |
- 2. City residents:** How long have you lived in the City of Brookings? 9/5 (yrs/mths)  
*Planning & Budget Applicants Only:* Are you a City elector (registered voter)? ☒ Yes ☐ No
- 3. UGB residents:** How long have you lived in the UGB?: N/A (yrs/mths)
- 4. What is your current occupation?** Retired

#### NOTES:

##### (i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Officer)
- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at (541) 469-1137 for assistance in determining UGB status).

##### (ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

##### (iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three Curry members must own property, own a business or be employed in the City.
- PAC: Three (3) members must have an art background.

**PART III. Background Information :** *Attach additional pages if needed:*

1. List your **related** experience and/or background **to the position you are applying for:**

Served for two years on the Parks & Recreation Commission.

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2. List any unrelated **work history, educational background,** and volunteer experience you may have:

I'm a retired mechanical/aerospace engineer. I hold a bachelors of science degree in mechanical engineering from Michigan Technological University and a masters of science degree in mechanical engineering from Stanford University. I worked as an aerospace engineer for the U.S. Navy for 33 years as a technical manager responsible for the processing and analysis of flight test data and the development of complex integrated systems test scenarios. I previously served as the secretary of the Brookings Airport Advisory Committee for Curry County. I'm active in the Curry County Democratic Central Committee where I write position papers and manages the website (currydemocrats.org) and social media presence. I'm president of Curry Coast Community Radio Inc., an Oregon nonprofit corporation with the mission to establish a nonprofit community-supported radio station serving the Brookings-Harbor community.

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3. Briefly describe your **interest in this position** and what you **hope to accomplish:**

I would like to help Brookings build on its strengths to make an even better environment for its residents and visitors, with special emphasis on quality of life and economic development. I believe that the future of Brookings lies in the diversification of its economic base by attracting new residents and compatible businesses through improved infrastructure, educational and recreational activities, and community aesthetics.

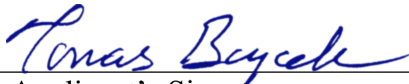
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**PART IV. Volunteer Agreement :** *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Tomas Bozack

Applicant (print name)



Applicant's Signature

January 5, 2017

Date

**\*\*Planning Commissioners** holding office on April 1<sup>st</sup> of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at [http://www.oregon.gov/OGE/forms\\_publications.shtml](http://www.oregon.gov/OGE/forms_publications.shtml). Official forms are provided by OGE.

**Submit completed applications** by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

*Commission and Committee contact information:*

Planning Commission: 541-469-1137 [dcolbyhanks@brookings.or.us](mailto:dcolbyhanks@brookings.or.us)

Budget Committee: 541-469-1123 [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)

Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)

CITY OF BROOKINGS

JAN 16 2017

RECEIVED.....



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www.brookings.or.us

APPLICATION TO SERVE ON A CITY OF BROOKINGS  
COMMISSION, COMMITTEE OR BOARD

PART I. Contact Information:

Name: Jonathan Trust Date: 1/14/17

Physical Address: 171100 ORCA PARK AT Brookings OR 97415

Mailing Address: Same as above

Email Address: JTOST0731@gmail.com Phone: 541-254-4274

PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)

1. Commission/Committee applying for:

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input checked="" type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input type="checkbox"/> Public Art Committee (PAC) (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)	4 Residents, 3 Curry	3 yrs
<input type="checkbox"/> Other (please specify):		

2. City residents: How long have you lived in the City of Brookings? 2yr (yrs/mths)

Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☐ Yes ☐ No

3. UGB residents: How long have you lived in the UGB?: \_\_\_\_\_ (yrs/mths)

4. What is your current occupation? County Juvenile / Parks Director

NOTES:

(i) Membership requirements:

- Residents must reside inside City limits; resident/UGB status determined by physical address.
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- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at (541) 469-1137 for assistance in determining UGB status).

(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) Other restrictions:

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
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- PAC: Three (3) members must have an art background.

**PART III. Background Information :** *Attach additional pages if needed:*

1. List your related experience and/or background to the position you are applying for:

My experience as the County Parks Director has allowed me to better understand park planning, growth & development, rec opportunities, grant writing and the overall benefits of parks to any community

2. List any unrelated work history, educational background, and volunteer experience you may have:

Currently the Juvenile Justice Director / Parks Director

Have managed 12 million dollar budgets in the past

my degree is in psychology

Volunteer experience:

- currently Board Chair for Lacey Community Health
- Varsity Basketball Coach for Gold Beach High School
- Chairman of the Lacey County Mental Health Advisory Committee
- Vice Chair of the Local Public Safety Coordinating Council (LPSCC)
- Lacey Foster Care action team member

3. Briefly describe your interest in this position and what you hope to accomplish:

I am interested in assisting the city parks and the community as a whole. I hope to assist in establishing myself as a valued member of this Board.



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- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
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- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Jonathan Trest  
Applicant (print name)

[Signature]  
Applicant's Signature

1/16/17  
Date

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Budget Committee: 541-469-1123 [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)

Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)





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## APPLICATION TO SERVE ON A CITY OF BROOKINGS COMMISSION, COMMITTEE OR BOARD

### PART I. Contact Information:

Name: Sally H. Laasch Date: 8/9/17  
Physical Address: 743 2nd St  
Mailing Address: PO Box 7816  
Email Address: po12238@frontier.com Phone: 541/412-0115

### PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)

#### 1. Commission/Committee applying for:

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input checked="" type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input type="checkbox"/> Public Art Committee (PAC) (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)	4 Residents, 3 Curry	3 yrs
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? 36 (yrs/mths)

*Planning & Budget Applicants Only:* Are you a City elector (registered voter)? ☒ Yes ☐ No

3. **UGB residents:** How long have you lived in the UGB?: \_\_\_\_\_ (yrs/mths)

4. **What is your current occupation?** Retired

#### NOTES:

##### (i) Membership requirements:

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**PART III. Background Information :** *Attach additional pages if needed:*

1. List your **related** experience and/or background to the position you are applying for:

Auditor; Project Officer;  
Program Manager.

Budget Committee Member since  
2004.

2. List any unrelated **work history, educational background,** and volunteer experience you may have:

BS (Acctg)

3. Briefly describe your **interest in this position** and what you **hope to accomplish:**

Keep accounting skills current,

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- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Sally H. Laasch

Applicant (print name)

S. Laasch

Applicant's Signature

1/11/16

Date

Adriana Ochoa - Rogue Credit Union - Witness

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Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)



CITY OF BROOKINGS

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APPLICATION TO SERVE ON A CITY OF BROOKINGS  
COMMISSION, COMMITTEE OR BOARD

PART I. Contact Information:

Name: Linda Matlock Date: 1-17-17  
Physical Address: 620 Pioneer Rd Brookings  
Mailing Address: PO Box 1972 Brookings OR 97415  
Email Address: lmatlock@roguecu.org Phone: 541 661 0144

PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)

<u>1. Commission/Committee applying for:</u>	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input checked="" type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
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<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)	4 Residents, 3 Curry	3 yrs
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? 40 (yrs/mths)

*Planning & Budget Applicants Only:* Are you a City elector (registered voter)? ☒ Yes ☐ No

3. **UGB residents:** How long have you lived in the UGB?: \_\_\_\_\_ (yrs/mths)

4. **What is your current occupation?** Asst Controller

NOTES:

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**PART III. Background Information :** *Attach additional pages if needed:*

1. List your **related** experience and/or background to the position you are applying for:

I have a BS in Acctg & have worked in the accounting field for more than 20 years. I have served on the budget committee for the last 3 years.

2. List any unrelated **work history, educational background,** and volunteer experience you may have:

I have worked at Rogue CU (formerly Chetco FCU) for over 30 years.

I volunteer at various other events, such as Nature's Coastal Holiday & Beach Clean Up.

3. Briefly describe your **interest in this position** and what you **hope to accomplish:**

I want to serve our community & this is something that fits my interests & skill sets.

**PART IV. Volunteer Agreement :** *Please read and check off the following before signing:*

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- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Linda Matlock

Applicant (print name)

Linda Matlock

Applicant's Signature

1-16-17

Date

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Budget Committee: 541-469-1123 [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)

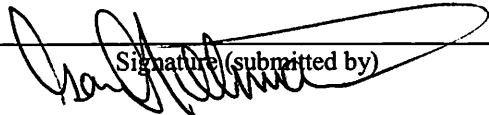
Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017

Originating Dept: City Manager

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

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Subject: City Council Appointment

Background/Discussion:

At its meeting of January 9, 2017, the City Council declared City Council Position 2 vacant as Jake Pieper was seated as Mayor.

According to the City Charter and Oregon Revised Statutes, the City Council must, within 60 days of declaring a vacancy on the City Council, fill the vacancy by appointment. The deadline for making an appointment is now March 10, 2017.

The City Council may appoint any registered voter of the State of Oregon who has resided within the City of Brookings for at least 12 months preceding appointment to fill the vacancy. The appointee will fill the current term which expires on January 14, 2019.

At its meeting of January 9, the City Council discussed the method it wished to follow in selecting a new Councilor. Among considerations was an open application procedure or appointing past Mayor/Councilor Ron Hedenskog to the position. No decision was made and the matter was continued to this meeting.





# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017

Originating Dept: Finance & HR

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Audit Services Contract

Recommended Motion:

Accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three year contract.

Financial Impact:

Estimated savings over three-year contract of \$7,300 compared to 6/30/16 audit.

Background/Discussion:

The City sent out Request for Proposals (RFP) for audit services to 16 firms from the Oregon Municipal Auditor Roster. We received three responses. The Finance & Human Resources Director and the Accounting Supervisor reviewed proposals and contracted references. All firms responding were highly qualified and experienced, and the proposals were competitive. Variables to the cost are Single Audit and the Urban Renewal expenditure level. I estimate that we will have a single audit for 2016-17 only, due to the EDA Airport Infrastructure grant. This adds \$4,500 for that year, which is included in the cost below. In addition, Moss Adams LLP's fee would be cut in half for Urban Renewal in any year the expenditures were under \$500,000. I estimate that will be two of the three years under contract. The three-year cost for proposals are listed below:

	City	Single Audit	URA	Total
Moss Adams LLP	\$82,900	\$4,500	\$12,820	\$100,220
Pauly Rogers and Co PC	\$96,300	\$2,500	\$9,600	\$108,400
Boldt, Carlisle & Smith	\$90,471	\$4,705	\$24,109	\$119,285

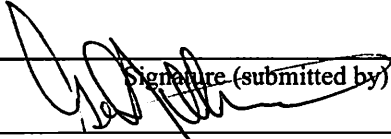
The June 30, 2016 audit fees totaled \$35,840 (\$28,240 City plus \$7,600 URA). The audit fees for June 30, 2017 under Moss Adams LLP's proposal would be \$34,575 (\$26,950 City, \$4,500 Single Audit, and \$3,125 URA). This would be a savings of \$1,265 in year one, and \$7,300 over three years, without the Single Audit in year two and three.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017

Originating Dept: City Manager

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

---

**Subject:** Resolution 17-R-1094 appointing a representative to the Border Coast Regional Airport Authority Board of Directors

**Recommended Motion:**

Motion to adopt Resolution 17-R-1094 appointing \_\_\_\_\_ to fulfill the remainder of the term expiring October 3, 2019, as the City of Brookings representative to the Border Coast Regional Airport Authority.

**Background/Discussion:**

Former Mayor Ron Hedenskog had served as the City representative to the Boarder Coast Regional Airport Authority (BCRAA) Board of Directors. While it is preferred that the representative of the member agencies be a member of the agency elected body, this is not a requirement. The City Council could appoint any member of the City Council, city staff or citizen to represent the City on the BCRAA Board of Directors.

The BCRAA Board of Directors typically meets on the first Thursday of every month at 2:00 p.m. in Crescent City. Attached is a sample agenda. There may be additional meetings as necessary to address special issues relating to the progress of the Airport Terminal construction project.

The City Council could retain Ron Hedenskog as its representative to the BCRAA Board of Directors even if he is not a member of the City Council. If no member of the City Council wishes to fulfill the role as City representative, the City Manager is willing to do so; the City Manager has served as the City's alternate representative for nine years.

In order to keep the City Council fully apprised of the activities of the BCRAA, staff recommends that a "BCRAA Report" be added to the City Council agenda as a regular item under which the City's BCRAA representative would report to the Council on BCRAA activities and receive direction as needed.

This is an exciting time for BCRAA as it is about to undertake the construction of a \$20 million airport terminal.

**Attachment(s):**

- a. BCRAA Joint Powers Agreement
- b. BCRAA Agenda
- c. Resolution 17-R-1094

**BORDER COAST REGIONAL AIRPORT AUTHORITY  
FIRST AMENDED  
JOINT POWERS AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of June, 2008, by and between the County of Del Norte, a legal subdivision of the State of California, hereinafter referred to as "County", the City of Crescent City, a municipal corporation existing under the laws of the State of California, the Elk Valley Rancheria, a federally recognized Tribe, and the City of Brookings, a municipal corporation existing under the laws of the State of Oregon, collectively referred to as "Participants", who agree as follows:

**RECITALS**

This First Amended Joint Powers Agreement amends and restates that certain Joint Powers Agreement of the Border Coast Regional Airport Authority dated October 4, 2008, under which the Participants other than the City of Brookings have operated the Authority since that date.

Del Norte County currently owns and operates McNamara Field, a commercial airport located in Del Norte County and serving passengers from both California and Oregon (the "airport"). Recognizing the bi-state regional significance of the airport, the Del Norte County Board of Supervisors has decided to enter into this Border Coast Regional Airport Authority (the "Authority") in order to permit other governments to share in operational decision making for the airport. In addition to the City of Crescent City, the Elk Valley Rancheria, and the City of Brookings, these governments may include other local government agencies in the State of Oregon as well as sovereign tribal governments.

The parties to this agreement believe that by working together in the framework of this Authority, the future role of the airport in accommodating current and future air travelers, facilitating the economic development of the border coast region, and maintaining the airport as an essential component of the region's emergency response network, will be protected and enhanced.

By entering into this agreement, Del Norte County does not intend to transfer ownership of the land and facilities that make up the airport. Nor does entry into this agreement by entities other than Del Norte County imply a commitment on their part to provide funding for the capital improvement or operation of the airport. However, these and other issues may become the subjects of ongoing conversation among the Authority's Participants.

This agreement is entered into pursuant to the provisions of California Government Code Sections 6500 and following, hereinafter referred to as the "California JPA Law," and Oregon Revised Statute 190.420, hereinafter referred to as the "Oregon JPA Law," for the purpose of creating an agency to provide for the planning,

It is the intent of the Participants of the Border Coast Regional Airport Authority that the membership in the Authority shall be open to all those public agencies in the States of California and Oregon that elect to join the Authority, and meet the following criteria: (a) the territory of the public agency is substantially located in Del Norte County, California, or Curry County, Oregon; (b) the public agency has the power under the California JPA Law or the Oregon JPA Law, to join the Authority. Participation in the Authority shall remain open to those entities that may decide to join after the Authority is formed and operational.

## **ARTICLE I**

### **CREATION AND OPERATION OF THE AUTHORITY**

**SECTION 1.1 CREATION OF AUTHORITY:** Pursuant to the California and Oregon JPA Laws, there is hereby created a public entity to be known as the "BORDER COAST REGIONAL AIRPORT AUTHORITY", referred to herein as the "Authority". The Authority is a public entity separate and apart from the parties hereto.

**SECTION 1.2 PARTICIPANTS:** The Participants in the Authority are Del Norte County, the City of Crescent City, the City of Brookings, and the Elk Valley Rancheria.

**SECTION 1.3 GOVERNING BOARD; INITIAL BOARD AND APPOINTMENTS:**

The Authority shall be administered by a governing board, which shall be called the "Board of Directors of the Border Coast Regional Airport Authority," and which shall be referred to herein as the "Board." The Board of the Authority shall initially consist of five members. The initial Board shall be appointed as follows: The Del Norte County Board of Supervisors shall appoint three members, two of whom shall be Supervisors, and two of whom shall be designated to serve four-year terms and one of whom shall serve a two-year term; the first two additional Participants shall appoint one member each, with each such member serving a term congruent with the term of the two-year appointee of the Del Norte County Board of Supervisors.

**SECTION 1.4 GOVERNING BOARD; PERMANENT CONSTITUTION:** The number of members of the permanent Board shall be seven. Following the terms of the initial Board, the terms of Board members shall be four years. However, each Board member shall serve at the pleasure of the appointing authority for that position. In recognition of the fact that the number of legally eligible Participants may be substantial, and in view of the difficulty of determining which entities may in the future choose to participate, the Participants agree to negotiate the relative appointing power of the Participants, and the size of the Board, as new Participants indicate their intent to join the Authority. Adjustments to the size of the Board and to the appointing power of the Participants shall be incorporated into this agreement by formal amendment hereto, adopted by each Participant.

**SECTION 1.4(a) GOVERNING BOARD; CITY OF BROOKINGS:** Upon approval of this First Amended Joint Powers Agreement, as amended to include the City of Brookings, the City of Brookings shall be recognized as a Participant and shall appoint one member to the Governing Board, with such member serving a term congruent with the terms of the four-year appointees of the Del Norte County Board of Supervisors.

SECTION 1.5 ALTERNATE MEMBERS: Each Participant may appoint an alternate to serve in the absence of any member appointed by that Participant.

SECTION 1.6 COMPENSATION: Members of the Board of Directors shall receive no compensation. However, they may be reimbursed actual expenses incurred while performing the duties and activities of the Board.

SECTION 1.7 REGULAR MEETINGS: The Board of Directors shall provide for its regular and special meetings; provided, at least one regular meeting shall be held each calendar quarter.

SECTION 1.8 RALPH M. BROWN ACT: All meetings of the Board of Directors of the Authority, without limitation, regular, adjourned regular, and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code Sections 54950, and following.

SECTION 1.8 (a) OREGON PUBLIC MEETINGS LAW: All meetings of the Board of Directors of the Authority, without limitation, regular, adjourned regular, and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Oregon Public Meetings Law, Oregon Revised Statutes Sections 192.610 through 192.690.

SECTION 1.8 (b) PUBLIC MEETINGS; BROAD INTERPRETATION: In those instances of conflict between the Ralph M. Brown Act and the Oregon Public Meetings Law, the Authority shall comply with those notice and meeting conduct provisions of law which will provide the highest level of public participation, observation and knowledge of the Authority's affairs.

SECTION 1.9 MINUTES: The Board shall provide for taking, approving, and preserving minutes of the meeting's of the Board.

SECTION 1.10 QUORUM: The attendance of a majority of the Board

shall be required for the transaction of business at meetings of the Board.

SECTION 1.11 RULES: The Board of the Authority shall adopt and amend as necessary such rules and regulations for the conduct of its meetings and affairs as are necessary for the purpose of accomplishing its stated purpose.

SECTION 1.12 MANNER OF EXERCISING POWERS: The manner of exercising the powers of the Authority is subject to the same restrictions on the exercise of like powers that apply to the County of Del Norte. In all respects, including Public Contracting procedure, employment practices and ethics/conflicts of interest, the Authority shall be mindful of the cross-border nature of the Authority and shall conduct its affairs in a manner to assure compliance with applicable State Laws.

SECTION 1.13 FISCAL YEAR: The fiscal year of the Authority shall be from July 1 through June 30.

SECTION 1.14 TERM OF AGREEMENT: This agreement shall continue indefinitely, except that the agreement may be terminated sooner if withdrawal is elected pursuant to Section 1.15 of this agreement by the County of Del Norte or by all Participants other than the County of Del Norte.

SECTION 1.15 WITHDRAWAL: Any Participant may withdraw from this agreement by giving sixty (60) days written notice to the Authority and to all other Participants. The withdrawing entity shall not be entitled to the return of any assets or contributions that the Participant made to the Authority.

## **ARTICLE II**

### **OFFICERS**

SECTION 2.1 CHAIR, VICE-CHAIR AND EXECUTIVE DIRECTOR: The Board of Directors shall elect a Chair and a Vice Chair from among its members. It may appoint an Executive Director or an Airport Manager, who



shall not be a member of the Board of Directors.

SECTION 2.2 TREASURER: The Treasurer of Del Norte County is hereby designated as the Treasurer of the Authority and as the depository to have custody of all the money of the Authority from whatever source. The Treasurer, and the officer performing the functions of Auditor or Controller, who shall be the Auditor-Controller of the County, shall have the duties and obligations set forth in Section 6505 and 6505.5 of the California JPA Law and shall assure that there shall be strict accountability of all funds and report of all receipts and disbursements of the Authority. The Treasurer and the Auditor-Controller shall provide any Oregon entities participating in the Authority with such financial reports as are necessary and convenient to those entities.

SECTION 2.3 BONDING OF PERSONS HAVING ACCESS TO PROPERTY: From time to time, the Board of Directors shall designate public officers or persons, in addition to the Treasurer and Auditor-Controller, having charge of handling or having access to any property of the Authority, and the governing board shall determine the amount of their official bond, pursuant to Section 6505.1 of the California JPA Law.

### **ARTICLE III**

#### **POWERS AND DUTIES**

SECTION 3.1 POWERS: Border Coast Regional Airport Authority shall have each of the following powers:

- a. To make and enter into contracts and to receive and expend funds, providing for aviation and airport-related services to the public;
- b. To supervise and oversee the performance of aviation and airport-related service contracts;
- c. To provide all services necessary to operate McNamara Field;

- d. To acquire, construct, manage, maintain or operate any facilities or improvements;
- e. To acquire, hold and dispose of property;
- f. To incur debts, liabilities or obligations, which do not constitute a debt, liability or obligation of the member entities;
- g. To employ personnel;
- h. To sue and be sued in its own name;
- i. To invest in accordance with the provisions of Section 6509.5 of the California JPA Law, money in the treasury of the Authority that is not required for immediate necessities of the Authority;
- j. To apply for, accept, and utilize funds from any source for public Airport purposes, including funds available through the Federal Aviation Administration.
- k. To raise revenues, including the establishment of lease rates, parking fees, and other revenue and tax rates as authorized by law, to support aviation and airport-related services;
- l. To incur short-term indebtedness;
- m. To petition the federal and state governments;
- n. To receive contributions from Participants and to provide for their repayment on such terms as the Authority deems advisable;
- o. All other powers which are necessary and proper for the Authority in order to provide aviation and airport-related services.

SECTION 3.2 DUTIES: Border Coast Regional Airport Authority shall have the following specific duties:

- a. On or before May 1st of each year, it shall cause to be prepared and

submitted to the Board and each of the Participants a proposed budget for the upcoming fiscal year. The proposed budget shall be subject to approval and ratification as set forth in Section 4.3.

- b. The Authority shall oversee and maintain an ongoing process to plan for the future needs of the airport, anticipating the needs of the public for commercial air service.
- c. The Authority shall actively pursue funding, and the development of sources of funding, for the implementation of its plans for aviation improvement and airport development.
- d. The Authority will prepare and submit to the member entities quarterly progress reports concerning the provision of aviation services and the plans for development and financing of improvements to those services.

**SECTION 3.3 OBLIGATIONS AND AUTHORITY:** The debts, liabilities and obligations of the Authority shall not be the debts, liabilities and obligations of any of the member entities.

## **ARTICLE IV FUNDING**

**SECTION 4.1 CONTRIBUTIONS NOT REQUIRED:** Except as provided in section 4.2, no Participant is or shall be required to make contributions to the Authority, except as that Participant shall agree. No Participant is subject to assessment.

**SECTION 4.2 ADMINISTRATIVE AND OPERATING COSTS:** The County of Del Norte shall provide funding to the Authority up to the level of the County's budgeted commitment to support the airport for the fiscal year 2006-2007.

**SECTION 4.3 APPROVAL OF BUDGET:** The Board may tentatively adopt the

ATTEST:

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L. Diane Nickerson, Clerk  
City of Crescent City

ATTEST:

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Jeremi Ruiz, Clerk  
Board of Supervisors

APPROVED AS TO FORM:

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Robert Black, City Attorney  
City of Crescent City

APPROVED AS TO FORM:

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Dohn Henion, County Counsel  
County of Del Norte

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Dale A. Miller, Tribal Chairman  
Elk Valley Rancheria

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Kim Krokodilos, Tribal Secretary  
Elk Valley Rancheria

**AGENDA**  
**REGULAR SESSION OF THE**  
**BORDER COAST REGIONAL AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**Thursday, January 5, 2017 at 2:00 P.M.**

**FLYNN ADMINISTRATIVE CENTER – BOARD OF SUPERVISORS CHAMBERS**  
**981 H STREET, SUITE 100**  
**CRESCENT CITY, CALIFORNIA**

*Items may be taken out of sequence to accommodate the public and staff availability. Items followed with a  
\*\* indicate material will be provided to the Board.*

**2:00 P.M. Call the meeting to order and take roll.**

- **Pledge of Allegiance.**

**REGULAR AGENDA**

- **COMMENT PERIOD:** Members of the public may address the Board on matters that are within the jurisdiction of the board. If you are addressing the Board regarding a matter listed on the agenda, you may be asked to hold your comments until the Board takes up that matter. Please limit your comments to three minutes or less.
- 1. Border Coast Regional Airport Authority Board of Commissioners election of new chair.**
  - 2. Consider and approve the minutes of the December 5, 2016 Special Session of the Border Coast Regional Airport Authority. \*\***
  - 3. Review and approve staff recommendation to award the 5 year As-Needed Engineering Services contract. \*\***
  - 4. Review and approve staff recommendation to award the 5 year As-Needed Environmental Services contract. \*\***
  - 5. Approve and adopt the proposed Crescent City Airport Capital Improvement Plan (ACIP) for 2017-2022 and direct staff to submit annual ACIP as finalized to the FAA. \*\***
  - 6. Review, approve and authorize Chair to sign Resolution #2017-01 authorizing execution and submission of Airport Improvement Grant pre-applications, applications and award documents for the federal fiscal year 2017-18. \*\***
  - 7. Pen Air presentation on local service.**
  - 8. Vanir Construction Management, Inc. presentation regarding Terminal Phase II bid status.**

**9. Capital Projects Update:**

- Construction – Matthew Leitner, Airport Director
- Environmental – Susan Daugherty, Program Manager
- Financial – Susan Daugherty, Program Manager

**10. Airport Director's Report – Informational Only.**

**11. Reports from Commissioners regarding Border Coast Regional Airport Authority business, request clarification, information or that items be included in the future agendas. No action will be taken but direction may be given to staff and items scheduled for future agendas.**

**12. Adjourn to the next regular meeting on Thursday, February 2, 2017 at 2:00 p.m. at the Del Norte County Board of Supervisors Chambers.**

***Anyone requiring reasonable accommodation to participate in the meeting should contact the Border Coast Regional Airport Authority Office at (707) 464-7288, at least five (5) days prior to the meeting. For TTY/TDD use for speech and hearing impaired, please call (707) 464-2226.***

**Heather Holt, Clerk of the Board**

**Date Posted: January 3, 2017**

**CITY OF BROOKINGS  
STATE OF OREGON**

**RESOLUTION 17-R-1094**

**A RESOLUTION OF THE CITY OF BROOKINGS APPOINTING A BROOKINGS CITY COUNCILOR TO A FOUR YEAR TERM ON THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS AND APPOINTING AN ALTERNATE.**

**WHEREAS**, the City of Brookings (City), by authority of the Border Coast Regional Airport Authority (BCRAA) Joint Powers Agreement, holds a position on the BCRAA's Board of Commissioners; and

**WHEREAS**, the position is currently held by outgoing Mayor Ron Hedenskog requiring that a new appointee be designated to fulfill the remainder of the term;

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Brookings, Curry County, Oregon, that Brookings Mayor/Councilor \_\_\_\_\_ is hereby appointed to serve the remainder of a four year term ending October 3, 2019, on the Border Coast Regional Airport Authority Board of Commissioners, effective immediately.

Passed by the City Council \_\_\_\_\_, 2017; effective the same date.

Attest:

\_\_\_\_\_  
Mayor Jake Pieper

\_\_\_\_\_  
City Recorder Teri Davis



# City of Brookings

## CITY COUNCIL MEETING MINUTES

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

Monday, January 9, 2017

### **Call to Order**

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

### **Swearing In of Elected Officials**

Municipal Judge Richard Harper swore in Jake Pieper as Mayor and Brent Hodges and Bill Hamilton as Councilors.

### **Roll Call**

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges and Dennis Triglia; a quorum present.

Staff present: City Manager Gary Milliman, City Attorney Martha Rice, Public Works and Development Director Paul Stevens, Parks Supervisor Tony Baron, Management Analyst Chrissy Bevens, Municipal Judge Richard Harper and City Recorder Teri Davis.

Media Present: No media was present

Others Present: Eighteen audience members.

### **Ceremonies**

Each of the seated Council members and the City Manager thanked former Mayor Ron Hedenskog for his service to the Council and to the City. Mayor Hedenskog was presented with a plaque commemorating his service.

### *Declaration of Vacancy*

City Manager Milliman presented the staff report.

Two individuals requested to address Council. Connie Hunter of 1310 English Court, Brookings, addressed Council recommending it re-appoint Ron Hedenskog to the vacated seat.

Skip Hunter of 1310 English Court, Brookings also addressed Council recommending it re-appoint Ron Hedenskog to the vacated seat.

Councilor Hodges recommended that Council wait until the next meeting to gage if there is interest from other individuals to fill the position.

Mayor Pieper indicated that an appointment requires a unanimous vote from Council, and he was not prepared to take that vote tonight. He also pointed out that there has been a tradition of taking applications.

Councilor Triglia agreed that no action should be taken at this meeting as it gives a better public perception.

Councilor Hamilton agreed wishing to “give voice to the people.”

**Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously to declare Council Position #3 vacant and determine procedure for filling the position by appointment.**

*Nomination and approval of Council President*

Mayor Pieper recommended that Councilor Hodges be appointed to the position of Council President.

**Mayor Pieper moved, Councilor Hamilton seconded and Council voted unanimously to appoint Councilor Brent Hodges to the position of Council President.**

### **Appointments**

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously to re-appoint Trace Kather to the Parks and Recreation Commission.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously to appoint Bob Murdock to the Public Art Committee.

Council interviewed two candidates for the position of Student Ex Officio representative to City Council.

Shanon Cowan and Shawntisha Bailey were both present for the interviews.

**Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously to appoint Shawntisha Bailey as the Student Ex Officio representative to City Council.**

Judge Harper presided over the Oath of Office for Ms. Bailey. Ms. Bailey will assume the position at the January 23, 2017 Council meeting.

### **Staff Reports**

*Youth Employment Grant*

Parks Supervisor Baron presented the staff report.

Councilor Triglia commented that it seems like a “win-win” situation.

Councilor Hodges asked if there was a match. Supervisor Baron indicated that the employment was the match.

**No Council action was needed on the item.**

*Amendment to ODOT Agreement 30278*

Public Works and Development Director Paul Stevens presented the staff report.

**Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously to authorize the City Manager to execute an amendment to agreement 30278 with the State of Oregon, Department of Transportation that limits work described by agreement 30278 to preliminary engineering work only.**

*ODOT Local Agency Agreement 31774*

Public Works and Development Director Paul Stevens presented the staff report.

**Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously to authorize the City Manager to execute agreement 31774 with the State of Oregon, Department of Transportation to fund engineering and construction work on Railroad Street in Brookings, Oregon.**

### **Scheduled Public Appearances**

*Carolyn Johnson of Curry County Community Development*

Ms. Johnson addressed Council to thank it for entering into the Intergovernmental Agreement with the County for the provision of inspection services.

Councilor Hodges commented that the building community is happy with the arrangement.

### **Resolutions**

*BCRAA Representative*

City Manager Milliman presented the staff report.

Councilor Triglia is City Manager Milliman could assume the lead representative role. Mr. Milliman advised that the preference is that the lead is taken by an elected representative.

Council took no action until a decision is made regarding the Council vacancy.

*Elmo Williams Day*

City Manager Milliman presented the staff report.

Carolyn Milliman was invited to address Council regarding the resolution. She spoke in favor of passage.

**Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously to adopt Resolution 17-R-1095 proclaiming April 30 as Elmo Williams Day in the City of Brookings.**

### **Oral Requests and Communications from the audience**

- No others requested to address Council

### **Consent Calendar**

1. Approve Council minutes for December 12, 2016

2. Accept TPAC minutes for November 17, 2016
3. Accept Mary Geyer resignation from TPAC
4. Receive monthly financial report for November 2016

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

### **Non-Action Items**

1. There was no discussion regarding the December Vouchers.

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

Councilor Triglia noted that he had seen the article in the pilot about the new hires in the Police Department and Dispatch. He believes Brookings has one of the best Police Departments around.

Mayor Pieper added that one of the new hires, Donny Miller, was originally from Brookings and has now returned.

Councilor Hodges commented that the City is lucky to have him.

Councilor Hamilton also congratulated the two police officers who received promotions.

### **Adjournment**

Councilor Hodges moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:07 PM.

Respectfully submitted:

ATTESTED:  
this \_\_\_\_\_ day of \_\_\_\_\_ 2017:

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Jake Pieper, Mayor

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Teri Davis, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,765,595.00	71,156.06	2,426,109.06	339,485.94	87.7
LICENSES AND PERMITS	106,000.00	7,958.94	41,550.56	64,449.44	39.2
INTERGOVERNMENTAL	218,000.00	7,648.08	94,511.75	123,488.25	43.4
CHARGES FOR SERVICES	159,500.00	47,851.37	112,557.08	46,942.92	70.6
OTHER REVENUE	132,100.00	36,076.10	82,248.75	49,851.25	62.3
TRANSFERS IN	338,456.00	.00	.00	338,456.00	.0
	<u>3,719,651.00</u>	<u>170,690.55</u>	<u>2,756,977.20</u>	<u>962,673.80</u>	<u>74.1</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	22,394.00	1,699.25	11,068.47	11,325.53	49.4
MATERIAL AND SERVICES	14,000.00	400.00	4,813.93	9,186.07	34.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>36,394.00</u>	<u>2,099.25</u>	<u>15,882.40</u>	<u>20,511.60</u>	<u>43.6</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	184,393.00	15,440.75	90,672.71	93,720.29	49.2
MATERIAL AND SERVICES	93,800.00	15,688.45	80,370.05	13,429.95	85.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>278,193.00</u>	<u>31,129.20</u>	<u>171,042.76</u>	<u>107,150.24</u>	<u>61.5</u>
POLICE:					
PERSONAL SERVICES	2,047,855.00	174,881.90	1,002,686.32	1,045,168.68	49.0
MATERIAL AND SERVICES	166,400.00	12,359.25	84,774.97	81,625.03	51.0
CAPITAL OUTLAY	55,150.00	.00	14,306.93	40,843.07	25.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,269,405.00</u>	<u>187,241.15</u>	<u>1,101,768.22</u>	<u>1,167,636.78</u>	<u>48.6</u>
FIRE:					
PERSONAL SERVICES	174,117.00	14,136.44	85,161.59	88,955.41	48.9
MATERIAL AND SERVICES	103,500.00	9,214.29	52,927.37	50,572.63	51.1
CAPITAL OUTLAY	45,519.00	.00	30,579.01	14,939.99	67.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>323,136.00</u>	<u>23,350.73</u>	<u>168,667.97</u>	<u>154,468.03</u>	<u>52.2</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	202,191.00	17,048.01	102,603.62	99,587.38	50.8
MATERIAL AND SERVICES	89,600.00	789.67	8,980.97	80,619.03	10.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>291,791.00</u>	<u>17,837.68</u>	<u>111,584.59</u>	<u>180,206.41</u>	<u>38.2</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	172,655.00	13,955.41	102,235.78	70,419.22	59.2
MATERIAL AND SERVICES	70,400.00	7,017.26	108,503.71	( 38,103.71)	154.1
CAPITAL OUTLAY	650.00	4,031.88	25,306.28	( 24,656.28)	3893.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	243,705.00	25,004.55	236,045.77	7,659.23	96.9
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	180,610.00	14,723.44	87,238.11	93,371.89	48.3
MATERIAL AND SERVICES	33,000.00	1,171.97	12,221.02	20,778.98	37.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	213,610.00	15,895.41	99,459.13	114,150.87	46.6
SWIMMING POOL:					
PERSONAL SERVICES	54,263.00	.00	48,200.53	6,062.47	88.8
MATERIAL AND SERVICES	36,000.00	649.59	16,202.57	19,797.43	45.0
CAPITAL OUTLAY	4,300.00	.00	.00	4,300.00	.0
	94,563.00	649.59	64,403.10	30,159.90	68.1
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	144,000.00	13,354.42	51,860.04	92,139.96	36.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	227,500.00	.00	.00	227,500.00	.0
CONTINGENCIES AND RESERVES	627,354.00	.00	.00	627,354.00	.0
	998,854.00	13,354.42	51,860.04	946,993.96	5.2
	4,749,651.00	316,561.98	2,020,713.98	2,728,937.02	42.5
	( 1,030,000.00)	( 145,871.43)	736,263.22	( 1,766,263.22)	71.5

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	467,000.00	33,557.10	277,516.30	189,483.70	59.4
OTHER REVENUE	12,750.00	42.00	10,406.46	2,343.54	81.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>479,750.00</u>	<u>33,599.10</u>	<u>287,922.76</u>	<u>191,827.24</u>	<u>60.0</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	201,432.00	15,541.34	97,931.53	103,500.47	48.6
MATERIAL AND SERVICES	193,400.00	7,861.05	76,415.45	116,984.55	39.5
CAPITAL OUTLAY	101,300.00	8,036.19	16,322.19	84,977.81	16.1
TRANSFERS OUT	49,954.00	.00	.00	49,954.00	.0
CONTINGENCIES AND RESERVES	118,664.00	.00	.00	118,664.00	.0
	<u>664,750.00</u>	<u>31,438.58</u>	<u>190,669.17</u>	<u>474,080.83</u>	<u>28.7</u>
	<u>664,750.00</u>	<u>31,438.58</u>	<u>190,669.17</u>	<u>474,080.83</u>	<u>28.7</u>
	<u>( 185,000.00)</u>	<u>2,160.52</u>	<u>97,253.59</u>	<u>( 282,253.59)</u>	<u>52.6</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	21,044.31	( 21,044.31)	.0
CHARGES FOR SERVICES	1,607,000.00	113,426.06	858,857.85	748,142.15	53.4
OTHER INCOME	42,000.00	3,305.00	29,658.62	12,341.38	70.6
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,649,000.00</u>	<u>116,731.06</u>	<u>909,560.78</u>	<u>739,439.22</u>	<u>55.2</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	369,885.00	27,275.68	166,053.60	203,831.40	44.9
MATERIAL AND SERVICES	201,900.00	12,473.15	86,675.78	115,224.22	42.9
CAPITAL OUTLAY	59,900.00	7,477.63	30,345.66	29,554.34	50.7
	<u>631,685.00</u>	<u>47,226.46</u>	<u>283,075.04</u>	<u>348,609.96</u>	<u>44.8</u>
WATER TREATMENT:					
PERSONAL SERVICES	299,564.00	24,787.81	148,697.02	150,866.98	49.6
MATERIAL AND SERVICES	195,300.00	16,983.56	108,348.75	86,951.25	55.5
CAPITAL OUTLAY	35,400.00	398.39	4,774.83	30,625.17	13.5
TRANSFERS OUT	417,829.00	.00	.00	417,829.00	.0
CONTINGENCIES AND RESERVES	179,222.00	.00	.00	179,222.00	.0
	<u>1,127,315.00</u>	<u>42,169.76</u>	<u>261,820.60</u>	<u>865,494.40</u>	<u>23.2</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>1,759,000.00</u>	<u>89,396.22</u>	<u>544,895.64</u>	<u>1,214,104.36</u>	<u>31.0</u>
	<u>( 110,000.00)</u>	<u>27,334.84</u>	<u>364,665.14</u>	<u>( 474,665.14)</u>	<u>331.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	( 4,500.00)	.00	13,661.53	( 18,161.53)	303.6
CHARGES FOR SERVICES	3,004,000.00	249,106.77	1,576,192.83	1,427,807.17	52.5
OTHER REVENUE	5,000.00	.00	3,682.87	1,317.13	73.7
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,004,500.00</u>	<u>249,106.77</u>	<u>1,593,537.23</u>	<u>1,410,962.77</u>	<u>53.0</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	522,442.00	43,688.07	264,928.06	257,513.94	50.7
MATERIAL AND SERVICES	227,700.00	13,209.17	66,249.68	161,450.32	29.1
CAPITAL OUTLAY	40,900.00	9,161.20	22,252.15	18,647.85	54.4
	<u>791,042.00</u>	<u>66,058.44</u>	<u>353,429.89</u>	<u>437,612.11</u>	<u>44.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	511,268.00	41,310.62	246,488.99	264,779.01	48.2
MATERIAL AND SERVICES	583,400.00	49,194.40	227,346.53	356,053.47	39.0
CAPITAL OUTLAY	24,900.00	398.39	4,774.83	20,125.17	19.2
TRANSFERS OUT	1,591,503.00	.00	.00	1,591,503.00	.0
CONTINGENCIES AND RESERVES	306,887.00	.00	.00	306,887.00	.0
	<u>3,017,958.00</u>	<u>90,903.41</u>	<u>478,610.35</u>	<u>2,539,347.65</u>	<u>15.9</u>
	<u>3,809,000.00</u>	<u>156,961.85</u>	<u>832,040.24</u>	<u>2,976,959.76</u>	<u>21.8</u>
	<u>( 804,500.00)</u>	<u>92,144.92</u>	<u>761,496.99</u>	<u>( 1,565,996.99)</u>	<u>94.7</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,671.00	12,617.70	459,432.93	19,238.07	96.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	11.06	16.32	483.68	3.3
	<u>479,171.00</u>	<u>12,628.76</u>	<u>459,449.25</u>	<u>19,721.75</u>	<u>95.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	3,317.66	7,117.66	27,882.34	20.3
CAPITAL OUTLAY	198,632.00	.00	.00	198,632.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	435,539.00	.00	.00	435,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>669,171.00</u>	<u>3,317.66</u>	<u>7,117.66</u>	<u>662,053.34</u>	<u>1.1</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>669,171.00</u>	<u>3,317.66</u>	<u>7,117.66</u>	<u>662,053.34</u>	<u>1.1</u>
	<u>( 190,000.00)</u>	<u>9,311.10</u>	<u>452,331.59</u>	<u>( 642,331.59)</u>	<u>238.1</u>

# City of Brookings Urban Renewal Agency Meeting MINUTES

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

**Monday, December 12, 2016**

## **Call to Order**

Chair Hedenskog called the meeting to order at 8:51 PM, immediately following the City Council meeting.

## **Roll Call**

Agency present: Chair Ron Hedenskog, Directors Jake Pieper, Brent Hodges, Bill Hamilton and Dennis Triglia; a quorum present.

Staff present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, City Attorney Martha Rice and City Recorder Teri Davis.

## **Agency minutes**

**Director Hedenskog moved, a second followed and Council voted unanimously to approve the June 27, 2016 Agency minutes as written.**

## **Staff Reports**

*URA Audit*

Finance Director Howard provided the staff report.

**Director Triglia moved, a second followed and Council voted unanimously to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2016.**

## **Adjourn**

Chair Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:53 PM.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2016:

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Ron Hedenskog, Chair

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Teri Davis, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017

Originating Dept: Finance & HR

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Audit Services Contract

Recommended Motion:

Accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three year contract.

Financial Impact:

Estimated savings over three-year contract of \$7,300 compared to 6/30/16 audit.

Background/Discussion:

The City sent out Request for Proposals (RFP) for audit services to 16 firms from the Oregon Municipal Auditor Roster. We received three responses. The Finance & Human Resources Director and the Accounting Supervisor reviewed proposals and contracted references. All firms responding were highly qualified and experienced, and the proposals were competitive. Variables to the cost are Single Audit and the Urban Renewal expenditure level. I estimate that we will have a single audit for 2016-17 only, due to the EDA Airport Infrastructure grant. This adds \$4,500 for that year, which is included in the cost below. In addition, Moss Adams LLP's fee would be cut in half for Urban Renewal in any year the expenditures were under \$500,000. I estimate that will be two of the three years under contract. The three-year cost for proposals are listed below:

	City	Single Audit	URA	Total
Moss Adams LLP	\$82,900	\$4,500	\$12,820	\$100,220
Pauly Rogers and Co PC	\$96,300	\$2,500	\$9,600	\$108,400
Boldt, Carlisle & Smith	\$90,471	\$4,705	\$24,109	\$119,285

The June 30, 2016 audit fees totaled \$35,840 (\$28,240 City plus \$7,600 URA). The audit fees for June 30, 2017 under Moss Adams LLP's proposal would be \$34,575 (\$26,950 City, \$4,500 Single Audit, and \$3,125 URA). This would be a savings of \$1,265 in year one, and \$7,300 over three years, without the Single Audit in year two and three.