

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, February 27, 2017, 7:00pm

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

The City Council will meet in Executive Session at 6:30 PM, in the City Manager's office, under the authority of ORS 192.660 (2)(f) "To consider information or records that are exempt by law from public inspection" and 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. Appointments

1. Reappoint Tim Hartzell to Planning Commission [Pg. 3]
2. Candidate Interviews for Council Position #3
 - a. Joshua Kuzmicz [Pg. 6]
 - b. Don Vilelle [Pg. 9]
 - c. Greg Williams [Pg. 12]
 - d. Roger Thompson [Pg. 15]

E. Oral Requests and Communications from the audience

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

F. Staff Reports

1. Vet Fest II Loan Repayment [City Recorder, Pg. 18]
 - a. Copy of Check [Pg. 19]

G. Consent Calendar

1. Approve Council minutes for February 13, 2017 [Pg. 20]
2. Accept Public Art Committee minutes for September 14, 2016 [Pg. 25]
3. Accept TPAC minutes for January 19, 2017 [Pg. 26]
4. Receive monthly financial report for January 2017 [Pg. 28]

H. Remarks from Mayor and Councilors

I. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at 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.



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APR 30 2015

CITY OF BROOKINGS

City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

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

PART I. Contact Information:

Name: Timothy Robert Hartzell Date: 2.15.2017

Physical Address: 427 Hillside Brookings

Mailing Address: P.O. Box 4272 Brookings, OR 97415

Email Address: hartzelltim@yahoo.com Phone: (360) 808-8949

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

1. Commission/Committee applying for:

Table with 3 columns: Commission/Committee, Composition (i), Term (ii). Includes Planning Commission, Budget Committee, Parks and Recreation Commission, etc.

2. City residents: How long have you lived in the City of Brookings? 6.5 (yrs/mths)

Are you a City elector (registered voter)? [X] Yes [] No

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

4. What is your current occupation? General (residential) contractor

NOTES:

(i) Membership requirements:

- Resident and UGB status are determined by physical address. Residents must reside within the City limits. 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.

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

(iii) Other restrictions:

- No more than two (2) Planning 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. Three (3) Public Art Committee 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:

I have been in the construction industry for close to 40 yrs. I have worked closely with large scale developers as well as being a small scale builder in my career. I have lived in smaller communities most of my life and appreciate their environment.

2. List your work history and educational background, as well as any volunteer experience that is not related to the position for which you are applying:

As mentioned above I have close to 40 yrs building, at least half of those yrs. in a "Victorian Seaport" type of community. I have not very much in as a volunteer other than some work for Habitat for humanity. I do have a wealth of experience in responsible/sustainable building within a small town's planning arena.

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

I feel that with my "small" town living experience and building structures under their planning guidelines that I can help to maintain and possibly increase the construction trades within this community.

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.

Timothy R. Hartzell
Applicant (print name)


Applicant's Signature

15 Feb 2014
Date

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

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

Budget Committee: 541-469-1123 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



CITY OF BROOKINGS

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City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-1102 Fax: (541) 469-3650

tdavis@brookings.or.us ; www.brookings.or.us

APPLICATION TO FILL VACANT CITY COUNCIL POSITION #3

Term ending: January 7, 2019

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Tuesday, February 21, 2017.**

PART I. Contact Information:

Name: JOSHUA KUZMICH Date: 1/30/17

Physical Address: 417 AZALEA PARK RD.

Mailing Address: 16340 LOWER HARBOR RD #332

Email Address: joshuakuzmich@gmail.com Phone: 831 261-1847

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

- How long have you been a City of Brookings resident? 1/9 (yrs/mths)
- Are you a City elector (registered voter)? Yes No
- What is your current occupation? CORRECTIONAL COUNSELOR 1

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

1. Briefly describe your interest in serving on the City Council and what you hope to accomplish:

REPRESENT THE CITIZENS OF BROOKINGS AND ENSURE
THEIR VOICES ARE HEARD, TAKE PART IN THE LOCAL
DECISION MAKING PROCESS TO MAKE SURE THE RESIDENTS
BEST INTERESTS ARE IN MIND.

2. List your position-related experience and/or background, including volunteer activities:

SALINAS ANIMAL COMMISSION, POLICE COMMUNITY ADVISORY COMMITTEE, SALINAS COMMITTEE FOR PUBLIC SAFETY, CHAIR OF SALINAS UNITED, OTHER COMMUNITY RELATED ORGANIZATION & FUNDRAISING EFFORTS.

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

WORK: CONSTRUCTION, CAR DETAILING, LANDSCAPING, SECURITY, SALES. EMPLOYED AS CORRECTIONAL OFFICER W/ CAL. DEPT. OF CORRECTIONS SINCE MARCH 2001. BECAME CORRECTIONAL COUNSELOR IN MAY 2015

EDUCATION- GRADUATED JOHN MARSHALL HIGH SCHOOL & OVERTHOUGHTS AT GILLENDALE COMMUNITY COLLEGE.

PART IV. Agreement :

Please read and check off each of the following before signing:

- As an applicant, I understand and acknowledge that my status as a registered voter will be verified with the County Elections Office and my resident status will be verified by the City of Brookings.
- As an applicant I understand and acknowledge that this document will become public information and be distributed to the public and news media.
- As an applicant, I understand and acknowledge that 1) I may be required to be respond to additional questions, in writing and/or orally as part of a formal interview during a Common Council Meeting and 2) that failure to respond or appear as required may result in my application being disqualified.
- I understand and acknowledge that, if appointed, I will be required to meet regularly on the second and fourth Monday's of each month, at least once each month in a Council workshop, and at various other times during the course of the year as City business dictates.
- I understand and acknowledge that , if appointed, I will be required to file an Annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC) each year I hold office on April 15th.*
- I understand and acknowledge that, if appointed, I will receive no compensation other than reimbursements for travel and training expenses as may normally be incurred in conjunction with the conduct of official, City Council approved business.
- I understand and acknowledge that, as an applicant, I may be required to be respond to additional questions, in writing, or as part of a formal interview during a Common Council Meeting and that failure to respond or appear as required may result in my application being disqualified.
- By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

JOSHUA KUZMICH

Applicant (print name)

[Signature]

Applicant's Signature

1/30/17
Date

Teri Davis

Witness (print name)

[Signature]

Witness's Signature

1/30/17
Date

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FEB 15 2017

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Term ending: January 7, 2019

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Tuesday, February 21, 2017.**

PART I. Contact Information:

Name: Don Vilella Date: 2/15/17

Physical Address: 835 Chetro Pt Terrace

Mailing Address: same as above

Email Address: dandydon2@frontier.com Phone: 541-469-0948

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

- How long have you been a City of Brookings resident? 11 yrs/5mths (yrs/mths)
- Are you a City elector (registered voter)? Yes No
- What is your current occupation? retired school teacher/coach

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

1. Briefly describe your **interest in serving on the City Council and what you hope to accomplish:**

I believe in representing all people of Brookings. I value myself on being a good listener and conservative when it comes on spending the public's money. I do not have a specific agenda - just to listen to what the people of Brookings have to say and react accordingly.

2. List your position-related experience and/or background, including volunteer activities:

Cole Camp (Missouri) City Council
presently on Brookings Parks + Rec Commission (10 1/2 yrs)

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

taught grades 7, 8, 9, + 12 for 35 years - Cole Camp Missouri
subjects taught - Amer. History, Government + Economics
Coached basketball, softball, + golf.

Presently drive for Trans-Link (Curry Public Transit)
making medical runs.

do landscaping for Brookings Presbyterian Church and
Chetco Point Terrace H.O.A.

Liturgist at Brookings Presbyterian Church

pick up trash along streets in Brookings 3 to 4
times a week.

PART IV. Agreement :

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Don Vilella
Applicant (print name)

Don Vilella
Applicant's Signature

2/15/17
Date

Teri Davis
Witness (print name)

T Davis
Witness's Signature

2/15/17
Date

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APPLICATION TO FILL VACANT CITY COUNCIL POSITION #3

Term ending: January 7, 2019

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Tuesday, February 21, 2017.**

PART I. Contact Information:

Name: GREG WILLIAMS Date: 2-17-2017

Physical Address: (ON FILE)

Mailing Address: PO Box # 7817 BROOKINGS OR. 97415

Email Address: N.W. Xtreme@gmail.com Phone: (707) 954-4445

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

1. How long have you been a City of Brookings resident? 9 yrs (yrs/mths)
2. Are you a City elector (registered voter)? Yes No
3. What is your current occupation? Correctional Officer / Pelican Bay

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

1. Briefly describe your **interest in serving on the City Council and what you hope to accomplish:**

I enjoy living in Brookings and I also enjoy various volunteer activities and duties. It is my hope to learn the ins and outs of what makes our city an appealing place to live and visit, as well as, if possible, discover ways to improve that appeal without jeopardizing the "old small town allure" that has been the history of Brookings.

It is my hope that my backgrounds in business, construction, and public service will aid in that direction.

2. List your position-related experience and/or background, including volunteer activities:

If chosen, this will be my first political office, but I feel that as a former retail manager, I can bring along with me a certain amount of corporate knowledge. Also, as a local area small business owner, I am aware of many struggles that small town businesses face. My time in construction will aid in land development understanding. My time in both law enforcement and fire services has helped to hone my skills in dealing with the public, as well as tactfully enforcing laws and ordinances. My time as small business owner also lends experience in budgetary planning. Former corporate/retail lends experience in hiring practices.

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

Roughly six years ago I joined Brookings Volunteer Fire and eventually served as not only a fire fighter, but also vice president, president, fundraising chairman, social committee chairman, and event organizer. I also completed training as an E.M.T., and fire fighter. I also currently serve as a Security Team member at a local church. In the past I have volunteered on Search and Rescue and as coaching staff for various youth sports, and security for bands/musicians on tour. I have worked Carpentry/Construction/Maintenance jobs for a large part of my life. I have owned businesses in those fields as well as in automotive repair & customization. Becoming an "instant father" of two at age 24, changed my educational track, but I hope to finish my bachelor degree soon.

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GREG WILLIAMS

Applicant (print name)


Applicant's Signature

2-21-2017
Date

Teri Davis

Witness (print name)


Witness's Signature

2/21/17
Date

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APPLICATION TO FILL VACANT CITY COUNCIL POSITION #3

Term ending: January 7, 2019

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Tuesday, February 21, 2017.**

PART I. Contact Information:

Name: Roger L. Thompson Date: 02/20/17

Physical Address: 617 Old County Rd Brookings OR 97415

Mailing Address: PO Box 260 Brookings OR 97415

Email Address: roger@driftwoodrvpark.com Phone: (541)661-8200

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

- How long have you been a City of Brookings resident? 5yr 9mo (yrs/mths)
- Are you a City elector (registered voter)? Yes No
- What is your current occupation? Retired

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

1. Briefly describe your **interest in serving on the City Council and what you hope to accomplish:**

I would like to help the City and the Port work together. I want to see the City continue moving forward with the infrastructure. I am a long time member of the community and would like to be part of the continued growth of Brookings/Harbor.

2. List your **position-related experience and/or background, including volunteer activities:**

- Port of Brookings Harbor Commission
- Brookings Harbor Chamber Board 9 years / 3 years Secretary
- Chetco Water Shed Council 10 years / 4 years Chair
- Klamath Coalition 3 years Vice chair
- Post Fisheries Committee 14 years / 3 years Chair
- Cal OR Derby Board of Directors 6 years
- SOKE 12 years
- Slam n' Salmon Board 8 years

3. List your **work history and educational background, as well as any unrelated volunteer experience you may have:**

- BHHS 1963
- US Army 1965-1967
- OSU 1971
- 25 plus years Sawmill Management / Manager of the Anderson Division for Roseburg Forest Products.
- 17 years Manager of Driftwood RV Park
- Completed many classes at both the State and Federal level regarding Tourism Industry

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- By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

Roger L. Thompson

Applicant (print name)

Roger L. Thompson

Applicant's Signature

RD
02/20/17

Date

Teri Davis

Witness (print name)

Teri Davis

Witness's Signature

2/21/17

Date

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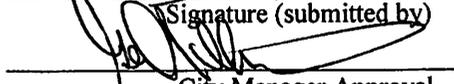
**Sample SEI forms are available at http://www.oregon.gov/OGEC/forms_publications.shtml.
Official forms are provided by OGEC.*

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: February 27, 2017

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject: Vet Fest II Loan Repayment

Recommended Motion:
No action recommended

Background/Discussion:

At the August 8, 2016 City Council meeting, Council authorized an agreement with the Vietnam Veterans of America to provide \$3,000 in Transient Occupancy Tax funding in the form of a \$1,000 grant and \$2,000 advance to be repaid if sufficient funds allowed for the Second Annual Vet Fest.

In October, organizers were able to repay \$1,000 of the \$2,000 loan. At the February 16 Tourism Promotion Advisory Committee (TPAC) meeting, Vietnam Veterans of America representatives Bill Farrell and Jim Newman presented the committee with an additional \$1,000 check, fully satisfying the loan repayment.

Attachment(s):

- a. Copy of check

VIETNAM VETERANS OF AMERICA
CHAPTER 757 INC.
P.O. BOX 4056
BROOKINGS, OR 97415

2093

96-7477/3232
34

Feb. 16 2017
Date

Pay to the
Order of

City of Brooks T P A C

\$ *1000⁰⁰*

One thousand and no/100

Dollars



Photo
Safe
Deposit
Details on back



800-856-7328
www.roguecu.org

For

repay total loan of 2000⁰⁰

William T. Farrell
Accountant

⑆ 3 23 274 775 ⑆ 000000000346770 ⑆ 2093

INTOUCH® CUSTOM CREATIONS

City of Brookings CITY COUNCIL MEETING MINUTES

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

Monday, February 13, 2017

Call to Order

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

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges and Dennis Triglia, and Student Ex Officio Shawntisha Bailey; a quorum present.

Staff present: City Manager Gary Milliman, City Attorney Martha Rice, Public Works and Development Director Paul Stevens, and City Recorder Teri Davis.

Media Present: Jane Stebbins of the Curry Pilot was present

Others Present: Six audience members.

Resolutions

Recreational Immunity

City Manager Milliman presented the staff report. Resolution supports legislation in the 2017 Oregon Legislative Assembly restoring recreational immunity.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to adopt Resolution 17-R-1096 recommending restoring recreational immunity rights.

Use of Azaleas in Landscaping

City Manager Milliman presented the staff report. Brookings was recently designated as an Azalea City. Resolution encourages the use of Azaleas in public and private landscaping.

Councilor Triglia indicated that he was very pleased about this.

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to adopt Resolution 17-R-1097 encouraging the use of Azaleas and its parent genus the Rhododendron in public and private landscaping within the City.

Scheduled Public Appearances

Candie Wilk and Luke Pike from Curry Transfer & Recycling (CTR) presented an update regarding recent recycling trends and data.

Council members discussed various elements of the recycling program offered by CTR.

Oral Requests and Communications from the audience

- Carolyn Milliman of 1090 Parkview Drive addressed Council updating about the planning for Elmo Williams Day. The next planning meeting is scheduled for Thursday, March 9 at 4 p.m. in the City Council Chambers.

Staff Reports

Railroad Street Engineering Contract

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

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to authorize the City Manager to sign task order No. 75 to allow the Dyer Partnership to develop Civil Engineering contract documents, provide project bidding services, and construction administration services for Railroad Street Phase II for the a sum not to exceed \$308,436.

Storm Drain Easements

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

Mayor Pieper noted Fifth and Railroad has been a problem area for flooding for awhile. City Manager Milliman confirmed that it had been ongoing since at least 2012.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to authorize the City Manager to execute temporary Construction Easements and permanent Storm Drainage Easements with Four N, South Coast Lumber, US Bank National Association, and Haze Grey, LLC for installation of a new 60 inch storm drain line and related appurtenances.

Railroad Street Easements et al

City Manager Milliman presented the staff report.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to authorize the City Manager to execute all temporary easements and right-of-way deeds associated with the Railroad Street Improvement Project.

TPAC Recommendation for Print Advertising

City Recorder Teri Davis presented the staff report.

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to authorize the City Manager to utilize 15 percent of those annually allocated Transient Occupancy Tax (TOT) funds which are budgeted to tourism promotion specifically for print

advertising in the People's Coast Guide and the Oregon Coast Magazine/Mile by Mile Guide at the City Manager's discretion, pursuant to the City Manager's established spending limits.

Curry County Veterans Service Office Budget Cuts

City Manager Milliman presented the staff report. Council has been requested to submit a letter of opposition to the County regarding budget cuts in the County Veterans Service Office. Staff recommends no action at this time.

Mayor Pieper entered into the record an email from Catherine Wiley received by Council and staff on February 12, 2017 in opposition to this item. The document will be maintained in the City Recorder's meeting records.

Jim Newman of P.O. Box 1677, Brookings spoke in support of the request.

Connie Hunter of 1310 English Court, Brookings spoke in support of the request.

Council discussed the pros and cons of taking any action at this time. Mayor Pieper and Councilor Hamilton supported waiting to see the full recommendation of cuts by the County; Councilor Triglia was in support of action now but agreed to wait – he urged the Council to revisit this issue when the budget committee recommendations are known.

Council took no action on this issue.

Vet Fest Grant

City Manager Milliman presented the staff report. Work on the grant will be tasked to Management Analyst Chrissy Bevens. This agenda item also requests all park and Capella use fees for Vet Fest 2017 be waived.

Connie Hunter of 1310 English Court, Brookings spoke in support of the grant application.

Council discussed splitting the motion into two parts – one to approve the fee waiver and one to approve the grant application.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to waive all park and Capella use fees for Vet Fest 2017.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to authorize staff to work with Connie Hunter and the Vietnam Veterans of America in the development of an application for funding from the National Endowment for the Arts in support of Vet Fest in 2018 with the City serving as applicant.

Nature's Coastal Holiday Event Evaluation

City Recorder Davis presented the staff report.

Councilor Triglia noted that the event organizers need to make a better effort to track visitor from outside the city.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to accept the Nature's Coastal Holiday Event Evaluation report.

Coastal Christmas Event Evaluation

City Recorder Davis presented the staff report.

Councilor Hamilton moved, Councilor Hodges seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to accept the Coastal Christmas Event Evaluation report.

Oktoberfest Event Evaluation

City Recorder Davis presented the staff report.

Councilor Hodges suggested creating a more uniform evaluation form.

Mayor Pieper noted that if an event is coordinated by the Mike and Alex Frederick, it's guaranteed to be a success story.

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to accept the Oktoberfest Event Evaluation report.

Consent Calendar

1. Approve Council minutes for January 23, 2017
2. Accept TPAC minutes for December 15, 2016
3. Accept Parks & Rec minutes for November 17, 2016
4. Accept Planning Commission minutes for October 4, 2016
5. Accept Safety Committee Annual Report

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to approve the Consent Calendar.

Non-Action Items

1. There was no discussion regarding the January Vouchers.

Remarks from Mayor and Councilors

Councilor Hamilton commented that this week the Boy Scouts of America celebrates its 107th birthday. He commended the two troops in the city.

Mayor Pieper asked Council if they would be interested in discussing reinstating committee liaisons. Council would like to bring it to workshop.

Adjournment

Councilor Hodges moved, Councilor Triglia seconded and Council voted by voice to adjourn the meeting at 9:24 p.m.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2017:

Jake Pieper, Mayor

Teri Davis, City Recorder

CITY OF BROOKINGS
Public Art Committee - September 14, 2016

To inspire art through visual presence and community education

Members present: Chair Judy May-Lopez, Scott Clapson, and Jane Opiat

Also present: Tony Baron, Parks/Tech Services Supervisor

Meeting called to order at 4:03 p.m.

Motion made by Clapson, seconded by Opiat, to approve PAC minutes for August 10, 2016. Motion carried.

Motion made by Clapson, seconded by Opiat, to accept the resignation of Judy May-Lopez at the end of this meeting. Motion carried.

Election of Officers:

Motion made by Opiat and seconded by May-Lopez to approve Clapson as Chair and Opiat as Secretary. Motion carried.

Old Business:

Account Balance - 1,000.00

Mural Reports:

Three murals in process: 630 Fleet Street, Bldg. A, 630 Fleet Street, Bldg. B. and 654 Chetco Avenue.

Discussion continued on future city mural possibilities and a possible presentation to City Council on committee accomplishments.

A second "Chalk Art in the Park" will be scheduled October 9th, 12 noon to 3pm in Azalea Park. Clapson will complete park use permit form for this.

During the October "Second Saturday Art Walk" (Oct. 8) a Mural Celebration may be planned in conjunction with the completion of the mural at 654 Chetco Avenue. May also have city mural tours available during the art walk.

Photo Display at City Hall: Clapson will talk with Pelican Bay Arts Association regarding a historical photo display. Meeting adjourned at 4:40 p.m.

Next meeting scheduled for January 11, 2017 – 4 pm, City Council Chambers

Respectfully submitted,



Scott Clapson, Committee Chair

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – January 19, 2017

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Candice Michel, Bob Pieper, Angi Christian, Skip Watwood and Chair Tim Patterson

Also present: City Recorder Teri Davis

2. APPROVAL OF MINUTES –

- a. Motion made by Candice Michel to approve the minutes of December 15, 2016, motion seconded by Angi Christian and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT

- a. None

4. ACTION ITEMS

- a. Election of Officers** – Candice Michel nominated Skip Watwood as Chair. Bob Pieper seconded the motion. Membership unanimously voted to appoint Skip Watwood to the position of Chair. Candice Michel nominated Angi Christian as Vice Chair. Bob Pieper seconded the motion. Membership unanimously voted to appoint Angi Christian to the position of Vice Chair.
- b. Oktoberfest Event Evaluation** – Mike Frederick presented the evaluation. Estimated attendance was 1000-1200. They returned \$900 of the \$2000 loan. The charity dunk tank was a big success. May need to move the event to the Port due to City park rules about closing at dark. Will not need to request TPAC funds for 2017 Oktoberfest event.
- c. Nature's Coastal Holiday** – No event representative attended to present evaluation. Written evaluation indicates that estimated attendance was 18,767, which is a record attendance. Candice Michel noted that she was "blown away" by the light show.
- D. Coastal Christmas Evaluation** – Bob Pieper presented the evaluation. Estimate is about 200-300 spectators with up to another 100 participants. The event was bigger this year. The parade went well. Changes for next year include having the fire truck approach from a different direction.
- e. Use of Tourism Promotion Budget for Print Advertising** – Teri Davis presented agenda report. Angi Christian, Skip Watwood and Candice Michel all indicated their approval. Bob Pieper was opposed as he feels that sales reps should be more proactive about approaching the city in a more timely manner. Angi Christian encouraged the group to facilitate this advertising. Tim Patterson stated that Gary Milliman can be trusted to make these decisions. He suggested that a caveat be added that this must be approved annually at the beginning of each new budget season.

Candice Michel made a motion to recommend to the City Council that 15 percent of the annually allocated Transient Occupancy Tax (TOT) funds which are budgeted to tourism promotion be set aside for print advertising in the People's Coast Guide and the Oregon Coast Magazine/Mile by Mile Guide and be utilized at the City Manager's discretion, pursuant to the City Manager's established spending limits, and that this approval be brought to TPAC for renewal annually at the beginning of each new budget season. Tim Patterson seconded the motion and the committee voted; motion carried with a 4-1 vote, Bob Pieper voting nay.

5. INFORMATIONAL ITEMS

- a. Oregon Coast Visitors Association (OCVA) – "Go Wild Rivers App"** – Jodi Fritts was unable to attend the meeting; presentation has been postponed until the next meeting.
- b. Print Advertising Moving Forward** – Teri Davis gave summary of the print advertising efforts that are underway.
 - Full page ad sponsorship in the Mile by Mile guide
 - Half page ad in the People's Coast Guide
 - Still seeking advertising partners in order to commit to a full page, five-run ad in the Oregon Coast MagazineBob Pieper indicated a concern that Harbor businesses are not being asked to participate in the advertising.
- d. Budget & Internet Hit Info** – Committee reviewed budget and internet hits documents provided. Funds available for advertising are \$3,280; funds available for events are \$7,257; funds available for capital are \$3,079. Committee members were encouraged to share the city videos on their personal Facebook pages to reinvigorate views.

6. SCHEDULE NEXT MEETING – Next meeting scheduled for Thursday, February 16th at 4 pm.
– Tim Patterson advised that he has requested that a Bed Tax update for the next meeting comparing 2015 to 2016 revenues.

7. ADJOURNMENT – with no further business before the Committee, the meeting adjourned at 4:46 pm.

Respectfully submitted,

Skip Watwood, Chair
(approved at February 16, 2017 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,765,595.00	92,009.06	2,428,511.32	337,083.68	87.8
LICENSES AND PERMITS	106,000.00	8,847.43	50,397.99	55,602.01	47.6
INTERGOVERNMENTAL	218,000.00	7,982.81	57,656.01	160,343.99	26.5
CHARGES FOR SERVICES	159,500.00	14,711.90	119,383.94	40,116.06	74.9
OTHER REVENUE	132,100.00	8,703.43	94,523.09	37,576.91	71.6
TRANSFERS IN	338,456.00	.00	.00	338,456.00	.0
	<u>3,719,651.00</u>	<u>132,254.63</u>	<u>2,750,472.35</u>	<u>969,178.65</u>	<u>73.9</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	22,394.00	1,613.67	12,682.14	9,711.86	56.6
MATERIAL AND SERVICES	14,000.00	400.00	5,362.29	8,637.71	38.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>36,394.00</u>	<u>2,013.67</u>	<u>18,044.43</u>	<u>18,349.57</u>	<u>49.6</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	184,393.00	18,648.03	109,320.74	75,072.26	59.3
MATERIAL AND SERVICES	93,800.00	5,793.76	86,163.81	7,636.19	91.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>278,193.00</u>	<u>24,441.79</u>	<u>195,484.55</u>	<u>82,708.45</u>	<u>70.3</u>
POLICE:					
PERSONAL SERVICES	2,047,855.00	176,368.58	1,179,131.13	868,723.87	57.6
MATERIAL AND SERVICES	166,400.00	16,359.52	101,134.49	65,265.51	60.8
CAPITAL OUTLAY	55,150.00	.00	33,873.43	21,276.57	61.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,269,405.00</u>	<u>192,728.10</u>	<u>1,314,139.05</u>	<u>955,265.95</u>	<u>57.9</u>
FIRE:					
PERSONAL SERVICES	174,117.00	15,348.86	100,611.32	73,505.68	57.8
MATERIAL AND SERVICES	103,500.00	3,000.22	55,927.59	47,572.41	54.0
CAPITAL OUTLAY	45,519.00	.00	38,855.92	6,663.08	85.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>323,136.00</u>	<u>18,349.08</u>	<u>195,394.83</u>	<u>127,741.17</u>	<u>60.5</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	202,191.00	18,222.07	120,825.69	81,365.31	59.8
MATERIAL AND SERVICES	89,600.00	304.42	9,285.39	80,314.61	10.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>291,791.00</u>	<u>18,526.49</u>	<u>130,111.08</u>	<u>161,679.92</u>	<u>44.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	172,655.00	15,736.55	117,972.33	54,682.67	68.3
MATERIAL AND SERVICES	70,400.00	6,431.75	114,935.46	(44,535.46)	163.3
CAPITAL OUTLAY	650.00	4,031.88	29,338.16	(28,688.16)	4513.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>243,705.00</u>	<u>26,200.18</u>	<u>262,245.95</u>	<u>(18,540.95)</u>	<u>107.6</u>
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	180,610.00	16,801.85	104,039.96	76,570.04	57.6
MATERIAL AND SERVICES	33,000.00	4,165.69	16,386.71	16,613.29	49.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>213,610.00</u>	<u>20,967.54</u>	<u>120,426.67</u>	<u>93,183.33</u>	<u>56.4</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,263.00	.00	48,200.53	6,062.47	88.8
MATERIAL AND SERVICES	36,000.00	.00	16,202.57	19,797.43	45.0
CAPITAL OUTLAY	4,300.00	.00	.00	4,300.00	.0
	<u>94,563.00</u>	<u>.00</u>	<u>64,403.10</u>	<u>30,159.90</u>	<u>68.1</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	144,000.00	4,838.02	56,890.76	87,109.24	39.5
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
	<u>998,854.00</u>	<u>4,838.02</u>	<u>56,890.76</u>	<u>941,963.24</u>	<u>5.7</u>
	<u>4,749,651.00</u>	<u>308,064.87</u>	<u>2,357,140.42</u>	<u>2,392,510.58</u>	<u>49.6</u>
	<u>(1,030,000.00)</u>	<u>(175,810.24)</u>	<u>393,331.93</u>	<u>(1,423,331.93)</u>	<u>38.2</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	467,000.00	31,633.50	206,012.19	260,987.81	44.1
OTHER REVENUE	12,750.00	.00	4,810.12	7,939.88	37.7
TRANSFER IN	.00	.00	.00	.00	.0
	<u>479,750.00</u>	<u>31,633.50</u>	<u>210,822.31</u>	<u>268,927.69</u>	<u>43.9</u>
 <u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	201,432.00	16,250.43	114,181.96	87,250.04	56.7
MATERIAL AND SERVICES	193,400.00	9,825.08	86,240.53	107,159.47	44.6
CAPITAL OUTLAY	101,300.00	4,132.85	20,455.04	80,844.96	20.2
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>30,208.36</u>	<u>220,877.53</u>	<u>443,872.47</u>	<u>33.2</u>
	<u>664,750.00</u>	<u>30,208.36</u>	<u>220,877.53</u>	<u>443,872.47</u>	<u>33.2</u>
	<u>(185,000.00)</u>	<u>1,425.14</u>	<u>(10,055.22)</u>	<u>(174,944.78)</u>	<u>(5.4)</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	3,368.03	24,412.34	(24,412.34)	.0
CHARGES FOR SERVICES	1,607,000.00	117,373.47	976,231.32	630,768.68	60.8
OTHER INCOME	42,000.00	2,985.00	34,333.17	7,666.83	81.8
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,649,000.00</u>	<u>123,726.50</u>	<u>1,034,976.83</u>	<u>614,023.17</u>	<u>62.8</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	369,885.00	30,186.59	196,240.19	173,644.81	53.1
MATERIAL AND SERVICES	201,900.00	10,937.39	98,879.75	103,020.25	49.0
CAPITAL OUTLAY	59,900.00	398.39	30,744.05	29,155.95	51.3
	<u>631,685.00</u>	<u>41,522.37</u>	<u>325,863.99</u>	<u>305,821.01</u>	<u>51.6</u>
WATER TREATMENT:					
PERSONAL SERVICES	299,564.00	27,583.31	176,280.33	123,283.67	58.9
MATERIAL AND SERVICES	195,300.00	14,170.09	122,518.84	72,781.16	62.7
CAPITAL OUTLAY	35,400.00	398.39	5,173.22	30,226.78	14.6
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>42,151.79</u>	<u>303,972.39</u>	<u>823,342.61</u>	<u>27.0</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>83,674.16</u>	<u>629,836.38</u>	<u>1,129,163.62</u>	<u>35.8</u>
	<u>(110,000.00)</u>	<u>40,052.34</u>	<u>405,140.45</u>	<u>(515,140.45)</u>	<u>368.3</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	1,099.24	14,760.77	(19,260.77)	328.0
CHARGES FOR SERVICES	3,004,000.00	257,764.90	1,799,570.14	1,204,429.86	59.9
OTHER REVENUE	5,000.00	.00	5,931.11	(931.11)	118.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,004,500.00</u>	<u>258,864.14</u>	<u>1,820,262.02</u>	<u>1,184,237.98</u>	<u>60.6</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	522,442.00	47,736.68	312,664.74	209,777.26	59.9
MATERIAL AND SERVICES	227,700.00	7,559.24	76,961.68	150,738.32	33.8
CAPITAL OUTLAY	40,900.00	803.26	23,055.41	17,844.59	56.4
	<u>791,042.00</u>	<u>56,099.18</u>	<u>412,681.83</u>	<u>378,360.17</u>	<u>52.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	511,268.00	45,354.27	291,843.26	219,424.74	57.1
MATERIAL AND SERVICES	583,400.00	36,909.39	264,255.92	319,144.08	45.3
CAPITAL OUTLAY	24,900.00	398.39	5,173.22	19,726.78	20.8
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>82,662.05</u>	<u>561,272.40</u>	<u>2,456,685.60</u>	<u>18.6</u>
	<u>3,809,000.00</u>	<u>138,761.23</u>	<u>973,954.23</u>	<u>2,835,045.77</u>	<u>25.6</u>
	<u>(804,500.00)</u>	<u>120,102.91</u>	<u>846,307.79</u>	<u>(1,650,807.79)</u>	<u>105.2</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,671.00	16,729.43	468,706.39	9,964.61	97.9
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	1.22	782.74	(282.74)	156.6
	<u>479,171.00</u>	<u>16,730.65</u>	<u>469,489.13</u>	<u>9,681.87</u>	<u>98.0</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	760.00	7,877.66	27,122.34	22.5
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>760.00</u>	<u>7,877.66</u>	<u>661,293.34</u>	<u>1.2</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>760.00</u>	<u>7,877.66</u>	<u>661,293.34</u>	<u>1.2</u>
	<u>(190,000.00)</u>	<u>15,970.65</u>	<u>461,611.47</u>	<u>(651,611.47)</u>	<u>243.0</u>