

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, March 27, 2017, 7:00pm

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

The City Council will meet in Executive Session at 6:00 PM, in the City Manager's office, under the authority of ORS 192.660 (2)(d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations" 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. Ceremonies

1. Earth Day Proclamation [Pg. 3]

E. Resolutions

1. Boys Basketball Championship Resolution
 - a. Resolution 17-R-1098 [Pg. 4]
 - b. News Article [Pg. 5]
2. Azalea Park Ball Fields Reconfiguration Grant Application [Parks, Pg. 6]
 - a. Resolution 17-R-1100 [Pg. 7]
 - b. Azalea Park Reconfiguration – Schematic Plan [Pg. 8]

F. Oral Requests and Communications from the audience

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

G. Staff Reports

1. Transportation System Plan (TSP) Grant Extension [Planning, Pg. 9]
 - a. Agreement Amendment [Pg. 10]
2. Nature's Coastal Holiday TOT Funding Request [City Recorder, Pg. 14]
 - a. Proposal [Pg. 15]
3. Beat the Brewers TOT Funding Request [City Recorder, Pg. 18]
 - a. Proposal [Pg. 19]
4. Nutcracker Event Evaluation [City Recorder, Pg. 21]
 - a. Event Evaluation [Pg. 22]
5. Letter of Support for Port Grant, et al [City Recorder, Pg. 25]
 - a. Draft Letter of Support [Pg. 26]
 - b. Senate Bill 646 [Pg. 27]
6. Council Liaisons [City Recorder, Pg. 29]
 - a. Liaison List [Pg. 31]

H. Consent Calendar

1. Approve Council minutes for March 13, 2017 [Pg. 32]
2. Accept Public Art Committee minutes for February 8, 2017 [Pg. 37]
3. Accept Tourism Promotion Advisory Committee minutes for February 16, 2017 [Pg. 38]
4. Receive monthly financial report for February 2017 [Pg. 39]

I. Remarks from Mayor and Councilors

J. 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.

Proclamation

WHEREAS, Earth Day is observed annually to promote awareness of Earth's life-sustaining ecosystem and the importance of preserving its integrity, through education and wise stewardship; and

WHEREAS, scientific fact is under threat by several lawmakers and business leaders who are turning a blind eye to the impending environmental crisis caused by human actions; and

WHEREAS, life on our planet can be threatened by mankind's failure to take charge and take care of the Earth; and

WHEREAS, to aid these purposes, there is a need for worldwide decisions and a personal commitment by individuals to be responsible trustees of the Earth, in our own area of ability and influence; and

WHEREAS, many years ago Americans joined together to demonstrate concern for the environment, creating an informed public whose collective action resulted in the passage of sweeping new laws to protect our air, water, and land; and

WHEREAS, Earth Day is a national and international call to action for all citizens to join in a global effort to save the planet; and

WHEREAS, Earth Day activities and events will educate all citizens on the importance of acting in an environmentally sensitive fashion by recycling, conserving energy and water, using efficient transportation, and adopting a more ecologically sound lifestyle; and

WHEREAS, Brookings is the site of many important natural areas, water resources, and biological diversity.

NOW, THEREFORE BE IT RESOLVED, that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim

Earth Day in Brookings

BE IT FURTHER RESOLVED, that all citizens are urged to celebrate Earth Day by buying and using only those products least harmful to the environment, and to remind citizens of their vital connection to the natural world around us.

In Witness Whereof, I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 27th day of March, 2017.

RESOLUTION OF COMMENDATION AZALEA MIDDLE SCHOOL BOYS' BASKETBALL TEAM

RESOLUTION 17-R-1098 OF THE CITY COUNCIL OF THE CITY OF BROOKINGS COMMENDING THE AZALEA MIDDLE SCHOOL BOYS' BASKETBALL TEAM UPON THE OCCASION OF ITS TOURNAMENT CHAMPIONSHIP

WHEREAS, the Azalea Middle School Boys' Basketball Team achieved an historic victory by being crowned champions of the 49th Annual Crescent City Jaycees Basketball Tournament; and

WHEREAS, the team is led by Head Coach Jason Fulton; and

WHEREAS, the team finished the tournament with a standing 20-0 winning record, beating a team that had previously had a 76-0 record; and

WHEREAS, this is the first time in 33 years that a Bruins team has been able to claim this victory; and

WHEREAS, the coaching staff has instilled more than just the desire to win in this team, and has, in fact, emphasized teamwork and overcoming adversity.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings does hereby commend Coach Jason Fulton and all the team members of the Azalea Middle School Boys' Basketball Team and wishes to recognize them for their accomplishment, and moreover, encourages all the citizens of Brookings to join in congratulating the team.

Mayor Jake Pieper

Councilor Bill Hamilton

Councilor Brent Hodges

Councilor Roger Thompson

Councilor Dennis Triglia

After 33 years, Bruins once again Jaycee Tournament Champions

Brendan Yu Published Mar 7, 2017 at 07:10PM

Over the weekend, the Azalea Middle School basketball team made history by placing first in the 49th Annual Crescent City Jaycees Basketball Tournament in the AAA division, which is categorized as the tournament's highest skill bracket.

In addition to becoming the first team in 33 years to claim the AAA championship since 1984, the Bruins did so against a Johnson Middle School team that had won its last 76 games, a fact unbeknownst to head coach Jason Fulton at the time.

"I had heard they were undefeated, but I had not heard that they were 76-0," said Fulton, whose team was 19-0 at the time. "It was great, there were two undefeated teams going against each other, and you didn't even realize the refs were there, it was just all about the kids."

The final match was a tightly contested one against Johnson, where the Bruins trailed for the majority of the first half. However, out of the break, Peyton Armentrout sparked an eight-point run off of two threes and a lay-up to propel the Bruins into the lead, which they never relinquished for the rest of the game to win 63-57.

Although the Bruins are currently a perfect 20-0 on the season, they are no stranger to adversity as they have had competed in several other championship games this season that were all decided in the final two minutes.

"That's something we preach to them all the time: adversity grows character," said Fulton. "The adversity we're going to see on the basketball court is not going to be the same that they're going to see in life, so if they can deal with this stuff..."

"We always preach to them, don't worry about the score, because after every quarter the score is always 0-0 so they're not worried about what's going on, and they know they can come back."

Fulton credits their success to how tight-knit the team is- they break out of huddles by shouting "Family!" and ensuring each player understands their role prior to the start of each game, which gives players a tangible goal to focus on, or as Fulton puts it, "something that can be seen."

As a coach, Fulton himself hasn't really changed his approach too much, although some parents have told him he's been more focused and strict this season.

The Bruins are now scheduled to compete in the 2017 Oregon Middle School Basketball Championship, from Mar. 10-12, taking place in Bend, Redmond, and Sisters that will see a total of 187 teams in attendance.


With the Bruins about to embark to the biggest stage of their young careers thus far, the goal still remains the same as it has all season.

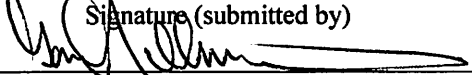
"Whether they are by invitation or they aren't, we're going to go in and play five more games and get five games better, so they are ready when they get to high school," said Fulton.

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Originating Dept: Parks




Signature (submitted by)


City Manager Approval

Subject: Resolution for submission of a Local Government Grant application to the Oregon Parks and Recreation Department (OPRD) for Azalea Park Ball Field Reconfiguration Project – Phase Three

Recommended Motion: Adopt Resolution 17-R-1100 authorizing submission of a Local Government Grant application to the Oregon Parks and Recreation Department for park improvement projects at Azalea Park.

Financial Impact: The total cost for the Azalea Park Ball Field Rehabilitation – Phase Three project is estimated at \$842,000. OPRD is administering the Local Government Grant program requiring a 40% match. If successful, the required match would be \$336,800 to be funded from Capital Projects Reserve Fund.

Reviewed by Finance & Human Resources Director: 

Background/Discussion: Phase three of this four phased project includes the addition of ball field lighting to all three fields as well as parking lot curbing, paving and striping. Phase one and two are currently under construction and partially funded with a combination of City and grant funding. In 2015, The City of Brookings received a \$212,128 grant from OPRD for phase one. In 2017, the City of Brookings was awarded a \$153,000 grant from Regional Solutions for phase two of the project.

Attachment(s):

- a. Resolution 17-R-1100
- b. Azalea Park Reconfiguration – Schematic Plan

CITY OF BROOKINGS

RESOLUTION 17-R-1100

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SUBMISSION OF A LOCAL GOVERNMENT GRANT APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT FOR A BROOKINGS PARKS IMPROVEMENT PROJECT.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Brookings desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements to public park areas; and

WHEREAS, the City Council has identified improvements at Azalea Park as a high priority in the Parks Master Plan and

WHEREAS, the Azalea Park Ball Field Reconfiguration Project – Phase Three will enhance the visitor’s experience; and

WHEREAS, grant funding for the Azalea Park Ball Field Reconfiguration Project – Phase Three will be used to add field lighting and paved parking; and

WHEREAS, the City of Brookings will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

WHEREAS, the City of Brookings hereby certifies that the matching share for this application is readily available at this time;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings, Oregon, does hereby authorize the submission of a Local Government Grant Program application to the Oregon Parks and Recreation Department for the Azalea Park Ball Field Reconfiguration Project – Phase Three, as described herein.

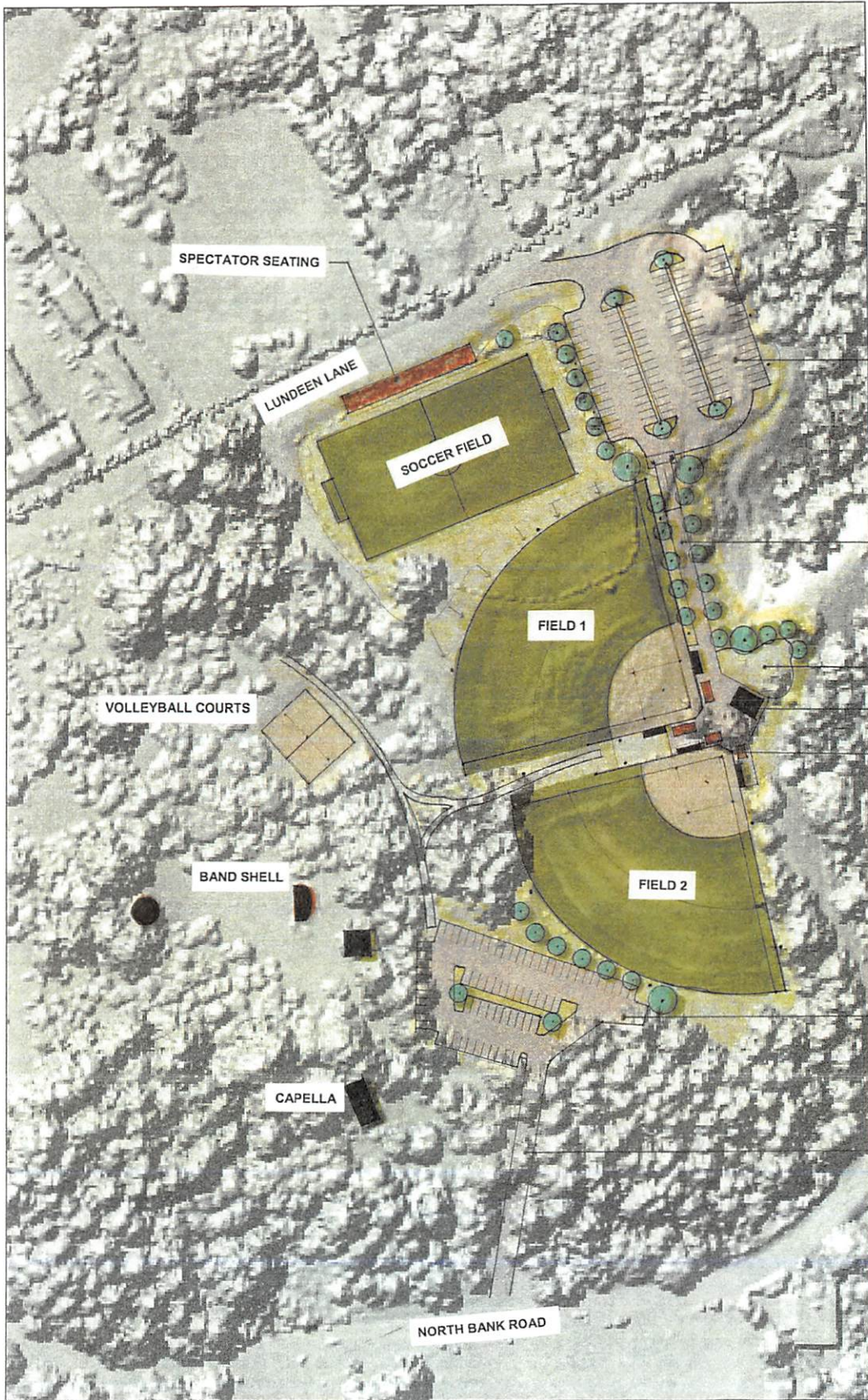
Passed by the City Council _____, 2017 and made effective the same date.

Attest:

Mayor Jake Pieper

City Recorder Teri Davis

AZALEA PARK FIELDS



Legend

- TOWNSHIPS
- CITY LIMITS
- URBAN GROWTH BOUNDARY

PARKING (100)

PAVED PATH

PLAYGROUND / PICNIC AREA

RESTROOM / CONCESSIONS/ STORAGE

SPECTATOR SEATING

PARKING (75)

NORTH BANK ACCESS



0 120 240 360 ft.

Map center: 42° 3' 29.9" N, 124° 16' 23.5" W



Scale: 1:1,200

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

MASTER PLAN

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Donna Colby-Hanks
Signature (submitted by)
[Signature]
City Manager Approval

Originating Dept: PWDS

Subject: Extension of Transportation System Plan (TSP) grant termination date

Recommended Motion:

Authorize the City Manager to execute Amendment No. 5 to extend the termination date to June 15, 2017 for the grant to update the Transportation System Plan.

Financial Impact: None.

Approved by Finance & Human Resources Director: [Signature]

Background/Discussion: The City of Brookings received a Transportation and Growth Management grant funded by Oregon Department of Transportation (ODOT) and Oregon Department of Land Conservation and Development to update the Brookings Transportation System Plan in 2014. An intergovernmental agreement between ODOT and the City was executed to cover the grant.

After two joint City Council/Planning Commission workshops, two public open houses, and numerous meetings of the committees organized to provide input on the project, a draft TSP was provided by Parametrix, the consultant on the project. ODOT has advised that the work order for the consultant, expires on March 31, 2017. This amendment is needed to extend the contract time to June 15, 2017. The additional time is needed to allow Parametrix to address City/ODOT comments on the draft TSP and complete the final TSP. No additional monies are necessary for the time extension.

The final TSP will be considered in a public hearing before Planning Commission. Next it will move to a public hearing before City Council for final approval.

Policy Considerations: The TSP update is consistent with the Council's Strategic Plan, long and short-term Goal 2, improve pedestrian safety and long-term Goal 3, support economic growth by providing infrastructure.

Attachment(s): A. Amendment to Intergovernmental agreement between the City and ODOT

AMENDMENT NO. 5

The State of Oregon, acting by and through its Department of Transportation, hereinafter referred to as "ODOT" or "Agency", and City of Brookings, hereinafter referred to as "City", entered into an intergovernmental agreement on March 13, 2014, Amendment number 1 on April 2, 2015, Amendment number 2 on June 23, 2015, Amendment number 3 on December 17, 2015, and Amendment number 4 on June 23, 2016 (collectively "Agreement"). Said Agreement covers a Transportation and Growth Management grant for City of Brookings, Transportation System Plan Update.

It has now been determined by ODOT and City that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the agreement termination date, and to include an addendum to the Statement of Work. Except as expressly amended below, all other terms and conditions of the Agreement, as previously amended, are still in full force and effect.

Exhibit A, the Statement of Work, shall be amended to include an addendum to the Statement of Work.

Paragraph A of Section 2 (Terms of Agreement); which currently reads:

"Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on March 31, 2017 ("Termination Date")."

Shall be amended to read:

"Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on June 15, 2017 ("Termination Date")."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year hereinafter written.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

STATE OF OREGON, by and through
its Department of Transportation

By _____
Division Administrator, Transportation
Development Division

Date _____

City of Brookings

By _____
Official's Signature

Date _____

Contact Names:

Donna Colby-Hanks
City of Brookings
898 Elk Drive
Brookings, OR 97415
Phone: 541-469-1137
Fax: 541-469-3650
E-Mail: dcolbyhanks@brookings.or.us

Thomas Guevara Jr., Contract Administrator
Transportation and Growth Management
Program
3500 NW Stewart Parkway
Roseburg, OR 97470
Phone: 541-957-3692
Fax: 541-957-6148
E-Mail: thomas.guevara@odot.state.or.us

**Addendum to Exhibit A
Statement of Work
TGM 3A-12
City of Brookings
Transportation System Plan Update**

Consultant Deliverables table shall be deleted in its entirety and replaced with the following:

<i>Task</i>	<i>Description</i>	<i>Total fixed Amount Payable to Consultant Per Deliverable</i>	<i>Schedule</i>
1A	Project Management Teleconferences (up to 18 teleconferences @ \$635 per Teleconference; up to 3 teleconferences @ \$800 per Teleconference)	\$13,830	Ongoing
1B	Initial Working Schedule	\$700	April 2014
	Task Total	\$14,530	
2A	Draft TM #1	\$5,800	April 2014
2B	Methodology Memorandum	\$4,900	April 2014
2C	Draft TM #2	\$16,500	May 2014
2D	Draft TM #3	\$25,250	May 2014
2G	Revised TM #1, TM #2, and TM #3	\$8,150	June 2014
	Task Total	\$60,600	
3A	Draft TM #4	\$21,750	April 2014
3B	Draft TM #5	\$8,800	April 2014
3C	TAC Meeting #1	\$5,400	August 2014
3D	CAC Meeting #1	\$1,100	August 2014
3E	Public Meeting #1 & Joint Planning Commission/City Council Workshop and Summary	\$2,100	August 2014
3F	Revised TM #4 and TM #5	\$9,650	June 2015
3G	Update Draft TM #5	\$19,000	July 2015
	Task Total	\$67,800	
4A	Draft TM #6	\$34,100	January 2016
	TAC Meeting #2	City	January 2016
	CAC Meeting #2	City	January 2016
	Task Total	\$34,100	
5A	Prioritized Project List	\$12,000	July 2016
	Task Total	\$12,000	
	Draft Implementing Ordinances and Code Changes	City	August 2016
6A	Draft Updated TSP	\$51,460	March 2017
	TAC Meeting #3	City	October 2016
	CAC Meeting #3	City	October 2016
	Public Meeting #2	City	October 2016
	Joint Planning Commission / City Council Workshop	City	October 2016
6B	Adoption Draft Updated TSP	\$9,500	April 2017

Amendment No. 5
TGM Grant Agreement No. 29875
TGM File Code 3A-12
EA# TG13LA24


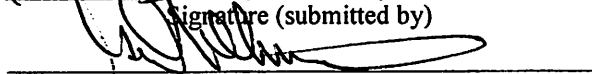
	Task Total	\$60,960	
	PROJECT TOTAL	\$249,990	

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject: Transient Occupancy Tax Fund Allocation for Nature's Coastal Holiday

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee: Motion to allocate \$1,000 in Transient Occupancy Tax revenues in the form of a grant to the Nature's Coastal Holiday light display at Azalea Park.

Financial Impact:

\$1,000 allocated from Transient Occupancy Tax revenues set-aside for tourism promotion.

Background/Discussion:

Nature's Coastal Holiday (NCH) has requested funding of \$6,112 to purchase additional lights, software and controllers for the "Avenue of the Arches" feature at the annual light show at Azalea Park.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their meeting of March 16, 2017. At that meeting, TPAC heard from event organizer Klaus Gielisch who indicated that the event had enough money to fund this purchase, and that the purchase would occur with or without TOT funding. Based on that information, TPAC recommended that the City grant \$1,000 to Nature's Coastal Christmas instead of allocating the full funding amount requested.

The City granted \$4,726 to Nature's Coastal Christmas in 2016 for developing a more secure arch structure and \$3,510 in 2015 for the rehabilitation of lighted bells displayed along Chetco Avenue.

Attachment(s):

- a. Proposal from Nature's Coastal Holiday.

Avenue of the Arches Upgrade

January 13, 2017

The all steel construct of the arches is working out well. No problems were encountered dealing with the weight of itself, plus the additional 4 light controllers and 6,000 lights that were added last year.

I am asking the TPAC committee to consider funding this final phase. Along with the 6,000 white and 6,000 blue lights that currently light the display, there will be an additional 6,000 red and 6,000 green lights. This will bring the structure up to supporting 16 controllers providing 256 channels, with a grand total of 24,000 lights. I have attached the cost sheet.

If funded, I propose that Natures Coastal Holiday provide signage indicating that The City of Brookings is sponsor to The Avenue of the Arches display.

Yours sincerely
Klaus Gielisch
President
Natures Coastal Holiday
541-941-5599

Avenue of the Arches Upgrade Cost sheet

8	16 channel controllers	\$340.00	\$2,720.00
72	green icicle light strings	\$19.00	\$1,368.00
72	red icicle light strings	\$17.00	\$1,124.00
16	10 foot Cat5-E Cables	\$4.00	\$64.00
1	Software upgrade	\$140.00	\$140.00
16	Dongles	\$6.00	\$96.00
1	Shipping		\$500.00
	Total		\$6,112.00

Event Proposal Funding Evaluation

Tourism Promotion Advisory Committee (TPAC)

Event Name: Natures Coastal Holiday

Event Coordinator: Klaus Gielisch **Phone:** 541-941-5599

Event Location: Azalea Park

Event Date: November 24 thru December 26th

Amount Requested? \$6112.00

1. Off-season Event?
(October - April) Yes _____ No _____

2. New Event? Yes _____ No _____

3. Multi-day Event? Yes _____ No _____

If yes,
how many? _____

4. Target Market?
(Circle all that apply)

Rogue Valley	Foodies	Water Sports Enthusiasts
Northern California	Shoppers	Golfers
International	Music Enthusiasts	Bicyclists
Families	Prospective Residents	Beachcombers
Seniors	Prospective Businesses	Fishing Enthusiasts
Couples	Median Income	Sports (tournaments)
RVers	High Income	Spectators/Festival goers

5. Estimated Attendance? >150 _____ <150 _____


6. Does proposal include an advertising/promotion plan?


Yes _____ No _____

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject: Transient Occupancy Tax Fund Allocation for Beat the Brewers Relay Run & Block Party

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee: Motion to allocate a \$3,000 advance from Transient Occupancy Tax revenues to the Beat the Brewers Relay Run & Block Party event.

Financial Impact:

\$3,000 allocated from Transient Occupancy Tax revenues set-aside for tourism promotion.

Background/Discussion:

Mike & Alex Frederick, organizers of the Beat the Brewers Relay Run & Block Party have requested funding in the amount of \$3,000 to assist them with event seed money. Mr. Frederick has indicated that the funds could be provided as an advance. He has also stated that this will be the last time that they will request TOT funding for this event.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their meeting of March 16, 2017. At that meeting, TPAC recommended providing \$3,000 in TOT funding to the Beat the Brewers Event as an advance, with the expectation that the funds will be repaid if profits allow it.

The City granted \$3,000 to Beat the Brewers in 2016. The event had a participation of 400-500 people with approximately 15% being from outside the area.

Attachment(s):

- a. Proposal from Beat the Brewers

Event Title: Beat The Brewers ^{Relay Run} & Block Party Amount Requested \$ 3000⁰⁰

Event Description: Relay Fun Run & Block party
Food, beer, ^(breweries) music, games, prizes, kid stuff, vendors

Event Date/s: ~~4/22/17~~ 4/22/17

Location: Azalea Park Location secured? Yes No

Event Goals: Increase run and block party participation by 80%, and bring more visitors to Brookings

Please explain how this event will be sustained after the first year: After this year, the 2nd year, we plan to not ask for help. Our growth on other events supports this plan

Sponsors/Investors: Chetco Brewing Co.,

Budget			
Income		Expenses	
Fees Collected	\$ 1785	security	400
Admissions	\$ —	Facility/Venue Costs	\$ 515
shirt sales		music	2000
Concessions	\$ 200	Insurance	\$ 120
sponsors	\$ 1500	tent	2000
Vendor Fees	\$ 850	Advertising	\$ 1500
		event and	
		run course Supplies	\$ 330
		glasses,	
		shirts	\$ 900
		games ^{booth}	700
		prizes ^{house}	\$ 300
TOTAL	\$ 4335	TOTAL	\$ 8765

Methodology for evaluating events success in terms of bringing visitors to the Brookings area: Review addresses of run entrants
Review addresses when I.D. is checked
Point of Sale Credit card tracking, and checking I.D. for alcohol

Contact Person: Alexandra Frederick Phone: 541 661-3586

Organization: Chetco Brewing Company Address: 16883 Yellowbrick Rd

If more space is required please attach additional pages

Event Proposal Funding Evaluation

Tourism Promotion Advisory Committee (TPAC)

Event Name: Beat the Brewers Relay Run & Block Party

Event Coordinator: Alex Carr Frederick **Phone:** 541-661-3586

Event Location: Azalea Park

Event Date: April 22, 2017

Amount Requested? \$3,000

1. Off-season Event? Yes _____ No _____
 (October - April)

2. New Event? Yes _____ No _____

3. Multi-day Event? Yes _____ No _____

If yes,
 how many? _____

4. Target Market? Rogue Valley Foodies Water Sports Enthusiasts
 (Circle all that apply)

 Northern California Shoppers Golfers

 International Music Enthusiasts Bicyclists

 Families Prospective Residents Beachcombers

 Seniors Prospective Businesses Fishing Enthusiasts

 Couples Median Income Sports (tournaments)

 RVers High Income Spectators/Festival goers

5. Estimated Attendance? >150 _____ <150 _____

6. Does proposal include an advertising/promotion plan?


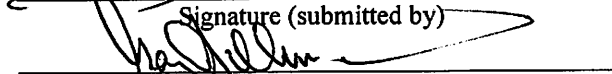
 Yes _____ No _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject:
Nutcracker Event Evaluation

Recommended Motion:
Motion to accept the Nutcracker Event Evaluation report.

Financial Impact:
Funding was already allocated for this project.

Background/Discussion:
At the October 10, 2016 City Council meeting, Council authorized an agreement with the Wild Rivers Coast Foundation for Dance to provide \$5,000 in Transient Occupancy Tax funding for the Nutcracker Ballet event.

The ballet organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee. They indicate that the TOT funds were used for venue costs, advertising and payment to professional guest dancers.

Total attendance was 436. The organization has attempted to extrapolate numbers regarding sales of tickets to those from outside the area utilizing several measures. They have reported an estimate of between 100 to 120 (approximately 25%) of the patrons being from outside of Brookings.

Organizers did not report net income.

Attachment(s):
a. Event Evaluation



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1102 Fax (541) 469-3650

Tourism Promotion Special Event Program

Event Evaluation Report Form

Within three (3) months of completing the event, the following information must be provided and returned to Lauri in Visitor Center.

Event Title: The Nutcracker Ballet Completion Date: December 18, 2016
 Contact Person: Jan Barbas Phone: 801 755-9067
 Amount Awarded: \$5000⁰⁰

1. How was the funding used? (Examples: "Purchase flyers - \$___," or "Purchase advertising in [name of publication] - \$___." Detailed receipts are not required).

See Attached

2. How many people attended the event (participation/spectators)? Approximately how many of these were from outside Curry County? Include results as defined in Applicant's proposed methodology.

See Attached

Note: Failure to submit this report to the City within the allotted time (three months from approved event completion) will eliminate your organization from future consideration for funding under this program.

Signed: *[Signature]* Dated: 3/1/2017

Organization: Wild Rivers Coast Foundation for Dance

1. Funding was used for venue costs, advertising, and bringing in guest dancers.

Venue costs, including space rental, bringing in a sound and lighting system, and outfitting the venue with a dance floor and curtains were \$4051.44

Two guest dancers were brought in at a cost of \$1372.70

\$679.13 were expended on Facebook Advertising. This advertising was targeted geographically. One demographic was comprised by the area from Langlois, OR to Klamath, CA and Agness, OR basically along the coast, and another demographic was comprised of Cave Junction, Grants Pass, Medford and Ashland basically in the Rogue River Valley I-5 Corridor. Ads were composed specifically to conform with the different contexts in which these demographics are situated.

We also expended \$165 for posters which were provided to businesses from Gold Beach to Crescent City.

Although not related to expenditure of TPAC funds, we wish to provide a more complete description of our advertising efforts:

A Facebook page and event were established and custom art was developed. Free, "organic" advertising efforts on Facebook were utilized. Ads were posted in various local Facebook groups in accordance with group rules. Groups in the I-5 valley region received a message promoting the synergy of the main street lighting project, the Nature's Coastal light show in Azalea Park, and The Nutcracker. They also got updates about the great weather we had for the show.

Donors, Gary and Carolyn Milliman, provided \$500.00 towards advertising in the Curry Coastal Pilot and Del Norte Triplicate. The Pilot was offering incentives and non-profit pricing and we believe that in fact well over \$1000.00 advertising value was obtained.

We posted on Wild Rivers Connect's website, and also our online ticket sales website, Brown Paper Tickets.com functioned as web advertising.

2. Four hundred and thirty-six tickets were sold for four shows, an average of 109 tickets per show.

Collection of definitive demographic data proved difficult. People purchasing through our online tickets seller, Brown Paper Tickets, were asked to provide their location, but this was confounded by several factors:

1. In some cases a local party purchased tickets for incoming family.
2. Online sales accounted for 21% of total ticket sales, a relatively small portion
3. Online ticket sales may have disproportionately reflected distant sales since travelers were likely less able to purchase at our local brick and mortar agent, Wright's Custom Framing.

Results of the questionnaire indicate that 16 of 88 (18% of) tickets sold on Brown Paper Tickets were purchased from outside of Curry and Del Norte Counties.

Extrapolating this measure to all sales is one way to gain a rough estimate of out of area sales, eg if 18% of all ticket sales were to travelers then 79 persons attended from out of town.

We were unable to obtain demographic from Wrights and from at the door sales, which were the bulk of sales. However we did ask for a show of hands at each performance. Approximately 20 to 40 persons at each show indicated that they were attending from out of town. Using 30 per show as a reasonable estimate, that would be 120 out of town attendees, which is a higher estimate than generated from the Brown Paper Tickets data.


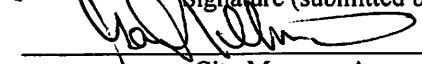
We think the show of hands was the more reliable method. And therefore conclude that Factor 1 was likely more significant than Factor 3 in confounding the Brown Paper Tickets data, eg. local buying for out of town family was more important than the potential for more out of town people to use on line ticketing than local people. We feel confident that between 100 and 120 out of town attendees were present.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Originating Dept: City Recorder


Signature (submitted by)

City Manager Approval

Subject: Letter of Support for the Port of Brookings-Harbor Oregon State Marine Board (OSMB) grant application and for passage of Senate Bill 646.

Recommended Motion:

Motion to direct staff to prepare a letter to the Oregon State Marine Board in support of the Port of Brookings-Harbor's grant application and in support of passage of Oregon Senate Bill 646.

Background/Discussion:

The City of Brookings has been asked by Gary Dehlinger of the Port of Brookings-Harbor to draft a letter to the OSMB supporting the Port's grant application and supporting Oregon Senate Bill 646 (SB 646).

The bill authorizes the use of \$3 million in lottery bonds to be deposited into the Brookings Harbor Dock Fund; the monies therein to be used for the purpose of repairing and improving docks, marine infrastructure, and port facilities owned by the Port.

SB 646 is the second phase of multiple phases to upgrade and reconstruct the commercial fishing industry receiving docks, repair infrastructure, and provide resiliency to natural disasters. The first phase, soon to be completed, reconstructed 180-feet of dilapidated receiving docks for the new \$10 million state-of-the-art seafood processing facility that has created 40 new family-wage jobs and has increased the economic development of the community, the commercial fishing industry, and the South Coast Oregon Regional economy.

Phase II will repair 100 feet of broken, unusable commercial receiving dock for Pacific Seafood. The reconstruction of this broken section of receiving dock will create 20-30 family-wage jobs and continue to support the local economy.

Staff recommends issuing a letter of support for the Port of Brookings-Harbor Oregon State Marine Board grant application and for passage of Senate Bill 646.

Attachments:

- a. Draft Letter of Support
- b. Senate Bill 646

March 27, 2017

OSMB
P.O. Box 14145
Salem, OR 97301
Attn: Janine Belleque, Boating Facilities Manager

Ms. Belleque:

Please consider this correspondence as the City of Brookings' support for both Senate Bill 646 and for the Port of Brookings-Harbor's grant application to the Oregon State Marine Board.

The Port of Brookings-Harbor and the City of Brookings' economies are closely tied. Improvements to the docks, marine infrastructure, and port facilities will benefit both communities; therefore, the City of Brookings heartily supports this funding request.

We appreciate your consideration of our letter of support when making your determination regarding the grant application.

Sincerely,

Jake Pieper
Mayor

Senate Bill 646

Sponsored by Senator KRUSE, Representative SMITH D, Senator ROBLAN; Representatives GOMBERG, MCKEOWN

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Authorizes issuance of lottery bonds for purpose of repairing and improving docks, marine infrastructure and facilities owned by Port of Brookings Harbor.
Declares emergency, effective July 1, 2017.

A BILL FOR AN ACT

1
2 Relating to lottery bonds; creating new provisions; amending section 28a, chapter 812, Oregon Laws
3 2015; and declaring an emergency.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1. (1) For the biennium beginning July 1, 2017, at the request of the Oregon**
6 **Department of Administrative Services, after the department consults with the Oregon**
7 **Business Development Department, the State Treasurer is authorized to issue lottery bonds**
8 **pursuant to ORS 286A.560 to 286A.585 in an amount that produces \$3,000,000 in net proceeds**
9 **and interest earnings for the purpose described in subsection (2) of this section, plus an ad-**
10 **ditional amount estimated by the State Treasurer to be necessary to pay bond-related costs.**

11 **(2) Net proceeds of lottery bonds issued under this section in an amount sufficient to**
12 **provide \$3,000,000 in net proceeds and interest earnings must be transferred to the Oregon**
13 **Business Development Department for deposit in the Brookings Harbor Dock Fund estab-**
14 **lished under section 28a, chapter 812, Oregon Laws 2015, for distribution to the Port of**
15 **Brookings Harbor for the purpose of repairing and improving docks, marine infrastructure**
16 **and facilities owned by the port.**

17 **(3) The Legislative Assembly finds that the use of lottery bond proceeds will create jobs,**
18 **further economic development, finance public education or restore and protect parks,**
19 **beaches, watersheds and native fish and wildlife, and is authorized based on the following**
20 **findings:**

21 **(a) Docks, marine infrastructure and port facilities are an integral part of the commer-**
22 **cial and industrial infrastructure of this state.**

23 **(b) Repair and improvement of docks, marine infrastructure and port facilities will pro-**
24 **mote economic development within this state.**

25 **SECTION 2. Section 28a, chapter 812, Oregon Laws 2015, is amended to read:**

26 **Sec. 28a. (1) The Brookings Harbor Dock Fund is established in the State Treasury, separate**
27 **and distinct from the General Fund. Interest earned on moneys in the Brookings Harbor Dock Fund**
28 **shall be credited to the fund. The Brookings Harbor Dock Fund consists of moneys deposited in the**
29 **fund under section 28, chapter 812, Oregon Laws 2015, [of this 2015 Act] and section 1 of this**
30 **2017 Act and may include fees, revenues or other income deposited into the fund by the Legislative**

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted.
New sections are in boldfaced type.

1 Assembly.

2 (2) Moneys in the fund are continuously appropriated to the Oregon Business Development De-
3 partment for purposes described in section 28, chapter 812, Oregon Laws 2015, [*of this 2015 Act*]
4 and section 1 of this 2017 Act.

5 **SECTION 3. This 2017 Act being necessary for the immediate preservation of the public**
6 **peace, health and safety, an emergency is declared to exist, and this 2017 Act takes effect**
7 **July 1, 2017.**


8


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 27, 2017

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject: Council Liaisons

Recommended Motion: Motion to assign Councilors to attend various commission, committee and intergovernmental agency meetings and report back to the City Council on activities of those organizations when applicable to City affairs.

Background/Discussion:

Some years ago the City Council assigned members of the City Council as ‘liaisons’ to various Council-appointed commissions and committees. These liaisons attended commission/committee meetings, interacted with members of those commissions/committee members in clarifying Council policy, and periodically reported back to the Council. Mayor Pieper has proposed re-establishing liaisons, and this matter was discussed at the March 13 City Council meeting where staff was directed to create a system of assigning liaisons.

Council-appointed City commissions and committees include:

- Planning Commission
- Parks and Recreation Commission
- Public Art Committee
- Tourism Promotion Advisory Committee

In addition to commission/committee liaisons, the City Council has expressed an interest in designating a ‘liaison’ as representative to the following intergovernmental boards and commissions:

- Border Coast Regional Airport Authority (BCRAA) (current City representative is Mayor Pieper; City Manager is the alternate)
- Brookings Harbor Port District
- Brookings Harbor School District
- Curry County Board of Commissioners
- Curry County Recycling
- Harbor Sanitary District
- Household Hazardous Waste Steering Committee
- League of Oregon Cities (voting delegate)
- Sudden Oak Death Task Force

Staff has compiled a list of the committees and agencies in which Council has indicated an interest in participating; the list includes meeting place and frequency. The list was previously disseminated to Council and is also attached here.

Attachment(s):

- a. List of commissions, committee and intergovernmental organizations with meeting dates/times.

COUNCIL LIASIONS

Organization	Member	Liaison	Appointee	Alternate	When	Where
Border Coast Regional Airport Authority	X		J Pieper	G Milliman	Monthly/1st Thurs, 2pm	981 H Street, Crescent City
Brookings/Harbor School District 17C		X			Monthly/3rd Wed, 6pm	K-School
Curry County Commission		X			1st & 3rd Wed/10am	Courthouse Annex, GB
Curry County Recycling		X			3rd Tues, 1st month of each quarter; 10 a.m. - 12 p.m.	Curry County Commissioners Hearing Room
Harbor Sanitary District	X				No set dates/times	No set location
Household Hazardous Waste (HHW) Steering Committee	X				As Needed	Coos County (can be attended via phone)
League of Oregon Cities Voting Delegate	X				Annual	NA
Parks and Recreation Commission		X			Bi-monthly/3rd Thurs, 7pm	Chambers
Planning Commission		X			Monthly/1st Tues, 7pm	Chambers
Port of Brookings Harbor		X			Monthly/3rd Tues, 7pm	Port Office
Public Art Committee		X			Monthly/2nd Wed, 4pm	Chambers
Sudden Oak Death Task Force	X				As Needed	Varies/Statewide
Tourism Promotion Advisory Committee		X			Monthly/3rd Thurs, 4pm	Chambers

City of Brookings
CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, March 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, Roger Thompson, 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, Planning Manager Donna Colby-Hanks, Parks Supervisor Tony Baron, and City Recorder Teri Davis.

Media Present: Jane Stebbins was present

Others Present: Six audience members.

Addition to Agenda

Salmon Season Support Resolution

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "yea" from Student Ex Officio Bailey to add Staff Report Item #4 Salmon Season Support Resolution 17-R-1099 to the agenda.

Appointments

Reappoint Gerald Wulkowicz to Planning Commission

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "yea" from Student Ex Officio Bailey to reappoint Gerald Wulkowicz to Planning Commission.

Scheduled Public Appearances

Gerald Wulkowicz, Planning Commission Chair presented the Planning Commission Annual Report.

Councilor Triglia moved, Councilor Thompson seconded and Council voted unanimously, with an advisory "yea" from Student Ex Officio Bailey to accept the Planning Commission annual report.

Oral Requests and Communications from the audience

- Michael Frederick of 16883 Yellowbrick Rd. addressed Council regarding support for Food Cart/Truck legislation
- David Allen of the Brookings Harbor Chamber of Commerce invited Council and staff to the Azalea Festival Parade.

Staff Reports

Acceptance of the Committee for Citizen Involvement (CCI) annual report

Planning Manager Colby-Hanks presented the staff report.

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously, with an advisory “yea” from Student Ex Officio Bailey to accept the CCI annual report.

Railroad Street Update

City Manager Milliman presented the staff report.

Council discussed the pros and cons of angled parking versus parallel parking. A majority of the Council agreed that parallel parking was the safest. Councilor Hodges felt angled parking was more efficient.

Mr. Milliman also informed the Council about issues that have arisen that will inhibit the ability to stripe a bike lane. Alternative sidewalk options such as removing the center turn lane or flipping the sidewalks were presented.

Mayor Pieper noted that losing the center turn lane defeated the purpose of the project. He also said that having the bike lane on the east side of the road made the most sense.

No Council action was taken.

Chetco Point Trail Improvements

City Manager Milliman presented the staff report. Mr. Milliman thanked Parks Supervisor Tony Baron for his creativity with this project.

Council indicated its pleasure with the project concept and expressed its gratitude to the benefactor.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously, with an advisory “yea” from Student Ex Officio Bailey to approve the Chetco Trail Improvement Project as presented at the City Council meeting of March 13, 2017.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously, with an advisory “yea” from Student Ex Officio Bailey to authorize the City Manager to execute Agreement for the Use of Funds for the Chetco Point Trail Improvement Project with Lela E. Wagner.

Salmon Season Support Resolution 17-R-1099

City Manager Milliman presented the staff report.

Councilor Thompson pointed out that the September dates adversely affect the Slam'n Salmon event and would like the support resolution to request the dates be modified from September 2-4 to September 1-3.

Councilor Triglia raised concerns about the two agencies, which determine the fishing season, seem to be at odds. He referenced research from the Pacific Fishery Management Council website (entered into record and attached to the file copy of the agenda packet.)

Councilor Thompson provided an explanation of how the program works.

Mayor Pieper emphasized how important these dates are to the economy of the City.

City Manager Milliman suggested that he could amend the resolution to request the date change.

Councilor Hodges moved, Councilor Thompson seconded and Council voted 4-1, with Councilor Triglia voting "Nay" and with an advisory "yea" from Student Ex Officio Bailey to adopt Resolution 17-R-1099 supporting a modified "Option 1" ocean Salmon season for 2017.

Municipal Judge Agreement

City Manager Milliman presented the staff report.

Mayor Pieper thanked Judge Harper for his many years of service.

Councilor Triglia moved, Councilor Thompson seconded and Council voted unanimously, with an advisory "yea" from Student Ex Officio Bailey to authorize the City Manager to execute Agreement for Services Municipal Judge with Richard Harper.

Fee Waiver for Bishop Alley Vacation

City Manager Milliman presented the staff report.

City Council discussed the pros and cons of the fee waiver. Mayor Pieper supported the item.

Mayor Pieper moved to waive the fee for the Bishop vacation application. No second followed. Motion failed.

Fee Waiver for Elmo Williams Day Event

City Manager Milliman presented the staff report.

Councilor Thompson moved, Councilor Hodges seconded and Council voted unanimously, with an advisory "yea" from Student Ex Officio Bailey to waive fees for the use of the Capella for the Elmo Williams Day event.

Strategic Plan Update

City Manager Milliman presented the staff report.

Mayor Pieper reiterated his desire to improve the availability of nighttime park use and that simply adding lighting to the parks wasn't the only mechanism needed to accomplish it. He also noted that staff has reservations regarding the parks being open at night.

Council discussed the issues of safety and liability and the structure of nighttime park use regulations.

Public Works and Development Director Paul Stevens advised the Council that Parks Supervisor Tony Baron was working on a Parks Special Events policy which will be brought to Workshop next month.

City Manager Milliman advised that he could add a line to Strategic Plan Goal 2 Objective 6.1 making parks available for nighttime use.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "yea" from Student Ex Officio Bailey to approve revised 2015-17 Strategic Plan with the addition.

Council Liaisons

City Manager Milliman presented the staff report.

Mayor Pieper explained how this program had worked several years ago. He cautioned Council about not interfering in or trying to steer the committee decisions.

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "yea" from Student Ex Officio Bailey to establish a system of City Council liaisons with Councilors to attend assigned commission, committee and intergovernmental agency meetings and report back to the City Council on activities of those organizations applicable to City affairs.

Consent Calendar

1. Approve Council minutes for February 27, 2017

Councilor Thompson pointed out an error in the minutes.

Councilor Thompson moved, Councilor Hodges seconded and Council voted unanimously with an advisory "yea" from Student Ex Officio Bailey to approve the February 27, 2017 City Council minutes with correction.

2. Accept Parks & Rec minutes for January 26, 2017

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously with an advisory “yea” from Student Ex Officio Bailey to approve the January 26, 2017 Parks and Rec minutes.

Remarks from Mayor and Councilors

Councilor Hamilton asked the public to please be patient while the work continues on Railroad Street.

Councilor Triglia asked for clarification regarding the status of the Traffic Committee. City Manager Milliman advised that staff is working its way through several changes to the Municipal Code and that the removal of the Traffic Committee would be included in the one overhauling ordinance.

Mayor Pieper noted that complaints from the Railroad Street project are fewer than for other past projects. He reiterated that it is important that Council stick to the plan.

Adjournment

Councilor Hodges moved, Councilor Triglia seconded and Council voted by voice to adjourn the meeting at 8:50 p.m.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2017:

Jake Pieper, Mayor

Teri Davis, City Recorder

CITY OF BROOKINGS
Public Art Committee - February 8, 2017
To Inspire art through visual presence and community education

Members present: Chair Scott Clapson, Jane Opiat, Bob Murdoch

Also present: Tony Baron, Park/Tech Services Supervisor
Teresa Lawson and Dave Lowell, visitors

Meeting called to order at 3:58

Introductions of new PAC member: Bob Murdoch.

Motion made by Scott Clapson, seconded by Bob Murdoch, to approve PA minutes from September 14, 2016. Motion Carried.

Account Balance - \$1,000.00

Mural Reports:

Dave Lowell reported that scaffolding will be going up in the next 2 weeks and both murals: 630 Fleet Street, Bldg. A, and 630 Fleet Street Bldg. B will be installed and ready for unveiling (Possibly in coordinating with March or April Art Walk). Mural at 654 Chetco Avenue has been completed.

Mural at the swimming pool is on hold for now.

Plans for Chalk Art in Stout Park is slated for Spring. Date TBD.

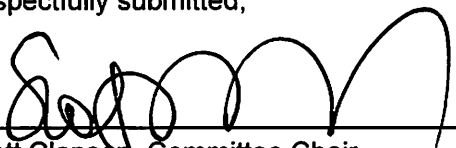
Ideas for a Summer Chalk Event was discussed including scouting for new locations including the frontage road in front of Goodwill.

Discussion continued about reaching out to the Pelican Bay Arts Association Photography Clubs to solicit some interest in completing the Hallway at the Visitor Section of City Hall.

Discussion continued on how best to solicit future artists proposals including outside sculptures.

Next meeting scheduled for March 8, 2017.

Respectfully submitted,



Scott Clapson, Committee Chair
Approved at March 8, 2017 meeting

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – February 16, 2017

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

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

Also present: City Recorder Teri Davis

2. APPROVAL OF MINUTES –

- a. Motion made by Candice Michel to approve the minutes of January 19, 2017, motion seconded by Tim Patterson and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT - None

4. ACTION ITEMS

- a. Vet Fest Additional \$1,000 Return of Loan Funds –** Bill Farrell and Jim Newman addressed the committee advising that they were returning an additional \$1,000 of TOT funding now satisfying the full amount of the \$2,000 loan.

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 and the dollar amounts earmarked.
- Two page spread sponsorship in the Mile by Mile guide - \$2243
 - Half page ad in the People’s Coast Guide - \$1,000
 - Still seeking advertising partners in order to commit to a full page, five-run ad in the Oregon Coast Magazine

- c. TOT Information –** Committee reviewed a comparison of 2015 to 2016 monthly TOT revenues that had been provided by Finance & Human Resource Director Janell Howard.
- It was noted that there was \$20,000 more in gross revenues in 2016 over 2015 (estimates an increase of 200 rooms/nights rentals)
 - Candice commented that we seem to be headed in the right direction

- d. Budget & Internet Hit Info –** Committee reviewed budget and internet hits documents provided. All funds for advertising have been spent or are earmarked; funds available for events are \$7,257 plus \$1,000 from Vet Fest; funds available for capital are \$3,079.

6. SCHEDULE NEXT MEETING – Next meeting scheduled for Thursday, March 16th at 4 pm.

Bob Pieper commented that he would like to come up with an event to improve the TOT revenues in the worst two months (December and January).

7. ADJOURNMENT – with no further business before the Committee, the meeting adjourned at 4:27 pm.

Respectfully submitted,


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

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,765,595.00	64,266.30	2,492,777.62	272,817.38	90.1
LICENSES AND PERMITS	106,000.00	8,664.62	59,062.61	46,937.39	55.7
INTERGOVERNMENTAL	218,000.00	32,778.99	90,435.00	127,565.00	41.5
CHARGES FOR SERVICES	159,500.00	10,016.60	129,400.54	30,099.46	81.1
OTHER REVENUE	132,100.00	7,838.29	106,722.51	25,377.49	80.8
TRANSFERS IN	338,456.00	.00	.00	338,456.00	.0
	<u>3,719,651.00</u>	<u>123,564.80</u>	<u>2,878,398.28</u>	<u>841,252.72</u>	<u>77.4</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	22,394.00	2,068.43	14,750.57	7,643.43	65.9
MATERIAL AND SERVICES	14,000.00	875.00	6,295.58	7,704.42	45.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>36,394.00</u>	<u>2,943.43</u>	<u>21,046.15</u>	<u>15,347.85</u>	<u>57.8</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	184,393.00	15,168.98	124,489.72	59,903.28	67.5
MATERIAL AND SERVICES	93,800.00	8,143.26	94,307.07	(507.07)	100.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>278,193.00</u>	<u>23,312.24</u>	<u>218,796.79</u>	<u>59,396.21</u>	<u>78.7</u>
POLICE:					
PERSONAL SERVICES	2,047,855.00	155,800.54	1,334,946.30	712,908.70	65.2
MATERIAL AND SERVICES	166,400.00	9,560.75	110,695.24	55,704.76	66.5
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>165,361.29</u>	<u>1,479,514.97</u>	<u>789,890.03</u>	<u>65.2</u>
FIRE:					
PERSONAL SERVICES	174,117.00	14,683.54	115,314.88	58,802.12	66.2
MATERIAL AND SERVICES	103,500.00	3,546.19	59,473.78	44,026.22	57.5
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>18,229.73</u>	<u>213,644.58</u>	<u>109,491.42</u>	<u>66.1</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	202,191.00	16,459.26	137,284.95	64,906.05	67.9
MATERIAL AND SERVICES	89,600.00	2,324.24	11,609.63	77,990.37	13.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>291,791.00</u>	<u>18,783.50</u>	<u>148,894.58</u>	<u>142,896.42</u>	<u>51.0</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	172,655.00	14,413.99	132,386.32	40,268.68	76.7
MATERIAL AND SERVICES	70,400.00	5,903.84	120,839.30	(50,439.30)	171.7
CAPITAL OUTLAY	650.00	4,031.88	33,370.04	(32,720.04)	5133.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>243,705.00</u>	<u>24,349.71</u>	<u>286,595.66</u>	<u>(42,890.66)</u>	<u>117.6</u>
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	180,610.00	14,183.08	118,223.04	62,386.96	65.5
MATERIAL AND SERVICES	33,000.00	427.56	16,814.27	16,185.73	51.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>213,610.00</u>	<u>14,610.64</u>	<u>135,037.31</u>	<u>78,572.69</u>	<u>63.2</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,263.00	.00	48,200.53	6,062.47	88.8
MATERIAL AND SERVICES	36,000.00	207.80	16,410.37	19,589.63	45.6
CAPITAL OUTLAY	4,300.00	.00	.00	4,300.00	.0
	<u>94,563.00</u>	<u>207.80</u>	<u>64,610.90</u>	<u>29,952.10</u>	<u>68.3</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	144,000.00	7,209.65	64,150.47	79,849.53	44.6
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>7,209.65</u>	<u>64,150.47</u>	<u>934,703.53</u>	<u>6.4</u>
	<u>4,749,651.00</u>	<u>275,007.99</u>	<u>2,632,291.41</u>	<u>2,117,359.59</u>	<u>55.4</u>
	<u>(1,030,000.00)</u>	<u>(151,443.19)</u>	<u>246,106.87</u>	<u>(1,276,106.87)</u>	<u>23.9</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	467,000.00	53,102.49	259,114.68	207,885.32	55.5
OTHER REVENUE	12,750.00	5,349.00	10,487.28	2,262.72	82.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>479,750.00</u>	<u>58,451.49</u>	<u>269,601.96</u>	<u>210,148.04</u>	<u>56.2</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	201,432.00	14,228.87	128,410.83	73,021.17	63.8
MATERIAL AND SERVICES	193,400.00	4,067.12	90,307.65	103,092.35	46.7
CAPITAL OUTLAY	101,300.00	16,360.15	36,815.19	64,484.81	36.3
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>34,656.14</u>	<u>255,533.67</u>	<u>409,216.33</u>	<u>38.4</u>
	<u>664,750.00</u>	<u>34,656.14</u>	<u>255,533.67</u>	<u>409,216.33</u>	<u>38.4</u>
	<u>(185,000.00)</u>	<u>23,795.35</u>	<u>14,068.29</u>	<u>(199,068.29)</u>	<u>7.6</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	24,412.34	(24,412.34)	.0
CHARGES FOR SERVICES	1,607,000.00	104,536.66	1,080,767.98	526,232.02	67.3
OTHER INCOME	42,000.00	3,560.00	39,198.73	2,801.27	93.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,649,000.00</u>	<u>108,096.66</u>	<u>1,144,379.05</u>	<u>504,620.95</u>	<u>69.4</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	369,885.00	26,942.03	223,182.22	146,702.78	60.3
MATERIAL AND SERVICES	201,900.00	20,591.71	120,114.63	81,785.37	59.5
CAPITAL OUTLAY	59,900.00	10,894.66	41,638.71	18,261.29	69.5
	<u>631,685.00</u>	<u>58,428.40</u>	<u>384,935.56</u>	<u>246,749.44</u>	<u>60.9</u>
WATER TREATMENT:					
PERSONAL SERVICES	299,564.00	23,600.78	199,881.11	99,682.89	66.7
MATERIAL AND SERVICES	195,300.00	10,457.15	132,975.99	62,324.01	68.1
CAPITAL OUTLAY	35,400.00	398.39	5,571.61	29,828.39	15.7
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>34,456.32</u>	<u>338,428.71</u>	<u>788,886.29</u>	<u>30.0</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>92,884.72</u>	<u>723,364.27</u>	<u>1,035,635.73</u>	<u>41.1</u>
	<u>(110,000.00)</u>	<u>15,211.94</u>	<u>421,014.78</u>	<u>(531,014.78)</u>	<u>382.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	14,760.77	(19,260.77)	328.0
CHARGES FOR SERVICES	3,004,000.00	263,518.64	2,062,906.57	941,093.43	68.7
OTHER REVENUE	5,000.00	150.00	7,928.16	(2,928.16)	158.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,004,500.00</u>	<u>263,668.64</u>	<u>2,085,595.50</u>	<u>918,904.50</u>	<u>69.4</u>
 <u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	522,442.00	43,515.53	356,180.27	166,261.73	68.2
MATERIAL AND SERVICES	227,700.00	21,534.03	100,096.68	127,603.32	44.0
CAPITAL OUTLAY	40,900.00	398.39	23,453.80	17,446.20	57.3
	<u>791,042.00</u>	<u>65,447.95</u>	<u>479,730.75</u>	<u>311,311.25</u>	<u>60.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	511,268.00	38,936.81	330,780.07	180,487.93	64.7
MATERIAL AND SERVICES	583,400.00	49,080.16	313,336.08	270,063.92	53.7
CAPITAL OUTLAY	24,900.00	398.39	5,571.61	19,328.39	22.4
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>88,415.36</u>	<u>649,687.76</u>	<u>2,368,270.24</u>	<u>21.5</u>
	<u>3,809,000.00</u>	<u>153,863.31</u>	<u>1,129,418.51</u>	<u>2,679,581.49</u>	<u>29.7</u>
	<u>(804,500.00)</u>	<u>109,805.33</u>	<u>956,176.99</u>	<u>(1,760,676.99)</u>	<u>118.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2017

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,671.00	5,195.46	473,901.85	4,769.15	99.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.54	1,536.00	(1,036.00)	307.2
	<u>479,171.00</u>	<u>5,196.00</u>	<u>475,437.85</u>	<u>3,733.15</u>	<u>99.2</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	.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>.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>.00</u>	<u>7,877.66</u>	<u>661,293.34</u>	<u>1.2</u>
	<u>(190,000.00)</u>	<u>5,196.00</u>	<u>467,560.19</u>	<u>(657,560.19)</u>	<u>246.1</u>

8th Grade Azalea Boys Basketball Team:

Head Coach - Jason Fulton

Assistant Coach - Matt Myers

Assistant Coach - Leonard Taylor

Players:

Derick Bonde

Logan Holler

Hobbes Howard

Junior Nunez

Chase Webster

Payton Armentrout

Oggie Badger

Jomoria Beasley

Andrew Burger

Rylan Bruce

Aden Carpenter

Kayson Christensen

Javon Lindeman

Adam Shew

Christian Steendahl

*** Bart and Linda Burroughs, owners of Dairy Queen, also wanted to congratulate you. When you leave here, stop by Dairy Queen. They are giving each of you a free small blizzard.