

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, February 22, 2016, 7:00pm

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

The City Council will meet in **Executive Session at 6:30pm** in the City Manager's office, under authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law," and ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Reappoint Carol Bayne to the Budget Committee. [pg. 3]
2. Appoint Charles Costello to the Tourism Promotion Advisory Committee. [pg. 6]

E. Public Hearings/Final Orders

1. Continuation of the January 11, 2016 hearing in the matter of LUBA's remand of ANX-1-14 (Mahar/Tribble annexation) to the City's approval to annex approximately 13.33 acres into the City of Brookings. [Advance Packet]

F. Oral Requests and Communications from the audience

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

G. Staff Reports

1. Acceptance of the Committee for Citizen Involvement (CCI) annual report. [Planning, pg. 9]
 - a. Report [pg. 10]

H. Resolutions

1. Resolution 16-R-1070, authorizing submission of a Recreation Trails Program Grant application to the Oregon Parks and Recreation Department for trail improvements at Azalea Park. [Parks pg. 11]
 - a. Resolution [pg. 12]
 - b. Map [pg. 13]
2. Resolution 16-R-1071, authorizing submission of a Local Government Grant application to the Oregon Parks and Recreation Department for park improvement projects at Azalea Park. [Parks pg. 14]
 - a. Resolution [pg. 15]
 - b. Schematic Plan [pg. 16]

I. Consent Calendar

1. Approve City Council minutes for February 8, 2016. [pg. 17]
2. Approve the revised minutes for January, 25, 2016, to include mention of the review of Exhibit E, containing four documents submitted to Council at the time

of the meeting, and to correct the misspelling of Ed Trompke's, Burton Weast's and Steve Klein's names. [pg. 21]

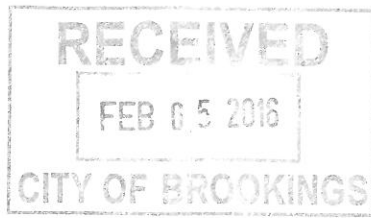
3. Authorize conversion of 71 hours of the City Manager's accrued paid vacation leave to its cash equivalency and deposit said cash equivalency into the City Manager's Health Savings Account. [pg. 27]
4. Accept December 14, 2015 Public Art Committee. [pg. 28]
5. Receive monthly financial report for January, 2016. [pg. 29]

J. Remarks from Mayor and Councilors

K. 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 fourteen days advance notification. Please contact 469-1102 if you have any questions regarding this notice.



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: (541) 469-2163 Fax: (541) 469-3650
www.brookings.or.us

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

PART I. Contact Information:

Name: CAROL BAYNE Date: 2/5/16
Physical Address: 1106 SANDY LANE
Mailing Address: PO B 4029
Email Address: RJB444@outlook.com Phone: 541-469-5059

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

1. Commission/Committee applying for:

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

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

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

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

4. What is your current occupation? _____

NOTES:

(i) Membership requirements:

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

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

(iii) Other restrictions:

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

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

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

*Have over 40 plus years in Accounting
and have been on Brookings Budget Committee
for 3 years*

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

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

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.

Carol Bayne
Applicant (print name)

Carol Bayne
Applicant's Signature

2/5/16
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



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

PART I. Contact Information:

Name: CHARLES J COSTELLO Date: 1-26-2016
Physical Address: 6928 BARWOOD CT BROOKINGS OR
Mailing Address: SAME
Email Address: CHUCK.COSTELLO@GMAIL.COM Phone: 650-339-6010

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

1. Commission/Committee applying for:

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

2. **City residents:** How long have you lived in the City of Brookings? 0/8 (yrs/mths)

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

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

4. **What is your current occupation?** RETIRED - 12 YEARS

NOTES:

(i) *Membership requirements:*

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

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

(iii) *Other restrictions:*

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

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

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

I HAVE TRAVELED TO ALASKA, HAWAII & 20 OTHER STATES OVER THE PAST 10 YEARS AND BELIEVE WORKING TO HELP MAKE THE BROOKINGS / HARBOR AREA A GREATER PLACE TO VISIT WOULD BE A WONDERFUL WAY TO SPEND SOME OF MY TIME.

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

VIET NAM ERA Vet - 8 YEARS 1960 - 1968 USAF SSGT
1969 - 2003 EMPLOYMENT - RAYTHEON, TELEX, GENUITY
DATA CENTER COMMUNICATIONS & MANAGEMENT POSITIONS
MANAGED MEDIUM SIZED DATA CENTERS AND EMPLOYEES.
HIGH SCHOOL GRAD, 2 1/2 YRS USAF TECH SCHOOL
NUMEROUS MANAGEMENT AND FINANCIAL COURSES
WHILE WORKING FOR RAYTHEON, TELEX & GENUITY

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

HAVING SPENT THE PAST 10 OR SO YEARS TRAVELING AROUND THE US I HAVE BECOME VERY INTERESTED IN WHAT MAKES PEOPLE VISIT PLACES & CITIES. BROOKINGS / HARBOR IS A VERY SPECIAL PLACE TO MY WIFE AND I. I THINK BEING A MEMBER OF TEAC WOULD ALLOW ME TO MAKE CONTRIBUTIONS TO HELP MAKE BROOKINGS A SPECIAL PLACE FOR MANY OTHERS.

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

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- 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.

CHARLES H COSTELLO

Applicant (print name)

Charles J Costello

Applicant's Signature

1-26-2016

Date

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CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: February 22, 2016

Donna Colby-Hanks 
Signature (submitted by)

Originating Dept: PWDS/Planning
Dept.


City Manager Approval

Subject: The Committee for Citizen Involvement (CCI) annual report.

Recommended Motion: Motion to accept the CCI annual report for 2015 and direct Staff to forward the report to the County Planning coordinator and the State's Citizen Involvement Advisory Committee as required by Resolution #399.

Financial Impact: None.

Background/Discussion: The Resolution creating the Committee for Citizen Involvement (CCI) requires an annual evaluation of the Citizens Involvement Program and a report to be given to the Planning Commission, Mayor and City Council, the County Planning Coordinator, and the State's Citizen Involvement Advisory Committee. In Resolution 399, the Planning Commission is defined as the CCI.

City staff has been soliciting input from a survey which is mailed to all participants who have engaged in the Planning Commission process. Each year the number of returned surveys increases. The Planning Commission reviewed the report and recommended approval to City Council at their January 5, 2016, meeting. The report is attached.

Policy Considerations: None.

Attachment(s): CCI Annual Report.



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1137 Fax (541) 469-3650

dcolbyhanks@brookings.or.us

TO: Planning Commission
FROM: Donna Colby-Hanks, Planning Manager
DATE: December 23, 2015
RE: Committee for Citizen Involvement 2015

The Resolution creating the Committee for Citizens Involvement (CCI) requires an annual evaluation of the Citizens Involvement Program and a report to be given to the Mayor and City Council, the County Planning Coordinator, and the State's Citizen Involvement Advisory Committee.

Many efforts are made to be sure information concerning meetings, process, and specific applications is available to the public. These efforts include providing hearing notices and/or agendas to several local papers, several radio stations, to the library, posting in City Hall, on the City's website, and mailed to neighbors when a specific property is involved. Contact information is provided and files are available for review at the Planning Department, the public library, City Hall and on the City's web site. The public is able to sign up to receive email or text message notices of Planning Commission meetings, both regular meetings and workshops. There are 51 participants in this program.

In the past year, an open house forum was implemented to have planning staff available for one hour prior to each Planning Commission meeting to meet with interested citizens. The forum was not utilized by the public and was discontinued.

A survey form, designed to evaluate the effectiveness of the citizen involvement program, has been available for the past year at the sign-in table at every Planning Commission meeting and on the City's website. The survey is mailed to all participants in the land use process with the Notice of Decision. With this process, the number of returned surveys continues to increase each year; 14 in 2015, 8 in 2014, and 4 in 2013. Below is a summary of the responses from the surveys.

Summary of key questions:

- Is information concerning meetings, process, and specific applications available to the public?

All 14 responses indicated that the process or criteria were able to be located prior to the Planning Commission meetings or that no efforts were made to obtain the information.

- Were citizens allowed to participate and did the Planning Commission consider their input?

Twelve of the responders indicated that they were allowed to participate while eight felt the Planning Commission considered their comments.

- Did the Planning Commission explain their decision and how it pertains to the applicable policies?

Ten of the responders felt that the Planning Commission accomplished this. However, a revision is being considered to the meeting procedure that will more clearly emphasize that Planning Commission decisions are required to be made based on the criteria. This may help folks to understand that sometimes input is considered but may not be relevant in making decisions.

Recommendation: Motion to accept the CCI Annual Report for 2015 and forward to the City Council.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: 2/22/16

Originating Dept: Parks



Signature (submitted by)

City Manager Approval

Subject: Azalea Park Nature Trail Extension & Improvement Project

Recommended Motion: Adopt Resolution 16-R-1070 authorizing submission of a Recreation Trails Program (RTP) Grant application to the Oregon Parks and Recreation Department for trail improvements at Azalea Park.

Background/Discussion: A resulting spinoff project from the development of a disc golf course at Azalea Park is the nature trails along the south edge of the park. City staff, seasonal employees and volunteers collectively cleared large overgrown areas in order to create the nature trails. Once cleared, trails were plotted and surfaced with surplus mulch collected over the past few years. The trails have been well received by park visitors and are used every day by many.

Staff intends to extend the development of nature trails within and around Azalea Park. Once complete, there will be a one mile and a three quarter mile loop around the park. In addition, the project proposes a connecting trail to the Botanical Garden currently managed by the Garden Club. This connection is identified in the City's Parks Master Plan.

Financial Impact: The total cost for the Azalea Park Nature Trail Extension and Improvement Project is estimated at \$17,680. OPRD is administering the RTP grant program requiring a 40% match. If successful, the required match from City would be \$7,072 to be funded from Parks Capital Improvement Projects Fund.

Attachments:

- a. Resolution 16-R-1070
- b. Azalea Park Nature Trail Map

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 16-R-1070

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SUBMISSION OF A RECREATION TRAIL PROGRAM GRANT APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE AZALEA PARK NATURE TRAIL EXTENSION AND IMPROVEMENT PROJECT.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Recreation Trail Program grant; 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 to the nature trails at Azalea Park as a high priority in the Parks Master Plan; and

WHEREAS, the Azalea Park Nature Trail Extension and Improvement Project will enhance the visitor's experience; and

WHEREAS, grant funding for the project will be used to extend and improve nature trails within Azalea Park; 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 Recreation Trail Program grant application to the Oregon Parks and Recreation Department for the Azalea Park Nature Trail Extension and Improvement Project, as described herein.

Passed by the City Council _____, 2016 and made effective the same date.




Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

Azalea Park Nature Trial

KEY:

-  existing nature trails
-  proposed nature trails
-  portion of trial in progress



Lundeen Road

Azalea Park

formal gardens

bridge

N B Road

crosswalk

Botanical Garden

US 101

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: 2/22/16

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 Two

Recommended Motion: Adopt Resolution 16-R-1071 authorizing submission of a Local Government Grant application to the Oregon Parks and Recreation Department for park improvement projects at Azalea Park.

Background/Discussion: Phase two of this four phased project includes site work to reconfiguration the ball fields to create a dedicated soccer field, add field amenities such as spectator bleachers, benches and trash receptacles, concrete flatwork, and playground equipment. The proposed athletic field reconfiguration (see Attachment c) would reorient field #1, and shift its location to abut field #2. The field area vacated by field #1 would then be redeveloped into a multipurpose field for soccer and other athletic events. The ball fields #1 and #2 will also have the ability to accommodate soccer fields in the outfields.

In 2015, The City of Brookings received a \$212,128 grant from OPRD for phase one of this project.

Financial Impact: The total cost for the Azalea Park Ball Field Rehabilitation – Phase Two project is estimated at \$298,900. OPRD is administering the Local Government Grant program requiring a 40% match. If successful, the required match would be \$119,560 to be funded from Capital Projects Reserve Fund. The required match for this project is also eligible to receive urban renewal funds as well as Parks SDC funds.

Attachment(s):

- a. Resolution 16-R-1071
- b. Azalea Park Reconfiguration – Schematic Plan

CITY OF BROOKINGS
STATE OF OREGON

RESOLUTION 16-R-1071

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SUBMISSION OF A LOCAL GOVERNMENT GRANT APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT FOR PHASE II OF THE AZALEA PARK BALL FIELD RECONFIGURATION 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 Two will enhance the visitor’s experience; and

WHEREAS, grant funding for this project will be used to reconfigure the ball fields allowing additional space for a dedicated soccer field; 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 Two, as described herein.

Passed by the City Council _____, 2016 and made effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

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

City Council Meeting MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, February 8, 2016

Call to Order

Mayor Hedenskog called the meeting to order at 7:02 PM.

Roll Call

Council present: Mayor Ron Hedenskog, Councilors Jake Pieper, Bill Hamilton and Dennis Triglia; a quorum present. Councilor Brent Hodges arrived at 7:10 PM and Ex Officio Nastassia Carrasco was also present.

Staff present: Public Works & Development Director LauraLee Snook, Treatment Plants Supervisor Ray Page and GIS Technician Jordan Fanning.

Others Present: Approximately 4 people were in the audience; no media was present.

Ceremonies/Appointments/Announcements

Mayor Hedenskog moved, a second followed and Council [sans Councilor Hodges who was not yet present] voted unanimously to reappoint Don Vilelle to the Parks and Recreation Commission.

Staff Reports

Authorization to execute an agreement for GIS data sharing with the State of Oregon.

Technician Fanning gave the staff report.

Mayor Hedenskog asked if the City would be sharing sensitive information and Fanning said the City would not have to share anything of that nature. Hedenskog then asked if the County's data would become available through the state system and Fanning said he thought data would be more readily available than it is now, however, he was not sure how some of the data sharing issues with the County would be resolved.

Councilor Hodges arrived at approximately 7:10 PM.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute an agreement with the State of Oregon Geospatial Enterprise Office for sharing of GIS data.

Authorization to execute a contract for replacement of two aeration blowers at the Wastewater Treatment Plant.

Director Snook provided the staff report.

Mayor Hedenskog asked why they had reduced the number of blowers to be replaced from three to two and Supervisor Page said he'd chosen to downscale the project for reasons of energy and cost efficiency.

Councilor Hamilton asked how long the current blowers had been in operation and Page said one had been operating since the late 80's and the other at least since the late 90's.

Councilor Triglia moved, a second followed and Council voted unanimously, with an advisory "Yes" vote from Ex Officio Carrasco, to execute a contract and issue a Notice to Proceed to Pacific Excavation Inc., for the replacement of two aeration blowers at the Wastewater Treatment facility.

Approval to execute an agreement with Chetco Brewing Company for a \$3,000 advance from Transient Occupancy Tax revenues to fund the Zwickle event.

Director Snook presented the staff report.

Mike Frederick, applicant, provided an overview of the event and said the location may move to a City park, and some of the costs had changed. The proposal, he said, represented a best case scenario.

Mayor Hedenskog asked Frederick if they would be providing a report of event costs to Tourism Promotion Advisory Committee (TPAC) after the event, and Frederick said they would.

Councilor Hamilton then asked if any of the \$3,000 would be spent on advertising and Frederick said it would.

Councilor Triglia expressed concern regarding the event's first year profitability, the 3-2 vote on this item, the limited amount of funding remaining in TPAC's fiscal year budget, and possible infringement issues related to the event's name. Triglia recommended that Council have the applicant do some additional research on the number of expected participants, and reapply to TPAC again after July 1st when they received another round of funding.

Councilor Pieper said the staff report was wrong. TPAC, he said, had not approved \$3,000, but something like half of that amount. Triglia said he thought it was a \$3,000 loan and Frederick agreed with Triglia. Pieper then said the name issues were Frederick's concern and this was the kind of off-season event they were looking to fund.

Mayor Hedenskog said it was news to him that this was a loan and asked Frederick if this had been a special deal between him and TPAC. Frederick said TPAC had indicated it was a new program.

Councilor Pieper said he Council may want to check this out with the City Manager, but TPAC did not give loans, and there was no system in place to handle a loan. This, he said, was a grant.

Councilor Hodges said with only four months left in the fiscal year, he would feel more comfortable splitting the amount between two events.

Councilor Hamilton asked about the amount of insurance the applicant was getting for \$210 and expressed concern about the loan aspect in light of the applicant's expectation that they would not make a profit. Alex Carr-Frederick said they were covered for \$1 million.

Mayor Hedenskog said he was not concerned about infringement issues as this was not a City event.

Councilor Pieper moved to appropriate \$3,000 for the "Run [for] the Zwickle" event and authorize the City Manager to execute an agreement with the Chetco Brewing

Company. Councilor Hodges asked to have the motion amended to include that the applicant report and return any profits to the City above the actual cost of the event.

Councilor Pieper moved, a second followed, and Council voted, 4-1, with Mayor Hedenskog and Councilors Pieper, Hodges and Hamilton voting "Yes," Councilor Triglia voting "No," and Ex Officio Carrasco abstaining from casting an advisory vote, to appropriate \$3,000 for the "Run [for] the Zwickle" event and authorize the City Manager to execute an agreement with the Chetco Brewing Company for an advance of \$3,000 with the condition that any income received by the event in excess of the actual cost of the event be returned to the City.

Authorization to issue a Request for Proposals (RFP) for a food and beverage promotional video and allocate \$2,500 in to fund the project.

Director Snook gave the staff report.

Mayor Hedenskog asked if the drone could be used for this purpose and Councilor Hodges said these two items would wipe out the budget.

Councilor Pieper said he was at the last TPAC meeting and nothing was mentioned about an RFP. TPAC, he said, was holding back funds for one more event that was coming down the pipeline.

Discussion ensued regarding the allocation of funds.

In particular, Mayor Hedenskog said the City Manager was asking Council to allocate \$2,500 and Councilor Pieper said the numbers were off; TPAC didn't approve \$3,000 for the previous event, but he wasn't sure what amount had been approved.

Councilor Hodges said the allocation for this event would put TPAC over budget and Councilor Pieper said the City Manager would not have forwarded this to Council if that was the case. Hodges then said it was just an RFP; they weren't actually funding it.

Director Snook said the recommended motion was to allocate the funds, but this would not prevent Council from approving the RFP without the allocation.

Councilor Hodges moved, a second followed and Council voted unanimously to issue a Request for Proposals for a food and beverage video.

Consent Calendar

1. Approve City Council minutes for January 25, 2016.
2. Declare Emmalea Keskeny's seat on the Tourism Promotion Advisory Committee vacant.
3. Accept Parks & Recreation Commission minutes for October 22, 2015.
4. Accept Tourism Promotion Advisory Committee minutes for December 17, 2015.
5. Accept January 2016 Vouchers in the amount of \$184,465.33.

Mayor Hedenskog said Steve Klein had asked for changes to the minutes, one being a misspelling of his name. Councilor Pieper asked if they wanted to include the red highlighted text in Klein's email regarding the letter submitted by Schlumpberger and Councilor Triglia noted that the document was Exhibit E-1. Triglia then pointed out three misspellings of Ed Trompke's name and Mayor Hedenskog said Exhibit E was part of the public record and therefore adding the language suggested by Klein would be

redundant. Hodges said he would be inclined to include the language suggested by Klein and Pieper and Hedenskog concurred.

Councilor Pieper moved, a second followed and Council voted unanimously, with an advisory "Yes" vote from Ex Officio Carrasco, to approve the Consent Calendar, with amendments [to the January 25, 2016 Council meeting] minutes to include Councilor Triglia's spelling errors and also to include the changes in the letter by Steve Klein dated February 8th.

Remarks from Mayor and Councilors

Councilor Hamilton remarked that with the large number of elderly drivers in the City people need to be cautious before jumping or biking into a cross walk and pointed out that people in wheel chairs also need to obey traffic lights.

Councilor Triglia thanked Director Snook, Treatment Plant Supervisor Page, Public Works Supervisor Christensen and Judge Harper for making his first two weeks with the City enjoyable and said, "I think Brookings is very fortunate to have an extremely well-qualified and knowledgeable staff and I for one appreciate your dedication."

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:52 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2016:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

City of Brookings

City Council Meeting MINUTES - Revised

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

Monday, January 25, 2016

Call to Order

Mayor Hedenskog called the meeting to order at 6:03 PM.

Roll Call

Council present: Mayor Ron Hedenskog, Councilors Jake Pieper, Brent Hodges and Bill Hamilton; a quorum present. Councilor Dennis Triglia took his seat on the dais after being sworn in. Ex Officio Nastassia Carrasco was absent.

Staff present: City Manager Gary Milliman, Public Works & Development Director LauraLee Snook, Planning Manager Donna Colby-Hanks, City Attorney Martha Rice, Judge Richard Harper and City Recorder Joyce Heffington. Parks & Technical Services Supervisor Tony Baron was in the audience.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 28 others.

Ceremonies/Appointments/Announcements

Appointment to fill vacant City Council Position #4.

Councilor Pieper moved, a second followed to disqualify Jessica Kensinger as a candidate for Council position #4 for not meeting the residency requirement.

Mayor Hedenskog provided a brief overview of the commitment required and asked the candidates if they would mind waiting outside Chambers during the interview process until their names were called. The candidates agreed to do and once they were out of the room, Council began the interview process.

The four questions below were asked of each candidate:

1. Based on the time commitment required of this position, do you have time to devote to this position and are you willing to commit the time needed to review the materials and attend these meetings?
2. What do you hope to accomplish during your term on the City Council?
3. What do you see as the three most important issues facing the City in the next two years?
4. What differences in the next ten years, if any, would you like to see in City government?

A brief summarization of their responses, by question number, follows:

Adam Briggs:

1. Totally prepared to commit the time
2. Future development , involvement in ensuring even, steady, intelligent, growth
3. Affordable housing, protecting the natural resources, disaster preparedness
4. More celebration of the City's accomplishments

Roger Gilbert

1. No issues

2. Preserve the quality of life, find ways to improve it, provide a richer small business environment, find ways to attract more people, build City pride
3. Infrastructure, financing, find new and creative ways to finance City programs, against debt
4. Find a way to have a cohesive architectural plan for the downtown area to present a better picture to people coming through the City

Gary Klein

1. 100% commitment
2. Police and fire important, everyone playing by the same rules, advocate for the people, make things run more smoothly, give the citizens a fair shake
3. The annexation, police, fire, schools
4. See the City run fairly for everyone, get City in a positive state, paid firemen in 10 years

Richard Monstranski

1. Of course
2. A vision for a vibrant community, residents helping one another, business and job growth, downtown plaza, decrease in crime, affordable housing, infrastructure repaired, multi-field park, park lighting, working with staff to get grants for police, fire and personnel
3. Downtown plan, infrastructure, crime
4. Work for and get input from the citizens, strategic planning/forecast out 20-30 years

Dennis Triglia

1. Absolutely, retired with plenty of time
2. Like to foster discussion toward making an informed decision, sometimes by playing the "devil's advocate"
3. Securing funds for on-going infrastructure and upkeep through grants and other funding mechanisms, paying off the wastewater debt, keeping up with technology for law enforcement and City staff, focusing on the continuing promotion of tourism, increasing the vibrancy of the downtown area, ongoing maintenance of streets, sidewalks and parks
4. Happy with current set-up, maintain the small rural community nature, encourage small business, make it easy for entrepreneurs to get started, encourage more volunteerism, a quality museum and aquarium showcasing local history and marine life

Don Vilelle

1. Yes with a question mark, local government is important but unsure about the time commitment due to other volunteer commitments
2. Want growth but City needs to make sure it has the infrastructure to handle what it already has
3. Infrastructure, disaster preparedness, help people get along, even when they don't see eye to eye, to help the City
4. Look and plan for the future, be open to people coming in from all backgrounds and races, not have the City outgrow itself and lose some of the things that attracted he and his wife to the City; sometimes the City is trying to grow too fast

Following some discussion, Council narrowed the field to Dennis Triglia and Don Vilelle.

Councilor Pieper encouraged the applicants who were not chosen to run for office in the 2016 election. Mayor Hedenskog agreed and pointed out that in over the past 9 years there was only one contested race for a City Council seat.

The two remaining candidates were then asked additional questions. The questions and their responses have been summarized below:

Don Vilelle

What have you learned from your experience on the Parks and Recreation Commission?

Everyone very open, staff and commissioners. Feels he's a good listener, tends not to talk too much, and gets along well with the other commissioners and people in general. Main concern is the time factor. Knows he can do it, but would need to give up something and he enjoys doing what he is currently doing. He would give something up if appointed.

Dennis Triglia

What have you learned from your experience on the Parks and Recreation Commission?

Commission is well run, feel they are friends. Very congenial, listen to input, look at the facts; not a popularity contest. Never has had a problem with the City. Researches everything and bases decisions on facts. Happy to continue serving on the commission if not selected for the position.

If appointed, what are your two most important goals?.

Doing best to balance the budget and doing the best to work with what we have. Trying to come up with alternatives to get funding. Increasing downtown vibrancy and making it more friendly. Local events supported by TPAC have been worthwhile.

Councilor Pieper said Vilelle's long history of volunteerism carried a great deal of weight, however, due to Vilelle's time commitment concerns, he would support Dennis Triglia's appointment.

Mayor Hedenskog said Vilelle had a proven track record and was being honest regarding his concerns.

Councilor Hamilton said he had no doubt that Vilelle would be a good Councilor, but would support Triglia due to Vilelle's time commitment concerns.

Councilor Hodges agreed with concerns regarding Vilelle's time commitment and said he would also support Triglia.

Councilor Hodges moved, a second followed and Council voted unanimously to appoint Dennis Triglia to Council Position #4.

Judge Harper administered the oath of office and Mayor Hedenskog called a five minute break at 7:17 PM while Triglia took his seat on the dais and called the meeting back to order at 7:26 PM.

Public Hearings/Final Orders

Quasi-judicial public hearing on MOD-1-15/MPD-1-04, request to extend the expiration date for the Lone Ranch Master Plan.

Mayor Hedenskog opened the public hearing at 7:27 PM.

Under ex parte, Hedenskog said he had surveyed the property in 1999. Hearing no declarations of conflict or personal interest, or objections as to jurisdiction, City Attorney Rice reviewed the guidelines and Planning Manager Colby-Hanks reviewed the staff report and Exhibit E, provided to Council at the meeting, and including submittals by Charles Schlumpberger, Cameron La Follette, staff and Ed Trompke.

Burton Weast, representing the applicant, provided a brief history of the U.S. Borax/Lone Ranch property and said they were waiting for the market to recover. He said they had already spent \$2 million getting the waterline to the college and \$5 million to date. He said they continued to update the required studies and there had, as yet, been no development.

Ed Trompke, also representing the applicant, said there were no changes and the impacts are very small and while they had requested an extension to 2032, there was no intention to delay until then. He said there were no adjudicated water rights on the Oregon Coast, and no geophysical changes to the property. The only conditions that have changed, he said, are economic conditions.

Mayor Hedenskog asked about the Rainbow Rock Service Association (RRSA) water right and Trompke said he didn't know what it was, but thought it might be a permit to draw the state's water from the pond.

Nathan Francis, Rio Tinto Land Manager for U.S. Borax, said they still found value in the project and were keeping permits active so they could be ready to move forward.

Public Comments:

Steve Klein, 17744 Hwy 101 North, RRSA member, said they were not opposed to the project. He said their water source was run-off; a Department of Environmental Quality delineated water source produced by run-off from 160 acres located in the project and they used the pond as a storage buffer. RRSA, he said, had the right to collect the water. He said at some point the Master Plan of Development (MPD) needed to be reviewed due to changes in State regulations.

A map submitted by Steve Klein, was entered into the record as Exhibit F.

Councilor Hodges asked what the difference was between delineated and adjudicated water sources.

Trompke said a delineation defines a location while an adjudication is a decision by a court or board giving certain rights.

Weast said they had worked with RRSA and they were very cooperative. He said they have provided a stub so that RRSA can hook up to City water if and when it is needed. When the sewer line is completed, he said, due to its proximity to their water source, RRSA may need to hook up City water.

Klein said they appreciated the stub to the water line, but it didn't make sense for them to abandon their water system at this time and RRSA intends to stick with the current water source as long as possible.

Mayor Hedenskog said that if a fire were to run through the property, RRSA would probably need to hook up to City water.

City Manager Milliman said they had an infrastructure financing agreement with U.S. Borax as to how improvements are to be handled.

Councilor Triglia said that 12 years seemed like a long time and questioned why the City should accept the applicant's reasoning for the extension.

Mayor Hedenskog explained that and the MPD is an overview of the development plan and they will need to move through the same hurdles for the property during the Detailed Development Plan (DDP) process.

Councilor Hodges said it would be a huge set-back to the City and the applicant if the extension were not approved.

Councilor Pieper said denying the request would not make the development happen any sooner, and this is a legal process provided to the applicant.

The hearing was closed at 8:20 PM.

Councilor Pieper moved, a second followed and Council voted unanimously to approve File MOD-1-15/MPD-1-04, to modify condition of approval #1 as requested [granting an extension of time] as well as approve the Final Order, Findings of Fact and the revised conditions of approval as provided with the staff report.

Public Comments on non-agenda items

Connie Hunter said she had lost her audience and would have asked the Lone Ranch people to stay so she could ask them for affordable veteran housing. She said the City had gotten close with the NDRC application and thanked everyone for attending the veteran's stakeholders meeting and the City for supporting KCIW.

Staff Reports

Direction regarding the addition of regulations for "abusive solicitation" and "unlawful transfer" to the Brookings Municipal Code (BMC).

Director Snook provided the staff report.

Councilor Triglia said he was concerned that adding these regulations to the BMC could result in a lawsuit. Public safety, he said, didn't trump any constitutional rights.

City Attorney Rice said his concerns were valid and she would like direction from Council to review the ordinance. The laws regarding solicitation, she said, are in flux.

City Attorney Rice was given direction to review the legality of the proposed language.

Approval to proceed with downtown master planning process.

City Manager Milliman presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to proceed with a downtown master planning process as outlined in the January [25], 2016, Council Agenda Report

Resolutions

Resolution 16-R-1069, appointing representatives to the Border Coast Regional Airport Authority.

City Manager Milliman gave the staff report.

Mayor Hedenskog moved, a second followed and Council voted unanimously to reappoint Mayor Hedenskog to the BCRAA Board of Directors and to reappoint City Manager Milliman as his alternate.

Consent Calendar

1. Approve Council minutes for January 11, 2016.
2. Accept Public Art Committee minutes for November 2, 2015.
3. Receive monthly financial report for December, 2015.

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.

Remarks from Mayor and Councilors

Mayor Hedenskog remarked on the Veteran Stakeholders Meeting, and the new VA Director Douglas Paxton, Sr., whom, he said, seemed very active in pursuing veterans issues.

Councilor Pieper welcomed Triglia to the Council.

Councilor Hamilton commended the four new Eagle Scouts for their efforts.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 9:10 PM.

Respectfully submitted:

ATTESTED:
this ____ day of _____ 2016:

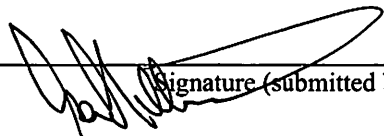
Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: February 22, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Vacation Leave Conversion for City Manager

Recommended Motion:

Motion to authorize conversion of 71 hours of the City Manager's accrued paid vacation leave to its cash equivalency and to deposit said cash equivalency in the City Manager's Health Savings Account.

Financial Impact:

\$3,750 cash contribution to City Manager's Health Savings Account in lieu of 71 hours of paid leave.

Background/Discussion:

The City Manager has requested that the City Council authorize the conversion of 71 hours of accrued paid vacation leave to its cash equivalency and to deposit said cash equivalency into his Health Savings Account.

CITY OF BROOKINGS
Public Arts Committee – December 14, 2015

To inspire art through visual presence and community education.

Members present: Chair Judy May-Lopez, Scott Clapson, Michelle Hanna

Meeting called to order at 5:34 p.m.

Motion made by Clapson, seconded by Hanna, to approve the November minutes. Motion carried.

Old Business:

Account Reminder – Account balance \$731.49 - with the majority of these funds earmarked for the scheduled Pilot building mural.

Mural Updates:

Fleet Street: More progress on the Fleet Street mural with plans to have the mural completed and to the building owners by year-end.

Chalk project: Scott is collaborating with Carousel for Brookings group on the chalk project (scheduled for April, 2016); they intend to incorporate this into a possible mural project at Azalea Park.

New Business:

New mural application received from Kathleen Kresa for 630 Fleet Street Building B. This application will be tabled to the January meeting. Prior to the January meeting all members will review the City's mural guidelines.

Meeting adjourned at 6:28 p.m.

Next meeting scheduled January 12, 2016, 5:30 p.m., Chetco Activity Center.

Respectfully submitted,


Judy May-Lopez, Committee Chair

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,684,567.00	86,893.80	2,332,331.72	352,235.28	86.9
LICENSES AND PERMITS	97,000.00	14,465.86	65,239.75	31,760.25	67.3
INTERGOVERNMENTAL	278,700.00	8,156.75	68,347.57	210,352.43	24.5
CHARGES FOR SERVICES	150,500.00	15,132.98	103,791.98	46,708.02	69.0
OTHER REVENUE	141,100.00	6,638.93	67,320.36	73,779.64	47.7
TRANSFERS IN	362,986.00	.00	.00	362,986.00	.0
	<u>3,714,853.00</u>	<u>131,288.32</u>	<u>2,637,031.38</u>	<u>1,077,821.62</u>	<u>71.0</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	20,918.00	1,776.38	10,981.61	9,936.39	52.5
MATERIAL AND SERVICES	11,700.00	738.47	4,055.92	7,644.08	34.7
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>33,118.00</u>	<u>2,514.85</u>	<u>15,037.53</u>	<u>18,080.47</u>	<u>45.4</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	172,607.00	14,528.41	97,508.92	75,098.08	56.5
MATERIAL AND SERVICES	140,000.00	7,717.10	91,903.67	48,096.33	65.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>312,607.00</u>	<u>22,245.51</u>	<u>189,412.59</u>	<u>123,194.41</u>	<u>60.6</u>
POLICE:					
PERSONAL SERVICES	1,976,334.00	180,537.91	1,155,253.00	821,081.00	58.5
MATERIAL AND SERVICES	161,200.00	11,263.24	90,338.50	70,861.50	56.0
CAPITAL OUTLAY	55,150.00	.00	34,879.74	20,270.26	63.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,192,684.00</u>	<u>191,801.15</u>	<u>1,280,471.24</u>	<u>912,212.76</u>	<u>58.4</u>
FIRE:					
PERSONAL SERVICES	163,906.00	14,995.45	97,029.75	66,876.25	59.2
MATERIAL AND SERVICES	103,000.00	3,888.26	47,322.66	55,677.34	45.9
CAPITAL OUTLAY	45,519.00	.00	38,047.96	7,471.04	83.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>312,425.00</u>	<u>18,883.71</u>	<u>182,400.37</u>	<u>130,024.63</u>	<u>58.4</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	190,597.00	15,882.32	94,470.60	96,126.40	49.6
MATERIAL AND SERVICES	70,400.00	2,168.03	11,515.02	58,884.98	16.4
CAPITAL OUTLAY	.00	.00	25.98	(25.98)	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>260,997.00</u>	<u>18,050.35</u>	<u>106,011.60</u>	<u>154,985.40</u>	<u>40.6</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	160,011.00	13,790.90	103,586.97	56,424.03	64.7
MATERIAL AND SERVICES	65,400.00	4,605.96	47,397.15	18,002.85	72.5
CAPITAL OUTLAY	17,300.00	1,130.96	7,623.37	9,676.63	44.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>242,711.00</u>	<u>19,527.82</u>	<u>158,607.49</u>	<u>84,103.51</u>	<u>65.4</u>
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	174,911.00	15,177.96	100,866.70	74,044.30	57.7
MATERIAL AND SERVICES	33,500.00	810.30	12,524.71	20,975.29	37.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>208,411.00</u>	<u>15,988.26</u>	<u>113,391.41</u>	<u>95,019.59</u>	<u>54.4</u>
SWIMMING POOL:					
PERSONAL SERVICES	52,760.00	531.83	38,222.50	14,537.50	72.5
MATERIAL AND SERVICES	46,800.00	2,483.80	15,026.48	31,773.52	32.1
CAPITAL OUTLAY	14,400.00	.00	4,117.00	10,283.00	28.6
	<u>113,960.00</u>	<u>3,015.63</u>	<u>57,365.98</u>	<u>56,594.02</u>	<u>50.3</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	158,800.00	6,240.70	71,603.10	87,196.90	45.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,500.00	.00	.00	242,500.00	.0
CONTINGENCIES AND RESERVES	626,640.00	.00	.00	626,640.00	.0
	<u>1,027,940.00</u>	<u>6,240.70</u>	<u>71,603.10</u>	<u>956,336.90</u>	<u>7.0</u>
	<u>4,704,853.00</u>	<u>298,267.98</u>	<u>2,174,301.31</u>	<u>2,530,551.69</u>	<u>46.2</u>
	<u>(990,000.00)</u>	<u>(166,979.66)</u>	<u>462,730.07</u>	<u>(1,452,730.07)</u>	<u>46.7</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	926,000.00	139,907.35	388,591.48	537,408.52	42.0
OTHER REVENUE	12,450.00	150.00	9,909.00	2,541.00	79.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>938,450.00</u>	<u>140,057.35</u>	<u>398,500.48</u>	<u>539,949.52</u>	<u>42.5</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	182,974.00	16,331.86	108,506.21	74,467.79	59.3
MATERIAL AND SERVICES	186,700.00	11,422.22	109,371.14	77,328.86	58.6
CAPITAL OUTLAY	588,025.00	3,127.15	295,794.65	292,230.35	50.3
TRANSFERS OUT	113,640.00	.00	.00	113,640.00	.0
CONTINGENCIES AND RESERVES	101,111.00	.00	.00	101,111.00	.0
	<u>1,172,450.00</u>	<u>30,881.23</u>	<u>513,672.00</u>	<u>658,778.00</u>	<u>43.8</u>
	<u>1,172,450.00</u>	<u>30,881.23</u>	<u>513,672.00</u>	<u>658,778.00</u>	<u>43.8</u>
	<u>(234,000.00)</u>	<u>109,176.12</u>	<u>(115,171.52)</u>	<u>(118,828.48)</u>	<u>(49.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,510,200.00	121,325.71	953,185.06	557,014.94	63.1
OTHER INCOME	10,000.00	4,330.00	30,077.29	(20,077.29)	300.8
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,520,200.00</u>	<u>125,655.71</u>	<u>983,262.35</u>	<u>536,937.65</u>	<u>64.7</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	375,694.00	33,300.48	212,386.83	163,307.17	56.5
MATERIAL AND SERVICES	192,400.00	13,754.08	94,137.99	98,262.01	48.9
CAPITAL OUTLAY	99,900.00	2,236.39	33,231.94	66,668.06	33.3
	<u>667,994.00</u>	<u>49,290.95</u>	<u>339,756.76</u>	<u>328,237.24</u>	<u>50.9</u>
WATER TREATMENT:					
PERSONAL SERVICES	288,072.00	23,354.58	157,032.80	131,039.20	54.5
MATERIAL AND SERVICES	187,800.00	15,620.86	143,672.94	44,127.06	76.5
CAPITAL OUTLAY	24,900.00	398.39	5,173.22	19,726.78	20.8
TRANSFERS OUT	765,395.00	.00	.00	765,395.00	.0
CONTINGENCIES AND RESERVES	186,039.00	.00	.00	186,039.00	.0
	<u>1,452,206.00</u>	<u>39,373.83</u>	<u>305,878.96</u>	<u>1,146,327.04</u>	<u>21.1</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,120,200.00</u>	<u>88,664.78</u>	<u>645,635.72</u>	<u>1,474,564.28</u>	<u>30.5</u>
	<u>(600,000.00)</u>	<u>36,990.93</u>	<u>337,626.63</u>	<u>(937,626.63)</u>	<u>56.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,948,440.00	274,175.80	1,663,779.71	1,284,660.29	56.4
OTHER REVENUE	5,000.00	150.00	4,256.08	743.92	85.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,953,440.00</u>	<u>274,325.80</u>	<u>1,668,035.79</u>	<u>1,285,404.21</u>	<u>56.5</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	535,440.00	45,979.85	290,923.39	244,516.61	54.3
MATERIAL AND SERVICES	225,900.00	12,847.30	156,209.91	69,690.09	69.2
CAPITAL OUTLAY	24,900.00	398.39	5,173.22	19,726.78	20.8
	<u>786,240.00</u>	<u>59,225.54</u>	<u>452,306.52</u>	<u>333,933.48</u>	<u>57.5</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	489,455.00	39,026.11	264,797.75	224,657.25	54.1
MATERIAL AND SERVICES	532,100.00	50,739.69	311,301.62	220,798.38	58.5
CAPITAL OUTLAY	24,900.00	398.39	5,173.22	19,726.78	20.8
TRANSFERS OUT	1,600,370.00	.00	.00	1,600,370.00	.0
CONTINGENCIES AND RESERVES	310,375.00	.00	.00	310,375.00	.0
	<u>2,957,200.00</u>	<u>90,164.19</u>	<u>581,272.59</u>	<u>2,375,927.41</u>	<u>19.7</u>
	<u>3,743,440.00</u>	<u>149,389.73</u>	<u>1,033,579.11</u>	<u>2,709,860.89</u>	<u>27.6</u>
	<u>(790,000.00)</u>	<u>124,936.07</u>	<u>634,456.68</u>	<u>(1,424,456.68)</u>	<u>80.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,201.00	14,174.72	387,343.57	90,857.43	81.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.93	12.63	487.37	2.5
	<u>478,701.00</u>	<u>14,175.65</u>	<u>387,356.20</u>	<u>91,344.80</u>	<u>80.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	1,515.00	7,657.66	62,342.34	10.9
CAPITAL OUTLAY	367,962.00	.00	3,600.00	364,362.00	1.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	380,739.00	.00	.00	380,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>818,701.00</u>	<u>1,515.00</u>	<u>11,257.66</u>	<u>807,443.34</u>	<u>1.4</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>818,701.00</u>	<u>1,515.00</u>	<u>11,257.66</u>	<u>807,443.34</u>	<u>1.4</u>
	<u>(340,000.00)</u>	<u>12,660.65</u>	<u>376,098.54</u>	<u>(716,098.54)</u>	<u>110.6</u>