

City of Brookings

MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, December 12, 2016, 7:00pm

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

The City Council will meet in Executive Session at 6:30 PM, in the City Manager's office, under the authority of ORS 192.660 (2)(h) "To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Appointments

1. Appoint Chuck Costello to Tourism Promotion Advisory Committee [Pg. 4]

E. Ordinances & Resolutions

1. Ordinance 16-O-766 amending Section 17.124.170 of Chapter 17.124, Specific Standards Applying to Conditional Uses, Title 17, Land Development Code, of the Brookings Municipal Code. [Advance Packet]
2. Ordinance 16-O-767 adding Chapter 5.15, Transportation Network Companies, to the Brookings Municipal Code. [Advance Packet]
3. Ordinance 16-O-768 amending Brookings Municipal Code Sub-Section A of Section 5.10.040, Annual License Fee, and Sub-Sections B and Sub-Sections C-2 of Section 5.10.050, Taxicabs, Operator Requirements. [Advance Packet]
4. Water and Wastewater Financing [Finance & HR, Pg. 7]
 - a. Resolution 16-R-1093 [Pg. 8]

F. Scheduled Public Appearances

1. Mary Boshart & Alex Campbell – Food Bank
2. Barbara Ciaramella - Azalea Festival [Pg. 10]

G. Oral Requests and Communications from the audience

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

H. Staff Reports

1. Azalea Park Caretakers Residence [Parks, Pg. 12]
 - a. Map [Pg. 14]
 - b. Agreement [Pg. 15]
2. Azalea Park Tree Removal [Parks, Pg. 19]
 - a. International Society of Arboriculture Publication [Pg. 20]

- b. Area Map [Pg. 24]
 - c. Photos [Pg. 25]
 - d. Email from Daryn Farmer [Pg. 29]
- 3. Audit [Finance & Human Resources, Pg. 30]
 - a. Audit Report [Pg. 31]
- 4. Chetco Inn [City Manager, Pg. 153]
- 5. Tourism Promotion Priorities [City Manager, Pg. 154]
 - a. Priorities List [Pg. 155]
- 6. Spectrum Ad Campaign [City Manager, Pg. 158]
 - a. Sample Agreement [Pg. 159]
 - b. Proposal [Pg. 160]
 - c. Campaign Overview [Pg. 165]
 - d. Agreement [Pg. 185]
- 7. Azalea Park Foundation Agreement [City Manager, Pg. 189]
 - a. Council Agenda Report March 9, 2015 [Pg. 190]
 - b. Operating Agreement [Pg. 194]

I. Consent Calendar

- 1. Approve Council minutes for November 14, 2016 [Pg. 199]
- 2. Accept TPAC minutes for August 18, 2016 [Pg. 205]
- 3. Accept TPAC minutes for August 26, 2016 [Pg. 207]
- 4. Accept TPAC minutes for September 29, 2016 [Pg. 208]
- 5. Accept Parks & Rec Committee minutes for September 22, 2016 [Pg. 210]
- 6. Accept American Music Festival Event Evaluation [Pg. 212]
- 7. Accept Vet Fest Event Evaluation [Pg. 214]
- 8. Designate Hazard Mitigation Grant Agent [Pg. 221]
- 9. Approve Fund Exchange Agreement [Pg. 223]
- 10. Cancel January 2, 2017 Workshop
- 11. Receive monthly financial report for October 2016 [Pg. 230]

J. Informational Non-Action Items

- 1. November Vouchers [Pg. 236]

K. Remarks from Mayor and Councilors

L. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Accept Agency Minutes for June 27, 2016 [Pg. 239]

D. Public Comments

E. Staff Reports

- 1. URA Audit [Finance & Human Resources, Pg. 240]
 - a. URA Audit Report [Pg. 241]

F. Agency Remarks

G. 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 14 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: Chuck Costello Date: 11-22-16
Physical Address: 6928 Oakwood Ct, Brookings, OR 97415
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? 1^{yr} 6 mos (yrs/mths)

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

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

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

NOTES:

(i) *Membership requirements:*

- 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 I 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:

Vietnam 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 and Genuity.

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

I was appointed to TPAC in February 2016, however, due to my wife's illness, I had to resign in order for us to return to California for my wife's treatments. We are now back to our home in Brookings full time, and

I wish to be re-instated to the current open city resident position.

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.

Chuck Costello

Applicant (print name)

Chuck Costello

Applicant's Signature

11-22-16

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 dcobyhanks@brookings.or.us

Budget Committee: 541-469-1123 jhoward@brookings.or.us

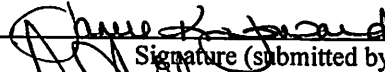

Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 lziemer@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: Finance and HR


Signature (submitted by)

City Manager Approval

Subject:

Adoption of Resolution 16-R-1093, financing water and wastewater infrastructure improvements.

Recommended Motion:

Adopt Resolution 16-R-1093, authorizing the financing of water and wastewater infrastructure improvements.

Financial Impact:

The total debt is anticipated to increase by \$575,000 for Water and \$550,000 for Wastewater.

Background/Discussion:

The City Council and Budget committee discussed the Capital Improvement Plan (CIP) in workshops and budget committee meetings in March and April of 2016. Through those meetings, the Budget Committee approved and the City Council adopted a budget that included Capital Improvements of approximately \$7.8 million. This included the Wastewater I & I repairs and the Water improvements at the airport, both that were scheduled to be partially financed.

We have secured financing through Umpqua Bank at a 2.026% interest rate for five (5) years.

Attachments:

Resolution 16-R-1093

CITY OF BROOKINGS

RESOLUTION 16-R-1093

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING FULL FAITH AND CREDIT BORROWINGS TO FINANCE WATER AND WASTEWATER INFRASTRUCTURE IMPROVEMENTS.

WHEREAS, the City of Brookings, Oregon (the “City”) is authorized by Oregon Revised Statutes Section 287A.010 and 271.390 to enter into financing agreements to finance or refinance real or personal property which the City Council determines is needed; and,

WHEREAS, the City finds it desirable to finance up to \$575,000 for Water and \$550,000 for Wastewater for infrastructure improvements (the “Improvements”); and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brookings that:

1. Authorization of Financing Agreements.

- 1.1 The City is hereby authorized to enter into one or more financing agreements pursuant to ORS 271.390 and ORS Chapter 287A to finance the Improvements and to pay estimated costs of the financing. The net proceeds of the financing agreements that finance the Improvements shall not exceed the amount estimated to be required to provide \$575,000 for costs of Water Improvements and \$550,000 for costs of Wastewater Improvements, plus estimated costs of the financing.
- 1.2 The financing agreements authorized by this Section 1 are referred to in this Resolution as the “Financing Agreements.”

2. Determination of Need.

The City hereby determines that the Improvements and the projects financed are needed.

3. Delegation.

The City Manager and the Finance and Human Resources Director (each of whom is referred to in this resolution as a “City Official”) may, on behalf of the City and without further action by the Council:

- 3.1 Negotiate, execute and deliver one or more escrow agreements or similar documents (the “Escrow Agreements”) that provide for the issuance of one or more series of “certificates of participation” or “full faith and credit obligations” (the “Obligations”) that represent ownership interests in the loan payments due from the City under the Financing Agreements. Subject to the limitations of this resolution, the Escrow Agreements and each series of Obligations may be in such form and contain such terms as the City Official may approve.

- 3.2 Select one or more commercial banks with which to negotiate and execute each Financing Agreement, solicit competitive bids for the purchase of each series of the Obligations and award their sale to the bidder offering the most favorable terms to the City.
- 3.3 Engage the services of escrow agents or trustees and any other professionals whose services are desirable for the financing.
- 3.4 Determine the final principal amount, interest rates, payment dates, prepayment rights and all other terms of each Financing Agreement. Subject to the limitations of this resolution, each Financing Agreement may be in such form and contain such terms as the City Official may approve.
- 3.5 Negotiate, execute and deliver notes to evidence amounts due under the Financing Agreements.
- 3.6 Secure any Financing Agreement with all or any portion of the revenues of the City's water system and wastewater system, and pledge those revenues to repay that Financing Agreement.
- 3.7 Covenant for the benefit of the banks providing the Financing Agreements or the owners of Obligations to comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for the interest paid under the Financing Agreements to be excluded from gross income for federal income tax purposes or issue the Financing Agreements as taxable borrowings.
- 3.8 Determine that interest on any Financing Agreement will be includable in gross income under the Code.
- 3.9 Designate each Financing Agreement as a "qualified tax-exempt obligation" pursuant to Section 265(b)(3) of the Code, if applicable.
- 3.10 Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this resolution.

4. Security.

Each Financing Agreement shall constitute an unconditional obligation of the City, which is payable from all legally available funds of the City. The City Official may pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution. In addition, the City Official may secure the Financing Agreements with revenues of the City as provided in Section 3.

Passed by the City Council December 12, 2016 and made effective the same date.

Ron Hedenskog, Mayor

Attest:

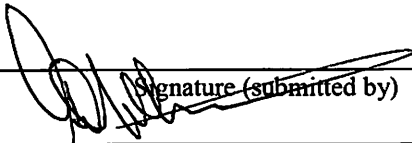
Teri Davis, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Azalea Festival

Recommended Motion:
Discussion and direction to staff.

Financial Impact:
Undetermined.

Background/Discussion:

Barbara Ciaramella has submitted a letter requesting that the City assume responsibility for conducting the Azalea Parade. In her letter, Ciaramella expresses interest in working with the City to organize the parade and other aspects of the Azalea Festival through her new business, the Brookings Harbor Visitor and Tour Center.

The Brookings Harbor Chamber of Commerce has for many years organized the Azalea Festival event, including the parade. In 2016, the Chamber limited its level of activity to sponsoring the parade and a post-parade event at Azalea Park. The Chamber has not indicated what its role may be in the Azalea Festival in the future; the City Manager has made an inquiry to the Chamber leadership regarding this matter and the next scheduled meeting of the Chamber Board is during the third week of December.

The Azalea Festival is not a City-run event. In the past, the City has provided support services and waived hundreds of dollars in fees in connection with the Azalea Festival and the parade, and has assisted Chamber staff with permitting. Staff estimates that the cost of overtime for public works and police services for the 2016 event was approximately \$8,000 which is absorbed by the General Fund.

Does the City Council wish the City to assume responsibility for any aspect of the Azalea Festival or the Azalea Parade? **Staff recommends delaying further consideration until the City confers with the Chamber Board of Directors.**

Attachment(s):

- a. Letter dated December 1, 2016, from Barbara Ciaramella

December 1, 2016

Mr. Gary Milliman, City Manager
City of Brookings
898 Elk Drive
Brookings, OR 98415

RE: Azalea Parade

Dear Gary,

Thank you for meeting with me this morning. As I mentioned to you, I was concerned about the future of the Azalea Parade for the City of Brookings. The point you brought up about not being sure if the Chamber of Commerce was planning on hosting the Parade or not, is the number one question. If not, I feel it's a tradition that the City should consider sponsoring should the Chamber decide not to continue to host it.

It's a longtime event that brings both the tourist and locals out in the community to enjoy what our beautiful area has to offer. As you know, successful events are not planned on a short time line or without a committee and a budget. With all that in mind, time is of the essence to make 2017 a success.

I have a call into James Sabin at Cal Ore Insurance to ask about the one day event insurance for a Parade. I will forward that information to you as soon as I hear. Once the City Council has had time to discuss this, if their desire is to move forward. I would like to offer the services of the Brookings Harbor Visitor and Tour Center to the City of Brookings to coordinate the Parade with other events that day.

My idea for the Parade would be to promote it as the Brookings Candyland Parade. Sponsorship from candy companies all over the United States. Each entry would have a different candy they sponsor along with getting out their own message. I would be happy to make a full proposal to the City Council if my idea is accepted.

Thank you again for your time today. I really do appreciate you bringing this to City Council on my behalf. I look forward to working on many promotions with the City, now and in the future.

Sincerely,


Barbara J. Ciaramella
Brookings Harbor Visitor & Tour Center
16358 Lower Harbor Road
Brookings, OR 97415


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: Parks




Signature (submitted by)


City Manager Approval

Subject: Azalea Park Host Facility

Motion: to approve the construction of a single recreation vehicle facility in Azalea Park to be used by a onsite park host

Financial Impact: The cost to build a recreation vehicle (RV) site is estimated at \$6,500 and budgeted as a capital improvement project for this fiscal year 2016-17. The project includes provisions for a water, sewer and electrical connection, two paved parking spaces and a paved RV pad. Stipulations will be in place that the RV will be not more than 10 years old and have attributes complimentary to the surrounding area. Storage associated with the RV pad will be contained within an approved accessory structure placed adjacent to the RV Pad. A solid waste dumpster will be placed on site for the use of the Host as well as the collection of park trash.

Reviewed by Finance & Human Resources Director: 

Background/Discussion: Discussion of a park host residence in Azalea Park near the Capella and band shell began as early as 2008 when the Capella was under construction. The purpose is to have a presence in the park 24/7 for security and various park related duties. Such duties could include greeting visitors to the park, providing backup support to Capella staffing, lock and unlock restrooms as well as provide onsite support for events and summer concerts in the park. A park host residence was included in the Parks Master Plan update of 2011 as a low priority capital improvement project but has moved up this list given the number of capital improvement projects completed.

In January of 2013, the City Council discussed the subject of a park host at a workshop and staff estimated the cost of constructing the residence to be approximately \$94,000. This included the cost to place a "Park Model" on site and connect to existing utilities at the band shell restroom concession building. The matter was brought n front of the Parks and Recreation Commission during the January 2013 meeting and feedback at that time was that it was too expensive and directed staff to upgrade security camera equipment in lieu of an expensive residential structure.

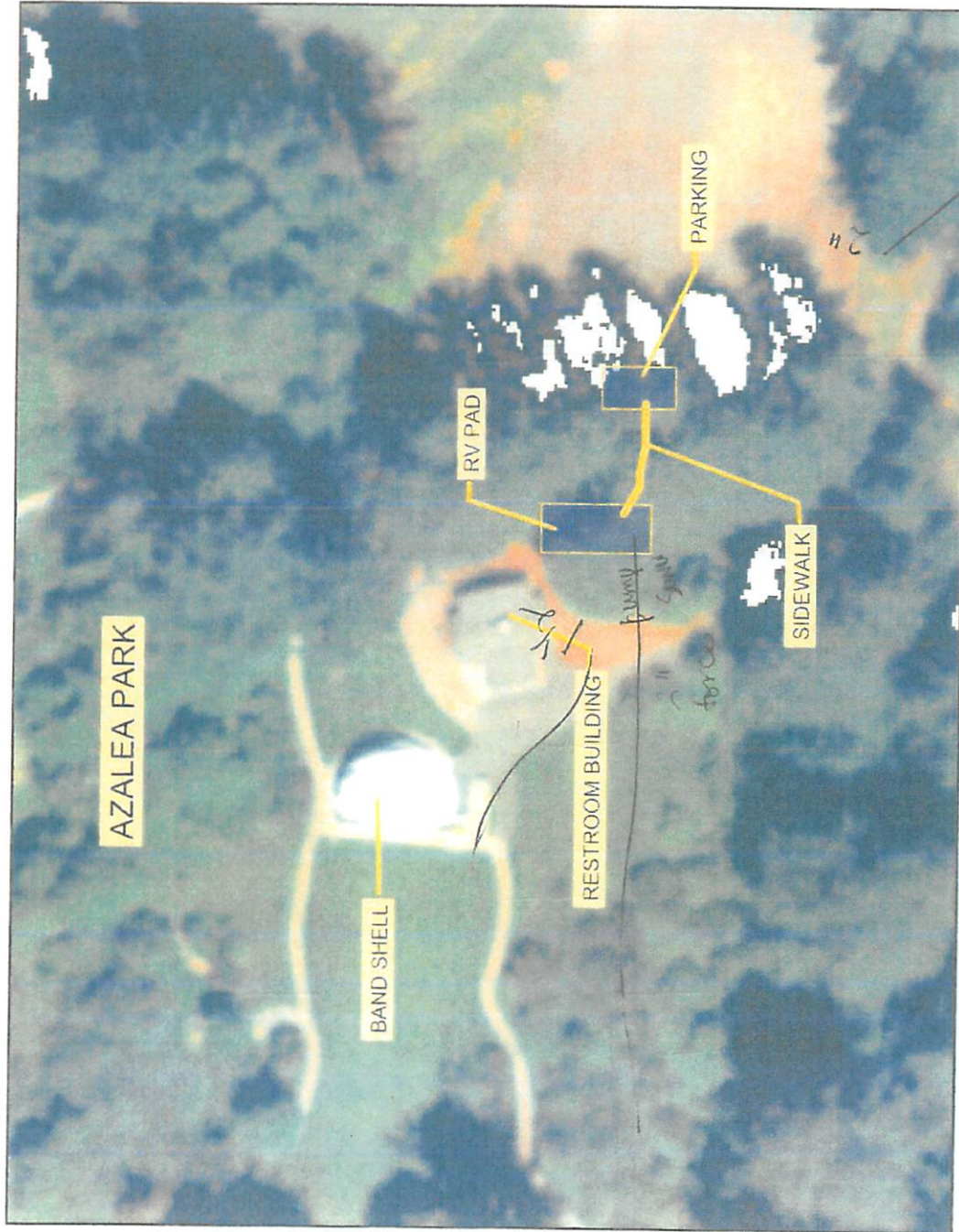
Given the cost to construct a residence on site, other options were explored such as an onsite RV space for a temporary or seasonal park host. At that time, RV's used as park host residence were not permitted in the Public Open Space zone. In September 2015 the Planning Commission approved a staff requested conditional use permit to place an RV onsite in Azalea Park as a park host residence. The approval will expire September 1, 2017, unless the permitted activity is being regularly conducted on the premises.

The State Park system and Curry County both utilize a similar park host concept whereby the public agency provides an RV space and utilities at no charge as consideration for the park host performing low level security and maintenance functions.

Attachments:

- a. RV site area map
- b. Sample Park Host Agreement

Azalea Park - Caretaker



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.

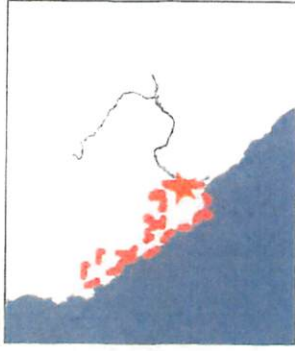
Map center: 42° 3' 27.0" N, 124° 16' 24.5" W



Scale: 1:881

Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN



City of Brookings

AZALEA PARK CARETAKER/HOST VOLUNTEER AGREEMENT

This Agreement is entered into this day of , by and between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon (City) and (Hosts). The City's Project Manager for this Agreement is .

RECITALS:

WHEREAS, the City has a need for volunteers to serve as hosts in Azalea Park to watch and provide security for the property, to call for assistance when necessary, to coordinate activities with the City Parks & Technical Services Supervisor (Supervisor) and to perform other services as necessary; and

WHEREAS, the City has a campsite space available for the Hosts to use; and

WHEREAS, the City is willing to allow the use of the campsite by the Hosts rent and utility free, and to provide them with a small stipend, and to assist the Hosts in the performance of their voluntary services for the term of this agreement.

City and Hosts agree to the following provisions:

1. ADMINISTRATION OF THIS AGREEMENT

The Supervisor and/or his/her designee shall administer this agreement on behalf of the City.

2. DESCRIPTION OF FUNCTIONS AND SERVICES

2.1 Hosts shall voluntarily perform the functions and services described in Exhibit "A" that is attached to this agreement and such other services as authorized by the Supervisor. City reserves the right to modify the Hosts' duties and service to the City as necessary for the efficient operation of Azalea Park.

2.2 The Hosts understand that they are donating their hours of service to the City and that this is done without any promise of expectation of compensation for services rendered. The Hosts will not receive any compensation for services performed under this agreement.

The Hosts are not eligible to receive unemployment benefits, social security, health insurance, or any other benefits that are provided to paid employees of the City, with the expectation of worker's compensation coverage that the City provides to volunteers. The provision of a campsite, utilities, and a stipend by the City is not compensation for services rendered but rather a benefit and gratuity that the City freely choose to provide.

3. CAMPSITE, UTILITIES AND STIPEND

3.1 As a gratuity to Hosts, City hereby allows Hosts the use of a space at Azalea Park for placement of a recreational vehicle that is the residence of the Hosts. As a further gratuity, City shall provide water, electrical, sewer and garbage utilities in reasonable amounts for the Hosts.

3.2 The Hosts shall maintain the campsite and surrounding area in a clean and sanitary condition at all times.

3.3 The Hosts shall vacate the campsite and remove their residence (recreational vehicle) and personal property within ten (10) days of the termination of this agreement.

3.4 The Hosts may not alter or improve the campsite without prior permission from the Supervisor or his/her designee.

3.5 City employees or agents may enter upon the campsite at reasonable times to inspect the premises.

3.6 Hosts shall be responsible for providing, at Hosts' own expense, insurance coverage for their own residence and personal property.

4. ABSENCES

One or more park hosts must be available at all times when the park is open unless preauthorized by the Supervisor, or except in case of emergency. The park is open year round except when closed for required maintenance.

5. COMPLIANCE WITH LAWS

5.1 This Agreement shall be governed by and subject to the laws of the State of Oregon. The parties shall perform their duties in accordance with all applicable statutes, ordinances, regulations and administration rules now or herein after in effect.

5.2 If any provision of this agreement is held by a court of administrative body to be invalid, such invalidity shall not affect any other provision of this agreement. The agreement shall be construed as if the invalid provision had never been included.

5.3 City may modify the terms of this agreement by written notice to Hosts as necessary to comply with changes in federal and state statutes, regulations, administrative rules and orders.

6. TERM AND TERMINATION

6.1 If Hosts fail to perform any of the services and obligations of this agreement, City upon 24 hours written notice may terminate this agreement at its sole discretion.

6.2 Either party may unilaterally terminate this agreement with or without cause upon thirty (30) days prior written notice or such lesser written notice when emergency conditions dictate.

6.3 This agreement shall be effective _____ and unless terminated sooner pursuant to sections 6.1 or 6.2 above, it shall remain in effect until _____. This agreement may be extended by mutual agreement of the parties.

6.4 Termination shall not prejudice any right of the parties prior to the effective date of termination.

7. MODIFICATIONS

Except as provided in subsections 2.1 and 5.3, this agreement may be changed only by written modifications that are signed by both parties. It may not be amended or modified by oral agreements or understandings between the parties.

8. ENTIRE AGREEMENT

This agreement supersedes all prior and existing written or oral understandings between the parties. No other agreements, whether expressed or implied, shall be considered a part of this agreement, unless in writing and signed by the necessary parties hereto.

CARETAKER HOSTS

_____	_____
	Date
_____	_____
	Date

CITY OF BROOKINGS SIGNATURE

Approved:

_____	_____
City Manager or Designee	Date
_____	_____
Project Manager - Parks & Technical Services Supervisor	Date
_____	_____
City Attorney or Designee	Date

EXHIBIT “A”

SERVICES OF A VOLUNTEER PARK HOST

The Volunteer Park Host helps maintain and operate Azalea Park. One or more park hosts must be available at all times when the park is open unless preauthorized by the Parks and Technical Services Supervisor or except in case of emergency. The park is open daily from dawn to dusk. The Volunteer Park Host is expected to perform the following services.


1. Greet visitors and make them feel welcome.
2. Disseminate park rules and information to public.
3. Provide security for park premises – report theft, damage, criminal activity, and non-compliance of park rules to proper authorities.
4. Maintain a tidy camp site – pick up litter; empty trash cans and replace with clean liners; advise when park dumpster needs to be emptied.
5. Keep restroom facilities clean and in order – refill paper products and soap; wipe down sinks and toilets daily; clean floor and mats daily; collect and empty trash around the park.
6. Monitor irrigation systems.
7. Provide assistance in an emergency. Perform “light” repairs around the park as needed.
8. Coordinate any alterations and/or improvements to the park with the Parks and Technical Services Supervisor.
9. Provide support for Capella volunteers
10. Other duties assigned.

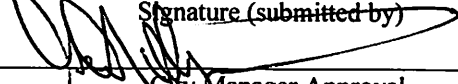
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: Parks




Signature (submitted by)


City Manager Approval

Subject: Azalea Park Tree Removal Work Plan

Motion: to approve the Azalea Park Tree Removal Work Plan

Financial Impact: Tree removal in the park will generate a cost for removal and cleanup but could also generate revenue back to the City based on quantity and current timber prices to cover these costs. For the initial phase of the work plan (identified on the attached work plan map) the Brookings Harbor High School Booster Club has expressed interest in participating in the project where they would have a licensed, bonded and insured tree faller take three of the trees down, perform all clean up as well as haul off to be used for a fire wood fundraiser. The cost to remove the remaining dead and leaning alder trees, also identified in the initial phase of the work plan is estimated to cost \$650 and will be paid out of Parks contract services budget.

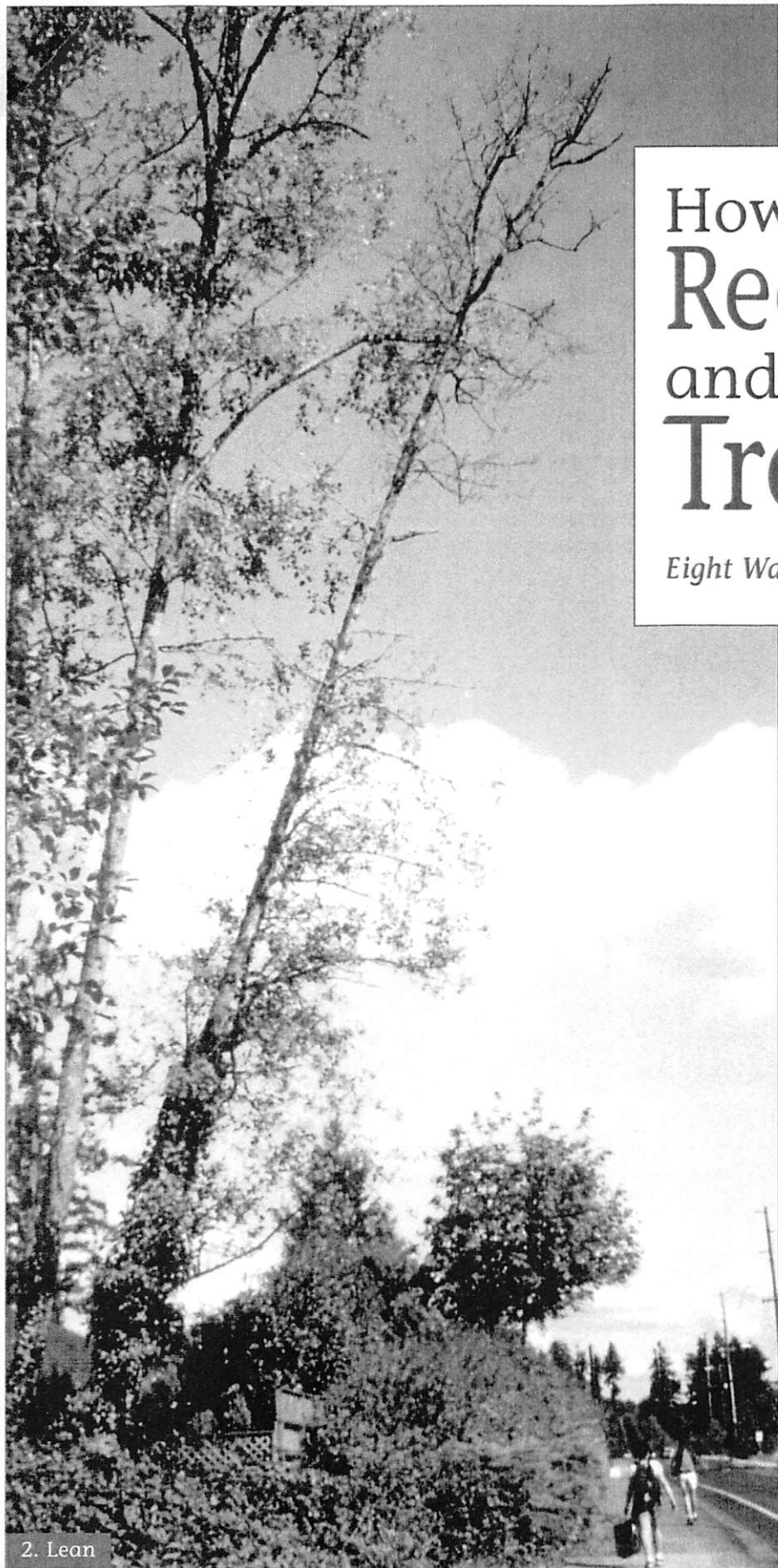
Reviewed by Finance & Human Resources Director: 

Background/Discussion: the Parks and Recreation Commission held a workshop in Azalea Park on March 16th 2016 where Oregon State Forester (Urban Forester) Kristin Ramstad gave a brief presentation followed by a walking tour. Ramstad presented literature published by the International Society of Arboriculture (ISA) titled "How To Recognize and Prevent Tree Hazards"(see attachment a.). Listed in this publication are eight warning signs used in identifying tree hazards.

Based on these eight warning signs, staff has begun to identify trees in Azalea Park that fall under the criterion of "hazard trees". The condition of the identified trees (see attachment b.) pose a threat to the safety of park visitors. In addition to their hazardous condition, they are unattractive and/or shading more attractive trees and plants in the park.

Attachments:

- a. International Society of Arboriculture Publication
- b. Area Map
- c. Photo's
- d. Email request by Daryn Farmer



How to Recognize and Prevent Tree Hazards

Eight Warning Signs Every Homeowner Should Know



Pacific Northwest Chapter
International Society of Arboriculture
PO Box 811, Silverton, OR 97381
Tel. 503/874-8263 or 800/335-4391
Fax 503/874-1509
info@pnwisa.org
www.pnwisa.org

2. Lean

One of the eight warning signs of a hazard tree is a tree that has begun to lean. Pay close attention to trees that have recently moved from a vertical position.

Recognizing Tree Hazards

Every year, our landscape changes as trees fall or break causing property damage, injuries, and power outages. While some tree failures are unpredictable, many can be prevented. By inspecting your trees for warning signs, many potential problems can be corrected before problems arise.

Trees should be inspected on a regular basis, especially before and after storms. Larger trees have a greater hazard potential than smaller trees. A hazardous tree is a tree that has significant structural defects that are likely to lead to failure and possibly cause injury or damage.

If a tree is deemed hazardous, keep people, pets, and vehicles out of the area until the hazardous condition has been corrected.

Seek professional help from a Certified Arborist to evaluate potential hazards before the next storm hits. Certified Arborists can recommend the proper course of action to keep your trees safer and healthier. The following guidelines can help you recognize the warning signs of hazard trees.

Eight Warning Signs of Hazard Trees

1. **History.** Past tree care and circumstances can affect the health of your trees. Construction, trenches, and tree topping can all have adverse effects on your tree. If roots have been cut or disturbed, the tree may become unstable.



1. History

2. **Lean.** Trees do not necessarily grow straight up. However, trees with a significant lean can indicate a problem. Look for cracked soil and exposed roots around the base of the tree which may indicate the tree has recently begun to lean (see cover photo).

3. **Multiple Trunks.** Some trees develop multiple trunks. Trees with multiple trunks can, however, break if the trunks are weakly attached. Trunks with splits or cracks have a high failure potential. Inspect these trees for cracks or splits where the trunks meet.

4. **Weakly Attached Branches.** Inspect branches where they attach to the trunk. Tight V-shaped forks are more prone to break than open U-shaped unions. Trees with splits, cracks, and/or several branches arising from the same point on the trunk can also present problems.

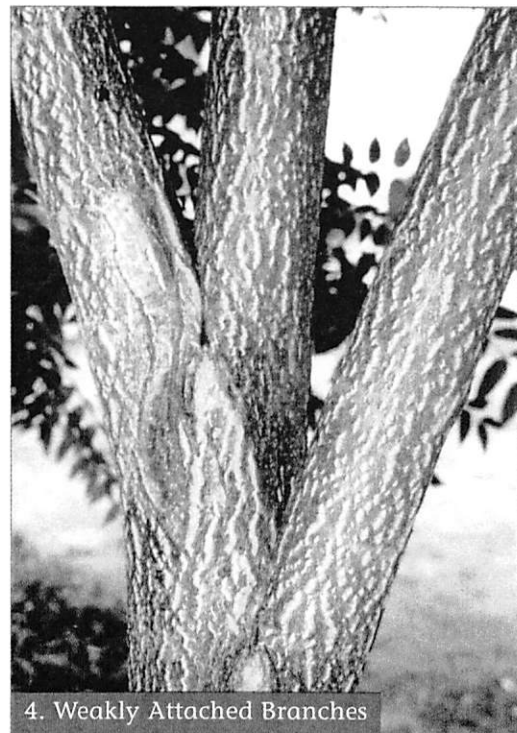


3. Multiple Trunks

(Above) Multiple trunks are susceptible to splitting.

(Bottom Left) Trenching in the critical root zone can cut anchoring roots and increase blow down risk.

(Below) Weakly attached branches can eventually lead to branch failure.



4. Weakly Attached Branches

5. Cavities & Decay Pockets

5. Cavities & Decay Pockets. Inspect the trunk or branches for peeling bark and hollow or decayed areas. Large decay pockets and decay where branches meet the trunk can indicate problems. Mushrooms or conks growing on or at the base of a tree are signs of decay-causing fungus.

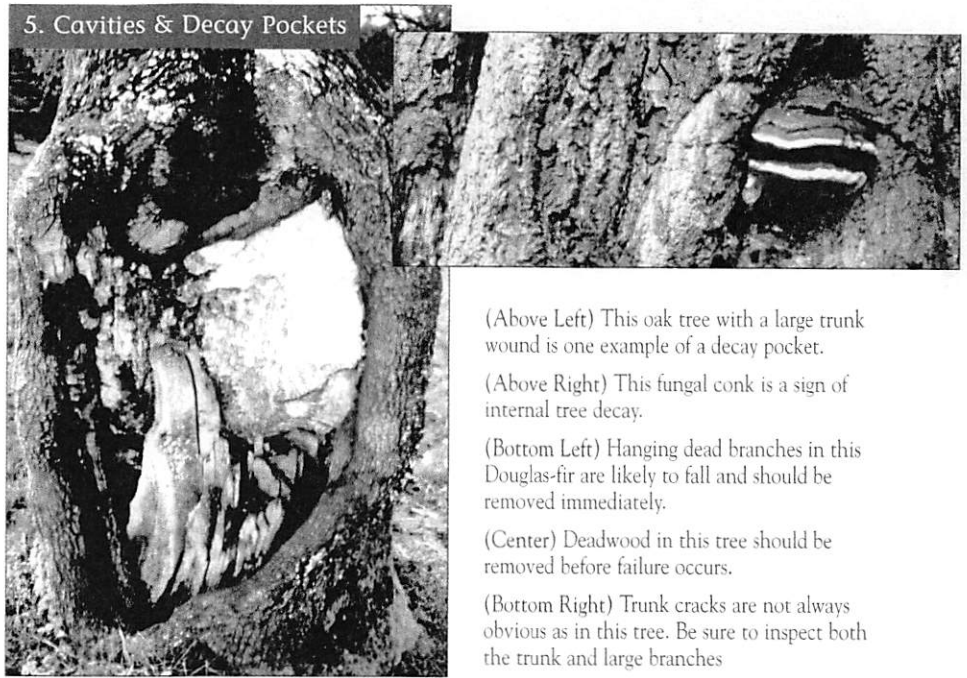
6. Trunk & Branch Cracks. Inspect the trunk and large branches for cracks. Deep, large cracks indicate structural weakness in the tree and need careful evaluation.

7. Hangers. Hangers are broken branches still lodged in the tree. Whether partially attached or separately completed from the trunk, hangers are likely to fall and should be removed. Stubs left by broken branches should be pruned correctly.

8. Deadwood. Deadwood, or dead branches, are a normal part of a tree's growth pattern but will eventually fall. Branches over two inches in diameter can cause serious damage when they fall. Removal of all deadwood may not be critical, but deadwood should not be ignored.

Find Out More

Learn more about keeping your trees healthy and safe. For information about proper tree care and a list of Certified Arborists in the Pacific Northwest, visit the Pacific Northwest ISA website at www.pnwisa.org.



(Above Left) This oak tree with a large trunk wound is one example of a decay pocket.

(Above Right) This fungal conk is a sign of internal tree decay.

(Bottom Left) Hanging dead branches in this Douglas-fir are likely to fall and should be removed immediately.

(Center) Deadwood in this tree should be removed before failure occurs.

(Bottom Right) Trunk cracks are not always obvious as in this tree. Be sure to inspect both the trunk and large branches



8. Deadwood



7. Hangers



6. Trunk & Branch Cracks

Photos: Terrill Collier

How to Make Your Trees Safer

What you can do

- Learn to spot the eight warning signs of structural tree defects
- Remove anything away from a potentially hazardous tree immediately
- Call a Certified Arborist to examine the tree for remedy or removal
- Inspect your trees regularly, and particularly during storm season, for warning signs

What a Certified Arborist can do for you

Certified Arborists have been recognized by the International Society of Arboriculture by demonstrating an advanced level of knowledge and passing the ISA Certification Exam, a comprehensive exam developed by some of the nation's leading tree care experts.

From planting and pruning to removal and emergency tree care, Certified Arborists help maintain the valuable investment you have made in trees. *Depending on your tree care needs, a Certified Arborist might ...*

- Selectively remove branches and foliage to reduce weight and wind resistance
- Crown-clean trees by removing deadwood and hangers
- Remove large leaning trees with cracked soil and exposed root balls
- Remove or cable branches with V-crotches or weak branch attachments
- Recommend actions for long term tree care and health

Trees are alive. Their integrity and stability change over time. Inspect your trees regularly to ensure their longevity and health.



Look for the ISA Certification logo, a sign your arborist has the knowledge to help keep your trees healthy and safe.

Find Out More

The Pacific Northwest Chapter of the International Society of Arboriculture maintains a list of Certified Arborists in Alaska, Idaho, Oregon, Washington, and British Columbia. For more information about proper tree care and a list of Certified Arborists, visit our website at www.pnwisa.org.

Acknowledgements

This publication is funded in part with technical assistance from the Oregon Department of Forestry and the USDA Forest Service and with financial assistance from Oregon Emergency Management and the Federal Emergency Management Agency. The Pacific Northwest ISA acknowledges the assistance of Collier Arbor Care (Clackamas, Oregon, www.collierarbor.com) in developing this brochure.



FEMA




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International Society of Arboriculture
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Azalea Park Tree Removal Workplan




 Phase 1 Tree Removal

 Phase 2 Tree Removal


 Trees Removed


 Preservation Area


 Legacy Tree

 Existing Pavement

 Proposed Park Trail

 Existing Loop Trail

 Botanical Garden Trail

 Alternate Grant

 Sports Field

 Parking Lot



Projections: NAD83 ORSouth,
Brookings GIS jf, 10/27/2016

0 100 200 ft

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.









Tony Baron

From: Daryn Farmer
Sent: Friday, November 18, 2016 10:43 AM
To: abaron@brookings.or.us
Subject: Fwd: Tree removal

Like a good Neighbor, Daryn is here!

Begin forwarded message:

From: Daryn Farmer <daryn.farmer34@gmail.com>
Date: November 13, 2016 at 7:40:44 PM PST
To: abaron@brooking.or.us
Subject: Tree removal

Tony, we are interested in helping the city remove some trees in Azalea Park. We being Brookings Harbor High School. The wood would benefit all sorts of groups as they would be selling raffle tickets for the loads of wood. We have a licensed and bonded tree faller that will drop the trees at no cost to either the city or BHHS.

If you need more information please let me know.

Daryn


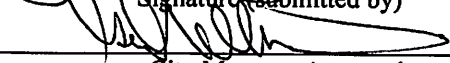
Like a good Neighbor, Daryn is here!

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: Finance & HR


Signature (submitted by)

City Manager Approval

Subject:

Audit Report for the fiscal year ended June 30, 2016

Recommended Motion:

Motion to accept the City's Audit for the fiscal year ended June 30, 2016.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the City's audit for the fiscal year ending June 30, 2016. A bound copy of the audit report and a copy of the "communications letter" are in a separate envelope, from the auditor, in the Mayor's and each City Councilor's box.

The City received an unqualified opinion on the June 30, 2016 audit; which means there were no exceptions, findings, or questioned costs.

CITY OF BROOKINGS



**Brookings, Oregon
ANNUAL FINANCIAL REPORT
For the Year Ended June 30, 2016**

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CITY OF BROOKINGS
OFFICERS AND MEMBERS OF THE GOVERNING BODY
For the Year Ended June 30, 2016

CITY MANAGER

Gary Milliman

FINANCE AND HUMAN RESOURCES DIRECTOR

Janell Howard

MAYOR

Ron Hedenskog
16956 Old County
Brookings, OR 97415

CITY COUNCIL

Bill Hamilton
417 Fern Ave
Brookings, OR 97415

Brent Hodges
Po Box 4970
Brookings, OR 97415

Jake Pieper
17163 Parkview Dr
Brookings, OR 97415

Dennis Triglia (term began January 2016)
96359 Dawson Rd
Brookings, OR 97415

Kelly McClain (term ended November 2015)
867 Jodee Ln
Brookings, OR 97415

CITY ADDRESS

898 Elk Drive
Brookings, OR 97415

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CITY OF BROOKINGS
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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members
of the City Council
CITY OF BROOKINGS
Brookings, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **CITY OF BROOKINGS** as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

INDEPENDENT AUDITOR'S REPORT (Continued)

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **CITY OF BROOKINGS**, as of June 30, 2016, the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparisons for the General and Street Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages i through vii and the schedules of proportionate share of the net pension liability and contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

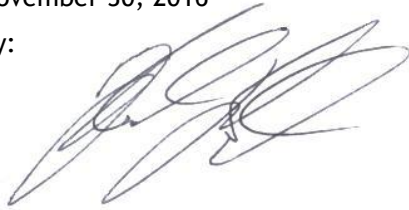
INDEPENDENT AUDITOR'S REPORT (Continued)

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 30, 2016 , on our consideration of the City's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Boldt Carlisle + Smith
Certified Public Accountants
Salem
November 30, 2016

By:

A handwritten signature in blue ink, appearing to read 'B. Bingenheimer', with a stylized flourish at the end.

Bradley G. Bingenheimer, Member

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MANAGEMENT'S DISCUSSION AND ANALYSIS

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City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year Ended June 30, 2016

This discussion and analysis presents the highlights of financial activities and financial position for the City of Brookings (City). The analysis focuses on significant issues, major financial activities and resulting changes in financial position, budget changes and variances from the budget, and specific issues related to funds and the economic factors affecting the City. Please read it in conjunction with the City's financial statements.

FINANCIAL HIGHLIGHTS

- Total assets exceeded liabilities at June 30, 2016, by \$42.4 million. Of this amount, \$2.7 million may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position decreased by \$1.0 million during the fiscal year due to the net pension liability now included in long-term liabilities..
- The General Fund's fund balance is approximately \$1.1 million at the end of the fiscal year, or 29 percent of General Fund expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements and other required supplementary information. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. Examples of such items include earned, but uncollected property taxes, and earned, but unused, compensated absences.

MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

The government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business type activities).

The government activities include the following:

- General government
- Public safety
- Highways and streets
- Culture and recreation

The business-type activities include the following:

- Water
- Wastewater

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance – related legal requirement. All funds can be divided into two categories: governmental or proprietary funds.

Governmental Funds. Governmental fund statements follow the more traditional presentation of financial statements. The City’s major governmental funds are presented in their own column and the remaining funds are combined into a column titled “Other Governmental Funds.” Page 15 presents a reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities.

The City adopts and appropriates an annual budget for all its funds. To demonstrate compliance, budgetary comparison statements have been provided for each fund.

Proprietary Funds. The proprietary fund financial statements immediately follow the governmental fund financial statements. The City maintains two major propriety funds which are used to report the same functions presented as business-type activities in the governmental-wide financial statements, only in more detail. Proprietary fund reports include statement of net position, statement of revenues, expenses and changes in net position and statement of cash flows.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the governmental-wide and fund financial statements.

Combining and Individual Fund Statements and Schedules. Readers desiring additional information on non-major funds can find it in the combining statements and individual fund budgetary comparison schedules.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

	Governmental Activities		Business-Type Activities		Totals
	2016	2015	2016	2015	2016
Assets					
Cash and investments	\$ 3,899	\$ 4,133	\$ 5,536	\$ 5,417	\$ 9,435
Capital assets, net	29,678	29,566	17,151	17,995	46,829
Other assets	1,027	1,506	790	1,131	1,817
Total assets	34,604	35,205	23,477	24,543	58,081
Deferred Outflows					
Pension related items	340	231	164	118	504
Liabilities					
Long-term liabilities	4,610	3,403	10,453	10,971	15,063
Other liabilities	184	305	289	351	473
Total liabilities	4,794	3,708	10,742	11,322	15,536
Deferred Inflows					
Unearned revenue	141	-	-	-	141
Pension related items	365	1,110	176	568	541
Total deferred inflows	506	1,110	176	568	682
Net Position					
Invested in capital assets					
net of related debt	26,819	26,819	7,710	7,340	34,529
Restricted	2,022	2,022	3,110	3,020	5,132
Unrestricted	803	803	1,903	2,411	2,706
Total net position	\$ 29,644	\$ 29,644	\$ 12,723	\$ 12,771	\$ 42,367

Net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$42.4 million as of June 30, 2016.

The largest portion of the City's net position reflects its investment in capital assets (e.g., land, building and improvements, equipment, and infrastructure); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to its citizens. Consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities. The balance of total net position invested in capital assets net of related debt was \$34.5 million at June 30, 2016.

An additional portion of net position represents resources that are subject to external restrictions on how they may be used. Restricted net position at June 30, 2016 were \$5.1 million. The remaining balance of unrestricted net position, \$2.7 million, may be used to meet ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Totals</u>
	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>
REVENUES					
Program revenues					
Charges for services	\$ 652	\$ 738	\$ 4,457	\$ 4,800	\$ 5,109
Grants and contributions	1,001	1,361	488	171	1,489
General revenues					
Taxes	3,412	3,102	-	-	3,412
Other	<u>404</u>	<u>406</u>	<u>104</u>	<u>102</u>	<u>508</u>
Total revenues	<u>5,469</u>	<u>5,607</u>	<u>5,049</u>	<u>5,073</u>	<u>10,518</u>
EXPENSES					
Governmental activities	6,570	4,194	-	-	6,570
Business-type activities	<u>-</u>	<u>-</u>	<u>4,969</u>	<u>3,998</u>	<u>4,969</u>
Total expenses	<u>6,570</u>	<u>4,194</u>	<u>4,969</u>	<u>3,998</u>	<u>11,539</u>
Net (expense) revenue	(1,101)	1,413	80	1,075	(1,021)
Transfers	<u>128</u>	<u>252</u>	<u>(128)</u>	<u>(252)</u>	<u>-</u>
Change in net position	(973)	1,665	(48)	823	(1,021)
Beginning net position	<u>30,617</u>	<u>28,952</u>	<u>12,771</u>	<u>11,948</u>	<u>43,388</u>
Ending net position	<u>\$ 29,644</u>	<u>\$ 30,617</u>	<u>\$ 12,723</u>	<u>\$ 12,771</u>	<u>\$ 42,367</u>

Governmental Activities. Governmental activities decreased the City's net position by \$1.0 million primarily due to increased capital expenditures. Tax revenue increased \$310,000, which is property taxes from the General Fund. In addition, expenses increased by \$2.4 million compared to prior year. This was primarily due to increased capital projects this year, including street overlays and stormwater projects, the Azalea Park project, and pool improvements.

Business-type Activities. Business-type activities decreased the City's net position by \$48,000, with charges for services decreasing by \$343,000. Expenditures increased \$971,000 due to increased capital projects.

GENERAL FUND BUDGETARY HIGHLIGHTS

The City's General Fund appropriations increased by approximately \$700,000 to \$4.9 million. The General Fund revenues were \$204,000 less than the budget. Actual expenditures within the General Fund were 81 percent of the final budget. The decrease in the fund balance was \$65,000 due to expenditures being slightly greater than revenues.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets. As of June 30, 2016, the City has invested \$46.9 million in capital assets as reflected in the following table. This represents a net decrease for current year activity (additions, retirements, and depreciation) of \$700,000.

Capital Assets at Fiscal Year-End

(Net of Depreciation)

(in millions)

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Totals</u>	
	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>
Land and non-depreciable assets	\$ 16.3	\$ 16.3	\$ 0.6	\$ 0.5	\$ 16.9	\$ 16.8
Building and improvements	2.5	2.5	4.8	5.1	7.3	7.6
Vehicles and equipment	1.1	0.9	0.6	0.6	1.7	1.5
Infrastructure	9.6	9.8	10.7	11.4	20.3	21.2
Construction in progress	0.2	0.1	0.5	0.4	0.7	0.5
Total	<u>\$ 29.7</u>	<u>\$ 29.6</u>	<u>\$ 17.2</u>	<u>\$ 18.0</u>	<u>\$ 46.9</u>	<u>\$ 47.6</u>

The following table (presented in millions) reconciles the changes in capital assets. Additions include assets acquired or under construction at year-end. Reductions are for retirements and depreciation.

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Totals</u>
Beginning balance	\$ 29.6	\$ 18.0	\$ 47.6
Additions	0.9	0.4	1.3
Retirement	(0.1)	-	(0.1)
Depreciation	(0.7)	(1.2)	(1.9)
Ending balance	<u>\$ 29.7</u>	<u>\$ 17.2</u>	<u>\$ 46.9</u>

For more information on the City's capital assets, including a breakdown of the major asset categories by governmental and business-type activities, refer to pages 21 and 22 of the notes to the financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Debt Outstanding. As of year end, the City had \$15.1 million in debt outstanding compared to \$14.3 million last year. \$2.2 million is due within one year.

Outstanding Debt at Fiscal Year End (in millions)

	2016	2015
Governmental		
Notes payable	\$ 0.6	\$ 0.6
Loan payable	2.1	2.6
Capital lease	0.2	-
Net pension liability	1.5	-
Compensated absences	0.2	0.2
Sub-total	4.6	3.4
Business-type		
Notes payable	0.1	0.1
Loan payable - bank	9.6	10.8
Net pension liability	0.7	-
Compensated absences	0.1	-
Sub-total	10.5	10.9
Total	\$ 15.1	\$ 14.3

For more detailed information on the City's debt and amortization terms, refer to pages 24-27 of the notes to the financial statements.

ECONOMIC FACTORS

Like all cities in Oregon, the City operates under Measure 50, the tax limitation measure approved by voters on May 20, 1997. This measure rolled back assessed values to 1995-96 levels and effectively limited increased property tax revenues the City could anticipate in future years to a maximum of 3 percent, with permitted allowances for increasing valuations based on new construction and annexations. No substantive changes to the basic provisions of Measure 50 have been enacted during subsequent Oregon Legislative sessions. The City management team and staff continue to meet the challenge of quality service delivery with limited increases in property tax revenue.

MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

ECONOMIC FACTORS (continued)

The City’s business-type activities are funded by utility charges for water and sewer services. Past revenue increases are needed to make the debt service payments on the City’s revenue secured loan which was used to upgrade the wastewater plant and construction and financing of a new sludge treatment process. In 2015-16, the City implemented a wastewater rate increase of 1.0 percent and a water rate increase of 1.0 percent. On July 1, 2016, the City implemented a wastewater rate increase of 1.0 percent and a water rate increase of 1.7 percent. The financial methodology is to be proactive instead of reactionary for vital capital improvement projects. The additional revenue was used to cover operating and maintenance costs and pay related debt payments. The system replacement fees are structured to and have increased by an inflationary factor each year.

REQUESTS FOR INFORMATION

The City’s financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the City’s finances and to demonstrate the City’s accountability. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed:

Janell K. Howard
Finance and Human Resources Director
City of Brookings
898 Elk Drive
Brookings, Oregon 97415
jhoward@brookings.or.us.

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BASIC FINANCIAL STATEMENTS

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CITY OF BROOKINGS
STATEMENT OF NET POSITION
June 30, 2016

	Governmental Activities	Business-type Activities	Totals
<u>ASSETS</u>			
Cash and investments	\$ 3,899,401	5,536,284	\$ 9,435,685
Receivables, net	832,618	555,661	1,388,279
Inventory	-	234,549	234,549
Prepaid items	52,976	-	52,976
Lease receivable	141,116	-	141,116
Capital assets:			
Land, rights of way and construction in progress	16,510,826	1,074,943	17,585,769
Other capital assets, net	13,166,826	16,075,382	29,242,208
TOTAL ASSETS	34,603,763	23,476,819	58,080,582
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Pension related items	340,586	163,786	504,372
<u>LIABILITIES</u>			
Accounts payable and accrued liabilities	147,180	60,742	207,922
Accrued interest payable	18,776	13,576	32,352
Deposits	17,882	214,418	232,300
Long-term liabilities:			
Due within one year	840,645	1,333,861	2,174,506
Due in more than one year	3,768,990	9,119,440	12,888,430
TOTAL LIABILITIES	4,793,473	10,742,037	15,535,510
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Unearned revenue	141,116	-	141,116
Pension related items	365,368	175,706	541,074
TOTAL DEFERRED INFLOWS OF RESOURCES	506,484	175,706	682,190
<u>NET POSITION</u>			
Net investment in capital assets	26,819,686	7,709,918	34,529,604
Restricted for:			
Highways and streets	258,127	-	258,127
Capital projects	859,813	1,654,210	2,514,023
Debt service	333,752	1,455,873	1,789,625
Other purposes	550,745	-	550,745
Unrestricted	822,269	1,902,861	2,725,130
TOTAL NET POSITION	\$ 29,644,392	\$ 12,722,862	\$ 42,367,254

See accompanying notes

CITY OF BROOKINGS

STATEMENT OF ACTIVITIES For the Year Ended June 30, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		Totals
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	
Governmental activities:							
General government	\$ 1,082,172	\$ 120,066	\$ 125,985	\$ -	\$ (836,121)		\$ (836,121)
Public safety	3,430,574	248,396	159,969	-	(3,022,209)		(3,022,209)
Highways and streets	1,338,385	275,972	669,153	-	(393,260)		(393,260)
Culture and recreation	635,736	7,032	46,267	-	(582,437)		(582,437)
Interest on long-term obligations	83,060	-	-	-	(83,060)		(83,060)
TOTAL GOVERNMENTAL ACTIVITIES	6,569,927	651,466	1,001,374	-	(4,917,087)		(4,917,087)
Business-type activities:							
Water	1,825,331	1,541,987	-	157,824		\$ (125,520)	(125,520)
Wastewater	3,143,913	2,915,065	-	330,418		101,570	101,570
TOTAL BUSINESS-TYPE ACTIVITIES	4,969,244	4,457,052	-	488,242		(23,950)	(23,950)
TOTALS	\$ 11,539,171	\$ 5,108,518	\$ 1,001,374	\$ 488,242	(4,917,087)	(23,950)	(4,941,037)
General revenues:							
Taxes levied for general purposes					2,930,358	-	2,930,358
Miscellaneous taxes					481,266	-	481,266
Franchise fees					106,409	-	106,409
Grants and contributions not restricted to specific programs					179,607	-	179,607
Unrestricted investment earnings					20,973	30,627	51,600
Miscellaneous					97,146	73,467	170,613
Transfers					128,304	(128,304)	-
TOTAL GENERAL REVENUES AND TRANSFERS					3,944,063	(24,210)	3,919,853
Change in net position					(973,024)	(48,160)	(1,021,184)
Net position - beginning					30,617,416	12,771,022	43,388,438
Net position - ending					\$ 29,644,392	\$ 12,722,862	\$ 42,367,254

See accompanying notes

CITY OF BROOKINGS
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2016

	General	Street	Total Nonmajor Funds	Total Governmental Funds
<u>ASSETS</u>				
Cash and investments	\$ 1,140,494	\$ 132,237	\$ 2,626,670	\$ 3,899,401
Receivables	349,394	129,263	353,961	832,618
Due from other funds	-	-	15,252	15,252
Prepaid items	-	-	52,976	52,976
TOTAL ASSETS	\$ 1,489,888	\$ 261,500	\$ 3,048,859	\$ 4,800,247
<u>LIABILITIES</u>				
Accounts payable and accrued liabilities	\$ 119,358	\$ 3,373	\$ 23,698	\$ 146,429
Payroll and related liabilities	751	-	-	751
Due to other funds	-	-	15,252	15,252
Consumer deposits	17,882	-	-	17,882
TOTAL LIABILITIES	137,991	3,373	38,950	180,314
<u>DEFERRED INFLOWS OF RESOURCES</u>				
Unavailable revenue	206,081	20,000	264,601	490,682
<u>FUND BALANCES</u>				
Nonspendable	-	-	52,976	52,976
Restricted for:				
Highways and streets	-	238,127	-	238,127
Urban renewal projects	-	-	276,112	276,112
911 services	-	-	202,531	202,531
Tourism	-	-	34,981	34,981
Debt service	-	-	333,752	333,752
Capital projects	-	-	745,123	745,123
Committed for:				
Capital projects	-	-	1,046,644	1,046,644
Police programs	-	-	43,331	43,331
Current and future health care programs	-	-	2,375	2,375
Fire equipment and training	-	-	7,483	7,483
Unassigned	1,145,816	-	-	1,145,816
TOTAL FUND BALANCES	1,145,816	238,127	2,745,308	4,129,251
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 1,489,888	\$ 261,500	\$ 3,048,859	

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION

Amounts reported for governmental activities in the statement of net position are different because:

Lease receivables are not available and, therefore, are not reported in the funds	141,116
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	29,677,652
The government-wide statements report as a deferred outflow, contributions made to OPERS subsequent to the measurement date of June 30, 2015 and changes in assumptions and investment returns related to its participation in OPERS	340,586
The government-wide statement report a deferred inflow related to changes in assumptions and investment returns related to its participation in OPERS	(365,368)
Other long-term assets are not available for current period expenditures and, therefore, are reported as unavailable revenue in the funds.	490,682
Unearned revenues associated with lease receivables are not available and, therefore, are not reported in the funds	(141,116)
Some liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds.	(4,628,411)

NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 29,644,392</u>
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See accompanying notes

CITY OF BROOKINGS

STATEMENT OF REVENUES, EXPENDITURE AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS For the Year Ended June 30, 2016

	General	Street	Total Nonmajor Funds	Total Governmental Funds
REVENUES				
Property taxes	\$ 2,494,527	\$ -	\$ 442,562	\$ 2,937,089
Transient tax	149,284	-	49,661	198,945
Local gas tax	-	-	282,321	282,321
Franchise fees	106,409	-	-	106,409
Licenses, permits and fees	116,312	-	1,050	117,362
Fines and forfeitures	86,956	-	-	86,956
Charges for services	160,390	-	-	160,390
System development charges	-	-	112,194	112,194
System replacement charges	-	-	188,944	188,944
Intergovernmental	172,074	759,275	175,189	1,106,538
Interest	5,966	970	14,037	20,973
Miscellaneous	75,119	19,626	62,735	157,480
	<u>3,367,037</u>	<u>779,871</u>	<u>1,328,693</u>	<u>5,475,601</u>
TOTAL REVENUES				
	<u>3,367,037</u>	<u>779,871</u>	<u>1,328,693</u>	<u>5,475,601</u>
EXPENDITURES				
Current				
General government	816,439	-	22,666	839,105
Public safety	2,354,040	-	31,498	2,385,538
Highways and streets	-	377,505	-	377,505
Culture and recreation	446,835	-	41,832	488,667
Debt service	100,573	4,322	541,597	646,492
Capital outlay	259,571	314,457	737,101	1,311,129
	<u>3,977,458</u>	<u>696,284</u>	<u>1,374,694</u>	<u>6,048,436</u>
TOTAL EXPENDITURES				
	<u>3,977,458</u>	<u>696,284</u>	<u>1,374,694</u>	<u>6,048,436</u>
Excess (deficiency) of revenues over expenditures	<u>(610,421)</u>	<u>83,587</u>	<u>(46,001)</u>	<u>(572,835)</u>
OTHER FINANCING SOURCES (USES)				
Issuance of long-term obligations	224,475	-	-	224,475
Transfers in	362,986	-	663,252	1,026,238
Transfers out	(42,500)	(113,640)	(680,698)	(836,838)
	<u>544,961</u>	<u>(113,640)</u>	<u>(17,446)</u>	<u>413,875</u>
TOTAL OTHER FINANCING SOURCES (USES)				
	<u>544,961</u>	<u>(113,640)</u>	<u>(17,446)</u>	<u>413,875</u>
Net change in fund balances	(65,460)	(30,053)	(63,447)	(158,960)
Fund balances at beginning of year	<u>1,211,276</u>	<u>268,180</u>	<u>2,808,755</u>	<u>4,288,211</u>
Fund balance at end of year	<u>\$ 1,145,816</u>	<u>\$ 238,127</u>	<u>\$ 2,745,308</u>	<u>\$ 4,129,251</u>

See accompanying notes

CITY OF BROOKINGS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES For the Year Ended June 30, 2016

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$ (158,960)

Amounts reported for governmental activities in the statement of activities are different because of the following

Governmental funds report the acquisition of capital assets as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. The difference between those two amounts is:

Acquisition of capital assets	\$ 883,009	
Depreciation	<u>(741,755)</u>	141,254

The changes in net pension liability (asset) and deferred inflows and outflows related to the entity's participation in OPERS are reported as pension expense on the statement of activities (1,211,646)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds as follows:

Taxes	(6,731)	
System development charges	(18,134)	
Grants	22,842	
Assessments	<u>(4,979)</u>	(7,002)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Accrued interest	2,132	
Compensated absences	<u>(14,533)</u>	(12,401)

The issuance of long term obligations provides current financial resources to governmental funds, however, issuing debt increases long-term liabilities in the statement of net position. (224,475)

Repayment of long-term obligations principal is an expenditure in the governmental funds, but the repayment reduces long-term obligations in the statement of net position. 561,302

Additional transfers between business-type activities and governmental activities are as follows:

Capital assets purchased by the governmental activities to be used in the business-type activities	(41,480)	
Capital assets purchased by the business-type activities to be used in the governmental activities	12,263	
Repayment of governmental activities long-term obligation principal by the business-type activities	9,538	
Repayment of business-type activities long-term obligation principal by the governmental funds	<u>(41,417)</u>	<u>(61,096)</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ (973,024)

See accompanying notes

CITY OF BROOKINGS

**GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Budget			
	Original	Final	Actual	Variance
REVENUES				
Property taxes	\$ 2,474,567	\$ 2,474,567	\$ 2,494,527	\$ 19,960
Transient tax	111,000	111,000	149,284	38,284
Franchise fees	99,000	99,000	106,409	7,409
Licenses, permits and fees	97,000	97,000	116,312	19,312
Fines and forfeitures	103,000	103,000	86,956	(16,044)
Charges for services	143,500	143,500	160,390	16,890
Intergovernmental	278,700	496,818	172,074	(324,744)
Interest	5,000	5,000	5,966	966
Miscellaneous	40,100	41,980	75,119	33,139
	<u>3,351,867</u>	<u>3,571,865</u>	<u>3,367,037</u>	<u>(204,828)</u>
TOTAL REVENUES				
	<u>3,351,867</u>	<u>3,571,865</u>	<u>3,367,037</u>	<u>(204,828)</u>
EXPENDITURES				
Judicial	33,118	33,118	26,313	6,805
Legislative and administration	312,607	312,607	297,560	15,047
Police	2,137,534	2,143,524	2,101,261	42,263
Fire	266,906	266,906	252,779	14,127
Planning and building	260,997	260,997	183,603	77,394
Parks and recreation	242,711	889,719	601,866	287,853
Administrative services	208,411	208,411	194,139	14,272
Swimming pool	113,960	113,960	104,540	9,420
Non-departmental	158,800	158,800	114,824	43,976
Debt service	100,669	100,669	100,573	96
Contingency and reserves	611,640	403,640	-	403,640
	<u>4,447,353</u>	<u>4,892,351</u>	<u>3,977,458</u>	<u>914,893</u>
TOTAL EXPENDITURES				
	<u>4,447,353</u>	<u>4,892,351</u>	<u>3,977,458</u>	<u>914,893</u>
Excess (deficiency) of revenues over expenditures	<u>(1,095,486)</u>	<u>(1,320,486)</u>	<u>(610,421)</u>	<u>710,065</u>
OTHER FINANCING SOURCES (USES)				
Issuance of long-term obligations	-	225,000	224,475	(525)
Transfers in	362,986	362,986	362,986	-
Transfers out	<u>(242,500)</u>	<u>(242,500)</u>	<u>(42,500)</u>	<u>200,000</u>
	<u>120,486</u>	<u>345,486</u>	<u>544,961</u>	<u>199,475</u>
TOTAL OTHER FINANCING SOURCES (USES)				
	<u>120,486</u>	<u>345,486</u>	<u>544,961</u>	<u>199,475</u>
Net change in fund balance	(975,000)	(975,000)	(65,460)	909,540
Fund balance at beginning of year	<u>990,000</u>	<u>990,000</u>	<u>1,211,276</u>	<u>221,276</u>
	<u>15,000</u>	<u>15,000</u>	<u>1,145,816</u>	<u>1,130,816</u>
Fund balance at end of year				
	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 1,145,816</u>	<u>\$ 1,130,816</u>

See accompanying notes

CITY OF BROOKINGS

**STREET FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Intergovernmental	\$ 926,000	\$ 926,000	\$ 759,275	\$ (166,725)
Interest	200	200	970	770
Miscellaneous	<u>12,250</u>	<u>12,250</u>	<u>19,626</u>	<u>7,376</u>
 TOTAL REVENUES	 <u>938,450</u>	 <u>938,450</u>	 <u>779,871</u>	 <u>(158,579)</u>
 EXPENDITURES				
Street maintenance	946,399	946,399	691,962	254,437
Debt service	11,300	11,300	4,322	6,978
Contingency	<u>101,111</u>	<u>101,111</u>	<u>-</u>	<u>101,111</u>
 TOTAL EXPENDITURES	 <u>1,058,810</u>	 <u>1,058,810</u>	 <u>696,284</u>	 <u>362,526</u>
 Excess (deficiency) of revenues over expenditures	 (120,360)	 (120,360)	 83,587	 203,947
 OTHER FINANCING SOURCES (USES)				
Transfers out	<u>(113,640)</u>	<u>(113,640)</u>	<u>(113,640)</u>	<u>-</u>
 Net change in fund balance	 (234,000)	 (234,000)	 (30,053)	 203,947
Fund balance at beginning of year	<u>234,000</u>	<u>234,000</u>	<u>268,180</u>	<u>34,180</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 238,127</u>	 <u>\$ 238,127</u>

See accompanying notes

CITY OF BROOKINGS
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
June 30, 2016

	Business-type Activities			
	Water	Wastewater	Total Nonmajor Funds	Total Enterprise Funds
<u>ASSETS</u>				
Current assets				
Cash and investments	\$ 201,081	\$ 692,760	\$ 4,642,443	\$ 5,536,284
Receivables, net	146,940	237,519	171,202	555,661
Inventory	185,691	48,858	-	234,549
Total current assets	533,712	979,137	4,813,645	6,326,494
Capital assets				
Land	258,658	292,849	-	551,507
Construction in progress	442,503	80,933	-	523,436
Other capital assets, net	5,566,574	10,508,808	-	16,075,382
Total capital assets	6,267,735	10,882,590	-	17,150,325
TOTAL ASSETS	6,801,447	11,861,727	4,813,645	23,476,819
<u>DEFERRED OUTFLOWS OF RESOURCES</u>				
Pension related items	66,076	97,710	-	163,786
<u>LIABILITIES</u>				
Current liabilities				
Accounts payable and accrued liabilities	17,490	26,397	16,855	60,742
Accrued interest payable	5,408	6,382	1,786	13,576
Consumer deposits	214,418	-	-	214,418
Compensated absences payable	18,577	38,073	-	56,650
Long-term obligations due within one year	263,602	982,411	31,198	1,277,211
Total current liabilities	519,495	1,053,263	49,839	1,622,597
Long-term obligations due in more than one year	3,220,408	5,694,058	204,974	9,119,440
TOTAL LIABILITIES	3,739,903	6,747,321	254,813	10,742,037
<u>DEFERRED INFLOWS OF RESOURCES</u>				
Pension related items	70,884	104,822	-	175,706
<u>NET POSITION</u>				
Net investment in capital assets	3,074,221	4,635,697	-	7,709,918
Restricted for:				
Capital projects	-	-	1,654,210	1,654,210
Debt service	-	-	1,455,873	1,455,873
Unrestricted	(17,485)	471,597	1,448,749	1,902,861
TOTAL NET POSITION	\$ 3,056,736	\$ 5,107,294	\$ 4,558,832	\$ 12,722,862

See accompanying notes

CITY OF BROOKINGS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION PROPRIETARY FUNDS For the Year Ended June 30, 2016

	Business-type Activities			
	Water	Wastewater	Total Nonmajor Funds	Totals Enterprise Funds
OPERATING REVENUES				
Charges for services	\$ 1,541,987	\$ 2,915,065	\$ -	\$ 4,457,052
OPERATING EXPENSES				
Personal services	867,210	1,300,669	-	2,167,879
Materials and services	484,370	754,503	78,057	1,316,930
Depreciation	314,004	902,560	-	1,216,564
Total operating expenses	1,665,584	2,957,732	78,057	4,701,373
Operating (loss)	(123,597)	(42,667)	(78,057)	(244,321)
NONOPERATING REVENUES (EXPENSES)				
Interest	3,431	7,596	19,600	30,627
Miscellaneous	64,622	8,845	-	73,467
Interest	(85,480)	(175,919)	(6,472)	(267,871)
Total nonoperating revenue (expenses)	(17,427)	(159,478)	13,128	(163,777)
(Loss) before capital contributions and transfers	(141,024)	(202,145)	(64,929)	(408,098)
Capital contributions	-	-	488,242	488,242
Transfers in	401,014	1,421,395	2,527,996	4,350,405
Transfers out	(560,163)	(1,605,138)	(2,313,408)	(4,478,709)
Change in net position	(300,173)	(385,888)	637,901	(48,160)
Net position - beginning	3,356,909	5,493,182	3,920,931	12,771,022
Net position - ending	\$ 3,056,736	\$ 5,107,294	\$ 4,558,832	\$ 12,722,862

See accompanying notes

CITY OF BROOKINGS
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Year Ended June 30, 2016

	Business-type Activities			
	Water	Wastewater	Total Nonmajor Funds	Total Enterprise Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 1,557,661	\$ 2,913,231	\$ -	\$ 4,470,892
Payments to suppliers	(508,873)	(771,779)	(84,311)	(1,364,963)
Payments to employees	(635,580)	(952,292)	-	(1,587,872)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	413,208	1,189,160	(84,311)	1,518,057
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
System development charges received	-	-	511,304	511,304
Other	64,622	8,845	-	73,467
Transfers in	-	-	2,490,903	2,490,903
Transfers out	(555,395)	(1,600,370)	(524,538)	(2,680,303)
Acquisition of capital assets	(3,844)	(3,844)	(335,129)	(342,817)
Principal paid on long-term obligations	(12,054)	(12,058)	(1,192,803)	(1,216,915)
Interest paid on long-term obligations	(2,274)	(2,274)	(260,938)	(265,486)
NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	(508,945)	(1,609,701)	688,799	(1,429,847)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest on investments	3,431	7,596	19,600	30,627
Net increase (decrease) in cash	(92,306)	(412,945)	624,088	118,837
Cash - beginning of year	293,387	1,105,705	4,018,355	5,417,447
Cash - end of year	\$ 201,081	\$ 692,760	\$ 4,642,443	\$ 5,536,284
RECONCILIATION OF OPERATING (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES				
Operating (loss)	\$ (123,597)	\$ (42,667)	\$ (78,057)	\$ (244,321)
Adjustments to reconcile operating (loss) to net cash provided by (used in) operating activities				
Depreciation	314,004	902,560	-	1,216,564
(Increase) in assets and deferred outflows				
Receivables, net	18,374	(1,834)	-	16,540
Inventory	6,642	3,213	-	9,855
Net pension asset	121,592	169,298	-	290,890
Pension related items	(16,623)	(28,854)	-	(45,477)
Increase (decrease) in liabilities and deferred inflows				
Accounts payable and accrued liabilities	(31,145)	(20,489)	(6,254)	(57,888)
Consumer deposits	(2,700)	-	-	(2,700)
Compensated absences payable	2,746	4,168	-	6,914
Net pension liability	290,496	429,576	-	720,072
Pension related items	(166,581)	(225,811)	-	(392,392)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	\$ 413,208	\$ 1,189,160	\$ (84,311)	\$ 1,518,057
SUPPLEMENTAL DISCLOSURE OF NONCASH TRANSACTIONS				
Transfers in	\$ 401,014	\$ 1,421,395	\$ 37,093	\$ 1,859,502
Transfers out	(560,163)	(1,605,138)	(1,788,870)	(3,954,171)
Total noncash transactions	\$ (159,149)	\$ (183,743)	\$ (1,751,777)	\$ (2,094,669)

See accompanying notes

CITY OF BROOKINGS

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2016

1. Summary of significant accounting policies

A. Financial reporting entity

The **CITY OF BROOKINGS** (City) was organized under the general laws of the State of Oregon. Control of the City is vested in its Mayor and Council Members who are elected to office by voters within the City. Administrative functions are delegated to individuals who report to and are responsible to the Mayor and Council. The chief administrative officer is the City Manager.

The accompanying financial statements present all activities, funds and the component unit for which the City is considered to be financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government.

The City Council serves as the governing board of the Brookings Urban Renewal Agency. Therefore, the accounts of the agency are included in the financial statements of the City.

Complete financial statements for the Brookings Urban Renewal Agency may be obtained from the City's finance department.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City (the primary government) and its component unit. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

C. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the functions of the City, the elimination of which would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Significant revenues, which are susceptible to accrual under the modified accrual basis of accounting, include property taxes and federal and state grants. Other revenue items are considered to be measurable and available when received by the City. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

C. Measurement focus, basis of accounting and financial statement presentation (continued)

The basis of accounting described above is in accordance with accounting principles generally accepted in the United States of America.

The City reports the following major governmental funds:

- *General* - accounts for all financial resources of the City, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and state shared revenues. Expenditures are primarily for general government operations, public safety (police), and culture and recreation.
- *Street* - accounts for street maintenance and minor capital improvements. Principal sources of revenues are gas tax and grants.

The City reports the following major proprietary funds:

- *Water* - accounts for the operation of the City's water system.
- *Wastewater* - accounts for the operation of the City's wastewater system.

The City also includes the following fund types as nonmajor governmental funds and nonmajor enterprise funds:

Special revenue - account for revenue derived from specific taxes or other revenue sources, which are legally restricted to finance particular functions or activities. When a special revenue fund is not an operating fund, transfers are made from the special revenue fund to the operating fund authorized to make expenditures.

Debt service - account for the resources accumulated and payments made for principal and interest on long-term debt of governmental funds.

Capital projects - account for expenditures on major construction projects or equipment acquisition. The principal sources of revenues are proceeds from long-term obligations issued to finance capital acquisitions and improvements.

Enterprise - accounts for the operations of predominantly self-supporting activities. Enterprise funds account for services rendered to the public on a user charge basis.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

D. Budget policies and budgetary control

Generally, Oregon Local Budget Law requires annual budgets be adopted for all funds except agency funds. The modified accrual basis of accounting is used for all budgets. All annual appropriations lapse at fiscal year end.

The City begins its budgeting process by appointing Budget Committee members in the fall of each year. Budget recommendations are developed by management through early spring, with the Budget Committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in May or June and the hearing is held in June. The City Council adopts the budget, makes appropriations, and declares the tax levy no later than June 30. Expenditure appropriations may not be legally over-expended, except in the case of grant receipts and bond sale proceeds which could not be reasonably estimated at the time the budget was adopted.

The resolution authorizing appropriations for each fund sets the level at which expenditures cannot legally exceed appropriations. The City established the levels of budgetary control at the personal services, materials and services, capital outlay, operating contingencies, debt service, and all other requirement levels for all funds.

E. Cash and cash equivalents

For purposes of reporting cash flows, cash and cash equivalents include cash on hand, checking, savings and money market accounts, and any highly-liquid debt instruments purchased with a maturity of three months or less.

F. User charges and fines receivable

User charges and fines receivable are reported at the amount management expects to collect on balances outstanding at year-end. Management closely monitors outstanding balances and writes off, as of year-end, all balances that have not been collected by the time the financial statements are issued.

G. Inventory

Inventory is valued at the lower of cost (first-in, first-out method) or market. Inventory consists of expendable supplies held for consumption.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

H. Capital assets

Capital assets are recorded in the statement of net position at cost or estimated historical cost if purchased or constructed. Donated items are recorded at their estimated fair value at the date of donation. The City records capital assets for items with original cost, or estimated fair value if donated, of \$5,000 or more and an expected economic useful life of 3 years or more.

Public domain (infrastructure) capital assets (e.g., roads, bridges, sidewalks, storm sewers, and other assets that are immovable and of value to the City) that have been acquired or significantly reconstructed have been capitalized at estimated historical cost.

Upon disposal of capital assets, the accounts are relieved of the related costs and accumulated depreciation, and resulting gains or losses are reflected in the change in net position. Depreciation taken on contributed capital assets is recorded as an expense of operations and charged to retained earnings.

Capital assets are depreciated using the straight-line method over the following estimated useful lives with prorated depreciation in the year of acquisition and prorated depreciation in the year of disposal.

<u>Assets</u>	<u>Years</u>
Land improvements	10 - 50
Buildings	25 - 50
Building improvements	20 - 40
Equipment	5 - 15
Infrastructure	25 - 40
Water and wastewater systems	25
Storm drains	25

I. Long-term obligations

Long-term obligations consist of notes, bonds, compensated absences and net pension liability.

Long-term obligations expected to be repaid from proprietary funds are accounted for in the business-type activities and proprietary funds. Long-term obligations expected to be repaid from governmental funds are accounted for in the governmental activities.

J. Compensated absences

Vacation and comp-time leave amounts are accrued as they are earned.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

K. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employee Retirement System (OPERS) and additions to/deductions from OPERS' fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

L. Deferred outflows / inflows of resources

In addition to assets, the statements of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. These include refunded debt charges and pension related items.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents amount that apply to a future periods and so will not be recognized as an inflow of resources (revenue) until that time. Pension related items which are amortized over specified periods are reported as deferred inflows of resources.

The balance sheet of governmental funds will report as deferred inflows unavailable revenues from property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

M. Equity classification

- i. In the government-wide and proprietary fund financial statements equity is classified as net position and displayed in three components:

Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In the government-wide and proprietary fund financial statements, when both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

M. Equity classification (continued)

ii. Governmental fund type fund balance reporting

Governmental type fund balances are to be properly reported within one of the fund balance categories list below:

Non-spendable — Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed — Amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making authority for the City. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the City Council.

Assigned — Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The City Council has granted authority to the Administrative Services Director to assign fund balance amounts.

Unassigned — The residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Additionally, other funds may report negative unassigned fund balance in certain circumstances.

In the governmental fund financial statements, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has provided otherwise in its commitment or assignment actions.

N. Risk management

The City is exposed to various risks of loss related to errors and omissions, automobile, damage to and destruction of assets, bodily injury, and worker's compensation for which the City carries commercial insurance. There has been no significant reduction in insurance coverage from the prior year and settled claims have not reached the level of commercial coverage in any of the past three fiscal years.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

2. Deposits and investments

The City maintains a pool of cash and investments that are available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as cash and investments. Additionally, several funds hold separate cash and investment accounts. Interest earned on pooled cash and investments is allocated to participating funds based upon their combined cash and investment balances.

Investments, including amounts held in pooled cash and investments are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments with a remaining maturity of more than one year, at the time of purchase are stated at fair value. Fair value is determined at the quoted market price, if available; otherwise the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value. The Oregon State Treasury administers the LGIP. The LGIP is an unrated, open-ended, no-load, diversified portfolio offered to any agency, political subdivision or public corporation of the state who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the City's position in the LGIP is the same as the value of the pool shares.

Credit risk: Oregon statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool.

As of June 30, 2016, the City had the following investments:

	<u>Maturities</u>	<u>Fair Value</u>
State Treasurer's Investment Pool	N/A	<u>\$ 7,915,614</u>

Interest Rate Risk: The City does not have a formal policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increases in interest rates.

Concentration of Credit Risk: The City does not have a formal policy that places a limit on the amount that may be invested in any one issuer.

Custodial Credit Risk – Investments: This is the risk that, in the event of the failure of a counterparty, the City will not be able to recover the value of its investments that are in the possession of an outside party. The City does not have a policy which limits the amount of investments that can be held by counterparties.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

2. Deposits and investments (continued)

Custodial Credit Risk – Deposits: This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest bearing accounts and the aggregate of all interest bearing accounts at each institution. Deposits in excess of FDIC coverage with institutions participating in the Oregon Public Funds Collateralization Program are collateralized with securities held by the Federal Home Loan Bank of Seattle in the name of the institution. As of June 30, 2016, \$1,427,940 of the City's bank balances were exposed to custodial risk.

A. The City's deposits and investments at June 30, 2016 are as follows:

Total investments	\$ 7,915,614
Cash on hand	3,000
Deposits with financial institutions	<u>1,517,071</u>
Total deposits and investments	<u><u>\$ 9,435,685</u></u>

B. Cash and investments by fund:

<u>Governmental activities/funds</u>	
Unrestricted	
General	\$ 1,140,494
Street	132,237
Nonmajor governmental	<u>2,626,670</u>
Total governmental activities/funds	<u>3,899,401</u>
<u>Business-type activities/proprietary funds</u>	
Water	201,081
Wastewater	692,760
Nonmajor enterprise	<u>4,642,443</u>
Total business-type activities/proprietary funds	<u>5,536,284</u>
Total cash and investments	<u><u>\$ 9,435,685</u></u>

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

3. Receivables

A. The City's receivables at June 30, 2016 are shown below:

	Governmental Activities / Funds				Business-type Activities / Proprietary Funds			
	General	Street	Total Nonmajor	Totals	Water	Wastewater	Total Nonmajor	Totals
User charges	\$ -	\$ -	\$ -	\$ -	\$ 146,940	\$ 237,519	\$ -	\$ 384,459
Assessments	-	-	45,950	45,950	-	-	-	-
Property taxes	241,099	-	44,577	285,676	-	-	-	-
Accounts	103,916	40,544	173,614	318,074	-	-	375	375
System replacement charges	-	-	16,275	16,275	-	-	25,320	25,320
System development charges	4,379	-	73,545	77,924	-	-	145,507	145,507
Grants	-	88,719	-	88,719	-	-	-	-
	<u>\$ 349,394</u>	<u>\$ 129,263</u>	<u>\$ 353,961</u>	<u>\$ 832,618</u>	<u>\$ 146,940</u>	<u>\$ 237,519</u>	<u>\$ 171,202</u>	<u>\$ 555,661</u>

B. Property taxes

i. Collection procedures

Taxes are levied on July 1 and are payable in three installments due November 15, February 15 and May 15. Curry County bills and collects property taxes for the City.

ii. Ensuing year's levy

The City's permanent tax rate is \$3.763 per \$1,000 assessed value as limited by the Constitution of the State of Oregon.

The Urban Renewal Agency will levy 100 percent of the amount of its authority under option one of ORS 457.435(2)(a) for the retirement of long-term obligations principal and interest without making a special levy in 2016-17.

The tax rate limit of \$10.00 per thousand of assessed value imposed by the Oregon Constitution is not expected to affect these levies.

4. Lease receivable

The City entered into an agreement with Early Management Team, Inc. (the Company) for operation of the golf course. As part of the agreement, the City agreed to lease golf carts for the Company to use. The Company agreed to reimburse the City for all lease payments made on the golf carts until the management agreement ends or the lease is paid in full and ownership of the golf carts transfers to the Company. The initial management agreement ends May 19, 2019 but can be renewed for two additional terms of 36 months each.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

5. Capital assets

A. Capital asset activity for governmental activities for the year ended June 30, 2016 was as follows:

	Balances July 1, 2015	Additions	Deletions	Balances June 30, 2016
<i>Governmental Activities</i>				
Capital assets not being depreciated				
Land	\$ 2,923,798	\$ -	\$ -	\$ 2,923,798
Right of way	13,360,659	-	-	13,360,659
Construction in progress	<u>56,672</u>	<u>226,369</u>	<u>(56,672)</u>	<u>226,369</u>
Total capital assets not being depreciated	<u>16,341,129</u>	<u>226,369</u>	<u>(56,672)</u>	<u>16,510,826</u>
Capital assets being depreciated				
Buildings and improvements	4,259,336	140,282	-	4,399,618
Equipment	3,048,913	301,792	-	3,350,705
Infrastructure	<u>15,779,601</u>	<u>242,021</u>	<u>-</u>	<u>16,021,622</u>
Total capital assets being depreciated	<u>23,087,850</u>	<u>684,095</u>	<u>-</u>	<u>23,771,945</u>
Less accumulated depreciation for:				
Buildings and improvements	1,775,690	154,703	-	1,930,393
Equipment	2,123,902	177,604	-	2,301,506
Infrastructure	<u>5,963,772</u>	<u>409,448</u>	<u>-</u>	<u>6,373,220</u>
Total accumulated depreciation	<u>9,863,364</u>	<u>741,755</u>	<u>-</u>	<u>10,605,119</u>
Total capital assets being depreciated, net	<u>13,224,486</u>	<u>(57,660)</u>	<u>-</u>	<u>13,166,826</u>
Governmental activities capital assets, net	<u>\$ 29,565,615</u>	<u>\$ 168,709</u>	<u>\$ (56,672)</u>	<u>\$ 29,677,652</u>

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

5. Capital assets (continued)

B. Capital asset activity for business-type activities for the year ended June 30, 2016 was as follows:

	Balances July 1, 2015	Additions	Deletions	Balances June 30, 2016
<i>Business-type Activities</i>				
Capital assets not being depreciated				
Land	\$ 551,507	\$ -	\$ -	\$ 551,507
Construction in progress	<u>374,675</u>	<u>148,761</u>	<u>-</u>	<u>523,436</u>
Total capital assets not being depreciated	<u>926,182</u>	<u>148,761</u>	<u>-</u>	<u>1,074,943</u>
Capital assets being depreciated				
Infrastructure	28,004,365	49,988	-	28,054,353
Buildings and improvements	9,162,757	61,585	-	9,224,342
Equipment and vehicles	<u>1,163,680</u>	<u>111,701</u>	<u>-</u>	<u>1,275,381</u>
Total capital assets being depreciated	<u>38,330,802</u>	<u>223,274</u>	<u>-</u>	<u>38,554,076</u>
Less accumulated depreciation for:				
Infrastructure	16,633,445	766,964	-	17,400,409
Buildings and improvements	4,090,820	351,478	-	4,442,298
Equipment and vehicles	<u>537,865</u>	<u>98,122</u>	<u>-</u>	<u>635,987</u>
Total accumulated depreciation	<u>21,262,130</u>	<u>1,216,564</u>	<u>-</u>	<u>22,478,694</u>
Total capital assets being depreciated, net	<u>17,068,672</u>	<u>(993,290)</u>	<u>-</u>	<u>16,075,382</u>
Business-type activities capital assets, net	<u>\$ 17,994,854</u>	<u>\$ (844,529)</u>	<u>\$ -</u>	<u>\$ 17,150,325</u>

C. Depreciation expense was charged to functions/programs of the City as follows:

<i>Governmental activities</i>	
General government	\$ 35,071
Public safety	167,957
Highways and streets	463,916
Culture and recreation	<u>74,811</u>
Total depreciation expense - governmental activities	<u>\$ 741,755</u>
<i>Business-type activities</i>	
Water	\$ 314,004
Wastewater	<u>902,560</u>
Total depreciation expense - business-type activities	<u>\$ 1,216,564</u>

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

6. Unavailable revenue

	Governmental Funds			
	General	Street	Total Nonmajor	Totals
Property taxes	\$ 201,702	\$ -	\$ 37,121	\$ 238,823
Assessments	4,379	-	45,950	50,329
Grants	-	20,000	107,985	127,985
System development charges	-	-	73,545	73,545
	<u>\$ 206,081</u>	<u>\$ 20,000</u>	<u>\$ 264,601</u>	<u>\$ 490,682</u>

7. Interfund transactions

The interfund transfers during the year ended June 30, 2016 were as follows:

	In	Out
<u>Governmental</u>		
General	\$ 362,986	\$ 42,500
Street	-	113,640
Nonmajor	663,252	680,698
	<u>\$ 1,026,238</u>	<u>\$ 836,838</u>
<u>Enterprise</u>		
Water	-	555,395
Water - non-cash	401,014	4,768
Wastewater	-	1,600,370
Wastewater - non-cash	1,421,395	4,768
Nonmajor	2,490,903	524,538
Nonmajor - non-cash	37,093	1,788,870
Totals	<u>\$ 4,350,405</u>	<u>\$ 4,478,709</u>

Governmental activities made additional transfers to the enterprise funds in the net amount of \$61,096 for the purchase of capital assets and repayment of long-term obligations.

As part of the budget, the City anticipates making interfund transfers to move resources between funds to provide resources for specific expenditures that are not supported by other revenues.

Non-cash transfers occur when a fund 1) acquires capital assets which will be used in the operation of a different fund's activities, 2) issues long-term obligations which will be repaid out of a different fund's resources or 3) pays principal on long-term obligations reported in a different fund.

A loan from the Capital Projects Reserve Fund to the Urban Renewal Fund is being repaid in annual installments equal to the tax increment that the City receives from the property sold at 220 Wharf Street Brookings, Oregon. At June 30, 2016, the balance is \$15,252.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

8. Long-term obligations

A. Transactions for the governmental activities for the year ended June 30, 2016 were as follows:

				Balances	
	Outstanding			Outstanding	Due Within
	July 1, 2015	Additions	Reductions	June 30, 2016	One Year
<u>Governmental activities</u>					
Long-term debt obligations					
Loans					
Storm system - Umpqua Bank	\$ 430,600	\$ -	\$ 49,093	\$ 381,507	\$ 50,397
Urban renewal - Umpqua Bank	1,961,658	-	372,382	1,589,276	382,178
Vehicles - Umpqua Bank	161,279	-	52,674	108,605	53,755
Notes					
Fire truck - Chetco Federal Credit Union	260,375	-	22,766	237,609	23,431
911 tower - Umpqua Bank	349,002	-	32,508	316,494	33,922
Capital lease					
Golf carts - Umpqua Bank	-	224,475	-	224,475	42,638
Total long-term debt obligations	3,162,914	224,475	529,423	2,857,966	586,321
Other long-term obligations					
Net pension liability	-	1,497,345	-	1,497,345	-
Compensated absences	239,791	254,324	239,791	254,324	254,324
Total long-term obligations	<u>\$ 3,402,705</u>	<u>\$ 1,976,144</u>	<u>\$ 769,214</u>	<u>\$ 4,609,635</u>	<u>\$ 840,645</u>

				Balances	
	Outstanding			Outstanding	Due Within
	July 1, 2015	Additions	Reductions	June 30, 2016	One Year
<u>Business-type activities</u>					
Long-term debt obligations					
Loans					
Wastewater - Umpqua Bank	\$ 7,158,417	\$ -	\$ 946,751	\$ 6,211,666	\$ 971,365
Storm system - Umpqua Bank	266,563	-	30,391	236,172	31,198
Water - Umpqua Bank	3,404,339	-	246,052	3,158,287	252,556
Notes					
Ford vehicle - Rogue Federal Credit Union	32,054	-	8,453	23,601	8,667
Dodge 1500 - Rogue Federal Credit Union	16,550	-	4,166	12,384	4,272
Dodge vehicles - First Community Credit Union	43,440	-	8,971	34,469	9,153
Total long-term debt obligations	10,921,363	-	1,244,784	9,676,579	1,277,211
Other long-term obligations					
Net pension liability	-	720,072	-	720,072	-
Compensated absences	49,736	56,650	49,736	56,650	56,650
Total long-term obligations	<u>\$ 10,971,099</u>	<u>\$ 776,722</u>	<u>\$ 1,294,520</u>	<u>\$ 10,453,301</u>	<u>\$ 1,333,861</u>

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

8. Long-term obligations (continued)

B. Governmental activities

Storm system – Umpqua Bank – The City borrowed \$850,000 for storm system improvements. Of the original \$850,000, \$525,000 was allocated to the governmental activities and \$325,000 to the business-type activities. Semi-annual payments of \$48,507 include interest at 2.58 percent.

Urban renewal – Umpqua Bank – The City borrowed \$2,685,000 to pay off the Urban Renewal Bonds previously issued. Semi-annual payments of \$211,497 include interest at 2.58 percent.

Vehicles – Umpqua Bank – The City borrowed \$264,000 to purchase 5 police cars and 2 SUV's. Semi-annual payments of \$27,896 include interest at 2 percent.

Fire truck – Chetco Federal Credit Union – The City borrowed \$365,000 to purchase a fire truck. Annual payments of \$30,579 include interest at 3 percent.

911 tower – Umpqua Bank – The City borrowed \$540,000 to build a 911 tower. Annual payments of \$47,690 include interest at 4.35 percent.

Golf carts – Umpqua Bank – The noncancellable lease agreement for the golf carts qualifies as a capital lease for accounting purposes and therefore, has been recorded at the present value of its future minimum lease payments as of the inception date. Gross assets of \$224,475 and accumulated depreciation of \$1,276 have been recorded under capital lease as of June 30, 2016.

C. Business-type activities

Wastewater – Umpqua Bank – The City borrowed \$9,880,000 for wastewater system improvements. Semi-annual payments of \$561,358 include interest at 2.50 percent.

Storm system – Umpqua Bank – The City borrowed \$850,000 for storm system improvements. Of the original \$850,000, \$525,000 was allocated to the governmental activities and \$325,000 to the business-type activities. Semi-annual payments of \$48,507 include interest at 2.58 percent.

Water – Umpqua Bank – The City borrowed \$3,650,000 for water system improvements. Interest varies depending on the maturity of the principal amount from 2.5 to 4 percent. Semi-annual payments of \$165,513 include interest.

Ford vehicle – Rogue Federal Credit Union – The City borrowed \$42,995 to purchase a new Ford F-450 dump truck. Monthly payments of \$763 include interest at 2.49 percent.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

8. Long-term obligations (continued)

C. Business-type activities long-term debt obligations (continued)

Dodge 1500 – Rogue Federal Credit Union – The City borrowed \$21,281 to purchase a new vehicle. Monthly payments of \$378 include interest at 2.49 percent.

Dodge vehicles – First Community Credit Union – The City borrowed \$46,386 to purchase two Dodge 1500's. Monthly payments of \$813 include interest at 1.99 percent.

D. Future maturities - governmental activities are as follows:

Fiscal Year	Loans Payable Umpqua Bank					
	Storm System		Urban Renewal		Vehicles	
	Principal	Interest	Principal	Interest	Principal	Interest
2017	\$ 50,397	\$ 9,523	\$ 382,178	\$ 38,562	\$ 53,755	\$ 1,932
2018	51,705	8,214	392,101	28,638	54,850	836
2019	53,048	6,872	402,283	18,456	-	-
2020	54,411	5,508	412,714	8,025	-	-
2021	55,838	4,082	-	-	-	-
2022-26	116,108	3,776	-	-	-	-
	<u>\$ 381,507</u>	<u>\$ 37,975</u>	<u>\$ 1,589,276</u>	<u>\$ 93,681</u>	<u>\$ 108,605</u>	<u>\$ 2,768</u>

Fiscal Year	Chetco Federal Credit Union		Notes Payable Umpqua Bank		Capital Lease Umpqua Bank		Totals	
	Fire Truck		911 Tower		Golf Carts		Principal	Interest
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	\$ 23,431	\$ 7,148	\$ 33,922	\$ 13,768	\$ 42,638	\$ 5,745	\$ 586,321	\$ 76,678
2018	24,154	6,425	35,398	12,292	43,379	5,004	601,587	61,409
2019	24,878	5,701	36,938	10,752	44,737	3,645	561,884	45,426
2020	25,625	4,954	38,544	9,145	46,138	2,244	577,432	29,876
2021	26,382	4,197	40,221	7,469	47,583	799	170,024	16,547
2022-26	113,139	8,588	131,471	11,600	-	-	360,718	23,964
	<u>\$ 237,609</u>	<u>\$ 37,013</u>	<u>\$ 316,494</u>	<u>\$ 65,026</u>	<u>\$ 224,475</u>	<u>\$ 17,437</u>	<u>\$ 2,857,966</u>	<u>\$ 253,900</u>

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

8. Long-term obligations (continued)

E. Future maturities - business-type activities are as follows:

Fiscal Year	Notes Payable Umpqua Bank						Rogue Federal Credit Union	
	Wastewater		Storm System		Water Loan		Ford Vehicle	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	\$ 971,365	\$ 151,349	\$ 31,198	\$ 5,895	\$ 252,556	\$ 78,469	\$ 8,667	\$ 489
2018	996,145	126,571	32,008	5,085	258,999	72,027	8,885	272
2019	1,021,554	101,162	32,839	4,254	265,605	65,421	6,049	266
2020	1,047,424	75,292	33,683	3,410	272,224	58,801	-	-
2021	1,074,329	48,387	34,567	2,527	279,324	51,702	-	-
2022-26	1,100,849	20,983	71,877	2,337	1,507,118	148,009	-	-
2027-31	-	-	-	-	322,461	6,134	-	-
	<u>\$ 6,211,666</u>	<u>\$ 523,744</u>	<u>\$ 236,172</u>	<u>\$ 23,508</u>	<u>\$ 3,158,287</u>	<u>\$ 480,563</u>	<u>\$ 23,601</u>	<u>\$ 1,027</u>

Fiscal Year	Note Payable - First					
	Rogue Federal Credit Union		Community Credit Union		Totals	
	Dodge 1500		Dodge Vehicles			
	Principal	Interest	Principal	Interest	Principal	Interest
2017	\$ 4,272	\$ 259	\$ 9,153	\$ 603	\$ 1,277,211	\$ 237,064
2018	4,380	153	9,336	419	1,309,753	204,527
2019	3,732	43	9,525	232	1,339,304	171,378
2020	-	-	6,455	49	1,359,786	137,552
2021	-	-	-	-	1,388,220	102,616
2022-26	-	-	-	-	2,679,844	171,329
2027-31	-	-	-	-	322,461	6,134
	<u>\$ 12,384</u>	<u>\$ 455</u>	<u>\$ 34,469</u>	<u>\$ 1,303</u>	<u>\$ 9,676,579</u>	<u>\$ 1,030,600</u>

9. Defined benefit pension plan

A. Plan description

Employees of the City are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A.

The OPERS consists of a single cost-sharing multiple employer defined benefit pension plan.

OPERS produces an independently audited Comprehensive Annual Financial Report which can be found at: www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan

B. Description of benefit terms

Plan benefits

All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A.

1. **Tier one/tier two retirement benefit (Chapter 238).** Tier One/Tier Two Retirement Benefit plan is closed to new members hired on or after August 29, 2003.

Pension benefits

The OPERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60.

Death benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a OPERS employer at the time of death,
- the member died within 120 days after termination of OPERS-covered employment,
- the member died as a result of injury sustained while employed in a OPERS-covered job, or
- the member was on an official leave of absence from a OPERS-covered job at the time of death.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

B. Description of benefit terms (continued)

Plan benefits (continued)

1. Tier one/tier two retirement benefit (Chapter 238) (continued)

Disability benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including OPERS judge members) for disability benefits regardless of the length of OPERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

Benefit changes after retirement

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments.

Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cost-of-living increase for fiscal year 2015 was capped at 1.5 percent for all benefit recipients. As a result of the *Moro* Decision (*Everice Moro et al v. State of Oregon et al*), the cap on the cost-of-living increases are 2.0 percent for fiscal years 2016 and beyond.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

B. Description of benefit terms (continued)

Plan benefits (continued)

2. Oregon Public Service Retirement Plan (Chapter 238A) (OPSRP DB)

Pension benefits.

The OPSRP pension program provides benefits to members hired on or after August 29, 2003.

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit changes after retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

C. Contributions

OPERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due.

Employer contribution rates during the period were based on the December 31, 2013 actuarial valuation. The rates, based on a percentage of payroll, first became effective July 1, 2015.

Tier 1/tier 2 employer contribution rates are 16.96 percent and the OPSRP employer contribution rates are 10.19 percent for general service employees and 14.30 percent for public safety employees. Employer contributions for the year ended June 30, 2016 were \$386,346, excluding amounts to fund employer specific liabilities.

D. Pension asset or liability, pension expense and deferred outflows of resources and deferred inflows of resources related to pensions

At June 30, 2016, the City reported a liability of \$2,217,417 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

Employers' long-term contribution efforts are based on projected rates that have two major components:

1. Normal Cost Rate: The economic value, stated as a percent of payroll, for the portion of each active member's total projected retirement benefit that is allocated to the upcoming year of service. The rate is in effect for as long as each member continues in OPERS-covered employment. The current value of all projected future Normal Cost Rate contributions is the Present Value of Future Normal Costs (PVFNC). The PVFNC represents the portion of the projected long-term contribution effort related to future service.

An employer's PVFNC depends on both the normal cost rates charged on the employer's payrolls, and on the underlying demographics of the respective payrolls. For OPERS funding, employers have up to three different payrolls, each with a different normal cost rate: (1) Tier 1/Tier 2 payroll, (2) OPSRP general service payroll, and (3) OPSRP police and fire payroll.

The employer's Normal Cost Rates for each payroll are combined with system-wide present value factors for each payroll to develop an estimated PVFNC. The present value factors are actuarially determined at a system level for simplicity and to allow for the PVFNC calculations to be audited in a timely, cost-effective manner.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

D. Pension asset or Liability, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

2. UAL Rate: If system assets are less than the actuarial liability, an Unfunded Actuarial Liability (UAL) exists. UAL can arise when an event such as experience differing from the assumptions used in the actuarial valuation occurs. An amortization schedule is established to eliminate the UAL that arises over a fixed period of time if future experience follows assumption. The UAL Rate is the upcoming year's component of the cumulative amortization schedules, stated as a percent of payroll. The present value of all projected UAL Rate contributions is equal to the Unfunded Actuarial Liability (UAL). The UAL represents the portion of the projected long-term contribution effort related to past service.

The UAL has Tier 1/Tier 2 and OPSRP pieces. The Tier 1/Tier 2 piece is based on the employer's Tier 1/Tier 2 pooling arrangement. If an employer participates in one of the two large Tier 1/Tier 2 rate pools [State & Local Government Rate Pool (SLGRP) or School Districts Rate Pool], then the employer's Tier 1/Tier 2 UAL is their pro-rata share of their pool's UAL. The pro-rata calculation is based on the employer's payroll in proportion to the pool's total payroll. The OPSRP piece of the UAL follows a parallel pro-rata approach, as OPSRP experience is mandatorily pooled at a state-wide level. Employers that do not participate in a Tier 1/Tier 2 pooling arrangement, who are referred to as "Independent Employers", have their Tier 1/Tier 2 UAL tracked separately in the actuarial valuation.

The projected long-term contribution effort is the sum of the PVFNC and the UAL. The PVFNC part of the contribution effort pays for the value of future service while the UAL part of the contribution effort pays for the value of past service not already funded by accumulated contributions and investment earnings. Each of the two contribution effort components are calculated at the employer-specific level. The sum of these components across all employers is the total projected long-term contribution effort.

At June 30, 2015, the City's proportion was 0.03862112 percent, which is an increase of .00071256 percent from its proportion measured as of June 30, 2014.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

D. Pension asset or liability, pension expense and deferred outflows of resources and deferred inflows of resources related to pensions (continued)

For the year ended June 30, 2016, the City recognized pension expense of \$1,784,738. At June 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 119,574	\$ --
Net difference between projected and actual earnings on pension plan investments	--	464,821
Changes in proportion share	12,234	--
Differences between City's contributions and Proportionate share of contributions	--	76,253
City's contributions subsequent to the measurement date	372,564	--

\$372,564 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (income) as follows:

Year ends June 30,

2016	\$ (209,950)
2017	(209,950)
2018	(209,950)
2019	214,101
2020	6,483

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

E. Actuarial Valuations

The December 31, 2013 actuarial valuation used the following actuarial methods and valuation procedures in determining the Tier One/Tier Two contribution rates.

Actuarial cost method

The employer contribution rates effective July 1, 2015, through June 30, 2017, were set using the entry age normal actuarial cost method. Under this actuarial cost method, each active member's entry age present value of projected benefits is allocated over the member's service from the member's date of entry until their assumed date of exit, taking into consideration expected future compensation increases.

Tier One/Tier Two unfunded actuarial accrued liability amortization

The Tier 1/Tier 2 UAL amortization period is reset to 20 years as of December 31, 2013. Gains and losses between subsequent odd-year valuations will be amortized as a level percentage of combined valuation payroll (Tier 1/ Tier 2 plus OPSRP payroll) over a closed 20 year period from the valuation in which they are first recognized.

Retiree healthcare unfunded actuarial accrued liability amortization

The UAL for Retiree Health Care as of December 31, 2007 is amortized as a level percentage of combined valuation payroll (Tier 1/ Tier 2 plus OPSRP payroll) over a closed 10 year period. Gains and losses between subsequent odd-year valuations are amortized as a level percentage of combined valuation payroll over a closed 10 year period from the valuation in which they are first recognized.

Asset valuation method

The actuarial value of assets equals the market value of assets, excluding the Contingency and Capital Preservation Reserves, and the Rate Guarantee Reserve when it is in positive surplus status. Market values are reported to the actuary by PERS.

Contribution rate stabilization method

Contribution rates for a rate pool (e.g. Tier 1/Tier 2 SLGRP, Tier 1/Tier 2 School Districts, OPSRP) are confined to a collared range based on the prior contribution rate (prior to application of side accounts, pre-SLGRP liabilities, and 6 percent Independent Employer minimum). The new contribution rate will generally not increase or decrease from the prior contribution rate by more than the greater of 3 percentage points or 20 percent of the prior contribution rate. If the funded percentage excluding side accounts drops below 60% or increases above 140%, the size of the collar doubles. If the funded percentage excluding side accounts is between 60% and 70% or between 130% and 140%, the size of the rate collar is increased on a graded scale.

NOTES TO BASIC FINANCIAL STATEMENTS (continued)

9. Defined benefit pension plan (continued)

E. Actuarial Valuations (continued)

Allocation of liability for service segments

For active Tier 1/Tier 2 members who have worked for multiple PERS employers over their career, the calculated actuarial accrued liability is allocated among the employers based on a weighted average of the Money Match methodology, which uses account balance, and the Full Formula methodology, which uses service. The allocation is 30% (5% for police & fire) based on account balance with each employer and 70% (95% for police & fire) based on service with each employer. The entire normal cost is allocated to the current employer.

Allocation of benefits-in-force reserve

The reserve is allocated to each rate pool in proportion to the retiree liability attributable to the rate pool.

Economic assumptions

Investment return	7.75% compounded annually
Pre-2014 interest crediting	8.00% compounded annually on regular account balances
	8.25% compounded annually on variable account balances
Post 2013 interest crediting	7.75% compounded annually
Inflation	2.75% compounded annually
Payroll growth	3.75% compounded annually
Healthcare cost trends	Ranges from 6.1% in 2014 to 4.7% in 2083

Demographic assumptions

Mortality tables

Healthy retirees Active/Healthy	RP 2000, Generational (Scale AA) Combined Annuitant, Sex Distinct
Disabled retirees Distinct	RP 2000, Static, Combined Disabled, No Collar, Sex Male 65% and Female 90% of disabled table
Non-annuitants tables	Ranges from 55% to 70% of healthy retired mortality depending upon sex and employment type

Retirement assumptions

Probability tables based on age of member, years of service and employment type with all police and fire retired by age 65 and all others retired by age 70, election to receive a lump sum option at retirement, disability assumptions, termination assumptions and Oregon post-retirement residency assumptions.

NOTES TO BASIC FINANCIAL STATEMENTS (continued)

9. Defined benefit pension plan (continued)

E. Actuarial Valuations (continued)

Salary increase assumptions

Salary increase assumptions, in addition to general payroll growth, include merit increase, unused sick leave and vacation pay.

The December 31, 2013 actuarial valuation for OPSRP generally used the same actuarial methods and valuation procedures as Tier One/Tier Two contribution rates except as follows.

OPSRP unfunded actuarial accrued liability amortization

The UAL as of December 31, 2007 is amortized as a level percentage of combined valuation payroll (Tier 1/ Tier 2 plus OPSRP payroll) over a closed period 16 year period. Gains and losses between subsequent odd-year valuations are amortized as a level percentage of combined valuation payroll over 16 years from the valuation in which they are first recognized.

Economic assumptions

An additional amount for administrative expenses is added to the normal cost.

Retirement assumptions

Probability tables are different but still based on age of member, years of service and employment type with all police and fire retired by age 65 and all others retired by age 70, election to receive a lump sum option at retirement, disability assumptions, termination assumptions and Oregon post-retirement residency assumptions.

F. Actuarial Methods and Assumptions Used in Developing Total Pension Liability

Valuation Date	December 31, 2013
Measurement Date	June 30, 2015
Experience Study Report	2014, published September 2015
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Inflation Rate	2.75 percent
Long-term expected rate of return	7.75 percent
Discount rate	7.75 percent
Projected Salary Increases	3.75 percent
Cost of living adjustments (COLA)	Blend of 2.00 percent COLA and graded COLA (1.25%/.015) in accordance with <i>Moro</i> decision; blend based on service

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

F. Actuarial Methods and Assumptions Used in Developing Total Pension Liability (continued)

Mortality	<p><i>Healthy retirees and beneficiaries:</i> RP-2000 Sex-distinct, generational per Scale AA, with collar adjustments and set-backs as described in the valuation.</p> <p><i>Active members:</i> Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation.</p> <p><i>Disabled retirees:</i> Mortality rates are a percentage (65% for males, 90% for females) of the RP-2000 static combined disabled mortality sex-distinct table.</p>
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Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2014 Experience Study which reviewed experience for the four-year period ending on December 31, 2014.

Discount Rate

The discount rate used to measure the total pension liability was 7.75 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2013 the PERS Board reviewed long-term assumptions developed by both the actuaries capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on forward-looking capital market economic model. For more information on the Plan's portfolio, assumed asset allocation and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS audited financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

F. Actuarial Methods and Assumptions Used in Developing Total Pension Liability

The table below presents the assumptions for each of the asset classes in which the Plan was invested at the time based on the OIC's long-term target asset allocation.

Asset Class	Target Allocation*	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Core Fixed Income	7.20%	4.70%	4.50%	6.60%
Short-Term Bonds	8.00	3.76	3.70	3.45
Intermediate-Term Bonds	3.00	4.23	4.10	5.15
High Yield Bonds	1.80	7.21	6.66	11.10
Large Cap US Equities	11.65	8.60	7.20	17.90
Mid Cap US Equities	3.88	9.38	7.30	22.00
Small Cap US Equities	2.27	10.38	7.45	26.40
Developed Foreign Equities	14.21	8.73	6.90	20.55
Emerging Market Equities	5.49	11.51	7.40	31.70
Private Equity	20.00	11.95	8.26	30.00
Hedge Funds/Absolute Return	5.00	6.46	6.01	10.00
Real Estate (Property)	13.75	7.27	6.51	13.00
Real Estate (REITS)	2.50	8.41	6.76	19.45
Commodities	1.25	7.71	6.07	19.70
Assumed Inflation - Mean			2.75%	2.00%
* Based on the OIC Statement of Investment Objectives and Policy Framework for the Oregon Public Employees Retirement Fund, revised as of December 18, 2012, and the revised allocation adopted at the June 26, 2013 OIC meeting.				

Depletion Date Projection

GASB 68 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position (fair market value of assets) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 67 will often require that the actuary perform complex projections of future benefit payments and asset values. GASB 67 (paragraph 43) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

9. Defined benefit pension plan (continued)

F. Actuarial Methods and Assumptions Used in Developing Total Pension Liability (continued)

Depletion Date Projection (continued)

The following circumstances justify an alternative evaluation of sufficiency for OPERS:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is OPERS independent actuary's opinion that the detailed depletion date projections outlined in GASB 67 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

G. Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate.

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.75 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75 percent) or 1-percentage-point higher (8.75 percent) than the current rate:

	<u>1 Percentage Point Lower</u>	<u>Current Discount Rate</u>	<u>1 Percentage Point Higher</u>
City's proportionate share of net pension liability or (asset)	\$ 5,351,653	\$ 2,217,417	\$ (423,921)

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

10. Defined Contribution Plan

Individual account program (IAP)

Participants in OPERS defined benefit pension plan also participate in the defined contribution plan.

Pension benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions

The City makes the employee contributions of 6 percent of covered payroll to the plan. Contributions for the year ended June 30, 2016 were \$172,978.

Recordkeeping

PERS contracts with VOYA Financial to maintain IAP participant records.

11. Intergovernmental agreement

The City has an intergovernmental agreement with the Upper Chetco Rural Fire Protection District (District), to provide fire protection. The Agreement has been renewed until June 30, 2016. The Agreement must be evaluated at the end of each 12 month period. Following the evaluation either party may cancel the Agreement by giving one year written notice of termination.

The City agrees to provide fire protection to the District, including the use of available pumpers, tankers and sufficient personnel to operate fire protection apparatus. The District pays the City an annual fee equal to 90 percent of the property taxes collected by the District.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

12. Net position restricted through enabling legislation

The amount of net position restricted by enabling legislation is as follows:

Governmental Activities

Highways and streets – Article IX, Section 3a of the Oregon State Constitution restricts the use of revenue from taxes on motor vehicle fuel use	\$ 258,127
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Capital Projects – Ordinances imposing System Development Charges (SDC) restrict the use to capital improvements which expand the capacity of the system for which the charge was made	879,471
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Other purposes – the State of Oregon restricts the use of 911 taxes	202,531
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Business-type Activities

Capital Projects – Ordinances imposing System Development Charges (SDC) restrict the use to capital improvements which expand the capacity of the system for which the charge was made	1,654,210
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13. Contingencies - accumulated sick leave

Portions of accumulated sick leave can be expected to be redeemed before termination of employment; however, such redemptions cannot be reasonably estimated. As of June 30, 2016, City employees had accumulated 1,943 days of sick leave.

14. Risk management

The City is exposed to various risks of loss related to theft of, damage to, and destruction of assets; torts; errors and omissions; injuries to employees; and natural disasters. The City purchases commercial insurance for such risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

15. Segment information for enterprise funds

The City has issued revenue bonds to finance water and wastewater systems. The two systems are accounted for in eight enterprise funds.

Summary financial information for the water and wastewater systems for the year ended June 30, 2016 is as follows:

A. Condensed statement of net position	<u>Water</u>	<u>Wastewater</u>
Assets		
Current	\$ 1,854,217	\$ 4,472,277
Capital assets, net	<u>6,267,735</u>	<u>10,882,590</u>
Total assets	<u>8,121,952</u>	<u>15,354,867</u>
Deferred outflows of resources		
Pension related items	<u>66,076</u>	<u>97,710</u>
Liabilities		
Current	532,806	1,089,791
Noncurrent	<u>3,236,175</u>	<u>5,883,265</u>
Total liabilities	<u>3,768,981</u>	<u>6,973,056</u>
Deferred inflows of resources		
Pension related items	<u>70,884</u>	<u>104,822</u>
Net position		
Net investment in capital assets	3,074,221	4,635,697
Restricted	529,447	2,580,636
Unrestricted	<u>744,495</u>	<u>1,158,366</u>
Total net position	<u>\$ 4,348,163</u>	<u>\$ 8,374,699</u>

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

15. Segment information for enterprise funds (continued)

	Water	Wastewater
B. Condensed statement of revenues, expenses and changes in net position		
Operating revenue	\$ 1,541,987	\$ 2,915,065
Depreciation expense	314,004	902,560
Other operating expenses	<u>1,425,350</u>	<u>2,059,459</u>
Operating (loss)	(197,367)	(46,954)
Nonoperating revenues (expenses)	<u>(14,030)</u>	<u>(149,747)</u>
(Loss) before transfers and capital contributions	(211,397)	(196,701)
Capital contributions	157,824	330,418
Transfers in	874,893	3,475,512
Transfers out	<u>(952,439)</u>	<u>(3,526,270)</u>
Change in net position	(131,119)	82,959
Net position – beginning	<u>4,479,282</u>	<u>8,291,740</u>
Net position – ending	<u><u>\$ 4,348,163</u></u>	<u><u>\$ 8,374,699</u></u>
C. Condensed statement of cash flows		
Net cash provided by (used in):		
Operating activities	\$ 337,266	\$ 1,180,791
Non-capital financing activities	(87,222)	(102,178)
Capital and related financing activities	(183,225)	(1,057,222)
Investing activities	<u>7,325</u>	<u>23,302</u>
Net increase in cash	74,144	44,693
Cash and cash equivalents - beginning	<u>1,422,711</u>	<u>3,994,736</u>
Cash and cash equivalents - ending	<u><u>\$ 1,496,855</u></u>	<u><u>\$ 4,039,429</u></u>

16. Commitments

During the year ended June 30, 2016, the City entered into two contracts. The first contract is with McLennan Excavation, Inc. for airport infrastructure improvements totaling \$2,235,156. The second contract is with Western Partitions for rust removal and painting at the Wastewater Treatment Plant totaling \$73,372. Performance on these contracts did not begin until after June 30, 2016.

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REQUIRED SUPPLEMENTARY INFORMATION

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CITY OF BROOKINGS
SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
Last 10 Years Ended June 30, *

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Proportion of the collective net pension liability (asset)	0.03862112%	0.03790856%	0.03790856%
Proportionate share of the collective net pension liability (asset)	\$ 2,217,417	\$ (859,279)	\$ 1,934,529
Covered payroll	\$ 2,835,306	\$ 2,827,965	\$ 2,663,955
Proportionate share of the collective net pension liability (asset) as a percentage of the covered payroll	78%	-30%	73%
Pension plan's fiduciary net position as a percentage of the total pension liability	92%	104%	92%

* Information will be accumulated annually until 10 years is presented

CITY OF BROOKINGS
SCHEDULE OF CONTRIBUTIONS
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
Last 10 Years Ended June 30, *

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contributions	\$ 386,346	\$ 349,482	\$ 339,336
Contractually required contributions recognized by the pension plan	<u>386,346</u>	<u>349,482</u>	<u>339,336</u>
Difference	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	<u>\$ 2,835,306</u>	<u>\$ 2,827,965</u>	<u>\$ 2,663,955</u>
Contractually required contributions as a percentage of covered payroll	<u>13.63%</u>	<u>12.36%</u>	<u>12.74%</u>

* Information will be accumulated annually until 10 years is presented

**COMBINING AND INDIVIDUAL FUND
STATEMENTS AND SCHEDULES**

CITY OF BROOKINGS

COMBINING BALANCE SHEET

NONMAJOR GOVERNMENTAL FUNDS

June 30, 2016

	Special Revenue	Debt Service	Capital Projects	Totals
<u>ASSETS</u>				
Cash and investments	\$ 535,136	\$ 333,752	\$ 1,757,782	\$ 2,626,670
Receivables	84,702	-	269,259	353,961
Due from other funds	-	-	15,252	15,252
Prepaid items	-	-	52,976	52,976
TOTAL ASSETS	\$ 619,838	\$ 333,752	\$ 2,095,269	\$ 3,048,859
<u>LIABILITIES</u>				
Accounts payable and accrued liabilities	\$ 652	\$ -	\$ 23,046	\$ 23,698
Due to other funds	15,252	-	-	15,252
TOTAL LIABILITIES	15,904	-	23,046	38,950
<u>DEFERRED INFLOWS OF RESOURCES</u>				
Unavailable revenue	37,121	-	227,480	264,601
<u>FUND BALANCES</u>				
Nonspendable	-	-	52,976	52,976
Restricted for:				
Urban renewal projects	276,112	-	-	276,112
911 services	202,531	-	-	202,531
Tourism	34,981	-	-	34,981
Debt service	-	333,752	-	333,752
Capital projects	-	-	745,123	745,123
Committed for:				
Capital projects	-	-	1,046,644	1,046,644
Police programs	43,331	-	-	43,331
Current and future health care programs	2,375	-	-	2,375
Fire equipment and training	7,483	-	-	7,483
TOTAL FUND BALANCES	566,813	333,752	1,844,743	2,745,308
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 619,838	\$ 333,752	\$ 2,095,269	\$ 3,048,859

CITY OF BROOKINGS

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS For the Year Ended June 30, 2016

	Special Revenue	Debt Service	Capital Projects	Totals
REVENUES				
Property taxes	\$ 442,562	\$ -	\$ -	\$ 442,562
Transient tax	49,661	-	-	49,661
Local gas tax	-	-	282,321	282,321
Licenses, permits and fees	1,050	-	-	1,050
System development charges	-	-	112,194	112,194
System replacement charges	-	-	188,944	188,944
Intergovernmental	157,189	-	18,000	175,189
Interest	3,416	863	9,758	14,037
Miscellaneous	18,953	-	43,782	62,735
TOTAL REVENUES	<u>672,831</u>	<u>863</u>	<u>654,999</u>	<u>1,328,693</u>
EXPENDITURES				
Current				
General government	7,964	-	14,702	22,666
Public safety	31,498	-	-	31,498
Culture and recreation	41,832	-	-	41,832
Debt service	23,845	517,752	-	541,597
Capital outlay	1,835	-	735,266	737,101
TOTAL EXPENDITURES	<u>106,974</u>	<u>517,752</u>	<u>749,968</u>	<u>1,374,694</u>
Excess (deficiency) of revenues over expenditures	<u>565,857</u>	<u>(516,889)</u>	<u>(94,969)</u>	<u>(46,001)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	15,000	492,752	155,500	663,252
Transfers out	(521,478)	(63,300)	(95,920)	(680,698)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(506,478)</u>	<u>429,452</u>	<u>59,580</u>	<u>(17,446)</u>
Net change in fund balances	59,379	(87,437)	(35,389)	(63,447)
Fund balances at beginning of year	<u>507,434</u>	<u>421,189</u>	<u>1,880,132</u>	<u>2,808,755</u>
Fund balances at end of year	<u>\$ 566,813</u>	<u>\$ 333,752</u>	<u>\$ 1,844,743</u>	<u>\$ 2,745,308</u>

CITY OF BROOKINGS

**COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
June 30, 2016**

	<u>Urban Renewal</u>	<u>911</u>
<u>ASSETS</u>		
Cash and investments	\$ 283,908	\$ 162,650
Receivables	<u>44,577</u>	<u>40,125</u>
 TOTAL ASSETS	 <u>\$ 328,485</u>	 <u>\$ 202,775</u>
<u>LIABILITIES</u>		
Accounts payable and accrued liabilities	\$ -	\$ 244
Due to other funds	<u>15,252</u>	<u>-</u>
 TOTAL LIABILITIES	 <u>15,252</u>	 <u>244</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Unavailable revenue	<u>37,121</u>	<u>-</u>
<u>FUND BALANCES</u>		
Restricted for:		
Urban renewal projects	276,112	-
911 services	-	202,531
Tourism	-	-
Committed for:		
Police programs	-	-
Current and future health care programs	-	-
Fire equipment and training	<u>-</u>	<u>-</u>
 TOTAL FUND BALANCES	 <u>276,112</u>	 <u>202,531</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	 <u>\$ 328,485</u>	 <u>\$ 202,775</u>

<u>Special Police</u>	<u>Health Fair</u>	<u>Special Fire</u>	<u>Tourism</u>	<u>Totals</u>
\$ 43,390	\$ 2,375	\$ 7,483	\$ 35,330	\$ 535,136
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>84,702</u>
<u>\$ 43,390</u>	<u>\$ 2,375</u>	<u>\$ 7,483</u>	<u>\$ 35,330</u>	<u>\$ 619,838</u>
\$ 59	\$ -	\$ -	\$ 349	\$ 652
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,252</u>
<u>59</u>	<u>-</u>	<u>-</u>	<u>349</u>	<u>15,904</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>37,121</u>
-	-	-	-	276,112
-	-	-	-	202,531
-	-	-	34,981	34,981
43,331	-	-	-	43,331
-	2,375	-	-	2,375
<u>-</u>	<u>-</u>	<u>7,483</u>	<u>-</u>	<u>7,483</u>
<u>43,331</u>	<u>2,375</u>	<u>7,483</u>	<u>34,981</u>	<u>566,813</u>
<u>\$ 43,390</u>	<u>\$ 2,375</u>	<u>\$ 7,483</u>	<u>\$ 35,330</u>	<u>\$ 619,838</u>

CITY OF BROOKINGS

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended June 30, 2016**

	<u>Urban Renewal</u>	<u>911</u>
REVENUES		
Property taxes	\$ 442,562	\$ -
Transient tax	-	-
Licenses, permits and fees	-	-
Intergovernmental	-	156,769
Interest	2,151	912
Miscellaneous	-	-
	<hr/>	<hr/>
TOTAL REVENUES	<u>444,713</u>	<u>157,681</u>
EXPENDITURES		
Current		
General government	7,964	-
Public safety	-	16,548
Culture and recreation	-	-
Debt service	-	23,845
Capital outlay	-	1,835
	<hr/>	<hr/>
TOTAL EXPENDITURES	<u>7,964</u>	<u>42,228</u>
Excess (deficiency) of revenues over expenditures	<u>436,749</u>	<u>115,453</u>
OTHER FINANCING SOURCES (USES)		
Transfers in	15,000	-
Transfers out	(395,739)	(102,100)
	<hr/>	<hr/>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(380,739)</u>	<u>(102,100)</u>
Net change in fund balances	56,010	13,353
Fund balances at beginning of year	<u>220,102</u>	<u>189,178</u>
Fund balances at end of year	<u>\$ 276,112</u>	<u>\$ 202,531</u>

Special Police	Health Fair	Special Fire	Tourism	Totals
\$ -	\$ -	\$ -	\$ -	\$ 442,562
-	-	-	49,661	49,661
-	-	1,050	-	1,050
420	-	-	-	157,189
279	10	29	35	3,416
18,953	-	-	-	18,953
19,652	10	1,079	49,696	672,831
-	-	-	-	7,964
14,950	-	-	-	31,498
-	-	-	41,832	41,832
-	-	-	-	23,845
-	-	-	-	1,835
14,950	-	-	41,832	106,974
4,702	10	1,079	7,864	565,857
-	-	-	-	15,000
(20,151)	-	-	(3,488)	(521,478)
(20,151)	-	-	(3,488)	(506,478)
(15,449)	10	1,079	4,376	59,379
58,780	2,365	6,404	30,605	507,434
\$ 43,331	\$ 2,375	\$ 7,483	\$ 34,981	\$ 566,813

CITY OF BROOKINGS

COMBINING BALANCE SHEET

NONMAJOR DEBT SERVICE FUNDS

June 30, 2016

	Urban Renewal Debt Service	Bonded Debt Service	Dawson Bancroft Bond	Storm Loan	Totals
<u>ASSETS</u>					
Cash and investments	\$ 297,637	\$ 4,199	\$ 31,909	\$ 7	\$ 333,752
<u>FUND BALANCES</u>					
Restricted for debt service	\$ 297,637	\$ 4,199	\$ 31,909	\$ 7	\$ 333,752

CITY OF BROOKINGS

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR DEBT SERVICE FUNDS
For the Year Ended June 30, 2016**

	Urban Renewal Debt Service	Bonded Debt Service	Dawson Bancroft Bond	Storm Loan	Totals
REVENUES					
Interest	\$ 862	\$ 1	\$ -	\$ -	\$ 863
EXPENDITURES					
Debt service	<u>420,739</u>	<u>-</u>	<u>-</u>	<u>97,013</u>	<u>517,752</u>
Excess (deficiency) of revenues over expenditures	<u>(419,877)</u>	<u>1</u>	<u>-</u>	<u>(97,013)</u>	<u>(516,889)</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	395,739	-	-	97,013	492,752
Transfer out	<u>(15,000)</u>	<u>(48,300)</u>	<u>-</u>	<u>-</u>	<u>(63,300)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>380,739</u>	<u>(48,300)</u>	<u>-</u>	<u>97,013</u>	<u>429,452</u>
Net change in fund balances	(39,138)	(48,299)	-	-	(87,437)
Fund balances at beginning of year	<u>336,775</u>	<u>52,498</u>	<u>31,909</u>	<u>7</u>	<u>421,189</u>
Fund balances at end of year	<u>\$ 297,637</u>	<u>\$ 4,199</u>	<u>\$ 31,909</u>	<u>\$ 7</u>	<u>\$ 333,752</u>

CITY OF BROOKINGS

**COMBINING BALANCE SHEET
NONMAJOR CAPITAL PROJECTS FUNDS
June 30, 2016**

	Technology Reserve	Street System Replacement	Stormwater System Replacement
<u>ASSETS</u>			
Cash and investments	\$ 79,708	\$ 180,500	\$ 476,340
Receivables	-	71,480	16,249
Due from other funds	-	-	-
Prepaid items	-	11,831	-
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	<u>\$ 79,708</u>	<u>\$ 263,811</u>	<u>\$ 492,589</u>
<u>LIABILITIES</u>			
Accounts payable and accrued liabilities	<u>\$ 8,868</u>	<u>\$ -</u>	<u>\$ 1,628</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Unavailable revenue	<hr/> -	<hr/> 45,950	<hr/> -
<u>FUND BALANCES</u>			
Nonspendable	-	11,831	-
Restricted for capital projects	-	-	-
Committed for capital projects	<hr/> 70,840	<hr/> 206,030	<hr/> 490,961
	<hr/>	<hr/>	<hr/>
TOTAL FUND BALANCES	<hr/> 70,840	<hr/> 217,861	<hr/> 490,961
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u><u>\$ 79,708</u></u>	<u><u>\$ 263,811</u></u>	<u><u>\$ 492,589</u></u>

Street System Development	Parks and Recreation System Development	Stormwater System Development	Capital Projects Reserve	Totals
\$ 482,088	\$ 132,079	\$ 137,313	\$ 269,754	\$ 1,757,782
54,367	2,615	16,563	107,985	269,259
-	-	-	15,252	15,252
<u>41,145</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>52,976</u>
<u>\$ 577,600</u>	<u>\$ 134,694</u>	<u>\$ 153,876</u>	<u>\$ 392,991</u>	<u>\$ 2,095,269</u>
<u>\$ 5,877</u>	<u>\$ -</u>	<u>\$ 480</u>	<u>\$ 6,193</u>	<u>\$ 23,046</u>
<u>54,367</u>	<u>2,615</u>	<u>16,563</u>	<u>107,985</u>	<u>227,480</u>
41,145	-	-	-	52,976
476,211	132,079	136,833	-	745,123
<u>-</u>	<u>-</u>	<u>-</u>	<u>278,813</u>	<u>1,046,644</u>
<u>517,356</u>	<u>132,079</u>	<u>136,833</u>	<u>278,813</u>	<u>1,844,743</u>
<u>\$ 577,600</u>	<u>\$ 134,694</u>	<u>\$ 153,876</u>	<u>\$ 392,991</u>	<u>\$ 2,095,269</u>

CITY OF BROOKINGS

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
For the Year Ended June 30, 2016**

	Technology Reserve	Street System Replacement	Stormwater System Replacement
REVENUES			
Local gas tax	\$ -	\$ 282,321	\$ -
System development charges	-	-	-
System replacement charges	-	364	188,580
Intergovernmental	-	-	-
Interest	263	585	1,900
Miscellaneous	4,482	12,700	-
	<u>4,745</u>	<u>295,970</u>	<u>190,480</u>
TOTAL REVENUES	<u>4,745</u>	<u>295,970</u>	<u>190,480</u>
EXPENDITURES			
Current			
General government	14,702	-	-
Capital outlay	24,938	281,666	109,844
	<u>39,640</u>	<u>281,666</u>	<u>109,844</u>
TOTAL EXPENDITURES	<u>39,640</u>	<u>281,666</u>	<u>109,844</u>
Excess (deficiency) of revenues over expenditures	<u>(34,895)</u>	<u>14,304</u>	<u>80,636</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	75,500	-	-
Transfers out	(36,000)	(4,914)	(55,006)
	<u>39,500</u>	<u>(4,914)</u>	<u>(55,006)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>39,500</u>	<u>(4,914)</u>	<u>(55,006)</u>
Net change in fund balances	4,605	9,390	25,630
Fund balances at beginning of year	66,235	208,471	465,331
	<u>66,235</u>	<u>208,471</u>	<u>465,331</u>
Fund balances at end of year	<u>\$ 70,840</u>	<u>\$ 217,861</u>	<u>\$ 490,961</u>

Street System Development	Parks and Recreation System Development	Stormwater System Development	Capital Projects Reserve	Totals
\$ -	\$ -	\$ -	\$ -	\$ 282,321
85,786	7,032	19,376	-	112,194
-	-	-	-	188,944
-	-	-	18,000	18,000
3,871	614	1,155	1,370	9,758
-	-	-	26,600	43,782
<u>89,657</u>	<u>7,646</u>	<u>20,531</u>	<u>45,970</u>	<u>654,999</u>
-	-	-	-	14,702
<u>2,297</u>	<u>-</u>	<u>15,883</u>	<u>300,638</u>	<u>735,266</u>
<u>2,297</u>	<u>-</u>	<u>15,883</u>	<u>300,638</u>	<u>749,968</u>
<u>87,360</u>	<u>7,646</u>	<u>4,648</u>	<u>(254,668)</u>	<u>(94,969)</u>
-	-	-	80,000	155,500
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(95,920)</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>59,580</u>
87,360	7,646	4,648	(174,668)	(35,389)
<u>429,996</u>	<u>124,433</u>	<u>132,185</u>	<u>453,481</u>	<u>1,880,132</u>
<u>\$ 517,356</u>	<u>\$ 132,079</u>	<u>\$ 136,833</u>	<u>\$ 278,813</u>	<u>\$ 1,844,743</u>

CITY OF BROOKINGS

**URBAN RENEWAL - SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Budget	Actual	Variance
REVENUES			
Property taxes	\$ 478,201	\$ 442,562	\$ (35,639)
Interest	<u>500</u>	<u>2,151</u>	<u>1,651</u>
TOTAL REVENUES	<u>478,701</u>	<u>444,713</u>	<u>(33,988)</u>
EXPENDITURES			
Materials and services	70,000	7,964	62,036
Capital outlay	<u>342,962</u>	<u>-</u>	<u>342,962</u>
TOTAL EXPENDITURES	<u>412,962</u>	<u>7,964</u>	<u>404,998</u>
Excess (deficiency) of revenues over expenditures	65,739	436,749	371,010
OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(405,739)</u>	<u>(395,739)</u>	<u>10,000</u>
Net change in fund balance	(340,000)	41,010	381,010
Fund balance at beginning of year	<u>340,000</u>	<u>250,354</u>	<u>(89,646)</u>
Fund balance at end of year	<u>\$ -</u>	291,364	<u>\$ 291,364</u>
Reconciliation to generally accepted accounting principles			
Advances from other funds		<u>(15,252)</u>	
Fund balances at end of year		<u>\$ 276,112</u>	

CITY OF BROOKINGS

**911 - SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Intergovernmental	\$ 147,000	\$ 156,769	\$ 9,769
Interest	<u>500</u>	<u>912</u>	<u>412</u>
 TOTAL REVENUES	 <u>147,500</u>	 <u>157,681</u>	 <u>10,181</u>
 EXPENDITURES			
Materials and services	25,400	16,548	8,852
Capital outlay	100,000	25,680	74,320
Contingency	<u>100,000</u>	<u>-</u>	<u>100,000</u>
 TOTAL EXPENDITURES	 <u>225,400</u>	 <u>42,228</u>	 <u>183,172</u>
 Excess (deficiency) of revenues over expenditures	(77,900)	115,453	193,353
 OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(102,100)</u>	<u>(102,100)</u>	<u>-</u>
 Net change in fund balance	(180,000)	13,353	193,353
Fund balance at beginning of year	<u>180,000</u>	<u>189,178</u>	<u>9,178</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 202,531</u></u>	 <u><u>\$ 202,531</u></u>

CITY OF BROOKINGS

**SPECIAL POLICE - SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Intergovernmental	\$ 10,000	\$ 420	\$ (9,580)
Interest	-	279	279
Miscellaneous	<u>23,000</u>	<u>18,953</u>	<u>(4,047)</u>
 TOTAL REVENUES	 33,000	 19,652	 (13,348)
 EXPENDITURES			
Materials and services	<u>70,166</u>	<u>14,950</u>	<u>55,216</u>
 Excess (deficiency) of revenues over expenditures	 (37,166)	 4,702	 41,868
 OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(20,151)</u>	<u>(20,151)</u>	<u>-</u>
 Net change in fund balance	 (57,317)	 (15,449)	 41,868
Fund balance at beginning of year	<u>57,317</u>	<u>58,780</u>	<u>1,463</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 43,331</u>	 <u>\$ 43,331</u>

CITY OF BROOKINGS

**HEALTH FAIR - SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Rentals	\$ 1,500	\$ -	\$ (1,500)
Interest	<u>-</u>	<u>10</u>	<u>10</u>
 TOTAL REVENUES	 <u>1,500</u>	 <u>10</u>	 <u>(1,490)</u>
 EXPENDITURES			
Materials and services	2,500	-	2,500
Contingency	<u>1,300</u>	<u>-</u>	<u>1,300</u>
 TOTAL EXPENDITURES	 <u>3,800</u>	 <u>-</u>	 <u>3,800</u>
 Net change in fund balance	 (2,300)	 10	 2,310
Fund balance at beginning of year	<u>2,300</u>	<u>2,365</u>	<u>65</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 2,375</u></u>	 <u><u>\$ 2,375</u></u>

CITY OF BROOKINGS

**SPECIAL FIRE - SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Licenses and permits	\$ 1,200	\$ 1,050	\$ (150)
Interest	-	29	29
Miscellaneous	<u>1,000</u>	<u>-</u>	<u>(1,000)</u>
 TOTAL REVENUES	 <u>2,200</u>	 <u>1,079</u>	 <u>(1,121)</u>
 EXPENDITURES			
Materials and services	2,000	-	2,000
Capital outlay	<u>6,200</u>	<u>-</u>	<u>6,200</u>
 TOTAL EXPENDITURES	 <u>8,200</u>	 <u>-</u>	 <u>8,200</u>
 Net change in fund balance	 (6,000)	 1,079	 7,079
Fund balance at beginning of year	<u>6,000</u>	<u>6,404</u>	<u>404</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 7,483</u>	 <u>\$ 7,483</u>

CITY OF BROOKINGS

**TOURISM - SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Transient tax	\$ 37,000	\$ 49,661	\$ 12,661
Interest	<u>-</u>	<u>35</u>	<u>35</u>
 TOTAL REVENUES	 <u>37,000</u>	 <u>49,696</u>	 <u>12,696</u>
 EXPENDITURES			
Personal services	11,631	11,653	(22)
Materials and services	<u>32,881</u>	<u>30,179</u>	<u>2,702</u>
 TOTAL EXPENDITURES	 <u>44,512</u>	 <u>41,832</u>	 <u>2,680</u>
 Excess (deficiency) of revenues over expenditures	 (7,512)	 7,864	 15,376
 OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(3,488)</u>	<u>(3,488)</u>	<u>-</u>
 Net change in fund balance	 (11,000)	 4,376	 15,376
Fund balance at beginning of year	<u>11,000</u>	<u>30,605</u>	<u>19,605</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 34,981</u>	 <u>\$ 34,981</u>

CITY OF BROOKINGS

**URBAN RENEWAL DEBT SERVICE - DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Interest	\$ 200	\$ 862	\$ 662
EXPENDITURES			
Debt service	<u>445,739</u>	<u>435,739</u>	<u>10,000</u>
Excess (deficiency) of revenues over expenditures	(445,539)	(434,877)	10,662
OTHER FINANCING SOURCES (USES)			
Transfers in	<u>405,739</u>	<u>395,739</u>	<u>(10,000)</u>
Net change in fund balance	(39,800)	(39,138)	662
Fund balance at beginning of year	<u>345,000</u>	<u>336,775</u>	<u>(8,225)</u>
Fund balance at end of year	<u>\$ 305,200</u>	<u>\$ 297,637</u>	<u>\$ (7,563)</u>

CITY OF BROOKINGS

**BONDED DEBT SERVICE - DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Interest	\$ -	\$ 1	\$ 1
Excess (deficiency) of revenues over expenditures	-	1	1
OTHER FINANCING SOURCES (USES)			
Transfers out	(48,300)	(48,300)	-
Net change in fund balance	(48,300)	(48,299)	1
Fund balance at beginning of year	48,300	52,498	4,198
Fund balance at end of year	<u>\$ -</u>	<u>\$ 4,199</u>	<u>\$ 4,199</u>

CITY OF BROOKINGS

**DAWSON BANCROFT BOND - DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Interest	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net change in fund balance	-	-	-
Fund balance at beginning of year	<u>31,900</u>	<u>31,909</u>	<u>9</u>
Fund balance at end of year	<u><u>\$ 31,900</u></u>	<u><u>\$ 31,909</u></u>	<u><u>\$ 9</u></u>

CITY OF BROOKINGS

**STORM LOAN - DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
EXPENDITURES			
Debt service	<u>\$ 97,013</u>	<u>\$ 97,013</u>	<u>\$ -</u>
Excess (deficiency) of revenues over expenditures	(97,013)	(97,013)	-
OTHER FINANCING SOURCES (USES)			
Transfers in	<u>97,013</u>	<u>97,013</u>	<u>-</u>
Net change in fund balance	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>7</u>	<u>7</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ 7</u></u>	<u><u>\$ 7</u></u>

CITY OF BROOKINGS

**TECHNOLOGY RESERVE - CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Interest	\$ -	\$ 263	\$ 263
Miscellaneous	<u>4,483</u>	<u>4,482</u>	<u>(1)</u>
TOTAL REVENUES	<u>4,483</u>	<u>4,745</u>	<u>262</u>
EXPENDITURES			
Materials and services	15,000	14,702	298
Capital outlay	73,983	24,938	49,045
Contingency	<u>10,000</u>	<u>-</u>	<u>10,000</u>
TOTAL EXPENDITURES	<u>98,983</u>	<u>39,640</u>	<u>59,343</u>
Excess (deficiency) of revenues over expenditures	<u>(94,500)</u>	<u>(34,895)</u>	<u>59,605</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	75,500	75,500	-
Transfers out	<u>(36,000)</u>	<u>(36,000)</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>39,500</u>	<u>39,500</u>	<u>-</u>
Net change in fund balance	(55,000)	4,605	59,605
Fund balance at beginning of year	<u>55,000</u>	<u>66,235</u>	<u>11,235</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ 70,840</u></u>	<u><u>\$ 70,840</u></u>

CITY OF BROOKINGS

**STREET SYSTEM REPLACEMENT - CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Local gas tax	\$ 300,000	\$ 282,321	\$ (17,679)
System replacement fees	-	364	364
Interest	500	585	85
Miscellaneous	<u>-</u>	<u>12,700</u>	<u>12,700</u>
 TOTAL REVENUES	 300,500	 295,970	 (4,530)
 EXPENDITURES			
Capital outlay	<u>379,586</u>	<u>281,666</u>	<u>97,920</u>
 Excess (deficiency) of revenues over expenditures	 (79,086)	 14,304	 93,390
 OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(4,914)</u>	<u>(4,914)</u>	<u>-</u>
 Net change in fund balance	 (84,000)	 9,390	 93,390
Fund balance at beginning of year	<u>84,000</u>	<u>208,471</u>	<u>124,471</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 217,861</u></u>	 <u><u>\$ 217,861</u></u>

CITY OF BROOKINGS

STORMWATER SYSTEM REPLACEMENT - CAPITAL PROJECTS FUND

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL**

For the Year Ended June 30, 2016

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
System replacement fees	\$ 186,000	\$ 188,580	\$ 2,580
Interest	<u>1,500</u>	<u>1,900</u>	<u>400</u>
 TOTAL REVENUES	 187,500	 190,480	 2,980
 EXPENDITURES			
Capital outlay	<u>476,994</u>	<u>109,844</u>	<u>367,150</u>
 Excess (deficiency) of revenues over expenditures	 (289,494)	 80,636	 370,130
 OTHER FINANCING SOURCES			
Transfers out	<u>(105,506)</u>	<u>(55,006)</u>	<u>50,500</u>
 Net change in fund balance	 (395,000)	 25,630	 420,630
Fund balance at beginning of year	<u>395,000</u>	<u>465,331</u>	<u>70,331</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 490,961</u></u>	 <u><u>\$ 490,961</u></u>

CITY OF BROOKINGS

**STREET SYSTEM DEVELOPMENT - CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Improvement fees	\$ 5,000	\$ 68,896	\$ 63,896
Reimbursement fees	2,000	16,890	14,890
Interest	<u>4,000</u>	<u>3,871</u>	<u>(129)</u>
 TOTAL REVENUES	 <u>11,000</u>	 <u>89,657</u>	 <u>78,657</u>
 EXPENDITURES			
Materials and services	10,000	-	10,000
Capital outlay	<u>407,000</u>	<u>2,297</u>	<u>404,703</u>
 TOTAL EXPENDITURES	 <u>417,000</u>	 <u>2,297</u>	 <u>414,703</u>
 Net change in fund balance	 (406,000)	 87,360	 493,360
Fund balance at beginning of year	<u>406,000</u>	<u>429,996</u>	<u>23,996</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 517,356</u>	 <u>\$ 517,356</u>

CITY OF BROOKINGS

PARKS AND RECREATION SYSTEM DEVELOPMENT - CAPITAL PROJECTS FUND

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL**

For the Year Ended June 30, 2016

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Improvement fees	\$ 3,000	\$ 5,985	\$ 2,985
Reimbursement fees	1,200	1,047	(153)
Interest	<u>600</u>	<u>614</u>	<u>14</u>
 TOTAL REVENUES	 4,800	 7,646	 2,846
 EXPENDITURES			
Capital outlay	<u>128,800</u>	<u>-</u>	<u>128,800</u>
 Net change in fund balance	 (124,000)	 7,646	 131,646
Fund balance at beginning of year	<u>124,000</u>	<u>124,433</u>	<u>433</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 132,079</u></u>	 <u><u>\$ 132,079</u></u>

CITY OF BROOKINGS

STORMWATER SYSTEM DEVELOPMENT - CAPITAL PROJECTS FUND

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL**

For the Year Ended June 30, 2016

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Improvement fees	\$ 2,000	\$ 8,089	\$ 6,089
Reimbursement fees	3,000	11,287	8,287
Interest	<u>1,000</u>	<u>1,155</u>	<u>155</u>
 TOTAL REVENUES	 6,000	 20,531	 14,531
 EXPENDITURES			
Capital outlay	<u>137,000</u>	<u>15,883</u>	<u>121,117</u>
 Net change in fund balance	 (131,000)	 4,648	 135,648
Fund balance at beginning of year	<u>131,000</u>	<u>132,185</u>	<u>1,185</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 136,833</u></u>	 <u><u>\$ 136,833</u></u>

CITY OF BROOKINGS

**CAPITAL PROJECTS RESERVE - CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Budget	Actual	Variance
REVENUES			
Intergovernmental	\$ 39,710	\$ 18,000	\$ (21,710)
Interest	500	1,370	870
Miscellaneous	<u>71,000</u>	<u>41,600</u>	<u>(29,400)</u>
TOTAL REVENUES	<u>111,210</u>	<u>60,970</u>	<u>(50,240)</u>
EXPENDITURES			
Materials and services	20,000	-	20,000
Capital outlay	<u>761,210</u>	<u>300,638</u>	<u>460,572</u>
TOTAL EXPENDITURES	<u>781,210</u>	<u>300,638</u>	<u>480,572</u>
Excess (deficiency) of revenues over expenditures	(670,000)	(239,668)	430,332
OTHER FINANCING SOURCES			
Transfers in	<u>280,000</u>	<u>80,000</u>	<u>(200,000)</u>
Net change in fund balance	(390,000)	(159,668)	230,332
Fund balance at beginning of year	<u>390,000</u>	<u>423,229</u>	<u>33,229</u>
Fund balance at end of year	<u>\$ -</u>	263,561	<u>\$ 263,561</u>
Reconciliation to generally accepted accounting principles			
Advances to other funds		<u>15,252</u>	
Fund balances at end of year		<u>\$ 278,813</u>	

CITY OF BROOKINGS

**WATER - ENTERPRISE FUND (MAJOR FUND)
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Budget	Actual	Variance
REVENUES			
Charges for services	\$ 1,490,200	\$ 1,541,987	\$ 51,787
Interest	3,000	3,431	431
Other	<u>27,000</u>	<u>64,622</u>	<u>37,622</u>
TOTAL REVENUES	<u>1,520,200</u>	<u>1,610,040</u>	<u>89,840</u>
EXPENDITURES			
Water distribution	653,094	623,622	29,472
Water treatment	485,872	493,530	(7,658)
Debt service	29,800	14,328	15,472
Contingency	<u>186,039</u>	<u>-</u>	<u>186,039</u>
TOTAL EXPENDITURES	<u>1,354,805</u>	<u>1,131,480</u>	<u>223,325</u>
Excess (deficiency) of revenues over expenditures	165,395	478,560	313,165
OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(765,395)</u>	<u>(555,395)</u>	<u>210,000</u>
Net change in fund balance	(600,000)	(76,835)	523,165
Fund balance at beginning of year	<u>600,000</u>	<u>192,948</u>	<u>(407,052)</u>
Fund balance at end of year	<u>\$ -</u>	116,113	<u>\$ 116,113</u>
Reconciliation to generally accepted accounting principles			
Inventory		185,691	
Capital assets, net		6,267,735	
Pension related items		66,076	
Accrued interest payable		(5,408)	
Compensated absences payable		(18,577)	
Long-term obligations		(3,484,010)	
Pension related items		<u>(70,884)</u>	
Net position at end of year		<u>\$ 3,056,736</u>	

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CITY OF BROOKINGS

**WASTEWATER - ENTERPRISE FUND (MAJOR FUND)
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Budget	Actual	Variance
REVENUES			
Charges for services	\$ 2,948,440	\$ 2,915,065	\$ (33,375)
Interest	5,000	7,596	2,596
Other	<u>3,771</u>	<u>8,845</u>	<u>5,074</u>
TOTAL REVENUES	<u>2,957,211</u>	<u>2,931,506</u>	<u>(25,705)</u>
EXPENDITURES			
Wastewater collection	771,340	721,566	49,774
Wastewater treatment	1,035,326	985,864	49,462
Debt service	29,800	14,328	15,472
Contingency	<u>310,375</u>	<u>-</u>	<u>310,375</u>
TOTAL EXPENDITURES	<u>2,146,841</u>	<u>1,721,758</u>	<u>425,083</u>
Excess (deficiency) of revenues over expenditures	810,370	1,209,748	399,378
OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(1,600,370)</u>	<u>(1,600,370)</u>	<u>-</u>
Net change in fund balance	(790,000)	(390,622)	399,378
Fund balance at beginning of year	<u>790,000</u>	<u>1,294,504</u>	<u>504,504</u>
Fund balance at end of year	<u>\$ -</u>	903,882	<u>\$ 903,882</u>
Reconciliation to generally accepted accounting principles			
Inventory		48,858	
Capital assets, net		10,882,590	
Pension related items		97,710	
Accrued interest payable		(6,382)	
Compensated absences payable		(38,073)	
Long-term obligations		(6,676,469)	
Pension related items		<u>(104,822)</u>	
Net position at end of year		<u>\$ 5,107,294</u>	

CITY OF BROOKINGS

COMBINING STATEMENT OF NET POSITION

NONMAJOR ENTERPRISE FUNDS

June 30, 2016

	Wastewater Loan	Water System Replacement
<u>ASSETS</u>		
Current assets		
Cash and investments	\$ 1,124,773	\$ 768,942
Receivables	-	12,182
	<u>1,124,773</u>	<u>781,124</u>
<u>LIABILITIES</u>		
Current liabilities		
Accounts payable and accrued liabilities	-	840
Accrued interest payable	-	137
Long-term obligations due within one year	-	2,400
	<u>-</u>	<u>3,377</u>
Total current liabilities	-	3,377
Long-term obligations due in more than one year	-	15,767
	<u>-</u>	<u>19,144</u>
<u>NET POSITION</u>		
Restricted for:		
Capital projects	-	-
Debt service	1,124,773	-
Unrestricted	-	761,980
	<u>-</u>	<u>761,980</u>
TOTAL NET POSITION	<u>\$ 1,124,773</u>	<u>\$ 761,980</u>

Wastewater System Replacement	Water System Development	Wastewater System Development	Water Loan	Wastewater Treatment System Development	Totals
\$ 896,086	\$ 195,732	\$ 736,073	\$ 331,100	\$ 589,737	\$ 4,642,443
13,513	12,549	132,958	-	-	171,202
909,599	208,281	869,031	331,100	589,737	4,813,645
3,176	9,934	2,905	-	-	16,855
1,649	-	-	-	-	1,786
28,798	-	-	-	-	31,198
33,623	9,934	2,905	-	-	49,839
189,207	-	-	-	-	204,974
222,830	9,934	2,905	-	-	254,813
-	198,347	866,126	-	589,737	1,654,210
-	-	-	331,100	-	1,455,873
686,769	-	-	-	-	1,448,749
<u>\$ 686,769</u>	<u>\$ 198,347</u>	<u>\$ 866,126</u>	<u>\$ 331,100</u>	<u>\$ 589,737</u>	<u>\$ 4,558,832</u>

CITY OF BROOKINGS

**COMBINING STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
NONMAJOR ENTERPRISE FUNDS
For the Year Ended June 30, 2016**

	<u>Wastewater Loan</u>	<u>Water System Replacement</u>
OPERATING EXPENSES		
Materials and services	\$ -	\$ 6,870
Operating (loss)	-	(6,870)
NONOPERATING REVENUES (EXPENSES)		
Interest	3,295	2,561
Interest	-	(497)
Total nonoperating revenues (expenses)	3,295	2,064
Income (loss) before capital contributions and transfers	3,295	(4,806)
Capital contributions	-	136,504
Transfers in	1,117,432	142,853
Transfers out	(1,122,716)	(23,740)
Change in net position	(1,989)	250,811
Total net position at beginning of year	1,126,762	511,169
Total net position at end of year	<u>\$ 1,124,773</u>	<u>\$ 761,980</u>

Wastewater System Replacement	Water System Development	Wastewater System Development	Water Loan	Wastewater Treatment System Development	Totals
\$ 2,618	\$ 66,900	\$ 1,669	\$ -	\$ -	\$ 78,057
(2,618)	(66,900)	(1,669)	-	-	(78,057)
2,460	1,333	9,951	-	-	19,600
(5,975)	-	-	-	-	(6,472)
(3,515)	1,333	9,951	-	-	13,128
(6,133)	(65,567)	8,282	-	-	(64,929)
155,788	21,320	72,338	-	102,292	488,242
449,240	-	-	331,026	487,445	2,527,996
(301,541)	(37,511)	(496,875)	(331,025)	-	(2,313,408)
297,354	(81,758)	(416,255)	1	589,737	637,901
389,415	280,105	1,282,381	331,099	-	3,920,931
<u>\$ 686,769</u>	<u>\$ 198,347</u>	<u>\$ 866,126</u>	<u>\$ 331,100</u>	<u>\$ 589,737</u>	<u>\$ 4,558,832</u>

CITY OF BROOKINGS
COMBINING STATEMENT OF CASH FLOWS
NONMAJOR ENTERPRISE FUNDS
For the Year Ended June 30, 2016

	Wastewater Loan	Water System Replacement
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments to suppliers	\$ -	\$ (6,030)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
System development charges received	-	137,009
Transfers in	1,117,432	140,000
Transfers out	-	(2,853)
Acquisition of capital assets	-	(20,887)
Principal paid on long-term obligations	(946,751)	-
Interest paid on long-term obligations	(175,965)	-
NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(5,284)</u>	<u>253,269</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest on investments	<u>3,295</u>	<u>2,561</u>
Net increase (decrease) in cash	(1,989)	249,800
Cash - beginning of year	<u>1,126,762</u>	<u>519,142</u>
Cash - end of year	<u>\$ 1,124,773</u>	<u>\$ 768,942</u>
RECONCILIATION OF OPERATING (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Operating (loss)	\$ -	\$ (6,870)
Adjustments to reconcile operating (loss) to net cash provided by (used in) operating activities		
Increase (decrease) in liabilities		
Accounts payable and accrued liabilities	<u>-</u>	<u>840</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>\$ -</u>	<u>\$ (6,030)</u>
SUPPLEMENTAL DISCLOSURE OF NONCASH TRANSACTIONS		
Transfers in	\$ -	\$ 2,853
Transfers out	<u>(1,122,716)</u>	<u>(20,887)</u>
Total noncash transactions	<u>\$ (1,122,716)</u>	<u>\$ (18,034)</u>

Wastewater System Replacement	Water System Development	Wastewater System Development	Water Loan	Wastewater Treatment System Development	Totals
\$ (8,955)	\$ (69,912)	\$ 586	\$ -	\$ -	\$ (84,311)
156,697	22,739	92,567	-	102,292	511,304
415,000	-	-	331,026	487,445	2,490,903
(34,240)	-	(487,445)	-	-	(524,538)
(267,301)	(37,511)	(9,430)	-	-	(335,129)
-	-	-	(246,052)	-	(1,192,803)
-	-	-	(84,973)	-	(260,938)
270,156	(14,772)	(404,308)	1	589,737	688,799
2,460	1,333	9,951	-	-	19,600
263,661	(83,351)	(393,771)	1	589,737	624,088
632,425	279,083	1,129,844	331,099	-	4,018,355
<u>\$ 896,086</u>	<u>\$ 195,732</u>	<u>\$ 736,073</u>	<u>\$ 331,100</u>	<u>\$ 589,737</u>	<u>\$ 4,642,443</u>
\$ (2,618)	\$ (66,900)	\$ (1,669)	\$ -	\$ -	\$ (78,057)
(6,337)	(3,012)	2,255	-	-	(6,254)
<u>\$ (8,955)</u>	<u>\$ (69,912)</u>	<u>\$ 586</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (84,311)</u>
\$ 34,240	\$ -	\$ -	\$ -	\$ -	\$ 37,093
(267,301)	(37,511)	(9,430)	(331,025)	-	(1,788,870)
<u>\$ (233,061)</u>	<u>\$ (37,511)</u>	<u>\$ (9,430)</u>	<u>\$ (331,025)</u>	<u>\$ -</u>	<u>\$ (1,751,777)</u>

CITY OF BROOKINGS

**WASTEWATER LOAN - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Interest	\$ 2,000	\$ 3,295	\$ 1,295
EXPENDITURES			
Debt service	<u>1,122,716</u>	<u>1,122,716</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	(1,120,716)	(1,119,421)	1,295
OTHER FINANCING SOURCES (USES)			
Transfers in	<u>1,117,432</u>	<u>1,117,432</u>	<u>-</u>
Net change in fund balance	(3,284)	(1,989)	1,295
Fund balance at beginning of year	<u>1,126,000</u>	<u>1,126,762</u>	<u>762</u>
Fund balance at end of year	<u><u>\$ 1,122,716</u></u>	<u><u>\$ 1,124,773</u></u>	<u><u>\$ 2,057</u></u>

CITY OF BROOKINGS

**WATER SYSTEM REPLACEMENT - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
System replacement fees	\$ 135,000	\$ 136,504	\$ 1,504
Interest	<u>1,000</u>	<u>2,561</u>	<u>1,561</u>
 TOTAL REVENUES	 136,000	 139,065	 3,065
 EXPENDITURES			
Capital outlay	<u>821,547</u>	<u>27,757</u>	<u>793,790</u>
 Excess (deficiency) of revenues over expenditures	 (685,547)	 111,308	 796,855
 OTHER FINANCING SOURCES (USES)			
Transfers in	350,000	140,000	(210,000)
Transfers out	<u>(4,453)</u>	<u>(2,853)</u>	<u>1,600</u>
 TOTAL OTHER FINANCING SOURCES (USES)	 <u>345,547</u>	 <u>137,147</u>	 <u>(208,400)</u>
 Net change in fund balance	 (340,000)	 248,455	 588,455
Fund balance at beginning of year	<u>340,000</u>	<u>531,829</u>	<u>191,829</u>
 Fund balance at end of year	 <u>\$ -</u>	 780,284	 <u>\$ 780,284</u>
 Reconciliation to generally accepted accounting principles			
Accrued interest payable		(137)	
Long-term obligations		<u>(18,167)</u>	
 Net position at end of year		 <u>\$ 761,980</u>	

CITY OF BROOKINGS

**WASTEWATER SYSTEM REPLACEMENT - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
System replacement fees	\$ 154,500	\$ 155,788	\$ 1,288
Interest	<u>2,000</u>	<u>2,460</u>	<u>460</u>
 TOTAL REVENUES	 156,500	 158,248	 1,748
 EXPENDITURES			
Capital outlay	<u>1,036,360</u>	<u>269,919</u>	<u>766,441</u>
 Excess (deficiency) of revenues over expenditures	<u>(879,860)</u>	<u>(111,671)</u>	<u>768,189</u>
 OTHER FINANCING SOURCES (USES)			
Transfers in	415,000	415,000	-
Transfers out	<u>(180,140)</u>	<u>(34,240)</u>	<u>145,900</u>
 TOTAL OTHER FINANCING SOURCES (USES)	<u>234,860</u>	<u>380,760</u>	<u>145,900</u>
 Net change in fund balance	(645,000)	269,089	914,089
Fund balance at beginning of year	<u>645,000</u>	<u>637,334</u>	<u>(7,666)</u>
 Fund balance at end of year	<u><u>\$ -</u></u>	906,423	<u><u>\$ 906,423</u></u>
 Reconciliation to generally accepted accounting principles			
Accrued interest payable		(1,649)	
Long-term obligations		<u>(218,005)</u>	
 Net position at end of year		<u><u>\$ 686,769</u></u>	

CITY OF BROOKINGS

**WATER SYSTEM DEVELOPMENT - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Improvement fees	\$ 8,000	\$ 19,139	\$ 11,139
Reimbursement fees	1,500	3,600	2,100
Interest	<u>2,000</u>	<u>1,333</u>	<u>(667)</u>
 TOTAL REVENUES	 <u>11,500</u>	 <u>24,072</u>	 <u>12,572</u>
 EXPENDITURES			
Materials and services	5,000	-	5,000
Capital outlay	<u>296,500</u>	<u>104,411</u>	<u>192,089</u>
 TOTAL EXPENDITURES	 <u>301,500</u>	 <u>104,411</u>	 <u>197,089</u>
 Net change in fund balance	 (290,000)	 (80,339)	 209,661
Fund balance at beginning of year	<u>290,000</u>	<u>266,137</u>	<u>(23,863)</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 185,798	 <u><u>\$ 185,798</u></u>
 Reconciliation to generally accepted accounting principles			
Unavailable revenue		<u>12,549</u>	
 Net position at end of year		 <u><u>\$ 198,347</u></u>	

CITY OF BROOKINGS

**WASTEWATER SYSTEM DEVELOPMENT - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Improvement fees	\$ 3,500	\$ 55,651	\$ 52,151
Reimbursement fees	2,500	36,916	34,416
Interest	<u>1,500</u>	<u>9,951</u>	<u>8,451</u>
 TOTAL REVENUES	 7,500	 102,518	 95,018
 EXPENDITURES			
Capital outlay	<u>585,500</u>	<u>11,099</u>	<u>574,401</u>
 Excess (deficiency) of revenues over expenditures	 (578,000)	 91,419	 669,419
 OTHER FINANCING SOURCES (USES)			
Transfers out	<u>(517,000)</u>	<u>(487,445)</u>	<u>29,555</u>
 Net change in fund balance	 (1,095,000)	 (396,026)	 698,974
Fund balance at beginning of year	<u>1,095,000</u>	<u>1,129,194</u>	<u>34,194</u>
 Fund balance at end of year	 <u>\$ -</u>	 733,168	 <u>\$ 733,168</u>
 Reconciliation to generally accepted accounting principles			
Unavailable revenue		<u>132,958</u>	
 Net position at end of year		 <u>\$ 866,126</u>	

CITY OF BROOKINGS

**WATER LOAN - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
EXPENDITURES			
Debt service	<u>\$ 331,026</u>	<u>\$ 331,025</u>	<u>\$ 1</u>
Excess (deficiency) of revenues over expenditures	(331,026)	(331,025)	1
OTHER FINANCING SOURCES (USES)			
Transfers in	<u>331,026</u>	<u>331,026</u>	<u>-</u>
Net change in fund balance	-	1	1
Fund balance at beginning of year	<u>331,026</u>	<u>331,099</u>	<u>73</u>
Fund balance at end of year	<u><u>\$ 331,026</u></u>	<u><u>\$ 331,100</u></u>	<u><u>\$ 74</u></u>

CITY OF BROOKINGS

**WASTEWATER TREATMENT SYSTEM DEVELOPMENT - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
System development charges	\$ 9,058	\$ 102,292	\$ 93,234
Interest	<u>3,000</u>	<u>-</u>	<u>(3,000)</u>
 TOTAL REVENUES	 12,058	 102,292	 90,234
 EXPENDITURES			
Capital outlay	<u>529,058</u>	<u>-</u>	<u>529,058</u>
 Excess (deficiency) of revenues over expenditures	 (517,000)	 102,292	 619,292
 OTHER FINANCING SOURCES (USES)			
Transfers in	<u>517,000</u>	<u>487,445</u>	<u>(29,555)</u>
 Net change in fund balance	 -	 589,737	 589,737
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 589,737</u></u>	 <u><u>\$ 589,737</u></u>

CITY OF BROOKINGS

**DEQ LOAN - ENTERPRISE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
EXPENDITURES			
Debt service	\$ 198,000	\$ -	\$ 198,000
Excess (deficiency) of revenues over expenditures	(198,000)	-	198,000
OTHER FINANCING SOURCES (USES)			
Transfers in	198,000	-	(198,000)
Net change in fund balance	-	-	-
Fund balance at beginning of year	-	-	-
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**INDEPENDENT AUDITOR'S REPORT REQUIRED BY
OREGON STATE REGULATIONS**

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INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

**Honorable Mayor and Members of the City Council
CITY OF BROOKINGS
Brookings, Oregon**

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the **CITY OF BROOKINGS** as of and for the year ended June 30, 2016, and have issued our report thereon dated November 30, 2016.

Compliance

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-240 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. As such, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS (Continued)**

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-240 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except as follows:

A. Expenditures in excess of appropriations (which is prohibited by ORS 294.435) occurred as follows:

<u>Fund/Department</u>	<u>Appropriation</u>	<u>Actual</u>	<u>Variance</u>
Water			
Water treatment	\$ 485,872	\$ 493,530	\$ (7,658)

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the City's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Deficiencies in internal control, if any, were communicated separately.

Restriction on Use

This report is intended solely for the information and use of the board of directors/council members/commissioners and management of the **CITY OF BROOKINGS** and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon
November 30, 2016
By:



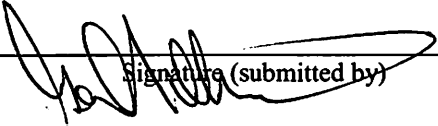
Bradley G. Bingenheimer, Member

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Chetco Inn

Recommended Motion:

Motion to not proceed further with possible City acquisition of the Chetco Inn.

Financial Impact:

NA

Background/Discussion:

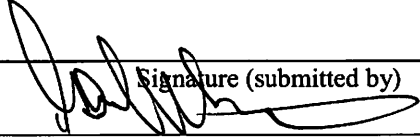
The City Council conducted an executive session on November 28, 2016, to consider making an offer to purchase the Chetco Inn. This matter has been placed on the agenda to allow the City Council to report out and take action from that executive session.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 1016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Tourism Promotion Priorities

Recommended Motion:

Motion to approve the “Top 20 Tourism Promotion Priorities” and authorize staff to pursue projects and programs to implement these priorities.

Financial Impact:

Undetermined at this time.

Background/Discussion:

At its November workshop, the City Council discussed a number of tourism promotional ideas advanced by City staff. Based upon discussion at that meeting, staff has reduced the number of projects to 20, and has prioritized them. Staff is seeking Council approval of a priority list.

The next step would be to develop a spreadsheet listing each project with action items and cost elements needed to accomplish each project, and for project tracking. Staff members would be given follow-up assignments. As projects may need City funding and are determined eligible for Transient Occupancy Tax funding, staff will seek funding recommendations from the Tourism Promotion Advisory Committee. The role of TPAC is to make recommendations for the use of TOT funding. Many of these projects will involve funding from other sources, such as through Travel Oregon or ODOT, or may be incorporated into the City regular program of work.

The City Manager has appointed a staff-level tourism committee consisting of himself, City Recorder Teri Davis, Management Analyst Chrissy Bevens and Parks Supervisor Tony Baron.

Attachment(s):

- a. Top 20 Tourism Promotion Priorities

TOP 20 TOURISM PROMOTION PRIORITIES

1. Chetco/Railroad bike/ped connectivity with the Oregon Coastal Trail. Railroad Street is designated as a part of the Oregon Coastal Trail, and reconstruction with pedestrian and bicycle facilities is scheduled for 2017-18 between Oak and Wharf Streets. The OCT plan calls for the OCT to include Pacific and Oak Streets. Seek funding to complete pedestrian facilities on Pacific, Railroad from Pacific to Wharf, Railroad from Oak to Alder, and Alder from Railroad to Chetco Avenue (as an alternative to Oak Street).
2. Harris Beach State Park expansion. Develop former visitor center as a group campground. Proposed in 2003 master plan. Include meeting room facilities.
3. Access improvements at Chetco Point. Improve accessibility of trail to beach and trail to the point.
4. Redevelop sports fields at Azalea Park and Bud Cross as “all weather” fields (artificial turf) to accommodate year round tournaments. Tournaments bring hundreds of players, family members and spectators. The Slippery Banana annual softball tournament fills-up local motels for 2-3 nights. More tournaments could be recruited.
5. Develop a promotional video featuring Harris Beach State Park, Boardman Scenic Corridor and Loeb Park.
6. Improve or relocate the City visitor center. We are experiencing an increasing number of visitors at City Hall seeking visitor information. The visitor center could be enhanced aesthetically, by installing an electronic information kiosk, and by adding a big screen TV showing videos of tourist sites. An alternative would be to establish a visitor information kiosk off-site, perhaps near the fountain at Bankus Park or at Frontage Road and staff the facility with volunteers...as is the case in Ashland. Staff believes that volunteers could be attracted to staff a visitor kiosk if it were more visible and active.
7. Designation as a “bike friendly city.” Encourage local businesses to secure a “bike friendly business” designation and sign through Travel Oregon. TO

has indicated that if we have a significant response, they may designate Brookings as a “bike friendly city.” Provide technical assistance to interested businesses in completing applications and securing signs. Possibly assist businesses by contributing 50 per cent of the cost of the “bike friendly business” sign.

8. Work with Lily field owners to promote tourism around lily bulb growing. Explore enclosing a small brochure in retail bags of lily bulbs that invites the purchaser to “Visit Where I Was Born” with brief information about Brookings and Smith River.
9. Work with OCVA to develop a coastal advertising program through Expedia. Cost estimate is \$10,000. Work with Trip Advisor to secure no/low cost advertising. Participate in joint promotional activities of OCVA, Wild Rivers Coast and other regional tourism promotion organizations.
10. Handrails at Mill Beach Access. Improve accessibility to Mill Beach with handrails. Promote that Brookings beaches (i.e. Harris Beach, Mill Beach, Chetco Beach) are all ADA accessible.
11. Secure an “Azalea City” designation through the Azalea Society of America.
12. Approach the Brookings Institute about offering programs from its executive education fellowship program at SWOCC. Currently, Brookings Institute executive education programs are only offered at their facility in New York City. A western alternative would potentially attract more students, who would stay in Brookings for the 1-2 week programs.
13. Develop a virtual tour video of the bomb site and its history.
14. Consider the development of one or more destination resorts. Possible locations would include the U.S. Borax property (Lone Ranch), the property adjacent to Salmon Run and the property at the end of Bridge Street. Meet with property owners and seek grant funding for one or more feasibility plans.
15. Improvements at City property adjacent to Social Security Bar. Restroom, pave parking, campground, picnic tables. Approach County concerning assuming ownership of property. Grants available to counties for recreational development. City Council has declined development of the property for recreational and/or RV camping use.

16. Develop a roadside “points of interest” map at the entrance sign on the north edge of town.
17. Consider more visible location for carousel. The City has authorized development of the “A Carousel for Brookings” project at Azalea Park. Work with the project sponsors and others in an effort to identify a more visible location along Chetco Avenue. Possibly facilitate development of the carousel in conjunction with a commercial activity.
18. Ferry Creek reservoir recreational use. As the City pursues possible rebuilding of the Ferry Creek dam, include development of the lake for recreational purposes. Activities might include fishing, non-motorized boating and picnicking.
19. Establish a sister city, possibly in Japan, possibly with a City that works with Travel Oregon. Possibly with the Chinese City of Yangzhou where the ICMA international summit was held, and which is predominantly a tourism city.
20. Lodging at Salmon Run. The use permit originally obtained by the City for the Salmon Run Golf Course authorized the development of overnight accommodations on the site. The previous lessee has developed some preliminary plans for a park model type development. Develop a plan for overnight accommodation at the golf course with either park models or RV campsites. This would enhance visitation and generate revenue from the golf course. Possible partnership with a private operator.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval


Subject: Charter Media Proposal

Recommended Motion:

Motion to authorize the City Manager to execute an agreement with Spectrum Reach for a six-month, digital tourism advertising campaign at a cost of \$1,000 per month.

Financial Impact:

\$6,000 in Transient Occupancy Tax funds

Approved by Finance & Human Resources Director: 

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has a stated goal of increasing tourism in the off-season (October – April). TPAC has explored several advertising options including print, TV and digital.

At its November 17, 2016 meeting, TPAC voted unanimously to recommend to Council to enter into an agreement with Spectrum Reach for a digital advertising campaign.

Spectrum Reach has proposed a six-month, digital advertising package which will focus on customers in the Rogue Valley through both static display ads with embedded flash components and with 15-second video ads.

Spectrum estimates that by the end of the six-month campaign, 78% of the target audience will have been reached ten times. Through Spectrum's included dashboard analytics, the City will be able to monitor how the advertising is being viewed either via impressions, engagements or click-thru to the City's web-site. The City will also be able to see through its website analytics how many visitors are coming to the site via Spectrum's advertising.

The advertising is extremely versatile and fluid. Markets can be adjusted and/or expanded, and it can be cancelled at any time. TPAC is recommending a six-month trial period. Staff also recommends the proposal.

Attachment(s):

- a. Sample Agreement
- b. Campaign Proposal
- c. Campaign Overview

ACCOUNT EXECUTIVE

ACCOUNT EXECUTIVE NAME:	Kristi Carson	CONTACT NUMBER:	541-973-2912
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ADVERTISER

COMPANY NAME:	City of Brookings
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CAMPAIGN BASICS

CAMPAIGN LANDING PAGE: (Place homepage website if unsure)	brookings.or.us
FLIGHT TERM: (List the months and year)	November 2016-December 2017

BUDGET: Enter in 1 or 2 Budget Options you would like to have on your proposal.

BUDGET TYPE:	AGENCY OR DIRECT BILL:
<input checked="" type="checkbox"/> BROADCAST <input type="checkbox"/> CALENDAR	<input type="checkbox"/> AGENCY <input checked="" type="checkbox"/> DIRECT

NOTE: All campaigns will be trafficked calendar unless broadcast is specifically requested.

CREATIVE TYPE:	MONTHLY BUDGET:	CPM:	MONTHLY IMPRESSIONS:
PREROLL	\$400	\$20	20,000
DISPLAY	\$ 700.00	7	100,000

TARGETING - GEOGRAPHICS: Enter in the desired geographic by listing zips, a radius, or a Charter zone.

LIST ZIPS OR RADIUS:	Most heavily populated areas of Jackson and Josephine Counties
----------------------	--

TARGETING - DEMOGRAPHICS (\$500+ mo): If the spend is greater than \$500 a month, you may select all that apply.

☐ CHECK THIS BOX TO INCLUDE ALL

GENDER:	AGE:	HOUSEHOLD INCOME:	EDUCATION:
<input checked="" type="checkbox"/> MALE	<input type="checkbox"/> 18 - 24 <input checked="" type="checkbox"/> 25 - 34	<input checked="" type="checkbox"/> UNDER \$50,000	<input type="checkbox"/> NO COLLEGE
<input type="checkbox"/> FEMALE	<input checked="" type="checkbox"/> 35 - 44 <input type="checkbox"/> 45 - 64	<input checked="" type="checkbox"/> \$50,000 - \$100,000	<input type="checkbox"/> COLLEGE
PARENTING:	<input type="checkbox"/> 65+	<input checked="" type="checkbox"/> \$100,000 - \$150,000	<input type="checkbox"/> GRAD SCHOOL
<input checked="" type="checkbox"/> NO KIDS		<input checked="" type="checkbox"/> \$150,000 +	
<input type="checkbox"/> HAS KIDS			

TARGETING - VERTICALS (\$500+ mo): If the spend is greater than \$500 a month, you may select all that apply.

CATEGORY:	SUB CATEGORY:	SUB-SUB CATEGORY*:
Travel	Travel Agencies & Services	
News	Broadcast & Network News	
News	Local News	
Online Communities	Social Networks	
Travel	Car Rental & Taxi Services	
Travel	Hotels & Accommodations	
Sports	Team American Football	
Online Communities	Online Goodies > Social Network Apps & Add-Ons	
Online Communities	Online Goodies > Clip Art & Animated GIFs	
Online Communities	Online Goodies > Skins Themes & Wallpapers	
Hobbies Leisure	Water Activities	
Hobbies Leisure	Outdoors > Hiking & Camping	
Hobbies Leisure	Outdoors > Fishing	

*Some categories do not have sub-sub categories.

Any additional information that you think may be helpful to build a proposal?

City of Brookings - Digital 2017



TIM #: 118946

Agency: <none>

Bill to: N/A

AE: Carson, Kristi

Client: City of Brookings

Total # of Active Wks: 13

898 Elk Dr

Phone #: N/A

Zones: 0524

Spot Length: 30

Brookings, OR 97415

Cell #: N/A

Flight Dates: 11/28/2016 -
12/31/2017

EDI Estimate:

E-mail: N/A

EDI Client:

EDI Order:

Billing Calendar: Broadcast

EDI Product:

Zone(s): Medford, OR, 0524

Network	Start Date	End Date	Daypart	Description	Spots/Wk	Total Spots	Rate	Extended Cost
ODEV	12/19/16	12/25/16	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	12/19/16	12/25/16	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	01/23/17	01/29/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	01/23/17	01/29/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	02/20/17	02/26/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	02/20/17	02/26/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	03/20/17	03/26/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	03/20/17	03/26/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	04/24/17	04/30/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	04/24/17	04/30/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	05/22/17	05/28/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	05/22/17	05/28/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	06/19/17	06/25/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	06/19/17	06/25/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	07/24/17	07/30/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	07/24/17	07/30/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	08/21/17	08/27/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	08/21/17	08/27/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	09/18/17	09/24/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	09/18/17	09/24/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	10/23/17	10/29/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	10/23/17	10/29/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	11/20/17	11/26/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	11/20/17	11/26/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	12/25/17	12/31/17	Su 6a-12m	100,000 impressions per month	1	1	\$700.00	\$700.00
OPRL	12/25/17	12/31/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
Totals						26		\$14,300.00

Order Summary:

Zone Description: Medford, OR, 0524

Total Spots: 26

Total Gross\$: \$14,300.00

Total Net\$: \$14,300.00

Average Investment per Active Week: \$1,100.00

Broadcast Month Totals:

	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Total
Total Gross \$	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$14,300.00
Total Net \$	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$14,300.00
Total Spots	2	2	2	2	2	2	2	2	2	2	2	2	2	26

Charter Media Agreement:

Spectrum Reach Agreement

By signing, I acknowledge that I have read and accept the Terms and Conditions for the Charter Communications Operating.

Created on 10/19/2016

TIM#: 118946

Page 1 of 5

LLC and its business unit Spectrum Reach™ Advertising Contract and Application for Credit.

Client Signature: _____ Date _____

CHARTER COMMUNICATIONS OPERATING, LLC
by Charter Communications, Inc. its Manager

Charter Media Signature: _____ Date _____

Terms and Conditions for the Charter Communications Operating, LLC and its business unit Spectrum Reach™ Advertising Contract and Application for Credit ("Terms and Conditions")

The parties acknowledge and agree that the terms and conditions set forth herein shall constitute the terms and conditions of the service contract between the parties ("Contract") for the cable advertising services, production services, or related services ("Services") to be provided to the Client ("Advertiser") by Charter Communications Operating, LLC and its business unit Spectrum Reach™ ("Spectrum Reach™") as set forth on the front of the Contract.

- (1) The rate for any advertising time purchased by the Advertiser shall be as stated on the Contract (plus any applicable taxes, franchise fees, and/or other assessments by any governmental authority), and if no rate is set forth thereon, the rate applicable shall be that set forth on Spectrum Reach™'s rate card then in effect at the time the Advertiser's order for such Service is accepted. Payment for Services procured hereunder must be made by Advertiser and received by Spectrum Reach™ no less than thirty (30) days after the date of the invoice thereafter, except that Spectrum Reach™, in its sole discretion, reserves the right to require payment in advance from Advertiser. If payment is not received by the payment due date, Advertiser agrees to pay interest accrued on any past due amounts at a rate of (i) 1.5% per month of (ii) the highest rate allowed by law, whichever is less. Spectrum Reach™ may process Advertiser's check payment electronically. With electronic check conversion, Advertiser's bank account will be debited in the amount of Advertiser's check as early as the same day Spectrum Reach™ receives payment. The transaction will appear on Advertiser's bank statement as an electronic funds transfer. Advertiser's original check will be destroyed and it will not be returned to Advertiser's bank.
- (2) In the event of any cancellation of the Contract by Advertiser, Advertiser shall be liable for all payments to be made hereunder, though Spectrum Reach™ may, from time to time, accept payments from an Advertiser's Agency on Advertiser's behalf. Any acceptance of payments from an Agency shall not relieve the Advertiser from liability for any amounts unpaid by the Agency. Spectrum Reach™ reserves the right to accept orders placed by Advertiser's Agency, provided that both Advertiser and Agency shall remain jointly and severally liable for payment and performance of Advertiser's obligations to Spectrum Reach™ hereunder. Agency expressly represents and warrants that Agency has the authority to bind Advertiser to the terms and conditions of the Contract with respect to any order it places on Advertiser's behalf.
- (3) Any cancellation of an order/the Contract by Advertiser or Agency must be submitted in writing to and received by Spectrum Reach™ subject to the following timeframes: (a) for spot advertising the deadline for cancellation is two (2) weeks prior to the effective date of cancellation; (b) for spot advertising with Local OnDemand advertising, the deadline is thirty (30) days prior to the effective date of cancellation; and, (c) for Local OnDemand advertising, the deadline is thirty (30) days prior to the effective date of cancellation. Failure to provide such advance cancellation notice shall result in charges for Service preparation work conducted by Spectrum Reach™ (including without limitation, advertising time not used but ordered for the next deadline date(s)).
- (4) In performing the Services, Spectrum Reach™ shall use commercially reasonable efforts to cablecast each advertisement at its scheduled cablecast time. However, Spectrum Reach™ shall not be responsible for failure to cablecast the advertisement(s) if such failure is the result of mechanical, electrical, or equipment malfunctions, accidents, riots, strikes, epidemics, acts of God, or any other conditions beyond the reasonable control of Spectrum Reach™. If for any reason there is an interruption, delay or omission of any advertisement to be cablecast, Spectrum Reach™ will notify Advertiser or Agent that it will run the interrupted, delayed or omitted advertisement at a substitute time ("Make Good"). In no event shall Spectrum Reach™ be liable for incidental, indirect, special or consequential damages in connection with or arising out of (i) the failure or inability of Spectrum Reach™ to cablecast the advertisement or (ii) any incorrect cablecasting of any advertising. Advertiser's sole and exclusive remedy for liability of any kind arising under the Contract shall be limited to Spectrum Reach™ furnishing a Make Good, or if not feasible in Spectrum Reach™'s reasonable discretion, a refund of the proportionate amount paid for said interrupted, delayed, incorrect, or omitted advertisement.
- (5) Spectrum Reach™ may cablecast an advertisement on a group of multi-channel video programming distribution systems ("MVPDs") serving a single Designated Market Area ("DMA") on which advertising is sold and simultaneously distributed across all such MVPDs in a coordinated manner (commonly known as an "interconnect"). The order shall be deemed fulfilled and will be invoiced for payment when the advertisement is distributed to at least 90% of the insertable subscribers in the DMA.
- (6) Spectrum Reach™ may cancel, in whole or in part, any advertisement under the Contract (a) in order to cablecast any program which, in its sole and absolute discretion, it deems to be of public importance or in the public interest, or the cablecast of which is necessary for Spectrum Reach™ to comply with its agreements with its program services suppliers; or (b) if Spectrum Reach™ determines in its sole discretion that such advertisement would conflict with any of its agreements with its program services suppliers.
- (7) Spectrum Reach™ at all times reserves the right to reject any and all advertisements submitted by Advertiser or Agency, whether due to technical quality, content (except for political advertisements which are cablecast pursuant to the provisions of Section 315 of the Communications Act of 1934, as amended), for financial reasons if Spectrum Reach™ determines, in its sole discretion that Advertiser's or Agency's ability to pay Spectrum Reach™ is impaired, or for any other reason, without cause or the necessity or requirement of giving any explanation whatsoever.
- (8) Spectrum Reach™ reserves the right (but disclaims any responsibility or obligation) to preview any advertisements prior to airtime to determine without taking or relieving Advertiser or responsibility or liability for doing so, (i) if any advertisement meets Spectrum Reach™'s technical requirements, (ii) if an advertisement's content warrants special scheduling considerations as stated in paragraph 6, (iii) if an advertisement's content violates any of the Advertiser's representations and warranties contained in the Contract, and/or (iv) if an advertisement is otherwise unsuitable for cablecasting. If Spectrum Reach™ determines that the respective advertisement is not suitable for cablecasting based on any of the foregoing considerations, it may refuse to cablecast any such advertisement without liability to the Advertiser.

(9) Spectrum Reach™ reserves the right to schedule exclusively between 10:00 PM and 5:00 AM in the local time zone in which the advertisement is aired, any advertisements that contain nudity, indiscreet sexuality, profane language, or excessive violence. Spectrum Reach™ shall have the right to require the Advertiser to provide, at Advertiser's expense, an audio/video disclaimer (satisfactory to Spectrum Reach™) before, during, and after each advertisement. Each such disclaimer must include the following statements (complete with the appropriate information): (i) OPEN: The following advertisement contains scenes of and may not be suitable for Children under 17. Parental discretion is advised, or (ii) WITHIN ADVERTISEMENT: (Before each potentially objectionable scene). The following segment of the advertisement contains scenes of _____ [describe nature of scene] _____ and may not be suitable for children under 17. Parental discretion is advised, or (iii) CLOSE: The preceding advertisement was produced by an independent producer, and does not necessarily reflect the views of SPECTRUM REACH™ or its employees, officers or directors.

(10) Advertiser represents and warrants that Advertiser has or has obtained all rights necessary to air/display the content of the advertisement/spot(s) purchased hereunder and that neither the advertisement(s) nor elements thereof or material contained therein (including without limitation all music composition, copy and other materials used in connection with advertisements) will infringe upon or violate the right of privacy, or right of publicity of, or constitute a libel or slander against, or defame, or violate or infringe upon any copyright, ownership rights, license, authority, trademark or service mark, common law or other right (including, without limitation, any other intellectual property rights or literary, dramatic, comedic, musical, or photo playwright of any person, entity, firm or corporation) or violate any applicable law. Spectrum Reach™ enters into the Contract in reliance upon the further warranties and representations of Advertiser that the content of each advertisement is not misleading or deceptive, that each is in compliance with all applicable state and federal regulations, and specifically, that each complies with the rules and regulations of the Federal Trade Commission and all other applicable law. Advertiser shall indemnify and hold Spectrum Reach™ harmless from and against any and all claims, losses, expenses, damages (indirect or direct), liability, expenses, and/or costs (including without limitation attorney's fees and court costs) to the extent arising from (1) a breach or violation of the foregoing warranties and representations, (2) the negligence or willful misconduct of Advertiser or Agency, and/or (3) otherwise the cablecast of advertisements submitted/placed by Advertiser or Agency under the Contract.

(11) Advertiser shall at its sole cost and expense furnish Spectrum Reach™ all advertisements. Advertiser shall deliver all advertisements to Spectrum Reach™ by the deadlines as determined by Spectrum Reach™. Spectrum Reach™ hereby disclaims any and all liability for any loss, erasure damage, or any other destruction to any advertisement materials furnished by Advertiser or, even if accepted by Spectrum Reach™, any telephone, mail, facsimile, or other communications from any third party relating to any advertisements hereunder. If Spectrum Reach™ does not receive such advertisements within the time specified or otherwise prior to the time requested/allotted for airing, Spectrum Reach™ reserves the right to cancel the Contract without notice to the Advertiser. If Advertiser submits a written request within thirty (30) days after the date of last cablecast of any advertisement under the Contract, Spectrum Reach™ shall return Advertiser's materials to Advertiser at Advertiser's sole expense. If Advertiser does not timely make such a request, Spectrum Reach™ shall have the right to dispose of all such materials as it sees fit, including without limitation destruction thereof.

(12) Advertiser grants Spectrum Reach™ authorization to (i) access applicable credit reporting (Commercial/Consumer) in order to establish credit terms and perform periodic reviews of credit history and (ii) to contacting provided references for use in making a decision regarding Advertiser's creditworthiness.

(13) The Contract may not be assigned or transferred by the Advertiser or Agency without the prior written consent of Spectrum Reach™. Spectrum Reach™ shall have no obligation to perform the services or otherwise cablecast for the benefit of any person or entity other than Advertiser, or for any product or service other than that described on the front of the Contract.

(14) The Contract shall be governed, construed, and enforced in accordance with the applicable laws of (i) the state where the Spectrum Reach™ sales office that handles your account, is located and (ii) the United States. If any provision hereof is declared to be unlawful or unenforceable, such provision shall be severed to the extent of such unenforceability and any and all other provisions not affected thereby shall remain in full force and effect.

(15) The Contract is subject to the terms and conditions of franchises and licenses held by Spectrum Reach™ and all applicable federal, state, and local laws, ordinances, rules, and regulations.

(16) All notices to Spectrum Reach™ required or permitted under the Contract shall be delivered in writing via certified mail (return receipt requested) or nationally recognized overnight courier to the Spectrum Reach™ sales office that handles your account.

(17) The Contract contains the entire agreement between the parties, and no change, modification, or waiver of any of its terms and/or conditions shall be effective unless made in writing and signed by all parties hereto. In addition and without limiting the foregoing, no course of dealing between the parties or any delay on the part of a party to exercise any right it may have under the Contract shall operate as a waiver of any of the rights set forth hereunder or provided by applicable law or equity, no waiver of any prior breach or default of the Contract shall operate as the waiver of any subsequent breach or default, and no express waiver shall affect any term or condition of the Contract other than that expressly described in any such waiver, and any such waiver shall apply only for the time and manner specifically stated.

(18) If either party is obligated to incur costs in any action (by either party) to enforce any provision of the Contract, the prevailing party in such enforcement action (whether plaintiff or defendant) shall be entitled to reimbursement for all reasonable costs incurred in such action, including but not limited to reasonable collection and attorneys' fees and costs. Advertiser and Agency waive, as to the Contract and all obligations to Spectrum Reach™, all exemptions, constitutional or otherwise, of personal property from levy and sale under

execution or other process for the collection of debts.

(19) The parties agree that the terms of the Contract and the parties' respective performance of obligations hereunder are not intended to benefit any person or entity not a party to the Contract, that the consideration provided by each party under the Contract only runs to the respective parties hereto, and that no person or entity not a party to the Contract shall have any rights hereunder nor the right to require the performance hereunder by either of the respective parties hereto.

(20) Spectrum ReachTM may change or modify these Terms and Conditions from time-to-time without notice other than posting these amended Terms and Conditions on our internet website. The amended Terms and Conditions will automatically be effective when posted on our internet website.

(21) Except as otherwise provided herein, all controversies, disputes or claims of any kind arising between Charter Communications Operating, LLC and its business unit Spectrum ReachTM and/or its officers, directors, parents, affiliates, agents, employees or attorneys (in their representative capacity) and Advertiser and/or its shareholders, officers, directors, parents, affiliates, agents, employees or attorneys, shall be resolved through binding arbitration. Such arbitration shall be undertaken in accordance with the following provisions. This agreement to arbitrate shall continue in full force and effect subsequent to and notwithstanding the expiration or termination of this Agreement. Spectrum ReachTM and Advertiser agree that arbitration shall be conducted on an individual, not a class-wide, basis.



VIDEO | MEDIA | ANALYTICS

Presented to: City of Brookings

Kristi Carson, Account Executive

Audience Extension Package

Make **EVERY** hour prime time by using our multi screen solution to get your message in front consumers on every screen they view during their day by taking advantage of this cost-effective

Audience Extension Package!



Source: Forrester, September 2014

Audience Extension Package

- › Extend Current TV Package with Targeted Display and Targeted Pre-Roll Video
- › Influence consumers with branded Digital Ads, Pre-Roll and Mobile ads on Premium sites like...
 - + ESPN.com, Eonline.com, Cnn.com, and Foxnews.com
- › Enhance your online strategy with Retargeting, Behavioral, Contextual, and Lifestyle Targeting.

Package Includes:
10,000 Pre-Roll Commercials
50,000 Display Ads

All for \$550.00 monthly 6 Month Commitment Required
One display creative included at no charge, pre-roll can be an existing spot, or new production quotes can be provided.



"If I can watch something for free, by watching ads, I'd rather have it be something I can choose. Something geared towards me."

Female, 26+

Targeted Media Plan Selections:

Select Demographics

Age

- ☐ 18-24
- ☐ 25-34
- ☐ 35-54
- ☐ 55-64
- ☐ Over 65

Gender

- ☐ Male
- ☐ Female

HHI

- ☐ Under \$50k
- ☐ \$50k-\$100k
- ☐ \$100k-\$150K
- ☐ \$150K+

Select Geography

- ☐ Medford
- ☐ Klamath Falls
- ☐ Grants Pass
- ☐ Crescent City
- ☐ Southern Oregon Interconnect

Select Verticals (Must Choose 3)

- ☐ Sports
- ☐ News
- ☐ Auto Shopping
- ☐ Auto Financing
- ☐ Weather
- ☐ Arts & Entertainment
- ☐ Hobbies & Leisure
- ☐ Men's Interests
- ☐ Women's Interest
- ☐ Health
- ☐ Beauty & Fitness

*Note: A minimum Reach and Frequency is necessary for campaigns to be effective. Based on your selections, a custom proposal will be developed with Reach and Frequency calculated. If further refinements are necessary to execute a successful campaign, you will be consulted with further recommendations for final approval.

What To Expect

- › Campaign Goals:
 - + Drive Video Completions
 - + Drive Users to Your Web Site
- › Live Dashboard when campaign is live (24/7 access)
 - + Including our newest reporting enhancement- **Digital Lift**
90 days after campaign start date
- › Retargeting Script Sent for Your Web Site
- › Monthly re-caps
- › Quarterly and Annual digital assessment
 - + Google Analytics Analysis
 - + Directory Optimization Report

Advertising Agreement

Spectrum Reach | City of Brookings

Start Date: November 2016

End Date: December 2016

Product	Impressions/ Month	Net Investment/ Month	Number of Months	Total Impressions	Total Net Cost
Display	100,000	\$700.00	13	1,300,000	\$9,100.00
PreRoll	20,000	\$400.00	13	260,000	\$5,200.00

TOTAL: 13,260,000 \$14,300.00
(net)

By signing, the Advertiser/Agency agrees to Charter Communications Operating, LLC, a Delaware limited liability company with a brand name of Spectrum Reach, terms and conditions set forth on the attachment.

CLIENT/AGENCY SIGNATURE

CLIENT NAME (PRINTED)

ADVERTISER COMPANY NAME

DATE

SPECTRUM REACH SIGNATURE

SPECTRUM REACH NAME (PRINTED)

DATE

\$ TOTAL INVESTMENT



TERMS AND CONDITIONS

The parties acknowledge and agree that the terms and conditions set forth herein shall constitute the terms and conditions of the service contract between the parties ("Contract") for the cable advertising services, production services, or related services ("Services") to be provided to the client ("Advertiser") by Charter Communications Operating, LLC and its business unit Spectrum Reach™ ("Spectrum Reach") as set forth on the front of the Contract.

(1) The rate for any advertising time purchased by the Advertiser shall be as stated on the Contract (plus any applicable taxes, franchise fees, and/or other assessments by any governmental authority), and if no rate is set forth thereon, the rate applicable shall be that set forth on Spectrum Reach's rate card then in effect at the time the Advertiser's order for such service is accepted. Payment for Services procured hereunder must be made by Advertiser and received by Spectrum Reach, no less than thirty (30) days after the date of the invoice thereafter, except that Spectrum Reach, in its sole discretion, reserves the right to require payment in advance from Advertiser. If payment is not received by the payment due date, Advertiser agrees to pay interest accrued on any past due amounts at a rate of (i) 1.5% per month of (ii) the highest rate allowed by law, whichever is less. Spectrum Reach may process Advertiser's check payment electronically. With electronic check conversion, Advertiser's bank account will be debited in the amount of Advertiser's check as early as the same day Spectrum Reach receives payment. The transaction will appear on Advertiser's bank statement as an electronic funds transfer. Advertiser's original check will be destroyed and it will not be returned to Advertiser's bank.

(2) In the event of any cancellation of the Contract by Advertiser, Advertiser shall be liable for all payments to be made hereunder, though Spectrum Reach may, from time to time, accept payments from an Advertiser's Agency or Advertiser's behalf. Any acceptance of payments from an Agency shall not relieve the Advertiser from liability for any amounts unpaid by the Agency. Spectrum Reach reserves the right to accept orders placed by Advertiser's Agency, provided that both Advertiser and Agency shall remain jointly and severally liable for payment and performance of Advertiser's obligations to Spectrum Reach hereunder. Agency expressly represents and warrants that Agency has the authority to bind Advertiser to the terms and conditions of the Contract with respect to any order. It places on Advertiser's behalf.

(3) Any cancellation of an order/Contract by Advertiser or Agency must be submitted in writing to and received by Spectrum Reach, subject to the following timeframes: (a) for spot advertising the deadline for cancellation is two (2) weeks prior to the effective date of cancellation; (b) for spot advertising with Local OnDemand advertising, the deadline is thirty (30) days prior to the effective date of cancellation; and (c) for Local OnDemand advertising, the deadline is thirty (30) days prior to the effective date of cancellation. Failure to provide such advance cancellation notice shall result in charges for Service preparation work conducted by Spectrum Reach (including without limitation, advertising time not used but ordered for the next deadline date(s)).

(4) In performing the services, Spectrum Reach shall use commercially reasonable efforts to cablecast each advertisement at its scheduled cablecast time. However, Spectrum Reach shall not be responsible for failure to cablecast the advertisement(s) if such failure is the result of mechanical, electrical, or equipment malfunctions, accidents, riots, strikes, epidemics, acts of God, or any other conditions beyond the reasonable control of Spectrum Reach, if for any reason there is an interruption, delay or omission of any advertisement to be cablecast, Spectrum Reach will notify Advertiser or Agent that it will run the interrupted, delayed or omitted advertisement at a substitute time ("Make Good"). In no event shall Spectrum Reach be liable for incidental, indirect, special or consequential damages in connection with or arising out of (i) the failure or inability of Spectrum Reach to cablecast the advertisement or (ii) any incorrect cablecasting of any advertising. Advertiser's sole and exclusive remedy for liability of any kind arising under the Contract shall be limited to Spectrum Reach furnishing a Make Good, or if not feasible in Spectrum Reach's reasonable discretion, a refund of the proportionate amount paid for said interrupted, delayed, incorrect, or omitted advertisement.

(5) Spectrum Reach may cablecast an advertisement on a group of multi-channel video programming distribution systems ("MVPDs") serving a single Designated Market Area ("DMA") on which advertising is sold and simultaneously distributed across all such MVPDs in a coordinated manner (commonly known as an "interconnect"). The order shall be deemed fulfilled and will be invoiced for payment when the advertisement is distributed to at least 90% of the insertable subscribers in the DMA.

(6) Spectrum Reach may cancel, in whole or in part, any advertisement under the Contract (a) in order to cablecast any program which, in its sole and absolute discretion, it deems to be of public importance or in the public interest, or the cablecast of which is necessary for Spectrum Reach to comply with its agreements with its program services suppliers; or (b) if Spectrum Reach determines in its sole discretion that such advertisement would conflict with any of its agreements with its program services suppliers.

(7) Spectrum Reach at all times reserves the right to reject any and all advertisements submitted by Advertiser or Agency, whether due to technical quality, content (except for political advertisements which are cablecast pursuant to the provisions of Section 315 of the Communications Act of 1934, as amended), for financial reasons if Spectrum Reach determines, in its sole discretion that Advertiser's or Agency's ability to pay Spectrum Reach is impaired, or for any other reason, without cause or the necessity or requirement of giving any explanation whatsoever.

(8) Spectrum Reach reserves the right (but disclaims any responsibility or obligation) to preview any advertisements prior to airtime to determine without taking or relieving Advertiser of responsibility or liability for doing so (i) if any advertisement meets Spectrum Reach's technical requirements, (ii) if an advertisement's content warrants special scheduling considerations as stated in paragraph 6, (iii) if an advertisement's content violates any of the Advertiser's representations and warranties contained in the Contract, and/or (iv) if an advertisement is otherwise unsuitable for cablecasting. If Spectrum Reach determines that the respective advertisement is not suitable for cablecasting based on any of the foregoing considerations, it may refuse to cablecast any such advertisement without liability to the Advertiser.

(9) Spectrum Reach reserves the right to schedule exclusively between 1000 PM and 5:00 AM in the local time zone in which the advertisement is aired, any advertisements that contain nudity, indecent sexuality, profane language, or excessive violence. Spectrum Reach shall have the right to require the Advertiser to provide, at Advertiser's expense, an audio/video disclaimer (satisfactory to Spectrum Reach) before, during, and after each advertisement. Each such disclaimer must include the following statements (complete with the appropriate information): (i) OPEN: The following advertisement contains scenes of and may not be suitable for Children under 17. Parental discretion is advised, or (ii) WITHIN ADVERTISEMENT: (Before each potentially objectionable scene) of _____ (describe nature of scene) _____ and may not be suitable for children under 17. Parental discretion is advised, or (iii) CLOSE: The preceding advertisement was produced by an independent producer, and does not necessarily reflect the views of SPECTRUM REACH or its employees, officers or directors.

(10) Advertiser represents and warrants that Advertiser has or has obtained all rights necessary to air/display the content of the advertisement(s) purchased hereunder and that neither the advertisement(s) nor elements thereof or material contained therein (including without limitation all music composition, copy and other materials used in connection with advertisements) will infringe upon or violate the right of privacy, or right of publicity of, or constitute a libel or slander against, or defame, or violate or infringe upon any copyright, ownership rights, license, authority, trademark, or service mark, common law or other right (including, without limitation, any other intellectual property rights or literary, dramatic, comedic, musical, or photo playwright of any person, entity, firm or corporation) or violate any applicable law. Spectrum Reach enters into the Contract in reliance upon the further warranties and representations of Advertiser that the content of each advertisement is not misleading or deceptive, that each is in compliance with all applicable state and federal regulations, and specifically, that each complies with the rules and regulations of the Federal Trade Commission and all other applicable law.

Advertiser shall indemnify and hold Spectrum Reach harmless from and against any and all claims, losses, expenses, damages (indirect or direct), liability, expenses, and/or costs (including without limitation attorney's fees and court costs) to the extent arising from (1) a breach or violation of the foregoing warranties and representations, (2) the negligence or willful misconduct of Advertiser or Agency, and/or (3) otherwise the cablecast of advertisements submitted/placed by Advertiser or Agency under the Contract.

(11) Advertiser shall at its sole cost and expense furnish Spectrum Reach all advertisements. Advertiser shall deliver all advertisements to Spectrum Reach by the deadlines as determined by Spectrum Reach. Spectrum Reach hereby disclaims any and all liability for any loss, erasure damage, or any other destruction to any advertisement materials furnished by Advertiser or, even if accepted by Spectrum Reach, any telephone, mail, facsimile, or other communications from any third party relating to any advertisements hereunder. If Spectrum Reach does not receive such advertisements within the time specified or otherwise prior to the time requested/allocated for airing, Spectrum Reach reserves the right to cancel the Contract without notice to the Advertiser. If Advertiser submits a written request within thirty (30) days after the date of last cablecast of any advertisement under the Contract, Spectrum Reach shall return Advertiser's materials to Advertiser at Advertiser's sole expense. If Advertiser does not timely make such a request, Spectrum Reach shall have the right to dispose of all such materials as it sees fit, including without limitation destruction thereof.

(12) Advertiser grants Spectrum Reach authorization to (i) access applicable credit reporting (Commercial/Consumer) in order to establish credit terms and perform periodic reviews of credit history and (ii) contacting provided references for use in making a decision regarding Advertiser's creditworthiness.

(13) The Contract may not be assigned or transferred by the Advertiser or Agency without the prior written consent of Spectrum Reach. Spectrum Reach shall have no obligation to perform the services or otherwise cablecast for the benefit of any person or entity other than Advertiser, or for any product or service other than that described on the front of the Contract.

(14) The Contract shall be governed, construed, and enforced in accordance with the applicable laws of (i) the state where the Spectrum Reach sales office that handles your account, is located and (ii) the United States, if any provision hereof is declared to be unlawful or unenforceable, such provision shall be severed to the extent of such unenforceability and any and all other provisions not affected thereby shall remain in full force and effect.

(15) The Contract is subject to the terms and conditions of all franchises and licenses held by Spectrum Reach and all applicable federal, state, and local laws, ordinances, rules, and regulations.

(16) All notices to Spectrum Reach required or permitted under the Contract shall be delivered in writing via certified mail (return receipt requested) or nationally recognized overnight courier to the Spectrum Reach sales office that handles your account.

(17) The Contract contains the entire agreement between the parties, and no change, modification, or waiver of any of its terms and/or conditions shall be effective unless made in writing and signed by all parties hereto. In addition and without limiting the foregoing, no course of dealing between the parties or any delay on the part of a party to exercise any right it may have under the Contract shall operate as a waiver of any of the rights set forth hereunder or provided by applicable law or equity, no waiver of any prior breach or default of the Contract shall operate as the waiver of any subsequent breach or default, and no express waiver shall affect any term or condition of the Contract other than that expressly described in any such waiver, and any such waiver shall apply only for the time and manner specifically stated.

(18) If either party is obligated to incur costs in any action (by either party) to enforce any provision of the Contract, the prevailing party in such enforcement action (whether plaintiff or defendant) shall be entitled to reimbursement for all reasonable costs incurred in such action, including but not limited to reasonable collection and attorneys' fees and costs. Advertiser and Agency waive, as to the Contract and the parties' respective performance of obligations hereunder, all claims, all exceptions, constitutional or otherwise, of personal property from levy and sale under execution or other process for the collection of debts.

(19) The parties agree that the terms of the Contract and the parties' respective performance of obligations hereunder are not intended to benefit any person or entity not a party to the Contract, that the consideration provided by each party under the Contract only runs to the respective parties hereto, and that no person or entity not a party to the Contract shall have any rights hereunder nor the right to require the performance hereunder by either of the respective parties hereto.

(20) Spectrum Reach may change or modify these Terms and Conditions from time-to-time without notice other than posting these amended Terms and Conditions on our internet website. The amended Terms and Conditions will automatically be effective when posted on our internet website.

(21) Except as otherwise provided herein, all controversies, disputes or claims of any kind arising between Charter Communications Operating, LLC and its business unit Spectrum Reach and/or its officers, directors, parents, affiliates, agents, employees or attorneys (in their representative capacity) and Advertiser and/or its shareholders, officers, directors, parents, affiliates, agents, employees or attorneys, shall be resolved through binding arbitration. Such arbitration shall be undertaken in accordance with the following provisions.



THANK YOU

Kristi Carson

Account Executive

541-973-2912

kristi.carson@charter.com

Jennifer Kelly

Account Planner

541-973-2903

jennifer.kelly2@charter.com

Anji Zash

Account Coordinator

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Get targeted. Go farther.

SpectrumReach.com

Spectrum

REACH

VIDEO | MEDIA | ANALYTICS

Presented to City of Brookings

Executive Overview

2

Complex data sources were used to develop the right mix of audience targeting & online delivery to help achieve your business goals.

Audience Targeting

- › 9 Targeted Zip Codes in 2 Counties
- › Total Target Population: Approx 242,332
- › 100% Satisfaction Commitment
- › Retargeting: Included

Product Selection



Display



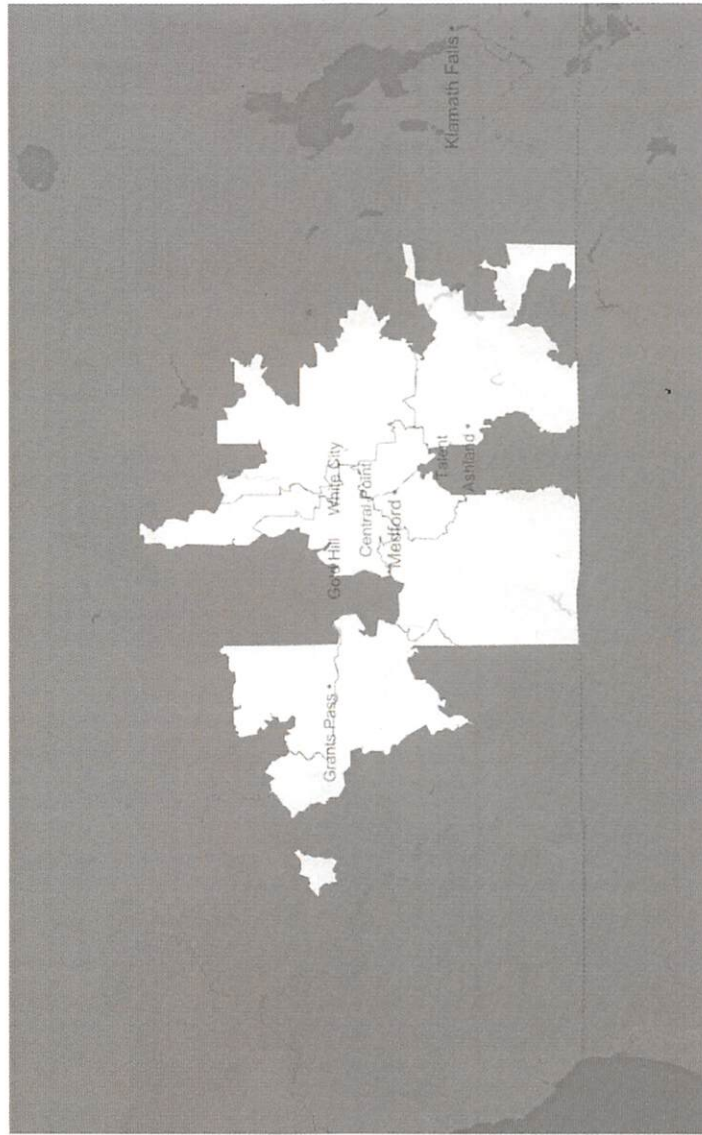
PreRoll


Geographic Targeting


Target the consumers that are most likely to become your customers by focusing on the geography best suited for your locations & business type.


Geography


Demographics




 Gender > All

 Age Range > 25-64

 Household Income > All

 Parent/Single > All

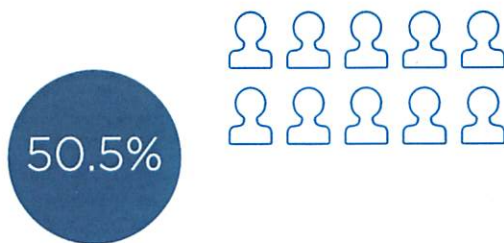
 Education > All

Demographic Targeting

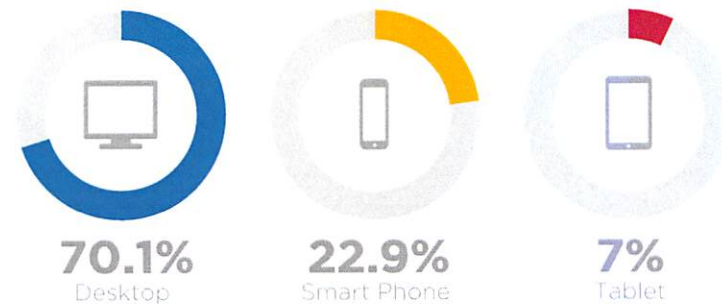
Understanding the background & behavior of your best target customers is key to constructing a cost-effective media plan.

Targeting 122,294 out of 242,332

25-64

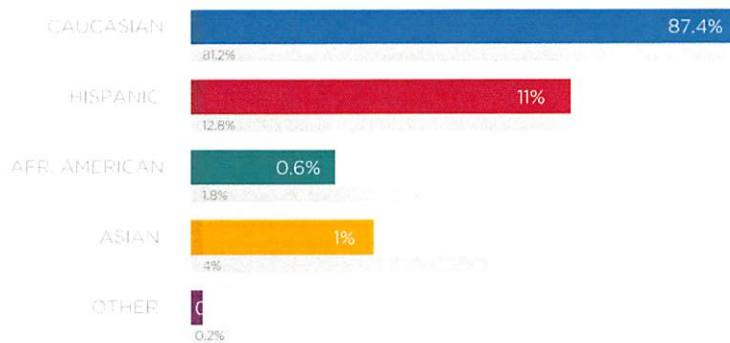


Device use in targeted area

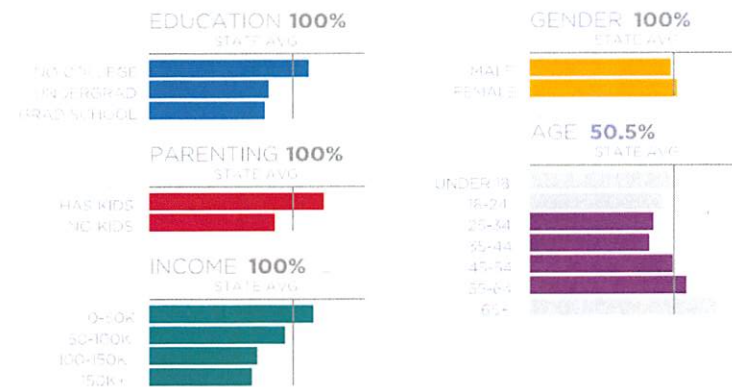


Geographic composition

VERSUS OREGON AVERAGE -



Targets against regional average



*Audience Data - Comscore, Quantcast, US Census, and proprietary real-time inventory

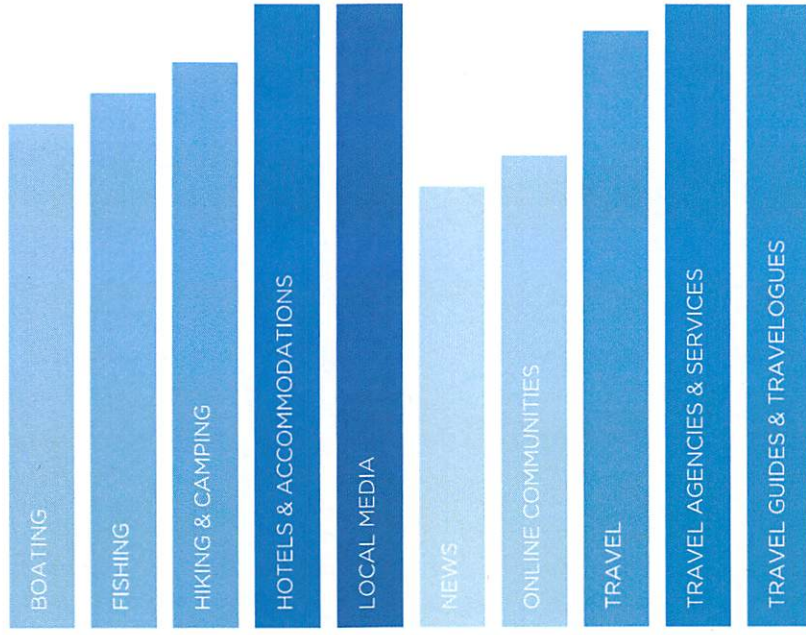
Audience Interests

After you know who your best customers are, it's important to understand their interests, habits, & media consumption.

Site List

LOCAL MEDIA kotr.com kmed.com khl.com mltrbuh.com dailyridings.com thcdailycourier.com kwak.com regsterquero.com krcrtv.com redwing.com	TRAVEL yahoo.com/travel tripadvisor.com expedia.com briceline.com kayak.com nutellameter.com taxifarefinder.com taxi-services/regionaldirectory.us auto-rental/regionaldirectory.us worldtraveler.com	BOATING theulttruth.com boatingmag.com jetset.com swimmingworldmagazine.com yachtingmagazine.com livesailing.com reelboating.com sailnavworld.com sailboat.com
HOTELS & ACCOMMODATIONS hotels.com bedandbreakfast.com hotelclub.com noteknubn.com hoteldiscounts.com	HIKING & CAMPING sportsmensguide.com fieldandstream.com outdoorbasecamp.com outdoorchannel.com theadoutdoor.com backcountry.com outsidemile.com backpacker.com trails.com stateparks.com	ONLINE COMMUNITIES youtube.com flickr.com photobucket.com thingsspot.com
TRAVEL AGENCIES & SERVICES travelindustrywire.com tripcok.com tours.com travel-agents/regionaldirectory.us	FISHING basspro.com outdoorlife.com houzardbulletin.com lake-link.com gameandfishmag.com fishingtysnip.com anglerweb.com fishingnetwork.net	NEWS nbc.com cnn.com huffingtonpost.com foxnews.com nbcnews.com usnews.com washingtonpost.com forbes.com dailynational.co.uk
TRAVEL GUIDES & TRAVELOGUES bookingbuddy.com everytrail.com budgettravel.com smartertravel.com orbitz.com travelandisure.com virtualtourist.com travelandresortnews.com	TRAVEL	

Audience Interests

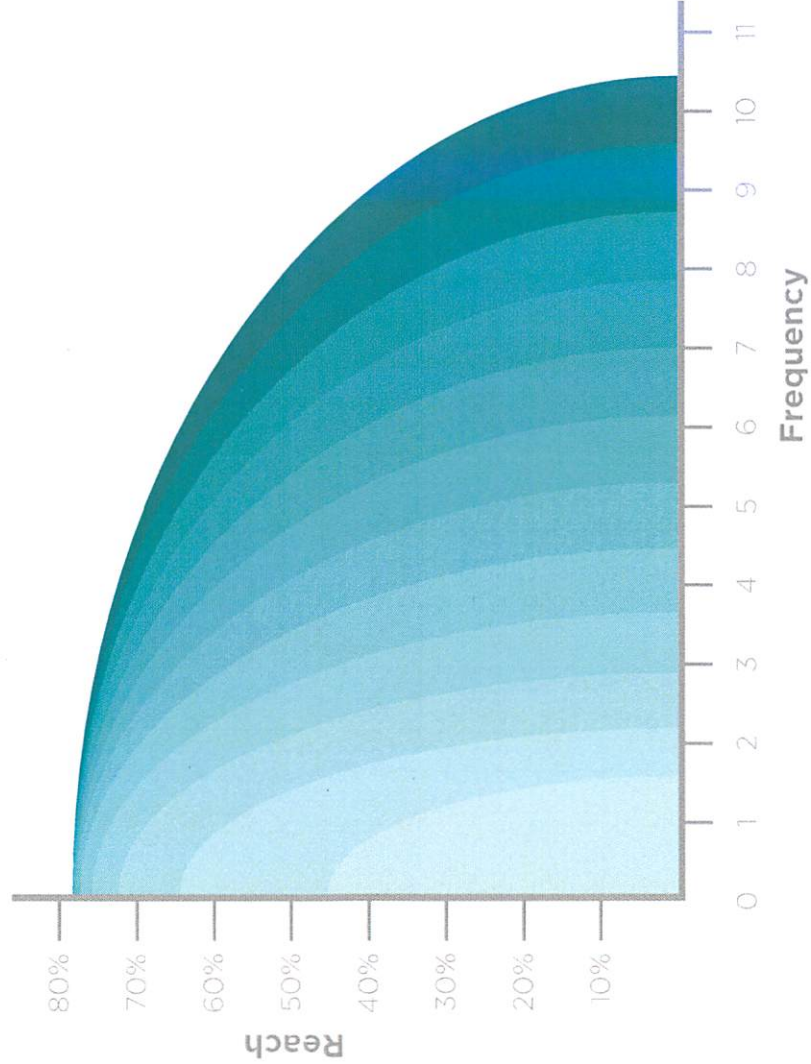


AUDIENCE INTEREST INDEX

Digital Reach & Frequency

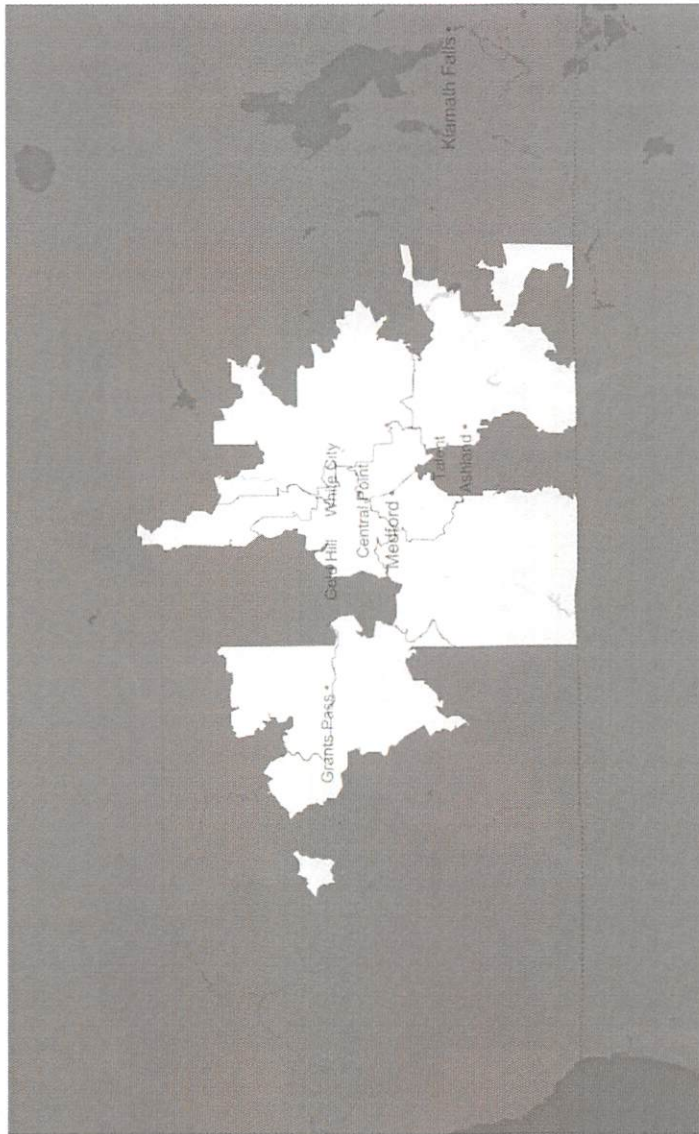
By estimating how many people will see your ads and how many times they will see them over the length of your schedule you can make strategic decisions with your marketing budget.

MO	IMP	REACH %	FREQ
1	120k	45.3%	1.49
2	240k	64.4%	2.1
3	360k	72.4%	2.8
4	480k	75.8%	3.57
5	600k	77.3%	4.38
6	720k	77.9%	5.21
7	840k	78.1%	6.06
8	960k	78.2%	6.91
9	1.1MM	78.3%	7.77
10	1.2MM	78.3%	8.64
11	1.3MM	78.3%	9.5
12	1.4MM	78.3%	10.36



Geographic Targeting Per Location

Medford, Oregon



POPULATION	PEOPLE / HOUSEHOLD
242,332	2.5
AVERAGE INCOME	AVERAGE HOME VALUE
\$60,336	\$229,256
MEDIAN AGE	# OF BUSINESSES
43	6,891

TARGET AREA

9 ZIP Codes in Jackson, Josephine Counties

LOCAL SITES

kdrz.com, khsd.com, ktvl.com, maltinbunne.com, dailyidings.com, thedailycourier.com, kval.com, registerguard.com,
krcv5.com, redding.com, ktvz.com

Campaign Strategy: Site List Demographic Data

appendix

PLACEMENT	MALE	FEMALE	UNDER 18	18-24	25-34	35-44	45-54	55-64	65+	NO KIDS	HAS KIDS	\$0-50K	\$50-100K	\$100-150K	\$150K+
LOCAL MEDIA															
kepx.com	53%	47%	1%	2%	1%	10%	24%	42%	7%	33%	67%	3%	34%	21%	4%
kned.com	40%	60%	13%	11%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%
ktvl.com	49%	51%	19%	11%	15%	18%	15%	13%	1%	50%	50%	40%	27%	12%	15%
maltraveltour.com	48%	52%	2%	6%	10%	15%	14%	32%	15%	50%	50%	46%	28%	15%	10%
adulthoodsp.com	57%	43%	2%	7%	14%	16%	18%	17%	23%	34%	66%	51%	24%	15%	12%
freedayscanner.com	49%	51%	10%	1%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%
kvall.com	53%	47%	3%	9%	8%	10%	28%	17%	20%	51%	49%	45%	26%	18%	12%
register-guard.com	47%	53%	3%	6%	1%	13%	21%	29%	23%	41%	59%	45%	21%	20%	14%
knrtv.com	48%	52%	3%	4%	12%	21%	23%	15%	25%	28%	72%	40%	28%	20%	7%
redding.com	47%	53%	1%	2%	22%	23%	20%	18%	12%	50%	50%	30%	34%	23%	15%
HOTELS & ACCOMMODATIONS															
hotels.com	44%	56%	2%	3%	15%	20%	25%	18%	1%	44%	56%	30%	30%	23%	17%
bedandbreakfast.com	48%	52%	2%	4%	14%	19%	27%	18%	17%	35%	65%	28%	33%	23%	16%
hotelsclub.com	52%	48%	3%	9%	23%	20%	24%	11%	10%	44%	56%	37%	32%	26%	5%
hotelscoupons.com	23%	77%	4%	2%	9%	37%	16%	14%	18%	45%	55%	51%	10%	12%	20%
hotelscount.com	49%	51%	3%	2%	15%	23%	19%	22%	15%	36%	64%	37%	22%	17%	25%
TRAVEL AGENCIES & SERVICES															
travelindustrynetwork.com	49%	51%	10%	11%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%
triprock.com	43%	57%	19%	11%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%
travels.com	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%
travel-advertising.com	43%	57%	17%	11%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%
TRAVEL GUIDES & TRAVELOGUES															
lookinsidethe.com	42%	58%	2%	5%	15%	18%	23%	21%	16%	40%	60%	35%	30%	22%	15%
everytrail.com	42%	58%	3%	12%	28%	15%	15%	10%	7%	37%	63%	26%	24%	33%	17%
budgettravel.com	41%	59%	3%	9%	25%	21%	13%	12%	12%	47%	53%	23%	25%	33%	15%
smartertraveltips.com	38%	62%	1%	4%	10%	13%	21%	28%	24%	53%	47%	25%	30%	25%	17%
orbitz.com	46%	54%	1%	6%	19%	19%	24%	17%	17%	43%	57%	28%	30%	24%	14%
travelandleisure.com	47%	53%	2%	6%	17%	13%	19%	22%	23%	35%	65%	27%	29%	31%	14%
virtualtourist.com	52%	48%	3%	7%	19%	20%	22%	17%	12%	42%	58%	27%	31%	24%	13%
travelandresortnews.com	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%	40%	27%	12%	15%

Campaign Strategy: Site List Demographic Data

appendix

PLACEMENT	GENDER										
	MALE	FEMALE	UNDER 18	18-24	25-34	35-44	45-54	55-64	65+	NO KIDS	HAS KIDS
TRAVEL											
yafo.com/travel	49%	51%	19%	11%	15%	10%	15%	12%	1%	50%	50%
tripadvisor.com	40%	56%	3%	7%	16%	17%	22%	14%	16%	40%	60%
expedia.com	45%	55%	2%	2%	18%	19%	24%	18%	1%	56%	44%
priceline.com	46%	54%	2%	7%	22%	20%	23%	17%	10%	42%	58%
kayak.com	52%	50%	2%	9%	23%	20%	21%	15%	0%	41%	59%
hotelplanet.com	55%	45%	3%	6%	17%	21%	22%	21%	10%	32%	68%
taxi4me.com	44%	56%	1%	3%	24%	37%	17%	14%	8%	49%	51%
taxi4me.com	49%	51%	19%	11%	15%	14%	15%	13%	1%	50%	50%
auto-rental-regional-directory.us	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%
worldair.com	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%
HIKING & CAMPING											
sportsmansguide.com	68%	32%	3%	5%	10%	15%	22%	27%	12%	40%	60%
fieldandstream.com	66%	34%	2%	9%	16%	16%	22%	19%	17%	38%	62%
outdoorbasecamp.com	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%
outdoorbasecamp.com	64%	36%	3%	8%	7%	11%	23%	25%	22%	45%	55%
theoutdoorlife.com	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%
backcountry.com	54%	46%	5%	11%	17%	21%	23%	15%	8%	45%	55%
outdoorline.com	62%	38%	1%	8%	16%	23%	21%	16%	1%	35%	65%
backpacker.com	53%	47%	6%	11%	25%	19%	21%	12%	6%	48%	52%
trails.com	55%	45%	3%	7%	18%	20%	20%	20%	14%	34%	66%
stateparks.com	57%	43%	9%	3%	11%	19%	20%	32%	4%	27%	73%
FISHING											
bas-pro.com	65%	35%	3%	6%	15%	20%	22%	20%	15%	44%	56%
outdoorlife.com	66%	34%	7%	9%	19%	12%	16%	20%	14%	43%	57%
hookandbullet.com	63%	37%	1%	6%	13%	21%	20%	20%	19%	33%	67%
lake-link.com	72%	28%	2%	4%	27%	17%	14%	21%	15%	44%	56%
gameandstamps.com	77%	23%	0%	5%	16%	16%	27%	22%	13%	43%	57%
fishingflyshop.com	41%	59%	14%	11%	15%	16%	15%	13%	1%	50%	50%
arglowee.com	49%	51%	14%	11%	15%	16%	15%	13%	1%	50%	50%
fishingnetwork.net	49%	51%	19%	11%	15%	16%	15%	13%	1%	50%	50%
INCOME											
HAS KIDS											
\$150K+	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
\$100-150K	18%	18%	18%	18%	18%	18%	18%	18%	18%	18%	18%
\$50-100K	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%	27%
\$30-50K	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
NO KIDS	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
65+	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
55-64	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
45-54	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
35-44	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
25-34	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
18-24	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%
UNDER 18	19%	19%	19%	19%	19%	19%	19%	19%	19%	19%	19%

Campaign Strategy: Site List Demographic Data

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PLACEMENT	MALE	FEMALE	UNDER 18	18-24	25-34	35-44	45-54	55-64	65+	NO KIDS	HAS KIDS	\$0-50K	\$50-100K	\$100-150K	\$150K+
BOATING															
trichilltruth.com	78%	22%	2%	5%	12%	14%	28%	24%	15%	30%	70%	18%	30%	30%	23%
boatnigma.com	72%	28%	3%	7%	12%	14%	15%	31%	18%	30%	70%	22%	31%	34%	17%
jetsa.com	49%	51%	18%	11%	15%	16%	5%	13%	11%	50%	50%	40%	21%	18%	15%
swimminvorkimagazine.com	74%	26%	2%	7%	25%	3%	22%	33%	7%	33%	67%	13%	19%	20%	48%
salmagazine.com	43%	57%	19%	1%	15%	16%	15%	13%	11%	50%	50%	40%	27%	18%	15%
yachtnigma.com	49%	51%	18%	11%	15%	16%	15%	13%	11%	50%	50%	40%	27%	18%	15%
likesailing.org	47%	53%	19%	11%	15%	16%	5%	13%	11%	50%	50%	40%	27%	18%	15%
reelboat.com	47%	53%	19%	11%	15%	16%	5%	13%	11%	50%	50%	40%	27%	18%	15%
sailgworld.com	48%	52%	19%	11%	15%	16%	5%	13%	11%	50%	50%	40%	27%	18%	15%
dailyboat.com	49%	51%	19%	11%	15%	16%	5%	13%	11%	50%	50%	40%	27%	18%	15%
ONLINE COMMUNITIES															
youtube.com	54%	46%	12%	15%	19%	17%	17%	12%	8%	51%	49%	38%	27%	19%	17%
flickr.com	52%	48%	4%	10%	16%	16%	21%	19%	15%	40%	60%	32%	30%	22%	17%
photobucket.com	58%	42%	7%	12%	17%	16%	19%	17%	12%	44%	56%	37%	27%	20%	16%
blogspot.com	49%	51%	19%	11%	15%	16%	15%	13%	11%	50%	50%	40%	27%	18%	15%
NEWS															
man.com	50%	50%	8%	10%	10%	17%	19%	17%	14%	44%	56%	39%	28%	19%	4%
enr.com	56%	44%	4%	9%	14%	18%	20%	18%	14%	40%	60%	31%	28%	23%	17%
huffpost.com	55%	45%	3%	7%	15%	16%	21%	21%	18%	38%	62%	33%	30%	23%	15%
foxnews.com	56%	44%	2%	5%	11%	15%	22%	23%	22%	36%	64%	32%	30%	23%	15%
ntdnews.com	51%	49%	2%	6%	13%	15%	21%	22%	22%	37%	63%	31%	30%	24%	15%
cbsnews.com	53%	47%	2%	7%	15%	16%	21%	21%	18%	39%	61%	33%	29%	24%	14%
usnews.com	47%	53%	4%	11%	19%	17%	20%	17%	12%	44%	56%	29%	29%	25%	18%
washingtonpost.com	58%	42%	2%	7%	16%	16%	20%	20%	18%	38%	62%	29%	29%	26%	16%
forbes.com	54%	46%	4%	11%	19%	17%	19%	16%	14%	41%	59%	29%	23%	24%	18%
daily mail.co.uk	52%	48%	4%	9%	16%	15%	21%	19%	15%	40%	60%	32%	29%	23%	15%

Spectrum
REACH

Presented to City of Brookings

Campaign Strategy: Site List Demographic Data

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PLACEMENT	HAS KIDS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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REFERENCE	ask.com					marquest.com					etnow.com					whitex.com					dictionary.com					weather.com					accuweather.com					weather.com					intellicast.com					weathercentral.com					viewweather.com																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Campaign Strategy: Site List Demographic Data

appendix

PLACEMENT	MEDFORD, OREGON														
	MALE	FEMALE	UNDER 18	18-24	25-34	35-44	45-54	55-64	65+	NO KIDS	HAS KIDS	\$0-50K	\$50-100K	\$100-150K	\$150K+
korv.com	53%	47%	1%	2%	1%	10%	24%	42%	7%	33%	67%	3%	34%	21%	4%
knied.com	41%	59%	13%	11%	15%	16%	50%	15%	11%	50%	50%	40%	27%	16%	15%
ktvd.com	49%	51%	19%	11%	15%	16%	5%	13%	11%	50%	50%	40%	27%	18%	15%
maltraine.com	48%	52%	2%	6%	10%	15%	14%	32%	15%	50%	50%	46%	28%	15%	10%
dailytrains.com	57%	43%	2%	7%	14%	16%	15%	17%	23%	34%	66%	51%	24%	15%	10%
thedailycourier.com	49%	51%	13%	11%	15%	16%	13%	13%	11%	50%	50%	40%	27%	18%	15%
ksal.com	53%	47%	2%	3%	8%	16%	26%	17%	20%	51%	49%	45%	26%	18%	12%
register-guard.com	47%	53%	2%	8%	11%	15%	21%	23%	23%	41%	59%	45%	21%	20%	14%
krvz.com	48%	52%	2%	4%	12%	22%	23%	15%	20%	29%	71%	30%	28%	20%	15%
redding.com	47%	53%	1%	3%	22%	25%	20%	18%	12%	50%	50%	50%	32%	23%	15%
ktvz.com	42%	58%	1%	3%	14%	24%	23%	17%	7%	22%	78%	52%	35%	14%	9%

City of Brookings - Digital 2017



TIM #: 118946

Agency: <none>

Bill to: N/A

AE: Carson, Kristi

Client: City of Brookings

Total # of Active Wks: 6

898 Elk Dr

Phone #: N/A

Zones: 0524

Spot Length: 30

Brookings, OR 97415

Cell #: N/A

Flight Dates: 12/26/2016 - 6/25/2017

EDI Estimate:

E-mail: N/A

EDI Client:

EDI Order:

Billing Calendar: Broadcast

EDI Product:

Zone(s): Medford, OR, 0524

Network	Start Date	End Date	Daypart	Description	Spots/Wk	Total Spots	Rate	Extended Cost
ODEV	01/23/17	01/29/17	Su 6a-12m	85,700 impressions per month	1	1	\$600.00	\$600.00
OPRL	01/23/17	01/29/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	02/20/17	02/26/17	Su 6a-12m	85,700 impressions per month	1	1	\$600.00	\$600.00
OPRL	02/20/17	02/26/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	03/20/17	03/26/17	Su 6a-12m	85,700 impressions per month	1	1	\$600.00	\$600.00
OPRL	03/20/17	03/26/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	04/24/17	04/30/17	Su 6a-12m	85,700 impressions per month	1	1	\$600.00	\$600.00
OPRL	04/24/17	04/30/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	05/22/17	05/28/17	Su 6a-12m	85,700 impressions per month	1	1	\$600.00	\$600.00
OPRL	05/22/17	05/28/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
ODEV	06/19/17	06/25/17	Su 6a-12m	85,700 impressions per month	1	1	\$600.00	\$600.00
OPRL	06/19/17	06/25/17	Su 6a-12m	20,000 impressions per month	1	1	\$400.00	\$400.00
Totals						12		\$6,000.00

Order Summary:

Zone Description: Medford, OR, 0524

Total Spots: 12

Total Gross\$: \$6,000.00

Total Net\$: \$6,000.00

Average Investment per Active Week: \$1,000.00

Broadcast Month Totals:

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
Total Gross \$	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$6,000.00
Total Net \$	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$6,000.00
Total Spots	2	2	2	2	2	2	12

Charter Media Agreement:

Spectrum Reach Agreement

By signing, I acknowledge that I have read and accept the Terms and Conditions for the Charter Communications Operating, LLC and its business unit Spectrum Reach™ Advertising Contract and Application for Credit.

Client Signature: _____ Date _____

CHARTER COMMUNICATIONS OPERATING, LLC
by Charter Communications, Inc. its Manager

Charter Media Signature: _____ Date _____

Terms and Conditions for the Charter Communications Operating, LLC and its business unit Spectrum Reach™ Advertising Contract and Application for Credit ("Terms and Conditions")

The parties acknowledge and agree that the terms and conditions set forth herein shall constitute the terms and conditions of the service contract between the parties ("Contract") for the cable advertising services, production services, or related services ("Services") to be provided to the Client ("Advertiser") by Charter Communications Operating, LLC and its business unit Spectrum Reach™ ("Spectrum Reach™") as set forth on the front of the Contract.

- (1) The rate for any advertising time purchased by the Advertiser shall be as stated on the Contract (plus any applicable taxes, franchise fees, and/or other assessments by any governmental authority), and if no rate is set forth thereon, the rate applicable shall be that set forth on Spectrum Reach™'s rate card then in effect at the time the Advertiser's order for such Service is accepted. Payment for Services procured hereunder must be made by Advertiser and received by Spectrum Reach™ no less than thirty (30) days after the date of the invoice thereafter, except that Spectrum Reach™, in its sole discretion, reserves the right to require payment in advance from Advertiser. If payment is not received by the payment due date, Advertiser agrees to pay interest accrued on any past due amounts at a rate of (i) 1.5% per month of (ii) the highest rate allowed by law, whichever is less. Spectrum Reach™ may process Advertiser's check payment electronically. With electronic check conversion, Advertiser's bank account will be debited in the amount of Advertiser's check as early as the same day Spectrum Reach™ receives payment. The transaction will appear on Advertiser's bank statement as an electronic funds transfer. Advertiser's original check will be destroyed and it will not be returned to Advertiser's bank.
- (2) In the event of any cancellation of the Contract by Advertiser, Advertiser shall be liable for all payments to be made hereunder, though Spectrum Reach™ may, from time to time, accept payments from an Advertiser's Agency on Advertiser's behalf. Any acceptance of payments from an Agency shall not relieve the Advertiser from liability for any amounts unpaid by the Agency. Spectrum Reach™ reserves the right to accept orders placed by Advertiser's Agency, provided that both Advertiser and Agency shall remain jointly and severally liable for payment and performance of Advertiser's obligations to Spectrum Reach™ hereunder. Agency expressly represents and warrants that Agency has the authority to bind Advertiser to the terms and conditions of the Contract with respect to any order it places on Advertiser's behalf.
- (3) Any cancellation of an order/the Contract by Advertiser or Agency must be submitted in writing to and received by Spectrum Reach™ subject to the following timeframes: (a) for spot advertising the deadline for cancellation is two (2) weeks prior to the effective date of cancellation; (b) for spot advertising with Local OnDemand advertising, the deadline is thirty (30) days prior to the effective date of cancellation; and, (c) for Local OnDemand advertising, the deadline is thirty (30) days prior to the effective date of cancellation. Failure to provide such advance cancellation notice shall result in charges for Service preparation work conducted by Spectrum Reach™ (including without limitation, advertising time not used but ordered for the next deadline date(s)).
- (4) In performing the Services, Spectrum Reach™ shall use commercially reasonable efforts to cablecast each advertisement at its scheduled cablecast time. However, Spectrum Reach™ shall not be responsible for failure to cablecast the advertisement(s) if such failure is the result of mechanical, electrical, or equipment malfunctions, accidents, riots, strikes, epidemics, acts of God, or any other conditions beyond the reasonable control of Spectrum Reach™. If for any reason there is an interruption, delay or omission of any advertisement to be cablecast, Spectrum Reach™ will notify Advertiser or Agent that it will run the interrupted, delayed or omitted advertisement at a substitute time ("Make Good"). In no event shall Spectrum Reach™ be liable for incidental, indirect, special or consequential damages in connection with or arising out of (i) the failure or inability of Spectrum Reach™ to cablecast the advertisement or (ii) any incorrect cablecasting of any advertising. Advertiser's sole and exclusive remedy for liability of any kind arising under the Contract shall be limited to Spectrum Reach™ furnishing a Make Good, or if not feasible in Spectrum Reach™'s reasonable discretion, a refund of the proportionate amount paid for said interrupted, delayed, incorrect, or omitted advertisement.
- (5) Spectrum Reach™ may cablecast an advertisement on a group of multi-channel video programming distribution systems ("MVPDs") serving a single Designated Market Area ("DMA") on which advertising is sold and simultaneously distributed across all such MVPDs in a coordinated manner (commonly known as an "interconnect"). The order shall be deemed fulfilled and will be invoiced for payment when the advertisement is distributed to at least 90% of the insertable subscribers in the DMA.
- (6) Spectrum Reach™ may cancel, in whole or in part, any advertisement under the Contract (a) in order to cablecast any program which, in its sole and absolute discretion, it deems to be of public importance or in the public interest, or the cablecast of which is necessary for Spectrum Reach™ to comply with its agreements with its program services suppliers; or (b) if Spectrum Reach™ determines in its sole discretion that such advertisement would conflict with any of its agreements with its program services suppliers.
- (7) Spectrum Reach™ at all times reserves the right to reject any and all advertisements submitted by Advertiser or Agency, whether due to technical quality, content (except for political advertisements which are cablecast pursuant to the provisions of Section 315 of the Communications Act of 1934, as amended), for financial reasons if Spectrum Reach™ determines, in its sole discretion that Advertiser's or Agency's ability to pay Spectrum Reach™ is impaired, or for any other reason, without cause or the necessity or requirement of giving any explanation whatsoever.
- (8) Spectrum Reach™ reserves the right (but disclaims any responsibility or obligation) to preview any advertisements prior to airtime to determine without taking or relieving Advertiser or responsibility or liability for doing so, (i) if any advertisement meets Spectrum Reach™'s technical requirements, (ii) if an advertisement's content warrants special scheduling considerations as stated in paragraph 6, (iii) if an advertisement's content violates any of the Advertiser's representations and warranties contained in the Contract, and/or (iv) if an advertisement is otherwise unsuitable for cablecasting. If Spectrum Reach™ determines that the respective advertisement is not suitable for cablecasting based on any of the foregoing considerations, it may refuse to cablecast any such advertisement without liability to the Advertiser.

(9) Spectrum Reach™ reserves the right to schedule exclusively between 10:00 PM and 5:00 AM in the local time zone in which the advertisement is aired, any advertisements that contain nudity, indiscreet sexuality, profane language, or excessive violence. Spectrum Reach™ shall have the right to require the Advertiser to provide, at Advertiser's expense, an audio/video disclaimer (satisfactory to Spectrum Reach™) before, during, and after each advertisement. Each such disclaimer must include the following statements (complete with the appropriate information): (i) OPEN: The following advertisement contains scenes of and may not be suitable for Children under 17. Parental discretion is advised, or (ii) WITHIN ADVERTISEMENT: (Before each potentially objectionable scene). The following segment of the advertisement contains scenes of ____ [describe nature of scene] _____ and may not be suitable for children under 17. Parental discretion is advised, or (iii) CLOSE: The preceding advertisement was produced by an independent producer, and does not necessarily reflect the views of SPECTRUM REACH™ or its employees, officers or directors.

(10) Advertiser represents and warrants that Advertiser has or has obtained all rights necessary to air/display the content of the advertisement/spot(s) purchased hereunder and that neither the advertisement(s) nor elements thereof or material contained therein (including without limitation all music composition, copy and other materials used in connection with advertisements) will infringe upon or violate the right of privacy, or right of publicity of, or constitute a libel or slander against, or defame, or violate or infringe upon any copyright, ownership rights, license, authority, trademark or service mark, common law or other right (including, without limitation, any other intellectual property rights or literary, dramatic, comedic, musical, or photo playwright of any person, entity, firm or corporation) or violate any applicable law. Spectrum Reach™ enters into the Contract in reliance upon the further warranties and representations of Advertiser that the content of each advertisement is not misleading or deceptive, that each is in compliance with all applicable state and federal regulations, and specifically, that each complies with the rules and regulations of the Federal Trade Commission and all other applicable law. Advertiser shall indemnify and hold Spectrum Reach™ harmless from and against any and all claims, losses, expenses, damages (indirect or direct), liability, expenses, and/or costs (including without limitation attorney's fees and court costs) to the extent arising from (1) a breach or violation of the foregoing warranties and representations, (2) the negligence or willful misconduct of Advertiser or Agency, and/or (3) otherwise the cablecast of advertisements submitted/placed by Advertiser or Agency under the Contract.

(11) Advertiser shall at its sole cost and expense furnish Spectrum Reach™ all advertisements. Advertiser shall deliver all advertisements to Spectrum Reach™ by the deadlines as determined by Spectrum Reach™. Spectrum Reach™ hereby disclaims any and all liability for any loss, erasure damage, or any other destruction to any advertisement materials furnished by Advertiser or, even if accepted by Spectrum Reach™, any telephone, mail, facsimile, or other communications from any third party relating to any advertisements hereunder. If Spectrum Reach™ does not receive such advertisements within the time specified or otherwise prior to the time requested/allotted for airing, Spectrum Reach™ reserves the right to cancel the Contract without notice to the Advertiser. If Advertiser submits a written request within thirty (30) days after the date of last cablecast of any advertisement under the Contract, Spectrum Reach™ shall return Advertiser's materials to Advertiser at Advertiser's sole expense. If Advertiser does not timely make such a request, Spectrum Reach™ shall have the right to dispose of all such materials as it sees fit, including without limitation destruction thereof.

(12) Advertiser grants Spectrum Reach™ authorization to (i) access applicable credit reporting (Commercial/Consumer) in order to establish credit terms and perform periodic reviews of credit history and (ii) to contacting provided references for use in making a decision regarding Advertiser's creditworthiness.

(13) The Contract may not be assigned or transferred by the Advertiser or Agency without the prior written consent of Spectrum Reach™. Spectrum Reach™ shall have no obligation to perform the services or otherwise cablecast for the benefit of any person or entity other than Advertiser, or for any product or service other than that described on the front of the Contract.

(14) The Contract shall be governed, construed, and enforced in accordance with the applicable laws of (i) the state where the Spectrum Reach™ sales office that handles your account, is located and (ii) the United States. If any provision hereof is declared to be unlawful or unenforceable, such provision shall be severed to the extent of such unenforceability and any and all other provisions not affected thereby shall remain in full force and effect.

(15) The Contract is subject to the terms and conditions of franchises and licenses held by Spectrum Reach™ and all applicable federal, state, and local laws, ordinances, rules, and regulations.

(16) All notices to Spectrum Reach™ required or permitted under the Contract shall be delivered in writing via certified mail (return receipt requested) or nationally recognized overnight courier to the Spectrum Reach™ sales office that handles your account.

(17) The Contract contains the entire agreement between the parties, and no change, modification, or waiver of any of its terms and/or conditions shall be effective unless made in writing and signed by all parties hereto. In addition and without limiting the foregoing, no course of dealing between the parties or any delay on the part of a party to exercise any right it may have under the Contract shall operate as a waiver of any of the rights set forth hereunder or provided by applicable law or equity, no waiver of any prior breach or default of the Contract shall operate as the waiver of any subsequent breach or default, and no express waiver shall affect any term or condition of the Contract other than that expressly described in any such waiver, and any such waiver shall apply only for the time and manner specifically stated.

(18) If either party is obligated to incur costs in any action (by either party) to enforce any provision of the Contract, the prevailing party in such enforcement action (whether plaintiff or defendant) shall be entitled to reimbursement for all reasonable costs incurred in such action, including but not limited to reasonable collection and attorneys' fees and costs. Advertiser and Agency waive, as to the Contract and all obligations to Spectrum Reach™, all exemptions, constitutional or otherwise, of personal property from levy and sale under

execution or other process for the collection of debts.

(19) The parties agree that the terms of the Contract and the parties' respective performance of obligations hereunder are not intended to benefit any person or entity not a party to the Contract, that the consideration provided by each party under the Contract only runs to the respective parties hereto, and that no person or entity not a party to the Contract shall have any rights hereunder nor the right to require the performance hereunder by either of the respective parties hereto.

(20) Spectrum ReachTM may change or modify these Terms and Conditions from time-to-time without notice other than posting these amended Terms and Conditions on our internet website. The amended Terms and Conditions will automatically be effective when posted on our internet website.

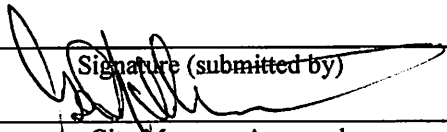
(21) Except as otherwise provided herein, all controversies, disputes or claims of any kind arising between Charter Communications Operating, LLC and its business unit Spectrum ReachTM and/or its officers, directors, parents, affiliates, agents, employees or attorneys (in their representative capacity) and Advertiser and/or its shareholders, officers, directors, parents, affiliates, agents, employees or attorneys, shall be resolved through binding arbitration. Such arbitration shall be undertaken in accordance with the following provisions. This agreement to arbitrate shall continue in full force and effect subsequent to and notwithstanding the expiration or termination of this Agreement. Spectrum ReachTM and Advertiser agree that arbitration shall be conducted on an individual, not a class-wide, basis.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Azalea Park Community Gardens

Recommended Motion:

Motion to terminate operating agreement with Azalea Park Foundation with respect to the development of a community garden at Azalea Park.

Background/Discussion:

The City Council authorized the Azalea Park Foundation (APF) to proceed with the development of a community garden in the area now occupied by the sand volleyball court in March, 2015. Attached is the March 9, 2015 Council Agenda Report.

Parks Supervisor Tony Baron reports that the APF has not proceeded with the project. Staff has also been advised that All Care has contributed \$5,000 to the APF for the project, and has received inquiries from All Care representatives concerning the project status. More recently, the volleyball court has been used for volleyball purposes. Thus, a question has arisen as to whether the APF plans to move forward with this project and/or whether the site should be retained for volleyball use.

APF Acting President Don Vilelle reports they have no plans to proceed with the project at the volleyball court location.

Attachment(s):

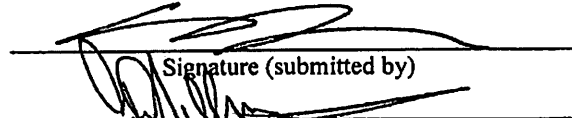

- a. Council Agenda Report March 9, 2015.
- b. Operating Agreement

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 9, 2015

Originating Dept: Parks


Signature (submitted by)

City Manager Approval

Subject: Azalea Park Community Garden

Motion: Authorize City Manager to execute an agreement with Azalea Park Foundation for a Community Garden in Azalea Park

Background/Discussion: The Azalea Park Foundation is researching and developing new ways to expand their scope of collaboration with the City of Brookings in Azalea Park. Their mission is to assist The City of Brookings with maintenance and improvements to Azalea Park.

The sand volleyball court is currently unused and in need of attention. The Azalea Park Foundation wants to implement and manage a Community Garden in this space. This space gets a lot of sun and a Community Garden would be an excellent way to engage our citizens and visitors to the park in new educational and creative ways.

The Azalea Park Foundation intends to make this an educational Community Garden where classes are offered and people can learn valuable skills to sustain their families and our community. The Community Garden project coordinators are Azalea Park Foundation Board President Lynette McPherson and Community Liaison Scott Clapson.

APF Foundation President Lynette McPherson is a 15 year Master Gardener through U.C. Davis and OSU Extension. Lynette was the Garden Coordinator for the Del Norte Unified School District while working with the Nutrition Network and funded by a grant from the USDA. Scott Clapson is the President of the Wild Rivers Local Food Collaborative and graduate of the OSU Extension Master Gardener Program. Scott is the coordinator and grant writer for the community garden share at St. Timothy's Episcopal Church, which provides vegetables to the community kitchen network in Brookings.

The Azalea Park Foundation wants to implement a community garden that measures approx 100' X 90', which is the current size of the sand volleyball court. The garden will be fenced, similar to the fence at The Little Bear Patch Garden at the elementary school. The fence will have a combination lock on it. Board members and volunteer coordinators will be the only people with the combination.

Attached is a scaled map of The Community Garden plan. This plan includes raised beds, composting, seating area for classes and education and cooking demonstrations. In the plan is a greenhouse for propagating vegetables and native plants.

The Community Garden would be implemented in phases. (Each phase would be three months)

Phase 1 - Fencing, compost, greenhouse and four raised beds built and planted
Phase 2 - Half of the raised beds built and planted
Phase 3 - Remaining raised beds built and planted

The Azalea Park Foundation plans to manage and operate the Community Garden in a collaborative work party model. The garden will be maintained with weekly work parties scheduled by The Azalea Park Foundation Community Liaison and approval from the board. Volunteers who donate time will be able to harvest produce during their volunteer hours. The remaining produce will be donated to the Food Bank: They always have a need for fresh vegetables. Volunteers who exhibit dedication to the Community Garden will have the opportunity to donate to the Community Garden reserving a raised bed to grow produce.

The native plants raised in the Community Garden will be offered for a suggested donation to support Azalea Park and the Azalea Park Foundations efforts. Their hope is to eventually employ youth and other members of our community seeking to learn skills in market gardening. Raising plants and vegetables is a great way to contribute economically to our local community.

Along with economic and beautification benefits to the community The Azalea Park Foundation Community Garden will provide a place for people to come together around growing food and native plants. The Community Garden will be a space where citizens and visitors to our community can come together learning from each other by doing. This garden will teach our citizens to be more self sufficient and self reliant. This community garden will provide opportunities for those who have no garden space to grow and harvest fresh food and reap the health benefits of gardening. This Community Garden will be a great benefit to The City of Brookings and our citizens.

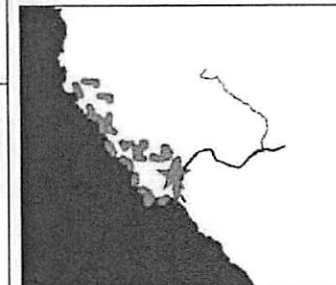
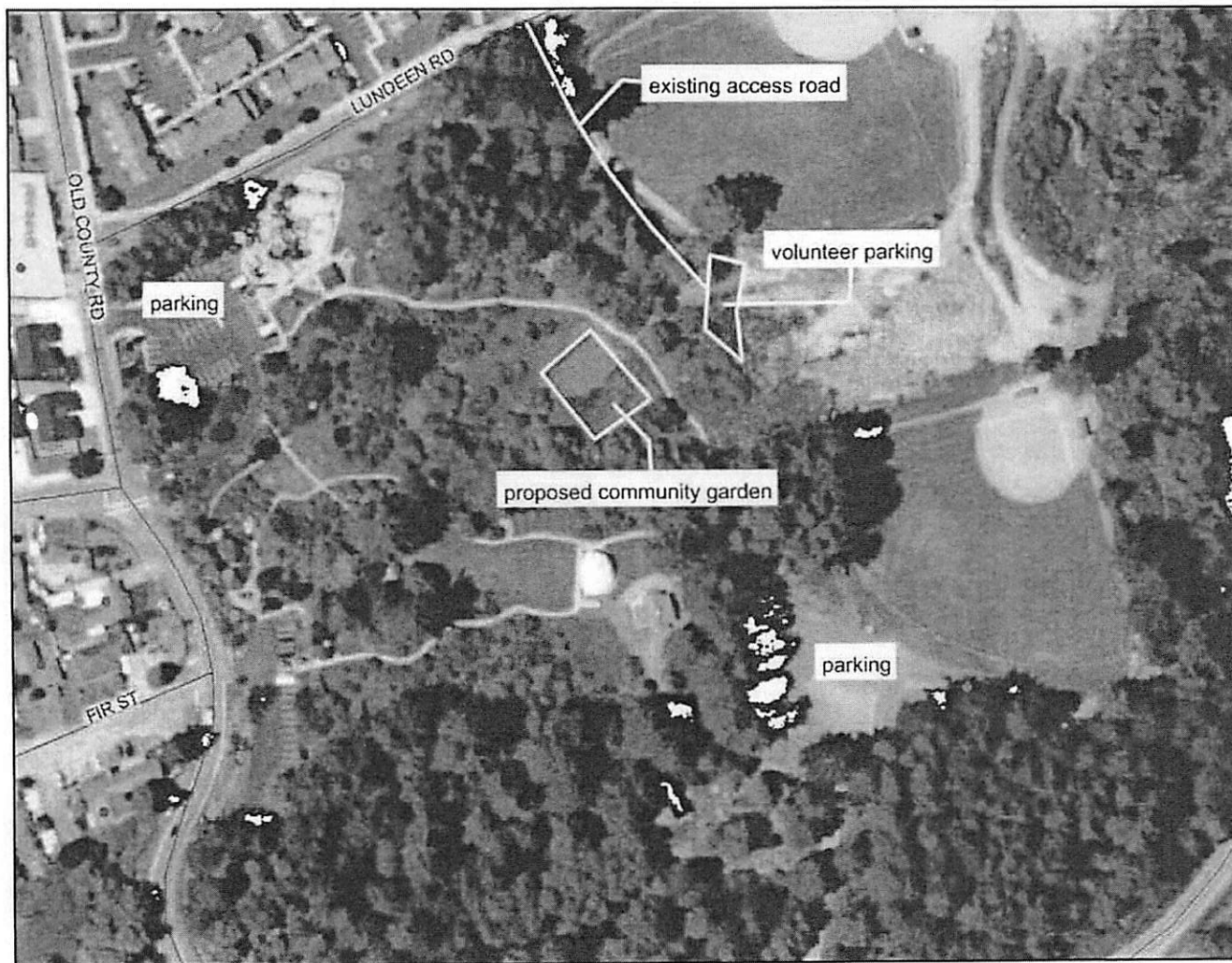
The Parks and Recreation Commission approved a recommendation to City Council during the January 22nd Commission meeting.

Financial Impact: It is estimated that the project will cost approximately \$12,000. Funding will come through fundraising, matching funds from The Azalea Park Foundation and community garden grants. All funding will be covered by The Azalea Park Foundation. The City of Brookings will have to cover no costs of building or maintaining or watering this garden.

Attachments:

- a. Area Map
- b. Community Garden Plan
- c. Agreement

Azalea Park - Community Garden



Legend

- OWNER
- RIVERS
- ~ ROADS
- CITY LIMITS
- URBAN GROWTH BOUNDARY
- OCEAN



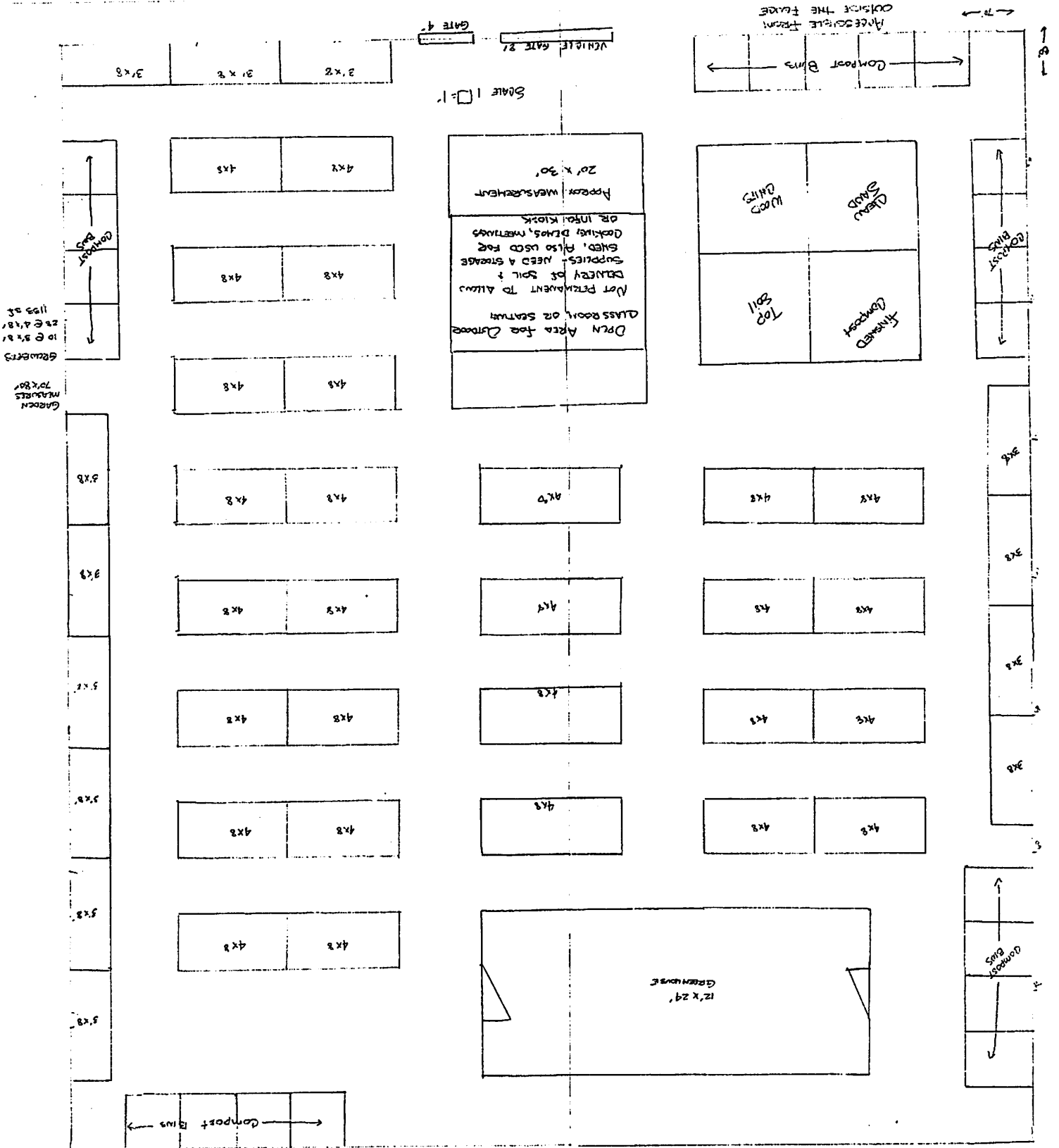
Scale: 1:2,352

0 225 450 675 ft.

Map center: 42° 3' 28.3" N, 124° 16' 25.1" W

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.

AZALEA PARK GARDEN



OPERATING AGREEMENT

AZALEA PARK FOUNDATION - COMMUNITY GARDEN

This Operating Agreement (Agreement) is executed by and between the **CITY OF BROOKINGS** (City), on the one hand, and the **AZALEA PARK FOUNDATION** (Foundation) a non-profit corporation, on the other hand, City and Foundation hereinafter collectively referred to as the "Parties." This agreement is for the purpose of defining the rights and responsibilities of each party with respect and in relation to the establishment, management and termination of a community garden to be located in Azalea Park, a parcel of land owned by the City. Both Parties agree to bind themselves according to the provisions herein.

Purpose:

The Azalea Park Foundation plans to manage and operate the Community Garden in a collaborative work party model. The Azalea Park Foundation Community Garden will provide a place for people to come together around growing food, farming, sustainable agriculture and native plants along with economic and aesthetic objectives. This community garden will provide opportunities for those who have no garden space to grow and harvest fresh food and reap the health benefits of gardening with a broad purpose open to other agricultural, farm and social uses of the space in the future.

Scope:

Volunteers who donate time will be able to harvest their own food during their volunteer hours. The remaining food will be donated to the Food Bank. Volunteers who exhibit dedication to the Community Garden will have the opportunity to donate to the Community Garden reserving a raised bed to grow produce

1.0 RECITALS

- 1.1 WHEREAS, the Foundation is a non-profit organization.
- 1.2 The Foundation desires to develop and operate a Community Garden in a portion of Azalea Park. Said project shall include minor grading, a perimeter fence structure, raised beds, green house, irrigation and other related appurtenances.
- 1.3 City finds that this project is consistent with the City's Parks Master Plan, would be a significant improvement to Azalea Park, and would provide another avenue of community involvement in volunteer activities.
- 1.4 Definition of "Azalea Park". The term "Azalea Park" refers to the City's park area, located on Azalea Park Road/Old County Road and Lundeen Lane.
- 1.5 Definition of "Community Garden Area". The term "Community Garden Area" refers to a 9,000 square foot (100' x 90'), portion of Azalea Park as generally depicted in Exhibit "A".

- 1.6 Definition of “Event”. The term “Event” refers to any activity open to the general public for which a specific area of the park is reserved for a specific use. “Event” does not mean Foundation organization meetings or activities associated with constructing and maintenance of the proposed improvements.

NOW, THEREFORE, the Parties promise and agree as follows:

2.0 TERMS AND CONDITIONS

- 2.1 The above-recitals are hereby incorporated by reference as though fully set forth herein.

2.2 Use of Garden Area

2.2.1 All Foundation activities in the Garden Area shall be adult supervised and only persons affiliated with or licensed by the Foundation will be permitted to supervise activities in the Garden Area.

2.2.2 Foundation has the authority to approve and determine who may utilize the facilities located in the Garden Area. Foundation shall be responsible for maintaining the Garden Area in a clean and safe condition. Foundation shall be responsible for installation and maintenance of Garden Area fixtures.

2.2.3 The Foundation shall ensure that those individuals operating Garden Area facilities are properly trained and shall comply with all health and safety regulations.

2.2.4 The City reserves its rights to remove any structures or improvements where it is determined to be a health or safety hazard.

2.2.5 The Foundation represents that those individuals utilizing the Garden Area shall reasonably cooperate with City staff in making the Garden Area available for inspection and repair, if necessary. The Foundation agrees to comply with all existing park rules, including hours of operation, unless otherwise modified by an approved City Parks Use Application.

2.2.6 The Foundation shall be responsible for landscape maintenance, lighting, electric and water utility costs in relation to the Garden Area.

2.2.7 The Foundation shall bear the full cost of expenses of providing water, electrical and any other utility service needed to support its plan for development and maintenance of the Garden Area. The Foundation shall pay for electric utility service. Any and all electric or communication cable service to the Garden Area shall be installed underground. All trenching, conduit and pipe installation within the grounds of Azalea Park shall be conducted under the supervision of the City Public Works Director and shall be developed to standards and inspected in the same manner as other public works improvements.

2.2.8 The Garden Area shall be operated and maintained by the Foundation. However, the City shall maintain ownership and control of the Garden Area.

2.3 Term

2.3.1 The term of this Agreement shall be **ten years from the date of execution by the Parties**. Notwithstanding the foregoing, the Parties may terminate this Agreement upon one hundred and eighty (180) days notice, with or without cause.

2.3.2 Upon termination of this Agreement the ownership of all fixed assets located within Garden Area shall be vested in City.

2.3.3 Use of the common areas near and outside of the Garden Area is on a non-exclusive basis.

3.0 NOTICE:

3.1 Notice to either of the parties shall be (1) by personal delivery, (2) by facsimile and regular U.S. mail, or (3) by U.S. Mail, registered receipt requested. Notice shall be deemed effective upon personal delivery, or, in the case of a mailing, upon the depositing of the mail with the United States postal service. Notice shall be given as follows:

TO THE CITY: City of Brookings
 Attention: City Manager
 898 Elk Drive
 Brookings, OR 97415

TO THE FOUNDATION: Azalea Park Foundation
 P.O. Box 6876
 Brookings, OR 97415

4.0 INSURANCE AND INDEMNITY

4.1 The Foundation shall hold harmless the City for any personal injury, replacement costs, fire, or theft in connection with the Garden Area, as well as any and all personal property items located within the Garden Area, as noted hereinabove. The Foundation shall obtain a policy of general liability insurance and retain such insurance in full force and effect for the term of this agreement. The City shall be listed on any insurance obtained by the Foundation for the purposes described herein as an additional insured.

4.2 The Foundation shall waive any right to recover from the City, its agents, representatives, or employees, for any loss or damage resulting from the Foundation's negligent acts or omissions, except for the City's own gross or willful misconduct. The Foundation further agrees to indemnify and hold harmless the City for any and all liability, damages, or claims of any nature not arising from or due to the City's own negligence or gross negligence arising from the actual or alleged use or operation of the Garden Area.

4.3 Insurance coverage shall have limits of not less than \$1,000,000 – Combined single limit for each accident or occurrence. Foundation to provide Certificate of Insurance prior to occupancy of site for any purpose.

5.0 MISCELLANEOUS

- 5.1. This Agreement shall be deemed by the Parties to have been executed and delivered within the State of Oregon, and the rights and obligations of the Parties hereto shall be construed and enforced in accordance with, and governed by, the laws of the State of Oregon.
- 5.2. This Agreement may be amended, changed or modified only by an agreement in writing signed by the Parties.
- 5.3. If any legal action or other proceeding is brought for the enforcement or interpretation of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with or arising from any provision of this Agreement, the prevailing Party or Parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which it may be entitled.
- 5.4. Each party hereto represents and warrants that the signator below is authorized to execute this Agreement.
- 5.5. This Agreement may be executed in counterparts, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one agreement, which shall be binding upon and effective as to all Parties. Copies of facsimile signatures shall be considered and treated as though they were original signatures.

NOW, THEREFORE, in agreement with the terms and conditions set forth herein, the duly authorized signators for the respective parties hereto execute this Agreement.

AZALEA PARK FOUNDATION

DATED: _____

By: _____
Lynette McPherson

CITY OF BROOKINGS

DATED: _____

By: _____
Gary Milliman, City Manager

City of Brookings

CITY COUNCIL MEETING MINUTES

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

Monday, November 14, 2016

Call to Order

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

Roll Call

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

Staff present: City Manager Gary Milliman, City Attorney Martha Rice, Planning Manager Donna Colby-Hanks, Public Works and Development Director Paul Stevens, Parks Supervisor Tony Baron, Public Works Supervisor Richard Christensen, Public Works employees Justin Flores and Guy Smith, and City Recorder Teri Davis.

Others Present: Eight audience members.

Proclamation

Mayor Hedenskog declared the second Sunday of December 2016 as Worldwide Candle Lighting Day

Scheduled Public Appearances

Introduction of new employees

Public Works Supervisor Richard Christensen introduced Justin Flores and Guy Smith, new Public Works employees.

Public Hearings and Ordinances

A continued Public Hearing on File LDC-1-16 for consideration of revisions to require a minor change to an approved short-term rental conditional use permit when the subject property changes ownership.

Mayor Hedenskog opened the public hearing at 7:08 p.m.

Planning Manager Colby-Hanks presented the staff report.

Council Triglia asked from where did the fee originate? Ms. Colby-Hanks advised that the fee came from the Master Fee Schedule.

There was no one present to speak for or against the revision.

Mayor Hedenskog closed the public hearing at 7:13 p.m.

Councilor Triglia moved, a second followed and Council voted unanimously to approve revisions proposed by LDC-1-16 to revise Section 17.124.170 Short-term rentals to require a minor change to an approved conditional use permit for a short-term rental upon change in ownership of property.

Ordinance 16-O-762 Amending Section 17.104.030 of Chapter 17.104, Home Occupations and Amending Section 17.124.140 of Chapter 17.124, Specific Standards Applying to Conditional Uses, Title 17, Land Development Code, of the Brookings Municipal Code.

Planning Manager Colby-Hanks presented the staff report.

Mayor Hedenskog stated that this ordinance had been discussed previously in both Workshop and at a prior Council Meeting and that this is now the final ordinance.

Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 16-O-762 by title only.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 16-O-762 by title only.

Mayor Hedenskog read the title.

Councilor Triglia moved, a second followed and Council voted unanimously to adopt Ordinance 16-O-762 [Amending Section 17.104.030 of Chapter 17.104, Home Occupations and Amending Section 17.124.140 of Chapter 17.124, Specific Standards Applying to Conditional Uses, Title 17, Land Development Code, of the Brookings Municipal Code].

Ordinance 16-O-765 Amending Brookings Municipal Code Section 13.10.360 of Chapter 13.10, Pretreatment Devices – Installation and Maintenance.

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

Mayor Hedenskog asked if once a year was often enough. After discussion, it was pointed out that the verbiage of the ordinance says “at least” once a year, and that staff would have authorization to inspect more often if an issue is detected.

Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 16-O-765 by title only.

Mayor Hedenskog read the title.

Councilor Triglia moved, a second followed and Council voted unanimously to do a second reading of Ordinance 16-O-765 by title only.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 16-O-765 [Amending Brookings Municipal Code Section 13.10.360 of Chapter 13.10, Pretreatment Devices – Installation and Maintenance].

Oral Requests and Communications from the audience

- There was no one to address Council regarding a non-agenda item.

Staff Reports

Award of contract for replacement of water and wastewater infrastructure in Railroad Street

Director Stevens presented the staff report.

City Manager Milliman added that building the west side interceptor was designated by Council as a priority item and this project is fulfilling that priority.

Councilor Triglia moved, a second followed and Council voted unanimously to authorize the City Manager to execute a contract with Tidewater Contractors, Inc. the lowest responsive bidder, in the amount of \$940,170 for sanitary sewer main and water main replacement in Railroad Street.

City Manager Milliman also advised Council that the Railroad Street project is behind schedule by staff's estimation and that discussions were underway to get the project back on schedule.

Modification of bid amount for 2016-17 street rehabilitation work

Director Stevens presented the staff report.

Council Triglia asked who made the math error. The error was made by the City.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute an addition to the contract with Tidewater Contractor's Inc. for \$30,132.50 making the revised total bid amount \$219,738.75.

Public Utility Easement for sewer main

Director Stevens presented the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to sign a permanent Public Utility Easement with Coos Forest Protective Association, 415 Redwood Street, for operation, maintenance, repair and replacement of an existing sewer main.

Wild Rogue Relay

Parks Supervisor Tony Baron presented the staff report.

Council discussed the need for and merits of the \$2500 sponsorship. Councilor Triglia felt the event was making enough money and did not need the city funding. Councilors Pieper, Hamilton and Hodges felt the event provided a good return on investment. Mayor Hedenskog suggested giving one more year of sponsorship.

City Manager Milliman added that staff will use the event to promote Brookings for tourism and relocation.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to waive fees associated with services provided in support of the Wild Rogue Relay and approve a \$2,500 sponsorship for the Rogue Relay 2017 event that will conclude at Azalea Park.

Elmo Williams Memorial Plaque

Parks Supervisor Tony Baron presented the staff report.

Mayor Hedenskog asked where exactly the plaque would be placed. It will be placed in the Formal Gardens near the Jubilee Statue.

Councilor Triglia asked what were the oppositions to the plaque on the Parks & Rec Committee. Supervisor Baron indicated that the opposition only had to do with a large number of requests for memorials being submitted and the Parks & Rec Committee does not want the park to turn into a Memorial Center.

Councilor Hodges moved, a second followed and Council voted unanimously to approve the placement of a memorial plaque in the Formal Gardens at Azalea Park, in honor of Elmo Williams.

Azalea Park Nature Trail Extension & Improvement Project

Parks Supervisor Tony Baron presented the staff report.

Mayor Hedenskog asked if the trail was experiencing any transient issues. Supervisor Baron said there were none.

Councilor Hamilton asked if the trail was ADA accessible; wide enough for a wheelchair. Supervisor Baron said it is.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to enter into a grant agreement with Oregon Parks and Recreation Department for the Azalea Park Nature Trail Extension and Improvement Project.

Disposition of Chetco Inn

City Manager Milliman presented the staff report. The property is for sale for \$1.3 million.

Leroy Blodgett, realtor representing the seller, was invited to address Council to discuss the facility.

Jason MacNeil of 524 Pine Street, was invited to address Council. He spoke representing neighbors of the facility in opposition to the property being used for low income housing.

Councilors Pieper, Hamilton and Hodges all agreed they did not want to see low income housing go in that location.

Councilor Triglia said the cost is too high; the city cannot afford to purchase it, and he would rather the city did not pursue it.

Mayor Hedenskog said that grants and other funding sources are available so the idea should be explored.

City Manager Milliman added that there are assumable options that could be a funding method.

Mayor Hedenskog moved, a second followed and Council voted 4-1 with Councilor Triglia voting Nay to authorize the City Manager to explore purchasing options and opportunities for the Chetco Inn.

Intergovernmental Agreement for Building Inspection Services

City Manager Milliman presented the staff report.

Council deliberated the proposed hourly rate for the service. Councilors agreed that the hourly rate was too low and needed to be increased.

Mayor Hedenskog moved, a second followed and Council voted 4-1 with Councilor Triglia voting Nay to authorize the City Manager to execute an Intergovernmental Agreement for Building Services with Curry County at a rate of \$55 per hour and with City Council approval required for an extension of the agreement.

Consent Calendar

1. Approve Council Minutes for October 24, 2016

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

Non-Action Items

1. There was no discussion regarding the October Vouchers.

Remarks from Mayor and Councilors

Mayor Hedenskog said that he recently had an opportunity to take an Oregon Coast Magazine reporter on a tour of Brookings.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:55 PM.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2016:

Ron Hedenskog, Mayor

Teri Davis, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – August 18, 2016

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Angie Christian, Candice Michel, Mary Geyer, Bob Pieper, and Chair Tim Patterson

Absent: Committee member Skip Watwood

Also present: Gary Milliman, City Manager

2. APPROVAL OF MINUTES –

- a. Motion made by Candice Michel to approve the minutes of July 28, 2016, motion seconded and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT

- a. None**

Note – Agenda order was changed to accommodate audience members participation

4. ACTION ITEMS

- a. Wild Rivers Music Festival Evaluation Report** – Scott Graves provided financial report and reported that moving the event from the ball fields and changing to a one day event was very successful. He thanked TPAC for the \$2,000 grant and \$2,000 advance. Their overall event income was \$2,000, which they are planning to use as seed money for next years' event. Committee did not request repayment of advance funds.
- b. Beat the Brewers Evaluation Report** – Mike Frederick provided financial report and reported the event was well attended and successful. TPAC provided them \$3,000 advance funds. The event lost @\$1,500. Committee did not request any repayment of advance funds.

Following items were tabled from the previous meeting

- c. Fun on 101 Event Proposal** – no further discussion until more detail proposal provided by applicant.
- d. KOBI Digital Advertising** – matter tabled until TPAC budget developed.
- e. 101 Things to Do Print Advertising** – Committee discussed purchasing ½ page print ad to promote yearly events and local area features including golf, kayaking, whale watching. City staff to compose ad. **Motion made by Candice Michel to take out ½ page ad in 101 Things to Do magazine for yearly ad price of \$2959; motion seconded by Angie Christian and committee voted; the motion carried unanimously.**
- f. Curry Coastal Pilot Mobile Advertising** – Committee discussed. Matter tabled until TPAC Budget developed.
- g. Coastal Christmas in Brookings Event Proposal** - Kathy Breshears presented proposal for third annual Christmas event which includes advertising, purchasing blow up displays, a ladder, a canopy, replacement parts and hanging wreaths on lamp posts. Committee discussed proposal not being a new event but an annual event. **Motion made by Bob Pieper to fund the proposal \$3010; motion seconded by Mary Geyer.** Candice would like TPAC budget

determined before deciding and Angie would like to know more on what the focus of the TPAC group is. **Motion made by Tim Patterson to table matter until after a TPAC committee workshop to determine budget and goals; motion seconded by Candice Michel and committee voted; Angie, Candice, Tim voted in favor, Bob and Mary dissented, motion passes.** First motion withdrawn.

- h. Raining Cats & Dogs Event Proposal** - Keffe Dillon presented proposal for annual Rotary Raining Cats & Dogs event scheduled for October 1st. Funds would help pay set up costs for the event which raises funds to help support Rotary programs year round. **Motion made by Bob Pieper to fund the proposal \$500, no second; motion died.** Tim Patterson discussed \$500 loan advance to the group. **Motion made by Tim Patterson to fund the proposal with a \$500 loan advance, no second; motion died.** Keffe advised the event will still be held.
- i. Oktoberfest Event Proposal** - Alex Carr-Frederick presented proposal for Oktoberfest planned September 17 in Azalea Park with vendors and brewers. **Motion made by Bob Pieper to fund the event \$3000, motion seconded by Mary Geyer.** Discussion about funding the event as a partial grant/loan advance, with loan advance repayable if event profits exceed actual costs. **Substitute motion made by Candice Michel to fund the event in the form of a \$1000 grant and a \$2,000 loan advance. Motion seconded by Mary Geyer and committee voted; the motion carried unanimously.**
- j. Oregon Coast Magazine Print Advertising** – Matter tabled until TPAC budget developed.
- k. American Road Magazine Print Advertising** - Matter tabled until TPAC budget developed.
- l. Workshop Scheduled** – committee to discuss strategy, goal setting and creating a budget for direction. Also to determine if committee would like to concentrate on off season events, but not rule out new events in season. Workshop scheduled for Friday, August 26th at 4 pm.
- m. Dining Video** – Gary advised the dining video has been distributed and requested committee members reviews and comments which he will forward on the Xplore Film. Initial reviews thought there was a lot of video with the host and questioned clothing attire. Candice believed they would have extra shots and footage to edit in. Gary to forward reviews to Xplore Film.

5. INFORMATIONAL ITEMS

a. Budget and Internet Hit Info - Budget and Internet Hit Info

6. SCHEDULE NEXT MEETING – Next meeting rescheduled to Thursday, September 29th at 4 pm to ensure a quorum.

7. ADJOURNMENT - no further business before the Committee, the meeting adjourned at 5:46 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at September 29, 2016 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Friday – August 26, 2016

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

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

Also present: Gary Milliman, City Manager and Teri Davis, City Recorder

2. ACTION ITEMS

- a. TPAC Mission and Goals** – Committee discussed committee goals and mission. Mary suggested hiring a marketing consultant to determine effective advertising.

Basic Goal – Increase overnight stays with emphasis on October thru April.
Committee requested monthly motel occupancy rates.

- b. Who is the target market?**

- c. How to spend budgeted monies?** Target 25% on summer events, 75% on off season events. Committee discussed many separate percentage budgets for events, media advertising (social, print, video), consultant and capital (tent, attractions). Committee voted and agreed to budget 60% on events, 30% on media advertising, and 10% on capital.

Motion made by Candice Michel to adopt the mission goals and budget as presented, seconded by Mary Geyer; motion seconded and Committee voted; the motion carried unanimously.

- 3. ADJOURNMENT** - no further business before the Committee, the meeting adjourned at 5:00 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at September 29, 2016 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – September 29, 2016

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

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

Absent: Committee members Mary Geyer and Angie Christian

Also present: Gary Milliman, City Manager and Teri Davis, City Recorder

2. APPROVAL OF MINUTES –

- a. **Motion made by Candice Michel to approve the minutes of August 18, 2016, motion seconded by Skip Watwood and Committee voted; the motion carried unanimously.**
- b. **Motion made by Candice Michel to approve the minutes of August 26, 2016, motion seconded by Bob Pieper and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT

- a. None

4. ACTION ITEMS

- a. **Curry Coastal Christmas Event Proposal** – Kathy Breshears was present to answer questions about the request presented last month for Curry Coastal Christmas. It was determined that some of Coastal Christmas' needs could be considered capital items. **Motion made by Candice Michel to grant \$2000 from the Capital budget and \$1000 from the events budget to Curry Coastal Christmas, motion seconded by Bob Pieper and Committee voted; the motion carried with a three to one vote with Tim Patterson voting Nay. Matter forwarded to City Council.**
- b. **Nutcracker Ballet Event Proposal** – Jan Barbas and members of the Wild Rivers Foundation for Dance presented information on The Nutcracker Ballet event proposal. The group is requesting \$5,000 in funding due to the need to rent a tent and seating. The event will be held over four days in December. Attendance is expected to be around 750. **Motion made by Candice Michel to grant \$5000 to the Nutcracker Ballet, motion seconded by Skip Watwood and Committee voted; the motion carried with a three voting Yea and with Tim Patterson abstaining. Matter forwarded to City Council.**
- c. **Good Samaritan Hog Wild BBQ** – Kristin Villavicencio presented information about the Good Samaritan-Curry Village Hog Wild BBQ. The organization is requesting \$1000 to offset costs of holding its fundraising event scheduled for October 9th. The monies raised will be used to remodel the facility's bathing center. No motion was made; no action taken.
- d. **Deyan Audio Tours** – Bryan Dych emailed proposal to provide an Audio Tour App. Chrissy Cooper volunteered to make contact with Mr. Dych to research the proposal. Matter tabled.
- e. **KOBI Digital Advertising** – Information about KOBI advertising package was made available in the Agenda packet. City Manager Gary Milliman introduced information about the television and digital advertising options offered through Charter cable. He advised that he would also be checking to see if Dish and/or Direct TV offer similar packages. Matter tabled.

- f. **Curry Coastal Pilot Mobile App** – The presenter advised that she was withdrawing the previous proposal and would be bringing a new proposal to next month’s meeting.
- g. **Oregon Coast Magazine and American Road Magazine Print Advertising** – It was determined that staff would spend the next month researching all of the available Coastal magazine advertising options and bring a recommendation to the Committee so that it can make a decision collectively about which ones to place advertising in rather than handling each magazine individually.

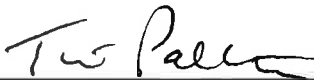
5. INFORMATIONAL ITEMS

- a. **Dining Video** – Consensus was that the edited video met expectations. Contract price has been paid.
- b. **OCVA** – City Manager Milliman discussed several of the items that were discussed at the OCVA conference earlier this week. OCVA is expecting a big inundation of funds, and allocation decisions are expected to be made on or after the December board meeting. There is enthusiasm building and efforts are under way to complete the Oregon Coast Trail. Bicyclists are huge demographic for the region and much consideration needs to be made to attract this group.

6. SCHEDULE NEXT MEETING – Next meeting scheduled for Thursday, October 20th at 4 pm.

7. ADJOURNMENT - no further business before the Committee, the meeting adjourned at 5:45 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at ~~October 20, 2016~~ meeting)

Nov. 17, 2016

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
September 22, 2016

CALL TO ORDER

Chair Tom Bozack called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Trace Kather, Don Vilelle, Patt Brown, Jay Trost and Chair Tom Bozack

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

A. Motion made by Commissioner Trace Kather to approve the minutes of July 28, 2016; motion seconded by Commissioner Jay Trost and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES - None

REGULAR AGENDA

A. Elmo Williams Memorial Plaque – Tony Baron presented the agenda report for the Elmo Williams memorial plaque that the City Council commissioned to commemorate his contributions to Azalea Park. Tony provided a sketch of the Formal Garden bench area chosen with Alyssa Babin of the Azalea Park Foundation to locate the base and plaque. Commissioner Vilelle questioned if the plaque was appropriate as the commission had previously discussed not cluttering the park with memorials. Commission also concerned City Council approves items before Park and Recreation Commission approves items. **Motion made by Commissioner Don Vilelle not to approve the Elmo Williams memorial plaque in Azalea Park; motion died for lack of second. Motion made by Commissioner Kather to approve the placement of a memorial plaque in the Formal Gardens at Azalea Park, in honor of Elmo Williams, motion seconded.** Jay Trost suggested a policy be initiated to have the Parks & Recreation Commission review park matters and memorial requests prior to going to City Council. Tony advised he can draft a memo to City Council with their concerns. **The Commission voted; three in favor, one nay and one abstain.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Azalea Park Ball Field Reconfiguration Project** - Tony advised the Phase I ballfield project is moving along and Phase II will be completed by mid-October.
- B. Chetco Point Parking Lot Paving** – this project was a Capital Improvement Project and budgeted/funded for this year. Tidewater is scheduled to do paving in October.
- C. Reschedule November Meeting** – because of the holidays, next meeting rescheduled to November 17th.

COMMISSIONER REPORTS/COMMENTS

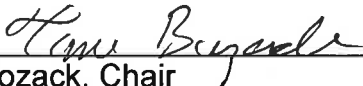
Commissioners wondered about the amount of park vandalism this year and Tony advised that there has been some and recently some individuals were cited into court. They may be required to do community services and/or pay a fine/restitution. Mill Beach continues to see vandalism in the restrooms.

Commissioner Trost wondered if the idea of incorporating a dog park at Easy Manor Park had ever been discussed. Commissioner Brown advised it had been discussed, Tony advised that Stout Park was chosen for a dog park so kids and dogs were separated.

ADJOURNMENT

Next meeting scheduled for November 17, 2016. With no further business before the Commission, the meeting adjourned at 7:35 pm.

Respectfully submitted,



Tom Bozack, Chair
(Approved at November 17, 2016 meeting)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: American Music Festival (AMF) Event Evaluation

Recommended Motion:

Motion to accept the American Music Festival Event Evaluation report.

Financial Impact:

Funding was already allocated for this project.

Background/Discussion:

At the June 13, 2016 City Council meeting, Council authorized an agreement with the American Music Festival to provide \$2,500 in Transient Occupancy Tax funding for the summer 2016 concert series. The funds were requested specifically to allow the group to add three additional performances for the season.

The AMF organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee. They indicate that for the specified three concerts total attendance was 900 people and that 18% of those in attendance were from zip codes outside of Brookings. For the overall season (nine concerts), they report that 31% of participants came from areas outside Brookings.

Attachment(s):

- a. American Music Festival Evaluation Report



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: American Music Festival Completion Date: September 25, 2016
Contact Person: Dave Miesner Phone: 541.469.6982
Amount
Awarded \$ 2,500.00

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

The awarded funding was used to provide three (3) Sunday Concerts in the month of September.

- Cost of band fees (including sound system rentals):	\$4,650.00
- Program/Feedback printing:	\$ 180.00

Total	<u>\$4,830.00</u>
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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.

A total of 900 people attended the three concerts; 250, 250, 400 respectively.

Feedback surveys submitted for all three concerts revealed that eighteen percent (18%) of attendees resided in Zip Codes other than 97415.

Overall, for all nine (9) of the concerts, total attendance was 3,250, of which thirty one percent (31%) of attendees resided in Zip Codes other than 97415.

Thank you for awarding us the funds to allow us to extend this unique, beneficial program for our community!

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: Daniel W. Miesner Dated: 10/6/2016

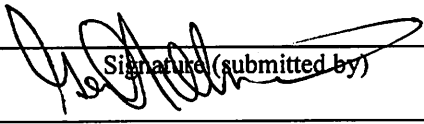
Organization: American Music Festival Summer Concerts in the Park

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Vet Fest II Event Evaluation

Recommended Motion:

Motion to accept the Vet Fest II Event Evaluation report.

Financial Impact:

Funding was already allocated for this project.

Background/Discussion:

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

The Vet Fest organizers have provided an event evaluation report to the Tourism Promotion Advisory Committee. They indicate that approximately 60 people attended the Women Veterans event at the Capella several from locations outside of Brookings. Attendance for the second day which featured three concerts in Azalea Park was estimated to be 300.

Organizers report that income was \$9,538.11 with expenses equaling \$6,953.61. Due to the \$2,500 plus earnings, the organizers were able to repay \$1,000 of the \$2,000 advance. Notably, this is the first organization which has received this type of funding and which has made any repayment.

Attachment(s):

- a. Vet Fest II Evaluation Report

Vietnam Veterans of America
Chapter 757
P O Box 4056
Brookings, OR 97415

October 20, 2016

City Council Members:

By unanimous vote of the Vietnam Veterans of America, Chapter 757, Board of Directors on September 27, 2016, the enclosed check of \$1,000.00 is refunded to the Tourism Promotion Advisory Committee (TPAC) of the City of Brookings.

Of the \$3,000.00 grant for the two day VET FEST II public event on August 26 & 27, up to \$2,000.00 of the grant was to be returned at the discretion of the VVA Chapter Board.

Also enclosed is a Curry Coastal Pilot article on the event itself and a general and detailed accounting of the event also.

The Board decided to retain \$1,584.50 to finance our next two music concerts at the Grange Hall on October 31 and November 7.



The VVA Board also wishes to acknowledge and thank the Brookings City Council for the refund of the Capella and Azalea Park use fees of \$496.50.

Respectfully submitted



William F. Farrell
President

cc: City Manager - Gary Milliman
TPAC Chair - Tim Patterson
VVA File

VIETNAM VETERANS OF AMERICA CHAPTER 757 INC. P.O. BOX 4056 BROOKINGS, OR 97415		2026 96-7477/3232 34
Date <u>Oct 10, 2016</u>		
Pay to the Order of <u>City of Brookings</u>	\$ <u>1000.00</u>	
<u>One thousand and no/100</u>		Dollars
 ROGUE CREDIT UNION. 800-856-7328 www.roguecu.org		
For <u>TPAC advance VET FEST II</u>		
⑆ 3 23 274 775 ⑆ 00000000346770 ⑆ 2026		

VETERANS FESTIVAL II

Comprised of a two-pronged event: at the Azalea Park Capella by the Sea on Aug. 26 for women veterans; and at Azalea Park band shell on Saturday, Aug. 27, the second annual, free to the public, Veterans Festival was successfully held by the Vietnam Veterans of America, Chapter 757.

The main event on Saturday was intended primarily as a "thank you" to the citizens of Curry County for their support for the more than 20 years support.

Other goals were to recognize and thank women veterans for their service and to expose publicly four veteran groups from Curry and Del Norte counties, five veteran support organizations, and two veteran artists who sponsored vendor booths in the park.

Veterans' booths included Vietnam Vet-

- Saturday, Sept. 10, 2016 -

erans of America, the Marine Corps League, and Disabled American Veterans from Brookings. The American Legion Post from Gasquet, California, sponsored a booth also.

Support organizations included the Vet Center from Eureka, the Vietnam Service officer from Crescent City, the Southern Oregon Veterans Benefits Organization from Medford, and the Lions Club and Oregon Coast Community Action from Brookings.

Curry County VVA veteran artists included Kell De Voll from Port Orford and Arthur Larson from Harbor.

Performing at both events were Tay Lynn (Loretta Lynn's granddaughter) with Grammy Award-winning Eric Tingstad's finger-style guitar picking.

J. Barley's bluegrass band from Illinois Valley and local Spence Brothers Blues Band also performed.

In my opinion, and that of others I talked with, the highlight of the two events were Tingstad's solo guitar performance of the national anthem.

The crowd of approximately 300 automati-

cally stood up when he started. When he hit that lick at the end of "Over the land of the free" there were tears all around me, including my own,

*Bill Farrell,
president, VVA, Chapter
757
Brookings*



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: VET FEST II including WOMEN Veterans ^{Capella Event} Completion Date: Aug 26 & 27
Contact Person: Bill Farrell Phone: 541-469-0179
Amount Awarded: \$ 3,000 (2000⁰⁰ payback if able)

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

See attached documents of detailed income, expenses, and profit.

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.

A: Approximately 60 people attended the Women Veterans Event on Friday, Aug. 26 at the Capella with veterans from Brookings, Gold Beach, Nascha Beach and Port Orford. 2 women veteran seminar advocates from Portland and Roseburg facilitated the private womens' session. Grammy award winner fingerstyle guitarist Eric Dingstad accompanied Taylor Lynn (Loretta Lynn's granddaughter) from Nashville as entertainment. All 3 Curry Co. mayors and Brookings City Manager were in attendance (over)

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: William F. Farrell Dated: Oct. 10, 2016
Organization: Vietnam Veterans of America, Chapter 757 "The Front"

2 B. Approximately 300 attended the 3 band concert from 12 noon to 5:00 PM on Saturday, Aug. 27. Entertainment was provided by J Barley Band from Illinois Valley, Eric Bengstad (Seattle) and Kayla Lynn (Nashville), and our local popular Spence Bros. Band.

Another 25-30 people manned the 11 veterans and veteran support organization vendor booths. These 11 groups were from Brookings, Medford, Coos Bay, Eureka, Crescent City, and Gasquet. I met others from these cities including Grants Pass, and Gold Beach. I have no idea how many outside of the Brookings area attended.

C. The Chapter advertised on 8 radio stations, 2 TV stations, 3 newspapers, and various flyers, standup cards, and pocket cards in Curry and Del Norte and Humboldt Counties.

Overall attendance was hampered by very cool, overcast weather and the last day of the Curry County Fair.

b. In Kind Donations

(See In Kind Expenses)	\$ 1,741.97
c. Interest Income	.14
Total Donations	\$ 9,538.11

b. In Kind Expenses

<u>Date</u>	<u>Donor</u>	<u>Type</u>	<u>Amount</u>
6/13	J. Newman	Pac Rim-Flyers	\$ 18.00
6/30	J. Newman	Eric Tingstad	1,000.00
6/30	J. Newman	Fed Ex to Eric	31.10
7/14	Connie Hunter	3x5 cards	50.00
7/15	J. Newman	Stationery Double Tree	10.00
7/26	J. Newman	Stationery Double Tree	10.00
8/25	Skip Hunter	Portside Suites (Tayla)	128.27
8/26	J. Newman	Portside Suites (Tayla)	256.54
Various	Connie Hunter	Copies	50.00
8/11	J. Newman	Flyers-Pac Rim	20.00
8/10	J. Newman	Flyers-Pac Rim	1200
8/16	J. Newman	KCRE/KPOD	399.00
8/22	Brookings Capella	Use Fee	412.00
8/22	Brookings Azalea	Use Fee	84.40
8/25	B. Farrell	Raffle Tix & Plates	10.58
8/25	B. Barrell	Duct Tape/Nails	6.62
9/19	VVA ck#2019	J. Newman refund	(756.64)
	Total In Kind Expenses		\$ 1,741.97

Total Income \$ 9,538.11

Total Expenses \$ 6,953.61
 TPAC Refund -1,000.00
 Total Expenses & Refund \$ 7,953.61

RETAINED EARNINGS \$ 1,584.50

General and Detailed Accounting
VVA Chapter 757 VET FEST II
August 26 & 27 2016

1. General Accounting

<u>Income</u>		<u>Expenses</u>	
Cash Donations	\$ 7,796.00	Cash Expenditures	\$ 5,211.64
In Kind Donations	1,741.97	In Kind Expenditures	1,741.97
Interest Income	.14	Total Expenses	\$ 6,953.61
Total Income	\$ 9,538.11		
	Net Income		\$ 2,584.50
	TPAC Refund		- 1,000.00
	Retained Earnings		\$ 1,584.50

2. Detailed Accounting

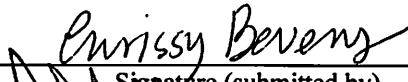
<u>Income</u>			<u>Expenses</u>		
a. Cash Donations			a. Cash Expenditures		
Date	Donor	Amount	Date	Expense	Amount
7/29	Bill Farrell	\$ 2,500.00	7/29	Sec Deposit Capella	\$ 208.00
8/25	TPAC (Brookings)	3,000.00	7/29	Sec Deposit Azalea	177.00
8/29	Capella Donations	22.00	7/29	Ad Flyers-Pacific Rim	120.00
8/29	See's Candy Sales	566.00	8/29	Tayla Lynn	2,500.00
8/29	Lions Club	123.00	8/29	J. Barley Band	350.00
8/29	Vet Fest Donations	100.00	8/29	Spence Bros Band	500.00
8/29	Vet Fest Product Sales	40.00	8/29	Sound-Chris Meleu	200.00
8/29	Vet Fest Boat Raffle Tix	210.00	8/31	KURY Joint Ads	400.00
9/6	Capella Deposit Refund	208.00	9/19	Refund-Jim Newman	756.64
9/6	Azalea Park Refund	177.00		Total Cash Expenses	\$ 5,211.64
9/12	Anonymous	750.00			
9/16	Disables Amer. Vets	100.00			
	Total Cash Donations	\$ 7,796.00			

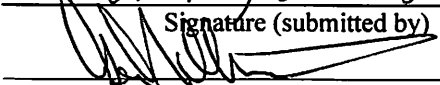
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: PWDS



Signature (submitted by)


City Manager Approval

Subject: Designate Agent for Hazard Mitigation Grant Program

Recommended Motion: Motion to authorize a City Council letter designating Paul Stevens as Applicant Agent and Gary Milliman as alternate Applicant Agent for the Oregon Office of Emergency Management Hazard Mitigation Grant Program.

Financial Impact:

Grant request \$98,000

25% City contribution \$33,000

Total Estimated Cost (approximate) \$131,000

Work associated with the grant is expected to occur in Fiscal Year 2017/2018 or 2018/2019.

Reviewed by Finance & Human Resources Director: _____

Background /Discussion:

The Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program, administered in Oregon by the Office of Emergency Management (OEM), provides funding for hazard mitigation measures in communities following a disaster declaration. It allows agencies to continue their mitigation efforts, even while recovering from a previous disaster. The qualifying event for this grant was the December 2015 Severe Winter Storms.

Eligible projects include those identified during previous disasters and those identified in the Natural Hazard Mitigation Plan. Staff has reviewed available resources and conferred with the OEM State Hazard Mitigation Officer. Seismic valving and seismic assessment for the City's drinking water storage tanks has been identified as the highest priority project. The City's Redundant Water Supply Plan (August 2015), identifies a cost estimate of \$130,500 to complete the work. Staff will review and update this estimate.

The application requires that the City formally designate a primary and an alternate Applicant Agent, who are authorized to apply for and receive funding.

Attachment(s):

- a. Draft designation letter



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1104, Fax (541) 469-3650, TTY (800) 735-1232

Mayor Ron Hedenskog

December 12, 2016

Angie Lane, State Hazard Mitigation Officer
Oregon Office of Emergency Management
3225 State Street
Salem, OR 97301

Re: Hazard Mitigation Grant Program Applicant Agent Designation

The Brookings City Council designates Public Works Director Paul Stevens as Applicant Agent (Agent) and City Manager Gary Milliman as Alternate Applicant Agent for the Hazard Mitigation Grant Program (HMGP). This designation authorizes the Agent and alternate Agent to apply for and receive HMGP funding.

Thank you for your consideration.

Sincerely,

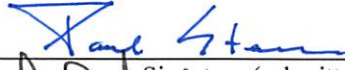
Ron Hedenskog
Mayor

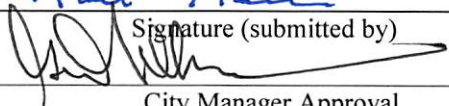
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: PWDS



Signature (submitted by)


City Manager Approval

Subject: 2016 FUND EXCHANGE AGREEMENT, 2016-2017 Streets Resurfacing, City of Brookings.


Recommended Motion:

1. Motion authorizing the City Manager to execute an agreement with the STATE OF OREGON, Department of Transportation to accept \$67,996.78 for 2016-2017 street resurfacing.

Financial Impact:

Intake of \$67,996.78 to street fund.

These funds are received annually. Receipt of the funds was anticipated and included in the 2016/17 budget.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

Each year the City of Brookings is allocated approximately \$72,000 from Federal funds for repair of local streets. By authority of Oregon Revised Statute (ORS) 190.110, 366.572, and 366.576 the State of Oregon is allowed to trade Federal funds for State Funds. The cost to the City is a reduction of 6%. We get \$94 State for each \$100 Federal.

The advantage of this process is that State of Oregon fund requirements are much less involved than the Federal fund requirements. In short, \$94 of State Funds will go further than \$100 of Federal funds.

Attachment(s): Misc. Contracts and Agreements No. 31733

[Type text]

2016 FUND EXCHANGE AGREEMENT
2016-2017 Streets Resurfacing
City of Brookings

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State"; and the City of Brookings, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), [366.572](#) and [366.576](#), State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of the 2016-2017 Streets Resurfacing, hereinafter referred to as "Project."
2. State has reviewed Agency's prospectus and considered Agency's request for the Fund Exchange. State has determined that Agency's Project is eligible for the exchange of funds.
3. To assist in funding the Project, Agency has requested State to exchange 2016 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

\$94 state for \$100 federal

4. Based on this ratio, Agency wishes to trade \$72,337.00 federal funds for \$67,996.78 state funds.
5. The term of this Agreement will begin upon execution and will terminate two (2) years after all required signatures are obtained unless extended by an executed amendment.

6. The Parties agree that the exchange is subject to the following conditions:
- a. The federal funds transferred to State may be used by State at its discretion.
 - b. State funds transferred to Agency must be used for the Project. This Fund Exchange will provide funding for specific roadway projects and may also be used for the following maintenance purposes:
 - i. Purchase or Production of Aggregate. Agency shall ensure the purchase or production of aggregate will be highway related and used exclusively for highway work.
 - ii. Purchase of Equipment. Agency shall clearly describe how it plans to use said equipment on highways. Agency shall demonstrate that the equipment will only be used for highway purposes.
 - c. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of state funds.
 - d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$67,996.78. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.
 - e. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
 - f. Agency, and any contractors, shall perform the work as an independent contractor and will be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
 - g. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- h. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; purchase all necessary right of way in accordance with current state and federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.
- i. Agency shall submit invoices to State on a quarterly basis, for actual costs incurred by Agency on behalf of the Project directly to State's Project Manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$67,996.78, including all expenses. Travel expenses will not be reimbursed.
- j. Agency shall, at its own expense, maintain and operate the Project upon completion at a minimum level that is consistent with normal depreciation and service demand.
- k. All employers, including Agency, that employ subject workers in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
- l. This Agreement may be terminated by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
 - i. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - A. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - B. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - ii. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by the terminating Party, under any of the following conditions:

- A. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow either Party, in the exercise of their reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - B. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either Party is prohibited from paying for such work from the planned funding source.
- iii. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
- m. State and Agency agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- 7. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
- 8. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
- 9. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
- 10. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

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

The funding for this Fund Exchange program was approved by the Oregon Transportation Commission on December 18, 2014, as a part of the 2015-2018 Statewide Transportation Improvement Program (STIP).

The Program and Funding Services Manager approved the Fund Exchange on October 3, 2016.

Signature Page to Follow

CITY OF BROOKINGS, by and through
its elected officials

By _____

Date _____

By _____

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Counsel

Date _____

Agency Contact:

Paul Stevens
Public Works & Development
Services Director
898 Elk Drive
Brookings, OR 97415
541-469-1138
pstevens@brookings.or.us

State Contact:

Jeanette Denn
Agreement Coordinator
3500 NW Stewart Parkway
Roseburg, OR 97470
541-957-3508
Jeanette.m.denn@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Region 3 Manager

APPROVAL RECOMMENDED

By _____
Agreement Coordinator

Date _____

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,765,595.00	41,961.85	202,054.95	2,563,540.05	7.3
LICENSES AND PERMITS	106,000.00	4,380.12	26,872.70	79,127.30	25.4
INTERGOVERNMENTAL	218,000.00	5,441.91	61,929.95	156,070.05	28.4
CHARGES FOR SERVICES	159,500.00	3,318.00	54,062.75	105,437.25	33.9
OTHER REVENUE	132,100.00	4,052.30	39,497.16	92,602.84	29.9
TRANSFERS IN	338,456.00	.00	.00	338,456.00	.0
	<u>3,719,651.00</u>	<u>59,154.18</u>	<u>384,417.51</u>	<u>3,335,233.49</u>	<u>10.3</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	22,394.00	2,062.96	7,465.51	14,928.49	33.3
MATERIAL AND SERVICES	14,000.00	925.90	4,013.93	9,986.07	28.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>36,394.00</u>	<u>2,988.86</u>	<u>11,479.44</u>	<u>24,914.56</u>	<u>31.5</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	184,393.00	15,391.48	59,840.48	124,552.52	32.5
MATERIAL AND SERVICES	93,800.00	21,010.33	58,961.63	34,838.37	62.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>278,193.00</u>	<u>36,401.81</u>	<u>118,802.11</u>	<u>159,390.89</u>	<u>42.7</u>
POLICE:					
PERSONAL SERVICES	2,047,855.00	165,014.45	656,412.44	1,391,442.56	32.1
MATERIAL AND SERVICES	166,400.00	11,117.25	59,602.43	106,797.57	35.8
CAPITAL OUTLAY	55,150.00	.00	14,306.93	40,843.07	25.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,269,405.00</u>	<u>176,131.70</u>	<u>730,321.80</u>	<u>1,539,083.20</u>	<u>32.2</u>
FIRE:					
PERSONAL SERVICES	174,117.00	15,067.06	56,644.53	117,472.47	32.5
MATERIAL AND SERVICES	103,500.00	6,663.39	30,488.67	73,011.33	29.5
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>323,136.00</u>	<u>21,730.45</u>	<u>87,133.20</u>	<u>236,002.80</u>	<u>27.0</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	202,191.00	17,744.03	68,567.65	133,623.35	33.9
MATERIAL AND SERVICES	89,600.00	312.26	7,526.62	82,073.38	8.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>291,791.00</u>	<u>18,056.29</u>	<u>76,094.27</u>	<u>215,696.73</u>	<u>26.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	172,655.00	16,634.76	71,876.41	100,778.59	41.6
MATERIAL AND SERVICES	70,400.00	2,720.99	94,694.71	(24,294.71)	134.5
CAPITAL OUTLAY	650.00	4,531.88	17,242.52	(16,592.52)	2652.7
TRANSFERS OUT	.00	.00	.00	.00	.0
	243,705.00	23,887.63	183,813.64	59,891.36	75.4
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	180,610.00	14,480.75	57,808.94	122,801.06	32.0
MATERIAL AND SERVICES	33,000.00	1,306.41	8,824.45	24,175.55	26.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	213,610.00	15,787.16	66,633.39	146,976.61	31.2
SWIMMING POOL:					
PERSONAL SERVICES	54,263.00	.00	48,200.53	6,062.47	88.8
MATERIAL AND SERVICES	36,000.00	44.23	14,290.79	21,709.21	39.7
CAPITAL OUTLAY	4,300.00	.00	.00	4,300.00	.0
	94,563.00	44.23	62,491.32	32,071.68	66.1
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	144,000.00	7,596.71	27,506.19	116,493.81	19.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	227,500.00	.00	.00	227,500.00	.0
CONTINGENCIES AND RESERVES	627,354.00	.00	.00	627,354.00	.0
	998,854.00	7,596.71	27,506.19	971,347.81	2.8
	4,749,651.00	302,624.84	1,364,275.36	3,385,375.64	28.7
	(1,030,000.00)	(243,470.66)	(979,857.85)	(50,142.15)	(95.1)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	467,000.00	38,807.10	209,092.85	257,907.15	44.8
OTHER REVENUE	12,750.00	42.00	8,965.46	3,784.54	70.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>479,750.00</u>	<u>38,849.10</u>	<u>218,058.31</u>	<u>261,691.69</u>	<u>45.5</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	201,432.00	18,958.81	67,845.89	133,586.11	33.7
MATERIAL AND SERVICES	193,400.00	27,502.35	60,551.96	132,848.04	31.3
CAPITAL OUTLAY	101,300.00	360.15	1,440.60	99,859.40	1.4
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>46,821.31</u>	<u>129,838.45</u>	<u>534,911.55</u>	<u>19.5</u>
	<u>664,750.00</u>	<u>46,821.31</u>	<u>129,838.45</u>	<u>534,911.55</u>	<u>19.5</u>
	<u>(185,000.00)</u>	<u>(7,972.21)</u>	<u>88,219.86</u>	<u>(273,219.86)</u>	<u>47.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	21,044.31	(21,044.31)	.0
CHARGES FOR SERVICES	1,607,000.00	129,990.40	645,155.89	961,844.11	40.2
OTHER INCOME	42,000.00	5,795.25	20,748.62	21,251.38	49.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,649,000.00</u>	<u>135,785.65</u>	<u>686,948.82</u>	<u>962,051.18</u>	<u>41.7</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	369,885.00	27,783.39	111,284.51	258,600.49	30.1
MATERIAL AND SERVICES	201,900.00	6,247.46	64,793.02	137,106.98	32.1
CAPITAL OUTLAY	59,900.00	398.39	22,469.64	37,430.36	37.5
	<u>631,685.00</u>	<u>34,429.24</u>	<u>198,547.17</u>	<u>433,137.83</u>	<u>31.4</u>
WATER TREATMENT:					
PERSONAL SERVICES	299,564.00	24,590.35	99,448.07	200,115.93	33.2
MATERIAL AND SERVICES	195,300.00	5,702.65	79,140.34	116,159.66	40.5
CAPITAL OUTLAY	35,400.00	398.39	3,978.05	31,421.95	11.2
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>30,691.39</u>	<u>182,566.46</u>	<u>944,748.54</u>	<u>16.2</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,759,000.00</u>	<u>65,120.63</u>	<u>381,113.63</u>	<u>1,377,886.37</u>	<u>21.7</u>
	<u>(110,000.00)</u>	<u>70,665.02</u>	<u>305,835.19</u>	<u>(415,835.19)</u>	<u>278.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	13,661.53	(18,161.53)	303.6
CHARGES FOR SERVICES	3,004,000.00	239,114.39	1,064,142.23	1,939,857.77	35.4
OTHER REVENUE	5,000.00	.00	1,052.87	3,947.13	21.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,004,500.00</u>	<u>239,114.39</u>	<u>1,078,856.63</u>	<u>1,925,643.37</u>	<u>35.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	522,442.00	42,823.51	177,932.25	344,509.75	34.1
MATERIAL AND SERVICES	227,700.00	3,954.96	46,114.77	181,585.23	20.3
CAPITAL OUTLAY	40,900.00	398.39	3,978.05	36,921.95	9.7
	<u>791,042.00</u>	<u>47,176.86</u>	<u>228,025.07</u>	<u>563,016.93</u>	<u>28.8</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	511,268.00	41,087.69	164,164.34	347,103.66	32.1
MATERIAL AND SERVICES	583,400.00	17,524.30	146,673.07	436,726.93	25.1
CAPITAL OUTLAY	24,900.00	398.39	3,978.05	20,921.95	16.0
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>59,010.38</u>	<u>314,815.46</u>	<u>2,703,142.54</u>	<u>10.4</u>
	<u>3,809,000.00</u>	<u>106,187.24</u>	<u>542,840.53</u>	<u>3,266,159.47</u>	<u>14.3</u>
	<u>(804,500.00)</u>	<u>132,927.15</u>	<u>536,016.10</u>	<u>(1,340,516.10)</u>	<u>66.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,671.00	1,115.87	10,266.82	468,404.18	2.1
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.12	1.08	498.92	.2
	<u>479,171.00</u>	<u>1,115.99</u>	<u>10,267.90</u>	<u>468,903.10</u>	<u>2.1</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	3,800.00	3,800.00	31,200.00	10.9
CAPITAL OUTLAY	198,632.00	.00	.00	198,632.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	435,539.00	.00	.00	435,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>669,171.00</u>	<u>3,800.00</u>	<u>3,800.00</u>	<u>665,371.00</u>	<u>.6</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>669,171.00</u>	<u>3,800.00</u>	<u>3,800.00</u>	<u>665,371.00</u>	<u>.6</u>
	<u>(190,000.00)</u>	<u>(2,684.01)</u>	<u>6,467.90</u>	<u>(196,467.90)</u>	<u>3.4</u>

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/03/2016	78232	4803	Katie Brisbin	30-00-2005	186.00
11/16	11/03/2016	78233	147	Brookings Glass Inc	10-00-2005	769.00
11/16	11/03/2016	78234	313	Brookings Vol Firefighters	10-00-2005	2,250.00
11/16	11/03/2016	78235	528	Caselle, Inc	25-00-2005	889.33
11/16	11/03/2016	78236	3834	Clean Sweep Janitorial Service	10-00-2005	1,717.00
11/16	11/03/2016	78237	1745	Coastal Paper & Supply, Inc	10-00-2005	360.36
11/16	11/03/2016	78238	182	Coos-Curry Electric	10-00-2005	28,832.20
11/16	11/03/2016	78239	284	Day Management Corp	10-00-2005	886.50
11/16	11/03/2016	78240	317	DCBS - Fiscal Services	10-00-2005	48.77
11/16	11/03/2016	78241	1	Nicholas DeYoung	20-00-2005	201.56
11/16	11/03/2016	78242	1	Harlyn Wallenten	20-00-2005	26.94
11/16	11/03/2016	78243	5676	Ewing Irrigation Products Inc	50-00-2005	448.90
11/16	11/03/2016	78244	3342	Fastenal	20-00-2005	204.40
11/16	11/03/2016	78245	2186	Ferguson	15-00-2005	248.12
11/16	11/03/2016	78246	5642	Financial Pacific Leasing	10-00-2005	4,031.88
11/16	11/03/2016	78247	5432	First Community Credit Union	25-00-2005	812.99
11/16	11/03/2016	78248	4646	Frontier	25-00-2005	776.46
11/16	11/03/2016	78249	5065	Gold Beach Lumber	10-00-2005	1,779.72
11/16	11/03/2016	78250	5172	Gowman Electric, Inc	50-00-2005	876.00
11/16	11/03/2016	78251	199	Richard Harper	10-00-2005	400.00
11/16	11/03/2016	78252	2814	Ron Hedenskog	10-00-2005	76.86
11/16	11/03/2016	78253	5697	McGuire, Meghan	10-00-2005	205.00
11/16	11/03/2016	78254	4981	McLennan Excavation, Inc	57-00-2005	136,201.50
11/16	11/03/2016	78255	4269	Milliman, Gary	10-00-2005	67.50
11/16	11/03/2016	78256	1844	My-Comm, Inc	10-00-2005	418.20
11/16	11/03/2016	78257	695	P & S Construction Co, Inc	50-00-2005	425.00
11/16	11/03/2016	78258	252	Paramount Pest Control	10-00-2005	50.00
11/16	11/03/2016	78259	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
11/16	11/03/2016	78260	322	Postmaster	25-00-2005	850.00
11/16	11/03/2016	78261	3751	Proficient Automotive Repair	10-00-2005	35.00
11/16	11/03/2016	78262	187	Quality Fast Lube & Oil	10-00-2005	44.00
11/16	11/03/2016	78263	207	Quill Corporation	10-00-2005	237.98
11/16	11/03/2016	78264	3	Grant Buhler	20-00-2005	13.81
11/16	11/03/2016	78265	3309	Roberts & Associates	51-00-2005	3,245.00
11/16	11/03/2016	78266	1840	Rogue Credit Union	25-00-2005	1,140.72
11/16	11/03/2016	78267	380	Stadelman Electric Inc	10-00-2005	216.85
11/16	11/03/2016	78268	956	Suiter's Paint & Body	10-00-2005	146.00
11/16	11/03/2016	78269	990	UPS	25-00-2005	79.74
11/16	11/03/2016	78270	2863	Verizon Wireless	10-00-2005	479.43
11/16	11/10/2016	78271	4939	BI- Mart Corporation	25-00-2005	147.82
11/16	11/10/2016	78272	4363	Black & Rice LLP	10-00-2005	1,373.40
11/16	11/10/2016	78273	5004	Blumenthal Uniforms & Equipment	10-00-2005	62.00
11/16	11/10/2016	78274	715	Budge McHugh Supply	20-00-2005	1,743.27
11/16	11/10/2016	78275	4193	C & K Market, Inc	20-00-2005	40.64
11/16	11/10/2016	78276	5070	Canon Solutions America	10-00-2005	478.60
11/16	11/10/2016	78277	1373	Cascade Fire Equipment	10-00-2005	10,000.00
11/16	11/10/2016	78278	3015	Charter Communications	30-00-2005	495.00
11/16	11/10/2016	78279	3834	Clean Sweep Janitorial Service	25-00-2005	225.00
11/16	11/10/2016	78280	822	Coast Auto Center	10-00-2005	356.54
11/16	11/10/2016	78281	3844	Donna Colby-Hanks	10-00-2005	51.36
11/16	11/10/2016	78282	183	Colvin Oil Company	25-00-2005	3,454.65
11/16	11/10/2016	78283	182	Coos-Curry Electric	15-00-2005	722.65
11/16	11/10/2016	78284	173	Curry Equipment	10-00-2005	44.97

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/10/2016	78285	166	Dan's Auto & Marine Electric	15-00-2005	684.65
11/16	11/10/2016	78286	259	Da-Tone Rock Products	50-00-2005	12,128.59
11/16	11/10/2016	78287	185	Del Cur Supply	25-00-2005	252.43
11/16	11/10/2016	78288	1	Jason & Kerstin Bravo	20-00-2005	32.77
11/16	11/10/2016	78289	1	Kristina Cristee	20-00-2005	272.46
11/16	11/10/2016	78290	1	Sandra Hinchey	20-00-2005	212.22
11/16	11/10/2016	78291	1	Kevin Hoover	20-00-2005	51.79
11/16	11/10/2016	78292	1	David Leary	20-00-2005	171.58
11/16	11/10/2016	78293	5156	Desi's Tree Trimming	25-00-2005	100.00
11/16	11/10/2016	78294	2640	Dyer Partnership Inc., The	25-00-2005	27,577.03
11/16	11/10/2016	78295	2186	Ferguson	20-00-2005	988.66
11/16	11/10/2016	78296	153	Ferrellgas	25-00-2005	360.55
11/16	11/10/2016	78297	4646	Frontier	30-00-2005	640.66
11/16	11/10/2016	78298	4518	Government Ethics Commission	10-00-2005	475.31
11/16	11/10/2016	78299	269	Grainger	25-00-2005	265.20
11/16	11/10/2016	78300	4978	Grants Pass Daily Courier	10-00-2005	367.98
11/16	11/10/2016	78301	139	Harbor Logging Supply	25-00-2005	299.08
11/16	11/10/2016	78302	2814	Ron Hedenskog	10-00-2005	12.48
11/16	11/10/2016	78303	5698	Imperial Industrial Supply	20-00-2005	1,029.99
11/16	11/10/2016	78304	162	Kerr Hardware	20-00-2005	1,638.96
11/16	11/10/2016	78305	328	Les Schwab Tire Center	10-00-2005	672.04
11/16	11/10/2016	78306	4573	Methodworks	25-00-2005	2,007.00
11/16	11/10/2016	78307	424	Munnell & Sherrill	25-00-2005	149.80
11/16	11/10/2016	78308	685	Neilson Research Corporation	25-00-2005	172.80
11/16	11/10/2016	78309	4487	Net Assets Corporation	10-00-2005	370.00
11/16	11/10/2016	78310	279	One Call Concepts, Inc	20-00-2005	29.04
11/16	11/10/2016	78311	5008	Online Information Services	10-00-2005	119.86
11/16	11/10/2016	78312	695	P & S Construction Co, Inc	15-00-2005	1,417.50
11/16	11/10/2016	78313	5388	Palm Industries Inc	10-00-2005	2,400.00
11/16	11/10/2016	78314	207	Quill Corporation	10-00-2005	1,011.37
11/16	11/10/2016	78315	5699	Shaw, Debra	10-00-2005	414.00
11/16	11/10/2016	78316	380	Stadelman Electric Inc	25-00-2005	2,424.67
11/16	11/10/2016	78317	486	Dept of Forestry	10-00-2005	667.22
11/16	11/10/2016	78318	861	Village Express Mail Center	10-00-2005	9.66
11/16	11/10/2016	78319	2122	Cardmember Service	32-00-2005	4,419.18
11/16	11/10/2016	78320	169	Waste Connections Inc	10-00-2005	1,243.68
11/16	11/17/2016	78321	4058	44Mag Distributing LLC	10-00-2005	720.00
11/16	11/17/2016	78322	4734	Aramark Uniform Services	10-00-2005	115.48
11/16	11/17/2016	78323	4797	Tony Baron	10-00-2005	62.48
11/16	11/17/2016	78324	5004	Blumenthal Uniforms & Equipment	10-00-2005	1,311.38
11/16	11/17/2016	78325	4767	Brookings Harbor Chamber of Commerce	10-00-2005	856.00
11/16	11/17/2016	78326	5070	Canon Solutions America	10-00-2005	103.86
11/16	11/17/2016	78327	3015	Charter Communications	10-00-2005	199.96
11/16	11/17/2016	78328	1357	Curry County Clerk	10-00-2005	72.00
11/16	11/17/2016	78329	648	Curry County Sheriffs Office	10-00-2005	3,250.00
11/16	11/17/2016	78330	4746	Curry County Treasurer	10-00-2005	466.25
11/16	11/17/2016	78331	5042	Curry Health Network	10-00-2005	42.00
11/16	11/17/2016	78332	5577	Davis, Teresa	10-00-2005	137.16
11/16	11/17/2016	78333	1	Kendra Hoven	20-00-2005	10.93
11/16	11/17/2016	78334	5156	Desi's Tree Trimming	15-00-2005	600.00
11/16	11/17/2016	78335	5676	Ewing Irrigation Products Inc	50-00-2005	377.32
11/16	11/17/2016	78336	3342	Fastenal	25-00-2005	41.08
11/16	11/17/2016	78337	4646	Frontier	25-00-2005	966.11
11/16	11/17/2016	78338	5700	Golden, Lauren	10-00-2005	208.00
11/16	11/17/2016	78339	5089	Monoprice, Inc	49-00-2005	88.43
11/16	11/17/2016	78340	283	Muffler & More	20-00-2005	148.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/16	11/17/2016	78341	2	David Cowan	10-00-2005	100.00
11/16	11/17/2016	78342	3159	NorthCoast Health Screening	10-00-2005	45.00
11/16	11/17/2016	78343	3561	Oil Can Henry's	10-00-2005	116.47
11/16	11/17/2016	78344	5155	Oregon Department of Revenue	10-00-2005	1,490.00
11/16	11/17/2016	78345	207	Quill Corporation	10-00-2005	422.99
11/16	11/17/2016	78346	3220	Radar Shop, The	10-00-2005	895.00
11/16	11/17/2016	78347	1840	Rogue Credit Union	10-00-2005	30,579.01
11/16	11/17/2016	78348	5176	Shasta Forest Products, Inc	50-00-2005	3,473.00
11/16	11/17/2016	78349	5638	Guy Smith	15-00-2005	53.50
11/16	11/17/2016	78350	956	Suiter's Paint & Body	10-00-2005	1,082.75
11/16	11/17/2016	78351	748	Sun Badge Company	10-00-2005	370.00
11/16	11/17/2016	78352	3487	Tailored Solutions Corp	10-00-2005	621.00
11/16	11/17/2016	78353	861	Village Express Mail Center	10-00-2005	35.57
11/16	11/17/2016	78354	151	Western Communications, Inc.	10-00-2005	463.68
11/16	11/17/2016	78355	5684	Western Partitions Inc	53-00-2005	4,447.37
11/16	11/17/2016	78356	4220	Woof's Dog Bakery	61-00-2005	48.99
11/16	11/17/2016	78357	4131	Zumar Industries Inc	15-00-2005	426.88
11/16	11/28/2016	78358	5625	A One Janitorial	25-00-2005	644.04
11/16	11/28/2016	78359	304	Beckwith & Kuffel	25-00-2005	880.46
11/16	11/28/2016	78360	1314	Bernie Bishop Mazda	20-00-2005	89.95
11/16	11/28/2016	78361	3622	Boardwalk Mail Services	25-00-2005	22.73
11/16	11/28/2016	78362	4788	BOLI	53-00-2005	250.00
11/16	11/28/2016	78363	183	Colvin Oil Company	25-00-2005	3,157.95
11/16	11/28/2016	78364	5228	Curry Community Health	10-00-2005	683.00
11/16	11/28/2016	78365	1	Johnny Feuerborn	20-00-2005	40.64
11/16	11/28/2016	78366	3342	Fastenal	20-00-2005	1,483.30
11/16	11/28/2016	78367	2186	Ferguson	25-00-2005	829.58
11/16	11/28/2016	78368	5123	GCB Automation and Marine LLC	25-00-2005	750.00
11/16	11/28/2016	78369	198	Grants Pass Water Lab	10-00-2005	380.00
11/16	11/28/2016	78370	3961	Grizzly Fence & Construction	25-00-2005	175.00
11/16	11/28/2016	78371	5470	Heffington, Joyce J	10-00-2005	1,905.00
11/16	11/28/2016	78372	4526	Janell K. Howard	10-00-2005	362.24
11/16	11/28/2016	78373	3408	IDEXX Distribution Inc	25-00-2005	212.71
11/16	11/28/2016	78374	4760	Industrial Electric Arcata, Inc.	20-00-2005	961.47
11/16	11/28/2016	78375	5702	Johnson, Marilyn	10-00-2005	208.00
11/16	11/28/2016	78376	4573	Methodworks	25-00-2005	1,237.00
11/16	11/28/2016	78377	3159	NorthCoast Health Screening	25-00-2005	85.00
11/16	11/28/2016	78378	3935	Northern California Glove	25-00-2005	360.93
11/16	11/28/2016	78379	3603	Norwest Safety	20-00-2005	285.80
11/16	11/28/2016	78380	5155	Oregon Department of Revenue	10-00-2005	245.00
11/16	11/28/2016	78381	695	P & S Construction Co, Inc	25-00-2005	8,290.00
11/16	11/28/2016	78382	5703	PacWest Machinery	50-00-2005	154,645.00
11/16	11/28/2016	78383	5688	ProLawn Services Inc	50-00-2005	1,270.00
11/16	11/28/2016	78384	207	Quill Corporation	10-00-2005	511.64
11/16	11/28/2016	78385	3499	Simplot Grower Solutions	10-00-2005	387.58
11/16	11/28/2016	78386	380	Stadelman Electric Inc	20-00-2005	827.95
11/16	11/28/2016	78387	142	Tidewater Contractors Inc	51-00-2005	44,538.85
11/16	11/28/2016	78388	432	USA Bluebook	25-00-2005	1,919.62
11/16	11/28/2016	78389	169	Waste Connections Inc	25-00-2005	1,995.58
11/16	11/28/2016	78390	5648	ZCS Engineering Inc	10-00-2005	3,462.50
Grand Totals:						562,011.95

City of Brookings Urban Renewal Agency Meeting MINUTES

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

Monday, June 27, 2016

Call to Order

Chair Hedenskog called the meeting to order at 7:50 PM, immediately following the City Council meeting.

Roll Call

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

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

Agency minutes

Director Hedenskog moved, a second followed and Council voted unanimously to approve the May 23, 2016 Agency minutes as written.

Resolution

Transfer of Appropriations for FY 2015-16

Finance Director Howard provided the staff report.

Mayor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 16-R-1088 [approving appropriation transfers for the Brookings' Urban Renewal Agency for 2015-16].

Adjourn

Chair Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:57 PM.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2016:


Ron Hedenskog, Chair

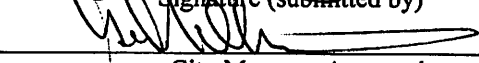
Teri Davis, City Recorder

BROOKINGS URBAN RENEWAL AGENCY COUNCIL AGENDA REPORT

Meeting Date: December 12, 2016

Originating Dept: Finance & HR



Signature (submitted by)


City Manager Approval

Subject:

Audit Report for the fiscal year ended June 30, 2016.

Recommended Motion:

Motion to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2016.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the Urban Renewal Agency's audit for the fiscal year ending June 30, 2016. A copy of the audit report and a copy of the "communications letter" are in a separate envelope, from the Auditor, in each Board Member's box.

The Urban Renewal Agency received an unqualified opinion on the June 30, 2016 audit; which means there were no exceptions, findings, or questioned costs.

BROOKINGS URBAN RENEWAL AGENCY
Brookings, Oregon
ANNUAL FINANCIAL REPORT
For the Year Ended June 30, 2016

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**BROOKINGS URBAN RENEWAL AGENCY
OFFICERS AND MEMBERS OF THE GOVERNING BODY
For the Year Ended June 30, 2016**

Ron Hedenskog
16956 Old County
Brookings OR 97415

Bill Hamilton
417 Fern St 101
Brookings OR 97415

Brent Hodges
Po Box 4970
Brookings OR 97415

Jake Pieper
17163 Parkview Dr
Brookings OR 97415

Dennis Triglia (term began January 2016)
96359 Dawson Rd
Brookings, OR 97415

Kelly McClain (term ended November 2015)
867 Jodee Ln
Brookings OR 97415

CONTACT PERSON

Janell Howard
898 Elk Drive
Brookings, OR 97415

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BROOKINGS URBAN RENEWAL AGENCY

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INDEPENDENT AUDITOR'S REPORT

Agency Officials
BROOKINGS URBAN RENEWAL AGENCY
Brookings, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the **BROOKINGS URBAN RENEWAL AGENCY**, *component unit of the CITY OF BROOKINGS*, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the **BROOKINGS URBAN RENEWAL AGENCY**, as of June 30, 2016, the respective changes in financial position, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT (Continued)

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages i through v be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The individual fund schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

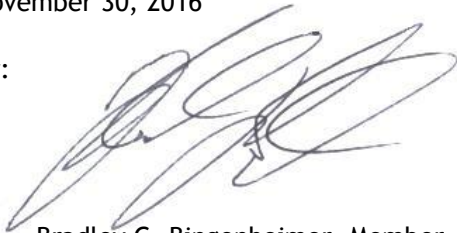
The individual fund schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Oregon State Regulations

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 30, 2016, on our consideration of the Agency's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon
November 30, 2016

By:



Bradley G. Bingenheimer, Member

MANAGEMENT'S DISCUSSION AND ANALYSIS

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Brookings Urban Renewal Agency

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MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year Ended June 30, 2016

This discussion and analysis presents the highlights of financial activities and financial position for the Brookings Urban Renewal Agency (Agency), component unit of the City of Brookings, Oregon. The analysis focuses on significant issues, major financial activities and resulting changes in financial position, budget changes, and variances from the budget, and specific issues related to funds and the economic factors affecting the Agency.

Management's discussion and analysis (MD&A) focuses on the current year activities and resulting changes from the prior year. Please read it in conjunction with the Agency's financial statements (beginning on page 1).

FINANCIAL HIGHLIGHTS

- The net assets of the Agency increased by \$386,254 from (\$1,366,312) to (\$980,058) at June 30, 2016.
- Governmental activities revenue decreased slightly by \$10,063 (2.2%) to \$442,187. This is due to a decrease in property tax revenues.
- Overall, expenditures decreased by \$74,970 to \$55,933. The primary expenditure for 2015-16 was the interest paid on long-term debt obligations.

REPORT LAYOUT

The Agency's annual financial report consists of several sections. The components of the report include the following:

Management's Discussion and Analysis. This section of the report provides financial highlights, overview, and economic factors affecting the Agency.

MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

REPORT LAYOUT (continued)

Basic Financial Statements. Includes statement of net position, statement of activities, fund financial statements, and notes to the financial statements. Statements of net position and activities focus on entity-wide presentation using the accrual basis of accounting. They are designed to be more corporate-like in that all activities are consolidated into a total for the Agency.

The statement of net position focuses on resources available for future operations. In simple terms, this statement presents a snapshot view of the assets the Agency owns, the liabilities it owes and the net difference. The net difference is further separated into amounts restricted for specific purposes and unrestricted amounts.

The statement of activities presents information showing how the Agency’s net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. The focus is on Agency revenues and expenditures, the net of which equals change in net assets.

Fund financial statements focus separately on major governmental funds. Governmental fund statements follow the more traditional presentation of financial statements. The Agency’s General Fund is presented here along with budgetary comparisons.

The notes to the basic financial statements provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the Agency’s financial condition.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

AGENCY AS A WHOLE

Government-wide financial statements

Statement of Net Assets at June 30, 2016:

Table 1
Net Assets at Fiscal Year End
Governmental Activities

	<u>2016</u>	<u>2015</u>
Assets		
Cash and investments	\$ 581,545	\$ 536,179
Other assets	<u>44,577</u>	<u>91,459</u>
Total assets	<u>626,122</u>	<u>627,638</u>
Liabilities		
Long-term liabilities	1,604,528	1,991,910
Other liabilities	<u>1,652</u>	<u>2,040</u>
Total liabilities	<u>1,606,180</u>	<u>1,993,950</u>
Net position:		
Unrestricted	<u><u>(980,058)</u></u>	<u><u>(1,366,312)</u></u>

As of June 30, 2016, the Agency had current liabilities of \$1,652, and long-term liabilities of \$1,604,528. Projects completed and assets purchased by the Agency become assets of the City; however, the debt remains with the Agency.

Governmental Activities

The Agency's net position increased by \$386,254 from (\$1,366,312) to (\$980,058) primarily due to the decrease in long-term debt.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Statement of Activities for the Year Ended June 30, 2016:

Table 2
Governmental Activities For Fiscal Year Ending

	<u>2015</u>	<u>2014</u>
REVENUES		
General revenues		
Taxes	\$ 449,950	\$ 525,218
Investment earnings	<u>2,300</u>	<u>2,432</u>
Total revenues	452,250	527,650
 EXPENSES		
Program	<u>130,903</u>	<u>162,549</u>
 Change in net position	321,347	365,101
Beginning net position	<u>(1,687,659)</u>	<u>(2,052,760)</u>
 Ending net position	<u>\$ (1,366,312)</u>	<u>\$ (1,687,659)</u>

Nearly all of the general revenue was tax increment funding. The remainder was from investment earnings.

Program expenses included \$47,969 for interest on long-term debt obligations.

BUDGETARY HIGHLIGHTS

One change was made from the original 2015-16 adopted General Fund budget, decreasing capital outlay and increasing transfers \$25,000 for additional debt service costs.

DEBT ADMINISTRATION

As of June 30, 2016, the Agency had \$1,604,528 of outstanding debt compared to \$1,991,910 in the prior year. The amount due within one year is \$397,430.. On July 22, 2008, the Agency sold \$3.4 million in bonds at 4.66 percent interest. The agency refinanced this debt in July 2013 at an interest rate of 2.53 percent, maturing June 2020.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

	<u>2016</u>	<u>2015</u>
Governmental		
Umpqua Bank	1,589,276	1,961,658
City of Brookings	<u>15,252</u>	<u>30,252</u>
	<u>\$ 1,604,528</u>	<u>\$ 1,991,910</u>

ECONOMIC FACTORS

Like all municipalities in Oregon, the Agency is operating under Measure 50, the tax limitation measure approved by voters on May 20, 1997. This measure rolled back assessed values to 1995-96 levels and effectively limited increased property tax revenues the City could anticipate in future years to a maximum of 3 percent, with permitted allowances for increasing valuations based on new construction and annexations. No substantive changes to the basic provisions of Measure 50 have been enacted during subsequent Oregon Legislative sessions.

As an urban renewal agency, the Agency receives tax increment revenues; calculated on the assessed value over the frozen base, which was set at the time the urban renewal district was formed. When the Agency completes projects, it is actually investing in itself; as the value of property increases in the district, the tax increment revenues increases.

REQUEST FOR INFORMATION

The Agency's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with the general overview of the Agency's finances and to demonstrate the Agency's accountability. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

Janell K. Howard, Finance and Human Resources Director
City of Brookings
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Brookings, OR 97415
(541) 469-2163
jhoward@brookings.or.us

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BASIC FINANCIAL STATEMENTS

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BROOKINGS URBAN RENEWAL AGENCY

STATEMENT OF NET POSITION

June 30, 2016

	Governmental Activities
<u>ASSETS</u>	
Cash and investments	\$ 581,545
Receivables	<u>44,577</u>
TOTAL ASSETS	<u>626,122</u>
<u>LIABILITIES</u>	
Accrued interest payable	1,652
Long-term obligations:	
Due within one year	397,430
Due in more than one year	<u>1,207,098</u>
TOTAL LIABILITIES	<u>1,606,180</u>
<u>NET POSITION (DEFICIT)</u>	
Unrestricted	<u><u>\$ (980,058)</u></u>

See accompanying notes

BROOKINGS URBAN RENEWAL AGENCY

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2016

	<u>Governmental Activities</u>
Program expenses	
General government	\$ 7,964
Interest on long-term obligations	<u>47,969</u>
 TOTAL PROGRAM EXPENSES	 <u>55,933</u>
 General revenues	
Property taxes, levied for debt service	439,174
Unrestricted investment earnings	<u>3,013</u>
 TOTAL GENERAL REVENUES	 <u>442,187</u>
 Change in net position	386,254
NET POSITION (DEFICIT) - beginning	<u>(1,366,312)</u>
 NET POSITION (DEFICIT) - ending	 <u><u>\$ (980,058)</u></u>

See accompanying notes

BROOKINGS URBAN RENEWAL AGENCY

BALANCE SHEET GOVERNMENTAL FUNDS June 30, 2016

	General	Debt Service	Totals
<u>ASSETS</u>			
Cash and investments	\$ 283,908	\$ 297,637	\$ 581,545
Receivables	<u>44,577</u>	<u>-</u>	<u>44,577</u>
 TOTAL ASSETS	 <u>\$ 328,485</u>	 <u>\$ 297,637</u>	 <u>\$ 626,122</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Unavailable revenue	<u>37,121</u>	<u>-</u>	<u>37,121</u>
<u>FUND BALANCES</u>			
Restricted for:			
Urban renewal projects	291,364	-	291,364
Debt service	<u>-</u>	<u>297,637</u>	<u>297,637</u>
 TOTAL FUND BALANCES	 <u>291,364</u>	 <u>297,637</u>	 589,001
 TOTAL DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	 <u>\$ 328,485</u>	 <u>\$ 297,637</u>	
 RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION			
<i>Amounts reported for governmental activities in the statement net position are different because:</i>			
Some liabilities are not due and payable in the current period and, therefore, are not reported in the funds.			(1,606,180)
Long-term assets which are not available for current-period expenditures are reported as unavailable revenue in the funds. However, such amounts are recognized as revenue in the government-wide financial statements			<u>37,121</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES			<u>\$ (980,058)</u>

See accompanying notes

BROOKINGS URBAN RENEWAL AGENCY**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2016**

	General	Debt Service	Totals
REVENUES			
Property taxes	\$ 442,562	\$ -	\$ 442,562
Interest	<u>2,151</u>	<u>862</u>	<u>3,013</u>
TOTAL REVENUES	<u>444,713</u>	<u>862</u>	<u>445,575</u>
EXPENDITURES			
Current			
General government	7,964	-	7,964
Debt service	<u>-</u>	<u>435,739</u>	<u>435,739</u>
TOTAL EXPENDITURES	<u>7,964</u>	<u>435,739</u>	<u>443,703</u>
Excess (deficiency) of revenues over expenditures	<u>436,749</u>	<u>(434,877)</u>	<u>1,872</u>
OTHER FINANCING SOURCES (USES)			
Transfer in	-	395,739	395,739
Transfer out	<u>(395,739)</u>	<u>-</u>	<u>(395,739)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(395,739)</u>	<u>395,739</u>	<u>-</u>
Net change in fund balances	41,010	(39,138)	1,872
Fund balances at beginning of year	<u>250,354</u>	<u>336,775</u>	<u>587,129</u>
Fund balances at end of year	<u>\$ 291,364</u>	<u>\$ 297,637</u>	<u>\$ 589,001</u>

See accompanying notes

BROOKINGS URBAN RENEWAL AGENCY

**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2016**

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ 1,872
--	----------

Amounts reported for governmental activities in the statement of activities are different because of the following:

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds as follows:

Taxes	(3,388)
-------	---------

Repayment of long-term obligations principal is an expenditure in the governmental funds, but the repayment reduces long-term obligations in the statement of net position.	387,382
---	---------

Interest accrued on long-term obligations is an expense on the statement of activities however only amounts actually paid are expenditures in the funds	<u>388</u>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 386,254</u>
---	-------------------

See accompanying notes

BROOKINGS URBAN RENEWAL AGENCY

**GENERAL (SPECIAL REVENUE) FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Budget			
	Original	Final	Actual	Variance
REVENUES				
Property taxes	\$ 478,201	\$ 478,201	\$ 442,562	\$ (35,639)
Interest	<u>500</u>	<u>500</u>	<u>2,151</u>	<u>1,651</u>
TOTAL REVENUES	<u>478,701</u>	<u>478,701</u>	<u>444,713</u>	<u>(33,988)</u>
EXPENDITURES				
Materials and services	70,000	70,000	7,964	62,036
Capital outlay	<u>367,962</u>	<u>342,962</u>	<u>-</u>	<u>342,962</u>
TOTAL EXPENDITURES	<u>437,962</u>	<u>412,962</u>	<u>7,964</u>	<u>404,998</u>
Excess (deficiency) of revenues over expenditures	40,739	65,739	436,749	371,010
OTHER FINANCING SOURCES (USES)				
Transfers out	<u>(380,739)</u>	<u>(405,739)</u>	<u>(395,739)</u>	<u>10,000</u>
Net change in fund balance	(340,000)	(340,000)	41,010	381,010
Fund balance at beginning of year	<u>340,000</u>	<u>340,000</u>	<u>250,354</u>	<u>(89,646)</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 291,364</u></u>	<u><u>\$ 291,364</u></u>

See accompanying notes

BROOKINGS URBAN RENEWAL AGENCY
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2016

1. Summary of significant accounting policies

A. Organization

The Agency, a component unit of the City of Brookings, was organized in July 2003 under ORS 457 and is a municipal corporation created by the City of Brookings to facilitate urban renewal within the boundaries of the City. The City Council serves as the governing body and is accountable for the fiscal matters of the Agency.

B. Urban renewal areas

Tax allocation bonds for urban renewal plan areas are authorized by state law to 1) "...eliminate and prevent the development or spread of urban blight and deterioration; and 2) encourage needed urban conservation and rehabilitation and provide for redevelopment of blighted or deteriorated areas."

Projects are financed in urban renewal plan areas as follows:

- The Agency (City Council) selects an urban renewal plan area and defines its boundaries.
- The County Assessor "freezes" the assessed value of property within the urban renewal area. This is referred to as the "frozen" value.
- Any increase in assessed value above the frozen value is called the "incremental value." The tax revenue generated by the tax rate times the incremental value is provided for use in paying the principal and interest on any indebtedness incurred to finance Urban Renewal Projects.
- Urban Renewal Tax Increment revenues are used to repay the indebtedness of the Agency. The proceeds of the indebtedness finance the Agency's activities.

As required by ORS 457.190(3)(a), the Agency has included in its current plan the maximum amount of indebtedness that may be issued or incurred under the plan in the amount of \$15,825,000.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

C. Basis of presentation, measurement focus, and basis of accounting

i. Government-wide financial statements

The statement of net position and the statement of activities display information about the Agency, including all of its financial activities. Governmental activities are financed primarily through property taxes and proceeds from borrowings.

The statement of activities presents a comparison between direct expenses and program revenues for the Agency's program. The Agency does not allocate indirect expenses. Program revenues include grants and contributions that are restricted to meeting operational requirements. Revenues that are not classified as program revenues, including property taxes, earnings on investments and the gain on sale of property, are presented as general revenues.

ii. Fund financial statements

The fund financial statements provide information about the Agency's funds. The emphasis of fund financial statements is on major funds, each displayed in a separate column.

The General Fund accounts for general administration of the Agency's urban renewal areas, for acquisition and rehabilitation of blighted and deteriorated areas within the designated urban renewal areas.

The Debt Service Fund accounts for repayment of debt incurred by the Agency.

iii. Measurement focus and basis of accounting

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Agency receives value without giving equal value in exchange, include property taxes, grants, entitlements and donations. On the accrual basis of accounting, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

C. Basis of presentation, measurement focus, and basis of accounting (continued)

iii. Measurement focus and basis of accounting (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Agency considers all revenues reported in the governmental funds to be available if they are collected within sixty days after year end. Property taxes and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments, which are recognized as expenditures to the extent they have been incurred. Capital asset acquisitions are reported as expenditures in the governmental funds and proceeds from general long-term debt are reported as other financing sources.

D. Equity classification

i. Government-wide statements

Equity is classified as net position and displayed in three components:

Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

In the government-wide financial statements when both restricted and unrestricted net position are available, unrestricted resources are used only after the restricted resources are depleted.

ii. Governmental fund type fund balance reporting

Governmental type fund balances are to be reported within the fund balance categories listed below:

Non-spendable — Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

D. Equity classification (continued)

ii. **Governmental fund type fund balance reporting (continued)**

Restricted — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed — Amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making authority for the City. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the City Council.

Assigned — Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The City Council has granted authority to the Administrative Services Director to assign fund balance amounts.

Unassigned — The residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Additionally, other funds may report negative unassigned fund balance in certain circumstances.

In the governmental fund financial statements, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Agency considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Agency considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the city council has provided otherwise in its commitment or assignment actions.

E. Budget policies and budgetary control

Generally, Oregon Local Budget Law requires annual budgets be adopted for all funds. The modified accrual basis of accounting is used for all budgets. All annual appropriations lapse at fiscal year end.

The Agency begins its budgeting process by appointing Budget Committee members in the fall of each year. Budget recommendations are developed by management through early spring, with the Budget Committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in May or June and the hearing is held in June. The governing body adopts the budget, makes appropriations, and declares the tax levy no later than June 30. Expenditure appropriations may not be legally overexpended.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

E. Budget policies and budgetary control (continued)

The resolution authorizing appropriations for each fund sets the level at which expenditures cannot legally exceed appropriations. The governing body established the levels of budgetary control at the personal services, materials and services, capital outlay, operating contingencies, debt service, and all other requirement levels for all funds.

Budget amounts shown in the financial statements have been revised since the original budget amounts were adopted. The governing body must authorize all appropriation transfers and supplementary budgetary appropriations.

F. Long-term obligations

In the government-wide financial statements' long-term obligations are reported as liabilities in the governmental activities' statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are deferred and amortized over the life of the bond.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

2. Deposits and investments

Investments are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments with a remaining maturity of more than one year, at the time of purchase are stated at fair value. Fair value is determined at the quoted market price, if available; otherwise the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

2. Deposits and investments (continued)

The Oregon State Treasury administers the LGIP. The LGIP is an unrated, open-ended, no-load, diversified portfolio offered to any agency, political subdivision or public corporation of the state who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the Agency's position in the LGIP is the same as the value of the pool shares.

Credit risk: Oregon statutes authorize the Agency to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool.

As of June 30, 2016, the Agency had the following investments:

	<u>Maturities</u>	<u>Fair Value</u>
State Treasurer's Investment Pool	N/A	\$ <u>488,014</u>

Interest Rate Risk: The Agency does not have a formal policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increases in interest rates.

Concentration of Credit Risk: The Agency does not have a formal policy that places a limit on the amount that may be invested in any one insurer.

Custodial Credit Risk – Investments: This is the risk that, in the event of the failure of a counterparty, the City will not be able to recover the value of its investments that are in the possession of an outside party. The City does not have a policy which limits the amount of investments that can be held by counterparties.

Custodial credit risk – Deposits: This is the risk that in the event of a bank failure, the Agency's deposits may not be returned. The Federal Depositary Insurance Corporation (FDIC) provides insurance for the Agency's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest bearing accounts and the aggregate of all interest bearing accounts at each institution. Deposits in excess of FDIC coverage with institutions participating in the Oregon Public Funds Collateralization Program are considered fully collateralized. As of June 30, 2015, \$79,595 of the Agency's bank balances were exposed to custodial risk.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

2. Deposits and investments (continued)

A. The Agency's deposits at June 30, 2016 are as follows:

Total investments	\$ 488,014
Deposits with financial institutions	<u>93,531</u>
Total deposits and investments	<u>\$ 581,545</u>

B. Cash and investments by fund:

General	\$ 283,908
Debt service	<u>297,637</u>
Total cash and investments	<u>\$ 581,545</u>

3. Receivables

A. The Agency's receivables at June 30, 2016 are shown below:

Property taxes	<u>\$ 44,577</u>
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B. Property taxes

i. Collection procedures

Taxes are levied on July 1 and are payable in three installments due November 15, February 15, and May 15. Curry County bills and collects property taxes for the Agency.

iii. Ensuing year's levy

The Agency will levy 100 percent of the amount of its authority under option one of ORS 457.435(2)(a) for the retirement of long-term obligations principal and interest without making a special levy in 2016-17.

The tax rate limit of \$10 per thousand of assessed value imposed by the Oregon Constitution is not expected to affect this levy.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

4. Unavailable revenue

Resources owned by the Agency, which are measurable, but not available, and therefore, unavailable in the funds, consist of the following:

Property taxes	<u>\$ 37,121</u>
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5. Long-term obligations

A. Transactions for the governmental activities for the year ended June 30, 2016 were as follows:

	Outstanding June 30, 2015	Additions	Reductions	Outstanding June 30, 2016	Balances Due Within One Year
Long-term debt obligations					
Loans					
City of Brookings	\$ 30,252	\$ -	\$ 15,000	\$ 15,252	\$ 15,252
Umpqua Bank	<u>1,961,658</u>	<u>-</u>	<u>372,382</u>	<u>1,589,276</u>	<u>382,178</u>
Total long-term debt obligations	<u>\$ 1,991,910</u>	<u>\$ -</u>	<u>\$ 387,382</u>	<u>\$ 1,604,528</u>	<u>\$ 397,430</u>

B. Governmental activities long-term debt obligations

City of Brookings – the Agency borrowed \$80,000 from the City of Brookings to purchase land which was subsequently sold. Payments are made in annual installments equal to the tax increment on the increased assessed value of the property which was sold. No interest is accrued or paid on the loan.

Umpqua Bank – The Agency borrowed \$2,685,000 to pay off the Urban Renewal Bonds previously issued. Semi-annual payments of \$210,370 include interest at 2.58 percent.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

5. Long-term obligations (continued)

C. Future matures of long-term obligations are as follows:

Fiscal Year	Umpqua Bank		City of Brookings*	Total	
	Principal	Interest	Principal	Principal	Interest
2017	\$ 382,178	\$ 38,562	\$ 15,252	\$ 397,430	\$ 38,562
2018	392,101	28,638	-	392,101	28,638
2019	402,283	18,456	-	402,283	18,456
2020	412,714	8,025	-	412,714	8,025
	<u>\$ 1,589,276</u>	<u>\$ 93,681</u>	<u>\$ 15,252</u>	<u>\$ 1,604,528</u>	<u>\$ 93,681</u>

* Estimated based on current tax increment

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INDIVIDUAL FUND SCHEDULE

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BROOKINGS URBAN RENEWAL AGENCY

**DEBT SERVICE FUND (MAJOR FUND)
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL
For the Year Ended June 30, 2016**

	Original and Final Budget	Actual	Variance
REVENUES			
Interest	\$ 200	\$ 862	\$ 662
EXPENDITURES			
Debt service	<u>445,739</u>	<u>435,739</u>	<u>10,000</u>
Excess (deficiency) of revenues over expenditures	(445,539)	(434,877)	10,662
OTHER FINANCING SOURCES (USES)			
Transfers in	<u>405,739</u>	<u>395,739</u>	<u>(10,000)</u>
Net change in fund balance	(39,800)	(39,138)	662
Fund balance at beginning of year	<u>345,000</u>	<u>336,775</u>	<u>(8,225)</u>
Fund balance at end of year	<u>\$ 305,200</u>	<u>\$ 297,637</u>	<u>\$ (7,563)</u>

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**INDEPENDENT AUDITOR'S REPORT REQUIRED BY
OREGON STATE REGULATIONS**

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INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Agency Officials
BROOKINGS URBAN RENEWAL AGENCY
Brookings, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the **BROOKINGS URBAN RENEWAL AGENCY** as of and for the year ended June 30, 2016 and have issued our report thereon dated November 30, 2016.

Compliance

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

**INDEPENDENT AUDITOR'S REPORT REQUIRED BY
OREGON STATE REGULATIONS (Continued)**

In connection with our testing nothing came to our attention that caused us to believe the Agency was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-240 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

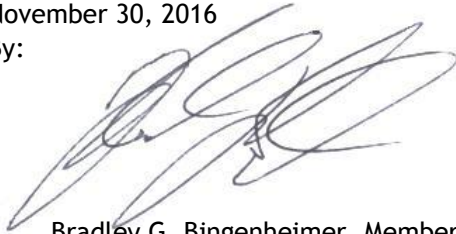
In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control. Deficiencies in internal control were communicated separately.

Restriction on Use

This report is intended solely for the information and use of the agency officials and management of BROOKINGS URBAN RENEWAL AGENCY and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon
November 30, 2016

By:

A handwritten signature in blue ink, appearing to read 'B. Bingenheimer', is written over a horizontal line.

Bradley G. Bingenheimer, Member