

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, December 12, 2015, 7:00pm

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

Council will meet in Executive Session at 6:15 PM in the City Manager's office under 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," under ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and under ORS 192.660(2)(f), "to consider information or records that are exempt by law."

A. Call to Order

B. Pledge of Allegiance

C. Swearing in of Elected Officials - Mayor Ron Hedenskog, Councilor Jake Pieper and Councilor Kelly McClain.

D. Roll Call

E. Ceremonies/Appointments/Announcements

1. Nomination and Council approval of Council President.
2. Appointment of Ron Strawther to the Planning Commission. [pg. 3]

F. Ordinances

1. Ordinance 15-O-742 adding Chapter 3.25, Motor Vehicle Fuel Sales Tax to the Brookings Municipal Code to be enacted upon voter approval of a local fuel tax in May. [City Manager, Advance Packet]

G. Oral Requests and Communications from the audience - Public Comments on non-agenda items – 5 minute limit per person.*

H. Staff Reports

1. Authorization to execute an agreement with Portland State University for a comprehensive annexation study and other associated actions. [City Manager, pg. 6]
 - a. Proposal [pg. 8]
 - b. Urban Growth Area map with Harbor Sanitary District boundaries [pg. 39]
2. Authorization to enter an agreement for the installation and operation of a carousel at Azalea Park. [City Manager, pg. 40]
 - a. Agreement [pg. 41]
3. Authorization to send a letter urging State Representative Krieger and State Senator Kruse to oppose language in two bills that would repeal the City's authority to establish standards for its Municipal Court and Court judge. [City Manager, pg. 46]
 - a. LC 2242 [pg. 50]
 - b. LC 2243 [pg. 54]

I. Consent Calendar

1. Approve Council minutes for December 8, 2014 [pg. 61]
2. Accept Planning Commission minutes for October 7, 2014 [pg. 65]
3. Accept Tourism Promotion Advisory minutes for November 20, 2014 [pg. 67]
4. Accept Public Art Committee minutes for October 20 & November 17, 2014. [pg.69]
5. Accept December 2014 Vouchers in the amount of \$331,395.68 [pg. 71]
6. Receive monthly financial report for November 2014 [pg. 75]

J. Remarks from Mayor and Councilors**K. Adjournment**

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

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



CITY OF BROOKINGS

DEC 2 2014

RECEIVED.....

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: RON STRAWTHER Date: 11-28-2014
Physical Address: 6977 LUCKY LAKE # 804
Mailing Address: SAME
Email Address: BABYANGUY1@YAHOO.COM Phone: 661-2357

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

1. Commission/Committee applying for:

	Composition (i)	Term (ii)
<input checked="" 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 (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee	TBD	TBD
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? 10 (yrs/mths)

Are you a City elector (registered voter)? ☒ Yes ☐ No

3. **UGB residents:** How long have you lived in the UGB?: 10 (yrs/mths)

4. **What is your current occupation?** Retired contractor - SALES

NOTES:

(i) *Membership requirements:*

- Resident and UGB status are determined by physical address.
- Residents must reside within the City limits.
- Electors are registered voters of the City of Brookings (verified by County Elections Officer)
- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at 541-469-1137 to determine if you are in the UGB).

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

(iii) *Other restrictions:*

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

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

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

CONTRACTOR SINCE 1979 - CA - OR - WA - HI
WALDOPEET, OR PLANNING COMMISSION
REAL ESTATE - VANCOUVER, WA

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

PRIOR OWNER OF 3 TRAIL STONES - NEWPORT -
NEWBERG - PRYSON, AZ
HABITAT FOR HUMANITY

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

I WANT TO BE A MIDDLE MAN - I KNOW
THE DEVELOPER WANTS ALL HE CAN GET -
THE ENVIRONMENTAL PEOPLE WANT NOONE
I WANT GROWTH BUT IN A WAY TO MAKE
THE CITY BEAUTIFUL AND PEOPLE PROUD

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

RONALD S. BRANTHOE
Applicant (print name)

[Signature]
Applicant's Signature

12/2/14
Date

DARIN TORRANCE
Witness (print name)

[Signature]
Witness's Signature

2-DEC-2014
Date

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

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

Commission and Committee contact information:

Planning Commission: 541-469-1135
Parks and Recreation Commission: 541-469-1103
Traffic Safety Committee: 541-469-1103


Public Art Committee: 541-469-1135
Budget Committee: 541-469-1123
Tourism Promotion Advisory Committee
541-469-1101

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 12, 2015

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Consulting Services for Comprehensive Annexation Study

Recommended Action:

1. Motion to authorize the City Manager to develop and execute an intergovernmental agreement with Portland State University for the development of an Urban Growth Area annexation study consistent with the proposal dated January 2, 2015.
2. Motion to authorize an expenditure of up to \$20,000 from City General Fund reserves in the current fiscal year to fund the aforementioned study.
3. Motion to request participation in funding the aforementioned study in the amount of \$5,000 from the Brookings Harbor Port District with the understanding that the \$5,000 annexation fee would be waived.
4. Motion to authorize the City Manager to continue to pursue \$20,000 in funding for the aforementioned study from the Oregon Department of Land Conservation and Development.

Financial Impact:

\$48,000 fee is not budgeted. The City Manager has submitted a pre-application for a \$10,000 grant from the Department of Land Conservation and Development (DLCD) to assist in funding this project. Staff has also approached DLCD concerning a possible second \$10,000 grant that would be available in fiscal 2015-16. Staff also recommends that, if the Port of Brookings Harbor contributes \$5,000 to this study, that the City would waive the annexation application fee for the Port District. Much of the information that would be obtained through this study would fulfill annexation application requirements associated with the possible annexation of Port-owned lands. It is anticipated that the cost of the study would be billed over two fiscal years, with about \$20,000 to be billed in the current fiscal year and \$28,000 in fiscal 2015-16.

Background/Discussion:

Among the items listed in the 2014 Strategic Plan is the item "Prepare annexation pros/cons and develop fiscal analysis." While staff possesses the expertise necessary to perform such a study internally, we do not have the capacity to undertake such a study given the workload of managing day-to-day affairs and other major projects. Additionally, we would need to retain services to gather assessed valuation data that is not currently available from the County Assessor's Office in a format needed for this analysis. The City Manager contacted several private consulting firms and received informal quotes for performing the work in the \$80-100,000 range, but none of those contacted ultimately submitted a proposal. The City Manager then solicited and received a proposal from the Center for Public Service at Portland State University to undertake a comprehensive study of the potential annexation of lands within the

Urban Growth Area (UGA) into the City of Brookings. This proposal was discussed at the December 1, 2014, City Council workshop. Based upon further discussion with PSU representatives following the workshop, a revised proposal that would be funded over two fiscal years was developed.

This study would examine a variety of issues dealing with the annexation of lands within the UGA, including the potential for service district mergers, property tax realignment, cost estimates/staff resources for providing services to newly annexed areas and infrastructure needs. The study would examine two alternative scenarios: 1) annexation of the Port District-owned property and 2) annexation of the area within the boundaries of the Harbor Sanitary District. While the area within the UGA is larger than that the aforementioned two areas, most of the urban population and developable lands are located within the two areas. Because the two areas are already defined for taxing purposes, data gathering on assessed valuation and the development of revenue estimates would be easier.

Annexation of all or portions of the UGA may be appropriate as the County financial situation continues to deteriorate, lessening the County's ability to provide urban services in the unincorporated area. This study would examine how the City could extend urban services into the UGA and how this would impact special service districts, City service delivery systems, revenues and tax rates. Staff believes that the City overall tax rate could be reduced if the City Limits were expanded whereby the City would be able to spread the cost of services such as law enforcement over a larger assessed value base.

The Portland State University Center for Public Service (PSUCPS) would utilize a team of experienced and knowledgeable senior fellows for this project and will utilize a Master's level graduate student to assist with research. Another advantage of using PSUCPS services is their reputation for performing study work in a truly independent and transparent manner. All work will be performed in accordance with State of Oregon public records laws and disclosure requirements.

PSUCPS has strong experience in local government and public safety assessment, cost analysis and organization reform consulting projects. For example, PSUCPS recently completed an analysis of fire and emergency services provided by the City of Gresham to the cities of Fairview, Troutdale and Wood Village

If work were to begin in February, a final project report would be available for City Council and public review by October 31, 2015.

Attachment(s):

Proposal for Consulting Services.

Urban Growth Area map with Harbor Sanitary District boundaries.

**A Proposal to
Establish Consulting Services with the City of Brookings, Oregon
To Evaluate Two Alternatives to the Extension of City Services to
Unincorporated Lands in the Brookings Urban Growth Area (UGA)**

Submitted by:

Center for Public Service
Hatfield School of Government
Portland State University

Proposal Contact Information:

Portland State University (PSU)
Center for Public Service (CPS)

Dr. Kent Robinson
Senior Fellow
Center for Public Service
Hatfield School of Government
P.O. Box 751
Portland, Oregon 97207-0751

Email: robinsk@pdx.edu
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FAX: 503-725-5111

Date: Jan. 5, 2015

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Proposal Overview and Consulting Project Recommendation

The Portland State University (PSU) Center for Public Service (CPS) proposes to join with the City of Brookings (City) to assess the financial impacts, management opportunities and organizational implications of two hypothetical service consolidations in the Brookings Urban Growth Area (UGA). Recent community discussions, editorial opinions and statements by community leaders have all called for a stronger base of financial, tax revenue and service cost information to support discussions on possible service consolidations. This proposal outlines a consulting package that would develop the needed information. The results of the proposed study should assist the City and the community to better define issues, structure discussions, clarify facts, identify new creative options for governance and service delivery, and support future public processes and decisions.

For this project, the City has requested that CPS develop a factual base of taxation, financial, planning and organizational information. The City has also requested that CPS examine a hypothetical annexation scenario of Port of Brookings-owned buildings and lots; and a hypothetical annexation scenario of lands in the Harbor Sanitary District. The City has also requested an analysis of property tax assessed values for lands that cover the full Brookings UGA. These analyses mark a starting point for further community discussions on government configurations and service delivery.

CPS recommends the following consulting services to meet the above project goals:

- Review of Oregon statutes, regulations and procedures on property tax rate adjustments during annexations, jurisdiction mergers and jurisdiction consolidations.
- Assess, and if possible update, population and demographic statistics and forecasts of the City, the Port and Harbor Service Districts; prepare geographic information system (GIS) base maps.
- From the Curry County Assessor's Office, obtain tax maps and property assessment data for the Port of Brookings and Harbor Sanitary District areas. Clean and prepare the data, and then perform basic tabular, statistical and computational analysis.
- Clarify the current program content and level of service for each City service. Develop the operational costs of production for each service, and develop cost and service delivery ratios on which to base extension of services.
- Outline capital infrastructure capacity and service levels, and determine major costs for construction, reconstruction of new infrastructure.
- Develop a hypothetical scenario describing the annexation of Port of Brookings-owned buildings and parcels into the City.
- Develop a hypothetical scenario describing the annexation of lands in of the Harbor Sanitary District into the City.
- Based on the project analysis and alternatives, develop recommendations to guide future City decisions on service expansion.
- From Curry County Assessor data, develop **an approximation** of the assessed property value in the unincorporated areas of the Brookings UGA.
- Prepare a final written report and slide presentation of the project analysis, findings and recommendations.

For its contribution to the proposed project, the City would actively:

- Make available staff members for extended interviews and collaboration by email, phone calls, video-conferences and in-person interviews;
- Encourage CPS access to City elected officials;
- Support CPS access to Curry County officials, Port and special district officials, and other non-City parties;
- Provide guidance on issue definition, problem formulation and assumption development;
- Provide technical information on land use planning agreements, policies and practices;
- Support and assist in the collection of service production cost and revenue data, central services and administrative costs, and City organization service capacity;
- Support CPS collection of data related to City and special district public works capital infrastructure, capital improvement plans (CIP), capital debt burden and schedules;
- If available, provide population forecasts, GIS data, GIS processing and map products;
- Provide meeting space, work space and internet access when CPS team members visit the City.

To accomplish these services, CPS proposes a **\$48,600** project that would provide data gathering and preparation, technical analysis and modeling services, communication and report preparation, and project management services. The work on the project would span **eight months tentatively beginning on March 1, 2015 and run through Oct. 31, 2015.**

Statement of Understanding of Issues

The City of Brookings, the Port of Brookings, the Harbor Water District, the Harbor Sanitary District, the Harbor Fire District and Curry County face the challenge of delivering basic municipal services to the residents and businesses in the south Curry County unincorporated areas. The limited capacity of the Curry County government to deliver services reinforces the importance of these local governments. Some form of joint management, jurisdiction consolidation or annexation may be an important step toward increasing responsiveness, lowering costs, and increasing the reliability of service delivery to City, Harbor and UGA residents.

A recent proposal before the Port of Brookings Commissioners to request the annexation of selected Port buildings and lands into the City of Brookings raised a high level of community concern over larger annexation proposals. Attendance at a recent City of Brookings Council work session further demonstrated the public concern and controversy over these issues. Beyond the technical issues, consolidation issues raise longstanding, deep-seated concerns of community identity, community self-determination, citizen control, trust in government, and potential tax increases. On the technical level, public discussions have felt inadequate because of a lack of tax assessment and valuation information, uncertainty over the costs of extending services and programs, and uncertainty over potential revenues to pay for service provision.

While the City and the other special districts often provide services outside of their formal boundaries, they typically do so as a courtesy or under mutual aid agreements. In many instances, the providing governments are never compensated fully for their services, neither is there any clear mechanism for them to recover costs. An underlying aspect of a consolidation issue is to identify which groups of citizens are receiving benefits, and which groups are paying a full or partial share for those services.

While the residents and businesses in the UGA may be unclear as to the composition and level of services they desire, the City and the neighboring special districts must by state law plan and prepare for the delivery of an urban level of services to future residents of the UGA. To respond to planning requirements, the City should establish a process for converting designated unincorporated lands in the UGA to urban status. The Curry County Comprehensive Plan calls for such a conversion to happen in an “orderly and well planned manner that considers the economic and environmental issues” (Curry Co. Comprehensive Plan 2009, 296; Appendix B below).

The proposed consulting project is designed to respond to the above concerns. The results of the study should raise understanding of the current situation of service delivery, costs, cost burden sharing and governance. The study process and its results will provide a numerical foundation on which to frame issues, to conduct public processes, and to support future decisions.

Governance and Revenue Context for the Project

The City of Brookings (City) on the southwest Oregon Coast serves a population of just over 6,300 residents and covers about 3.8 square miles. The City provides a full complement of services to its residents including: law enforcement; fire and emergency medical services; emergency preparedness; 911 dispatch; municipal court; planning and building services; water service, wastewater and sanitary sewer services, surface water management, and streets and utilities; economic development and urban renewal; and parks and recreation. The City has a permanent property Measure 50 tax rate of \$3.7630 per \$1,000 assessed value. The City services debt service bonds with a property tax levy of \$0.1948 per \$1,000 assessed value, for a total levy of \$3.9578. Portions of the City are structured into an Urban Renewal District. To support these programs, the City employs a permanent staff of 48 FTEs, with a supplemental seasonal staff of 10 FTEs.

The City area covers only a portion of the Brookings Urban Growth Area (UGA). Adjacent to the southern City boundary on the south side of the Chetco River, the Harbor CDP (Census Designated Place) includes about 2,400 residents (U.S. Census Fact Finder 2010 profile). The Harbor Sanitary District, Harbor Water District and the Harbor Fire Rural Fire Protection District provide services to urbanized areas of the southern UGA. The Water and Sanitary Districts derive their revenues from charges and fees for service. The Harbor Fire Districts levies a property tax rate of \$0.2332/ \$1,000 property value to fund its operations. The Port of Brookings provides transportation access and economic development services to the City and the Harbor District area. It charges a property tax rate of \$0.1316/ \$1,000. The proposed project would, in part, evaluate the impacts of hypothetical annexations and consolidations between the City, the Port, and the Water and Sanitary Districts.

The Curry County Sheriff provides a minimal level of law enforcement service to the unincorporated UGA. The City of Brookings Police Department provides courtesy response and mutual aid support to unincorporated areas outside of the City boundaries to cover the limited capacity of the Sheriff and the Oregon State Police.

As a context for the service situation, Curry County has faced steep challenges generating sufficient revenues to fund services. Historically, the county received substantial payments related to the harvest of timber from federal lands in the county. These payments began to decline in the mid-1990's. After enactment of the federal Secure Rural Schools Act in 2000 and several extensions of it thereafter, payments to southwest Oregon counties, including Curry, have declined steadily. This decline has resulted in greatly reduced general fund and road fund revenues to the County (Curry County Budget Message 2014).

In addition to declining federal payments, property taxes generate a minimal amount of revenue to the County. The County Measure 50 permanent rate of \$0.05996 per \$1,000 assessed value of property is the second lowest county government rate in the state. The total Curry County budget has fallen by over \$18 million between fiscal 2010/2011 (\$75.6 million) and fiscal 2014/2015 (\$57.3 million). As a result of this decline, the County has transitioned many of its public health functions to a private nonprofit. It has also dipped into General Fund reserves and the County Road fund to fund the Sheriff's Patrol and dispatch (Oregon SB 496, 2013). Curry County voters have rejected supplemental property tax levies for law enforcement and corrections/ jail services numerous times. Curry County voters most recently rejected a levy ballot measure on Sept. 16, 2014. The levy would have provided supplemental levy revenue of about \$1.6 million. The County continues to face declining budget reserves and employees leaving a shrinking, unstable county government organization.

With the severe decline in Curry County service capacity, the City and the other south County service districts provide the foundation for local public services. For law enforcement, fire, and emergency medical services, cooperative agreements and mutual aid agreements are currently providing a means to extend City services response beyond City boundaries. These agreements, however, often fail to allocate fairly and fully the costs and benefits of services between City and UGA residents.

References Cited in the Above Three Sections:

City of Brookings. 2014. "Chapter 17.12 Establishment of Zoning Districts and Zoning Map" and "Chapter 17.168 Public Facilities Improvement Standards and Criteria for Utilities" and "Chapter 17.144 Annexation."

Curry County Budget Message. 2014. "Budget Message for Curry County, Oregon Fiscal Year 2014-2015." Brookings, Oregon.

Curry County Comprehensive Plan. 2009. Chapter 11; and Section 14.8 Plan Policies Regarding Urbanization." Pp. 294-298.
www.oregon.gov/LCD/OCMP/docs/Public_Notice/CurryCounty_CompPlan_EPS.pdf Accessed on Aug. 21, 2014.

U.S. Census. 2010. American Fact Finder Profile of General Population and Housing Characteristics 2010, Harbor CDP, Oregon. Accessed on Dec. 27, 2014 through <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml###>

Strategy to Respond to Issues

We have prepared this proposal and task analysis based on guidance from the City of Brookings leadership and public media reports. We recognize two main purposes for conducting this consulting study. These purposes structure the focus and content, depth and work products of this proposal. We also add a recommendation on limiting tasks addressing the full UGA.

First, the results from this project will provide basic information and data. We recognize that the study results will be extensively scrutinized, reviewed, used, and publicly discussed. This level of review demands the best available data, sound analysis to a high level of detail, and both a written and oral summation of project results. The proposed project should respond to this expected level of intense usage and controversy. To obtain this level of quality will require a strong financial commitment by the City. CPS would have concerns were the City to pursue a less detailed, cursory package. Performing the project and working through its processes will require the active support and participation of the City leaders and its staff.

Second, the results of this study will form an initial entry in the official public record on any land use actions by the City. The study process and its results will contribute to the strategic map used by the City on these issues. Subsequent strategic plans and individual land use actions will reference this document. Should the City Council elect to move forward on any land use action in the UGA, the study results could form part of the record of justification for a decision. The need to have the study results in the public record sets a requirement for a formal written report as a project product. Preparing a final written report takes extensive work time that increases the project cost substantially.

CPS recognizes the high cost of these studies, and that the cost can easily strain the financial resources of the City and community. We have worked to reduce costs and to involve student employees to the greatest degree possible, which helps to reduce task and project costs. We can also work with the City to allocate billing into the next fiscal year.

Because of the extensive number of property parcels within the UGA, we recommend that the project develop an approximation of the assessed value of property in the UGA based on tax map location relative to the UGB (Task 4-A). This level of refinement should provide a close approximation of assessed value in the UGA. Once completed, the approximation can serve as a foundation for future analysis and alternative development by CPS or another consultant. We recommend that the City defer the development and analysis of a scenario that would annex the full UGA, but we have included a preliminary task costing for that exercise in Appendix A below.

To meet these requirements, CPS recommends a project with five primary tasks as detailed in the chart below:

Primary Tasks	
Task 1: Preparatory Research and Investigation: Taxation and annexation law review, obtain assessment and valuation data, population forecast, identify GIS data and base maps	\$4,900
Task 2: Assessment of City and District Services: Service program component definition, service cost analysis and development of unit cost multipliers, capital infrastructure assessment and costs	\$14,300
Task 3: Development of alternative scenarios: 1. Annexation of Port of Brookings-owned buildings and lots; 2. Annexation of area within Harbor Sanitary District.	\$11,800
Task 4: Communications:	\$5,000
Task 5: Report and communications: Preparation of written final report, preparation of oral presentation, delivery of oral presentation	\$9,150
Materials & Supplies: Three trips travel, data and miscellaneous	\$3,450
Total Cost of Proposed Project	\$48,600

The following proposed Scope of Work analysis points out in detail how we would structure a project. Review of the task detail may point out areas where the City staff could take on task work to reduce the total cost.

CPS would be willing to provide presentation of interim results in early July and early September.

Proposed Scope of Work for a Consulting Project

CPS proposes the following project tasks and activities to respond to the City's situation and request for support. The strategy and intention of the project is to provide a high level of methodical and analytic rigor to the consolidation issues. The proposed project is divided into five major work tasks, and each work task is broken into sub-tasks. In some instances, a particular sub-task may provide a precursor or foundation for subsequent task work and products, which means that it cannot be omitted without compromising downstream tasks. During project execution, however, we expect to reorder the work tasks and activities to ensure efficient task accomplishment and a smooth flow of work.

Task 1: Start-up, Preliminary Research, Preparation & Data

Task 1-A Project Start-up, Identify and Research Oregon Annexation, Merger/ Consolidation & Permanent Tax Rate Statutes and Regulations

- Project start-up administrative.
- Pre-work meeting by electronic video teleconference.
- Consult with City planning staff on the Curry County/ City Management Agreement.
- Determine the data required for calculation of permanent rates and assessed value of the existing districts/city.
- Review Oregon statutes and regulations related to calculation of property tax.
- Clarify regulatory tax situations of annexation, merger and consolidation.
- Consult Oregon DOR and other annexation experts.

Sub-task cost: \$850

Task 1-B Identify Property Parcels in Unincorporated UGA Consult Curry County Assessor

- Consult with City representatives to **exactly define** potential annexed or merged services areas: Port of Brookings buildings and property; Harbor Sanitary District area.
- Define the assessor data available for the Port buildings and parcels and Harbor Sanitary District.
- Identify the format and content of tax maps and data record for each property parcel.
- Identify the total number of tax maps and data records/ parcels.
- Consult with assessor and obtain data.
- Clean, format and prepare data.
- Verify data with City staff, County assessor, other external experts and other data.

Sub-task Cost: \$1,350

Task 1-C: Population Forecasts, Prepare GIS data and base maps

- Consult with City representatives to define desired population timeframe and basis for alternative development: current population level and characteristics, or include a growth forecast.
- Assess population build out levels for Harbor Sanitary District and UGA.
- Consult with the PSU Population Research Center (PRC) for current population and demographic characteristics of the City, the Sanitary District, and the UGA unincorporated areas.
- Consult with Population Research Center for population and demographic forecasts.
- Clarify GIS data available, purchase data if necessary.
- Prepare GIS base maps for the City, the Port, and the Harbor Sanitary District.

- Write draft report section on population and GIS.

Sub-task Cost: \$2,700

Task 1 Total Cost: \$4,900

Task 2: Assessment of Current City Services: Identification of Program Service Components, Cost Analysis, Cost Multipliers

Task 2-A Define the City of Brookings services for potential extension

- Consult with the City Manager and department directors to identify all program component services provided by the City.
- Identify for each program service component, the level or standard of service delivered. Define unit measures for service standards and outputs.
- Identify and define the FTEs assigned to each program service.
- Identify administrative and central services cost centers and allocated costs to programs.
- Obtain data for annual program accomplishment in outputs and outcomes for each service at current levels and standards.
- For each program component service, identify available budget and performance cost data, and where necessary identify external comparative cost data.
- Define current organizational and program capacity levels (quantitative and qualitative).
- For each service, identify and describe marginal potential to extend new capacity.
- Draft initial written report chapter; define program services, current City service levels & standards.

Sub-task Cost: \$4,300

Task 2-B Compute Service Expansion Rates at City Service Levels and Standards

- Based on available budget and financial data compute gross cost per FTE for each identified City service at current service standard; place on per citizen basis.
- Extend/ build dataset entries for the Total Employer Cost of Compensation (TECC) model for a set of selected City positions. The TECC model allows a fair cost comparison between the City and other peer governments. Apply TECC estimates to refine FTE based units costs.
- As verification, or where more accurate and data is available from external sources, compute production-based unit costs; express cost on a standardized basis (e.g. per 1,000 citizens, per acre, per mile, per dwelling, per facility).
- Include central service fixed costs as a component of the unit cost. Estimate and review administrative, central services, and supplemental PERS costs at current service level.
- Where necessary use external sources to develop or refine total and unit cost estimates.
- Draft initial written report chapter.

Sub-task Cost: \$5,600

Note for Sub-task 2-B: This sub-task is written to reflect missing, inconsistent or poor data. The base strategy is to compute multipliers that could proportionally extend service costs to the new service areas. The primary approach to multipliers is to compute a cost

per FTE per citizen, based on the current City population. Where a production cost-based approach of cost per output is more refined, and data is available, the team would attempt to compute per citizen, per mile, per acre or other standardized base.

Task 2-C Assess Current UGA Service Standards and Levels; Identify Alternative Standards

- In the Harbor Sanitary District, define the current service standards and levels for each City program or component service.
- By program or service component, compare existing levels of services to the current City level.
- Consult with City and district staff to define any alternative desired/ preferred service standards and levels: higher and lower (e.g. current City, current County, current district zoning, ISO, etc.) for each program service (e.g. City/ Harbor Fire District).
- For each program service, adjust the cost/FTE/citizen ratios from Task 2-B to reflect higher or reduced service intensities to meet current City standards or desired standards.
- Consult with City directors and staff to define patterns of phased-in service standards and levels for selected program services.
- Draft initial written report chapter.

Sub-task Cost: \$1,300

Task 2-D Capital Investment Program (CIP) Infrastructure Investment to Attain City Standards

- Identify current City facilities strategic plans and any facilities expansion plans.
- For each facility type, assess current system capacity (City buildings and facilities, transportation, utility delivery systems infrastructure).
- Consult with City staff: Prepare outline of facilities plans to extend current City standards and service levels throughout the UGA and grouped by UGA sub-area.
- Consult with City staff: Prepare outline and budget of facilities expansion plans to cover Port buildings and lots, and the Sanitary district area to bring facilities to current City standards and service levels.
- Including by not limited to:
 - Sidewalks
 - Street lights
 - Roads by type and mile (highway, arterial, collector, residential, unpaved) (road prism, surface, traffic controls)
 - Water service: supply, treatment, storage and pressure, distribution mains, primary distribution
 - Water system reserve and pressure for fire service
 - Sanitary wastewater service: mains, primary collectors
 - Surface, Stormwater and nonpoint runoff: mains, collectors
 - City buildings and facilities
 - Public safety/ emergency command facilities
 - Parks and recreation facilities
 - IT Records and information technology systems
 - Communications and radio systems
 - Large equipment and vehicles: fire trucks, construction equipment
- Consult with the City staff to identify possible revenue sources (systems development charges, transportation development charges, road use fees, local improvement district (LID) property tax).
- Working with City staff, identify reduced standards and service levels for delayed phase-in options.
- Draft initial written report chapter.

Sub-task cost: \$3,100

Options and Notes for Sub-task 2D: This sub-task investigates the major infrastructure investments needed to bring the Port buildings and Sanitary District unincorporated areas up to City and urban use standards. This sub-task would stand as a precursor to a refined and detailed public facilities plan that would precede an annexation action (Curry County Comprehensive Plan Section 14.a, 296; Section 11.4, 223). This task will require extensive consultation with the City Public Works staff.

Task 2 Total Cost \$14,300

Task 3: Develop Two Hypothetical Alternative Scenarios

Task 3-A: Hypothetical Alternative Scenario to Annex Port of Brookings-owned Properties

- For a Port District annexation, identify and clarify the tax map parcels, rental client business assessed values. Tie to task 1-C.
- Develop a hypothetical annexation scenario extending current City service levels to the Port District buildings and lots.
- Forecast and apply City all program and service component unit costs and ratios to extend services to Port District area.
- Identify and cost any transfer of existing infrastructure and debt assumption from existing districts to the City.
- Identify any county or service districts capital infrastructure and equipment inventory, depreciation and debt service schedules.
- Based on previous consultations with the City (sub-task 2-D), outline and forecast the major long-term capital investment requirements; develop approximate CIP estimated costs to extend infrastructure to the annexed Port buildings and lots.
- Develop and forecast program service costs and potential revenues, especially property tax and fees. Base the service, cost and revenue analysis on the City's permanent tax rate, current City service standards, and City per FTE and per unit cost multipliers. Compute revenues based on an annexation at City permanent rate.
- Prepare GIS maps by sub-area alternative; configure data.
- Draft initial written report chapter describing each hypothetical alternative scenario.

Sub-task cost: \$5,800

Note: Preparation of this scenario assumes that the Curry County Assessor has determined real market property values for Port buildings and lands even though the taxable values are zero as government properties. Our initial review indicated that the real market values are available. If these values are not available or partial, we will carry the analysis as far as possible.

Task 3-B: Hypothetical Alternative Scenario to Annex Area within the Harbor Sanitary District

- Develop an annexation scenario that would bring lands in the Harbor Sanitary District area into the City.
- Identify the annexation boundaries, tax code area, tax maps, population, service units and service acreage, and taxable values.
- Consult with City representatives on the strategy, approach and level of services extended to the Sanitary District.
- Apply City program O&M service unit costs and ratios (from Tasks 2-B and 2-C) to annexed area at current or revised levels and intensity of service; determine total cost of services.
- Identify and cost any transfer of existing infrastructure.
- Identify any county or service district existing debt and debt service requirements.
- Based on previous consultations with the City (sub-task 2-D), outline and forecast long-term capital investment requirements; develop major CIP estimated costs to extend infrastructure to the lands in the Sanitary District.
- Identify any county or service districts capital infrastructure and equipment inventory and depreciation schedule.
- Identify and cost any transfer of existing infrastructure and debt assumption from district to City.
- Base the service, cost and revenue analysis on the City's permanent tax rate, current City service standards, and City per FTE and per unit cost multipliers
- Develop and forecast program service costs and potential revenues, especially property tax and fees.
- Forecast revenues: Compute revenues based on an annexation at City permanent rate; compare to existing district tax rates.
- Consider Oregon law (Task 1-B) whether a district merger or consolidation is appropriate.
- Prepare GIS maps by sub-area alternative; configure data.
- Draft initial written report chapter describing each hypothetical alternative scenario.

Sub-task cost: \$6,000

Task 3 Total Cost \$ 11,800

Task 4: Identify and Approximate Property Tax Assessed Values for the Full Brookings Urban Growth Area (UGA).

Task 4-A: Full Coverage of UGA, Identify and Approximate Assessed Property Values

- Define the assessment data available for UGA unincorporated area. Identify from about 135 applicable tax maps, tax code areas, survey sections and relevant parcels. Learn fine points of Assessor GIS.
- Identify form and content of assessment data record. Include: tax map, lot/parcel, property ID, survey section location, state & county property class, levy, RMV, RMV special land use, MAV, acreage, tax code area, location, property ID.
- Consult with and place order with assessor; obtain data for the relevant sections of Township & Ranges 4013, 4014, 4114, 4113.
- Clean, format and prepare data.
- To cover full UGA, identify & remove non-overlapping incorporated and special district areas. Identify assessed values and tax revenues. E.g. sort data by tax code areas.
- **Develop an APPROXIMATION of UGA assessment values** based on the tax map level of refinement.
- Based on tax map and where possible parcel flags, establish a UGA hypothetical district assessment boundary, real market values and assessed value totals. Perform Excel analysis and computations.
- Compute potential property tax revenues based on City permanent rate.
- Verify data with external expert sources and other datasets.
- Draft report appendix on data management and methodology.
- Consult with Curry County planning and assessor to obtain total and sub-area acreages of the UGA. Consult with PSU Pop Research Center to obtain current population and population density of UGA.

Sub-task cost \$5,000

Task 4 Total Cost \$5,000

Note on Task 4-A: Completion of Task 4-A will provide currently unavailable, critical information that provides the foundation for a subsequent analysis to develop a hypothetical scenario to annex the full Urban Growth Area into the City. No existing tax district matches the boundaries of the full UGA, and this analysis would approximately cover that area.

Full UGA Analysis: Development of an alternative to annex and extend City service to the full UGA is a very large and complex analysis. We estimate the cost at nearly \$14,500. We suggest that the City defer this work task (Task 4-B) to a separate project, or as a phase two for this project. We have included a preliminary task and activity analysis in the Appendix A (below) of this proposal for UGA alternative development.

Task 5: Prepare Written Report and Oral Presentations

Task 5-A: Prepare Draft Report

- Work with City representatives to define chapters in final report.
- Prepare Draft Executive Summary and front matter.
- Prepare draft report chapters of political and administrative situation and problem statements.
- Prepare draft report chapter on methodology.
- Prepare draft report chapter on City current capacity, costs structure, unit costs and multipliers, levels of service; integrate previous draft chapters.
- Prepare draft report chapter describing the two alternative scenarios by feature and criteria; integrate draft text from previous project tasks listed above.
- Prepare draft report chapter on evaluation, comparison and discussion of alternatives.
- Prepare draft report chapter on political perspectives and citizen concerns, integrate previous drafts.
- Prepare draft report recommendations to City Council.
- Prepare draft report appendices and back matter.

Sub-task cost \$5,850

Task 5-B Finalize Written Report, Prepare Oral Presentation, Project Closure

- Disperse draft report to City representatives, reviewers and editor.
- Prepare draft presentation Power Point slides.
- Teleconference presentation of draft slide presentation to City representatives for comments.
- Finalize slide presentation.
- Finalize written report.
- Deliver written report.
- Present slide presentation to City Council.
- Project closure and final billing.

Sub-task cost \$3,300

Task 5 Total Cost \$9,150

Total Project Task Cost \$45,150

Difficulties that Could Impact the Proposed Scope of Work

The proposed scope of work relies heavily on assessment and location data from the Curry County Assessor. While this type of data usually follows a standard content and format, we are currently investigating the availability, quality and format of needed data with the Assessor. We may face issues of unavailable, inconsistent or mis-formatted data, which if severe enough could delay work task completion.

Population data and population forecasts for the unincorporated areas and the special districts may be unavailable or difficult to develop. We will consult with the Portland State University Population Research Center to obtain the best available estimates.

We have not explored the availability of geographic information (GIS) system data and data map files. We will need to explore this with Curry County. This data will be critical to constructing maps depicting the different alternative scenarios.

Additionally, the budget and financial, and call for service data maintained by the City and by other jurisdictions may be limited in refinement and accuracy. Most small city governments do not collect and maintained refined program performance and cost data. Available data is typically limited to the annual budget and CAFR report. A lack of refined financial and production data may require CPS to approximate and apportion in developing estimates for total costs, unit costs and multipliers, and performance measures. Data limitations may constrain our ability to separate out refined cost differences for specific program service components and between the City, the districts, and other reference peer jurisdictions.

Personnel and Budget

To accomplish the proposed project, CPS recommends the following resources:

Position	Hours	Rate	Charge
CPS Senior Fellow/ Project Leader	92.75	\$180/hr	\$16,695
CPS Fellow or Doctoral Graduate Student	321	\$42/hr	\$13,482
Masters-level Graduate Student	426	\$32/hr	\$13,632
PSU Supporting Faculty (Population Research Center & GIS)	14	\$95/hr	\$1,330
Travel, Data purchase,			\$ 3,456
Total Hours/ Charge	853.75		\$48,595

All administrative costs are included in the per hour rates.

To fulfill its educational mission, CPS will also hire and actively involve several graduate students on the project work team. Through their participation on the project team, the students will gain insight into local government programs and procedures, enhance their professional skill levels beyond the classroom level, and gain experience in acting as consultants.

Proposed Work Schedule

The project work would begin March 1, 2015 and run through Oct. 31, 2015.

Proposed Contractual Provisions and Billing Flexibility

CPS proposes that an agreement between the City of Brookings and Portland State University be structured as an intergovernmental agreement for consulting services. All work for the contract would be performed under the State of Oregon public records laws and disclosure requirements and under City of Brookings public information ordinances and regulations.

We recognize the proposed project cost may exceed the City's available resources for fiscal 2014-2015. If necessary, CPS business managers can work with the City to shift a substantial portion of the project billing into the next fiscal year.

Qualifications of the PSU Center for Public Service (CPS)

The Center for Public Service is a unit of the Hatfield School of Government within the College of Urban and Public Affairs at Portland State University. The Hatfield School of Government is Oregon's primary provider of advanced education and research services in Criminal Justice, Public Administration, and Political Science. Within the Hatfield School, the Center for Public Service serves as a bridge between the faculty and students of the Hatfield School, and local governments, nonprofits and the public in the Portland-Salem-Vancouver, Washington region. The Center provides advanced professional education services, training and technology transfer services, and consulting services to clients in the region. CPS consulting services draw on the extensive expertise of the Hatfield School faculty and from a group of senior fellows with expertise in local, state and federal administration. Portland State University is an Oregon state agency able to enter into inter-governmental agreements.

The Center for Public Service (CPS) has strong experience in local government and public safety assessment, cost analysis, and organization reform consulting projects. A CPS recently completed (February 2014) an analysis of the fire and emergency service provided by the City of Gresham to the Cities of Fairview, Troutdale and Wood Village (total budget \$35,400). The Three Cities initially were focused on developing shared services and increasing consolidation for a variety of city services, but the cities focused on fire and emergency services as their highest priority. Much like the proposed project, the CPS team analyzed service demand and delivery by individual jurisdiction and to a hypothetical unified service area. The team considered the potential revenues through the property tax environment for a Three Cities combined service area. Similar to the proposed project, CPS was required to develop a range of service delivery options. These options ranged from a professional, 4-person crew, to alternative station configurations, rapid response vehicles, and different service providers for fire and emergency medical services. The final report for this study and the final Power Point presentation are posted at:

<http://www.pdx.edu/cps/profile/three-cities-fire-and-emergency-services-project>
http://www.slideshare.net/psu_cps/psu-fire-ems-council-presentation-handout-3-414

The Three Cities project provides much of the strategic approach we would take for the proposed project.

References:

Bill Peterson: Wood Village City Manager: billp@wood-village.or.us

Craig Nelson: Fairview City Manager: nelsons@fairview.or.us

Craig Ward: Troutdale City Manager: craig.ward@troutdaleoregon.gov

Qualifications of CPS Team Members

CPS has assembled a small team of experienced and knowledgeable of senior fellows for this project. The senior team members will provide: project administration, coordination and team management skills; technical expertise in organizational, financial, numerical and policy analysis; interviewing skills; oral presentation skills; and mentoring of a graduate student team member. Senior team members include:

- Kent Robinson, PhD, CPS Senior Fellow and Adjunct Associate Professor in Public Administration at PSU
- Bob Winthrop, CPS Senior Fellow
- Phil Keisling, CPS Director

CPS senior team members bring extensive experience to this type of project. Kent Robinson recently acted as team leader on a fire and emergency medical services system assessment and service alternative development project for the cities of Fairview, Troutdale and Wood Village. Bob Winthrop has extensive experience in local government financial and cost analysis for public safety services. The CPS team will also have access the faculty expertise at Portland State. This expertise includes specialists in local government, public safety and police services, public finance, geographic information systems, and analytic techniques. Portland State also supports the team through its library, access to technical journals, and information technology.

To fulfill its educational mission, CPS will also hire and actively involve a Masters level graduate student on the project work team. Through his or her participation on the project team, the student will gain insight into local government programs and procedures, enhance his or her professional skill level beyond the classroom level, and gain experience in acting as a consultant. We include the resume of Molly Luetzgerodt as representative of the type of graduate student that would be employed on the project.

Detailed resumes for team members are located in Appendix C below.

Appendix A: Task Costing for Full UGA Annexation Alternative

Task 4-B: Develop and Cost a UGA Full Annexation Scenario

This complex alternative would extend City services to the full Brookings UGA including the areas currently served by special districts (e.g. Harbor Water, Harbor Sanitary and Harbor Fire). We have costed out this alternative to cover the full UGA; however, the full area could be broken into geographic sub-areas. The property tax valuation exercise in Task 4-A could be adjusted to include variable that would break the UGA into component sub-areas.

- Consult with City to define sub-UGA service areas (neighborhoods) contiguous with City and within UGB; identify any reduced level service areas; identify the current population and service acreage for each sub area.
- Develop hypothetical annexation scenarios for each sub-area and combined for full UGA, at **current population, and defined full O&M and reduced service levels. Outline service program and levels for all city services based on level of service criteria.**
- Based on FTE, per population, per acre, per miles and other unit cost multipliers, develop and forecast program service costs.
- Identify and cost any transfer of existing infrastructure/ major equipment (e.g. fire trucks) from existing districts.
- Based on previous consultations with the City, forecast long-term capital investment requirements; Develop CIP costs to extend infrastructure to sub-areas and in total.
- Prepare GIS maps detailing sub-areas and full UGA
- Based on annexation of full UGA assess potential property tax revenues based on City permanent rate. Adjust per any merger, consolidation apportioned rate.
- Reconcile current city organization and capacity with program requirements at full annexation of UGA.
- Draft initial written report chapter

Sub-task cost: \$14,444

Task 4-B Total Cost \$14,444

Appendix B: Statement of Understanding: Land Use Planning Context and Issues

The Curry County Comprehensive Plan (Curry County Comprehensive Plan 2009) defines the relationship between the County and the City regarding the urban growth boundary (UGB) and the conversion of urbanizable land within the urban growth area (UGA) to urban uses (Chapter 11 –Public Facilities and Services, 217-231). Also in Chapter 14 (294-298), the Comprehensive Plan defines the County role relative to UGB changes to include:

3. Curry County recognizes the urban growth boundaries of Port Orford, Gold Beach and Brookings and the mutually adopted Management Agreements for these areas.
4. The county will work to coordinate with the respective cities with regard to land use decisions affecting the urban growth areas.
8. Curry County has zoned lands located within the various urban growth areas for urban use and these urban use zones shall not be applied to lands lying outside of the defined urban growth boundary; however, the county may zone lands with an urban growth boundary with rural zoning designations on an interim basis until public facilities are available to allow development to urban use. (Amended by Ordinance 01-01, adopted January 22, 2001).
14. With regard to the Brookings UGB, the city and county agree that the conversion of land from urbanizable to urban within the UGA must occur in an orderly and well planned manner that considers the economic and environmental issues identified as part of the UGB amendment. With that interest in mind, the following policies are agreed to and incorporated into the comprehensive plan:
 - a. Until a public facilities plan is adopted, no land will be rezoned from the existing designation to an urban land use designation. Uses shall be permitted to develop under current county plan and zoning designations in the same manner that they were permitted prior to being included within the UGB.

While other elements of the Curry County Comprehensive plan have bearing on conversion of lands within the UGA, these provisions define county prerequisites for rezoning. Alternate scenarios developed by the proposed consulting project would need to assess current infrastructure and services, consider future demand for infrastructure and services, in order to respond to the above criteria. Alternative scenarios could also consider the phased development of infrastructure and services, and the use of local improvement districts to expand water, sanitary, transportation, and other City services in a metered manner.

In complement to the Curry County Comprehensive Plan, the City of Brookings Code, Chapter 17.144 provides ordinances related to the annexation of lands into the City area.

Appendix C: Team Member Resumes

Kent S. Robinson, PhD

Email: robinsk@pdx.edu, krobinphd@gmail.com

Office: Urban Center 570T

Cell: 503-939-0550

Fax: 503-725-5111

Website: LinkedIn: <http://www.linkedin.com/pub/kent-robinson/14/561/b94>

Recent Positions and Projects

Project Manager Gresham City Council Leadership Systems Project, Portland State University Center for Public Service (CPS). April 2014 to Present. This small consulting project provided a performance review of the City of Gresham, Oregon city council planning, agenda, and executive control systems. Ensured completion of a contract for service, coordinated a guest senior fellow, faculty, and two masters-level graduate students. Data collection included existing records and files, and interviews of the mayor, several city counselors, the deputy city manager, and the public works director. Currently completing a draft slide presentation, which when completed will stand as the final product for the project.

Project Manager Three Cities Fire and Emergency Service Project, Portland State University Center for Public Service (CPS), March 2013 to February 2014. This project provided a comprehensive service demand and risk review, financial assessment, and program alternatives for fire and emergency medical services as purchased by the cities of Fairview, Troutdale and Wood Village, Oregon. Contributed a major role in proposal preparation, team development and graduate student hiring, project work planning, task management and team coordination, presentation preparation, policy and alternative development, and final report preparation. Provided expertise on property tax revenues and limitations, computed the fire and emergency medical service demand risk analysis for the unified Three Cities service area.

Lead Author of a Team of Four Authoring a New Textbook on Local Public Budgeting. Book will be released in late August 2014. *Budgeting for Local Governments and Communities*, provides a first-course text in public budgeting and finance for graduate students in public administration and nonprofit management. The text covers governance theory, revenues and forecasting, budget process planning, budget formats and department requests, basic fund accounting, organization budget development, overview of capital budgeting, and financial reporting. We place primary emphasis on local government budgeting, and extend basic concepts to nonprofit organizations and integrated community budgeting.

Key Positions

- Senior Fellow in the Center for Public Service (CPS) and Adjunct Assistant Professor in Public Administration, Portland State University. Sept. 2011 to Present.
- Assistant Professor (tenure track), Seattle University, Institute of Public Service, Seattle, Washington. September 2005 to August 2010.
- Policy and Programs Analyst, American Forest & Paper Association (AF&PA). Washington D.C. Oct. 1987 to June 1995.
- Forestry Technician. Boise Cascade Corporation, Seaside, OR, Summers 1977 & 1978.

Education

- Ph.D. Public Administration & Policy, Portland State University, 1996-2004
- M.S. Forest and Wood Sciences, Colorado State University, 1984-1987
- B.S. Forest Management, Oregon State University, 1974-1979

EDUCATION

New York University

Robert F. Wagner Graduate School of Public Service, MPA.

Specialization: Finance. Capstone project: Determinants of the Role of State Governments in the Financing of Primary and Secondary Education from 1970 to 1990.
Public Service Fellow

University of Wisconsin - Madison

Bachelor of Science. Double major: Political science and mathematics. Alworth (5-year) & R.O.T.C. scholarships

ADDITIONAL EXPERIENCE

2009 – Present **The Public Strategies Group**

Member, Public Strategies Group Network. Analyzed, researched and wrote sections for a report identifying new approaches to solving budget problems for the State of Minnesota.

1998 – 2001 **New York University Robert F. Wagner Graduate School of Public Service**

Adjunct Lecturer in Public Finance. Taught a course on financial management of public sector organizations that included both financial and managerial accounting.

1997 – 2004 **United States Army Reserve**

Major, Finance Corps. As commander of the 7th Finance Detachment in New York City from 1997 to 2000 oversaw the increase in unit strength from 23 members to 33 members. Led two successful deployments to Germany for annual training. Received the top evaluation rating from a General officer.

OTHER

President, Congregation Beth Israel Brotherhood (2011 – present)

Advisor, National Government Finance Officers Association Committee on Governmental Budget and Fiscal Policy (2006 – 2009)

Member, City of Minneapolis Development Finance Committee (2005–2009)

Parent Member, Burroughs Community School, Site Council (2008–2009)

Member, St. Paul Area Chamber of Commerce Fiscal Policy Committee (2004 – 2009, Chair 2007)

Member, Citizens League Transportation & Policy Advisory Committees (2002 – 2009)

Director, Minnesota Institute of Public Finance (2001– 2006)

Publications: “The Business Optimization Task Force Model” (April 2012), “Determining the Cost of Vacancies in Baltimore” (June 2009) and “Making an Argument for Police Enforcement Costs: The St. Paul Fee Study Experience” (October 2008); *Government Finance Review*, Government Finance Officers Association, Chicago.

References available upon request

PHIL KEISLING

Director, Center for Public Service – Mark O. Hatfield School of Government

Portland State University

503-725-8168 keisling@pdx.edu

CAREER HIGHLIGHTS: Proven research capabilities, demonstrated leadership and management success in both the public and private sectors; excellent writing and public speaking skills; and proven fundraising and business development abilities. Highlights:

- 10 years as an Oregon State elected official (Member, Oregon House of Representatives; Oregon Secretary of State (Lieutenant Governor);
- 6 years as a journalist and editor, in Oregon and Washington D.C.;
- 10 years as a corporate executive, responsible for new Business Development; Sales and Marketing initiatives; and the management of a \$10 million, 100 employee business unit;
- Extensive fund-raising experience, personally raising over \$2 million for several election bids (Oregon State Representative and Secretary of State); three statewide ballot measure initiatives; and two non-profit organizations (Oregon Progress Forum and Oregon Public Affairs Network).

EXPERIENCE

2010-present: Mark O. Hatfield School of Government at Portland State University

As Director of the Center for Public Service, oversees more than a dozen separate programs serving local, state, federal government, and international organizations in the U.S. and several countries (including China, Japan, and Vietnam).

Specific programs and responsibilities include:

- October 2011 2nd International Conference on Government Performance Management and Leadership, with Lanzhou University
- Executive Master in Public Administration Program
- Executive Leadership Institute
- Institute for Non Profit Management

2000-2009 CorSource Technology Group (aka ProDX and Hepieric, Inc.)

Originally hired in 2000 to focus on business development; subsequently filled various roles of increasing responsibility. Highlights:

- 2000 – 2002: VP of Business Development. Responsible for identifying new prospects and clients for our IT staff augmentation and software project divisions. Despite the 2001-02 recession, efforts resulted in more than \$1.5

million in new, realized revenue from a variety of new clients including Claimsdesk.com; Pacificorp, State of Oregon, and Roseburg Forest Products.

- 2002-2006: VP and General Manager, ProDX unit. Responsible for managing 10 direct reports in Portland and Seattle (sales people and recruiters), and 60-100 contract employees deployed at more than 25 clients. In a highly competitive market, took an unprofitable, change-resistant organization with about \$8 million annualized revenue and 22% gross margin, and grew it to \$11 million (annualized), operating profitably at almost 30% gross margin.
- 2006-2009: Executive VP of Sales, Marketing, and Business Development. Business Development efforts (primary focus) yielded 31 new clients in 4 years, generating over \$4.1 million in realized revenue. Wrote and produced a wide range of marketing materials, including the company's first comprehensive annual report, numerous case studies, a new website, and collateral used in opening a new market in 2009 (California Bay area).

1991-1999 Oregon Secretary of State

Second-ranking elected official for state of Oregon. Appointed in 1991 and then elected in 1992 and re-elected in 1996. Highlights:

- Managed a 200-person agency responsible for a wide range of functions, including Elections; Audits; Archives; and Corporation divisions. Over 9-year period, significantly expanded service offerings and improved the quality of service, while consolidating functions and reducing staff by more than 10%;
- Expanded Oregon's Vote By Mail election system, administering the nation's first-ever U.S. Senate election held exclusively by mail (1996). Led the successful, voter-improved initiative in 1998 to institute Vote by Mail for all Oregon elections;
- Transformed the agency's Auditing function from having a near-exclusive emphasis on financial audits to greatly expanded performance auditing. More than 50 such performance audits revealed inefficiency and waste in a wide range of state programs.
- Oversaw several major e-Government" projects that used technology to increase the transparency, cost-effectiveness, and quality of agency services. These included moving the publication of administrative rules on-line, and the conversion of the state's mainframe "Business Registry" function to a web-accessible format to allow Oregonians to register businesses entities directly.

1989-91 Oregon State Representative

Elected in 1988 to represent House District 12 (portions of SE and SW Portland). Re-elected in 1990; resigned in January 1991 to become Secretary of State. Main legislative efforts included: chairing a special sub-committee that produced Oregon's nationally-recognized Toxic Use Reduction Act; sponsoring a wide range of education reform legislation; and securing permanent funding for Oregon's Youth Conservation Corps community service program.

1985-88 Staff Assistant and Press Secretary, House Speaker Vera Katz

Main policy efforts included education reform (creation of Oregon's first Mentor Teacher and Teacher Corps program); tax policy (including sales tax legislation); and various land

use/transportation issues (including an unsuccessful effort to relocate the inner eastside portion of 1-5).

1978-84 Reporter and Editor, Willamette Week (1978-81) and The Washington Monthly magazine (1982-84).

Researched and wrote more than 150 in-depth articles and essays on a wide range of state and national topics, including the state Legislature; education reform; entitlement programs; military spending; and the 1980 presidential campaign. Published work also included op-ed pieces in the *New York Times* and *Washington Post*, and two cover stories for *The New Republic* magazine.

Other experiences: Chief petitioner, Open primary ballot initiatives (2006 & 2008); chair, Oregon Progress Forum (1999-2003) and Oregon Public Affairs Network (2000-2006); founding Board member, Childsworld Preschool (1997-2005); speechwriter, Tom McCall for Governor (1978); page, Oregon State Senate and committee staff assistant to Sen. Ted Hallock (1975)

Education, Teaching Experience and Other Published Work:

- B.A., American Studies, Yale College, 1977
- Adjunct Instructor, 400-level seminar on Investigative Reporting, UO School of Journalism, Spring Quarter 1990
- Co editor (with Charles Peters) of Neoliberalism: A New Road for America, 1983 (Conference Proceedings)
- “The Role of Partisans in the Initiative Debate,” Willamette Law School Journal, Volume 34, winter 1998.

MOLLY K. LUETTGERODT

1550 Maple Street, Lake Oswego, Oregon 97034. 619.977.1247. Molly.Luettgerodt@gmail.com

A talented and driven public works professional specializing in project management, budgeting, procurement, human capital development, and strategic and operational planning for local government.

QUALITIES AND ABILITIES

- Respected among colleagues and executives as a motivated leader with enthusiasm, good judgment, and a big-picture vision.
- The ability to speak and translate the many “languages” of local government, effectively engaging with all specialties at all levels.
- Comfort under pressure in meeting deadlines and delivering high quality products for a heavy project workload.
- Fully integrated expertise in operational planning, budget management, and all phases of purchasing and contracting.
- Experience in hiring, training, supervising, and facilitating the disciplinary process for a diverse team of employees.
- Capable of affecting organizational change through crafting strategic plan goals, policies, and performance measures, composing standard operating procedures manuals, and representing my team in business process reengineering.
- Proven aptitude for clear and concise written communication and practiced in the arts of public speaking and negotiation.
- Proud to provide the highest quality customer service to the public and my partners inside and outside the organization.

EDUCATION

- Candidate for Master’s Degree in Public Administration – Local Government, Portland State University, 2013 – 2016
- Bachelor’s of Arts in Environmental Studies, Minor in Business Administration, University of San Diego, 2005, *cum laude*

PROFESSIONAL EXPERIENCE

Graduate Assistant, August 2014 – present

Center for Public Service, Portland State University

- OPPMA Project Manager: Fostered relationships through outreach and conference planning to further organizational objectives.
- Total Employer Cost of Compensation Study: Conducted cross-jurisdictional research to aid local agencies in fiscal optimization.

Management Audit Intern, September – December 2013

Audit Services Division, City of Portland, Oregon

- Conducted an independent performance audit of the City’s procurement practices, requiring design and implementation of research methodologies and crafting recommendations to improve compliance, efficiency, and effectiveness.

Land Use/Environmental Planner series, 2007 – 2013

Department of Public Works Environmental Services Unit, County of San Diego, CA

Professional Progression:

- Rose through the ranks from Land Use/Environmental Planner I, II, and III classifications in four short years.
- In 2012, became the youngest Department staff in the management classification when promoted to Planning Manager.

Achievements:

- Project management: led environmental analysis and obtained wetland and endangered species permits for controversial multi-million dollar capital and habitat restoration projects.
 - *Specialization:* State- and federally-funded transportation projects such as bridge replacement and road widening.
 - *Featured Project:* As Project Manager for the South Santa Fe Avenue Reconstruction Project, one of the largest, most complex, and most costly road projects undertaken by the County, I gained State approval of an Environmental Assessment covering over 100 property takes, environmental justice for minority and low income displacements, hazardous materials contamination, large-scale wetland impacts, unmitigable noise affects, a historic highway designation, railroad crossings, and cross-jurisdictional impacts spanning an unincorporated area and two cities.
- Budgeting and Financial Operations:
 - Assumed primary management of a \$2.2 million Division operating budget, including revenue development, long-term forecasting, and quarterly progress reporting to executive management.
 - Played a developmental role in the annual preparation of the Capital Improvement Program.
 - Administered day-to-day purchasing and financial operations via the enterprise resource planning system.
- Contracts: procured and managed 19 as-needed consultant contracts totaling \$10 million in annual capacity, including tracking utilization of disadvantaged business enterprises for meeting social equity goals.
- Directed administrative functions to improve office operations and efficiency:
 - continually sought out and nurtured business development opportunities for new revenue;
 - coordinated funded positions at federal and state agencies to expedite project approvals;
 - facilitated functional threading by leading inter-departmental coordination meetings; and
 - prepared legislative program recommendations in the interest of the Department.

Associate Planner, 2005 – 2007

Jones & Stokes Associates (now ICF International, Inc.), San Diego, California

- Developed long-range community plans and performed environmental review for projects including the City of Lake Elsinore General Plan and the Salton Sea Integrated Management Plan.

ACCOLADES

- Recipient of two departmental Leadership Awards – 2011, 2012
- Recipient of two departmental Customer Service Awards – 2008, 2012
- Recipient of three departmental Teamwork Awards – 2008, 2010
- Recipient of countywide innovation award for improving business practices – 2011

PROFESSIONAL MEMBERSHIPS

- Association of Environmental Professionals, 2005 – present
- Oregon Chapter, International City/County Management Association, 2013 – present
- Oregon Emerging Local Government Leaders, 2013 – present
- American Society for Public Administration, 2013 – present
- Women's Transportation Seminar, 2013 – present

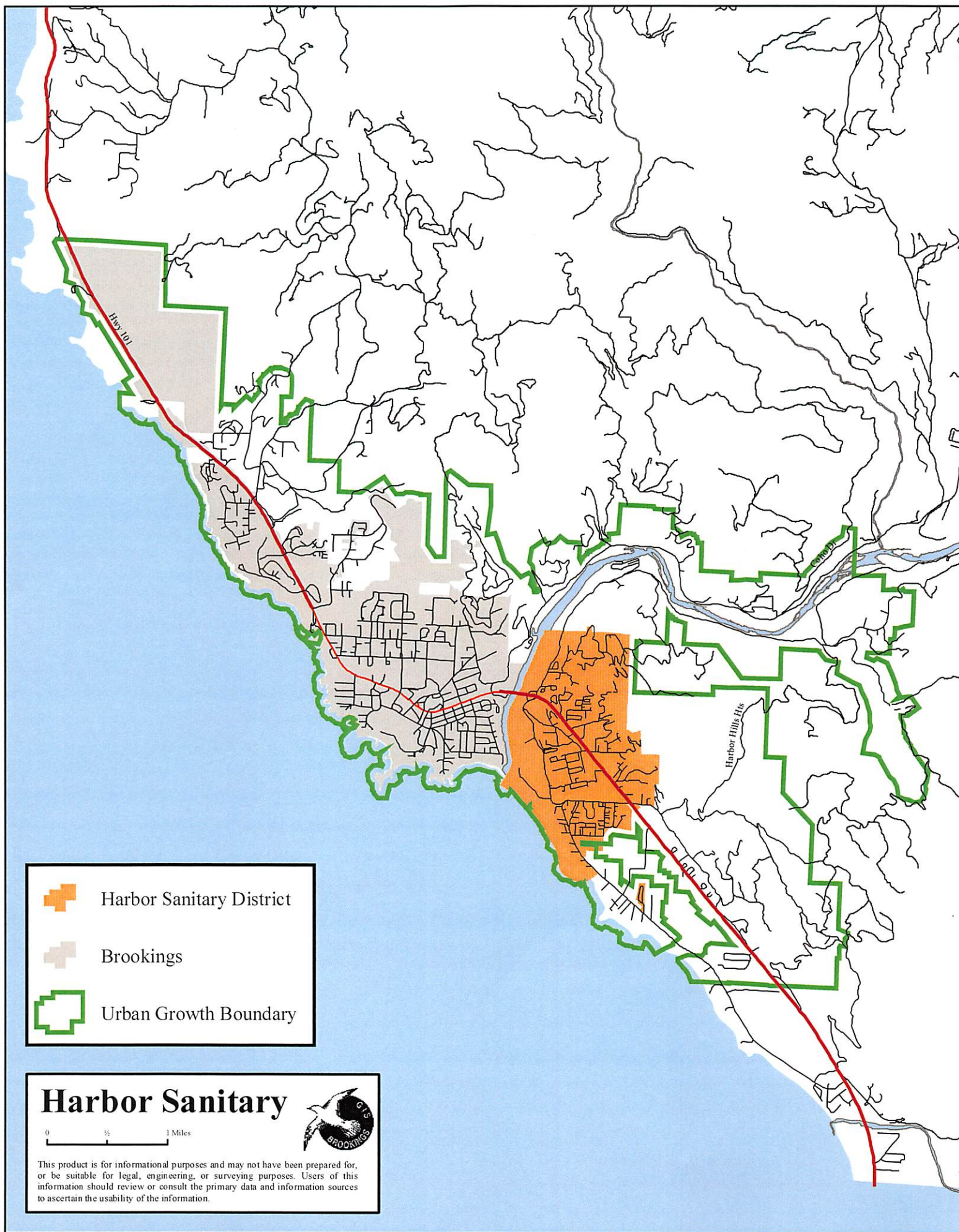
REFERENCES

Mr. Drummond Kahn, Director
City of Portland Audit Services Division
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503.823.3536
Drummond.Kahn@portlandoregon.gov

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County of San Diego Department of Public Works Environmental Services Unit
Colleague, Former Supervisor
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Cynthia.Curtis@sdcounty.ca.gov

Ms. Sue Waters, Land Use/Environmental Planner II
County of San Diego Department of Public Works Environmental Services Unit
Direct Report
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Sue.Waters@sdcounty.ca.gov

Mr. Kevin Hovey, Senior Environmental Planner
California Department of Transportation
Colleague
619.688.0240
Kevin_Hovey@dot.ca.gov

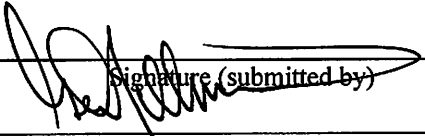


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 12, 2015

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: A Carousel in Azalea Park – Land Use Agreement

Motion: Authorize City Manager to enter into a land use agreement with the non-profit organization, A Carousel for Brookings, for the purpose of installing and operating a carousel and associated structures within a defined area near Kidtown.

Background/Discussion: Bud Halliday and Marion Roberts have formed a non-profit “A Carousel for Brookings” and has requested permission from the City to locate a carousel and associated structures in Azalea Park near KidTown.

The group will raise funds to purchase a used carousel at first and will replace the horses with hand carved sea creatures as time goes by to create a sea themed carousel with local area history backboards. They plan to charge to ride \$1.50 to the carousel and believe the costs would cover the maintenance. They do not yet know the exact cost of a carousel and enclosure. Bud Halliday advised that they will advertise the carousel and believes it will become a tourist attraction and improve the economy to the area. Connie Hunter of Brookings talked at a previous Parks and Recreation Commission meeting in support and believes developing a cultural asset such as the carousel will bring tourism and money to the community. The group has also expressed interest in building a gallery/workshop on site in the future as a way to offer gift shop items and a gallery to display the process of painting the figures.

The Agreement is for a period of five years. All costs associated with the project, including operating costs, would be the responsibility of the non-profit organization.

The Parks and Recreation Commission carried a motion unanimously to forward a recommendation to Council for approval of the request.

Regionally, there are similar organizations operating carousel’s in Coquille, Seaside, Albany and Portland.

Financial Impact: All costs associated with the project, including operating costs, would be the responsibility of the non-profit organization.

Attachments:

- a. Agreement

OPERATING AGREEMENT

A CAROUSEL FOR BROOKINGS

This Operating Agreement (Agreement) is executed by and between the **CITY OF BROOKINGS** (City), on the one hand, and the **A CAROUSEL FOR BROOKINGS, INC.**, (Carousel) a non-profit corporation, on the other hand, City and Carousel hereinafter collectively referred to as the "Parties."

1.0 RECITALS

- 1.1 WHEREAS, the Carousel is a non-profit organization.
- 1.2 The Carousel desires to develop and operate a carousel in a portion of Azalea Park. Said project shall include grading, removal of existing unprotected landscaping and debris, a carousel protective structure, structure to house an activity room, gift shop and workshop, electrical controls, landscaping, signage, security devices, lighting 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 recreation 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 "Carousel Area". The term "Carousel Area" refers to a 6800 square foot (40' x 140'), 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 Carousel organization meetings or activities associated with constructing 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 Events
 - 2.2.1 The Carousel shall provide the City with an annual calendar of events to be conducted in the Azalea Park.
 - 2.2.2 Any and all events in the Carousel Area shall be conducted only upon approval of a completed City Parks Use application. Any additional services needed to support an event including, but not limited to, portable restrooms, street barricades, traffic control and other

crowd control devices shall be provided at the expense of Carousel, unless otherwise agreed by Parties.

2.2.3 The Carousel shall be responsible for all event planning and/or management associated with the Carousel Area.

2.3 Use of Carousel Area

2.3.1 All Carousel activities in the Carousel Area shall be adult supervised and only persons affiliated with or licensed by the Carousel will be permitted to operate Carousels in the Carousel Area.

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

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

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

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

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

2.3.7 The Carousel 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 Carousel Area. The Carousel shall pay for electric utility service. Any and all electric or communication cable service to the Carousel 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.

2.3.8 The Carousel Area shall be operated and maintained by the Carousel. However, the City shall maintain ownership and control of the Carousel Area.

2.4 Term

2.4.1 The term of this Agreement shall be **five years from the date of execution by the Parties**. Notwithstanding the foregoing, the Parties may terminate this Agreement upon ninety (90) days notice, with or without cause.

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

24.3 Use of the common areas near and outside of the Carousel 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 CAROUSEL: A Carousel for Brookings, Inc.
 PO Box 616
 Brookings, OR 97415

4.0 INSURANCE AND INDEMNITY

4.1 The Carousel shall hold harmless the City for any personal injury, replacement costs, fire, or theft in connection with the Carousel Area, as well as any and all personal property items located within the Carousel Area, as noted hereinabove. The Carousel 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 Carousel for the purposes described herein as an additional insured.

4.2 The Carousel shall waive any right to recover from the City, its agents, representatives, or employees, for any loss or damage resulting from the Carousel's negligent acts or omissions, except for the City's own gross or willful misconduct. The Carousel 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 Carousel Area.

4.3 Insurance coverage shall have limits of not less than \$1,000,000 – Combined single limit for each accident or occurrence. Carousel 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.

A CAROUSEL FOR BROOKINGS, INC.

DATED: _____

By: _____
Richard A. Halliday

CITY OF BROOKINGS

DATED: _____

By: _____
Gary Milliman, City Manager



A CAROUSEL FOR BROOKINGS - AZALEA PARK

SCALE: 1:20

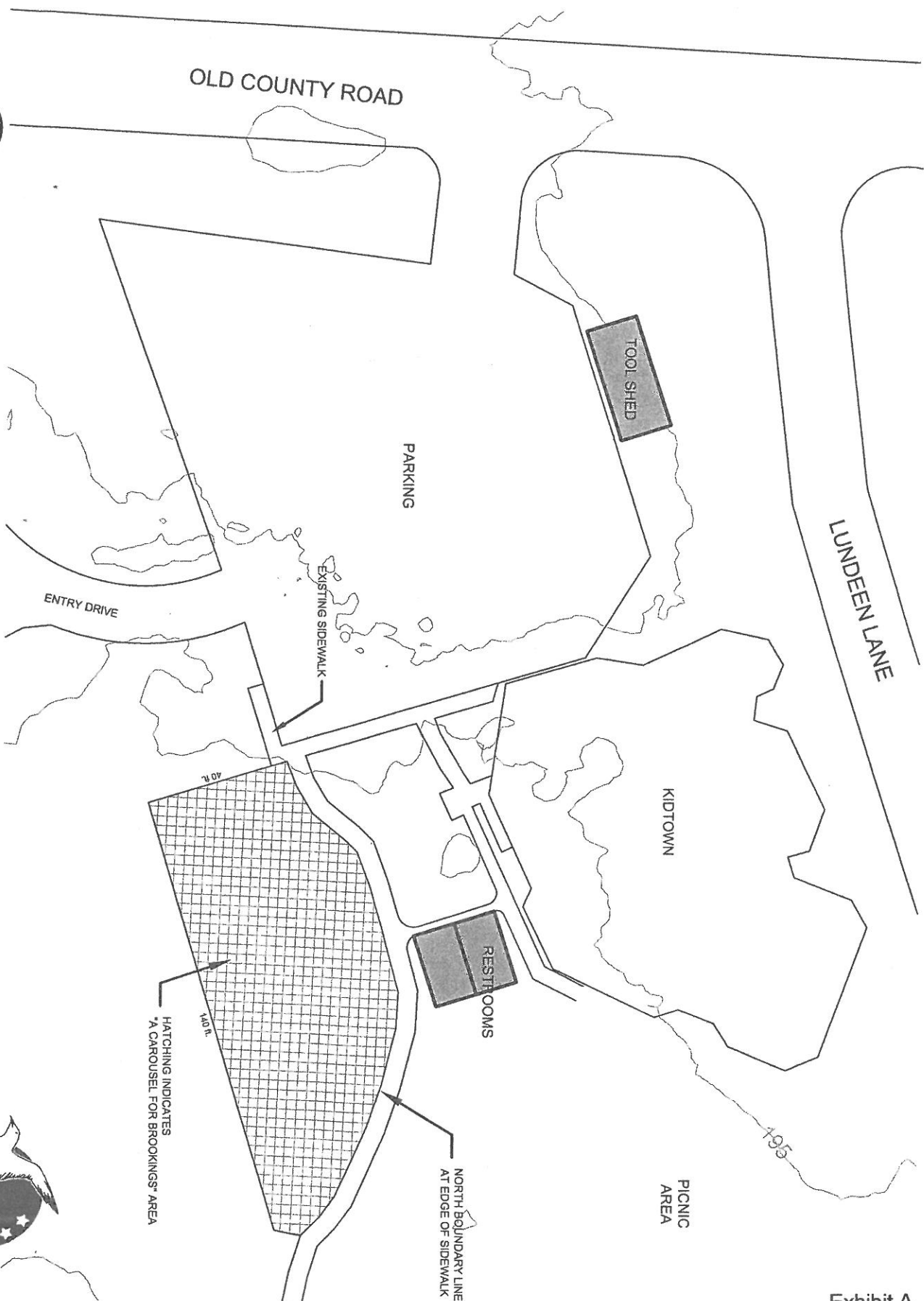


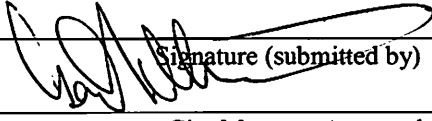
Exhibit A

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 12, 2015

Originating Dept: City Manager/Judge


Signature (submitted by)

City Manager Approval

Subject: Proposed Legislation Making Changes to Municipal Court System

Recommended Motion:

Motion to authorize Mayor to sign a letter to State Representative Krieger and State Senator Kruse urging them to oppose legislation that would repeal the authority of the City Council to establish standards for Municipal Courts and Municipal Court judges as proposed in LC 2242 and LC 2243.

Financial Impact:

The financial impact of this proposed legislation is unknown at this time, but could easily exceed \$30,000 in equipment, software, staffing and training costs initially plus ongoing increased staffing and training costs.

Background/Discussion:

State Representative Nancy Nathanson (D-Eugene) is planning to introduce two Bills (now known as LC2242 and 2243) which would make substantive changes in the Justice and Municipal Court systems in Oregon, including Brookings. (LC=Legislative Concept that will ultimately be drafted into a Bill).

LC 2243 would require that a Municipal Court that processes a yet-to-be-determined number of cases and collects a yet-to-be-determined amount of fines would be required to become a "court of record."

A "court of record" is required to maintain an extensive record of proceedings for each case; courts of record typically employ a court reporter to create a record of proceedings. A court of record may also require that all parties be represented by an attorney.

LC2243 would also provide that Municipal Court Judges serving in communities of a yet-to-be-determined population must be a member of the Oregon State Bar (i.e. must be an attorney) or possess a Certificate in Judicial Development in the area of General Jurisdiction Trial Skills from the National Judicial College (located in Reno, Nevada). Additionally, each Municipal Court Judge who is not an attorney would be required to participate in ongoing education; the amount is hours of ongoing education is not yet included in the draft Bill.

Here are comments from just three small court judges:

From: Annetta Spicer, Morrow

Requiring certification or bar membership before a person becomes a justice of the peace will make it extremely difficult to find people to run or fill the position in many of our smaller counties (smaller by population, not area). In some of our counties there are either very few or no private attorneys. Where there are few, many prefer the far more lucrative position of representing defendants to acting as judge. A quick look at my county and those near me, Gilliam, Sherman and Wheeler illustrates this problem. My husband is the only attorney in private practice resident in Morrow County. I don't believe there are any attorneys in private practice in Gilliam or Wheeler Counties and few, if any, in Sherman County. The Circuit Court Judges ride circuit out to these areas and are not present on a regular basis. The requirements for judges in the bills would effectively end local timely justice for violation and misdemeanor charges.

To become courts of record will require significant influx of moneys to these smaller courts. The required equipment is costly. The change will require a person be hired by the court for use of the equipment. I don't know where my county can come up with the substantial increase in costs required. There will also be requirements for additional training of staff to manage the equipment and recording procedures. Morrow county circuit court has three positions to handle those duties in a court that operates one day per week. The reporting requirements are going to be onerous.

From: Cris Patnode, Gilliam

Now is the time to speak up about this proposed legislation. For our county, if passed as written, it would cripple a justice system that has served us well for decades.

I called the National Judicial College today and inquired about the certificate program. 25 elective credits are required as well as additional credits for the program itself. The two week course many of us have attended is a prerequisite to Advanced Evidence which is a program requirement. The certificate program would entail multiple trips to Reno for week long sessions. Each five credit course costs over \$1000 just in tuition and fees, not including airfare and lodging. The program would cost thousands for each county that has a non- attorney judge. Some courses are offered on the web but some required courses must be attended in Reno. Not all courses are offered continually so may have to wait for them to be offered. NJC has changed the program to allow an unlimited time to complete the program because 6 years was not enough time for working judges. I think the program is a good one, given enough time and resources, but this is difficult when County budgets are stretched and we are doing our jobs. I wonder if it would be helpful to show the courses we have already completed through our fall conferences and ODOT conferences and how many of us have attended NJC courses already? Many of them are the same as those offered in the certification program. As I said before, there is no time to complete this certification program, and not one attorney lives in Gilliam County, so if this legislation were enacted as written it would cripple our County and I'm sure many others. Circuit Court only comes to our County one day per month. It's frustrating when most non-attorney judges have been proactive in seeking out education through the National Judicial College, Oregon Justices of the Peace Association, ODOT and the National Judges Association. It is clear we already want to do the best job we can possibly do. We HAVE taken our education seriously as non-attorney judges, right alongside the attorney

judges. Representative Nathansen was invited to our last fall education conference and she chose not to attend and see how we educate ourselves, but offered this solution to a problem that does not need to be fixed.

From: Martin Fisher, Cottage Grove

I am puzzled as to the intent here. If it's to deny people access to justice, job well done.

For starters, 2242 would require my court to incur the cost of new software, retrain court staff, and divert time and limited resources to feed the bureaucratic report monster, while doing nothing to benefit victims, defendants, or the community at large. I see there's an opt-out provision, but what would be standard for showing a hardship?

It appears that 2242 is designed solely to force-trigger the "court-of-record" provisions in 2243. Again, this makes no sense. And again, for starters, it's likely to be cost-prohibitive unless the state wants to pony up for an FTR system and install microphones everywhere.

One of the downsides to being a court of record is that all participants are now burdened into a procedural morass that is more concerned with dotting "I"s and crossing "t"s than it is with guiding low-level offenders back toward the path of good citizenship, which very often involves a less-than-lofty level of interaction. For example, I regularly allow hearsay in bench trials and, if it's objected to, I'll fairly often overrule it with the statement that I understand the objection and will view the evidence for what it's worth. This typically happens with pro-se defendants facing minor charges and who just want to be heard, and a prosecutor who understands the drill. This would preclude me from allowing people to simply have their say, which then helps them accept a less-than-favorable outcome.

The additional issues raised by being a court of record will inherently slow down dockets, cause delay and result in more complex procedural practice (motions, etc) because there is no longer a chance for a second bite at the apple. This will increase costs for everybody while doing little to provide better service or different outcomes.

One of the more disconcerting provisions is the "ceases-to-be-a-court-of-record" provision. How does that happen? If one year our collections drop below the yet-unknown threshold that foisted this silliness upon us, are then forced to simply close our doors and direct people to Circuit Court?

I think it needs to be made clear that DAs do not want this additional caseload (certainly not here in Lane County). I regularly hear Theft 3 cases involving our local businesses and the occasional citizen (e.g., the kid whose bike got stolen). If those cases don't come before me, they won't come before anybody. Ever. Literally, ever. You might as well close up shop in Cottage Grove unless your business model involves handouts.

The disorderly conducts? The bar fights? The domestic arguments/fights? The loose dogs? Running the stop light on Main Street? It'll be open season. Victims will have no remedy. Offenders will have no consequence. The community will have no justice. In what circumstance is this a good thing? Unless this bill is being supported an organized crime super-PAC, I don't get it.

Policy Considerations:

Cities that have opted to provide their own local Municipal Courts now have the ability to determine the scope of work to be handled by their local court. In Brookings, the City Council has elected to have its Municipal Court handle Municipal Code and non-DUI traffic violation cases. Cities also have the authority to determine the qualifications of the Municipal Court Judge, and many cities have chosen not to require that their Judge be an attorney. Brookings Municipal Court Judge Richard Harper, who is not an attorney, has served in this capacity for 17 years. Municipal Court judges attend regular education programs sponsored by the Oregon Municipal Judges Association and may also attend courses offered at the National Judicial College; as Judge Harper has done.

Those who are interested in local autonomy should be very concerned about the impact of this proposed legislation on our Municipal Court and municipal self-determination generally. The citizens of Brookings, through the local elected City Council, have determined the qualifications for and selecting the Municipal Court Judge should be vested within the discretion of the local jurisdiction

LC 2242 and 2243 should be opposed as an encroachment on City Council authority to determine the qualifications of and selection of Municipal Court Judges based upon community standards. Like many cities, our standards are provided in the Brookings Municipal Code...through an ordinance adopted by the City Council. LC 2243 would void the standards adopted by local ordinance. Could there be a more clear encroachment onto local government authority?

Attachment(s):

- a. LC 2242
- b. LC 2243

DRAFT

SUMMARY

Requires justice courts and municipal courts to report annually to State Court Administrator on caseload, fine revenue and other information. Directs Secretary of State to audit reports at least once every five years. Provides that State Court Administrator and Department of Corrections may not distribute certain moneys from Criminal Fine Account to county in which justice court fails to comply with reporting requirement.

Repeals provision requiring League of Oregon Cities and Association of Oregon Counties to report to Legislative Fiscal Officer on operations of municipal courts and justice courts.

A BILL FOR AN ACT

Relating to local courts; creating new provisions; and repealing ORS 1.860.

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

SECTION 1. (1) After the end of each fiscal year and on or before September 1, each justice court and each municipal court shall submit a report to the State Court Administrator. The report must include the following information for the previous fiscal year:

(a) The number of cases commenced in the court, categorized by the following types of cases:

(A) Class A violations.

(B) Class B violations.

(C) Class C violations.

(D) Class D violations.

(E) Other violations.

(F) Class A misdemeanors.

(G) Class B misdemeanors.

1 **(H) Class C misdemeanors.**

2 **(I) Other misdemeanors.**

3 **(J) Civil actions not commenced in the small claims department.**

4 **(K) Civil actions commenced in the small claims department.**

5 **(b) For each of the categories listed in subsection (1)(a)(A) to (I),**
6 **the following information:**

7 **(A) The amount of fines imposed.**

8 **(B) The amount of fine revenue paid to the Department of Revenue**
9 **for deposit in the Criminal Fine Account.**

10 **(C) The amount of fine revenue distributed to cities.**

11 **(D) The amount of fine revenue distributed to counties as pre-**
12 **scribed by ORS 153.660.**

13 **(E) The amount of fine revenue distributed to counties, other than**
14 **the revenue distributed as prescribed by ORS 153.660.**

15 **(c) The number of judges employed at the court.**

16 **(d) The number of clerical personnel employed at the court.**

17 **(e) The number of security personnel employed at the court.**

18 **(f) The number of prosecuting attorneys who appear at the court.**

19 **(g) The amount paid by the court for indigent defense services.**

20 **(h) The amount paid by the court for translators.**

21 **(i) The amount paid by the court for debt collection.**

22 **(2) The State Court Administrator may make exceptions to the re-**
23 **porting requirements of subsection (1) of this section if a justice court**
24 **or municipal court demonstrates that meeting the requirements of**
25 **subsection (1) of this section constitutes a significant hardship.**

26 **(3)(a) The State Court Administrator may not distribute moneys to**
27 **a county under ORS 1.178 (2)(c) during any period in which the State**
28 **Court Administrator determines that a justice court in the county is**
29 **not in compliance with this section.**

30 **(b) The State Court Administrator shall hold any moneys due to a**
31 **county that are not paid under paragraph (a) of this subsection until**

1 the county remedies the noncompliance with this section, at which
2 time the State Court Administrator shall distribute the held moneys
3 to the county.

4 (c) Notwithstanding paragraph (b) of this subsection, if the county
5 remains not in compliance with this section for more than 180 days,
6 the State Court Administrator shall transfer any moneys due to a
7 county that were not paid under paragraph (a) of this subsection to
8 the General Fund.

9 (4) The State Court Administrator shall notify the Department of
10 Corrections:

11 (a) If a court fails to comply with this section; and

12 (b) If a court that failed to comply with this section later remedies
13 the noncompliance.

14 (5) The Secretary of State shall audit the reports provided by each
15 court under this section at least once every five years.

16 SECTION 2. Each justice court and each municipal court shall
17 submit the first report required under section 1 of this 2015 Act no
18 later than September 1, 2016.

19 SECTION 3. (1) The Department of Corrections may not distribute
20 moneys to a county that were allocated to the department from the
21 Criminal Fine Account if the State Court Administrator has notified
22 the department that a justice court established by the county is not
23 in compliance with section 1 of this 2015 Act.

24 (2) The department shall hold any moneys due to a county that are
25 not paid under subsection (1) of this section until the State Court
26 Administrator notifies the department that the county has remedied
27 the noncompliance with section 1 of this 2015 Act, at which time the
28 State Court Administrator shall distribute the held moneys to the
29 county.

30 (3) Notwithstanding subsection (2) of this section, if the county re-
31 mains not in compliance with section 1 of this 2015 Act for more than

1 180 days, the department shall transfer any moneys due to a county
2 that were not paid under subsection (1) of this section to the General
3 Fund.

4 SECTION 4. ORS 1.860 is repealed.

5 _____

DRAFT

SUMMARY

Requires certain justice courts and municipal courts to become courts of record.

Requires justices of the peace and municipal judges in jurisdictions with larger populations to be members of Oregon State Bar. Requires justices of the peace and municipal judges in jurisdictions with smaller populations to be members of Oregon State Bar or possess Certificate in Judicial Development from National Judicial College.

Requires justices of the peace and municipal judges to attend or participate in continuing education.

Declares emergency, effective on passage.

A BILL FOR AN ACT

Relating to local courts; creating new provisions; amending ORS 51.025, 51.240 and 51.245; and declaring an emergency.

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

COURTS OF RECORD

SECTION 1. If in any calendar year, a justice court processes more than _____ cases and collects revenues exceeding \$_____, the justice court shall become a court of record as provided in ORS 51.025 no later than the end of the next calendar year. Once a justice court is required to become a court of record under this section, the justice court must remain a court of record. If a justice court that is required to become a court of record under this section fails or ceases to be a court of record, the justice court shall cease operations and the justice of the

1 peace district shall cease to exist.

2 **SECTION 2.** Section 3 of this 2015 Act is added to and made a part
3 of ORS chapter 221.

4 **SECTION 3.** If in any calendar year, a municipal court processes
5 more than _____ cases and collects revenues exceeding \$_____, the
6 municipal court shall become a court of record as provided in ORS
7 221.342 no later than the end of the next calendar year. Once a mu-
8 nicipal court is required to become a court of record under this sec-
9 tion, the municipal court must remain a court of record. If a
10 municipal court that is required to become a court of record under
11 this section fails or ceases to be a court of record, the court shall cease
12 operations and may not provide judicial services.

13 **SECTION 4.** ORS 51.025 is amended to read:

14 51.025. (1) [*Except as provided in subsection (7) of this section, any*] A
15 justice court may become a court of record by:

16 (a) The passage of an ordinance by the governing body of the county in
17 which the court is located; and

18 (b) The entry of an order by the Supreme Court acknowledging the filing
19 of the declaration required under subsection (2) of this section.

20 (2) Before a justice court may become a court of record, the governing
21 body of the county in which the court is located must file a declaration with
22 the Supreme Court that includes:

23 (a) A statement that the justice court satisfies the requirements of this
24 section for becoming a court of record;

25 (b) The address and telephone number of the clerk of the justice court;
26 and

27 (c) The date on which the justice court will commence operations as a
28 court of record.

29 (3) The Supreme Court may not charge a fee for filing a declaration under
30 subsection (2) of this section. Not later than 30 days after a declaration is
31 filed under subsection (2) of this section, the Supreme Court shall enter an

1 order acknowledging the filing of the declaration and give notice of the order
2 of acknowledgment to the county and the public.

3 (4) The county shall provide a court reporter or an audio recording device
4 for each justice court made a court of record under this section.

5 (5) The appeal from a judgment entered in a justice court that becomes
6 a court of record under this section shall be as provided in ORS chapters 19
7 and 138 for appeals from judgments of circuit courts.

8 (6) As a qualification for the office, the justice of the peace for any justice
9 court that becomes a court of record must be a member of the Oregon State
10 Bar.

11 *[(7) A justice court may not become a court of record under the provisions*
12 *of this section if the court is located within 50 driving miles of the circuit court*
13 *for the county in which the justice court is located, measured by the shortest*
14 *distance by public roads between the justice court and the circuit court.]*

15 **SECTION 5. (1) Sections 1 and 3 of this 2015 Act and the amend-**
16 **ments to ORS 51.025 by section 4 of this 2015 Act become operative on**
17 **_____.**

18 **(2) A county, a city or the Supreme Court may take any action be-**
19 **fore the operative date specified in subsection (1) of this section to**
20 **enable the county, city or Supreme Court to exercise, on and after the**
21 **operative date specified in subsection (1) of this section, all the duties,**
22 **functions and powers conferred on the county, city or Supreme Court**
23 **by sections 1 and 3 of this 2015 Act and the amendments to ORS 51.025**
24 **by sections 4 of this 2015 Act.**

25
26 **QUALIFICATIONS OF JUDGES**
27

28 **SECTION 6. ORS 51.240 is amended to read:**

29 **51.240. [(1) A person shall not be eligible to the office of justice of the peace**
30 **unless the person is] As a qualification for the office:**

31 **(1) A justice of the peace must be a citizen of the United States and**

1 a resident of this state.

2 (2) *[Each]* A justice of the peace *[shall]* **must** be a resident of or have a
3 principal office in the justice of the peace district in which the justice court
4 is located. For purposes of this subsection, a “principal office” *[shall be]* **is**
5 the primary location from which a person conducts the person’s business or
6 profession.

7 (3) **A justice of the peace must have maintained** the residence within
8 this state required by subsection (1) of this section *[shall have been main-*
9 *tained]* for at least three years[, *and*] **immediately prior to appointment**
10 **or becoming a candidate for election to the office of justice of the**
11 **peace.**

12 (4) **A justice of the peace must have maintained** the residence or
13 principal office required by subsection (2) of this section *[shall have been*
14 *maintained]* for at least one year[,] immediately prior to appointment or be-
15 coming a candidate for election to the office of justice of the peace.

16 (5) **A justice of the peace in a justice of the peace district with a**
17 **population of ____ or more according to the latest federal decennial**
18 **census at the time of the election or appointment of the justice of the**
19 **peace must be a member of the Oregon State Bar.**

20 (6) **A justice of the peace in a justice of the peace district with a**
21 **population less than ____ according to the latest federal decennial**
22 **census at the time of the election or appointment of the justice of the**
23 **peace must:**

24 (a) **Be a member of the Oregon State Bar; or**

25 (b) **Possess a Certificate in Judicial Development in the area of**
26 **General Jurisdiction Trial Skills from the National Judicial College.**

27 (7) **Notwithstanding subsection (6) of this section, a justice of the**
28 **peace in a justice court that is a court of record under ORS 51.025**
29 **must be a member of the Oregon State Bar.**

30 **SECTION 7. Section 8 of this 2015 Act is added to and made a part**
31 **of ORS chapter 221.**

SECTION 8. As a qualification for the office:

(1) A municipal judge in a city with a population of ____ or more according to the latest federal decennial census at the time of the election or appointment of the judge must be a member of the Oregon State Bar.

(2) A municipal judge in a city with a population less than ____ according to the latest federal decennial census at the time of the election or appointment of the judge must:

(a) Be a member of the Oregon State Bar; or

(b) Possess a Certificate in Judicial Development in the area of General Jurisdiction Trial Skills from the National Judicial College.

(3) Notwithstanding subsection (2) of this section, a municipal judge in a municipal court that is a court of record under ORS 221.342 must be a member of the Oregon State Bar.

SECTION 9. Section 8 of this 2015 Act and the amendments to ORS 51.240 by section 6 of this 2015 Act become operative on ____.

CONTINUING EDUCATION

SECTION 10. ORS 51.245 is amended to read:

51.245. (1) Each justice of the peace who is not a member of the Oregon State Bar shall attend or participate in a minimum of [30] ____ hours of educational programs every [two] ~~three~~ calendar years. The programs [shall be those] **must be conducted and supervised or approved by the Chief Justice of the Supreme Court or designee.**

[(2) Each justice of the peace who is not a member of the Oregon State Bar shall submit a written annual report of the hours of educational programs referred to in subsection (1) of this section that are attended or participated in by the justice during each calendar year to the Oregon Justices of the Peace Association and shall submit a copy of that report to the governing body of the county in which the justice has been elected or appointed. The report and copy

1 *shall be submitted not later than March 1 of the year following the calendar*
2 *year for which the report is applicable.]*

3 (2) Not later than March 1 of each calendar year, a justice of the
4 peace who is not a member of the Oregon State Bar shall submit a
5 written report to the Oregon Justices of the Peace Association and to
6 the governing body of the county in which the justice has been elected
7 or appointed. The report must list and describe the hours of educa-
8 tional programs that the justice attended or participated in during the
9 previous calendar year.

10 **SECTION 11.** Section 12 of this 2015 Act is added to and made a part
11 of ORS chapter 221.

12 **SECTION 12.** (1) Each municipal judge who is not a member of the
13 Oregon State Bar shall attend or participate in a minimum of ____
14 hours of educational programs every three calendar years. The pro-
15 grams must be conducted and supervised or approved by the Chief
16 Justice of the Supreme Court or designee.

17 (2) Not later than March 1 of each calendar year, a municipal judge
18 who is not a member of the Oregon State Bar shall submit a written
19 report to the Oregon Municipal Judges Association and to the gov-
20 erning body of the city in which the judge has been elected or ap-
21 pointed. The report must list and describe the hours of educational
22 programs that the judge attended or participated in during the previ-
23 ous calendar year.

24 **SECTION 13.** Section 12 of this 2015 Act and the amendments to
25 ORS 51.245 by section 10 of this 2015 Act become operative on
26 _____.

27

28 CAPTIONS

29

30 **SECTION 14.** The unit captions used in this 2015 Act are provided
31 only for the convenience of the reader and do not become part of the

1 statutory law of this state or express any legislative intent in the
2 enactment of this 2015 Act.

3

4

EMERGENCY CLAUSE

5

6 **SECTION 15.** This 2015 Act being necessary for the immediate
7 preservation of the public peace, health and safety, an emergency is
8 declared to exist, and this 2015 Act takes effect on its passage.

9

City of Brookings

City Council Meeting Minutes

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

Monday, December 8, 2014, 7:00 PM

The City Council met in Executive Session at 6:00 PM in the City Manager's office under authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law," and under 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."

Call to Order

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

Roll Call

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

Staff present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, Parks & Technical Services Supervisor Tony Baron, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Approximately eight members of the public were present.

Ceremonies/Appointments/Announcements

Sergeant Kelby McCrae introduced Police Officer Jason Barrigar who was recognized for his five years of service to the City.

Public Hearings

Public Hearing and authorization to submit a loan application to finance a portion of the local match for the Railroad Street Reconstruction Project.

City Manager Milliman provided the staff report regarding the City's application for funding under the Oregon Transportation Infrastructure Bank program.

Mayor Hedenskog opened the public hearing in the matter of the City's application to the Oregon Transportation Infrastructure Bank program at 7:12 PM, the purpose of which was to receive public comments regarding the City's application for loan funding in the amount of \$650,000 to finance a portion of the local match for the Railroad Street Reconstruction Project.

There were no public comments and Mayor Hedenskog closed the public hearing at 7:13 PM.

Councilor McClain asked if the interest rate was fixed and Milliman said it was.

Councilor Pieper said he was glad to see this project moving along.

Councilor Hamilton said he was all for getting the ball rolling on this project.

Councilor McClain moved, a second followed and Council voted unanimously to authorize City Manager to submit an application for loan funding in the amount of \$650,000 under the Oregon Transportation Infrastructure Bank

(OTIB) program to finance a portion of the local match for the Railroad Street Reconstruction Project.

Ceremonies/Appointments/Announcements *(Continued from above)*

Councilor McClain moved, a second followed and Council voted unanimously to reappoint Michelle Hanna to the Public Art Committee.

Public Comments on non-agenda items

Carolyn Milliman, Brookings, provided a status report on the Centennial Celebration of the Central Building which will take place in March, 2015.

County Commission Chair, Susan Brown, commented on the survey and said this was the first conversation and the next conversation regarding County services would be conducted in town halls.

Mayor Hedenskog congratulated Brown on getting the survey up and running and Brown said the Commission needed to hear from the citizens.

Councilor McClain, referring to comments made in the local paper, asked Brown if the County was able to put a budget together without federal funding, adding, "Don't they have to?" Brown said they did.

Lauren Paulson, Harbor, continuing his complaint against Charter Communications from the last Council meeting, said seniors are vulnerable to Charter's "illegal ways," and the \$65 he paid, of which Charter has no record, "is in Brookings."

Staff Reports

Approval to allocate \$1,500 in Transient Occupancy Tax funds for the Community Coastal Christmas in Brookings Harbor program.

City Manager Milliman provided the staff report.

Tourism Promotion Advisory Committee member, Bob Pieper, pointed out the funds would be used to reimburse Kathy Broshears, who provided advanced funding for the program.

Councilor Pieper moved, a second followed and Council voted unanimously to allocate \$1,500 in Transient Occupancy Tax revenues for the Community Coastal Christmas in Brookings Harbor program as recommended by the Tourism Promotion Advisory Committee.

Approval to allocate \$4,000 in Transient Occupancy funds for the August 2015 Wild Rivers Music Festival to be held at Azalea Park.

City Manager Milliman gave the staff report.

Stagelights Board member, Scott Graves, said he was available to answer questions.

Councilor Hamilton asked if it would be an annual event and Graves said it would.

Councilor Hodges asked how it lined up with the Cape Blanco event and Graves said it would occur two weeks later.

Councilor McClain asked what Graves thought it would take to get a "name" band for the event and Graves said they were starting off with quality entertainers with the idea to move up to more well-known performers in the two or three years with the revenue

the events generate. He added that they were looking for a more casual event with a certain quality and personality, and weren't aiming for anything as large as the Cape Blanco event.

Mayor Hedenskog said it seemed to him like the right thing to do.

Councilor Pieper said it was a lot of money, but a good event. He said it had the potential to be something "very cool" for the area.

Councilor Hamilton said he agreed it was very cool, and thought it would occur at the right time of year to draw people from the Medford area.

Councilor Pieper moved, a second followed and Council voted unanimously to provide \$4,000 in Transient Occupancy Tax funding to the Stagelights Musical Arts Community for the Wild Rivers Music Festival to be held August 15-16, 2015, as recommended by the Tourism Promotion Advisory Committee.

Approval to develop a fenced unleashed pet area at Stout Park.

Supervisor Baron gave the staff report.

Councilor McClain asked what the area's dimensions would be and Baron said it would be around 150 feet deep and 200 feet wide.

Councilor Hamilton asked if the fruit trees in the area might suffer damage and Baron said the trees have been there for a long time and had seen a lot of canine activity.

Councilor McClain said staff had done a good job being resourceful with the budget.

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the development a fenced unleashed pet area at Stout Park.

Authorize the Mayor to execute a letter requesting that the Crissey Field Welcome Center remain operational year-round.

City Manager Milliman presented the staff report.

Mayor Hedenskog said he originally figured the state had a good reason for closing down the center in the winter, but now feels the City should also do a letter as off-season tourism is important to our economy.

Councilor Pieper said that a majority of people felt the visitor center was built with a big chunk of money and wouldn't amount to much, so he wasn't surprised to hear that this was happening, but he would like it to stay open.

Councilor McClain said he thought the City should join with the County in trying to help keep it open.

Councilor McClain moved, a second followed and Council voted unanimously to authorize the Mayor to execute a letter to the Oregon Tourism Commission requesting that the Welcome Center at Crissey Field remain in operation year-round.

Acceptance of City's audit report for fiscal year ended June 30, 2014.

Director Howard provided the staff report, which, she said, was a clean audit with no comments or recommendations.

Councilor McClain moved, a second followed and Council voted unanimously to accept the City's Audit for the fiscal year ended June 30, 2014.

Consent Calendar

1. Approve City Council minutes for November 10, 2014.
2. Accept Tourism Promotion Advisory Committee minutes for October 16, 2014.
3. Authorize the Mayor to execute an Agreement with Richard Harper for Municipal Judge services with a stipend of \$400 per Court session, effective January 1, 2015.
4. Authorize the Mayor to execute an Agreement with James Fallman for Municipal Judge Pro Tem services with a stipend of \$200 per Court session.
5. Receive October 2014 monthly financial report.
6. Accept November 2014 Vouchers in the amount of \$312,958.29.

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

Remarks

Mayor Hedenskog remarked that the City had paid off an obligation bond and Brookings resident's property taxes would go down about 23 cents per \$1,000.

Councilor Hamilton remarked on downtown holiday decorations, saying they looked nice and that it did the town a lot of good. He also gave kudos to the Natures Coastal Holiday group, and said they'd done an outstanding job this year.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:58 PM.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2015:

Ron Hedenskog, Chair

Joyce Heffington, City Recorder

MINUTES
BROOKINGS PLANNING COMMISSION
October 7th, 2014

The regular meeting of the Brookings Planning Commission was called to order by Chair Bryan Tillung at 7:00pm in the Council Chambers at the Brookings City Hall on the above date. The following Commission members and staff were in attendance:

Commissioners Present: Betty Pomerleau, Gerry Wulkowicz, Bryan Tillung, Loren Rings
Commissioners Absent: Cheryl McMahan
Planning Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Jordan Fanning
Others Present: 2 members of the public

THE FOLLOWING ACTIONS WERE TAKEN IN PUBLIC HEARINGS:

Public hearing procedures addressed by Chair Tillung

- Chair Tillung opened the quasi-judicial hearing regarding File No. VAR-1-14 at 7:04pm.

File Description: In the matter of File No. **VAR-1-14**, a request for a variance to allow for the required 20 foot front yard setback to be reduced to five foot on the property located at 1359 Chetco Avenue currently zoned Single Family Residential (R-1-6); Assessor's Map 41-14-01AA, Tax Lot 800; The applicant is John Hendy; representative is Sy Allen, ZCS Engineering. Criteria used to decide this matter can be found in Chapters 17.20 and 17.132 Variances, of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this request.

Commissioners Rings and Wulkowicz disclosed that they had personally visited the property in question. Each Commissioner denied having any personal bias on the matter or contact with the applicant. No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Applicant John Hendy of 356 Westwood Dr. in Grants Pass, Oregon, explained the application and reasoning behind it. Commissioners asked some clarifying questions of the applicant as well as staff regarding the necessity to adjust the setback as much as requested. The public hearing portion of the file was closed at 7:43pm. Commissioners discussed approving the file with conditions as well as an alternative setback allowance. The public hearing was reopened at 7:50pm to allow the applicant some additional time to respond to questions. Topics included ODOT right-of-way and the possibility of a retaining wall for slope stability of the highway along property frontage. The public hearing portion was re-closed at 7:57. Rings made a motion to approve the file with a second from Pomerleau, however, the motion failed with Wulkowicz and Pomerleau as the nay votes (no abstaining votes). Wulkowicz motioned to approve the variance with the condition that the setback be decreased 10 feet rather than 15 feet. Motion seconded by Pomerleau and approved unanimously. Wulkowicz motioned for final order, seconded by Chair Tillung. Approved unanimously.

- Chair Tillung opened the legislative hearing regarding File No. LDC-3-14.

File Description: In the matter of File No. **LDC-3-14**, revisions to Chapter 17.168 Public Facilities Improvement Standards and Criteria for Utilities of the Brookings Municipal Code (BMC) to clarify under what circumstances service laterals must be installed. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this matter.

Planning Manager Colby-Hanks presented the staff report in full. There were no members of the public whom wished to speak on the matter. The public portion of the meeting was closed at

8:03pm. Wulkowicz made a motion to approve the file, seconded by Pomerleau, and voted for unanimously.

APPROVAL of MINUTES

By a 4-0 vote, (motion: Commissioner Rings, 2nd Commissioner Pomerleau) the Planning Commission approved the minutes of the August 5th, 2014 Planning Commission meeting.

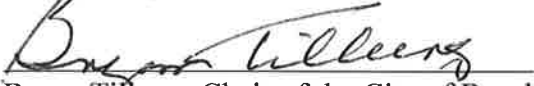
REPORT FROM PLANNING STAFF

- TSP Meeting to be held on October 28th
- Revisions for LDC handed out
- Staff thanks Commissioners Rings and Tillung for attending Planning Commissioners Training

ADJOURNMENT

Meeting adjourned at 8:13pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Bryan Tillung", written over a horizontal line.

Bryan Tillung, Chair of the City of Brookings Planning Commission
(Approved at the 12/02/14 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)
MINUTES
Thursday – November 20, 2014

CALL TO ORDER

Meeting called to order at 4:07 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Skip Watwood, Joe Willett, Chair Tim Patterson

Also present: City Manager Gary Milliman

2. APPROVAL OF MINUTES

Motion made to approve the minutes of October 16, 2014; motion seconded and Commission voted; the motion carried unanimously.

Before start of regular agenda, request made to add item to the agenda. **Motion made to add Community Coastal Christmas Event Proposal to agenda as item 4c; motion seconded and Commission voted; the motion carried unanimously.**

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

a. Wild River Music Festival Event Proposal – Gordon Later and Scott Graves, representatives from Stagelights presented the event proposal and details. This first time 2 day event is planned for August 15-16 at Azalea Park ballfields with multiple musicians of variable genres and venders. They are anticipating attendance at @1500-2500, which would increase tourism and local business activity to benefit the community. Bob Pieper questioned if the event could be held in October or November to be off-season, but was advised that this type of event depends on good weather, longer daylight hours and was planned in between other existing events. Tim Patterson questioned where expected profits from the event would be used, they advised that any profits would be used as seed money to make the festival a yearly event and to be able to invite quality bands that draw larger crowds. Any additional funds may also be donated to the school music program. Joe questioned if they could add "Brookings" to the event title and be known as Brookings Wild River Music Festival to brand the event as belonging here. Tim questioned that since they need seed money and the committee needs funds to promote other off season events if they would be willing to treat this as a non personal guaranteed loan with no interest to repay the grant the event were to prosper. Gordon advised that yes they would consider the idea and they have been discussing with the City to donating funds to secure electricity to the ball parks for lighting and also a portable stage for future events. They have applied for grants and are also seeking sponsorships. Skip Watwood wondered if the city would consider sponsoring the event in exchange for tickets. Committee discussed and wondered if budget had enough funds available, Tim advised that he does not believe the Port is interested in pursuing the event tent therefore the committee would have those funds available. **Motion made by Candice Michel to fund \$5000 for the event proposal submitted, motion seconded;** discussion pursued, Barbara Ciaramello thought \$2500 rather than the full \$5000 requested and the loan idea should be pursued; Skip Watwood skeptical if the event could draw that large of a crowd with folk rock/bluegrass music, Joe Willett questioned the amount being over the TPAC committees generally agreed upon event limit of \$4000; committee still questioned it not being an off season event, but believed it has the possibility of becoming a large event for the area during summer if it has a successful first year. Committee discussed the grant versus loan aspects. **Motion made by Tim Patterson to amend the previous**

motion to \$5000 in a no interest non guaranteed loan, motion seconded; discussion pursued as to loan terms, **and Commission voted, two approved, four opposed; Motion by Candice Michel to amend motion to \$4000 as a grant, motion seconded;** discussion, Skip Watwood brought up possibility of sponsorship by the City wherein the City receives the benefits of being acknowledged as a sponsor and tickets that they can give to charity to raise funds; **Motion by Candice Michel to amend the motion to \$4000 as a sponsorship to obtain the benefits of being a sponsor; motions seconded, and Commission voted; Candice, Joe, Bob, and Skip approved, Tim and Barbara opposed; the motion carries.** Matter forwarded to City Council

b. Financial Support for Business Groups to showcase their Industry – Committee reviewed agenda report, Gary advised that the idea was good and they could forward to the City Council, but stated that City Council is not interested in creating and allocating staff resources. Other entities in town would be more appropriate to handle, Committee agreed to shelve idea.

c. Community Coastal Christmas Event proposal – Candice Michel pointed out that there was not enough time for the City Council to approve the funds if the TPAC committee did recommend funding the event. Tim Patterson advised that the committee chairman is able to front the money and able to wait for funds. Tim Patterson, Bob Pieper, and Barbara Ciaramella are all members of the small local business committee making the event proposal. Tim Patterson advised the proposal is to light 30 downtown trees with battery operated light strings, wrap light poles with lights and put up the old whales on buildings, but not over sidewalks. Gary advised that no permits have yet been requested and will have to be submitted and approved before any lights are put up on City property. **Motion made by Candice Michel to authorize the expenditure of \$1500 to the committee to make Brookings look beautiful at Christmas time, pending play nice with the City and get all the ducks in a row;** three committee members recused themselves from voting. **Motion seconded and remaining three Commissioners voted; the motion carried unanimously.** Tim Patterson to pick up City permit application. Gary advised that any lights on the bridge or at the small park would have to be approved by ODOT.

5. INFORMATIONAL ITEMS


a. Wild Rivers Coast Tourism Product Development Study – not discussed

b. Brookings Brochure – Barbara provided ad that the Chamber had with Travel Oregon last year and advised that Travel Oregon ads run @\$9000. She has spoken with Travel Oregon and they advised they would be willing to help with a City brochure if we ran ad in Visitor Magazine and paid for the brochure printing. Reviewed brochures and mock ups with map, activities and annual events. She also spoke with Newport News Printing who developed a brochure for the Newport Chamber and who is willing to work with us. She asked for ballpark figures and was advised that the last Newport printing order for 155,000 brochures was @\$20,000. That price does not include distribution which involves a brochure distribution program and additional charges. Committee suggested more information and details be investigated to determine if print advertising was worth to cost. Candice suggested checking with the Pilot for brochure design and print costs also. **Motion made by Tim Patterson to table discussion until December meeting; motion seconded and Commission voted; the motion carried unanimously.**

6. SCHEDULE NEXT MEETING - Next meeting scheduled for December 18th at 4:00 pm.

7. ADJOURNMENT - no further business before the Committee, the meeting adjourned at 6:05 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at December 18, 2014 meeting)

CITY OF BROOKINGS
Public Arts Committee – October 20, 2014

To inspire art through visual presence and community education.

Present: Chair Judy May-Lopez, Michelle Hanna, Destiny Schwartz

Also present: Loree Pryce

Meeting called to order at 11:10 a.m. Motion made by Chelle and seconded by Destiny to approve the September 6th minutes. Motion carried.

Old Business:

Reviewed the mural application process and discussed the value of having ownership to projects submitted to PAC.

Lovell Building – Chelle reported mural is in progress (1/3 done) and is expected to be completed by December. This is a community collaboration project; work parties are Sundays at 2pm. Loree reported the mural sealer is in-house; she and Chelle will get together on this.

Skate Park - Chelle reported she continues researching OCC grant possibilities for this.

Discussion on possible Public Art 101 socials, will report at next meeting.

Loree will present budget information at upcoming meeting.

Salon Dolce – Loree stated the City had reviewed the property and estimated repairs and boards would be under \$500. Motion made by Destiny and seconded by Chelle to proceed with repairs and replacement under \$500. Motion carried. Destiny will work on getting owners approval, MDO board, and application submitted to Loree. Loree will contact Tony re: South Coast Lumber name.

Motion made by Chelle and seconded by Destiny for the Public Arts Committee to support the 1st workshop on developmental standards for the City of Brookings. Motion carried.

Meeting adjourned at 12:55pm.

ACTION ITEMS:

Chelle – Lovell mural, sealer, OCC grant possibilities

Destiny – Owners approval, MDO board, mural repair/replace

Notes: Pilot mural – Judy contacted Charlie Kocher, he does not have ideas/resources on mural execution (especially on top part of project). Upcoming City of Brookings meeting 10/27 at 7pm on blight ordinance.

Upcoming City of Brookings 12/1 at 4pm, development standards-informal public outreach

Judy May-Lopez
Approved –
Nov. 17, 2014

CITY OF BROOKINGS
Public Arts Committee – November 17, 2014

To inspire art through visual presence and community education.

Present: Chair Judy May-Lopez, Michelle Hanna, Scott Clapson

Also present: Loree Pryce

Meeting called to order at 11:06am. Motion made by Michelle and seconded by Scott to approve the 10/20/14 minutes. Motion carried.

Old Business:

Budgeted funds: balance \$2092.90: Discussion. PAC members will take photos; gather information on all PAC activities and forward to Loree for city council.

MURALS: Investigate steps necessary to build a mural and present an application.

Lovell Building – Chelle reported five of eight mural boards are completed, three are in progress. Work parties are Sundays at 2pm; it will be springtime when the mural can be hung.

Salon Dolce – Loree has the completed application and will take to city council.

Food Bank – Discussion. Scott reported he has several Christina Olsen cards (showing her painting style) and will contact Erica Spitzler, who is possibly interested in using this as part of her senior project.

Pilot building – Scott reported he talked with Charlie Kocher who would like the mural painted on the building and scaffolding (Tony Parrish) used. Scott will contact Lynn Guild for the next step.

Skate Park – Chelle has commitment from three skaters who will be putting together a design and application.

No action: Kid Zone, Mill Beach


PAC Social in December: Discussion. Motion by Chelle and seconded by Scott for a PAC social to be held Dec. 13th, Saturday at Chetco Community Library, in conjunction with Art Walk. Motion carried. Loree will draft an ad and send out to all. Judy will send mural building photos out to all. Scott will talk with Kathleen Cressa who has met with PAC previously and may be interested in painting a mural in Brookings. Scott suggested we tie the social in with people taking photos of themselves with the bears and posting that on the city's website.

New Business:

Discussion on new meeting time; motion made by Chelle and seconded by Scott to hold PAC bi-monthly meetings the first and third Mondays at 5:30pm at Chetco Activity Center. Motion carried. Judy will contact CAC to make arrangements.

Meeting adjourned at 12:10pm.

Respectfully submitted,


Judy May Lopez, Committee Chair
(Approved at ~~September 15, 2014~~ meeting)
December 1, 2014

ACTION ITEMS:

- ☐ Chelle, Scott and Destiny, review mural application process; send mural progress to Loree
- ☐ Scott will contact Erica on Food Bank mural; will talk with Lynn Guild
- ☐ Judy contact CAC to make meeting arrangements; send mural building photos out to all
- ☐ Loree, take Salon Dolce application to City Council, draft ad for social mixer
- ☐ How to promote taking bear photos and posting on city website?

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/04/2014	74184	4828	American Press, Inc	25-00-2005	675.00
12/14	12/04/2014	74185	5416	Apex Roofing	10-00-2005	419.73
12/14	12/04/2014	74186	993	ATCO International	25-00-2005	150.00
12/14	12/04/2014	74187	4939	Bl- Mart Corporation	25-00-2005	211.34
12/14	12/04/2014	74188	5004	Blumenthal Uniforms & Equipment	10-00-2005	310.00
12/14	12/04/2014	74189	5048	Brookings Harbor Medical Center	10-00-2005	150.00
12/14	12/04/2014	74190	313	Brookings Vol Firefighters	10-00-2005	2,250.00
12/14	12/04/2014	74191	715	Budge McHugh Supply	20-00-2005	2,272.33
12/14	12/04/2014	74192	417	Cabela's Mktg & Brand Mgt Inc	25-00-2005	1,013.94
12/14	12/04/2014	74193	528	Caselle, Inc	25-00-2005	889.33
12/14	12/04/2014	74194	3834	Clean Sweep Janitorial Service	10-00-2005	910.00
12/14	12/04/2014	74195	1745	Coastal Paper & Supply, Inc	10-00-2005	130.17
12/14	12/04/2014	74196	183	Colvin Oil Company	15-00-2005	3,043.80
12/14	12/04/2014	74197	4746	Curry County Treasurer	10-00-2005	484.34
12/14	12/04/2014	74198	173	Curry Equipment	25-00-2005	534.91
12/14	12/04/2014	74199	5414	Custom Wearable Creations	32-00-2005	2,500.00
12/14	12/04/2014	74200	166	Dan's Auto & Marine Electric	10-00-2005	431.45
12/14	12/04/2014	74201	259	Da-Tone Rock Products	25-00-2005	750.00
12/14	12/04/2014	74202	185	Del Cur Supply	10-00-2005	51.75
12/14	12/04/2014	74203	1	Joslyn Gerolaga	20-00-2005	36.48
12/14	12/04/2014	74204	4714	Dept of Consumer & Business Services	25-00-2005	44.80
12/14	12/04/2014	74205	4357	Downtown Commerical Center	10-00-2005	300.00
12/14	12/04/2014	74206	3342	Fastenal	15-00-2005	338.00
12/14	12/04/2014	74207	298	Freeman Rock, Inc	20-00-2005	81,073.16
12/14	12/04/2014	74208	4646	Frontier	30-00-2005	550.66
12/14	12/04/2014	74209	5123	GCB Automation and Marine LLC	25-00-2005	820.00
12/14	12/04/2014	74210	5065	Gold Beach Lumber	15-00-2005	590.87
12/14	12/04/2014	74211	269	Grainger	20-00-2005	444.35
12/14	12/04/2014	74212	199	Richard Harper	10-00-2005	300.00
12/14	12/04/2014	74213	4741	M & J Glazebrook Construction	25-00-2005	930.00
12/14	12/04/2014	74214	4573	Methodworks	25-00-2005	1,340.00
12/14	12/04/2014	74215	4269	Milliman, Gary	10-00-2005	67.50
12/14	12/04/2014	74216	424	Munnell & Sherrill	25-00-2005	237.13
12/14	12/04/2014	74217	685	Neilson Research Corporation	25-00-2005	74.70
12/14	12/04/2014	74218	4487	Net Assets Corporation	10-00-2005	210.00
12/14	12/04/2014	74219	5364	North Central Laboratories	25-00-2005	506.24
12/14	12/04/2014	74220	3561	Oil Can Henry's	10-00-2005	121.92
12/14	12/04/2014	74221	279	One Call Concepts, Inc	20-00-2005	34.32
12/14	12/04/2014	74222	5008	Online Information Services	10-00-2005	109.68
12/14	12/04/2014	74223	5155	Oregon Department of Revenue	10-00-2005	1,762.72
12/14	12/04/2014	74224	252	Paramount Pest Control	10-00-2005	45.00
12/14	12/04/2014	74225	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
12/14	12/04/2014	74226	322	Postmaster	25-00-2005	850.00
12/14	12/04/2014	74227	207	Quill Corporation	10-00-2005	350.48
12/14	12/04/2014	74228	3309	Roberts & Associates	56-00-2005	990.00
12/14	12/04/2014	74229	1840	Rogue Federal Credit Union	25-00-2005	1,140.72
12/14	12/04/2014	74230	444	Secretary of State	75-00-2005	450.00
12/14	12/04/2014	74231	3487	Tailored Solutions Corp	30-00-2005	596.00
12/14	12/04/2014	74232	797	Town & Country Animal Clinic	61-00-2005	413.75
12/14	12/04/2014	74233	5417	U.S. Armor Corporation	61-00-2005	480.75
12/14	12/04/2014	74234	4203	Ultramax	10-00-2005	704.00
12/14	12/04/2014	74235	5398	University of Oregon	25-00-2005	5,500.00
12/14	12/04/2014	74236	990	UPS	20-00-2005	90.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/04/2014	74237	861	Village Express Mail Center	20-00-2005	38.30
12/14	12/04/2014	74238	2122	Cardmember Service	10-00-2005	3,556.58
12/14	12/04/2014	74239	4220	Woof's Dog Bakery	61-00-2005	48.99
12/14	12/11/2014	74240	4734	Aramark Uniform Services	10-00-2005	95.24
12/14	12/11/2014	74241	490	Arneson Motor & Machines	10-00-2005	160.00
12/14	12/11/2014	74242	5062	Baron Design	25-00-2005	402.00
12/14	12/11/2014	74243	4363	Black & Rice LLP	10-00-2005	2,087.00
12/14	12/11/2014	74244	4193	C & K Market, Inc	10-00-2005	64.33
12/14	12/11/2014	74245	5070	Canon Solutions America	10-00-2005	505.02
12/14	12/11/2014	74246	3015	Charter Communications	30-00-2005	579.90
12/14	12/11/2014	74247	822	Coast Auto Center	20-00-2005	336.00
12/14	12/11/2014	74248	5107	Coastal Concrete Cutting	25-00-2005	525.00
12/14	12/11/2014	74249	1740	Code Publishing Company Inc	10-00-2005	275.40
12/14	12/11/2014	74250	5419	D & R Equipment Repair LLC	15-00-2005	1,425.00
12/14	12/11/2014	74251	5324	Dart Enterprises, Inc	25-00-2005	14,121.61
12/14	12/11/2014	74252	5382	Davis Wright Tremaine LLP	10-00-2005	3,740.00
12/14	12/11/2014	74253	317	DCBS - Fiscal Services	10-00-2005	84.29
12/14	12/11/2014	74254	1	Always in Bloom Florist	20-00-2005	211.79
12/14	12/11/2014	74255	1	Kay Bailey	20-00-2005	96.63
12/14	12/11/2014	74256	1	Sueann Boydston	20-00-2005	97.78
12/14	12/11/2014	74257	1	Shawn Campbell	20-00-2005	10.64
12/14	12/11/2014	74258	1	James Clarkson	20-00-2005	7.75
12/14	12/11/2014	74259	1	Airion Crowder	20-00-2005	184.99
12/14	12/11/2014	74260	1	Alex & Karen Miranda	20-00-2005	43.80
12/14	12/11/2014	74261	1	Matthew Richardson	20-00-2005	191.84
12/14	12/11/2014	74262	4714	Dept of Consumer & Business Services	10-00-2005	44.80
12/14	12/11/2014	74263	4357	Downtown Commerical Center	10-00-2005	360.00
12/14	12/11/2014	74264	153	Ferrellgas	25-00-2005	230.24
12/14	12/11/2014	74265	5078	Geotechnical Resources, Inc	51-00-2005	11,810.00
12/14	12/11/2014	74266	198	Grants Pass Water Lab	20-00-2005	318.00
12/14	12/11/2014	74267	139	Harbor Logging Supply	25-00-2005	1,500.47
12/14	12/11/2014	74268	162	Kerr Hardware	10-00-2005	1,719.91
12/14	12/11/2014	74269	5353	Land and Water Environmental Services	57-00-2005	130.50
12/14	12/11/2014	74270	328	Les Schwab Tire Center	20-00-2005	1,691.16
12/14	12/11/2014	74271	1844	My-Comm, Inc	10-00-2005	80.50
12/14	12/11/2014	74272	5390	O'Reilly Automotive, Inc	25-00-2005	3.99
12/14	12/11/2014	74273	187	Quality Fast Lube & Oil	10-00-2005	90.75
12/14	12/11/2014	74274	207	Quill Corporation	10-00-2005	201.23
12/14	12/11/2014	74275	5410	Radio Medford	32-00-2005	532.00
12/14	12/11/2014	74276	387	Radio Shack	49-00-2005	59.98
12/14	12/11/2014	74277	5084	RH2 Engineering, Inc	25-00-2005	610.90
12/14	12/11/2014	74278	5025	Rivers End Construction, INC	15-00-2005	435.00
12/14	12/11/2014	74279	380	Stadelman Electric Inc	15-00-2005	381.30
12/14	12/11/2014	74280	5415	TCS Uniform & Apparel	10-00-2005	43.00
12/14	12/11/2014	74281	861	Village Express Mail Center	10-00-2005	9.97
12/14	12/11/2014	74282	169	Waste Connections Inc	10-00-2005	5,196.60
12/14	12/16/2014	74283	1620	Curry County Public Services	57-00-2005	1,416.00
12/14	12/18/2014	74284	5420	Breshears, Kathleen	32-00-2005	1,500.00
12/14	12/18/2014	74285	4767	Brookings Harbor Chamber of Commere	10-00-2005	50.00
12/14	12/18/2014	74286	5421	Charles P. Thompson & Assoc, Inc.	57-00-2005	1,400.00
12/14	12/18/2014	74287	5337	Chemsearch	25-00-2005	260.76
12/14	12/18/2014	74288	4928	CIS Trust	10-00-2005	12,497.86
12/14	12/18/2014	74289	1745	Coastal Paper & Supply, Inc	10-00-2005	144.14
12/14	12/18/2014	74290	1740	Code Publishing Company Inc	10-00-2005	68.85
12/14	12/18/2014	74291	183	Colvin Oil Company	25-00-2005	4,048.15
12/14	12/18/2014	74292	259	Da-Tone Rock Products	15-00-2005	500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/18/2014	74293	1	Linda Bottoms	20-00-2005	9.10
12/14	12/18/2014	74294	5156	Desi's Tree Trimming	25-00-2005	800.00
12/14	12/18/2014	74295	261	Engineered Control Products	20-00-2005	74.12
12/14	12/18/2014	74296	3342	Fastenal	25-00-2005	245.98
12/14	12/18/2014	74297	5123	GCB Automation and Marine LLC	25-00-2005	4,800.00
12/14	12/18/2014	74298	328	Les Schwab Tire Center	25-00-2005	904.16
12/14	12/18/2014	74299	5422	McHale, Barbara	10-00-2005	205.00
12/14	12/18/2014	74300	4942	NAS Associates, INC	25-00-2005	4,700.00
12/14	12/18/2014	74301	334	North Coast Electric Company	25-00-2005	8,301.49
12/14	12/18/2014	74302	4781	OHA Cashier	20-00-2005	540.00
12/14	12/18/2014	74303	187	Quality Fast Lube & Oil	20-00-2005	44.25
12/14	12/18/2014	74304	207	Quill Corporation	10-00-2005	183.48
12/14	12/18/2014	74305	3	Century 21 Agate Realty	20-00-2005	48.24
12/14	12/18/2014	74306	3	John McLaughlin	20-00-2005	2.25
12/14	12/18/2014	74307	3	Premier Property Management	20-00-2005	10.87
12/14	12/18/2014	74308	3	Frank Scolari	20-00-2005	37.53
12/14	12/18/2014	74309	3	Richard & Gwyn Steffens	20-00-2005	261.15
12/14	12/18/2014	74310	3	Joseph & Loretta Teresi	20-00-2005	5.96
12/14	12/18/2014	74311	3	Larry & Cher Titus	20-00-2005	84.09
12/14	12/18/2014	74312	3	Betty Jean Waite	20-00-2005	16.45
12/14	12/18/2014	74313	3782	Sensus Metering Systems	20-00-2005	1,784.47
12/14	12/18/2014	74314	380	Stadelman Electric Inc	25-00-2005	3,495.45
12/14	12/18/2014	74315	142	Tidewater Contractors Inc	20-00-2005	521.35
12/14	12/18/2014	74316	151	Western Communications, Inc.	10-00-2005	219.05
12/14	12/18/2014	74317	551	Western Pacific Tree Serv Inc	10-00-2005	160.00
12/14	12/18/2014	74318	917	Wm. H. Reilly & Co	25-00-2005	178.70
12/14	12/18/2014	74319	5011	Xylem Water Solutions USA, INC	25-00-2005	18,720.63
12/14	12/24/2014	74320	5240	ACE USA	25-00-2005	3,331.00
12/14	12/24/2014	74321	4827	Boldt, Carlisle & Smith LLC	10-00-2005	4,920.00
12/14	12/24/2014	74322	5108	Brad Kelly, PT	10-00-2005	170.00
12/14	12/24/2014	74323	5220	CandyApple Productions	15-00-2005	1,320.00
12/14	12/24/2014	74324	164	Chambers Plumbing & Heating	20-00-2005	130.00
12/14	12/24/2014	74325	1745	Coastal Paper & Supply, Inc	10-00-2005	199.00
12/14	12/24/2014	74326	1357	Curry County Clerk	15-00-2005	750.00
12/14	12/24/2014	74327	4746	Curry County Treasurer	10-00-2005	362.00
12/14	12/24/2014	74328	1	Medicor Group LLC	20-00-2005	3.13
12/14	12/24/2014	74329	2640	Dyer Partnership Inc., The	15-00-2005	21,382.42
12/14	12/24/2014	74330	4980	iSecure	10-00-2005	41.00
12/14	12/24/2014	74331	5368	Marineau and Associates	75-00-2005	5,800.00
12/14	12/24/2014	74332	4573	Methodworks	25-00-2005	550.00
12/14	12/24/2014	74333	442	OCCMA	10-00-2005	235.00
12/14	12/24/2014	74334	5155	Oregon Department of Revenue	10-00-2005	1,584.94
12/14	12/24/2014	74335	699	Oregon Dept of Transportation	15-00-2005	2,196.00
12/14	12/24/2014	74336	5237	OMA	10-00-2005	125.00
12/14	12/24/2014	74337	1920	Pitney Bowes, Inc	10-00-2005	83.00
12/14	12/24/2014	74338	207	Quill Corporation	10-00-2005	446.16
12/14	12/24/2014	74339	3	Maria Hillis	20-00-2005	115.80
12/14	12/24/2014	74340	5415	TCS Uniform & Apparel	10-00-2005	13.95
12/14	12/24/2014	74341	4525	TL Productions, Inc.	50-00-2005	414.83
12/14	12/24/2014	74342	861	Village Express Mail Center	10-00-2005	13.78
12/14	12/31/2014	74343	3473	4imprint	61-00-2005	253.72
12/14	12/31/2014	74344	3759	Apple Time Inc	61-00-2005	490.00
12/14	12/31/2014	74345	2407	Blue Star Gas	30-00-2005	200.69
12/14	12/31/2014	74346	5004	Blumenthal Uniforms & Equipment	61-00-2005	350.00
12/14	12/31/2014	74347	4767	Brookings Harbor Chamber of Commerce	10-00-2005	100.00
12/14	12/31/2014	74348	3834	Clean Sweep Janitorial Service	10-00-2005	780.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/14	12/31/2014	74349	182	Coos-Curry Electric	15-00-2005	25,184.74
12/14	12/31/2014	74350	5424	Curry Public Transit Inc	10-00-2005	150.00
12/14	12/31/2014	74351	1	Richard Cosgrove	20-00-2005	8.07
12/14	12/31/2014	74352	1	Neal Moore	20-00-2005	37.64
12/14	12/31/2014	74353	1	Gary & Ashley Ramirez	20-00-2005	195.38
12/14	12/31/2014	74354	371	Dept. of Environmental Quality	25-00-2005	320.00
12/14	12/31/2014	74355	5333	Double D Electric	50-00-2005	5,796.00
12/14	12/31/2014	74356	4646	Frontier	10-00-2005	127.19
12/14	12/31/2014	74357	5078	Geotechnical Resources, Inc	51-00-2005	4,497.50
12/14	12/31/2014	74358	5065	Gold Beach Lumber	20-00-2005	755.69
12/14	12/31/2014	74359	2814	Ron Hedenskog	10-00-2005	58.00
12/14	12/31/2014	74360	4171	In-Motion Graphics	61-00-2005	252.00
12/14	12/31/2014	74361	3978	KLB Enterprises	20-00-2005	324.44
12/14	12/31/2014	74362	4269	Gary Milliman	10-00-2005	207.70
12/14	12/31/2014	74363	1844	My-Comm, Inc	10-00-2005	92.00
12/14	12/31/2014	74364	580	OFCA	10-00-2005	25.00
12/14	12/31/2014	74365	3561	Oil Can Henry's	10-00-2005	41.84
12/14	12/31/2014	74366	322	Postmaster	10-00-2005	220.00
12/14	12/31/2014	74367	207	Quill Corporation	10-00-2005	313.99
12/14	12/31/2014	74368	5296	Red Lion Hotel Salem	10-00-2005	91.30
12/14	12/31/2014	74369	5423	Stagelights Musical Arts Community	32-00-2005	4,000.00
12/14	12/31/2014	74370	944	Verizon	10-00-2005	507.92
12/14	12/31/2014	74371	861	Village Express Mail Center	10-00-2005	57.59
12/14	12/31/2014	74372	4135	Jim Watson	10-00-2005	9.00
Grand Totals:						331,395.68

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,503,742.00	1,852,435.20	2,031,052.66	472,689.34	81.1
LICENSES AND PERMITS	96,000.00	3,541.07	34,970.14	61,029.86	36.4
INTERGOVERNMENTAL	242,600.00	21,865.82	93,073.32	149,526.68	38.4
CHARGES FOR SERVICES	135,000.00	2,377.00	41,773.28	93,226.72	30.9
OTHER REVENUE	158,500.00	1,663.49	17,360.29	141,139.71	11.0
TRANSFERS IN	257,058.00	.00	.00	257,058.00	.0
	<u>3,392,900.00</u>	<u>1,881,882.58</u>	<u>2,218,229.69</u>	<u>1,174,670.31</u>	<u>65.4</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	37,664.00	1,591.42	7,155.72	30,508.28	19.0
MATERIAL AND SERVICES	8,770.00	526.30	2,945.78	5,824.22	33.6
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>46,934.00</u>	<u>2,117.72</u>	<u>10,101.50</u>	<u>36,832.50</u>	<u>21.5</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	157,114.00	14,447.49	68,623.02	88,490.98	43.7
MATERIAL AND SERVICES	87,000.00	9,971.12	65,636.29	21,363.71	75.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>244,114.00</u>	<u>24,418.61</u>	<u>134,259.31</u>	<u>109,854.69</u>	<u>55.0</u>
POLICE:					
PERSONAL SERVICES	1,869,075.00	159,816.53	771,901.59	1,097,173.41	41.3
MATERIAL AND SERVICES	156,700.00	9,518.58	68,979.16	87,720.84	44.0
CAPITAL OUTLAY	55,150.00	63.95	14,691.65	40,458.35	26.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,080,925.00</u>	<u>169,399.06</u>	<u>855,572.40</u>	<u>1,225,352.60</u>	<u>41.1</u>
FIRE:					
PERSONAL SERVICES	156,751.00	12,617.42	64,429.28	92,321.72	41.1
MATERIAL AND SERVICES	102,500.00	4,760.74	34,905.32	67,594.68	34.1
CAPITAL OUTLAY	45,519.00	30,579.01	30,579.01	14,939.99	67.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>304,770.00</u>	<u>47,957.17</u>	<u>129,913.61</u>	<u>174,856.39</u>	<u>42.6</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	184,477.00	14,793.81	74,076.92	110,400.08	40.2
MATERIAL AND SERVICES	46,400.00	1,006.34	27,020.21	19,379.79	58.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>230,877.00</u>	<u>15,800.15</u>	<u>101,097.13</u>	<u>129,779.87</u>	<u>43.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	139,799.00	10,540.48	54,988.11	84,810.89	39.3
MATERIAL AND SERVICES	47,900.00	3,829.59	24,889.40	23,010.60	52.0
CAPITAL OUTLAY	18,550.00	.00	10,901.22	7,648.78	58.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	206,249.00	14,370.07	90,778.73	115,470.27	44.0
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	163,459.00	13,393.91	62,324.27	101,134.73	38.1
MATERIAL AND SERVICES	30,800.00	2,754.09	11,325.29	19,474.71	36.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	194,259.00	16,148.00	73,649.56	120,609.44	37.9
SWIMMING POOL:					
PERSONAL SERVICES	57,107.00	.00	37,640.86	19,466.14	65.9
MATERIAL AND SERVICES	46,100.00	1,517.48	21,657.74	24,442.26	47.0
CAPITAL OUTLAY	10,000.00	.00	2,774.08	7,225.92	27.7
	113,207.00	1,517.48	62,072.68	51,134.32	54.8
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	141,000.00	6,267.57	43,533.03	97,466.97	30.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,000.00	.00	.00	242,000.00	.0
CONTINGENCIES AND RESERVES	618,565.00	.00	.00	618,565.00	.0
	1,001,565.00	6,267.57	43,533.03	958,031.97	4.4
	4,422,900.00	297,995.83	1,500,977.95	2,921,922.05	33.9
	(1,030,000.00)	1,583,886.75	717,251.74	(1,747,251.74)	69.6

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	846,000.00	32,227.19	239,661.03	606,338.97	28.3
OTHER REVENUE	13,800.00	50.00	15,560.59	(1,760.59)	112.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>859,800.00</u>	<u>32,277.19</u>	<u>255,221.62</u>	<u>604,578.38</u>	<u>29.7</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	173,796.00	16,615.39	73,805.70	99,990.30	42.5
MATERIAL AND SERVICES	181,800.00	8,676.77	58,213.85	123,586.15	32.0
CAPITAL OUTLAY	561,300.00	210.28	1,538.90	559,761.10	.3
TRANSFERS OUT	26,047.00	.00	.00	26,047.00	.0
CONTINGENCIES AND RESERVES	100,857.00	.00	.00	100,857.00	.0
	<u>1,043,800.00</u>	<u>25,502.44</u>	<u>133,558.45</u>	<u>910,241.55</u>	<u>12.8</u>
	<u>1,043,800.00</u>	<u>25,502.44</u>	<u>133,558.45</u>	<u>910,241.55</u>	<u>12.8</u>
	<u>(184,000.00)</u>	<u>6,774.75</u>	<u>121,663.17</u>	<u>(305,663.17)</u>	<u>66.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2014

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,459,500.00	35,895.09	689,051.80	770,448.20	47.2
OTHER INCOME	9,000.00	7,764.13	23,540.98	(14,540.98)	261.6
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,468,500.00</u>	<u>43,659.22</u>	<u>712,592.78</u>	<u>755,907.22</u>	<u>48.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	388,826.00	32,263.53	164,422.15	224,403.85	42.3
MATERIAL AND SERVICES	192,900.00	8,851.64	81,334.69	111,565.31	42.2
CAPITAL OUTLAY	79,900.00	232.61	19,673.86	60,226.14	24.6
	<u>661,626.00</u>	<u>41,347.78</u>	<u>265,430.70</u>	<u>396,195.30</u>	<u>40.1</u>
WATER TREATMENT:					
PERSONAL SERVICES	271,466.00	22,689.16	107,820.93	163,645.07	39.7
MATERIAL AND SERVICES	176,200.00	9,948.76	74,901.09	101,298.91	42.5
CAPITAL OUTLAY	24,900.00	232.61	3,547.54	21,352.46	14.3
TRANSFERS OUT	909,702.00	.00	.00	909,702.00	.0
CONTINGENCIES AND RESERVES	134,606.00	.00	.00	134,606.00	.0
	<u>1,516,874.00</u>	<u>32,870.53</u>	<u>186,269.56</u>	<u>1,330,604.44</u>	<u>12.3</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,178,500.00</u>	<u>74,218.31</u>	<u>451,700.26</u>	<u>1,726,799.74</u>	<u>20.7</u>
	<u>(710,000.00)</u>	<u>(30,559.09)</u>	<u>260,892.52</u>	<u>(970,892.52)</u>	<u>36.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	307,213.00	290,021.50	290,021.50	17,191.50	94.4
CHARGES FOR SERVICES	2,952,000.00	229,256.84	1,231,596.33	1,720,403.67	41.7
OTHER REVENUE	1,000.00	.00	5,735.99	(4,735.99)	573.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,260,213.00</u>	<u>519,278.34</u>	<u>1,527,353.82</u>	<u>1,732,859.18</u>	<u>46.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	486,747.00	39,474.76	192,583.63	294,163.37	39.6
MATERIAL AND SERVICES	239,600.00	10,128.82	58,563.08	181,036.92	24.4
CAPITAL OUTLAY	24,900.00	232.61	3,547.54	21,352.46	14.3
	<u>751,247.00</u>	<u>49,836.19</u>	<u>254,694.25</u>	<u>496,552.75</u>	<u>33.9</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	466,212.00	37,480.31	183,775.98	282,436.02	39.4
MATERIAL AND SERVICES	510,600.00	39,939.10	158,860.41	351,739.59	31.1
CAPITAL OUTLAY	982,113.00	103,726.71	957,010.45	25,102.55	97.4
TRANSFERS OUT	1,172,453.00	.00	.00	1,172,453.00	.0
CONTINGENCIES AND RESERVES	227,588.00	.00	.00	227,588.00	.0
	<u>3,358,966.00</u>	<u>181,146.12</u>	<u>1,299,646.84</u>	<u>2,059,319.16</u>	<u>38.7</u>
	<u>4,110,213.00</u>	<u>230,982.31</u>	<u>1,554,341.09</u>	<u>2,555,871.91</u>	<u>37.8</u>
	<u>(850,000.00)</u>	<u>288,296.03</u>	<u>(26,987.27)</u>	<u>(823,012.73)</u>	<u>(3.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	540,810.00	329,643.83	344,482.72	196,327.28	63.7
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>541,310.00</u>	<u>329,643.83</u>	<u>344,482.72</u>	<u>196,827.28</u>	<u>63.6</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	6,090.00	10,199.65	59,800.35	14.6
CAPITAL OUTLAY	378,771.00	.00	268.40	378,502.60	.1
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	432,539.00	.00	.00	432,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>881,310.00</u>	<u>6,090.00</u>	<u>10,468.05</u>	<u>870,841.95</u>	<u>1.2</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>881,310.00</u>	<u>6,090.00</u>	<u>10,468.05</u>	<u>870,841.95</u>	<u>1.2</u>
	<u>(340,000.00)</u>	<u>323,553.83</u>	<u>334,014.67</u>	<u>(674,014.67)</u>	<u>98.2</u>