

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, January 26, 2015, 7:00pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Employee Recognition - Public Safety Director Chris Wallace, 20 year anniversary.
2. Reappointment of Trace Kather to the Parks and Recreation Commission. [pg. 3]

E. Public Hearings

1. Legislative public hearing in the matter of File LDC-1-15, revising the street improvement deferral process in Brookings Municipal Code Chapters 17.170, 17.128 and 17.136 of Title 17, Land Development Code. [Advance Packet]

F. Oral Requests and Communications from the audience

1. Committee Reports: Planning Commission Annual Report [Planning, pg. 6]
 - a. Annual Report [pg. 7]
2. Public Comments on non-agenda items – 5 minute limit per person.*

G. Staff Reports

1. Acceptance of annual Committee for Citizen Involvement report.[Planning, pg. 8]
 - a. Resolution 399 [pg. 10]
 - b. Sample CCI questionnaire [pg. 13]
 - c. CCI Annual Report [pg. 14]
2. Acceptance of the Welcome to Brookings Sign located at the City's northern limits. [Planning, pg. 15]
 - a. Welcome sign committee report. [pg. 16]
 - b. Photo of sign. [pg. 17]
3. Support for location and installation of new crosswalk just south of Lucky Lane by the Oregon Department of Transportation. [Public Safety, pg. 18]
 - a. Photos of location and pedestrian survey. [pg. 20]
4. Community Coastal Christmas evaluation. [City Manager, pg. 22]
 - a. Evaluation [pg. 23]
5. Approval to reallocate Transient Occupancy Tax revenues for the Event Tent to general tourism promotional activity purposes. [City Manager, pg. 24]
6. Authorization to mail a series of three fuel tax measure informational brochures to registered Brookings voters. [City Manager, pg. 25]
 - a. First mailer [pg. 26]
 - b. Draft second and third mailers [pg. 28]
 - c. Informational brochure hand-out [pg. 30]
 - d. Email from Secretary of State [pg. 32]

H. Resolutions

1. Adoption of Resolution 15-R-1051, authorizing signatories for all City financial activities. [F&HR, pg. 34]
 - a. 15-R-1051 [pg. 35]
2. Adoption of Resolution 15-R-1049, amending the City's Public Procurement and Contracting Policy. [City Manager, pg. 36]
 - a. 15-R-1049 [pg. 37]
 - b. Revised language [pg. 38]
3. Adoption of Resolution 15-R-1050, authorizing submission of a grant application for water metering upgrade and monitoring. [City Manager, pg. 39]
 - a. 15-R-1050 [pg. 41]

I. Consent Calendar

1. Approve Council minutes for January 12, 2015. [pg. 42]
2. Approve Liquor License Application for Railroad Street Market & Deli. [pg. 48]
3. Receive monthly financial report for December, 2014. [pg. 50]

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



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

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

PART I. Contact Information:

Name: Trace Kather Date: 1/16/15
Physical Address: 17300 LaBonte Ln
Mailing Address: PO BOX 44 Brookings, OR 97415
Email Address: tracekather@yahoo.com Phone: 541 251 1010

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

1. Commission/Committee applying for:

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input checked="" 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"/> Other (please specify): _____		

2. **City residents:** How long have you lived in the City of Brookings? 7+ (yrs/mths)

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

3. **UGB residents:** How long have you lived in the UGB?: 7+ (yrs/mths)

4. **What is your current occupation?** Nurse Practitioner

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 **position-related experience and/or background:**

Nature - Movement - Health Conscious

2. List your **work history and educational background**, as well as any **unrelated volunteer experience:**

Helping people find health & happiness
through improving environment
that supports joyful expression.

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

work to improve quality of life
for community members and attract
visitors to enjoy the outdoors

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.

Trace Kather
Applicant (print name)

Trace Kather
Applicant's Signature

1/16/15
Date

Lauri Ziemer
Witness (print name)

Lauri Ziemer
Witness's Signature

1-16-15
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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.**

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

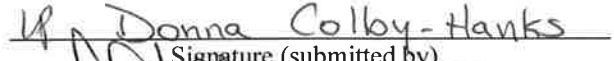
Public Art Committee: 541-469-1135
Budget Committee: 541-469-1123

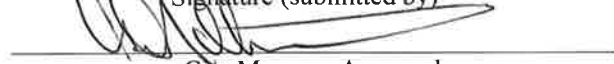
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: PWDS/ Planning
Dept.



Signature (submitted by)


City Manager Approval

Subject: Chair of the Planning Commission's Annual Report.

Recommended Motion: Motion to accept the Annual Report.

Financial Impact: None.

Background/Discussion: The Chair of the Planning Commission, Bryan Tillung, has prepared the annual report which reviews the work accomplished by the Planning Commission in 2014. He will attend the City Council meeting to present the attached report.

Policy Considerations: None.

Attachment(s): Planning Commission 2014 Annual Report.

Brookings Planning Commission

2014 Year in Review

There were several changes to make up of the Planning Commission in 2014. Positions 1 & 7 are currently vacant. Commissioner Gerald Wulkowicz was nominated and accepted the appointment as Vice Chair. Commissioner Bryan Tillung was nominated & accepted the nomination as Chairman. We would like to thank both Commissioners Wulkowicz and Tillung for their continued service to the city.

The Planning Commission provides guidance and advice on planning and land use issues. In 2014, the Planning Commission.

Approved a request for a two-year extension of time of the Detailed Development Plan within Lone Ranch Master Plan area.

Approved a request to rename the northern portion of Alder Street to Redwood Spur. The northern portion of Alder Street intersects with Chetco Avenue.

Approved several requests for conditional use permits for short term vacation rentals located on Dell North Lane.

Approved a request for a partition of a parcel on Memory Lane at the intersection of Kendall Street.

Approved a request for a variance to allow for a 20 foot setback, back was adjusted, to allow more clearance for safety reasons.

Recommended the City Council make revisions to the Land Development Code, Brookings Municipal Code (BMC) to add the use of a recreational vehicle as an living quarters for a caretaker as a conditional use permit, in the Public Open/Space (PO/S) zone.

Recommended the City Council make revision to add Limited Light Manufacturing, amendments to the Brookings Municipal Code (BMC).

Recommended City Council to approve of an update to the city's water master plan.

Recommended the City Council annex approximately 13.33 acres of land into the City of Brookings on the North Bank; also zoning changes from Light Commercial (C-1) to Two-Family (R-2).

Our objective for 2015 is to provide the best possible planning assistance to enhance the quality of life in Brookings. The Planning Commission looks forward to another year of serving the citizens of our fine city.

Respectfully submitted:



Bryan Tillung, Chair

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: PWDS/Planning
Dept.

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

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

Recommended Motion:

1) Motion to accept the CCI annual report for 2014 and direct Staff to forward the report to the County Planning coordinator and the State's Citizen Involvement Advisory Committee as required by Resolution #399.

Financial Impact: None.

Background/Discussion: Oregon State Land Use Law requires all cities to have a Committee for Citizen's Involvement to insure that citizens have an opportunity to be involved in all phases of the planning process. Resolution 399 adopted March 16, 1987 and attached is the most current resolution defining the process for a Committee for Citizen Involvement (CCI) and Citizen Advisory Committee (CAC).

The CCI is defined in this resolution as the Planning Commission whereas in 1976 the comprehensive plan describes a CCI to include both Planning Commission and 4 citizens. City staff has been soliciting CCI input from a survey (Attachment B) which is mailed to all participants who have engaged in the Planning Commission process such as projects which trigger a land use action prompting Planning Commission approval, such as a conditional use permit, partition, subdivision, annexation, etc as well as comprehensive plan and development code revisions. The survey is available at all Planning Commission meetings and on the City's webpage. This year staff receive eight surveys, last year staff received three surveys. The resolution requires a copy of the report be given to the Planning Commission, Mayor and City Council, the County Planning Coordinator, and the State's Citizen Involvement Advisory Committee. The Planning Commission reviewed the report and recommended approval to the City Council. The report is attached and recommended as a motion for City Council approval.

Further defined is a CAC as a committee "open to all residents within Brookings and the urban growth boundary with no limits to the number of participants." There is no permanently established CAC. CACs have typically only been organized to review and receive input on specific issues, such as the current update of the Transportation System Plan. In the past CACs have been organized to develop the Downtown Master Plan and to update the Comprehensive Plan. In light of recent editorials in the Curry Coastal Pilot newspaper and public comments at City Council meetings, there has been an outreach of community members to better understand the planning process and be more involved in land use decisions in the City. Volunteering for a

committee position is one way to be more involved. It is also recognized by staff that implementing a CAC as defined in Resolution 399 is another means to solicit community involvement in the planning process. Resolution 399 reads, "The purpose of the Brookings' citizens involvement program is to assure that citizens of the community have the opportunity to be meaningfully involved in all phases of the land use process, and to provide an open forum for the presentation and discussion of differing opinions and points of view."

At the January 12, 2015 City Council workshop, City Councilors discussed the possibility of updating the City's Comprehensive Plan. Since a Comprehensive Plan update requires budgetary approval which would not be in place until July 1, 2015, staff will be discussing forming a CAC prior to July 1, 2015 addressing questions and concerns of the public. A CAC will also provide a platform for staff to discuss land use planning documents which effect the City planning process. Staff will be discussing forming a CAC with the Planning Commission and will bring a recommendation to City Council at a later date after receiving comments from Planning Commission.

Policy Considerations: None.

Attachment(s): a) Resolution #399
 b) Sample CCI questionnaire
 c) CCI Annual Report.

Resolution No. 399

A RESOLUTION REPEALING RESOLUTION NO. 186 AND RE-ESTABLISHING A CITIZEN INVOLVEMENT PROGRAM FOR THE CITY OF BROOKINGS.

Section 1. Purpose. The purpose of the Brookings' citizens involvement program is to assure that citizens of the community have an opportunity to be meaningfully involved in all phases of the land use planning process, and to provide an open forum for the presentation and discussion of differing opinions and points of view.

Section 2. Committee for Citizens Involvement (CCI).

A. Membership. The City of Brookings Planning Commission shall be the Committee for Citizen Involvement.

B. Responsibilities.

1. The Committee is charged with the responsibility to develop the Citizens Involvement Program, and to periodically evaluate the effectiveness of the program.
2. Every 12 months beginning November 1, 1986, the CCI will undertake an evaluation of the Citizens Involvement Program and will report the results to the Mayor and City Council, the County Planning Coordinator and the State's Citizen Involvement Advisory Committee.

The method of the survey shall be to contact those citizens and groups who have participated in the process and seek their evaluation of effectiveness of the program by means of a survey questionnaire. Any problems noted in the involvement program will be considered and appropriately responded to.

Section 3. Citizens Involvement.

A. Citizen Advisory Committee (CAC).

1. **Membership.** The membership of the CAC is open to all residents within Brookings and its urban growth boundary with no limitation of number of participants.
2. **Responsibilities.** The Citizens Advisory Committee shall have the opportunity to be involved in all phases of the planning process, including participation in the preparation of and the revisions to the Comprehensive Plan and implementing measures, plan content, plan adoption, and minor and major revisions to the plan and implementing measures.

3. Meetings. Meetings of the Citizens Advisory Committee will be publicized in the local media as to date, time and place, and a general description of the topic of discussion. Meetings will be organized by the city at such times as material pertaining to the Comprehensive Plan and implementing measures is completed and available for public review and comment.
4. Technical Information. The Citizens Advisory Committee will have access to all technical information and data utilized in the preparation of draft land use planning proposals for the Comprehensive Plan and implementing measures. Such technical information will be available for public inspection and the city will solicit public comment on the data. City planning staff representative(s) will be available to present and interpret such technical information at meetings organized for that purpose.
5. Communication. All meetings concerning the Comprehensive Plan and implementing measures will be publicized by articles, notices or news items which shall be made available to local communications media. All meetings will be open to the citizens of Brookings urban area. An opportunity to participate in the discussion at such meetings will be given to all those in attendance. The input given will be considered and responded to in the form that seems most appropriate.
6. Citizen Influence. As previously stated, the City will take positive steps to involve citizens in all phases of the planning process. This involvement will be more than simple communication of what is occurring and will assure that those who participate are listened to and that their input will influence the outcome of the planning decisions to be made.
7. Feedback Mechanisms. The Citizen Involvement Program evaluation at 12 month intervals is one of the major mechanisms the City will use to assure feedback. But feedback will occur throughout the process and in several ways. Specifically, verbal responses by elected officials to questions by citizens at public meetings constitutes valid feedback. Such feedback will, of course, be documented through keeping minutes of the meetings. Other feedback will occur through written responses.
8. Financial Support. As an integral part of the planning budget, funding for the Citizens Involvement Program will be provided by the City, whether by providing in-kind services or by providing technical services of a planning staff representative. This funding is qualified to the extent that revenue resources of the city are available for planning purposes as determined by the City Council on an annual basis.

Section 4. Repeal. Resolution No. 186 is hereby repealed in its entirety.

PASSED by the City Council of the City of Brookings and
signed by the Mayor this 16th day of March, 1987.

Bob Kerr
Bob Kerr
Mayor

ATTEST:

Beverly S. Shields
Beverly S. Shields
City Recorder

RESOLUTION NO. 399 - 3

CITIZEN INVOLVEMENT PROGRAM SURVEY QUESTIONNAIRE

Brookings City Council Resolution 399 requires an annual evaluation of the effectiveness of the Citizen Involvement Program. Please respond to the following questions.

1. How did you hear about the Planning Commission meeting(s) you attended:

Please indicate approximate percentage:

☐ Newspaper

☐ Radio/TV

☐ Direct Mail

☐ Internet

☐ Other (Please describe):

2. What steps did you take to find information on planning related actions prior to the meeting?
3. Were you able to learn, in advance, the process or criteria the Planning Commission would consider in reaching a decision?
4. Were you allowed to present your ideas (concerns/suggestions/support) to the Planning Commission?
5. Were you treated courteously? If not, please describe your experience.
6. Did you feel that the officials gave due consideration to your testimony and opinion?
7. Do you feel the Planning Commission explained their decision and how it pertains to the applicable policies? If not, please describe how they could have achieved this goal.



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1137 Fax (541) 469-3650
dcolbyhanks@brookings.or.us

TO: Planning Commission

FROM: Donna Colby-Hanks, Planning Manager *DC*

DATE: November 21, 2014

RE: Committee for Citizen Involvement 2014

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

Many efforts are made to be sure information concerning meetings, process, and specific applications is available to the public. These efforts include providing hearing notices and/or agendas to several local papers, several radio stations, to the library, posting in City Hall, on the City's website, and mailed to neighbors when a specific property is involved. Contact information is provided and files are available for review at the Planning Department, the public library, and on the City's web site.

A survey form, designed to evaluate the effectiveness of the citizen involvement program, has been available for the past year at the sign-in table at every Planning Commission meeting and on the City's website. In previous years the survey was mailed out to all participants in November. This process was changed and the survey was mailed to all participants with the notice of decision for the application they were interested in. This change generated a better return on the surveys.

Summary of key questions:

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

All responses indicated that the process or criteria were able to be located prior to the Planning Commission meetings.

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

All responses were favorable.

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

All felt that the Planning Commission accomplished this.

Recommendation: Motion to accept the CCI Annual Report for 2014 and forward to the City Council.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: PWDS/Planning
Dept.

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

Subject: Welcome to Brookings sign.

Recommended Motion: Motion to accept the Welcome to Brookings Sign located at northern city limits.

Financial Impact: Minimal maintenance and solar battery/light bulb replacement.

Background/Discussion: In 2010, a group of citizens formed a committee to develop a plan to find a location, raise funds, landscape, and install an attractive welcome sign near the northern city limits. With much determination, many hours of hard work, and the support of the community they have accomplished their goals. The Welcome Sign Committee now wishes to turn the finished project over to the City. Several members of the Committee will attend the meeting to provide comments.

Policy Considerations: None.

Attachment(s): Welcome Sign Committee report
Photo of Welcome Sign

Welcome Sign Committee report

A group of citizens wanted our community to have an attractive, durable "Welcome to Brookings" sign. They formed a committee. Planning staff was assigned to attend the meetings. The first meeting was held at the Manley Arts Center on July 12, 2010 with 14 interested citizens in attendance.

Over the next several months many goals were reached, including the decision on location. The City applied for and received required permit for the sign from Or. Dept. of Transportation, and after many meetings, a design for the sign was agreed upon. On Nov. 8, 2010, the committee took this information to the City Council and received approval to begin fundraising for the proposed sign.

It was determined that a budget of \$12,000. would be needed for construction, installing solar lighting, and landscaping. Many monetary and in-kind donations were given and in July 2011 construction began. In two months, basic construction was completed, and after additional fund raising, the landscaping and lighting projects began.

The committee greatly appreciates the numerous community members who made this welcome sign possible. With cash and in-kind donations enough money was raised to meet the budget and complete the project.

Committee members who played an important role in the creation of the sign are Pete Chasar, Noreen Foster, Bobbie Geney, Emily Grimes, Lorelei Hanna, Barbara Jervis, Dianne Morris, and Bryan Tillung.

In the Fall of 2014, additional plants, bark, and large boulders were added to complete the landscaping. The committee is pleased to have accomplished its goal of erecting an attractive, lasting sign to welcome visitors and residents alike to Brookings.



CITY OF BROOKINGS

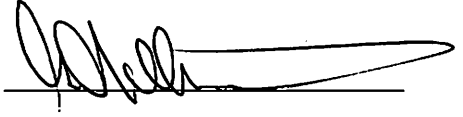
COUNCIL AGENDA REPORT

Meeting Date: January 26th 2015

Submitted by: Chief Chris Wallace

Originating Dept: Public Safety

City Manager:



Subject: Crosswalk installation on U.S. Hwy 101 @ Milepost 356.81 +/- (Just South of Lucky Lane)

Recommended Motion:

Support location and installation of new crosswalk by Oregon Department of Transportation.

Financial Impact:

At this time there is no financial impact for the City of Brookings as Oregon Department of Transportation feels they will be able to complete initial installation with no cost share needed from the City of Brookings.

Background/Discussion:

On October 6th 2014 at a Brookings City Council workshop overhead photographs for five potential crosswalk sites were supplied to the City Council for review by Oregon Department of Transportation, Assistant District Manager Chris Hunter. At that time Mr. Hunter spent time talking with Council members and attendees about each potential site and the pros and cons of each.

On November 20th, 2014 an additional meeting was held with Chief Chris Wallace, Lieutenant Donny Dotson, Brookings City Councilor Bill Hamilton and Chris Hunter. During this meeting after much discussion and review a unanimous selection was made for the location of the proposed new crosswalk.

It was determined the location just south of Lucky Lane would be the best location for placement of the new crosswalk. Chris Hunter advised Oregon Department of Transportation design and engineering supported the site location and felt it would certainly benefit the larger volume of pedestrians wishing to cross U.S. Hwy 101 in that immediate area.

Hunter further stated the design would include a center island which was an important feature and was also a site that could be a phased project if later installation of lighting or other safety features are needed. At this time Chris Hunter believes no cost share will be needed by the city for initial installation of crosswalk and suggested the project could potentially be fully completed in the spring.

On January 5th 2015 information obtained from the October 6th 2014, and the November 20th 2014 meetings was given to the Brookings City Council for consideration. Following the presentation direction was given to check with Oregon Department of Transportation to see if the

center island portion of the crosswalk was required to move forward, direction was also received to bring this item back to a scheduled City of Brookings Council meeting on January 26th, 2015.

On January 9th, 2015 following up on the request of Brookings City Council, Chris Hunter was contacted via telephone and advised the center island was a required portion of the project due to the large span of the Hwy and the need to have a safety refuge for citizens utilizing the crosswalk.

It continues to be the recommendation of staff to support the selected location and installation of new crosswalk which will be designed, constructed, installed and initially financed by Oregon Department of Transportation.

Attachment(s):

- a. Overhead photograph of selected crosswalk location and pedestrian survey.



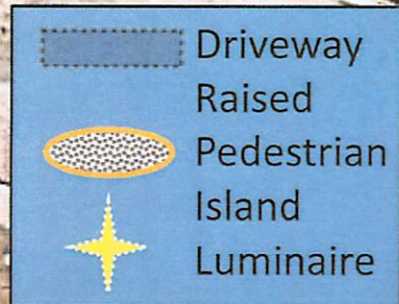
US 101 @ MP 356.81+/- ~ Brookings

Cons

- Effects two-stage left turn out of two driveways and a street
- Minimal effect to left turns into driveways
- Requires rebuilding ~100' of substandard width sidewalk
- May lose a parking spot or two

Pros

- Luminaire
- Pedestrian generators nearby
- Near new neighborhood and future path to Easy Street
- Minimal effect to left turns into driveways

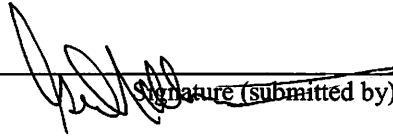


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Community Coastal Christmas Event Evaluation Report

Recommended Motion:

None required.

Background/Discussion:

The City granted funding to Community Coastal Christmas in connection with the downtown Christmas decoration and tree lighting event. The recipient entity is required to submit a post-event report. Attached is the report received from Community Coastal Christmas. Attendance estimates to not include an estimate of how many participants were from outside Curry County.

The City Council has directed that each Event Evaluation Report Form be submitted to them for review. This report was reviewed at the Tourism Promotion Advisory Committee meeting of January 15, 2015. There were no comments.

Attachment(s):

- a. Community Coastal Christmas Event Evaluation Report.



City of Brookings

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

Tourism Promotion Special Event Program

Event Evaluation Report Form

Within three (3) months of completing the event, the following information must be provided and turned into the City Recorder

Event Title: Community Coastal Christmas Completion Date: January 4, 2015
Contact Person: Kathleen Breshears Phone: 541-412-0674

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

\$2867 - lighting for Trees on Chetco Ave

\$238 - Pilot Ads

\$17 - flyers - Pacific Rim Copiers - Most flyers we made and printed ourselves - About 600 pages.

\$68 - Elf merchant promotion

\$195 - Breakfast w/ Santa Visitors Center

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

300? Breakfast w/ Santa

200? Christmas tree lighting & Santa Chats, "parade" Etc.

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

Signed: Kathleen Breshears Dated: 1-5-15

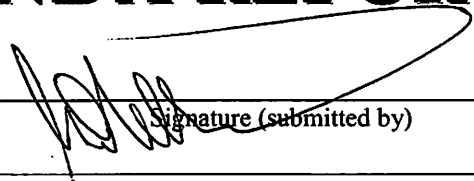
Organization: Community Coastal Christmas in Brookings Harbor

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Reallocation of Event Tent Funding

Recommended Motion:

Motion to reallocate the \$10,000 in TOT revenues allocated for the Event Tent for general tourism promotional activity purposes, subject to specific TPAC recommendation and City Council approval.

Financial Impact:

No impact on the amount of overall funding allocated for tourism promotion.

Background/Discussion:

As recommended by TPAC, the City Council approved an allocation of \$10,000 in TOT funds for City participation in the purchase of an event tent. Other prospective participants in this project, namely the Port of Brookings Harbor and the Brookings Harbor Chamber of Commerce, have declined participation.

At its January meeting, TPAC voted to recommend to the City Council that the \$10,000 be designated for discretionary projects as other projects arise.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015
Originating Dept: City Manager



City Manager Approval

Subject: Information Brochures – Fuel Tax

Recommended Motion:

Motion to authorize City Manager to proceed with mailing a series of three fuel tax measure informational brochures to Brookings registered voters.

Financial Impact:

\$6,045 for production and mailing costs.

Background/Discussion:

Staff is proposing three mailings to Brookings registered voters providing information on the fuel tax measure that will be appearing on the May ballot. As the measure title itself is limited to 85 words, and there will be no voter information packet mailed with the May ballots, staff is recommending three mailings and three community information meetings.

Three draft brochures have been prepared for mailing. All have been reviewed by the Oregon Secretary of State Elections Department and were found to be in compliance with ORS 260.432 as being non-advocacy.

The first flyer would be mailed during the first week of February. Based upon questions that may arise from the first flyer, the remaining two flyers may be further revised and sent to the Department of State for review before mailing in late March and April.

Information is also being posted on the City website, and a third brochure...which contains the full wording of the Measure...is available as a handout. All publications direct the reader to the City website for the full text of the Measure and the enacting Ordinance.

The cost of each mailing is estimated at \$2015.

Attachment(s):

- a. First mailer.
- b. Draft second and third mailers.
- c. Informational brochure hand-out.
- d. Email from Secretary of State.

Fuel Tax Use Limited to Streets



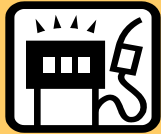
This four cent motor vehicle fuel tax will be used only for repair and maintenance of existing City streets, and sidewalk construction and repair.

Repeal of Existing Fee

The fuel tax measure would repeal the City's current Street System Replacement Fee of \$2.98 per month collected from City water and sewer customers.



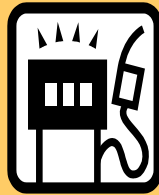
How much each month would this fuel tax cost the motorist whose car gets 20 miles to the gallon?



Drive 5,000
miles a year?
84 cents
a month



Drive 10,000
miles a year?
\$1.68
a month



Drive 15,000
miles a year?
\$2.52
a month

If you would like more information about the fuel tax measure or streets, please call 541-469-1101 to talk directly to Brookings City Manager Gary Milliman

Presorted
First Class Mail
U. S. Postage Paid
Brookings, OR 97415
Permit No. 11

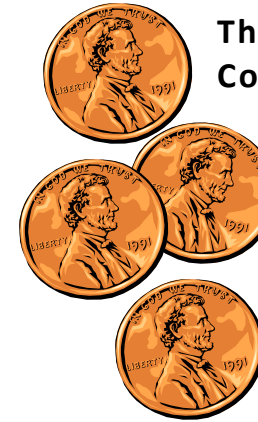
City of Brookings
898 Elk Drive
Brookings, OR 97415

BASIC FACTS

**about
Brookings'**

4¢

MOTOR VEHICLE FUEL TAX



The Brookings City Council has referred a fuel tax measure to the voters at the May 2015 election. This measure, if passed, would enact a four cent local motor

vehicle fuel tax in Brookings. The City Council has also adopted an ordinance that details how the tax will be collected and administered. The full text of the measure and ordinance can be found on the City Records Election Page.

City Fuel Tax is for City Streets

Brookings voters can vote on whether or not to authorize a 4¢ per gallon fuel tax on the May 2015 General Election ballot. The tax is intended to fund maintenance and reconstruction of streets in the City. The fuel tax will replace the current monthly \$2.98 monthly Street System Replacement fee.



The pictures here are examples of the types of street work that would be funded by the 4¢ fuel tax.

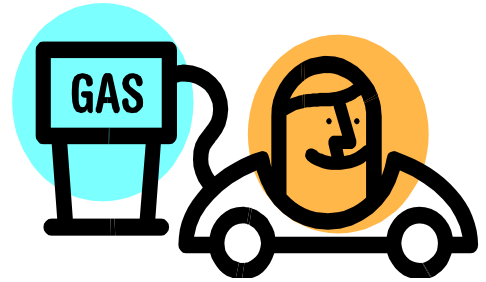
A recent engineering report on the condition of City streets found that the City needs about \$300,000 each year to improve City streets and maintain good driving conditions. The City currently receives about \$137,000 each year for City street maintenance and reconstruction from a \$2.98 monthly fee collected from City water and sewer customers.

All funds raised by the 4¢ fuel tax will be used in Brookings.

The Brookings Fuel Tax Measure would shift a portion of the burden for funding street maintenance and reconstruction of Brookings City streets from City residents only to all users of City streets, including unincorporated area residents and tourists.



10 Important Facts about the 4¢ City Fuel Tax Measure on the May 2015 Ballot



1. Places tax burden on users of City streets rather than property taxes and utility bills.
2. The 4¢ rate must be lowered if proceeds of the tax exceed \$300,000 in any year.
3. Used exclusively for the repair and reconstruction of city streets and sidewalks.
4. The current \$2.98 monthly system replacement fee for streets which is collected from City water and sewer customers will be repealed.
5. There are currently three retail fuel stations and one wholesale distributor in the City that serve hundreds of drivers per day, many of whom pay no direct taxes to maintain City streets.
6. The fuel tax will expire in three years, at which time voters can decide if the funds have been well used and whether the tax should be continued.
7. Some fuel purchases are exempt from the City fuel tax, including fuel used for commercial fishing boats, aircraft, farm equipment and off road vehicles.
8. The owners of large commercial vehicles with a gross vehicle weight of over 26,000 pounds can obtain a partial refund of the tax they pay. These vehicles owners already pay a “weight fee” in addition to other state/federal fuel taxes.
9. The City Receives an appropriation of approximately \$_____ annually from fuel taxes collected by the State of Oregon to maintain City Streets.
10. TBD

City Fuel Tax is for City Streets

Brookings voters can vote on whether or not to authorize a 4¢ per gallon fuel tax on the May 2015 General Election ballot. The tax is intended to fund maintenance and reconstruction of streets in the City. The fuel tax will replace the current monthly \$2.98 monthly Street System Replacement fee.



The pictures here are examples of the types of street work that would be funded by the 4¢ fuel tax.

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All funds raised by the 4¢ fuel tax will be used in Brookings.

The Brookings Fuel Tax Measure would shift a portion of the burden for funding street maintenance and reconstruction of Brookings City streets from City residents only to all users of City streets, including unincorporated area residents and tourists.



Fuel Tax Use Limited to Streets



This four cent motor vehicle fuel tax will be used only for repair and maintenance of existing City streets, and sidewalk construction and repair.

Repeal of Existing Fee



The fuel tax measure would repeal the City's current Street System Replacement Fee of \$2.98 per month collected from City water and sewer customers.

How much each month would this fuel tax cost the motorist whose car gets 20 miles to the gallon?



Drive 5,000
miles a year?
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Drive 10,000
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a month



Drive 15,000
miles a year?
\$2.52
a month

If you would like more information about the fuel tax measure or streets, please call 541-469-1101 to talk directly to Brookings City Manager Gary Milliman

Brookings Fuel Tax Measure

QUESTION: Shall the City adopt a motor vehicle fuel tax to fund street repairs and repeal the street system replacement fee?

SUMMARY: This measure is submitted to the voters from the Brookings City Council proposing the adoption of a motor vehicle fuel dealer license tax, or "local fuel tax." The local fuel tax will be implemented through an ordinance imposing a business license tax on motor vehicle fuel dealers within the City. The ordinance will also repeal the City's street system replacement fee.

The maximum local fuel tax rate that may be imposed is four cents per gallon. The tax will expire in three years. The City has an annual revenue target of \$300,000 to repair and rehabilitate city streets. In the event that the tax generates more than \$300,000 in revenue in a given fiscal year, the rate will be adjusted for the next fiscal year so as not to exceed the \$300,000 revenue goal. The tax revenue collected may only be used for the construction, reconstruction, improvement, repair, maintenance and operation of streets and sidewalks within the City of Brookings.

City of Brookings
898 Elk Drive
Brookings, OR 97415
541-469-2163

BASIC FACTS

about

Brookings's

4¢

**MOTOR VEHICLE
FUEL TAX**



The Brookings City Council has referred a fuel tax measure to the voters at the May 2015 election. This measure, if passed, would enact a four cent local motor

vehicle fuel tax in Brookings.

Wording for this measure appears on the back of this flyer. Because state law limits ballot measure summaries to 85 words, the City of Brookings is providing this information about the measure.

TYPES OF STREET PAVEMENT DETERIORATION THAT NEED ATTENTION

WEATHERING AND RAVELING

Pavement starts to loosen and ravel. Asphalt loses its binding quality due to weathering. Usually requires a surface treatment.



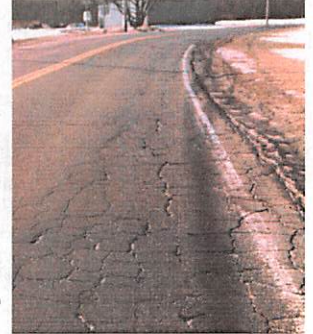
BLOCK CRACKING

Connected cracks from large polygon shapes, allowing water to reach supporting soil. Requires sealing of cracks followed by resurfacing.



ALLIGATOR CRACKING

Connected cracks resemble alligator skin. Serious defect caused by failure of soil under the pavement. Requires soil stabilization, deep patching, resurfacing and perhaps reconstruction.



USING THE 4¢ FUEL TAX TO PRESERVE STREET PAVEMENTS

It is estimated the additional \$.04 cents per gallon tax would yield about \$300,000 a year. The money would be used to repave and/or repair Brookings streets.

Many streets need attention now, otherwise expensive reconstruction costing four or five times the cost of preservation will be necessary.

About \$3.0 million is needed to repave / repair streets and sidewalks over the next ten years. Some of the streets needing repair are listed below.

Not all streets require the same kind of improvements. The recently completed Pavement Management Plan identifies the most cost-effective method for improving and extending the operating life of each street in the City.

Certain streets, like portions of Old County Road, Ransom Avenue and Spruce Drive need pavement reconstruction, which means that the existing pavement needs to be removed and, possibly, some layers of rock beneath the street need to be replaced.

In other locations, such as Arnold Lane, Pacific Avenue and Cypress Street, repairing potholes or grinding the existing surface followed by a thin pavement overlay would be sufficient.

Streets like Railroad Street between Wharf Street and Oak Street are suffering major structural failure and need complete reconstruction. The Railroad Street reconstruction project is estimated to cost \$2.4 million, with \$1.4 million coming from federal grant funding. The City is required to provide \$1.0 million to "match" the federal funding.

SOME STREETS IN NEED OF REPAIR

1st Street	7th Street
Allen Lane	Arnold Lane
Center Street	Cypress Street
Hub Street	Kevin Place
Maple Street	Mendy Lane
Michelle Lane	Oxford Street

Hassett Street (Pioneer to Old County)
Hemlock Street (Alder to Oak)
Spruce Drive (Alder to Oak)
Old County Road (Rosichelli to Pacific)
Ranson (Pioneer to Fawn & Kevin to 6th)
5th St (Ransom to Barbara Lane)

This list is only a sample and not in any order of repair.

Gary Milliman

From: COX Alana J
Sent: Thursday, September 04, 2014 11:52 AM
To: SOS Elections; Lauri Ziemer
Cc: Gary Milliman
Subject: RE: Brookings Fuel Tax Election

Lauri,

I have reviewed the documents you submitted for compliance with ORS 260.432 and I do not have any recommended changes. The documents now have safe harbor. The reference for these documents is ADV. 14-153.

Let me know if you have any questions.

Alana

Alana J. Cox
Investigations & Legal Specialist
Oregon Secretary of State, Elections Division
255 Capitol Street NE, Ste 501
Salem, OR 97310
503-986-1518

ADV. 14-153

From: Lauri Ziemer [<mailto:lziemer@brookings.or.us>]
Sent: Thursday, September 04, 2014 11:05 AM
To: SOS Elections; COX Alana J
Cc: Gary Milliman
Subject: Brookings Fuel Tax Election

Attached are the draft flyers for the City of Brookings May 2015 fuel tax election.

Any questions, please let us know. Thanks.

Lauri Ziemer
Public Works/Dev. Services
City of Brookings
898 Elk Drive
Brookings, OR 97415
541-469-1103

From: Gary Milliman [<mailto:gmilliman@brookings.or.us>]
Sent: Thursday, September 04, 2014 10:13 AM
To: Lauri Ziemer
Cc: alana.j.cox@state.or.us; elections.sos@state.or.us
Subject: FW: Brookings Tax Election

Lauri

Please send all of the draft flyers to the elections email address as noted and to Alana Cox.

Gary Milliman
City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415
541-469-1101 | Fax 541-469-3650



From: COX Alana J [mailto:alana.j.cox@state.or.us]
Sent: Thursday, September 04, 2014 10:03 AM
To: SOS Elections; Gary Milliman
Subject: RE: Brookings Tax Election

Gary,

The best box to send them to is the email you used: elections.sos@state.or.us. Someone always checks that box, so if I am out of the office it will be forwarded to someone else to review.

Feel free to contact me if you have any questions.

Alana

Alana J. Cox
Investigations & Legal Specialist
Oregon Secretary of State, Elections Division
255 Capitol Street NE, Ste 501
Salem, OR 97310
503-986-1518

From: SOS Elections
Sent: Thursday, September 04, 2014 10:00 AM
To: COX Alana J
Subject: FW: Brookings Tax Election

From: Gary Milliman [mailto:gmilliman@brookings.or.us]
Sent: Thursday, September 04, 2014 9:31 AM
To: SOS Elections
Subject: Brookings Tax Election

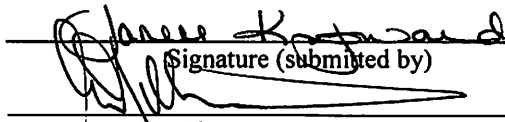
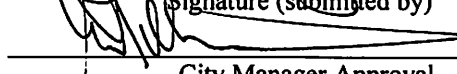
Good morning. The Brookings City Council has placed a Fuel Tax Measure on the May, 2015 ballot. We are now in the process of developing public information materials associated with this matter. We have submitted our draft information brochures to the City Attorney for review and she has "approved" them. We would like to send these same draft materials to the SOS Elections Division for review. To whom should we send them?

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: Finance & HR


Signature (submitted by)

City Manager Approval

Subject:

Authorized signatories for all City financial activities

Recommended Motion:

Adopt Resolution 15-R-1051, Authorizing signatories for all City financial activities.

Financial Impact:

None.

Background/Discussion:

The City Charter states that the Mayor shall sign, and that the Council President shall function as Mayor when the Mayor is unable. In addition, the position of City Manager and Finance and Human Resources Director (aka Treasurer) have been authorized signatories since at least 2000.

The last resolution related to signatories was adopted in 2000. Positions and individuals have changed since that time.

Attachment

a. Resolution 15-R-1051

CITY OF BROOKINGS
State of Oregon

RESOLUTION 15-R-1051

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SIGNATORIES FOR ALL FINANCIAL ACTIVITIES.

WHEREAS, the City of Brookings ("City") Charter states the Mayor shall sign all approved records of proceedings of the Council and countersign all checks and vouchers; and

WHEREAS, the City Charter states that the Council President shall function as Mayor when the Mayor is unable; and

WHEREAS, all disbursements drawn on the City of Brookings funds require authorized signatories; and

WHEREAS, all financing, borrowing, and encumbering of assets, require authorized signatories; and

WHEREAS, the positions listed below have been the authorized signatories for all City of Brookings financial activities since 2000,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings authorizes signatories for all City of Brookings financial activities, and borrowing and encumbering assets, to the following list of positions:

Mayor
Council President
City Manager
Finance and Human Resources Director (aka Treasurer)

Passed by the City Council January 26, 2015, and made effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Public Procurement and Contracting Policy Amendment

Recommended Motion:

Adopt Resolution 15-R-1049 amending the City's Public Procurement and Contracting Policy to include a list of methods to be used for the disposal of surplus property under Section XI.E.1.

Financial Impact:

None.

Background/Discussion:

In 2012, Council adopted a Public Procurement and Contracting Policy under Resolution 12-R-991. Previous policy included a list of methods to be used when disposing of surplus property. Although referred to in the current policy, the list of methods is missing.

Resolution 15-R-1049, will amend the policy to include the list of methods. This is the same list of methods that was provided in the previous policy.

Attachment(s):

- a. Resolution 15-R-1049
- b. Surplus Property section with proposed language revisions

CITY OF BROOKINGS
STATE OF OREGON
RESOLUTION 15-R-1049

A RESOLUTION OF THE CITY OF BROOKINGS, AMENDING THE CITY'S PUBLIC PROCUREMENT AND CONTRACTING POLICY TO INCLUDE A LIST OF METHODS TO BE USED FOR THE DISPOSAL OF SURPLUS PROPERTY UNDER SECTION XI.E.1.

WHEREAS, the City of Brookings adopted, under Resolution 12-R-991, a Public Procurement and Contracting Policy (Policy) ; and

WHEREAS, under the Policy, Subsection XI.E.1, General Methods, provides that "Surplus property may be dispose of by any of the following methods, upon a determination by the Purchasing Manager, that the method of disposal is in the best interest of the City;" and

WHEREAS, XI.E.1 does not define the methods that may be used to dispose of surplus property;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the City's Public Procurement and Contracting Policy, as adopted under Resolution 12-R-991, shall be amended to include the following list of methods under XI.E.1, General Methods:

- a) Governments. Without competition, by transfer or sale to another City of Brookings department or public agency.
- b) Auction. By publicly advertised auction to the highest bidder.
- c) Bids. By public advertised invitation to bid.
- d) Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected in accordance with rules for the award of personal services contracts.
- e) Fixed Price Sale. The Purchasing Manager may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
- f) Trade-In. By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.
- g) Donation. By donation to any organization operating within or providing a service to residents of the City of Brookings which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

Passed by the City Council _____, 2015 ; effective immediately.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

Language in red = language to be added

Public Procurement and Contracting Policy

XI.E. Surplus Property.

- (1) **General Methods.** Surplus property may be disposed of by any of the following methods upon a determination by the Purchasing Manager that the method of disposal is in the best interest of the City of Brookings. Factors that may be considered by the Purchasing Manager include costs of sale, administrative costs, and public benefits to the City of Brookings. The Purchasing Manager shall maintain a record of the reason for the disposal method selected, and the manner of disposal, including the name of the person to whom the surplus property was transferred.
 - a) **Governments.** Without competition, by transfer or sale to another City of Brookings department or public agency.
 - b) **Auction.** By publicly advertised auction to the highest bidder.
 - c) **Bids.** By public advertised invitation to bid.
 - d) **Liquidation Sale.** By liquidation sale using a commercially recognized third-party liquidator selected in accordance with rules for the award of personal services contracts.
 - e) **Fixed Price Sale.** The Purchasing Manager may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
 - f) **Trade-In.** By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.
 - g) **Donation.** By donation to any organization operating within or providing a service to residents of the City of Brookings which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
- (2) **Disposal of Property with Minimal Value.** Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds may be disposed of by any means determined to be cost-effective, including by disposal as waste. The official making the disposal shall make a record of the value of the item and the manner of disposal.
- (3) **Restriction on Sale to City Employees.** City employees shall not be restricted from competing, as members of the public, for the purchase of publicly sold surplus property, but shall not be permitted to offer to purchase property to be sold to the first qualifying bidder until at least three days after the first date on which notice of the sale is first publicly advertised.
- (4) **Conveyance to Purchaser.** Upon the consummation of a sale of surplus personal property, the City of Brookings shall make, execute and deliver, a bill of sale signed on behalf of the City of Brookings, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 26, 2015

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Resolution 15-R-1050 Authorizing Grant Application for Water Meter Reading Replacement Devices

Recommended Motion:

Motion to adopt Resolution 15-R-1050, authorizing submission of a Water and Energy Efficiency Grant Application to the US Department of the Interior Bureau of Reclamation, for the Brookings Water Metering Upgrade and Monitoring Project.

Financial Impact:

The total estimated project cost is \$751,980. The City would need to provide a local match for this project equal to 50 per cent of the project cost. The Finance Director recommends financing the local match of \$375,990 over 10 years; assuming a rate of 3.0 per cent, the annual payment would be about \$45,000. There would also be an annual software maintenance fee of \$18,500; the City currently pays a \$2,400 annual software maintenance fee. The debt service and software fees are less than the current cost of performing meter reading.

Background/Discussion:

The City currently maintains 3,340 water meters which are read monthly by a Public Works employee using a handheld device. The information collected is then fed into an automated system for the creation of monthly utility bills. A Public Works employee works approximately 80 hours per month just to perform the meter reading function. Each meter is equipped with an electronic device that enables the employee to secure the reading by simply touching the device with his hand-held recording device.

Several years ago the City staff investigated what is known as a “radio read” system for collecting water use data from meters. This system would have equipped each water meter with an enhanced device that could be read remotely from a vehicle, thereby reducing reading time to eight hours per month. The estimated cost of this conversion at the time was approximately \$600,000.

An enhanced remote read system is now available which would enable us to read approximately 98 per cent of the meters from City Hall using a radio antenna mounted on the City’s emergency communications tower. This system would also enable us to do “real time” monitoring of individual water services, and would provide high usage alerts that may indicate that a leak has developed. A few (estimated at less than 200) meters would still need to be read in the field as their transmission devices may not be detected by the tower due to geographic location.

The purchase and installation of the enhanced meter reading and monitoring system is eligible for grant funding under the U.S. Department of the Interior, Bureau of Reclamation, WaterSMART program. If approved, grant funding could be used to pay one half of the cost of conversion to this new system. The current estimated cost of the conversion, including City Public works employee time to install the new devices, is \$751,900. The Finance Director has recommended that the City finance the local share of this project through a local bank over a period of three years. Assuming an interest rate of 3.0 per cent, the annual payment would be about \$45,000.

The actual cost of the project may be reduced if the City undertakes the installation portion of the project. The grant budget is an estimate based upon a quote provided by the City's meter vendor.

Attachment(s):

- a. Resolution 15-R-1050.

CITY OF BROOKINGS
State of Oregon
RESOLUTION 15-R-1050

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SUBMISSION OF A WATER AND ENERGY EFFICIENCY GRANT PROGRAM APPLICATION TO THE U.S. DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION, FOR THE BROOKINGS WATER METERING UPGRADE AND MONITORING PROJECT.

WHEREAS, the U.S. Department of the Interior Bureau of Reclamation is accepting applications for the Water and Energy Efficiency Grant Program; and

WHEREAS, grant funding for the project will be used to replace the City's existing water meter reading system with a system whereby the City can continuously monitor metered use, detect leakage and respond to water leak emergencies;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings, Oregon, does hereby authorize the submission of a Water and Energy Efficiency Grant Program application for the Brookings Water Metering Upgrade and Monitoring Project to the U.S. Department of the Interior Bureau of Reclamation.

BE IT FURTHER RESOLVED that by adoption of this resolution, the City Council does hereby certify the following:

1. The City Manager is authorized to execute all grant related agreements and documents;
2. The City Council has reviewed and supports the application attached herein;
3. The City has the financial capacity to provide the amount of local agency funding specified in the funding plan; and
4. The City will work with the Department of Reclamation to meet the established deadline for entering into a cooperative agreement.

Passed by the City Council _____, 2015 and made effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

City of Brookings

City Council Meeting MINUTES

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

Monday, December 12, 2015

Council met 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."

Call to Order

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

Swearing in of Elected Officials

Mayor Ron Hedenskog, Councilor Jake Pieper and Councilor Kelly McClain were sworn into office by Judge Richard Harper.

Roll Call

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

Staff present: City Manager Gary Milliman, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 23 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog moved, a second followed and Council voted unanimously to appoint Jake Pieper as Council President.

Mayor Hedenskog moved, a second followed and Council voted unanimously to appoint Ron Strawther to the Planning Commission.

Ordinances

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 Milliman provided the staff report.

Mayor Hedenskog said the Council's goal was to "true-up" the numbers over the next three years and asked if red fuel was exempted.

City Attorney Rice said the exemptions are the same as the state's.

Councilor McClain said the refund was set at a lower rate than he wished to see it.

Councilor Hamilton said he realized the City needed to better maintain its streets and it was more equitable to handle it with the fuel tax.

Councilor Pieper said he'd already voiced his concerns about giving big exemptions to big commercial users but it was worth putting the question to the voters. He added the tax was a more equitable way to help maintain City streets.

Mayor Hedenskog said the citizens were asking to spread the tax burden across a wider base and the tax would repeal the Street Replacement Fund (SRF). The goal of the tax, he said, was to bring in \$300,000 annually to get caught up with street maintenance.

Councilor McClain said the vast majority of residents will get better streets at a lesser cost. And to be fair, he said, the SRF would need to be doubled to get the same revenue.

Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 15-O-742.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 15-O-742.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt 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].

Public Comments (non agenda items)

Jan Barbas, Martin Ranch Road, generally commented on design standards in the City's Comprehensive Plan. Barbas said he did business in the City and would volunteer to sit on a design standards board if one was established.

Connie Hunter, English Court, generally commented that she supported a comprehensive plan with design standards and a citizen advisory board and would be happy to sit on the board. She said design standards creates economic stimulation and sustainability and a "sense of place" was important. Hunter said she knew of five families who were considering leaving because of the Dollar General store and added that another way elected officials can interact with residents is through meetings with groups of people.

Mayor Hedenskog said he would accept the challenge, and commented on the Pilot's allegation that the City didn't encourage enough public input. He said he would be responding to that and would reach out to the citizens to have them get involved in providing input on the Comprehensive Plan and future plans that will get updated.

Bruce Ellis, Highway 101 South, said he wants a beautiful town and supported Hunter's comments. He said he would also volunteer to sit on an advisory board.

Tim Lomheim, First Street, said he and his wife relocated here about two years ago; he is one of the residents located 100 yards from the Dollar General. He said he would also sit on a citizen advisory board and that design standards were needed. Lomheim said he was disappointed in the appearance of the Dollar General and didn't see how it could survive. He said he wasn't sure how the City got from the Downtown study to where it is today and expressed concern about the increase in traffic on First Street, which is already in bad shape, and about increases in foot traffic and "the marijuana group" hanging out at that location. Lomheim said he was willing to bet that if Council members knew they were

going to have a Dollar General located 100 yards from their homes, they wouldn't like it either.

Carol Lomheim, First Street, said she would also volunteer to serve on the design standards board; her goal was to keep this from happening in other neighborhoods.

Councilor Pieper said he would support a certain level of design standards but felt people should be able to do what they want with their property.

Mayor Hedenskog said the owner of the Dollar General parcel had met all the legal requirements as an outright use. Only under a conditional use permit (CUP) invite public comment as part of the process. This use, he said, did not require a CUP.

City Manager Milliman said the design standards developed a few years ago were never adopted and did not include the particular area where Dollar General is located. He said he would encourage people to make their opinions known if they were interested in a board to development guidelines.

Councilor McClain said that, while he was personally "bummed out" about the stores location and appearance, Dollar General had done nothing wrong. The City, he said, needed to start "dressing for success," but it would have to be with "baby steps," and it had to be careful not to run businesses off by being too stringent with design standards. As for the marijuana group hanging out at that location, he said the City had a first rate Police Chief and he didn't think the Chief would allow that to happen.

Councilor Hamilton said he'd like to see an Olive Garden in Brookings, as well as more motels and bed and breakfasts, but the City is going to be subject to more of these corporate stores. He said citizens should also know that an advisory committee would have no real authority but encouraged the community to form and participate in a advisory committee. He said he was also concerned about the condition of some of the City's streets, but the fuel tax would help with that.

Bob Pieper, South Bank Road, commented that it would be prejudicial to provide exemptions to big freight companies and not to local service industries, who also put a lot of miles on their vehicles. These great tax ideas have a way of back-firing, he said.

Mayor Hedenskog said the ordinance included a refund for small commercial businesses in the City.

Councilor McClain pointed out the average citizen will pay \$10 to \$15 a year and the idea was not to gouge but rather save our streets and save money.

Staff Reports

Authorization to execute an agreement with Portland State University (PSU) for a comprehensive annexation study and other associated actions.

City Manager Milliman provided a brief staff report and introduced Dr. Kent Robinson of Portland State University, stating that funds to do the study were not budgeted but some grant funding may be available.

Dr. Robinson provided some background on PSU's program, and study's goal was to develop two scenarios for annexing the Harbor Sanitary District and another to annex Port District.

Councilor McClain said there had been problems in the past getting data from the County and asked Robinson how it would affect the study if they didn't provide the data.

Dr. Robinson said some of the data already existed in PDF format and in the GIS system. Even without additional support, he said, they had enough material to work with.

City Manager Milliman said he had a high level of confidence that PSU would produce a reliable report.

Mayor Hedenskog said this was a controversial issue, but felt the report would be as unbiased as the City could get.

Councilor Pieper said he wasn't worried about the issue being controversial with the "anti-annexation crowd" but the City had received a number of studies that were not useful. However, he believed the cost was fair for what the study would provide.

Councilor Hamilton said that, while the survey is necessary, he was concerned about spending unbudgeted funds, especially considering the kind of emergency expenditures the City has had to make in the past couple of years

Councilor McClain said if the City Manager thought this was the right group to do the study, he believed it was. He said he found the level of controversy around the idea of gathering facts to be "scary." He said \$48,000 was a lot of money, but the City could find a way to fit it in. Annexing the Urban Growth Boundary (UGB), he said, would help the City to keep people who were leaving because of the lack of medical facilities.

Councilor Pieper said having things budgeted was great, but this was not a great deal of money. He said that, as far as annexing the whole UGB was concerned, it would probably take fifty years before any such process was completed. The purpose of annexation, he said, was to benefit the citizens.

Councilor Hamilton said he had full confidence in the City Manager, but, for him, it came down to spending unbudgeted funds.

Mayor Hedenskog said the County was facing a fiscal crises and this study could help alleviate some of that.

Councilor Pieper moved, a second followed and Council voted, 3 - 1, with Mayor Hedenskog, Councilor Pieper and Councilor McClain voting "Yes" and Councilor Hamilton voting "No," 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

Councilor Pieper moved, a second followed and Council voted, 3 - 1, with Mayor Hedenskog, Councilor Pieper and Councilor McClain voting "Yes" and Councilor Hamilton voting "No," to authorize an expenditure of up to \$20,000 from City General Fund reserves in the current fiscal year to fund the aforementioned study.

Councilor Pieper moved, a second followed and Council voted, 3 - 1, with Mayor Hedenskog, Councilor Pieper and Councilor McClain voting "Yes" and Councilor Hamilton voting "No," 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.

Councilor Pieper moved, a second followed and Council voted, 3 - 1, with Mayor Hedenskog, Councilor Pieper and Councilor McClain voting "Yes" and Councilor Hamilton voting "No," 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.

Authorization to enter an agreement for the installation and operation of a carousel at Azalea Park.

City Manager Milliman gave the staff report.

Mayor Hedenskog said Halliday had begun talking about this project two years ago and commented on the public process Halliday utilized to get this project to the Council.

Councilor McClain moved, a second followed and Council voted unanimously 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 [in Azalea Park].

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 Milliman presented the staff report.

Mayor Hedenskog said these changes would not work for small cities.

Councilor Hamilton said "If it ain't broke, don't fix it."

Councilor McClain moved, a second followed and Council voted unanimously to authorize the Mayor to send 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.

Consent Calendar

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

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

Remarks from Mayor and Councilors

Mayor Hedenskog remarked that the City provided a number of opportunities for public input, including at Council meetings, and Councilor McClain said this Mayor was very approachable and encouraged public input.

Councilor Hamilton remarked that Marybeth Bhueler had received the Girl Scout Gold Award which was equal to the rank of Eagle Scout. He said it was the first such award in Curry County and offered congratulations.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:57 PM.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2015:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☐ Limited On-Premises Sales (\$202.60/yr)
☒ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☐ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: _____

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Tammy Porter ③ _____

② Angel NAVARRO ④ _____

2. Trade Name (dba): Railroad St. Market + Deli LLC

3. Business Location: 534 Railroad Street Brookings OR Curry 97415
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: _____
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☒ Yes ☐ No Name: Tammy Porter
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Brookings Curry
(name of city or county)

11. Contact person for this application: Tammy Porter 541-999-4053
(name) (phone number(s))

534 Railroad Street Apt A RxR Market@gmail
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Tammy Porter Date 1-12-15 ③ _____ Date _____

② [Signature] Date _____ ④ _____ Date _____

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Gary Milliman
From: Lieutenant Donny Dotson
Date: 01/22/2014
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Tammy Porter** and **Angel Navarro** with their attached liquor license application. The business "**Railroad Street Market and Deli**" is located at 534 Railroad Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Donny Dotson", with a long horizontal stroke extending to the right.

Lieutenant Donny Dotson
Brookings Police Department



CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,503,742.00	131,917.52	2,162,970.18	340,771.82	86.4
LICENSES AND PERMITS	96,000.00	5,826.52	40,796.66	55,203.34	42.5
INTERGOVERNMENTAL	242,600.00	21,213.68	114,287.00	128,313.00	47.1
CHARGES FOR SERVICES	135,000.00	40,875.37	82,648.65	52,351.35	61.2
OTHER REVENUE	158,500.00	3,265.99	20,626.28	137,873.72	13.0
TRANSFERS IN	257,058.00	.00	.00	257,058.00	.0
	<u>3,392,900.00</u>	<u>203,099.08</u>	<u>2,421,328.77</u>	<u>971,571.23</u>	<u>71.4</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	37,664.00	1,402.45	8,558.17	29,105.83	22.7
MATERIAL AND SERVICES	8,770.00	300.00	3,245.78	5,524.22	37.0
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>46,934.00</u>	<u>1,702.45</u>	<u>11,803.95</u>	<u>35,130.05</u>	<u>25.2</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	157,114.00	13,214.28	81,837.30	75,276.70	52.1
MATERIAL AND SERVICES	87,000.00	8,802.69	74,438.98	12,561.02	85.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>244,114.00</u>	<u>22,016.97</u>	<u>156,276.28</u>	<u>87,837.72</u>	<u>64.0</u>
POLICE:					
PERSONAL SERVICES	1,869,075.00	158,338.15	930,239.74	938,835.26	49.8
MATERIAL AND SERVICES	156,700.00	5,000.94	73,980.10	82,719.90	47.2
CAPITAL OUTLAY	55,150.00	70.61	14,762.26	40,387.74	26.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,080,925.00</u>	<u>163,409.70</u>	<u>1,018,982.10</u>	<u>1,061,942.90</u>	<u>49.0</u>
FIRE:					
PERSONAL SERVICES	156,751.00	12,955.47	77,384.75	79,366.25	49.4
MATERIAL AND SERVICES	102,500.00	3,994.58	38,899.90	63,600.10	38.0
CAPITAL OUTLAY	45,519.00	.00	30,579.01	14,939.99	67.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>304,770.00</u>	<u>16,950.05</u>	<u>146,863.66</u>	<u>157,906.34</u>	<u>48.2</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	184,477.00	14,878.63	88,955.55	95,521.45	48.2
MATERIAL AND SERVICES	46,400.00	937.59	27,957.80	18,442.20	60.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>230,877.00</u>	<u>15,816.22</u>	<u>116,913.35</u>	<u>113,963.65</u>	<u>50.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	139,799.00	10,987.16	65,975.27	73,823.73	47.2
MATERIAL AND SERVICES	47,900.00	3,359.03	28,248.43	19,651.57	59.0
CAPITAL OUTLAY	18,550.00	.00	10,901.22	7,648.78	58.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	206,249.00	14,346.19	105,124.92	101,124.08	51.0
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	163,459.00	12,327.57	74,651.84	88,807.16	45.7
MATERIAL AND SERVICES	30,800.00	1,211.47	12,536.76	18,263.24	40.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	194,259.00	13,539.04	87,188.60	107,070.40	44.9
SWIMMING POOL:					
PERSONAL SERVICES	57,107.00	.00	37,640.86	19,466.14	65.9
MATERIAL AND SERVICES	46,100.00	239.70	21,897.44	24,202.56	47.5
CAPITAL OUTLAY	10,000.00	.00	2,774.08	7,225.92	27.7
	113,207.00	239.70	62,312.38	50,894.62	55.0
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	141,000.00	6,536.69	50,069.72	90,930.28	35.5
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	6,536.69	50,069.72	951,495.28	5.0
	4,422,900.00	254,557.01	1,755,534.96	2,667,365.04	39.7
	(1,030,000.00)	(51,457.93)	665,793.81	(1,695,793.81)	64.6

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	846,000.00	32,248.21	271,909.24	574,090.76	32.1
OTHER REVENUE	13,800.00	4,898.91	20,459.50	(6,659.50)	148.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>859,800.00</u>	<u>37,147.12</u>	<u>292,368.74</u>	<u>567,431.26</u>	<u>34.0</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	173,796.00	15,472.45	89,278.15	84,517.85	51.4
MATERIAL AND SERVICES	181,800.00	17,369.43	75,583.28	106,216.72	41.6
CAPITAL OUTLAY	561,300.00	210.28	1,749.18	559,550.82	.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>33,052.16</u>	<u>166,610.61</u>	<u>877,189.39</u>	<u>16.0</u>
	<u>1,043,800.00</u>	<u>33,052.16</u>	<u>166,610.61</u>	<u>877,189.39</u>	<u>16.0</u>
	<u>(184,000.00)</u>	<u>4,094.96</u>	<u>125,758.13</u>	<u>(309,758.13)</u>	<u>68.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 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	108,927.46	797,979.26	661,520.74	54.7
OTHER INCOME	9,000.00	3,610.00	27,150.98	(18,150.98)	301.7
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,468,500.00</u>	<u>112,537.46</u>	<u>825,130.24</u>	<u>643,369.76</u>	<u>56.2</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	388,826.00	31,757.96	196,180.11	192,645.89	50.5
MATERIAL AND SERVICES	192,900.00	10,718.00	92,052.69	100,847.31	47.7
CAPITAL OUTLAY	79,900.00	2,255.94	21,929.80	57,970.20	27.5
	<u>661,626.00</u>	<u>44,731.90</u>	<u>310,162.60</u>	<u>351,463.40</u>	<u>46.9</u>
WATER TREATMENT:					
PERSONAL SERVICES	271,466.00	21,918.07	129,739.00	141,727.00	47.8
MATERIAL AND SERVICES	176,200.00	7,530.03	82,431.12	93,768.88	46.8
CAPITAL OUTLAY	24,900.00	232.61	3,780.15	21,119.85	15.2
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>29,680.71</u>	<u>215,950.27</u>	<u>1,300,923.73</u>	<u>14.2</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,178,500.00</u>	<u>74,412.61</u>	<u>526,112.87</u>	<u>1,652,387.13</u>	<u>24.2</u>
	<u>(710,000.00)</u>	<u>38,124.85</u>	<u>299,017.37</u>	<u>(1,009,017.37)</u>	<u>42.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	307,213.00	.00	290,021.50	17,191.50	94.4
CHARGES FOR SERVICES	2,952,000.00	244,764.98	1,476,361.31	1,475,638.69	50.0
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>244,764.98</u>	<u>1,772,118.80</u>	<u>1,488,094.20</u>	<u>54.4</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	486,747.00	38,756.97	231,340.60	255,406.40	47.5
MATERIAL AND SERVICES	239,600.00	15,976.19	74,539.27	165,060.73	31.1
CAPITAL OUTLAY	24,900.00	232.61	3,780.15	21,119.85	15.2
	<u>751,247.00</u>	<u>54,965.77</u>	<u>309,660.02</u>	<u>441,586.98</u>	<u>41.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	466,212.00	38,089.63	221,865.61	244,346.39	47.6
MATERIAL AND SERVICES	510,600.00	86,000.64	244,861.05	265,738.95	48.0
CAPITAL OUTLAY	982,113.00	1,167.61	958,178.06	23,934.94	97.6
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>125,257.88</u>	<u>1,424,904.72</u>	<u>1,934,061.28</u>	<u>42.4</u>
	<u>4,110,213.00</u>	<u>180,223.65</u>	<u>1,734,564.74</u>	<u>2,375,648.26</u>	<u>42.2</u>
	<u>(850,000.00)</u>	<u>64,541.33</u>	<u>37,554.06</u>	<u>(887,554.06)</u>	<u>4.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	540,810.00	22,172.40	366,655.12	174,154.88	67.8
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>541,310.00</u>	<u>22,172.40</u>	<u>366,655.12</u>	<u>174,654.88</u>	<u>67.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	7,025.00	17,224.65	52,775.35	24.6
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>7,025.00</u>	<u>17,493.05</u>	<u>863,816.95</u>	<u>2.0</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>7,025.00</u>	<u>17,493.05</u>	<u>863,816.95</u>	<u>2.0</u>
	<u>(340,000.00)</u>	<u>15,147.40</u>	<u>349,162.07</u>	<u>(689,162.07)</u>	<u>102.7</u>