

City Council Meeting Agenda

Monday, September, 2015, 7:00 PM

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

Council will meet in **Executive Session at 6:30 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."

1. Call To Order
2. Pledge Of Allegiance
3. Ordinances
 - a. Ordinance 15-O-747 Amending Sign Provisions In The Brookings Municipal Code.
See [ADVANCE PACKET](#)
 - b. Ordinance 15-O-746 Amending The Brookings Municipal Code To Prohibit Smoking In All City Parks.
See [ADVANCE PACKET](#)
4. Oral Requests And Communications From The Audience
 - a. Public Comments
Public Comments on non-agenda items – 5 minute limit per person.*
5. Staff Reports
 - a. Direction Regarding Proposed Revisions To Brookings Municipal Code System Development Charge Exemption Provisions.
Documents: [SDC CREDIT CAR.PDF](#)
 - b. Report On Street Maintenance Projects And Project Financing.
Documents: [STREET MAINTENANCE FINANCING CAR.PDF](#)
 - c. Authorization To Execute A Fund Exchange Agreement With The Oregon Department Of Transportation For The Street Resurfacing Project.
Documents: [ODOT FUND EXCHANGE CAR.PDF](#), [ODOT.ATT.A.LETTER.PDF](#), [ODOT.ATT.B.AGREEMENT.PDF](#)
 - d. Authorization To Execute A Contract For City Vehicle And Equipment Maintenance And Repair.
Documents: [VEHICLE MAINTENANCE CONTRACT CAR.PDF](#), [VEHICLE MAINTENANCE.ATT.A.BIDS.PDF](#), [VEHICLE MAINTENANCE.ATT.B.CHECK SHEET.PDF](#), [VEHICLE MAINTENANCE.ATT.C.REPAIR REQUEST.PDF](#)
 - e. Authorization To Execute A Support Letter For A Curry Community Health Grant Application.
Documents: [CCH GRANT SUPPORT CAR.PDF](#), [CCH GRANT.ATT.A.DRAFT LETTER.PDF](#), [CCH GRANT.ATT.B.PROGRAM INFO EMAILS.PDF](#), [CCH GRANT.ATT.C.JOB DESCRIPTION.PDF](#)
6. Consent Calendar
 1. Approve Council minutes for September 14, 2015.
 2. Receive monthly financial report for August, 2015.

Documents: [9-14-15 CC MINUTES.PDF](#), [AUGUST 2015 FINANCIAL.PDF](#)

7. Remarks From Mayor And Councilors

8. 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

COUNCIL AGENDA REPORT

Meeting Date: September 28, 2015

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Systems Development Charges (SDC) exemptions and credits for existing buildings

Recommended Motion: Move to direct Staff to craft an Ordinance for Council approval to implement the proposed changes to Brookings Municipal Code Section 13.25.120.

Financial Impact: None

Background/Discussion: A recent proposal for a health food market and a restaurant at 401 Oak Street revealed an unintended consequence of a Municipal Code change implemented in 2014 exempting existing buildings from SDC charges.

The code change removed all language regarding credits for specific buildings, which did not take into account a potential benefit for property owners who construct an addition with a proposed use that is deemed less intensive than a previous use. There was also a sentence left in subsection B that could be construed that SDC would continue to be charged on existing floor space based on an increase use type.

Staff proposes the following changes be made to BMC 13.25.120;

13.25.120 Exemptions.

B. Additions or alterations which do not increase the floor space of a structure ~~or~~ the land area occupied by the structure ~~or do not constitute the imposition of an increased use on the city's water or sewer services~~ are exempt from all portions of the Systems Development Charge. [Ord. 14-O-730 § 2; Ord. 08-O-605 § 2; Ord. 91-O-477 § 12]

C. Additions or alterations which increase the floor space of a structure, or the land area occupied by the structure, shall receive a credit for highest use calculated by the square footage of the existing building, to be used as an offset to the calculated System Development Charge in cases where the new use is of a lesser impact than the previous use.

Policy Considerations: The intent of the exemption was to stimulate economic growth in the downtown core. This revision to allow either an exemption, or a credit, or a combination of both would be a greater benefit to the applicant.

Attachment(s): None

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 28, 2015

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Street maintenance projects and financing

Recommended Motion: None, information only

Financial Impact: \$155,000.00

Background/Discussion: The 2015-16 Streets Budget and Capital Improvement Plan (CIP) project list were developed based on a forecast of \$300,000 per year generated by the 4 cent per gallon fuel tax. Upon receipt of the first month proceeds it appears that the tax may not generate the anticipated amount, therefore review and downsizing of the project list is necessary.

Further complicating the issue is that each project bid is coming in significantly over the Engineers estimate used to create the budget for these projects. The financial impact shown above takes in to consideration the possible \$116,000 shortfall in gas tax revenue and the \$39,000 shortfall created by actual bid versus Engineers estimate for the 2015-16 Street resurfacing project.

The 2015-16 Street Resurfacing Project has been completed and has been submitted for the 2015 ODOT Fund Exchange project. If approved, the Fund Exchange will provide \$70,710 with the balance of \$122,289 to be paid from the Streets SRF fund for this project.

The long postponed replacement of the sidewalk on Center Street across from the Post Office will move forward this fall. This project is a top priority due to the dangerous condition that exists for wheel chair users caused by the extreme cross slope and high curb. The project includes participation with the property owner, Tom Kerr, to insure that his building entrances remain accessible. He has agreed to pay the portion of the project that is needed to facilitate this, approximately \$10,000. The remainder of the project, \$26,018 will be funded through the Sidewalk/ADA (\$8,000) budget line item with the remainder (\$18,018) from the CIP line item budgeted for the 2015-16 Street Resurfacing Project.

All other CIP projects dependent on Streets SRF will be put on hold until we get a clearer picture of financing related to the fuel tax. The Easy Street Sidewalk infill is currently being designed and has revealed utility conflicts with Coos Curry Electric. If these conflicts are resolved and funding is available the project will be ready for construction in the spring.

Other projects that were to be funded through the SRF CIP Budget that are lower priority and may be postponed to the next budget cycle are:

Retro reflectivity – the deadline for compliance on regulatory signs was January 2015 which makes this is a high priority item.

Sidewalk at South Coast Lumber on Railroad Street

Hassett Street repair and resurfacing from Old County to Pioneer

Street Sweeper Spoils Drying area – low priority item

Staff will continue to monitor for fuel tax revenues and provide an update to the City Council no later than April 2016.

Policy Considerations: None

Attachment(s): None

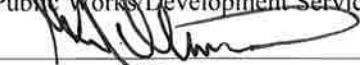
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 28, 2015

Originating Dept: PW/DS


Public Works/Development Services Director


City Manager Approval

Subject: ODOT 2015 Fund Exchange

Recommended Motion: Authorize the City Manager to execute an agreement with ODOT for the 2015 Fund Exchange.

Financial Impact: \$70,710.

Background /Discussion:

The ODOT Fund Exchange Program is an extension of the Federal Surface Transportation Program (STP). Cities with populations in excess of 5,000 receive an annual allocation of funds based upon actual population. The State provides these funds at a reduced rate (94% of the federal allocation) for City projects. By utilizing the State's exchange program, the funds can be used for a wide variety of projects and are not subject to the rigorous regulation required at the Federal level.

Staff has prepared a Project Prospectus that proposes to use the 2015 Exchange Fund amount of \$70,710 to offset the cost of the 2015-16 Street Resurfacing Project, which was \$39,000 over the amount originally budgeted for the project.

Policy Considerations: None

Attachment(s):

- a. Letter of request and prospectus
- b. Fund Exchange Agreement



City of Brookings

PUBLIC WORKS/DEVELOPMENT SERVICES DEPARTMENT

898 Elk Drive, Brookings, OR 97415

(541) 469-1131, Fax (541) 469-3650, TTY (800) 735-1232

lsnook@brookings.or.us

September 9, 2015

Jeanette Denn
Oregon Department of Transportation
3500 NW Stewart Parkway
Roseburg, OR 97470

Subject: 2015 Brookings Fund Exchange Project

Dear Ms. Denn,

The City of Brookings is requesting review and approval to fund exchange the current Federal STP Funds balance of \$75,224 to ODOT and assign the \$70,710.56 balance to a surfacing rehabilitation project as per the attached prospectus.

The project consists of preparation and slurry seal of approximately 12,480 lineal feet of road surface within the City of Brookings

This project has gone out to bid and been awarded to the low bidder at \$193,000. Work to be scheduled this fall.

If you have any further questions on this regard, please feel free to contact me at 541-469-1131.

Sincerely,

LauraLee Snook

LauraLee Snook
Public Works/Development
Services Director

Att: 1) Exhibit A - location map
2) Project prospectus



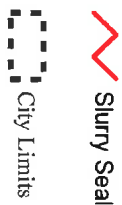
PROJECT PROSPECTUS

PART 1 — PROJECT REQUEST (PAGE 1 OF 2)

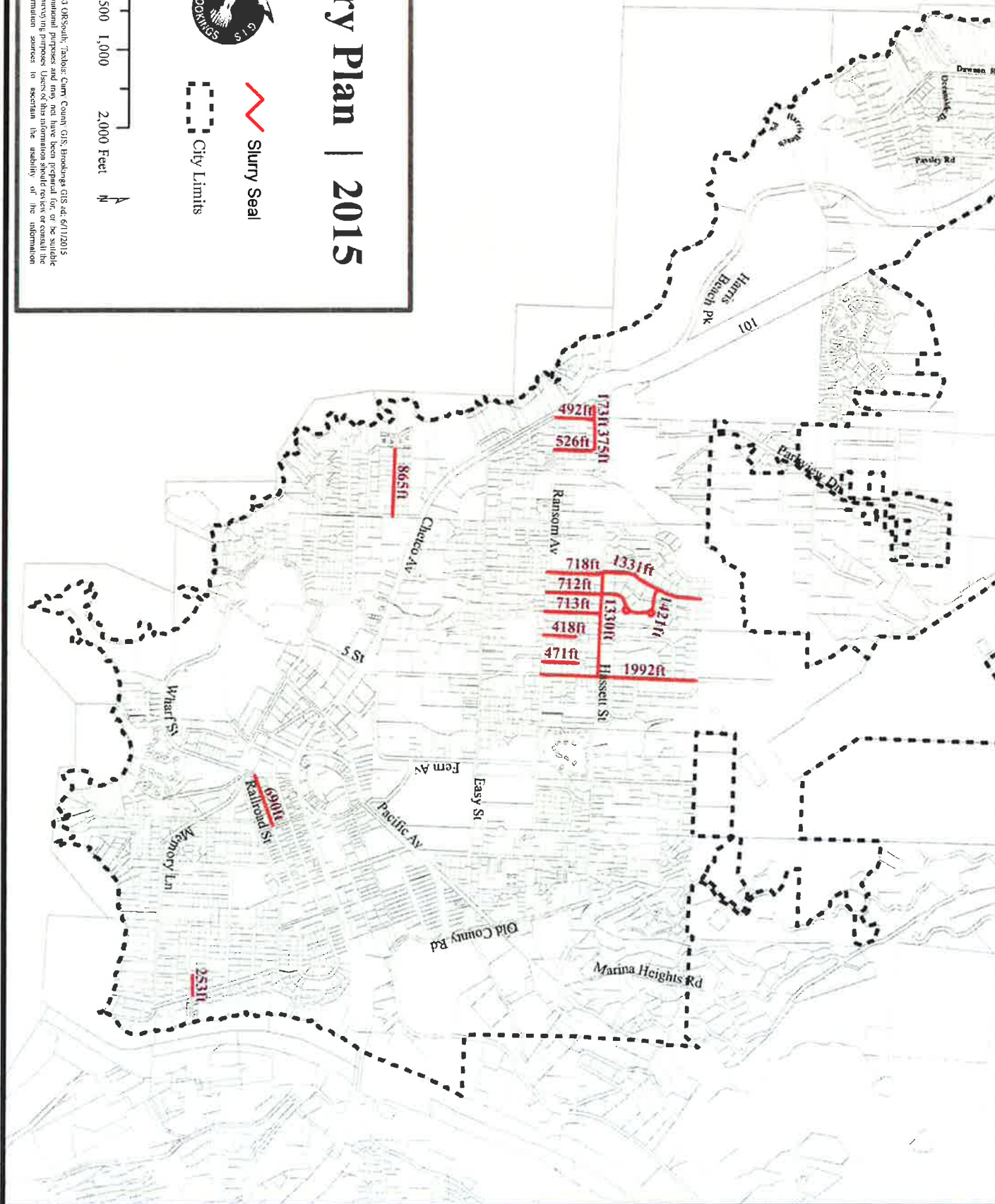
KEY ID #

SECTION Street resurfacing project				REGION 3	MAINTENANCE DISTRICT 8	
STATE HIGHWAY #		HIGHWAY NAME		MILE POST FROM TO		LENGTH
<input checked="" type="checkbox"/> URBAN <input type="checkbox"/> RURAL	CITY Brookings		COUNTY Curry	ROAD/STREET NAME various, see attached project map		
ROUTE #	NHS <input type="checkbox"/> YES <input type="checkbox"/> NO	HPMS	FC	APPLICANT (IF OTHER THAN STATE) City of Brookings		
US CONGRESSIONAL DISTRICT 4		STATE SENATE DISTRICT 24		STATE REPRESENTATIVE DISTRICT 1		
COST ESTIMATES (000'S)		PROJECT DATA		RIGHT OF WAY		
PRELIMINARY ENGINEERING	\$	GRADING		FILES	(#)	
RIGHT OF WAY	\$	PAVING		X	ACRES	(#)
ROADWAY	\$	STRUCTURES		RELOCATIONS (#)		
STRUCTURES	\$	SIGNING		WORK BY STATE/CONSULTANT/APPLICANT		
SIGNALS	\$	SIGNALS		PRELIMINARY ENGINEERING	(S,C,A)	N/A
ILLUMINATION	\$	ILLUMINATION		CONSTRUCTION ENGINEERING	(S,C,A)	N/A
TEMPORARY PROTECTION	\$			RIGHT OF WAY DESCRIPTIONS	(S,C,A)	N/A
Remove existing ENGINEERING & CONTINGENCIES	\$	ENVIRONMENTAL CLASS (1,2,3)		RIGHT OF WAY ACQUISITIONS	(S,C,A)	N/A
TOTAL CONSTRUCTION	\$ 193,000	WORK TYPE (1-12)		CONSTRUCTION BY <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER <input type="checkbox"/> STATE FORCE <input type="checkbox"/> CITY FORCE <input type="checkbox"/> COUNTY FORCE		
TOTAL ESTIMATE	\$ 193,000					
RECOMMENDED LET DATE BY FEDERAL FISCAL YEAR:		(QUARTER / YEAR)	RECOMMENDED FUND SOURCE:	(PE)	(R/W) HBR	(CONST)
RECOMMENDED PROGRAM REVISIONS						
<input type="checkbox"/> POSTPONE <input type="checkbox"/> CANCEL	SECTION			FUNDS	CUR. YR.	ESTM. (000's) \$
<input type="checkbox"/> POSTPONE <input type="checkbox"/> CANCEL	SECTION			FUNDS	CUR. YR.	ESTM. (000's) \$
ITEM	EXISTING	PROPOSED	DEFINE THE PROBLEM			
TRAVEL LANES (#)	2	2	Road surface is starting to deteriorate, crack seal and slurry coat will extend the life of these roads without the added expense of full asphalt lift.			
STRUCTURES (#)						
SIGNALS (#)						
BIKE WAY (Y/N)						
AVERAGE DAILY TRAFFIC			PROPOSED SOLUTION ATTACH SKETCH MAP			
YEAR OF AVERAGE DAILY TRAFFIC			Cracks will be cleaned and sealed, slurry coat will be applied after treatment			
THROUGHWAY						
REQUESTED, REGION ENGINEER X			DATE	TRANSP. COMM. APPROVAL DATE	PROGRAM YEAR	FUNDING

Slurry Plan | 2015



Coordinate System: NAD83 UTM South, Tazewell County, GIS, Brookings GIS, 6/11/2015
 This product is for informational purposes and may not have been prepared for, or be suitable for, legal engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



2015 FUND EXCHANGE AGREEMENT
2015 City Street Resurfacing
City of Brookings

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State"; and the CITY OF BROOKINGS, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, 366.572 and 366.576, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

2.

3.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of the 2015 City Street Resurfacing Project, hereinafter referred to as "Project."

2. State has reviewed Agency's prospectus and considered Agency's request for the Fund Exchange. State has determined that Agency's Project is eligible for the exchange of funds.

3. To assist in funding the Project, Agency has requested State to exchange 2015 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

\$94 state for \$100 federal

4. Based on this ratio, Agency wishes to trade \$75,224.00 federal funds for \$70,710.56 state funds.

5. The term of this Agreement will begin upon execution and will terminate two (2) years after all required signatures are obtained unless extended by an executed amendment.
6. The Parties agree that the exchange is subject to the following conditions:
 - a. The federal funds transferred to State may be used by State at its discretion.
 - b. State funds transferred to Agency must be used for the Project. This Fund Exchange will provide funding for specific roadway projects and may also be used for the following maintenance purposes:
 - i. Purchase or Production of Aggregate. Agency shall ensure the purchase or production of aggregate will be highway related and used exclusively for highway work.
 - ii. Purchase of Equipment. Agency shall clearly describe how it plans to use said equipment on highways. Agency shall demonstrate that the equipment will only be used for highway purposes.
 - c. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of state funds.
 - d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$70,710.56. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.
 - e. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
 - f. Agency, and any contractors, shall perform the work as an independent contractor and will be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
 - g. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established

pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- h. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; purchase all necessary right of way in accordance with current state and federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.
- i. Agency shall submit invoices to State on a quarterly basis, for actual costs incurred by Agency on behalf of the Project directly to State's Project Manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$70,710.56, including all expenses. Travel expenses will not be reimbursed.
- j. Agency shall, at its own expense, maintain and operate the Project upon completion at a minimum level that is consistent with normal depreciation and service demand.
- k. All employers, including Agency, that employ subject workers in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
- l. This Agreement may be terminated by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
 - i. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - A. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - B. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.

- ii. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by the terminating Party, under any of the following conditions:
 - A. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow either Party, in the exercise of their reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - B. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either Party is prohibited from paying for such work from the planned funding source.
 - iii. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
 - m. State and Agency agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- 7. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
 - 8. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
 - 9. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
 - 10. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be

effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

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

The funding for this Fund Exchange program was approved by the Oregon Transportation Commission on December 18, 2014 , as a part of the 2015-2018 Statewide Transportation Improvement Program (STIP).

The Program and Funding Services Manager approved the Fund Exchange on September 17, 2015.

Signature Page to Follow

CITY OF BROOKINGS, by and through
its elected officials

By _____

Date _____

By _____

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Counsel

Date _____

Agency Contact:

LauraLee Snook
Public Works/Development Services
Director
898 Elk Drive
Brookings, OR 97415
541-469-1131
lsnook@brookings.or.us

State Contact:

Jeanette Denn
Agreement Coordinator
3500 NW Stewart Parkway
Roseburg, OR 97470
541-957-3508
Jeanette.m.denn@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____

Region 3 Manager

Date _____

APPROVAL RECOMMENDED

By _____

Region 3 Agreement Coordinator

Date _____

CITY OF BROOKINGS

Council Agenda Report

Meeting Date: September 28, 2015

Originating Dept: PW/DS


Public Works & Development Services Director

City Manager Approval

Subject: Bid award for Vehicle and Equipment Maintenance Contract

Recommendation: Make a motion to approve the City Manager to enter into a contract for professional services with Proficient Automotive for the maintenance and repair of City vehicles and equipment.

Financial Impact: Negligible

Background/Discussion:

Vehicle maintenance has not been consistent or well documented since the “Mechanic” position was vacated in the Public Works Division. In an effort to standardize and document maintenance on vehicles and equipment in the Department it was determined that a single provider of this service should be chosen.

A request for quotes was advertised in the Curry Coastal Pilot on August 12th and 15th, as well as on the City website, in compliance with the intermediate procurement procedures outlined in State Statute. The request for quotes included our equipment and vehicle lists as well as a maintenance check sheet that would be required for service visits to insure that all bidders understood the scope of work.

Three quotes were received, two from local mechanic shops, the third from the Curry County Road Department. Proficient Automotive was the low bidder at \$65 per hour.

Attachment(s):

- a. Bid abstract
- b. Maintenance check sheet
- c. Repair request

August 28, 2015 RFP for Vehicle and Equipment Maintenance for
Public Works and Development Services

Proposer	Hourly Rate	Parts Mark Up
Dornbusch Tire	\$70.00/hr	35%
Curry Co Road Dept.	\$82.00/hr	Cost
Proficient Auto Automotive	\$65.00/hr	20%

VEHICLE INSPECTION FORM

YEAR <u> </u> MAKE <u> </u> MODEL <u> </u> MILEAGE <u> </u>												ENG. SIZE <u> </u> <input type="checkbox"/> SOHC <input type="checkbox"/> DIESEL <input type="checkbox"/> OHV <input type="checkbox"/> TRANS <input type="checkbox"/> AUTO <input type="checkbox"/> MAN Hubcap Missing <u>Y/N</u> Windshield Cracked <u>Y/N</u> Scratches & Dents <u>Y/N</u> LIC # <u> </u> STATE INSPECTION DUE <u> </u> Month/Year											
--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--

MAINTENANCE SERVICES/STARTING												TIRES AND TIRE MAINTENANCE											
INSPECT VISUAL OK <input type="checkbox"/> SUG <input type="checkbox"/> REQ <input type="checkbox"/> SCHED MAINT <input type="checkbox"/> WHY RECOMMENDED: WIPER BLADES <input type="checkbox"/> FRONT <input type="checkbox"/> REAR HEAD LIGHTS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR MINI LIGHTS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR AIR FILTER <input type="checkbox"/> FRONT <input type="checkbox"/> REAR CABIN AIR FILTER <input type="checkbox"/> FRONT <input type="checkbox"/> REAR PCV VALVE <input type="checkbox"/> FRONT <input type="checkbox"/> REAR WASHER FLUID <input type="checkbox"/> FRONT <input type="checkbox"/> REAR OIL LEVEL <input type="checkbox"/> FRONT <input type="checkbox"/> REAR POWER STR. FLUID LEVEL <input type="checkbox"/> FRONT <input type="checkbox"/> REAR MASTER CYL. FLUID LEVEL <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BRAKE FLUID FLUSH <input type="checkbox"/> FRONT <input type="checkbox"/> REAR TRANS. SERVICE <input type="checkbox"/> FRONT <input type="checkbox"/> REAR COOLANT LEVEL FLUSH <input type="checkbox"/> FRONT <input type="checkbox"/> REAR COOLANT HOSES <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BELTS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BATTERY TEST <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BATTERY ACCESSORIES <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BATTERY <input type="checkbox"/> FRONT <input type="checkbox"/> REAR START/CHARGE TEST <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BELT TENSIONER <input type="checkbox"/> FRONT <input type="checkbox"/> REAR SPARK PLUGS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR FUEL FILTER <input type="checkbox"/> FRONT <input type="checkbox"/> REAR IGNITION WIRES <input type="checkbox"/> FRONT <input type="checkbox"/> REAR VALVE COVER GASKET <input type="checkbox"/> FRONT <input type="checkbox"/> REAR POWER STR. HOSE <input type="checkbox"/> FRONT <input type="checkbox"/> REAR TIMING BELT <input type="checkbox"/> FRONT <input type="checkbox"/> REAR												TIRE SIZE: <u> </u> SPEED RATING: <u> </u> RUNS FLAT <u>Y</u> F R TPMS <u>Y</u> INSPECT VISUAL OK <input type="checkbox"/> SUG <input type="checkbox"/> REQ <input type="checkbox"/> TREAD DEPTH (MM) <u> </u> <input type="checkbox"/> FWD <input type="checkbox"/> RWD <input type="checkbox"/> 4WD/AWD LEFT FRONT PSI IN PSI OUT <input type="checkbox"/> EDGEWEAR <input type="checkbox"/> CRACKING RIGHT FRONT PSI IN PSI OUT <input type="checkbox"/> CLIPPING <input type="checkbox"/> NAILS RIGHT REAR PSI IN PSI OUT <input type="checkbox"/> CUTS <input type="checkbox"/> REPAIRABLE LEFT REAR PSI IN PSI OUT <input type="checkbox"/> IRREGULARITY <input type="checkbox"/> NON-REPAIRABLE SPARE PSI IN PSI OUT <input type="checkbox"/> EDGEWEAR <input type="checkbox"/> CRACKING TIRE MAINT. <input type="checkbox"/> ROTATION <input type="checkbox"/> BALANCE ALIGNMENT <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> TIRE WEAR											

STEERING AND SUSPENSION												BRAKE INSPECTION											
U-JOINT <input type="checkbox"/> FRONT <input type="checkbox"/> REAR IDLER/PITMAN ARM <input type="checkbox"/> BULK <input type="checkbox"/> PITMAN CENTER LINK <input type="checkbox"/> CONTROL ARM <input type="checkbox"/> SWAY BAR BUSHINGS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR LINK PINS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR TIE ROD ENDS <input type="checkbox"/> L OUT <input type="checkbox"/> L IN <input type="checkbox"/> R OUT <input type="checkbox"/> R IN BALL JOINTS <input type="checkbox"/> L UPPER <input type="checkbox"/> R UPPER <input type="checkbox"/> L LOWER <input type="checkbox"/> R LOWER RACK & PINION ASSEMBLY <input type="checkbox"/> L OUT <input type="checkbox"/> L IN <input type="checkbox"/> R OUT <input type="checkbox"/> R IN CV BOOTS <input type="checkbox"/> L OUT <input type="checkbox"/> L IN <input type="checkbox"/> R OUT <input type="checkbox"/> R IN CV JOINTS <input type="checkbox"/> L OUT <input type="checkbox"/> L IN <input type="checkbox"/> R OUT <input type="checkbox"/> R IN STRUTS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR SHOCKS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR												FRONT PADS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR FRONT CALIPERS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR FRONT ROTORS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR REAR <input type="checkbox"/> FRONT <input type="checkbox"/> REAR REAR <input type="checkbox"/> FRONT <input type="checkbox"/> REAR REAR <input type="checkbox"/> FRONT <input type="checkbox"/> REAR HARDWARE/ADJUSTERS <input type="checkbox"/> FRONT <input type="checkbox"/> REAR BRAKE HOSE(S) <input type="checkbox"/> FRONT <input type="checkbox"/> REAR PARKING CABLES <input type="checkbox"/> FRONT <input type="checkbox"/> REAR EXHAUST <input type="checkbox"/> FRONT <input type="checkbox"/> REAR EXHAUST SYSTEM <input type="checkbox"/> INTERMEDIATE PIPE <input type="checkbox"/> MUFFLER <input type="checkbox"/> TAILPIPE											

IMPROVED PERFORMANCE RECOMMENDATIONS											
BRAKE FLUSH <u> </u> EVERY 2 YEARS / EVERY TIME BRAKES ARE RELINED POWER STR. FLUSH <u> </u> EVERY 50K FUEL SYSTEM SERVICE <u> </u> EVERY 12K TRANS. FLUSH <u> </u> EVERY 1-2 YEARS WHEEL ALIGNMENT <u> </u> EVERY 6 MONTHS COOLANT FLUSH <u> </u> EVERY 1-2 YEARS WHEEL BALANCE <u> </u> EVERY ROTATION (CHECK ONE WHEEL)											

OK Checked & Acceptable	REPAIR/REPLACEMENT SUGGESTED 1 Close to end of useful life 2 Address customer request/need/convenience 3 Comply with manufacturer recommendation 4 Technician recommendation from experience	REPAIR/REPLACE REQUIRED A No longer performs intended purpose B Does not meet design specification C Missing
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Vehicle Drop-Off Repair Request

Customer Information:

Customer Name _____

Address _____

City _____ ZIP _____

Home Phone _____ Business Phone _____

Email Address _____

Vehicle Information:

Year _____ Make _____

Model _____

Color _____ License Plate # _____

- | | |
|---|---|
| <input type="checkbox"/> Check Engine Light On | <input type="checkbox"/> Engine Running Poorly (Please leave comments in the space below) |
| <input type="checkbox"/> Tire Rotation & Inspection | <input type="checkbox"/> Vibration or Noise (Please leave comments in the space below) |
| <input type="checkbox"/> Pre-Trip Inspection | <input type="checkbox"/> Replace Wiper Blades |
| <input type="checkbox"/> Brake Inspection | <input type="checkbox"/> Poor Fuel Mileage |
| <input type="checkbox"/> Check Engine Light On | <input type="checkbox"/> Maintenance Due (via Service Reminder you have received) |

Other Services Needed / Description of Problem:

Customer Signature _____ Date ____/____/____

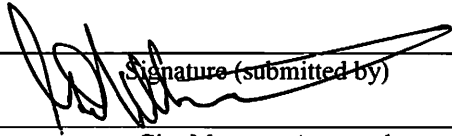
*Please fill in the above information as complete and accurate as possible and leave in our drop box with a spare copy of your vehicle key. We will promptly contact you during our regular business hours, the following day of your vehicle arriving at our service center.
Thank you, we appreciate your continued business.*

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 28, 2015

Originating Dept: Mayor



Signature (submitted by)

City Manager Approval

Subject: Letter of Support for Curry Community Health Grant Application: Oregon strategic Prevention Framework Partnership for Success.

Recommended Motion:

Motion to authorize Mayor to sign a support letter for a grant application being submitted by Curry Community Health under the Oregon Strategic Prevention Framework Partnership for Success program.

Financial Impact:

None.

Background/Discussion:

Curry Community Health has requested a letter of support for a grant application they are submitting under the Oregon Strategic Prevention Framework Partnership for Success Grant initiative.

The purpose of the program is to address substance abuse related to underage drinking and prescription drug abuse among young adults. Attached is additional information about this program.

Attachment(s):

- a. Draft letter of support.
- b. Emails containing program information.
- c. Job description.



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1104 Fax (541) 469-3650 TTY (800) 735-1232
rhedenskog@brookings.or.us; www.brookings.or.us

Mayor Ron Hedenskog

Kenneth Dukek, CEO
94235 Moore St., Ste. 121
Gold Beach, OR 97444

Dear Mr. Dukek,

The City Council of the City of Brookings is pleased to submit this letter in support of Curry Community Health's submission for funding under the Strategic Prevention Framework Partnership for Success (SPF-PFS) Initiative.

The City Council understands and supports the goals and objectives of the SPS-PFS Initiative and feels confident that the Initiative will provide Curry Community Health the means to effectively plan and implement preventive substance abuse strategies in our community.

We understand that SPF-PFS is a community-wide program that requires a high level of communication, collaboration, and involvement at every level. We look forward to having the opportunity to work with our partner organizations to help ensure the overall success of this effort in our community.

Thank you for your thoughtful consideration.

Sincerely,

Ron Hedenskog
Mayor

Joyce Heffington

Subject: FW: Council Agenda/Request: Letter of Support from Brookings City Council
Attachments: SPF PFS Letter of Support from Community Leaders.docx

----- Forwarded message -----

From: **Rebecca Ambrose** <AmbroseR@currych.org>
Date: Mon, Sep 14, 2015 at 1:38 PM
Subject: Council Agenda/Request: Letter of Support from Brookings City Council
To: "rhedenskog@brookings.or.us" <rhedenskog@brookings.or.us>

My name is Rebecca Ambrose, and I am the Prevention Coordinator at Curry Community Health (CCH). The function of my position is to coordinate community efforts and build capacity to address substance abuse and problem gambling prevention efforts in Curry County. I am writing to inform Brookings City Council that Curry Community Health is working on a grant application submission to implement the Oregon Strategic Prevention Framework Partnership for Success (SPF-PFS) Grant Initiative in Curry County and to request to request a letter of community support for the grant application.

The purpose of the SPF-PFS Grant is to target populations with high levels of substance abuse and related consequences. The Oregon Health Authority used a data-driven process that identified the top ten Oregon Counties with the highest level of substance abuse and consequences related to underage drinking for 12-17, high risk drinking for 18-25, prescription drug miss-use and abuse for 12-25 year olds. Because Curry County ranked amongst the top ten counties with the greatest substance abuse and related consequences in the target risk populations, Curry Community Health was invited to and intends to apply for SPF-PFS grant.

Per grant application requirements, we ask that Brookings City Council, return a letter in support of CCH's submission for funds to implement the Strategic Prevention Framework Partnership for Success Initiative (SPF-PFS) Grant Initiative. The grant application guidelines specify that the letter must be on the supporting agency's letterhead and signed by its agency's leader and that it should be addressed to Kenneth Dukek, the CEO of Curry Community Health.

I have attached a sample letter of support to this email and request that you please return a signed letter of support at your earliest convenience. The deadline for our complete application submission to the Oregon Health Authority is September 30, 2015.

Please reply to this letter to let me know of your willingness to support this substance abuse prevention effort and/or if you need any further information. The letter of support may be mailed or emailed to me, or, alternatively, you may request that I come personally pick it up from your office. Thank you for your thoughtful consideration and timeliness with this request.

Sincerely,

Rebecca Ambrose

Curry Community Health
Prevention Coordinator
94235 Moore St., Suite 121
Gold Beach, OR 97444

Gary Milliman

From: Rebecca Ambrose
Sent: Wednesday, September 16, 2015 9:26 AM
To: Gary Milliman
Subject: RE: Letter
Attachments: SPF PFS Job Description.docx

Good morning Gary,

We're looking to hire 1.0 FTE SPF-PFS Coordinator position for a four-year period. The grant amount is \$125,000 annually. I have attached a draft of the job description for this proposed position (the Coordinator) to this email. While my role addresses a broader spectrum of substance abuse prevention in Curry County, this position focuses particularly on binge drinking, high risk drinking and prescription drug miss-use amongst the specified age (underage drinking for 12-17, high risk drinking for 18-25, prescription drug miss-use and abuse for 12-25 year olds. We are still in the budget development phase, but what I can tell you so far is that the grant specifies that 15% or less of the grant will be for overhead costs. This grant uses the Strategic Prevention Framework, which means that in addition to the benefits and salary for the SPF-PFS Coordinator, funds will be expended (under the direction of the SPF-PFS Coordinator according to plans developed with the approval of the Oregon Health Authority and the supervision of the Curry Community Health CEO and Addictions Director Jan Barker) according to the six Center for Substance Abuse Prevention strategies to reduce substance abuse prevention in the community:

Community-based process. This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for substance abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.

Environmental. This strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of substance abuse in the general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to the service and action-oriented initiatives.

Information dissemination. This strategy provides awareness and knowledge of the nature and extent of substance use, abuse, and addiction and their effects on individuals, families, and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

Education. This strategy involves two-way communication and is distinguished from the information dissemination strategy by the fact that interaction between the educator/ facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages), and systematic judgment abilities.

Alternatives. This strategy provides for the participation of target populations in activities that exclude substance use. The assumption is that constructive and healthy activities offset the attraction to—or otherwise meet the needs usually filled by—alcohol and drugs and would, therefore, minimize or obviate resort to the latter.

Problem identification and referral. This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment

[(1) These definitions are taken from the Federal Register, Volume 58, Number 60, March 31,1993.]

From: Gary Milliman [<mailto:gmilliman@brookings.or.us>]
Sent: Wednesday, September 16, 2015 8:48 AM
To: Rebecca Ambrose <AmbroseR@currych.org>
Cc: Ron Hedenskog <rhedenskog@brookings.or.us>
Subject: Letter

Mayor Hedenskog has asked me to prepare a letter of support as you requested for consideration by the City Council at their meeting of September 28.

Can you please provide me with information concerning your application, such as how you are proposing to use the funds and how much you are requesting? Thank you.

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



JOB TITLE: SPF-PFS Coordinator - Addictions

September 2015

1. Work as a team member with fiscal agent, Oregon Health Authority (OHA) staff, community development specialist and data coordinator to meet program goals.
2. Pays particular attention to the requirements of OHA and ensures all requirements are met timely and in the required format of this grant.
3. Communicates with state-level evaluator and the SPF-PFS statewide coordinator.
4. Attends all mandated trainings as requested by the state and federal project staff.
5. Become proficient in the required instruments of the OR SPF-PFS evaluation reporting system.
6. Keeps current, and expands knowledge, in the areas of substance abuse prevention and serves as a resource person for the Sub-Recipient Organization and the community.
7. Plans and coordinates trainings and technical assistance for the Sub-Recipient organization.
8. Conducts literatures/resource reviews to identify possible evidence based strategies.
9. Coordinates all assessment activities with data coordinator.
10. Works with data coordinator, state evaluator and Sub-Recipient Organization members on the SPF (Strategic Prevention Framework) process
11. Manages the Sub-Recipient Organization and facilitates Sub-Recipient Organizations meetings.

12. Collaborates with community sectors, OHA and Local Governmental Units to complete the steps of the SPF-PFS process.
13. Documents findings and progress of programs and activities in written reports to OHA SPF PFS coordinator and Sub-Recipient Organization members.
14. Manages and oversees expenditures of Sub-Recipient organization budget.
15. Reports and presents Sub-Recipient Organization progress and program findings through publications and presentations at meetings/conferences.

QUALIFICATION REQUIREMENTS:

Knowledge of –

- Substance Abuse
- Positive Youth Development
- Public relations or marketing skills
- Risk & Protective Factor Education, Assets & Resiliency
- Basic learning theories
- Non-profit organizations/management

Ability to -

- Work independently
- Be highly team-oriented
- Organize and establish priorities
- Communicate effectively, both verbally and in writing;
- Work effectively with community partners and coalitions
- Develop and maintain effective working relationships
- Accept, and learn from, clinical supervision;
- Use sound judgment in decision making
- Make community education presentations
- Complete, without supervision, documentation of services performed
- Demonstrate skills for cultural and linguistic diversity
- Report outcomes in web based system with comfort and familiarity
- Maintain confidentiality and privacy, unless exempt by law

EDUCATION AND/OR EXPERIENCE:

Master's or Bachelor's and relevant experience in public health or health education, administration, policy/planning, or in community/organizational psychology or related field and one year of experience providing prevention activities; or any satisfactory equivalent combination of experience and training. Computer literacy.

Certification

Certified as a Prevention Specialist or make application within (12) months of employment and receive the Certified Prevention Specialist Credential within (24) months of the application date.

Valid Oregon Driver License

Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions of this position.

By authority of the Curry County Board of Commissioners, Curry Community Health is the Local Public Health Agency for Curry County and therefore is mandated to provide a level of service to the community regardless of the environment we are working in. In support of Curry Community Health's mission and vision statements, it is the goal of the agency to educate and prepare all employees on the topic of emergency preparedness and response. In addition, agency-wide training and exercises will be conducted on an ongoing basis to ensure staff is capable of assisting in the maintenance, health and well-being of Curry County residents. It is the expectation of Curry Community Health that all employees can and will be assigned as disaster response workers, responding to and assisting in recovery efforts during a disaster.

City of Brookings

CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, September 14, 2015

Council will 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, and Bill Hamilton; a quorum present. Councilor Brent Hodges was absent.

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

Others Present: Curry Coastal Pilot Editor, Scott Graves, and approximately 18 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed the week of September 13th as National Emblem Club Week.

Director Snook introduced new employee, Chrissy Bevens, Management Analyst for the Public Works and Development Department.

Mayor Hedenskog announced the September Yard of the Month Award as follows:

- Best Residential – Owner: Fernando Lira, 921 7th Street

Public Hearings

Continuation of the legislative public hearing in the matter of file LDC-2-15, approval to add provisions for amateur communication facilities in the Land Development Code.

Mayor Hedenskog opened the legislative public hearing at 7:15 PM.

Hearing no exparte, declarations of conflict, personal interest, nor objections as to jurisdiction, Mayor Hedenskog reviewed the guidelines and Planning Manager Colby-Hanks reviewed the staff report.

Councilor Pieper said the one-to-one ratio doesn't fit with other set-backs and seemed excessive.

Mayor Hedenskog said at the last meeting they'd discussed keeping the height such that it would fall within the property and Pieper pointed out that he'd said he had trees taller than this on his property that could fall. Hedenskog said he felt it was important that the antenna be contained within the property if it were to fall.

Councilor McClain said he agreed with the Mayor and added that people move to Brookings for the beauty of the area and the antennas were an eyesore.

Councilor Hamilton said he agreed with the Mayor as well.

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve amendments to the Brookings Municipal Code as presented in File LDC-2-15 [approving provisions for amateur communication facilities in the Land Development Code].

Staff Reports

Report on Hospital Feasibility.

City Manager Milliman provided the staff report.

Mayor Hedenskog said the only way to get an emergency room here was to have one affiliated with Curry General Hospital and congratulated Council for getting this done.

Authorization to execute a Lease Agreement for property located at 632 Chetco Avenue.

Supervisor Baron gave the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute a Lease Agreement with David and Robert Lovell, for personal use of the public open space enclosed by a fence along the northeast edge of the public parking lot located at 632 Chetco Avenue.

Authorization to execute a contract for municipal pool resurfacing.

Supervisor Baron gave the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute a public improvement contract with Rogue Valley Pools, LLC, for resurfacing work at the municipal pool with a bid of \$73,769.

Discussion and direction regarding System Development Charge (SDC) exemptions for existing buildings.

Director Snook presented the staff report.

Councilor Pieper asked if, before the latest changes were made, credits could have been used for the expansion and Snook said not for the new portion. They could have been for the existing part of the building, she said, but when the addition had to be calculated at the highest proposed use. In the past, she said, when you had a building operating as a small restaurant that someone wanted to use for a lesser use, it would have been beneficial.

Councilor McClain asked if the SDC's would only be applied to the addition and Snook said it was. Snook said Council may want to consider allowing either a credit or an exemption, whichever affords the most benefit, to be applied to any part of a building to help reduce SDC's.

McClain asked what would happen if a restaurant operating on one floor were expanded to include both floors and Snook said it could get complicated, but once the addition was completed and the SDC's paid, it would fall into the existing building category and become exempt.

Councilor Pieper said the problem with exempting buildings is that, while it would make sense to develop a property first as an office building and then later convert it into a restaurant, it could devalue other properties. That, he said, was why he hated SDCs.

Hamilton asked if there could be an agreement or condition to the SDC exemption that the restaurant couldn't be expanded to include both floors and City Manager Milliman said this would take some review.

Councilor Pieper said he would like to see language that would provide the most SDC relief and Mayor Hedenskog said he would like to see either a credit or exemption applied, whichever is more favorable.

Councilor McClain said he was pro-business but didn't want to create a loophole and Councilor Hamilton said he thought a credit or exemption should be given.

Councilor Pieper said the question of SDCs had been argued for at least 8 years and there was a lot of logic to exempting downtown businesses; encouraging downtown business growth was an added benefit. Mayor Hedenskog added that one of the reasons for the exemption was that the City wasn't sure its records were accurate in terms of past uses.

Councilor Pieper said the City would still need to apply credits in some situations since a brand new building built as a restaurant that gets turned into an office building could later turn back into a restaurant. He added that the City still needed some way to inventory these buildings and track their uses.

Snook said staff had developed a pretty good list of high use buildings and added that part of the reason they'd moved away from credits and toward exemptions was because, at the time the change was made, there were a number of vacant downtown buildings and Council had wanted encourage their utilization.

Mayor Hedenskog said they'd discussed tagging the properties in the GIS system and Snook said that had not been done because of the exemption, but staff could get the available information into GIS.

Authorization to execute National Disaster Resilience Competition Partnership Agreement with Oregon Business Development Department.

City Manager Milliman provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to execute the National Disaster Resilience Competition Partnership Agreement with the Oregon Business Development Department.

Authorization to execute an agreement to allocate \$1,000 in transient occupancy tax revenue for the Southern Oregon Coast Home School Conference.

City Manager Milliman gave the staff report.

Mayor Hedenskog asked if this would be the first such conference held in Brookings and Linda Schreiber, the conference coordinator, said it would be. Council McClain then asked how many participants were anticipated and Schreiber said around 200, and added that they were trying to reach as many people as possible.

Councilor Hamilton said he felt anything that forwarded education was worth it, and the conference could grow.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute an agreement with Wild Rivers Home School Group to allocate \$1,000 in transient occupancy tax revenue for the Southern Oregon Coast Home School Conference.

Authorization to allocate \$862 in transient occupancy tax revenues to purchase advertising in American Road Magazine.

City Manager Milliman delivered the staff report.

Councilor McClain said this didn't fit his criteria and he was not a big believer in print advertising.

Councilor Hamilton said he would rather see radio or TV and Milliman said TPAC had not chosen to fund radio or TV advertising.

Councilor McClain said he did not want to take on projects that created more work for staff and Councilor Pieper said he agreed. Pieper then said he would rather dole out the money; he did not want to become a tourism advertising agency. He said he would want staff to handle details with the magazine and he didn't think the small amount of funding was worth shooting down the committee's recommendation. Mayor Hedenskog said he agreed.

Councilor Hamilton said he liked the magazine and felt snow birds and RV owners would probably pick it up.

Councilor Pieper said he would like to communicate to the committee that they are not a tourism advertising agency and recommendations like this would start getting handed back to them if they kept showing up for Council approval. Hamilton said he agreed.

Councilor Pieper moved, a second followed and Council voted, 3 – 1, with Mayor Hedenskog and Councilor Hamilton and Pieper voting "Yes" and Councilor McClain voting "No" to allocate \$862 in transient occupancy tax revenues to purchase advertising in American Road Magazine and direct the City Manager to work with magazine staff in the design and placement of the advertisement.

Authorization to execute Cable Television Franchise Agreement between the City and Falcon Telecable dba Charter Communications.

City Manager Milliman presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute [the] Cable Television Franchise Agreement between the City of Brookings and Falcon Telecable dba Charter Communications.

Consent Calendar

1. Approve Council minutes for August 24, 2015.
2. Accept August 2015 Vouchers in the amount of \$437,882.93.

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

Remarks from Mayor and Councilors

Councilor Hedenskog said, vote "Yes" on 8-84.

Hamilton remarked that Friday was the 14th anniversary of 9/11 and wanted to send out a personal message to those who had lost someone that, "We haven't forgotten you."

Councilor McClain asked if the hospital feasibility report could be made available on the website and City Manager Milliman said it was available as part of the Council Agenda and McClain said he thought it the report was worth putting out separately. Milliman said staff could do that.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:38 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____, 2015:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2015

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,684,567.00	66,334.96	107,681.55	2,576,885.45	4.0
LICENSES AND PERMITS	97,000.00	9,496.13	15,632.69	81,367.31	16.1
INTERGOVERNMENTAL	278,700.00	22,629.80	34,528.44	244,171.56	12.4
CHARGES FOR SERVICES	150,500.00	7,638.59	28,691.29	121,808.71	19.1
OTHER REVENUE	141,100.00	4,119.24	12,545.16	128,554.84	8.9
TRANSFERS IN	362,986.00	.00	.00	362,986.00	.0
	<u>3,714,853.00</u>	<u>110,218.72</u>	<u>199,079.13</u>	<u>3,515,773.87</u>	<u>5.4</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	20,918.00	1,641.70	3,415.96	17,502.04	16.3
MATERIAL AND SERVICES	11,700.00	1,266.72	1,717.45	9,982.55	14.7
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>33,118.00</u>	<u>2,908.42</u>	<u>5,133.41</u>	<u>27,984.59</u>	<u>15.5</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	172,607.00	13,330.09	29,220.60	143,386.40	16.9
MATERIAL AND SERVICES	140,000.00	9,987.01	9,265.46	130,734.54	6.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>312,607.00</u>	<u>23,317.10</u>	<u>38,486.06</u>	<u>274,120.94</u>	<u>12.3</u>
POLICE:					
PERSONAL SERVICES	1,976,334.00	159,316.40	318,729.67	1,657,604.33	16.1
MATERIAL AND SERVICES	161,200.00	17,204.38	37,410.99	123,789.01	23.2
CAPITAL OUTLAY	55,150.00	106.67	198.35	54,951.65	.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,192,684.00</u>	<u>176,627.45</u>	<u>356,339.01</u>	<u>1,836,344.99</u>	<u>16.3</u>
FIRE:					
PERSONAL SERVICES	163,906.00	13,193.24	27,496.72	136,409.28	16.8
MATERIAL AND SERVICES	103,000.00	18,179.10	21,029.82	81,970.18	20.4
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>312,425.00</u>	<u>31,372.34</u>	<u>48,526.54</u>	<u>263,898.46</u>	<u>15.5</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	190,597.00	12,195.44	22,878.65	167,718.35	12.0
MATERIAL AND SERVICES	70,400.00	4,692.53	4,824.41	65,575.59	6.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>260,997.00</u>	<u>16,887.97</u>	<u>27,703.06</u>	<u>233,293.94</u>	<u>10.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2015

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	160,011.00	14,343.87	28,481.77	131,529.23	17.8
MATERIAL AND SERVICES	65,400.00	8,408.41	13,604.71	51,795.29	20.8
CAPITAL OUTLAY	17,300.00	117.87	317.87	16,982.13	1.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	242,711.00	22,870.15	42,404.35	200,306.65	17.5
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	174,911.00	14,515.01	28,794.78	146,116.22	16.5
MATERIAL AND SERVICES	33,500.00	5,067.97	6,182.64	27,317.36	18.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	208,411.00	19,582.98	34,977.42	173,433.58	16.8
SWIMMING POOL:					
PERSONAL SERVICES	52,760.00	16,176.91	33,332.80	19,427.20	63.2
MATERIAL AND SERVICES	46,800.00	5,491.30	6,485.17	40,314.83	13.9
CAPITAL OUTLAY	14,400.00	3,997.00	4,117.00	10,283.00	28.6
	113,960.00	25,665.21	43,934.97	70,025.03	38.6
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	158,800.00	8,009.24	12,427.40	146,372.60	7.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,500.00	.00	.00	242,500.00	.0
CONTINGENCIES AND RESERVES	626,640.00	.00	.00	626,640.00	.0
	1,027,940.00	8,009.24	12,427.40	1,015,512.60	1.2
	4,704,853.00	327,240.86	609,932.22	4,094,920.78	13.0
	(990,000.00)	(217,022.14)	(410,853.09)	(579,146.91)	(41.5)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2015

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	926,000.00	28,340.88	211,235.45	714,764.55	22.8
OTHER REVENUE	12,450.00	.00	1,029.00	11,421.00	8.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>938,450.00</u>	<u>28,340.88</u>	<u>212,264.45</u>	<u>726,185.55</u>	<u>22.6</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	182,974.00	14,562.73	28,909.03	154,064.97	15.8
MATERIAL AND SERVICES	186,700.00	21,193.19	40,878.85	145,821.15	21.9
CAPITAL OUTLAY	588,025.00	1,770.15	2,792.80	585,232.20	.5
TRANSFERS OUT	113,640.00	.00	.00	113,640.00	.0
CONTINGENCIES AND RESERVES	101,111.00	.00	.00	101,111.00	.0
	<u>1,172,450.00</u>	<u>37,526.07</u>	<u>72,580.68</u>	<u>1,099,869.32</u>	<u>6.2</u>
	<u>1,172,450.00</u>	<u>37,526.07</u>	<u>72,580.68</u>	<u>1,099,869.32</u>	<u>6.2</u>
	<u>(234,000.00)</u>	<u>(9,185.19)</u>	<u>139,683.77</u>	<u>(373,683.77)</u>	<u>59.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2015

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,510,200.00	164,914.73	353,077.53	1,157,122.47	23.4
OTHER INCOME	10,000.00	3,855.00	6,290.00	3,710.00	62.9
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,520,200.00</u>	<u>168,769.73</u>	<u>359,367.53</u>	<u>1,160,832.47</u>	<u>23.6</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	375,694.00	28,566.90	59,107.72	316,586.28	15.7
MATERIAL AND SERVICES	192,400.00	32,967.32	39,766.20	152,633.80	20.7
CAPITAL OUTLAY	99,900.00	398.39	2,346.78	97,553.22	2.4
	<u>667,994.00</u>	<u>61,932.61</u>	<u>101,220.70</u>	<u>566,773.30</u>	<u>15.2</u>
WATER TREATMENT:					
PERSONAL SERVICES	288,072.00	21,444.89	43,080.83	244,991.17	15.0
MATERIAL AND SERVICES	187,800.00	42,281.03	52,166.50	135,633.50	27.8
CAPITAL OUTLAY	24,900.00	398.39	796.78	24,103.22	3.2
TRANSFERS OUT	765,395.00	.00	.00	765,395.00	.0
CONTINGENCIES AND RESERVES	186,039.00	.00	.00	186,039.00	.0
	<u>1,452,206.00</u>	<u>64,124.31</u>	<u>96,044.11</u>	<u>1,356,161.89</u>	<u>6.6</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,120,200.00</u>	<u>126,056.92</u>	<u>197,264.81</u>	<u>1,922,935.19</u>	<u>9.3</u>
	<u>(600,000.00)</u>	<u>42,712.81</u>	<u>162,102.72</u>	<u>(762,102.72)</u>	<u>27.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2015

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,948,440.00	244,429.25	463,832.97	2,484,607.03	15.7
OTHER REVENUE	5,000.00	.00	.00	5,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,953,440.00</u>	<u>244,429.25</u>	<u>463,832.97</u>	<u>2,489,607.03</u>	<u>15.7</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	535,440.00	39,886.79	79,661.08	455,778.92	14.9
MATERIAL AND SERVICES	225,900.00	28,615.00	33,254.73	192,645.27	14.7
CAPITAL OUTLAY	24,900.00	398.39	796.78	24,103.22	3.2
	<u>786,240.00</u>	<u>68,900.18</u>	<u>113,712.59</u>	<u>672,527.41</u>	<u>14.5</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	489,455.00	36,841.42	73,402.32	416,052.68	15.0
MATERIAL AND SERVICES	532,100.00	61,553.36	93,241.23	438,858.77	17.5
CAPITAL OUTLAY	24,900.00	398.39	796.78	24,103.22	3.2
TRANSFERS OUT	1,600,370.00	.00	.00	1,600,370.00	.0
CONTINGENCIES AND RESERVES	310,375.00	.00	.00	310,375.00	.0
	<u>2,957,200.00</u>	<u>98,793.17</u>	<u>167,440.33</u>	<u>2,789,759.67</u>	<u>5.7</u>
	<u>3,743,440.00</u>	<u>167,693.35</u>	<u>281,152.92</u>	<u>3,462,287.08</u>	<u>7.5</u>
	<u>(790,000.00)</u>	<u>76,735.90</u>	<u>182,680.05</u>	<u>(972,680.05)</u>	<u>23.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2015

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,201.00	4,307.26	7,508.56	470,692.44	1.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>478,701.00</u>	<u>4,307.26</u>	<u>7,508.56</u>	<u>471,192.44</u>	<u>1.6</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	.00	.00	70,000.00	.0
CAPITAL OUTLAY	367,962.00	.00	.00	367,962.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	380,739.00	.00	.00	380,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>818,701.00</u>	<u>.00</u>	<u>.00</u>	<u>818,701.00</u>	<u>.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>818,701.00</u>	<u>.00</u>	<u>.00</u>	<u>818,701.00</u>	<u>.0</u>
	<u>(340,000.00)</u>	<u>4,307.26</u>	<u>7,508.56</u>	<u>(347,508.56)</u>	<u>2.2</u>