

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, January 27, 2014, 7:00pm

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

City Council will meet in **Executive Session at 6:00 PM**, in the City Manager's office under the authority of ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed," and under ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Hearings/Ordinances/Resolutions/Final Orders

1. Legislative Public Hearing on File LDC-4-13, revisions to Brookings Municipal Code Section 17.88.100(F) Sandwich Board Signs. [Planning, Advance Packet]
2. Amendments to Brookings Municipal Code Chapters 13.05, Water, and 13.10, Sewer Use Regulations. [Building, Advance Packet]
3. Updates to, and adoption of the Engineering Requirements and Standard Specifications for Public Works Construction by Resolution, and Title 18 amendments. [PWDS, Advance Packet]

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

F. Staff Reports

1. Approval of May 20, 2014, Countywide Ballot Measure 8-76, "Measure to adopt Home Rule Charter for Curry County." [Mayor, pg. 3]
 - a. Proposed County Charter [pg. 6]
 - b. Measure 8-76 [pg. 14]
 - c. "How the Citizens Charter Changes Curry County Government," by Carl King [pg.15]
 - d. March 25, 2013 Council Agenda Report [pg. 16]
 - e. Curry County Citizens Committee Final Report [pg. 20]
 - f. Commissioner Compensation Survey [pg. 30]
 - g. History of County Government/Home Rule Counties/General Law Counties, Association of Oregon Counties [pg. 31]
 - h. "C-3 Group pursues home rule charter," Curry Coastal Pilot May 31, 2013 [pg. 32]
 - i. "Commission: No salary freeze, no cuts to elected officials," Curry Coastal Pilot May 18, 2012 [pg. 34]
 - j. "Group says cut leaders salaries" Curry Coastal Pilot, November 10, 2013 [pg. 36]
 - k. "Professional County Management: the Benefits to Your Community," ICMA [pg. 38]
 - l. County structures in Oregon chart. [pg. 46]
 - m. ORS provisions related to elected county officers. [pg. 47]

- n. Form of Government Statistics [pg. 49]
- 2. Approval to install park benches at Chetco Point Park, purchase and installation to be handled by Robert Trust and volunteers. [Parks, pg. 50]
 - a. Map [51]
 - b. Bench [52]
- 3. Adoption of Public Art Committee mission statement. [PWDS, pg. 53]
- 4. Approval to discontinue collection of additional SDC's based on change of use for buildings in use as of January 1, 2014, and direction to staff regarding issues to be addressed by the consultant in developing the new use fee and SDC fee schedules. [City Manager, pg. 54]
 - a. Table [pg. 56]
- 5. Approval to allocate \$20,000 in the draft 2014-15 General Fund budget for possible debt service in connection with the Del Norte County Airport Runway Safety Area (RSA) project with the stipulation that the debt be offset by any grant revenue received by the City for the project. [City Manager, pg. 57]
 - a. Economic/Community Impacts of RSA project [pg. 59]
 - b. RSA project description [pg. 62]
 - c. RSA project timeline [pg. 66]
 - d. BCRAA Financing Resources [pg. 67]

G. Consent Calendar

- 1. Approve Council minutes for January 13, 2014. [pg. 72]
- 2. Accept Public Arts Committee minutes for December 19, 2013. [pg. 77]
- 3. Accept Tourism Promotion Advisory Committee minutes for November 20, 2013. [pg. 78]
- 4. Receive December 2013 monthly financial report. [pg. 81]

H. Remarks from Mayor and Councilors

I. 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.

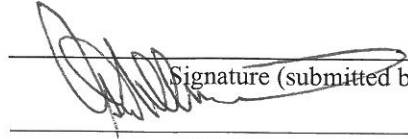
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least ten days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 27, 2014

Originating Dept: Mayor


Signature (submitted by)

City Manager Approval

Subject: Support Measure 8-76

Recommended Motion:

Motion to support the approval of Measure 8-76, the "Measure to adopt Home rule Charter for Curry County", which appears on the May 20, 2014, countywide ballot.

Financial Impact:

None.

Background/Discussion:

Mayor Hedenskog has requested that the City Council endorse Measure 8-76, the "Measure to adopt Home Rule Charter for Curry County" which will appear on the May 20, 2014 countywide ballot. This Measure would enact a Home Rule Charter for Curry County.

The proposed Charter was developed by a citizens committee. Mayor Hedenskog, Councilor McClain and former Councilor Dave Gordon all participated in the citizens committee. The underlying purpose of the Charter is to form the County form of government from three, full time Commissioners to a part time Commission-Administrator form of government, much like that which exists today in all three cities within Curry County.

In its final report to the County Commissioners dated February 1, 2012, the Curry County Citizen's Committee...which had been appointed by the Commissioners to develop alternatives for addressing the County fiscal crisis...adopted the following as its top priority recommendation:

"The Committee recommends that the Commissioners immediately initiate the process of transitioning the County form of government to a Commission/Administrator form. This would involve the employment of a full-time, professional Chief Administrative Officer to manage the day-to-day affairs of the County and allow part-time or volunteer Commissioners to focus on policy making and long-term strategies. The Committee felt that greater efficiencies and cost savings could be obtained with a full-time professional managing internally. Commissioners would have more time to devote to strategy and to advocate for the changes we need at the state and federal levels in order to make us financially viable and stable for the long-term, some of which are contained in this report. As a long-term strategy, the Committee also recommends that the Commissioners analyze the advantages and disadvantages of creating a Charter form of governance."

This recommendation was not implemented; the Commission did appoint a Curry County Home Rule Charter Committee to “examine, recommend and submit a proposed county home rule charter to the county electors” 18 months later, and about three months after it was first reported in the press that the informal citizens committee had developed a charter measure.

The City Council first called for the County Commissioners to place a Charter measure on the ballot making a change to a Commission-Administrator form of government in March, 2013. An informal citizens committee formed and drafted a Home Rule Charter which was released to the public in May, 2013. Members of this group met several times under the leadership of retired attorney and Nesika Beach resident Carl King. Sample charters were procured and reviewed from nine other Oregon counties. The Committee reviewed materials provided by the International City/County Management Association and the Association of Oregon Counties.

Key elements of this Charter are:

1. Increases the number of County Commissioners from three to five.
2. Makes the Commissioners “part time” with annual compensation of \$10,000, rather than the full-time status of current Commissioners who each currently receive \$60,769 annually in salary (not including benefits, which are currently budgeted at approximately 34.6 per cent of salaries; $\$60,769 + 34.6 \% = \$81,795$).
3. The currently-elected Assessor, County Clerk, Treasurer and Surveyor would become appointed officials; appointed by the County Administrator with the approval of the Commissioners. The Sheriff would remain as an elected official.

This same informal citizen’s committee circulated a petition to place the Charter measure on the May 2014 ballot, and secured a sufficient number of registered voter signatures to do so. Measure 8-76 was qualified for the ballot on January 8, 2014

Attached is a document showing the 36 counties in Oregon and the organizational structures they employ. Curry County is a **General Law** county. General Law counties have the ability to enact ordinances on any subject not preempted by the state.

Home Rule counties enact their own charter and have greater flexibility in managing their own affairs and defining their management structure. In all but one of the nine Home Rule counties, the clerk, assessor, surveyor and treasurer are not elected. Jackson County's charter allows for the election of the assessor, surveyor and clerk.

A third form of County governance in Oregon is the **General Law/County Court** structure where the governing body consists of two part time commissioners and a judge. Eight of the state’s smallest counties operate under this form.

Every county has an elected sheriff. Multnomah County had an appointed sheriff for several years in the last century, but returned to an elected sheriff by popular demand.

Only Umatilla among the nine Home Rule counties does not have a county administrator or chief operating officer. Six General Law counties, Clackamas, Deschutes, Jefferson, Linn, Marion, and Polk have county administrators under the management structure established by those counties usually by ordinance.

In summary, 16 of Oregon's counties operate with a Commission/Administrator form of government. Eight counties have converted the positions of Clerk, Assessor, Surveyor and Treasurer from elected officials to appointed officials.

Attachment(s):

- a. Proposed County Charter.
- b. Measure 8-76.
- c. "How the Citizens Charter Changes Curry County Government" by Carl King
- d. March 25, 2013 CAR.
- e. Curry County Citizens Committee Final Report.
- f. Commissioner Compensation Survey.
- g. History of County Government/Home Rule Counties/General Law Counties (Association of Oregon Counties).
- h. "C-3 Group pursues home rule charter" Curry Coastal Pilot May 31, 2013.
- i. "Commission: No salary freeze, no cuts to elected officials" Curry Coastal Pilot May 18, 2012.
- j. "Group says cut leaders salaries" Curry Coastal Pilot, November 10, 2013.
- k. "Professional County Management: the Benefits to Your Community" ICMA.
- l. County structures in Oregon chart.
- m. ORS provisions related to elected county officers.
- n. Form of Government Statistics

CURRY COUNTY CHARTER

PREAMBLE

We, the people of Curry County, Oregon, in recognition of the dual role of the County as a political subdivision of the State of Oregon and as a unit of local government, and in order to avail ourselves of self determination in County affairs to the full extent permissible under the Oregon Constitution and the laws of the State of Oregon, by this Charter confer upon the County the following powers, subject to the following restrictions, and prescribe for it the following procedures and governmental structures.

CHAPTER I. PRELIMINARIES

Section 10. NAME. The name of the County, as it operates under this Charter, shall continue to be Curry County.

Section 11. NATURE AND LEGAL CAPACITY. From the time this Charter takes effect, the County shall continue to be a political subdivision of the State of Oregon and a body politic and corporate.

Section 12. BOUNDARIES. The boundaries of the County as it operates under this Charter shall be the boundaries now or hereafter prescribed for the County by the laws of the State of Oregon.

Section 13. COUNTY SEAT. The seat of government of the County, as it operates under this Charter, shall continue to be in the city of Gold Beach. The Board of Commissioners shall maintain the County's principal offices in Gold Beach, but the Board may from time to time convene at other locations within the County as the Board may deem appropriate.

CHAPTER II. POWERS.

Section 20. GENERAL GRANT OF POWERS. The County shall have authority over matters of County concern to the full extent granted by the Oregon Constitution and the laws of the State of Oregon and as fully as if each power comprised in this grant of general authority were specifically granted by this Charter.

Section 21. CONSTRUCTION OF POWERS. This Charter shall be construed to the end that within the limits imposed by the Oregon Constitution and the laws of the State of Oregon, the County shall have all powers necessary and convenient for the conduct of its affairs, including all powers that counties may assume under the Oregon Constitution and the laws of the State of Oregon concerning home rule.

Section 22. POWER TO TAX. Nothing contained in this Charter shall abrogate the right of the people of the County to have any ordinance creating or imposing a tax or increasing an existing tax implemented only after it has been referred to and approved by the electors by ballot measure as provided by the laws of the State of Oregon.

Section 23. POWER TO ESTABLISH FEES. Subject to the right of the people of the County to exercise the initiative and referendum with respect to any such ordinance, the Board of Commissioners may by ordinance establish such fees as are within the limits imposed by the Oregon Constitution and the laws of the State of Oregon.

CHAPTER III. BOARD OF COUNTY COMMISSIONERS.

Section 30. COMPOSITION, TERMS, QUALIFICATIONS, VACANCIES, AND COMPENSATION.

(a) The Board of Commissioners shall consist of five commissioners elected by the county at large for four year terms.

(b) Three commissioners shall be elected in November of the same year as the presidential election. Two commissioners shall be elected in November of the alternative biennial election years.

(c) No person shall be eligible to be elected or appointed to the office of County Commissioner unless the person is a qualified elector of the County and has continuously resided in the County during the two-year period immediately prior to such nomination, election or appointment.

(d) A vacancy in a position on the Board of Commissioners shall occur for any of the following reasons: death, incapacity to act, resignation, recall, or establishing

residency outside of the County. Within 60 days of a vacancy, the remaining County Commissioners shall appoint an eligible Curry County resident to fill the vacated position for the remainder of the unexpired term or until the next county-wide election, whichever occurs first.

(e) County Commissioners shall serve without salary or benefits. Each County Commissioner shall be paid an annual stipend of \$10,000 paid in equal monthly installments. Stipends may be adjusted annually at the discretion of the non-commissioner members of the Budget Committee, provided that no one annual percentage increase, nor the cumulative percentage increases, shall exceed the percentage increase in monthly Social Security benefits for the relevant time period.

Section 31. POWERS OF THE BOARD OF COMMISSIONERS. The Board of Commissioners shall be the policy determining body of the County. Unless otherwise provided by this Charter, the Board of Commissioners may exercise all the legislative and administrative powers granted to the County by this Charter, the Oregon Constitution and the laws of the State of Oregon.

Section 32. ORGANIZATION. At the first regular meeting of each calendar year, the Board of Commissioners shall designate one of its members as Chairperson and another of its members as its Vice-Chairperson, each to serve as such at the pleasure of the Board. In addition to all powers of a County Commissioner, the Chairperson shall preside over the meetings of the Board of Commissioners.

Section 33. PROCEDURE: RULES, MEETINGS, VOTING, JOURNAL.

(a) The Board of Commissioners shall adopt and publish rules for the governance of its meetings and the performance of the duties and responsibilities of the commissioners and shall provide for a journal of its proceedings which shall be a public document.

(b) Except as otherwise provided in this Charter to address an emergency, three County Commissioners shall constitute a quorum of the Board of Commissioners and no action of the Board of Commissioners shall be valid or binding unless adopted by an affirmative roll call vote of at least three County Commissioners.

(c) The Board of Commissioners shall meet with such regularity as is necessary to transact County business and fulfill its obligations to the public. Special meetings of the Board of Commissioners may be called by the Chairperson or by any two County Commissioners.

Section 34. COUNTY ADMINISTRATOR. The Board of Commissioners shall appoint a County Administrator who shall serve at the pleasure of the Board of Commissioners and who shall be responsible to the Board for the continuous administration of the affairs of County government. Except as otherwise provided by this Charter, the County Administrator's duties and responsibilities shall be more specifically set forth in an ordinance adopted by the Board.

Section 35. EMERGENCIES. Notwithstanding the provisions of Section 33(b), the Board of Commissioners may by its rules delegate to one or more County Commissioners or other County officials the authority to declare an emergency whenever an emergency makes it impractical for a quorum of the Board of Commissioners to meet, and by its rules provide authority for the exercise of powers otherwise held by the Board of Commissioners by fewer than three County Commissioners for so long as necessitated by the emergency.

CHAPTER IV. ADMINISTRATION.

Section 40. GENERAL PROVISIONS. Unless otherwise provided by this Charter, all administrative functions and duties required of the County or County officials by the Oregon constitution and the laws of the State of Oregon, and permitted by this Charter, shall be the responsibility of the Board of Commissioners and shall be performed as provided for by this Charter.

Section 41. ELECTIVE ADMINISTRATIVE OFFICERS. The sole elective administrative officer of the County is the Sheriff.

Section 42. ADMINISTRATIVE DEPARTMENTS; OFFICES OF THE SHERIFF AND THE DISTRICT ATTORNEY.

(a) The Sheriff shall be the elective administrative officer responsible for the enforcement of law within the

County. The Sheriff shall be the director of the Sheriff's Office and all departments of the County performing law enforcement functions mandated to be performed by the Sheriff and/or the County by the laws of the State of Oregon and/or all departments placed under the Sheriff's jurisdiction and control by the Board of Commissioners. These departments shall include such offices and positions as the Sheriff may establish and all employees of these departments shall be appointed by the Sheriff.

(b) The District Attorney, an elected state official, shall be responsible for the administration of criminal justice within the County. The District Attorney shall be the director of the District Attorney's Office and all departments of the County performing criminal justice functions mandated to be performed by the District Attorney and/or the County by the laws of the State of Oregon and/or all departments placed under the District Attorney's jurisdiction and control by the Board of Commissioners. These departments shall include such offices and positions as the District Attorney may establish and all employees of these departments shall be appointed by the District Attorney.

(c) The Board of Commissioners shall establish, combine and/or abolish such other administrative departments as the Board may from time to time deem necessary for the proper administration of the County's affairs.

Section 43. COMMITTEES, BOARDS AND COMMISSIONS. The Board of Commissioners shall establish such appointive committees, boards and commissions as are required by the laws of the State of Oregon and this Charter and such others as the Board of Commissioners may from time to time deem necessary for the proper administration of the County's affairs.

Section 44. ADMINISTRATIVE OFFICERS AND EMPLOYEES. All non-elective department directors shall be appointed by the County Administrator, subject to the approval of the Board of Commissioners. Unless otherwise provided by this Charter, each administrative department of the County shall include such offices and positions as the department's director may establish, subject to the approval of the County Administrator, and all employees of each administrative department shall be appointed by the

department's director, subject to the approval of the County Administrator.

CHAPTER V. BASIC PROCEDURES.

Section 50. ORDINANCES.

(a) Any County Commissioner can propose an ordinance by the filing of a copy of the proposed ordinance in the official records of the Board of Commissioners. Public notice of the pendency of a proposed ordinance shall be given by its inclusion in the posted agenda for the regular meeting of the Board of Commissioners at which the proposed ordinance will be introduced and at which it shall be publicly read for the first time.

(b) The proposed ordinance shall be read a second time at a public hearing conducted by the Board of Commissioners during a subsequent regular meeting of the Board.

(c) All ordinances shall be enacted during a regular meeting of the Board of Commissioners by a roll call vote and shall take effect 90 days thereafter unless otherwise provided by this Charter.

(d) No provision of this Charter shall abrogate the right of the people of the County to exercise the initiative or referendum with respect to any ordinance. If a proper referral petition is filed within 90 days after the adoption of an ordinance by the Board of Commissioners, the ordinance shall become inoperative and its effective date suspended pending the outcome of the referendum.

Section 51. INTERGOVERNMENTAL COOPERATION. From time to time the Board of Commissioners may arrange by contract for one or more functions and duties of the County to be performed in cooperation with or by one or more other governmental units and for the county to perform functions and duties for other governmental units.

Section 52. ELECTIONS.

(a) Unless otherwise provided by this Charter, the manner of nominating and electing the Sheriff shall be the same as that established by the laws of the State of Oregon.

(b) The manner of electing the county commissioners shall be that all qualified candidates as prescribed by the laws of the State of Oregon shall be listed on the November ballot with instructions in presidential years to vote for no more than three and instructions in the alternative biennial election years to vote for no more than two. In presidential years the candidates receiving the three higher vote totals shall be elected. In the alternative biennial election years the candidates receiving the two higher vote totals shall be elected.

(c) All elective County offices shall be nonpartisan.

(d) In the event of a tie vote, the successful candidate shall be chosen by a public drawing of lots in a manner prescribed by the Board of Commissioners.

(e) An elective officer may be recalled in the manner and with the effect prescribed by the laws of the State of Oregon.

(f) Unless otherwise provided by this Charter, the voters of Curry County reserve their right to exercise initiatives and referenda with reference to County propositions in the manner prescribed by the laws of the State of Oregon.

Section 53. BUDGETS. The Board of Commissioners is responsible for the preparation of the proposed annual operating budget and capital program, including the departments administered by the Sheriff and the District Attorney. Both the procedures and the resulting operating budget and capital program shall comply with the applicable laws of the State of Oregon. The Board of Commissioners shall also prepare a five-year projection of the capital program to accompany the proposed annual budget and capital program in its presentation to the Budget Committee.

Section 54. CHARTER AMENDMENTS OR REPEAL. This charter may be amended or repealed by the voters of Curry County in the manner prescribed by the applicable laws of the State of Oregon.

CHAPTER VI. TRANSITIONAL PROVISIONS.

Section 60. EFFECTIVE DATE. This Charter shall take effect on July 1, 2014.

Section 61. EXISTING LEGISLATION CONTINUED. All County ordinances, rules, regulations, policies and orders in force on the effective date of this Charter, and of any amendment or revision of this Charter, shall continue to be in effect unless inconsistent with the terms of this Charter as adopted, amended or revised.

Section 62. EXISTING ELECTIVE ADMINISTRATORS. All elected officials in office on the effective date of this Charter shall continue in their respective positions for the balance of the term to which each was elected subject to the provisions of this Charter.

Section 63. SELECTION OF NEW COUNTY COMMISSIONERS. Current County Commissioners whose positions are up for election in the November, 2016 general election shall be deemed to be two of the three commissioners to be elected in the same year as the presidential election. The current County Commissioner whose position is up for election in the November, 2014 general election shall be deemed one of the two commissioners to be elected in the alternative biennial election years. The two added commissioners shall be elected separately at the first county-wide election following the effective date of this Charter.

Section 64. SELECTION OF INTERIM COUNTY ADMINISTRATOR. Within thirty days of the effective date of this Charter, the County Commissioners in office shall appoint an interim county administrator. The interim county administrator shall serve until such time as the full five-member Board of Commissioners appoint the County Administrator.

Reneé Kolen
Curry County Clerk
94235 Moore Street, Suite 212
Gold Beach, OR 97444

State of Oregon }
 }
County of Curry }

Notice of Receipt of Ballot Title

Notice is hereby given that the following Ballot Title for a county measure by initiative petition has been filed with the County Clerk of Curry County on June 17, 2013. The County Clerk has determined that the proposed initiated county measure meets the requirements of Section 1 (2) (d), Article IV, and Section 10, Article VI of the Oregon Constitution.

Caption: Measure to adopt Home Rule Charter for Curry County

Question: Shall Curry County adopt a Home Rule Charter to replace the current General Law county governmental structure?

Summary: The Home Rule Charter will make a number changes to the county government. Curry County now has three elected full time commissioners. Under the Charter there will be five elected commissioners instead of three. They will not receive pay or benefits. However, they will receive an annual \$10,000 stipend, paid in monthly installments.

The County is currently run by the three commissioners and other elected officials. The county clerk, the assessor, the sheriff, the surveyor, the treasurer and the district attorney are elected to office by the voters and each runs his or her own department. The remaining county departments are run by officials appointed by the commissioners.

Under the Home Rule Charter the county will be run by a county administrator appointed by the commissioners. The county clerk, assessor, surveyor and treasurer will no longer be elected. Instead, they will be appointed by the county administrator with the approval of the commissioners. Both the sheriff and district attorney will continue as elected officials.

An elector of the county who is dissatisfied with this ballot title or with the determination of meeting the requirements of the Oregon Constitution may file a petition for review in the Curry County Circuit Court not later than June 26, 2013.

How the Citizens Charter Changes Curry County Government

What Does Change:

- Three full-time salaried commissioners will be replaced by five part-time commissioners who receive a stipend of \$833.33 a month.
- Three commissioners will be elected from the county at-large in presidential election years and two commissioners in the off-year election.
- The voter will have the opportunity to vote for his or her top choices each time.
- Two commissioners will be able to have a conversation about county government without violating the open meeting laws.
- The five commissioners will hire a full-time professional administrator who serves at their pleasure to manage the day-to-day delivery of services to the taxpayers.
- The Assessor, County Clerk, Treasurer and Surveyor and all other department heads except the Sheriff will be appointed by the Administrator subject to the approval of the five commissioners.
- Departments (except the Sheriff's) will be managed by their department head subject to the supervision and approval of the administrator.

What Does Not Change:

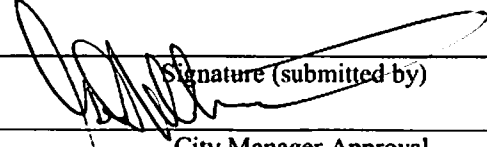
- The current elected officials remain in office, subject to the charter.
- All existing ordinances, rules, regulations, policies and orders of the County remain in effect.
- The Power to Tax remains with the people. The commissioners cannot on their own implement tax changes.
- The commissioners' Power to Establish Fees remains subject to right of the people to exercise the initiative and referendum.
- All of the people's rights to initiative and referendum are not affected.
- The procedures for the adoption of the budget and the resulting budgets remain subject to same laws of Oregon as at present.
- The commissioners will continue to perform their legislative responsibilities and to appoint committees, boards and commissions.
- The Sheriff's ability to provide law enforcement, subject only to financial constraints, will be enhanced.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 25, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: County Government Financing and Restructuring

Recommended Motion:

1. Motion to request the Curry County Board of Commissioners to place a three-year property tax levy measure on the November 2013 ballot which would:
 - a. Establish a split rate tax levy of \$1.93 in the unincorporated area and \$0.92 in the incorporated cities.
 - b. Require that all of the proceeds from such tax be used to fund County public safety services including Sheriff, District Attorney, Juvenile, Emergency Services and Jail.
 - c. Require that both tax rates be reduced on a dollar-for-dollar basis equal to the amount of any federal safety net related payments received.
 - d. Require that the unincorporated area tax rate be reduced on a dollar-for-dollar basis equal to the amount of unrestricted Transient Lodging Tax revenue received by the County.
2. Motion to request that the Curry County Board of Commissioners place a Transient Lodging Tax measure on the November 2013 budget which would:
 - a. Levy a tax rate of 6.0 per cent in the unincorporated area of the County.
 - b. Require that 30 per cent of all proceeds be used to fund County law enforcement services.
 - c. Require that 70 per cent of all proceeds be used to fund tourism related services as required by State Law.
3. Motion to direct the City Attorney to prepare a draft measure for the November 2013 Countywide ballot which would:
 - a. Change the form of Curry County government from a General Law County to a Home Rule (Charter) County.
 - b. Provide for a Commission/Administrator form of governance and management.
 - c. Provide for five elected County Commissioners who would be compensated initially at \$15,000 for the Chair and \$12,000 for each Commissioner, and authorizing annual salary adjustments to be approved by the non-Commission members of the County Budget Committee and not to exceed the increase in the Consumer Price Index.
 - d. Provide the draft measure to any parties who may be interested in gathering signatures to place the measure on the November 2013 ballot.
4. Motion to send a letter to Curry County Sherriff John Bishop notifying him that the City is prepared to enter into negotiations for the development of an intergovernmental agreement for 9-1-1 and emergency services dispatching, with the City to be the contract provider of said services.

5. Motion to authorize the Mayor to sign a letter to Representative Wayne Krieger and Governor John Kitzhaber requesting that they introduce and support legislation that would authorize Counties in fiscal crisis to use all Transient Lodging Tax proceeds from the unincorporated area to fund law enforcement services.
6. Motion to authorize the Mayor, Council President and City Manager to meet with the leadership of the Cities of Gold Beach and Port Orford to pursue their support for the above listed proposals.

Background/Discussion:

In its final report to the Curry County Board of Commissioners in February, 2012, the Curry County Citizen's Committee (CCCC) made 19 recommendations for restructuring County government and addressing the County fiscal crisis. To date, the only one of the recommendations that has been pursued is the placement of a property tax levy on the May, 2013, ballot. Not wishing to interfere in County government internal affairs, the City did not take a position on any of the recommendations. However, with the passage of time and the threat of State legislation that would negatively impact the City municipal government, the City Council may wish to become more involved in providing leadership in this matter.

Recommendation #1 of the CCCC was that:

"Commissioners immediately initiate the process of transitioning the County form of government to a Commission/Administrator form. This would involve the employment of a full-time, professional Chief Administrative Officer to manage the day-to-day affairs of the County and allow part-time volunteer Commissioners to focus on policy-making and long-term strategies. The Committee felt that greater efficiencies and cost-savings could be obtained with a full-time professional managing internally. Commissioners would have more time to devote to strategy and to advocate for the changes we need at the state and federal levels in order to make us financially viable and stable for the long-term."

The Commission has taken no action to address this recommendation. While the City cannot put a measure on the countywide ballot, the City Could craft a measure that could be utilized by private parties as the basis for a Charter election. Key elements of the proposed measure might include 1) providing for a five-member Commission and an appointed Chief Administrative Officer, and 2) setting base compensation for Commissioners and limiting compensation increases based upon the CPI. Five Commissioners would provide broader representation of constituents.

Attached is a 2011 survey of Commissioner compensation in Counties of like size to Curry. Note that five of the seven Counties operate under a Commission/CAO form of government. In those Counties having five Commissioners, the average compensation of the Board Chair is \$14,867, and for Commissioner is \$11,885.

Recommendation #12 of the CCCC was that:

"Commissioners develop a tax structure that recognizes the disparities in incorporated and unincorporated areas and allows time and adequate funding to transition to a long-term strategy of implementing shared services or taxing districts."

This recommendation was complementary to **Recommendation #2:**

“The Committee recommends a concept of a joint city/county structure for law enforcement as a long-term strategy. The Commission should form an intergovernmental task force of representatives of federal, state, county and city law enforcement leaders to determine how to better utilize existing resources, provide for better coordination and provide adequate and efficient public safety for the citizens of the County.”

By enacting a three-year split rate tax levy using the City’s formula, basic law enforcement services in Curry County will be sustained and slightly enhanced, while providing sufficient time for exploring a long-term strategy for providing quality law enforcement services to all Curry County residents. Such a strategy could include consolidation of law enforcement services under a single law enforcement agency or creating law enforcement service districts in the unincorporated area that would have their own tax rate and contract with the adjoining city for services.

The split rate of \$1.93/0.92 proposed by City staff is based upon a cost sharing analysis prepared by the City Manager and Finance/Human Services Director, in consultation with the Police Chief. The initial cost sharing analysis indicated a rate of \$2.36/1.13. However, a further analysis of the budget numbers provided by the County indicates that there would be sufficient funds available for the County to sustain current law enforcement services by using approximately \$810,000 from current General fund revenues in addition to the tax levy proceeds. \$810,000 is approximately 18 per cent of the total amount of funds needed to support the proposed County law enforcement budget. Thus, the recommendation in this report is that the City-developed proposed tax rates be reduced by about 18 per cent.

Recommendation #11 of the CCCC was:

“That the County pursue a Transient Lodging Tax” noting that the Counties of Clatsop, Deschutes, Hood River, Jefferson, Lane and Lincoln all collect a Transient Lodging Tax within the unincorporated area alone.

State Law requires that 70 per cent of all proceeds from a new Transient Lodging Tax be used for tourism related services, leaving 30 per cent available for general government purposes. The CCC also recommended that the County pursue a change in State Law to allow a greater portion of the TLT in counties experiencing a fiscal emergency to be used for non-tourism proportion services, such as law enforcement.

The County could place a measure on the November 2013 ballot to enact a TLT in the unincorporated area only, and direct that the 30 per cent be used to fund County law enforcement services. As noted above, a companion property tax levy measure could provided that any unrestricted TLT proceeds be used to reduce the property tax levy rate in the unincorporated area.

Recommendation #3 of the CCCC was to consolidate the two existing 9-1-1 and emergency dispatch centers currently operated by the Curry County Sheriff’s Department and the City of Brookings Police Department. City staff believes that such a consolidation could be implemented in the short term, and that the location of the consolidated 9-1-1 center should be at the Brookings Police Station as the current location of the County 9-1-1 center is in a tsunami inundation zone. Staff recommends that the City notify Sheriff Bishop that the City is ready to

meet immediately to develop an intergovernmental agreement for 9-1-1 and emergency dispatching services.

Policy Considerations:

The above described plan of action would go a long way toward implementing five of the 19 CCCC recommendations. Most of these recommendations require the cooperation of the Curry County Board of Commissioners

Attachment(s):

- a. Public Safety Levy Analysis using \$810,000 current General Fund offset.
- b. Curry County Citizens Committee Final Report.
- c. Commissioner Compensation Survey.
- d. County of Hood River email on Commissioner salaries.
- e. History of County Government/Home Rule Counties/General Law Counties (source: Association of Oregon Counties).
- f. Hood River County Home Rule Charter.

Curry County Citizens' Committee

Recommendations

February 1, 2012

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Conclusions

Summary of Additional Proposals Received

Executive Summary

The Curry County Citizens Committee reviewed and analyzed many suggestions of ways to reduce expenditures and increase revenue gathered from various sources throughout the community and narrow them down to an initial list of those most likely to

contribute to the County's financial well-being. The Committee, working through three work groups attempted to identify a combination of ideas that would reduce expenditures, improve efficiency and thereby reduce cost and bring increased revenue to the county in the short term as well as including suggestions that might take longer to develop but would eventually provide a more long-term sustainable County government. Those work groups focused on structure/governance, expenditures and revenues.

The members of each work group reviewed and discussed each suggestion in detail and determined by consensus which ideas best met the criteria for inclusion. Those concepts were presented to the entire Citizens Committee for consideration. It is important that the community views the Committee proposals as feasible, plausible and necessary both in the context of meeting the public services needs of our community, but to also sustain and protect our unique natural heritage for future generations.

Following more than 30 hours of meetings with County officials, site visits to County facilities, presentations by representatives of the Association of Oregon Counties, the Governor's Office, the County's law enforcement tax measure advisor and private equity advisors, workgroup meetings and hearing public comment, the Committee utilized a consensus process to indicate the level of support for the following 19 recommendations. The level of Committee support for each of the recommendations is indicated as one of the following shown in parenthesis:

- Consensus: A full and unanimous endorsement or range of varying levels of endorsement but with no outright vetoes.
- Majority: A majority of the Committee members supported the recommendation, although there were members who either could not support the recommendation or they had major concerns that could not be resolved in this process.
- Minority: A minority of the Committee members supported the recommendation.

Each and every idea presented was discussed with equal weight, using criteria including possible constraints, adequacy, effectiveness, efficiencies to be gained and any potential side effects. Our consensus is that no one solution offers a "silver bullet" and that it will likely take more than one of these revenue producing enterprises and significant cuts in expenditures to solve this financial crisis. Additionally, any proposed tax increase will require a dedicated educational component to ensure the citizens of the County understand the magnitude of the financial crisis and also fully understand the solutions being brought forward for consideration.

Recommendations

Recommendation 1. Form of Government *(Consensus)*

The Committee recommends that the Commissioners immediately initiate the process of transitioning the County form of government to a Commission/Administrator form. This would involve the employment of a full-time, professional Chief Administrative Officer to manage the day-to-day affairs of the County and allow part-time or volunteer Commissioners to focus on policy-making and long-term strategies. The Committee felt that greater efficiencies and cost savings could be obtained with a full-time professional managing internally. Commissioners would have more time to devote to strategy and to advocate for the changes we need at the state and federal levels in order to make us financially viable and stable for the long-term, some of which are contained in this report. As a long-term strategy, the Committee also recommends that the Commissioners analyze the advantages and disadvantages of creating a Charter form of governance.

Recommendation 2. Law Enforcement Services *(Consensus)*

The Committee recommends a concept of a joint city/county structure for law enforcement as a long-term strategy. The Commission should form an intergovernmental task force inclusive of representatives of federal, states, county and city law enforcement leaders to determine how to better utilize existing resources, provide for better coordination and provide adequate and efficient public safety for the citizens of the County.

Recommendation 3. Consolidating 9-1-1 *(Consensus)*

The Committee recommends consolidating the 9-1-1 and emergency services dispatch centers currently operated by the Curry County Sheriff's Department and the City of Brookings Police Department. It is estimated that such a consolidation could save \$200,000 to \$400,000 annually.

Recommendation 4. County Employee Compensation *(Consensus)*

The Committee recommends that the County conduct an in-depth evaluation of work flow processes, positions, compensation, benefits and potential unemployment costs to identify opportunities for gaining efficiencies and cost savings. We also recommend that the County immediately draft a letter as to the intent of renegotiating both collective bargaining agreements as to not risk missing the advance deadline for the intent of renegotiation and subsequent yearly rollover. This will allow the County to properly prepare for changes that are needed to coincide with our overall financial situation.

Recommendation 5. November Election (*Majority*)

The Committee recommends, by majority, that any tax or levy measure be placed before the voters in November 2012, and not in May 2012. The Committee believes that there is not sufficient time to effectively and adequately create a dialogue about any proposed measure presented in May. In addition, scheduling any ballot measure for November would give the County Budget Committee adequate time to develop its proposal for FY 2012-13.

Recommendation 6. Budget Committee (*Consensus*)

The Committee recommends that the County Budget Committee be expanded to include representatives from the Citizens Committee. Zero Based Budgeting and Priority Based Budgeting techniques should be the foundation in the preparation of the FY2012-13 budget. The Budget Committee should convene and begin work on the FY 2012-13 budget as soon as possible.

Recommendation 7. Budget Development (*Consensus*)

The County Budget Committee should develop a FY 2012-13 budget without regard to mandates; targeting services to be curtailed that are non-essential or that place the General Fund at risk. Even after review of the documentation provided and much deliberation, the Committee was unclear as to what services are mandated, by what authority and what mandated services were supported by the general populace. The Committee recommends that the FY 2012-13 budget be prepared with no anticipated tax increase; while preserving the existing level of reserve funds to the greatest extent possible. If SRS funds are received, those funds should be reserved for carryover to FY 2013-14.

Recommendation 8. Engage Employee Unions (*Consensus*)

Invite employee unions to begin collective bargaining immediately to help address the fiscal crisis. County employees are among the most important stakeholders and therefore must be part of the solution.

Recommendation 9. Vehicle Maintenance and Use (*Consensus*)

Review current practices and internal charges for the maintenance of County vehicles. Consider, in some cases, changing to a mileage reimbursement method for private vehicle use for County business by employees instead of providing a County-owned vehicle.

Recommendation 10. Shift Services to State (*Consensus*)

Consider turning non-essential services over to the State or other entities. Regardless of the usefulness of a service or that they usually pay into the General Fund, if their regular source of funding were to be disrupted the General Fund would be pressured to make up the balance. This poses a significant risk that the County has little control over and should therefore seek to minimize the exposure.

Recommendation 11. Transient Lodging Tax (*Consensus*)

The Committee recommends that the county pursue a Transient Lodging Tax. Clatsop, Deschutes, Hood River, Jefferson, Lane, and Lincoln counties all collect a transient lodging tax in their unincorporated areas. Washington, Wallowa, Union, Multnomah, Lake, Klamath, Grant, and Clackamas collect a transient lodging tax county-wide regardless of whether their cities are also collecting a transient tax. The rate is between 5.0 and 9.0 per cent. According to Oregon Travel Impacts 2011

(http://www.deanrunyan.com/doc_library/ORImp.pdf), nearly 100 cities and counties in Oregon impose local lodging taxes which are independent of the state lodging tax. Significant revenue could be derived from a county-wide tax collected by bed and breakfast establishments, cabins, campgrounds, condominiums, hotels, inns, lodges, RV sites, vacation rentals, and more.

Current state law (ORS 320.350) requires local governments to dedicate 70 percent of receipts from transient lodging taxes enacted or increased after July 1, 2003, to fund tourism promotion or tourism-related facilities and 30 percent to fund city or county services or to finance or repay the debt of tourism-related facilities.

Also recommend amending state law to give counties the authority to use existing revenues more flexibly and to enact new revenue options with the approval of county voters. One example would be to allow all transient lodging tax receipts to be used by counties and cities for “tourism-related services, including emergency services, law enforcement and roads.”

Recommendation 12. Develop a Fair and Equitable Tax Structure to Fund a Reasonable Level of Public Safety(*Consensus*)

The Committee recommends that the Commissioners develop a tax structure that recognizes the disparities in incorporated and unincorporated areas and allows time and adequate funding to transition to a long-term strategy of implementing shared services or taxing districts. One of the major recommendations in the FFP Task Force Report on what counties and county taxpayers can do to help themselves is the formation of county service districts and enactment of local option levies. The FFP Report indicates that Deschutes County, for example, formed a county service district encompassing the unincorporated area and levied a property tax to support Sheriff patrol. Other options were considered by the Committee; however, the Committee felt that the long-term goal of

shared services outlined in Recommendation 2 needed adequate time for deliberation; and in the meantime, some form of short-term funding may be necessary in order to maintain at least a minimum level of services for public safety.

Recommendation 13. Permit & License Fees *(Consensus)*

Analyze county permit, fee, and license schedules to determine which could be adjusted. Determine new sources of permitting and fees, such as a County Business License. Unlike the three incorporated cities within Curry County, the County itself does not currently require a business license in the unincorporated areas. Since this would only require the adoption of a County ordinance it is not voter-approval based, thereby avoiding the difficulties of an additional ballot measure. Additional new fee possibilities include telephone franchise fees. An advantage is that review of fees could be started immediately.

Recommendation 14. Brookings Airport Improvements *(Consensus)*

Improvements to the Brookings Airport would encourage development in the area. Funds/grants may be available from state/federal emergency management programs, if the airport is designated as an emergency and evacuation airport by the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). Improvements would also make the airport more attractive for redevelopment and allow the county/city/port to create development-ready space for commercial/industrial use. The first step in this recommendation is to apply to the FAA and ODA for the emergency airport status.

Recommendation 15. County Surplus Assets Sale, Lease or Re-purpose *(Consensus)*

Inventory and review all County assets to determine if there are any assets that are excess to the county needs and not required for any foreseeable County use. Determine whether that asset should be sold, leased or re-purposed. This could include the sale and lease-back of County-owned structures; an investor could purchase the asset, fund the improvements and lease the asset back to the County. Advantages of selling/leasing property are immediate cash flow, reduction of maintenance, using private capital to make needed improvements and addressing liability issues immediately.

Recommendation 16. Forestland/Timberland Tax Review *(Consensus)*

There are two components to this.

1. Review & collect under reported delinquent taxes. Identify forest/timber/agricultural properties that are already being used as residential or look for any tax delinquent acreage and monitor compliance with “harvest and grow” requirements to insure that the lower property tax rate is valid.

2. Identify forest grazing/agricultural properties that can be converted to other uses. Identify parcels of land that are designated as Forest Grazing and/or agricultural, but are too small to be used as such and should, therefore, be changed to R-5 or R-2. Land owners could then sell the land (fees) to potential residents (property taxes) and the residents on this land would create a larger tax base.

Recommendation 17. County Sales Tax (*Majority*)

The Committee recommends, by majority, that a County sales tax strategy that excludes groceries and pharmacy purchases be pursued. Implementing a countywide sales tax would increase revenue, spread the tax burden on residents and visitors alike, and provide a dependable revenue stream. However, statutory authorization by the Legislature is generally required for a local government to impose a local sales tax increase. The state statutes that authorize local government to create taxes of this type may also set specific conditions or requirements such as a condition that a two-thirds vote of the governing body is required to place a sales tax measure on the ballot. These specific conditions or requirements would need further review and analysis.

Recommendation 18. Increase Property Tax (*Consensus*)

If a modest Property Tax is presented to the voters, it should be coupled with other revenue generating suggestions and major expenditure cuts should be considered, and if a comprehensive approach is presented, the measure might pass.

Recommendation 19. Fractional Equities Tax Prepayment Program (*Minority*)

There are about 2,200-2,500 fully owned (no mortgage) homes in Curry County. The Fractional Equities Program allows homeowners to prepay their taxes with equity from their home for a certain period of time, i.e. five years or for life. The framework for this could be ready within three months. This could generate a significant amount of upfront money, but the County may develop a future cash flow problem if the money is not well managed. Since the County's role is tax collector, all taxing entities would have to agree to this program.

Summary

- Federal Government has unilaterally retracted its decades-long agreement to provide ongoing financial support to local governments causing undue hardship
- It is the consensus of this committee that Curry County must find new, sustainable ways of providing and funding the public services that citizens expect and need.

- No single action will solve all our financial problems.
- The reference information used by the committee will be posted to the county website
- A careful analysis is needed to find a combination that:
- Meets current projected budget shortfall in short term
- Looks to the future, but begins now, to craft long-term solutions for economic sustainability
- Seeks solutions that go beyond continually asking the citizens of the County for more revenue through taxes
- As this report represents a “snap shot” in time, we respectfully request that the Board of Commissioners continue reaching out to this Committee and the citizens of the County as we partner to find ways of building a better future for our County and the people who reside here and will want to reside here in the future. Many members of the Committee bring vast knowledge, experience and expertise and are willing to assist.

Finally, there were many good suggestions that were brought forward that have not initially been recommended by the Committee that should be seriously looked at in the future.

The Committee wishes to acknowledge the pro bono work of Oregon Consensus, a program of the Mark Hatfield School of Government at Portland State University, in facilitating the work of the Committee.

Curry County Citizens’ Committee

David Bassett	David Frazier	Brian Hodge
Leroy Blodgett	Randall Gerlach	Mark Hollinger
Tom Denning	Frank Hageman	Bob Horel
Phillip Dickson	Ken Hall	Tom Huxley
Paul Fossum	Terry Hanscam	Daneille Kitchel

Susan Lunsford

Pete Peters

Sam Scaffo

Gary Milliman

Dominic Petrucelli

Christine Stallard

Tim Patterson

Bruce Raleigh

Additional Ideas/Suggestions

NOTE: Although many of these may be useful in the future they did not at this time meet the criteria immediate recommendation. For example, some need much more research, some are very long term or dependent upon a change of law. They should not be discounted, but may in the future move from a list of ideas, to a list of practical recommendations.

1. Allow Mineral Mining of Pacific City
2. Beverage/Prepared Food Tax
3. Bio Fuel Plant
4. Borrow Money From Road Fund
5. Cape Blanco Airport Emergency Services
6. Cost Recovery
7. County Business Asset Tax
8. County Coalition
9. County Seized Land – Residential use. HUD CAF funding -
10. Curry County Carbon Tax
11. Federal Forest County And Schools Stabilization Act Of 2010
12. Franchise Fees
13. Gold Beach To Grants Pass Road
14. Hospital District Boundary Change To Allow Hospital in Brookings
15. O&C Lands Returned To County For Management
16. Oregon Forested Communities Plan
17. Re-institute Economic Development Department
18. Real Estate Transfer Tax
19. Renewable Energy Development – Including Wind Farms
20. Service Specific Donation – Allows Citizens To Donate To Certain Areas Of Their Interest
21. Tax On Private Timber Lands
22. Timber Harvest Tax
23. Graduated Taxes Based Upon Age – Possible Age Related Rebate

24. Pay For Service, i.e. County Bills for Law Enforcement.

25. County Park Project

26. Redeemable Ground Rent

27. Explore Creation of a Council of Governments or Other
Intergovernmental Agencies to Share the Cost of Providing Common
Services.

Oregon Counties 20,000-40,000
General Law/Charter
Commissioner/CAO Salary Survey 01/02

County	Population	CAO		Commission Member #	Commission Chair	Commission Members	CAO
Clatsop	37,860	Y		5	\$ 12,600	\$ 10,080	\$ 127,428
Curry	21,160		N	3	60,769	60,769	NA
Hood River	21,850	Y		5	17,134	13,698	123,698
Jefferson	22,865	Y		3	30,164	30,164	100,274
Tillamook	26,170		N	3	76,074	76,074	NA
Union	25,495	Y		3	60,768	60,768	70,404
Wasco	24,280	Y		3	37,998	37,998	95,917

Average no CAO	\$ 68,422	\$ 68,422	
Median with CAO	30,164	30,164	
Average with CAO	31,733	30,542	
Average per capita with CAO	1.20	1.15	
Per Capita Curry	2.87	2.87	
Average CAO	NA	NA	\$ 103,544
Average w/CAO & 5 Commissioners	\$ 14,867	\$ 11,889	

CAO=County Administrative Officer

History of County Government

The word county is from the French word “conte.” Meaning “the domain of a count.” However, the American county, as defined by Webster, is “the largest territorial division for local government within a state...” That definition is based on the Anglo-Saxon county of England dating back to about the time of the Norman Conquest. Counties were brought to America by the colonists and were later established in the central and western parts of the nation by the pioneers as they moved westward.

Counties used to function almost exclusively as agents of the state government. Their every activity had to be either authorized or mandated by state law. A 1958 constitutional amendment authorized Oregon counties to adopt “home rule” charters. A 1973 state law granted all counties power to exercise broad home rule authority, with or without a charter. As a result, the National Advisory Commission on Intergovernmental Relations identified county government in Oregon as having the highest degree of local discretionary authority of any state in the nation.

Currently, Oregon has three forms of county government:

Home Rule Counties

Home rule counties write their own charter, and may do whatever their charter allows. Nine Oregon counties have adopted home rule charters. That means voters have the power to adopt and amend their own county government organization. Home rule counties operate under a three- to five-member board of commissioners

General Law Counties

General law counties have the ability to write ordinances on any subject not preempted by the state. General law counties operate under a three- to five-member board of commissioners.

C-3 group pursues home rule charter



Written by Jane Stebbins, Pilot staff writer
May 31, 2013 11:26 pm

A group of citizens has written a draft county home rule charter and started the process to get on the ballot an initiative asking voters to change the form of government in Curry County.

The group, the Citizens Charter Committee, or "C-3," is an offshoot of Commissioner Susan Brown's Curry County Fiscal Independence Committee that is trying to figure out how the county can fix its financial plight while creating a law enforcement district and a permanent means by which to fund it.

"It's important for the people in Salem to know it's coming," said Carl King of Nesika Beach, who's heading up C-3. "They need to know there is a group of citizens in Curry County who are taking action to address our problem."

Brookings city officials were among the first to suggest the idea, and City Manager Gary Milliman had the city attorney draft a petition to change the form of government at the county level. The petition was then made available for anyone who wanted to collect signatures to get it on an upcoming ballot.

All three Curry County cities operate under home rule.

Home Rule

The discussion has reared its head in light of suggestions made throughout the area that the current general law form of government is ineffective.

"It's primarily the form of government," said King, a retired land use lawyer originally from Massachusetts. "We have a three-member board of commissioners who can't talk to each other outside a public meeting. And I can't imagine ever working for three bosses that have equal say in what I do, and that seems to be what happens."

Home rule charters typically involve the creation of a board of county commissioners — often part-time and/or volunteer — who oversee the direction of the county; and an administrator who takes care of issues that crop up on a daily basis.

C-3's proposal would involve replacing the three full-time, salaried commissioners with a board of five, part-time commissioners who receive annual stipends. Those stipends could not increase by a percentage greater than that received by Social Security beneficiaries.

Five commissioners would allow any two to meet to discuss ideas pertinent to the county without creating a quorum and violating state meeting laws. New ideas could then be presented in a public forum.

The proposed charter would also involve hiring a county administrator and allowing that person to appoint all county officials with the exception of the sheriff and district attorney. The sheriff and DA would then be independent of the county commissioners, with the exception of their departmental budgets.

And voters would no longer vote for other elected officials, including the assessor, surveyor, treasurer and clerk.

An administrator or manager, in most county home rule charters, deals with the day-to-day issues, freeing up commissioners to address the overall direction of the county.

The goal of the draft charter is to "reorganize county government to provide professional administration of departments that in turn provide services for the residents of the county, to enable those departments to provide the services effectively and efficiently (all the) while making no changes in the residents' control over the ways the county can raise revenue," King wrote in an email.

"A professional county administrator would free up department heads to provide the services they need to," King said. "They (department heads) shouldn't be tied down with administrative details that aren't the real purpose of their being there."

He noted that the proposal is not a reflection of the current board.

"This is in no way passing judgment on their performance," King said. "It's in reaction to the nature of their jobs. I'm not saying they ought not to be reappointed. It seems to the committee that it makes more sense to have a professional administrator be the person to whom they (department heads) look for approval. It is the most effective and efficient way to deliver services to the people."

The district attorney and sheriff would remain elected positions and have discretion over how their departments are operated, with the exception of their budget, which would remain in the hands of the county commissioners.

"The treasurer has a job that requires certain skills," King said. "The clerk has a job — the assessor, the surveyor — that requires certain skills. We think you can get that better in a process where you search for applicants, not by a popularity vote. The people should still choose how they wish law enforcement to behave."

Crafting a draft

The draft charter is the result of meetings over the past six weeks that included citizens from throughout the area, as well as the county's three city mayors, managers and their council members.

The group reviewed the state's nine existing charters and various other resources to create it.

A ballot measure to change the form of government in Curry County failed in 2008. That measure, which was soundly defeated on a 75-25 margin, was deemed to have overly addressed departmental operations that, under most home rule charters is left to department heads.

Many elements of the current form of government would remain the same under the draft charter, although could be changed in the future.

Commissioners would still need to put any new tax or tax increase on the ballot for residents' approval, and any ordinance establishing fees would still be subject to initiative and referendum by the residents.

Some citizens in the community have indicated their frustration that county commissioners aren't willing to take pay cuts, even as others have had their departments slashed, spun off to nonprofit agencies or eliminated entirely.

"They could — immediately — adopt a budget that limits their compensation to that appropriate for a government of part-time, citizen volunteers and hire a professional county administrator," King said. "It is clear to those who attend their meetings, however, that they are unlikely to do either and that an initiative petition charter is our only recourse if we wish to move forward."

All involved in the issue are unsure upon which ballot the question would be placed, as there are still questions at the state level regarding Curry County's fiscal stability and how the governor's office might intervene.

King said there isn't enough time to get C-3's proposal on a September ballot, and that it is unknown if a county issue will be on the November ballot that the question could join. And a May 2014 ballot question, while far in the future, might get the best turnout as there are state seats up for election then.

"We're just trying to react as quickly to circumstances as there are changes, and at the same time not let circumstances push us to where we make a mistake," King said.

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Commission: No salary freeze, no cuts to elected officials' benefits

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May 18, 2012 10:25 pm

GOLD BEACH – The Curry County Board of Commissioners on Thursday rejected a proposal to freeze current county elected officials' salaries or slash their benefits for the fiscal year beginning July 1 because state law won't allow it.

Instead, commissioners voted to keep the current pay schedule and the current benefits level.

The commissioners contended that the Elected Officials Compensation Board, in making the proposal to freeze salaries and cut benefits, mistakenly thought state law would allowed such action.

The compensation board, made up of three lay members of the County Budget Committee, recommended that elected officials pay half of the \$1,049 that the county now pays toward their health insurance and that they pay the 6 percent of their salary toward PERS, their pension fund, the county now pays.

The county for at least the past 10 years has paid its portion of PERS, which varies according to the needs of the state retirement fund, and has also paid the 6 percent of salary that is assessed to individual employees.

"Could it be fairly said the compensation committee did not correctly follow the statutes?" Commission Chair David Itzen asked County Counsel Jerry Herbage.

"I think they tried but did not follow" the requirements, Herbage said.

Herbage said the state statutes give a list of what the board should consider, including similar pay by other government workers and private employers for similar jobs. The board also considered the economy and the county's fiscal condition in making their recommendations.

"We received (the recommendation), but did not accept it," Itzen said of the 3-0 vote by which the commissioners received the recommendation. "I would be inclined not to accept it myself."

"I don't agree with how Jerry is reading that," said compensation board member Sam Scaffo of Port Orford. "It says 'will take into consideration.' It never says not to consider any other factors."

Herbage said that when the statutes say "take into consideration" the board should consider only similar things "such factors as how many employees they supervise and related factors."

Itzen said he regretted not addressing the board before they began their work. "What I see is you moving far from what you were charged. My view is, you went quite a bit further than what the statutes asks you to do."

John Spicer of Gold Beach, another member of the board, said they had looked at all the things that the statutes required, including comparison with other counties where counties were alike.

But he said that \$1,000 a month for health insurance is something not offered to him, his employees or the general public.

"Out of 36 counties, most of them do pick up benefits similar to ours," Commissioner George Rhodes said. "It would be difficult for me to vote as you suggest. I'm leaving office. It will have minimal impact on me."

Rhodes and Commissioner Bill Waddle were not among the top two finishers in their elections on Tuesday and will not appear on the November General Election ballot.

Rhodes suggested that next year, the compensation board be picked outside lay members of the budget committee, who have traditionally been appointed in Curry County.

“What you’re concerned with is balancing the budget and you’re looking at a way to cut costs,” Rhodes said.

He said most county employees are under union contract, so their benefits can’t be cut so easily.

“I believe if citizens would like to see the campaign address benefits, it should be a campaign issue,” he said.

“I’m not inclined to impose this on the next board nor elected officials.”

Waddle said that Curry County has elected officials who are actively managing departments.

“If we were to do as you suggest, they would be making substantially less than some of their top employees in their departments,” he said, causing severe morale and management problems.

The three commissioners now receive a monthly salary of \$5,064.08 or an annual salary of \$60,769, the sheriff \$5,772 a month or annual salary of \$69,264, the assessor \$4,780.50 or \$57,366 annually, the clerk \$4,731.08 monthly or \$56,773 annually and the County Treasurer \$4,687.33 or \$56,248 annually. In addition, they receive \$1,045 a month toward health insurance. Commissioners’ PERS now paid by the county is \$303.04. The sheriff has PERS of \$346 paid, assessor \$286, clerk \$284 and treasurer \$281.

The county surveyor now works part-time at \$45 an hour. He doesn’t work enough hours to receive health benefits.

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Group says cut leaders' salaries

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Written by Jane Stebbins, Pilot staff writer

November 10, 2013 02:21 pm

The Citizens Charter Committee is calling for each Curry County commissioner to take a \$40,000 pay cut and use the savings to hire a full-time paid administrator to run day-to-day operations of the county.

The charter committee is an offshoot of the Financial Independence Committee, started by Commissioner Susan Brown, who was seeking more public input before pursuing a tax measure. She has since distanced herself from the group to allow them to gather citizen opinion.

"The results of Tuesday's vote make it clear," said C-3 spokesman Carl King. "The levy did not fail because citizens are unwilling to spend their money for needed services. This levy failed because citizens don't trust the Board of Commissioners to spend their money wisely."

Tuesday's levy, which failed 58 to 41 percent, passed by small margins in only two of the county's 27 precincts: in the Langlois area in the north and Harbor Hills to the south.

Commissioner David Itzen laughed when he heard of the committee's suggestion.

"Here's a guy who's lived here a year, a lawyer from Massachusetts, trying to tell people who've lived in Curry County for generations what to do," he said of King. "I kind of think that speaks for itself."

"I don't see where us taking pay cut is 'skin in the game,'" Brown said in response to questions about commissioners taking a personal financial hit like others have in county departments. "I've considered it, I don't have a problem with it, but it would take the three of us doing it for it to be a statement."

Structure vs revenue

Itzen argues that the charter issue is separate from that of commissioner pay.

He said the committee members are ignorant in county matters, don't realize commissioners took a pay cut a couple of years ago — and that they are even considering the Hood River County charter as a prototype for one here — as reasons for citizens to ignore the group.

"They don't understand county government — or the nature of Curry County, for that matter," Itzen continued. "The people who have lived here awhile will see that for what it is: a cheap political ploy with very little merit behind it."

He has noted numerous time that a revenue shortage, not the structure of government, is what has driven Curry County into the red.

"Our revenue problem is due to having one of the lowest tax rates in the state and the ending of timber revenue," Itzen said. "Our problem is a \$3.5 million shortage of revenue. The idea they've proposed doesn't make financial sense, much less common sense. It's not connected to our problem."

"This is not that people aren't willing to pay a tax — people voted for the hospital, the people in Port Orford voted for a huge increase," Brown said. "It's not that they're not willing to pay a tax; it's that they're not willing to pay a tax to the county. We need to find out why before we can even have another look at a tax."

"We're in a critical condition," she added. "I don't know if disrupting a form of government right now is what should do."

The levy

As with last May's failed levy, this past week's county tax levy fared better in the cities than in unincorporated areas of the county. King compared election results for that and the hospital bond levy that asked voters in that district to approve a \$10 million levy to build a new facility in Gold Beach.

In Curry County's three cities, the county levy did best in Gold Beach and worst in Brookings, where there was no competing tax issue.

The important message, King said, is found in comparing the results from voters in unincorporated areas of the county who are within the health district — which overwhelmingly approved funds for a new hospital — with the results from the unincorporated areas outside the health district.

In both areas, the vote for the levy was virtually the same, 41 to 43 percent.

"The levy didn't fail because it was competing with the hospital for limited funds, and it didn't fail because the voters aren't willing to pay for services," King said. "If the commissioners want to see why the levy failed, they only need to look in the mirror — or better yet, watch the videos of their meetings since January. If they want the next levy to pass, they need to heed the recommendation of their 2011-2012 citizens committee."

That committee, appointed by commissioners in 2011, recommended on Feb. 1, 2012, that the "Commissioners immediately initiate the process of transitioning the county form of government to a commissioner/administrator form. This would involve the employment of a full-time, professional Chief Administrative Office to manage the day-to-day affairs of the county and allow part-time or volunteer commissioners to focus on policy-making and long-term strategies."

In the past year, others have examined home rule charters in other counties in Oregon to see if that method of government would better serve Curry County. Commissioner David Itzen, however, has repeatedly pointed out that the type of government is not why the county is experiencing financial problems.

"It's a revenue problem," he said Tuesday after the polls closed.

The board of commissioners last fall agreed to appoint its own charter committee to examine such governance; it appointed its most recent member, Janice Scanlon of the Chetco Activity Center in Brookings, Thursday.

That board met for the first time recently, and Wednesday, commissioners received a resignation letter from newly appointed County Charter Committee member Sam Scaffo of Port Orford.

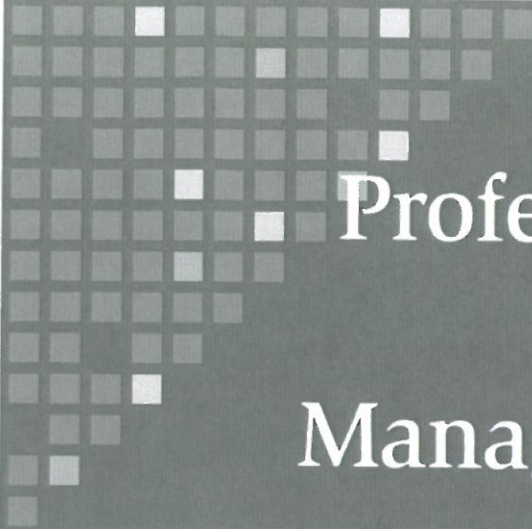
In his resignation letter, Scaffo specifically noted that the county's fiscal problems have nothing to do with the structure of government, which is what he thought the committee was formed to address.

Itzen doesn't think a home rule charter — with a paid administrator and an odd number of low-paid or volunteer commissioners — is the best way to go, anyway.

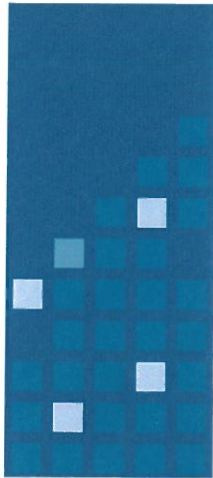
"I think the (charter) committee is working harder to make trouble than it would take to go the right path," Itzen said. "I've seen this happen with other groups: Coos-Curry Electric — they were in trouble when I arrived. Chetco Federal Credit Union had that model; they got in trouble. Brookings-Harbor School District was in deep doo-doo. That model of governance doesn't give any answers, and could create more problems."

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Professional County Management



**The Benefits to
Your County**

Political Leadership and Professional Management in Today's Counties



Hiring a professional administrator, appointed by the county's board or commission, is a trend on the rise in county government.

Historically, most counties were governed by commissions or boards whose members had both legislative and executive responsibilities. This system functioned effectively when county government was limited in scope and complexity. With the expansion of the responsibilities of counties however, the policy-making demands of governing bodies greatly increased, as did the need for technical competence in the management of the operation and delivery of services. Today's elected board members can better fulfill their legislative or policy-making roles and maintain their overall control of service delivery by delegating the day-to-day management of the county to an appointed professional administrator.

Making the Change to Professional Management

Employing a professional manager or administrator frees county elected officials from the administration of daily operations and gives them time to focus on the policy issues that will guide the future of the county. It empowers elected officials to provide leadership, develop a vision for the community, determine what services to provide citizens, lobby the state legislature on the community's behalf, and communicate and forge new relationships with constituents. The professional manager, appointed by the governing body, oversees the day-to-day operation and the implementation of policy.

Before a professional manager or administrator can be hired, a county's structure of government must be modified to provide for the position. That can be accomplished in one of several ways: In states where counties may adopt home-rule charters, a number of counties have taken advantage of that opportunity. In other counties, structural change has been accomplished by obtaining charters through special legislation. Some states have enacted statutes providing for alternative forms or optional charters for counties. In an increasing number of counties, measures to modernize operations have been taken without adopting a charter or utilizing general or special legislation. These counties, on their own initiative, have enacted local ordinances, laws, or resolutions to create the position of county administrator or county manager, which is appointed by the county's elected governing body.

What Value Does a Professional Manager Bring to a Community?

Professional managers bring value to a community because they:


- Work in partnership with elected officials to develop sound approaches to community challenges by bringing together resources to make the right things happen and produce results that matter

- Bring a community-wide perspective to policy discussions and strive to connect the past and future while focusing on the present. They help the governing body develop the long-term vision for the community that provides a framework for policy development and goal setting
- Promote ethical government through commitment to a set of ethical standards that goes beyond those required by law
- Encourage inclusion and build consensus among diverse interests (including those of elected officials, the business community, and citizens) by focusing on the entire community rather than the centralized interests of one or two individuals
- Promote equity and fairness by ensuring that services are fairly distributed and that administrative decisions (such as hiring and contracting) are based on merit rather than favoritism
- Develop and sustain organizational excellence and promote innovation. Professional managers focus relentlessly on efficient and equitable service delivery, policy implementation, and evaluation. They align the county's administrative systems with the values, mission, and policy goals defined by the community and elected officials.

How Your County Would Benefit from Hiring a Professional Administrator

The appointed manager or administrator is charged with carrying out the policies established by the elected officials and with delivering public services efficiently, effectively, and equitably. Elected officials, in turn, have more time to concentrate on creating a vision for the community's future.

- Day-to-day operations are managed by a professional who is educated and trained in current county management practices, state and federal laws and mandates, and cost-effective service delivery techniques

- 
- Responsiveness to citizens is enhanced by centralizing administrative accountability in an individual appointed by the elected governing body
 - The professional manager or administrator brings to the communities they serve technical knowledge and experience, academic training, management expertise, and a dedication and commitment to public service.

Ethical Conduct: Honoring the Public Trust

County Administrators who are members of the National Association of County Administrators (NACA) and/or the International City/County Management Association (ICMA) are bound by a Code of Ethics, which states that every member of either organization shall act with integrity in all personal and professional matters so that they will merit the respect and trust of elected officials, employees, and the public. This stringently enforced Code specifies 12 ethical principles of personal and professional conduct, including dedication to the cause of good government. Members believe in the effectiveness of representative democracy, the value of government services provided equitably to residents within a community, and are committed to standards of honesty and integrity that go beyond those required by the law.

Responsiveness to Citizens

County managers or administrators are appointed by and serve at the pleasure of the elected legislative body. They generally do not have guaranteed terms of office or tenure. They are evaluated based on their responsiveness to the elected legislative body and to the community and on their ability to provide efficient and effective services. If the administrator is not responsive to the elected officials, he or she may be terminated at any time. In that sense, the manager or administrator's responsiveness is tested daily.

How to Hire a Professional Manager or Administrator

1. Consider your county's unique demands and needs

Many managers and administrators have studied local government management at the graduate level and have held positions of increasing authority. Beyond the basic education and experience requirements of the position, you should develop a job description that encompasses your expectations and outlines measurable objectives that you want to accomplish. You should also develop a management profile of the administrator that matches your expectations.

NACA and ICMA can offer your county materials to facilitate this process. ICMA's *Recruitment Guidelines for Selecting a Local Government Administrator* contains tips on recruiting applicants, determining finalists, and interviewing techniques. To locate a downloadable copy of this document, go to the ICMA JobCenter (jobs.icma.org).

2. Begin your search

Determine whether you want to conduct your own search or work with an executive recruitment firm. Prepare and place your advertisements in publications that will attract the most qualified local government candidates such as the *ICMA Newsletter*, NACA County Administrator newsletter, and the ICMA JobCenter.

3. Make the selection

- Review résumés and identify potential candidates based on their experience and the criteria you developed earlier
- Select the top candidates and schedule interviews with your evaluation panel
- Upon reaching a decision, negotiate the terms and conditions of employment with your new county manager or administrator and formalize a written agreement
- At this time, it is important to develop mutually agreed-upon goals and establish an annual review process through which the elected body and the manager or administrator can discuss performance.

Resources

National Association of County Administrators (NACA)

777 N. Capitol St., NE, Suite 500
Washington, DC 20002-4201
Membership information: 202-962-3554
County administrator information: 202-962-3557

NACA promotes and advances the goals and objectives of county governments throughout the United States. Consistent with this charge, NACA encourages professional excellence and improves the management of county government through the *NACA Idea Exchange*, meetings, seminars, and conferences. For information about recruiting and hiring a professional county administrator call the number listed above. For more information about NACA, call the membership office at the number listed above.

International City/County Management Association (ICMA)

777 North Capitol Street, NE, Suite 500
Washington, DC 20002-4201
Phone: 202-289-ICMA
Fax: 202-962-3500
Website: www.icma.org

The International City/County Management Association (ICMA) promotes excellence in local government through professional management. ICMA provides an information clearinghouse, technical assistance, and training and professional development to nearly 9,000 chief appointed administrators, assistant administrators, and other individuals throughout the world. To obtain an informational packet on the benefits of professional county management, visit ICMA's website at icma.org/formofgovt or email Jared Dailey, Assistant Program Manager, at jdailey@icma.org.

National Civic League (NCL)

1145 Market Street, Suite 300

Denver, CO 80202-1728

Phone: 303-571-4343

Fax: 303-571-4404

Website: www.ncl.org

Email: ncl@ncl.org

The National Civic League is a nonpartisan citizens organization founded in 1895. Its purpose is to serve as a clearinghouse for information on methods of improving state and local government; to encourage citizen participation in state and local government and to provide guides, model charters and laws on specific subjects. The *Model County Charter* (1990) was specifically prepared for states that have granted the authority to adopt charters as a method of county restructuring. For more information, visit the League's website at ncl.org. For assistance and information about the professional administrator position, contact NACA.

ICMA

Leaders at the Core of Better Communities

COUNTY STRUCTURES

GENERAL LAW - COUNTY COURTS Judge (full time) + 2 Commissioners (part time)					
County	County Judge as Chair/Administrator	Non-Partisan Judge	Commish	Probate Jurisdiction	Juvenile Jurisdiction
Crook	X	X			
Gilliam	X	X		X	X
Grant	X	X		X	
Harney	X	X		X	
Malheur	X	X		X	
Morrow	X	X			X
Sherman	X	X		X	X
Wheeler	X	X		X	X

GENERAL LAW - COUNTY COMMISSION								
County	Three Members	Five Members	Full Time Chair	Commish	At Large	Non- Partisan	Elected Chair	Administrator
Baker	X		X		X		X	Chair
Clackamas		X	X	X	X	X	X	Appointed
Columbia	X		X	X	X	X		None
Coos	X		X	X	X	X		None
Curry	X		X	X	X			None
Deschutes	X		X	X	X			Appointed
Douglas	X		X	X	X	X		None
Jefferson	X				X	X		Appointed
Klamath	X		X	X	X			None
Lake	X		X	X	X			Appointed
Lincoln	X		X	X	X			None
Linn	X		X	X	X			Appointed
Marion	X		X	X	X			Appointed
Polk	X		X	X	X			Appointed
Tillamook	X		X	X	X	X		None
Union	X		X	X	X			Appointed
Wallowa	X		X		X		X	Chair
Wasco	X		X	X	X	X		Appointed
Yamhill	X		X	X	X	X		Appointed

HOME RULE COUNTIES										
Date	County	Three Members	Five Members	Elected Chair	At Large	# of Districts	Full Time Chair	Comm	Non- Partisan	Administrator
1972	Benton	X			X		X	X		Appointed
1989	Clatsop		X			5			X	Appointed
1964	Hood River		X	X	Chair	4			X	Appointed
1978	Jackson	X			X		X	X		Appointed
1980	Josephine	X			X		X	X		None
1962	Lane		X			5	X	X	X	Appointed
1967	Multnomah		X	X	Chair	4	X	X	X	Chair
1993	Umatilla	X			X		X	X	X	None
1962	Washington		X	X	Chair	4	X		X	Appointed

204.005 Election or appointment of county officers. (1) The following county officers shall be elected at the primary election or general election, as provided in ORS 249.088:

- (a) A sheriff.
- (b) A county clerk.
- (c) A county assessor.
- (d) A county treasurer.
- (e) A county commissioner to succeed any commissioner whose term of office expires the following January.
- (f) In any county where there is a vacancy from any cause in the office of county commissioner, an additional commissioner to fill the vacancy.

(2) Unless an adopted county charter or a county ordinance provides otherwise, the governing body of a county shall appoint a county surveyor. [Subsection (2) enacted as 1953 c.477 §2; subsection (3) enacted as 1959 c.174 §3; 1959 c.628 §1; 1961 c.571 §3; subsection (4) enacted as 1963 c.386 §2; 1965 c.221 §21; 1969 c.532 §3; 1971 c.88 §4; 1983 c.327 §4; 2005 c.797 §29; 2009 c.491 §1]

DEPUTIES AND OTHER EMPLOYEES

204.601 Number and appointment of deputies and other employees. (1) The county court or board of county commissioners of each county shall fix the number of deputies and employees of county officers whose compensation is to be paid from county funds.

(2) All such deputies and employees shall be appointed by such county officer, and shall hold office during the pleasure of the appointing officer. [1953 c.306 §9]

204.635 Deputies of sheriff; special appointments; authority of deputy; liability of sheriff for certain deputies. (1) A sheriff's deputies shall be appointed by the sheriff in writing and continue during the pleasure of the sheriff. The sheriff of any county may appoint deputies in the county for the purpose only, and with authority only, to receive and serve summons and civil process in any suit or action. A certified copy of the appointment of a deputy sheriff shall be filed with the county clerk, and the person appointed shall, before entering upon the duties of the office, take and file with the county clerk the oath of office.

(2) A sheriff may also, by special written appointment, authorize any other person to do any particular act. A certified copy of such appointment shall be filed with the county clerk, unless indorsed upon the process, order or other paper so authorized to be served or executed.

(3) A deputy has the power to perform any act or duty that the principal has, and a person specially appointed to do a particular act has the same power in relation to the particular act authorized. The principal is responsible for the conduct of such deputy or person specially appointed except as provided in subsection (4) of this section.

(4) In counties having a civil service system covering deputy sheriffs, the sheriff shall not be responsible for the conduct of deputy sheriffs or persons specially appointed as provided in subsection (2) of this section. [Amended by 1963 c.331 §12]

204.016 Qualifications for county offices generally; additional qualifications for surveyor and assessor. (1) A person is not eligible to serve in any office listed in ORS 204.005

unless the person is a citizen of the United States and an elector under the Oregon Constitution.

(2) A person is not eligible to serve in any elective office listed in ORS 204.005 unless the person meets the requirements of subsection (1) of this section and in addition is a resident of the county in which the person is elected for the period of one year preceding the next election, except that in counties of less than 25,000 population the requirement of residency in the county in which the person is elected does not apply to an elected county surveyor.

(3) A person is not eligible to be a candidate for election or appointment to the office of county surveyor unless registered under the laws of this state as a registered professional land surveyor.

(4) A person is not eligible to be a candidate for election or appointment to the office of county assessor unless:

(a) The person has qualified as a registered appraiser or is an appraiser trainee under ORS 308.015 and if an appraiser trainee, notwithstanding ORS 308.015, becomes a registered appraiser within two years after taking office; and

(b) The person either has two years of office and accounting experience, including experience in office management activities, or has two years of full-time employment in the office of a county assessor.

(5) The Department of Revenue shall prepare applications and questionnaires, and obtain information it may deem necessary to determine that a candidate for the office of county assessor has met the requirements of subsection (4) of this section, and shall furnish to applicants suitable certificates evidencing satisfactory compliance with the required qualifications. [1957 c.555 §2 (enacted in lieu of 204.015); 1973 c.538 §1; 1975 c.780 §18; 1981 c.113 §1; 1983 c.327 §14; 1983 c.659 §1; 1993 c.270 §2; 2003 c.345 §1; 2005 c.22 §154; 2009 c.491 §2; 2010 c.18 §1]

**Form of Government Statistics (2013):
U.S. Counties with a Population of 2,500 or greater**

	ALL Counties	2,500 and greater	5,000 and greater	10,000 and greater	25,000 and greater	50,000 and greater	100,000 and greater	250,000 and greater	500,000 and greater	Greater than 1,000,000
Total, all counties	3,031	2,901	2,737	2,358	1,530	916	526	230	106	33
Population Group										
Over 1,000,000	33	33	33	33	33	33	33	33	33	33
500,000 – 1,000,000	73	73	73	73	73	73	73	73	73	–
250,000 – 499,999	124	124	124	124	124	124	124	124	–	–
100,000 – 249,999	296	296	296	296	296	296	296	–	–	–
50,000 – 99,999	390	390	390	390	390	390	–	–	–	–
25,000 – 49,999	614	614	614	614	614	–	–	–	–	–
10,000 – 24,999	828	828	828	828	–	–	–	–	–	–
5,000 – 9,999	379	379	379	–	–	–	–	–	–	–
2,500 – 4,999	164	164	–	–	–	–	–	–	–	–
Under 2,500	130	–	–	–	–	–	–	–	–	–
Form of Government										
County Commission	1,724	1,621	1,493	1,210	685	329	151	54	20	6
Council- Manager/Administrator	818	803	784	736	558	381	236	103	49	18
Council-Elected Executive	489	477	460	412	287	206	139	73	37	9

Source: ICMA Municipal Yearbook, 2013



Leaders at the Core of Better Communities

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 27, 2014

Originating Dept: Parks


Signature (submitted by)


City Manager Approval

Subject: Park Benches – Chetco Point Park

Motion: To approve the installation of two park benches at Chetco Point Park, with the cost of purchase and installation to be paid by Robert Trust and volunteers.

Background/Discussion: Park volunteer Robert Trust presented a plan during the November Parks and Recreation Commission meeting to install two concrete benches out on Chetco Point beyond the bridge. Mr. Trust indicated that he will bear the cost to purchase and install the benches as long as he will be allowed to have a small badge located on or near the benches indicating himself as the donor. The benches will be installed by volunteers. The Commission is forwarding its recommendation to City Council to approve the installation of the benches.

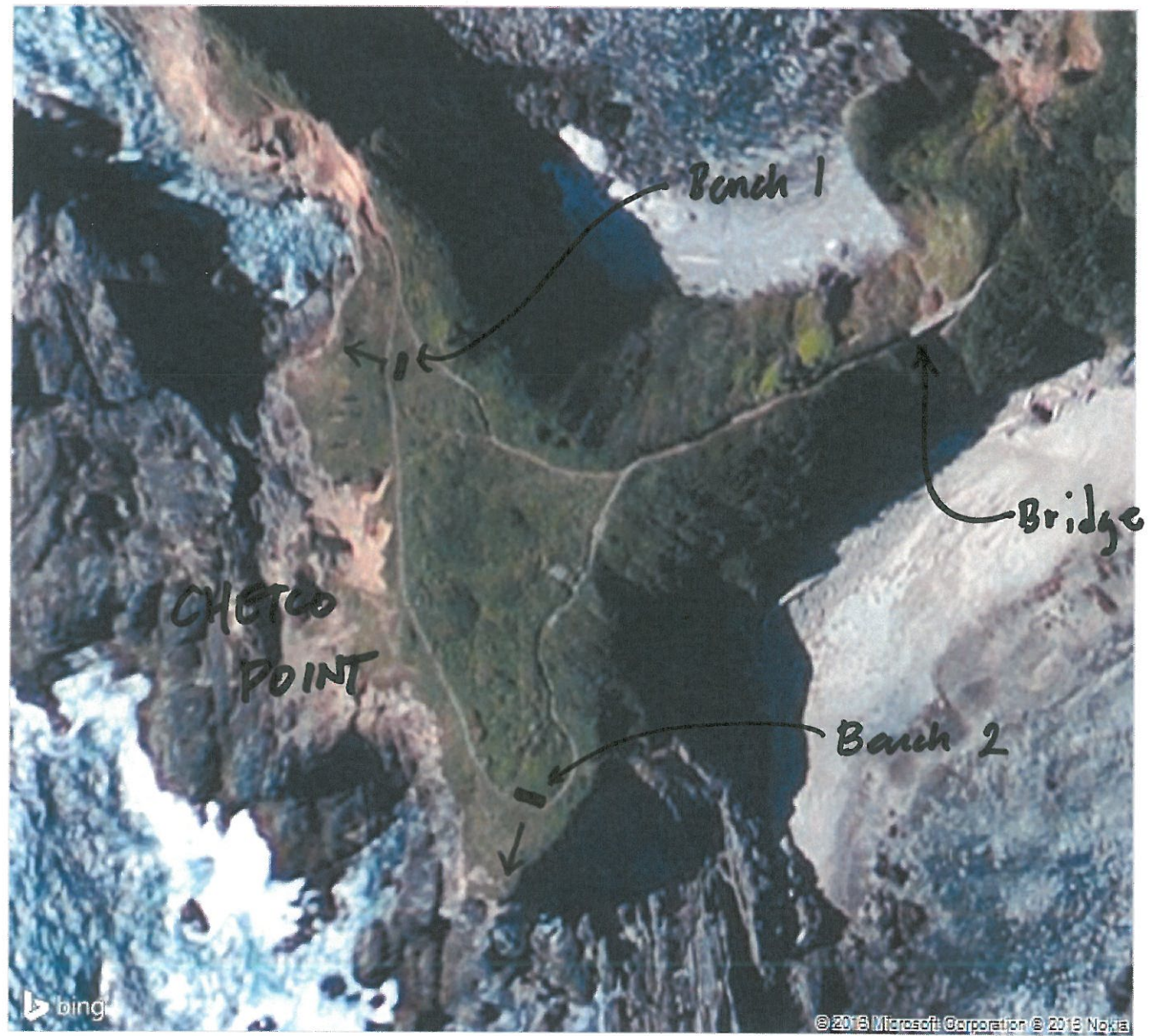
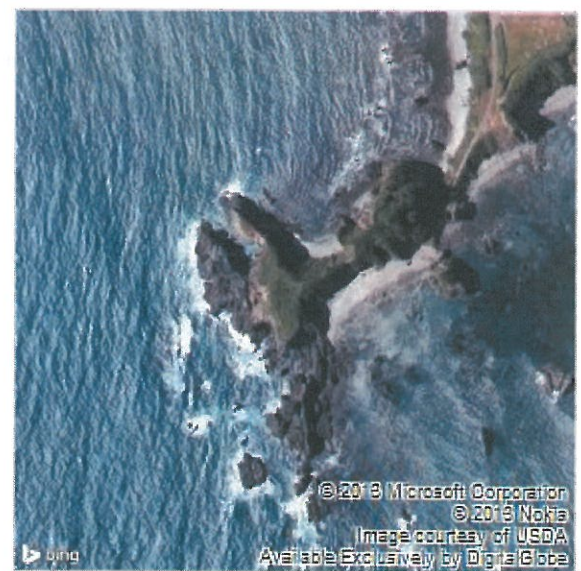
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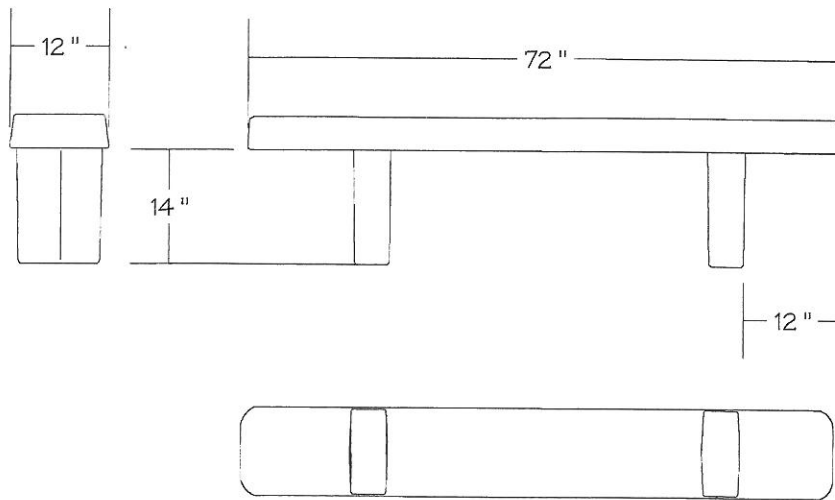
- a. map location of park benches
- b. bench



Benches at Chetco Point

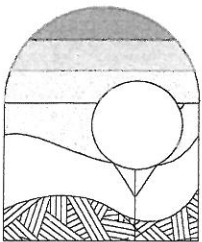
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NOTES:

1. Minimum thickness of all areas to be 4 inches.
2. Benches are cast in one integral piece. No assembly required.
3. Coloring agents are to be pure mineral oxides and shall be mixed integrally with cement.
4. Concrete mix design to include 8 sacks Portland cement per yard with maximum rock size of 3/8" reinforced with #4 and #5 rebar grid. Cured concrete shall attain minimum compressive strength of 7,000 P.S.I..
5. All formed surfaces and edges shall be fully rounded and smooth finished. Finish of all exposed surfaces to have a concrete graffiti-resistant sealer applied.
6. Minimum weight to be 450 lbs.



**OUTDOOR
CREATIONS
INC.**

2270 Barney Street
Anderson, CA 96007
(530) 337-6774
FAX (530) 337-6675

Bench -- Park Series

MODEL: 402

DATE: 1/2/02

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 27, 2014

Originating Dept: PW/DS



Public Works/Development Services Director


City Manager Approval

Subject: Public Art Committee (PAC) Mission Statement

Recommended Motion: Motion to adopt the PAC mission statement "TO INSPIRE PUBLIC ART THROUGH VISUAL PRESENCE AND COMMUNITY EDUCATION"

Financial Impact: None

Background/Discussion: PAC has motioned to adopt a new mission statement to support their current efforts as identified in the PAC strategic plan. PAC feels this mission statement is critical to their vision and efforts. PAC recommends the following mission statement "TO INSPIRE PUBLIC ART THROUGH VISUAL PRESENCE AND COMMUNITY EDUCATION"

PAC is planning a public outreach event at the Manley Art Center on February 8, 2014 from 2:30 to 5:30PM. The intent of the outreach is to engage the community and solicit input on the new mural at the swimming pool, as well as future downtown mural theme ideas, and input on repainting the Welcome to Brookings Sign at Carpinterville Road. With the Council's approval, PAC will introduce their mission statement at this event. PAC members include Scott Clapson, Lea Ray, Destiny Schwartz, Jacquie Farr, and Judy May-Lopez.

Policy Considerations: None

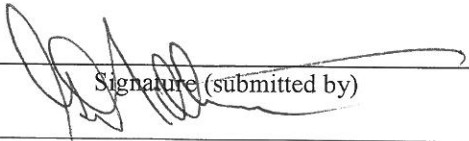
Attachment(s): None

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 27, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: System Development Charge Modification

Recommended Action:

- 1 Motion to discontinue the practice of collecting additional SDC's based upon change of use from buildings already occupied as of January 1, 2014.
- 2 Direct staff to advise the consultant who will be developing new use fee and SDC fee schedules to address the following issues:
 - a. That greater emphasis be placed upon applying a sewer strength factor to commercial sewer use fees rather than applying strength factors to SDCs.
 - b. That consideration be given to a sewer use fee structure that uses consumption as a basis.
 - c. That alternative formulas be developed for SDC fee determination including building square footage, water meter size, estimated water consumption or other methods other than applying a strength factor.
 - d. That the user and SDC fee structures should identify the appropriate amount of SDC that should be collected for debt service, and that debt service requirements not met by SDC revenues be met by user fees.
 - e. That the concept of an SDC amount that can be adjustable based upon actual water use be explored.

Financial Impact:

Potential loss in SDC revenue from change in policy.

Background/Discussion:

The City Council discussed the Pigott wastewater SDC **Review** at its October workshop. Staff has given the Pigott Review further review in light of the policy discussion at that meeting. The City Manager also reviewed the 2006 System Development Charge **Study** and the 2009 System Development Charge **Study** Update. Key findings in the review that are pertinent to a possible revision in the SDC are:

1. In Table 3.3.6.4 of the 2009 study, various elements associated with determining the maximum "reimbursement" portion of the SDC is shown. The amount shown as being eligible for reimbursement for debt service is \$2,645. As the City Council has now moved to shift the entire burden for debt service to the user rate (using only \$75,000 in SDC's in the current fiscal year, with the intent of having a zero SDC contribution in 1014-14), it may be appropriate to remove the \$2,645 debt service element from the SDC. However, a formal SDC Study will be needed prior to a change in the base rate.

2. There is no discussion in either the 2006 or 2009 studies indicating that conversion of use of existing buildings was a consideration in determining total EDU's. The application of the SDC to conversions of existing buildings to higher-intensity uses has been, perhaps, the most controversial element of the SDC program. The City Council has indicated that this policy should be revisited.

Staff recommends that consideration of major changes to the current SDC schedule be considered following 1) the completion of the Wastewater Master Plan update currently scheduled for completion July 1, 2014, **followed by** 2) a new sewer rate study which would review and recommend **a new sewer user fee schedule and a new SDC fee schedule.**

At this time, staff recommends that the City cease the practice of collecting additional SDCs based upon change of use from buildings already occupied as of January 1, 2014. Buildings occupied for the first time after January 1, 2014 would be charged and SDC applicable to the proposed use of the building at the time of occupancy, but would be subject to an additional SDC if the building is later converted to a higher intensity use.

Attachment:

- a. Table 3.3.6.4.

Table 3.3.6.3 Wastewater Pump Stations SDC Reimbursement Portion 2008

Description	Date Acq.	Depreciated Value	Non-Grant %	Equity %	SDC Share %	SDC Eligible
Lift Sta. - Constituion Way	na	\$0	0.00%	0.00%	0.00%	\$0
Lift Sta. - Beach Ave. - Equip.	na	\$0	0.00%	0.00%	0.00%	\$0
Lift Sta. - Macklyn Cove - Equip.	na	\$0	0.00%	0.00%	0.00%	\$0
Lift Sta. - The Cove - Equip.	na	\$0	0.00%	0.00%	0.00%	\$0
Lift Sta. - Land	1959	\$1,629	85.00%	100.00%	25.50%	\$353
Lift Sta. - Seacliff - Bldg.	1997	\$0	85.00%	100.00%	25.50%	\$0
Lift Sta. - Dawson Tract #2 - Bldg.	1990	\$2,195	100.00%	45.80%	25.50%	\$256
Lift Sta. - Beach Ave. - Bldg.	1991	\$2,681	100.00%	100.00%	25.50%	\$684
Lift Sta. - Dawson Tract #3 - Bldg.	1990	\$2,594	100.00%	45.80%	25.50%	\$303
Lift Sta. - Dawson Tract #5 - Bldg.	1990	\$3,641	100.00%	45.80%	25.50%	\$425
Lift Sta. - Dawson Tract #1 - Bldg.	1990	\$6,485	100.00%	45.80%	25.50%	\$757
Lift Sta. - Dawson Tract #4 - Bldg.	1990	\$6,485	100.00%	45.80%	25.50%	\$757
Lift Sta. - Buena Vista Lp. - Bldg.	2001	\$135,705	100.00%	21.50%	36.00%	\$10,504
Lift Sta. - Macklyn Cove - Bldg.	na	\$0	0.00%	0.00%	25.50%	\$0
Lift Sta. - The Cove - Bldg.	na	\$0	0.00%	0.00%	25.50%	\$0
Lift Sta. - Dawson Tract#2 - Equip.	1990	\$7,163	100.00%	45.80%	25.50%	\$837
Lift Sta. - Dawson Tract#3 - Equip.	1990	\$8,953	100.00%	45.80%	25.50%	\$1,046
Lift Sta. - Dawson Tract#5 - Equip.	1990	\$8,953	100.00%	45.80%	25.50%	\$1,046
Lift Sta. - Mill Beach Rd. - Equip.	2001	\$42,883	100.00%	21.50%	36.00%	\$3,319
Generator - Mill Beach	2008	\$50,136	100.00%	21.50%	36.00%	\$3,881
Lift Sta. - Buena Vista Lp. - Equip.	2001	\$27,851	100.00%	21.50%	36.00%	\$2,156
Eff. Outfall Box - Equip.	2001	\$29,013	100.00%	21.50%	36.00%	\$2,246
Lift Sta. - Dawson Tract#1 - Equip.	1990	\$28,650	100.00%	45.80%	25.50%	\$3,346
Lift Sta. - Dawson Tract#4 - Equip.	1990	\$33,450	100.00%	45.80%	25.50%	\$3,907
Lift Sta. - Land	1990	\$66,753	100.00%	45.80%	25.50%	\$7,796
Totals		\$465,218				\$43,617

The total reimbursement portion of the SDC is computed by adding the results of Tables 3.3.4.1, 3.3.5.1, 3.3.5.2 and 3.3.5.3. The result is computed in Table 3.3.5.4 Titled Wastewater SDC Reimbursement Portion Determination

Table 3.3.6.4 Wastewater SDC Reimb. Portion Determination 2008

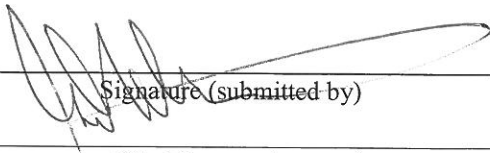
Description	Current Value	SDC Eligible	SDC per EDU
Debt Service	\$11,896,570	\$4,121,104	\$2,645
Sewers	\$13,982,988	\$3,142,312	\$2,017
Wastewater Plant	\$14,089,056	\$1,544,933	\$992
Pump Stations	\$465,218	\$43,617	\$28
Total	\$40,433,833	\$8,851,966	\$5,681

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 27, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: City Participation in Del Norte County Airport Runway Safety Area Project Funding

Recommended Motion:

Motion to include \$20,000 allocation in the draft 2014-15 General Fund budget for possible debt service payment in connection with the Border Coast Regional airport Authority Runway Safety Area project at Del Norte County Airport, with the stipulation that any grant revenue received by the City that can be utilized for this project be offset from the City's debt service contribution.

Financial Impact:

Debt service payments of an estimated \$20,000 annually beginning in fiscal 2014-15 if additional grant funding is not secured.

Background/Discussion:

The City of Brookings is a member of the Border Coast Regional Airport Authority (BCRAA). BCRAA has been pursuing permitting and funding for two major projects at the Del Norte County Regional Airport for several years. BCRAA has recently received a California Coastal Development Permit for a Runway Safety Area (RSA) project (see attached for detailed description).

The RSA project must be completed by December 31, 2015, to meet Federal Aviation Administration requirements. Failure to complete this work by the aforementioned deadline could result in the loss of commercial airline service to the airport. To meet this deadline, work to secure construction plans and bids must start immediately.

BCRAA has secured FAA grant funding for approximately 95 per cent of the cost of this \$20 million RSA project (includes \$8.0 million in wetland mitigation costs). BCRAA staff reports that BCRAA may need up to \$1.8million in funding for additional environmental review and local match funding for this project, and that airport revenues are insufficient to finance these additional local costs and the match. BCRAA is pursuing additional grant funding sources, including \$400,000 under the ConnectOregon V program and additional FAA funding. However, funding from these sources is not assured.

BCRAA is now approaching each of its six members to determine if 1) one or more members may be willing to provide a line of credit of up to \$1.8 million and 2) members are willing to share in the debt service payments. Based upon BCRAA staff discussing with lending institutions, it appears that a \$1.8 million borrowing would require an annual debt service payment of an estimated \$20,000 for each member agency beginning in fiscal 2014-15. The Del

Norte County Board of Supervisors has tentatively agreed to provide loan funding for up to \$1.8 million at an interest rate of 3.0 per cent amortized over 20 years and due in five years.

Brookings joined BCRAA in 2009 recognizing that sustaining and improving commercial air service to the Del Norte County Regional Airport is important to the economic well being of Brookings and the Del Norte/Curry County region. At the time the City joined the BCRAA, it was clear that the City was under no obligation to participate financially in funding BCRAA operations or airport improvements, and that the City could withdraw from participation in the BCRAA at any time.

The City Manager developed a strategy for pursuing additional funding opportunities for BCRAA airport improvement projects. However, many of these recommendations require a longer term to develop and explore, while the funding need is immediate. Securing internal financing from one of the member participants was among the recommendations from the City Manager.

Staff recommends that the City continue to pursue grant funding for this project through ODOT and any other possible means. Any grant funding received by the City for this project should be used to reduce the City's portion of the debt repayment.

Attachment(s):

- a. Economic/Community Impacts of the RSA Project.
- b. RSA project description.
- c. RSA project timeline.
- d. BCRAA Financing Resources.

Economic/Community Impacts of the RSA(s) Project

The Project: To be compliant with 2006 U.S. DOT Appropriations Act, commercial airports are required to meet current FAA design standards for Runway Safety Areas (RSA's) by December 31, 2015. The FAA has determined that the existing RSAs at Crescent City do not meet current FAA design standards. Unless the airport brings its RSAs into compliance by December 31, 2015, the airport could lose its federal certification to operate as a commercial facility, thus terminating passenger air service.

The project involves: extending, grading and filling areas beyond the existing paved ends of runways 11/29 and 17/35 and consists of stabilizing soils, filling and grading uneven terrain, and improving drainage along the lengths and widths of both existing runways to achieve allowable gradients and other RSA terrain standards. The proposed construction is planned to be completed by November 2015. In order to fully comply with mandated RSA design requirements, wetlands under the jurisdiction of both the United States Army Corps of Engineers (ACOE) and the California Coastal Commission (CCC) within the project area will be impacted through the placement and compaction of fill material. Mitigation is required for these impacts at ratios set by ACOE and CCC. Land at Pacific Shores and other parcels in the Lake Earl area have the highest potential to provide the quantity and quality of habitat characteristics required to mitigate the project's impacts. Acquisition of land in the Pacific Shores Subdivision is a major component to the mitigation plan to restore dunes and enhance habitat as is the development of wetlands in the subdivision and on other suitable parcels as needed. RSA construction, completion of environmental work and the resulting mitigation is estimated to cost \$20 million. The RSA(s) are targeted for AIP funding by the FAA in Fiscal Year 2014.

This project improves the safety and capacity of an existing critical transportation link serving both Curry and Del Norte counties. Many residents and businesses rely on the airport to access medical services, business markets and personal services available in metropolitan areas and to connect with national and international commercial air service.

Community/Economic Impacts: The Del Norte County Airport (CEC) is the "home" commercial airport serving the residents and visitors of Del Norte and Curry counties. Users of the airport are equally split between Del Norte and Curry County residents. Loss of commercial air service will result in significant economic harm to residents, businesses and governmental entities.

Chambers of Commerce and private business located in Curry County and Del Norte County function and market the two-county area as a region known as the Wild Rivers Coast. The airport is a vital transportation component in accessing the Wild Rivers Coast region for both recreation and business.

The Del Norte County Comprehensive Economic Development Strategy (CEDS) 2011-2016 lists airport infrastructure improvements as Goal #1 in developing a sustainable economic base. The Del Norte 2011 Regional Transportation Plan lists improvements at the Airport as an integral part of the region's goal to increase tourism. One of the listed Regional Transportation Goals is to maintain and improve airport facilities to meet commercial, emergency services and general aviation needs of the region.

The 2009 City of Brookings Economic Opportunities Analysis notes that the Del Norte County Regional Airport is the closest commercial airport to Brookings and the EDA recommends that the City provide services that attract retirees as residents. Commercial air service is among those services desired by retirees considering relocation. The City's 2009 Economic Development Strategy updated in 2013 calls for the City to work with BCRAA to redevelop the Del Norte County Regional Airport and attract additional commercial carriers.

The Airport businesses including TSA, Skywest and the FBO employ both California and Oregon residents. This project is important to the retention of those jobs. The agricultural industry, forest and lumber products all utilize CEC for shipping, marketing and access to other business services. Tourists use the Airport for access to the region's visitor amenities, including parks, recreational and commercial fishing, art and cultural events. The airport provides a critical link to advanced medical services, healthcare and emergency services.

It's anticipated that approximately 45-55 jobs at an average annual wage of \$50,000 will be retained. This includes Cal-Ore Life Flight a private business which operates an ambulance service which transports a significant number of patients requiring a high level of care out of the area by air ambulance. The Del Norte County Regional Airport operates the only instrument landing system runway for their use area.

The number of construction jobs created by the project is unknown. Also unknown at this time is the number of local firms that will be procured to work on the project. What is known from past experience is that there will be money pumped into the local economy through the procurement of goods and services by the construction firms and the labor force. Our project managers have estimated that the construction workforce could spend up to \$1.8 million locally. This assumption is based on 115 workers that would require per diem and lodging at \$150 per day, working 22 days a month, for a 5 month construction period. Even discounting by

50% for local laborers, shared lodging and frugality, the project should pump nearly \$1 million of new money into the regional economy.

The retention and potential creation of jobs is imperative to the continued economic viability of the region. The current unemployment rate in both counties is a least 2 percentage points above the national average.

The Border Coast Regional Airport Authority currently has two major projects in the works:

Runway Safety Area Improvement Project:

The 2006 Federal Department of Transportation Appropriations Act requires that airport sponsors that own or operate commercial airports certified under 49 U.S. Code Sec. 4706 ensure that Runway Safety Areas meet current Federal Aviation Administration (FAA) design standards required by Federal Aviation Regulations by December 31, 2015. A Runway Safety Area (RSA) is a defined surface surrounding a runway that enhances the safety of and reduces the risk of damage to airplanes in the event of an undershoot (aircraft landing short of the runway), an overshoot (aircraft landing on the runway but not able to stop on the runway), or an excursion from the runway (aircraft moving off the runway to the right or left). RSAs provide accessibility for firefighting and rescue equipment responding to such locations. The requirements for RSA compliance was instigated by aircraft accidents that resulted in passenger and crew injuries and fatalities and millions of dollars in property damage.

The FAA has determined that the existing RSAs at Del Norte County Regional Airport (CEC), do not meet current FAA design standards and unless the airport brings its RSAs into compliance with federally mandated design standards by the end of 2015, the airport could lose its federal certification to operate as a commercial facility.

The RSA construction will be accomplished by filling and grading the uneven terrain (humps and depressions) that exceed the allowable FAA RSA gradient requirements along the length and ends of the runways. The RSA will be graded to provide a smooth transition, for airplanes and Fire Rescue vehicles, with minimal change in elevation and surface variation, from the paved runway surface to compacted mowable ground cover.

Runway 11/29 improvements include:

- Non-standard objects or conditions would be relocated, removed or otherwise addressed. Non-standard objects or conditions include variations in terrain within the RSAs that will be filled and graded.
- Adjustment will be made to the existing Runway End Identifier Lights for Runway 11/29 to account for changes in grade.
- Adjustment will be made to the existing Instrument Landing System for Runway 11/29 to account for changes in grade.
- Grading will occur on both the sides and ends of Runway 11/29.

Runway 17/35 improvements include:

- Non-standard objects or conditions will be relocated, removed, or otherwise addressed. Non-standard objects or conditions include variations in terrain within the RSAs that would be filled and graded.
- Adjustments will be made to existing Runway End Identifier Lights and runway threshold location for Runway 17.
- A section of utility road passing through the approach zone of Runway 35 RSA will be removed.

- Grading on the ends of Runway 17/35.

Approximately 16 acres of wetland habitat will be impacted from construction activities of filling and grading. These wetlands are predominately located at the ends of Runways 11 and 29. These wetlands are found in topographic depressions among vegetation composed primarily of herbaceous emergent species. Water collects within these wetlands as it runs off of Runways 11 and 29. The features also collect water directly during precipitation events. This area ponds during the winter months. The wetlands found at the end of Runway 11 are associated with a large coastal dune wetland complex that surrounds the western end of the RSA project site and extends to the Pacific Ocean. Human disturbances within this area include airport routine maintenance, access roads and the installation of an instrument landing system/runway lights. Construction of the RSA will result in impacts to protected wetlands, environmentally sensitive habitat areas, and amphibian habitat. Wetlands under the jurisdiction of both the United States Army Corps of Engineers and the California Coastal Commission.

This work will bring this Critical Public Transportation Facility into compliance with current federal airport design standards, allowing for current service and future air carrier capacity growth for the region.

Terminal Replacement Project:

The CEC terminal replacement will consist of the construction of a new, airport passenger terminal (see Figure 2 – Proposed Terminal, Parking Lot and Road Improvements [Figure 2]). The new terminal is to be constructed along the west side of Dale Rupert Road. The terminal's orientation will afford a view of Castle Rock, a geologic feature located in the Pacific Ocean, approximately 0.75 miles southwest of the Project Site.

The new bi-level terminal is an elongated structure, with a rectangular building footprint, with the structure's longest axis having a north-south orientation, parallel to Dale Rupert Road. Dale Rupert Road, will serve as a passenger loading and unloading area (see attached architect drawings, Appendix A).

The new terminal building is to be bordered on the north side by an aircraft apron area, separated from pedestrian areas and Dale Rupert Road by a blast wall established to protect individuals from engine exhaust blast generated by aircraft maneuvering within the aircraft apron.

The proposed terminal will be adjoined on the south side by a parking lot, having a semicircular vehicle lane and secondary passenger loading and unloading area separating the terminal from the southern parking lot.

Softening landscaping will be established around the terminal and associated south parking area to provide aesthetic enhancement and comingle the terminal with the surrounding environs.

The project, in addition to a new terminal building, includes the following components:

New Aircraft Apron Area

The construction of a new aircraft apron will address the following objectives:

- Provide a sufficiently sized and properly located commercial aircraft apron/ramp to accommodate the safe maneuvering of current and forecasted aircraft operations
- Address aircraft apron/ramp congestion at CEC, which is unsafe and limits and constricts aircraft movement
- Address aircraft delays which currently result in two commercial aircraft parked on the ramp at the same time, thereby obstructing general aviation (GA) ramp access to the self-fueling site
- Allow passengers to safely and efficiently board and disembark from aircraft by providing a separate commercial aircraft apron/ramp that will accommodate two aircraft parked adjacent to the terminal at the same time while staying clear of the GA ramp area
- Provide for a direct connection to the taxiway to allow for efficient aircraft taxiing to and from the runway system

New Surface Parking Lot

The construction of a new surface parking facilities will address the following objectives:

- Provide for adequate, efficient, and secure vehicle parking for CEC users, passengers and employees
- Provide for the desired level of customer service and security to promote successful airport operation
- Establish parking areas that are compliant with TSA security requirements
- Establish a new surface parking area where airport patrons can have easy and safe access to the new airport terminal facilities
- Address existing demand of terminal passengers and airport tenants for expanded parking facilities at CEC while reducing peak holiday season parking issues

Realign Main Airport Access Road (Dale Rupert Road)

The realignment of the existing airport access road will address the following objectives:

- Provide adequate circulation for all airport tenants to and from the airport
- Provide alternate access to the relocated terminal building and parking facilities, under all security conditions
- Create an airport access that meets or exceeds TSA high-alert security setback distance requirements for blast protection zones, security checkpoints and 300 foot restricted zone
- Create an airport access that meets or exceeds Del Norte County road standards and California Department of Transportation (Caltrans) 40-foot design standards
- Create a loop access road to efficiently direct vehicular traffic to the new terminal, north parking lot and Hangar Road
- Provide for safe and efficient traffic movement through the four-way intersection formed by Dale Rupert Road, Pebble Beach Drive and Washington Boulevard

Construction of a New Hangar Road

The purpose of the new Hangar Road construction is to comply with FAA and TSA regulations requiring at least one alternative access to a terminal facility for safety and emergency response purposes. Construction of Hangar Road will comply with this requirement.

Stormwater Infrastructure

The purpose of establishing stormwater infrastructure is to efficiently convey stormwater away from the hard surfaces of the Project Site to appropriate discharge locations, thereby mitigating safety hazards and operational impediments associated with excess water at the Project Site.

Sewer and Water Line Replacement

The construction of a new sewer and water line will address the following objectives:

- Support the operation of a new CEC terminal
- Address the waste water handling issues associated with the operation of the proposed CEC terminal
- Efficiently convey the waste water effluent from the airport
Update the existing waste water lines serving the airport and meet current fire suppression requirements

Implement Associated Infrastructure and Utilities

The establishment of new infrastructure and utilities will address the following objectives:

- Support construction activities to be completed at the Project Site
- Provide for the infrastructure necessary to support the operation of the proposed CEC terminal
- Address the electrical power and water demands associated with the operation of the proposed CEC terminal
- Update the existing backup electrical power generator serving the airport

Ambulance Hangar Dismantling and Relocation Description

The existing Del Norte Ambulance hangar, is to be dismantled, transported and reassembled at a new location at Jack McNamara airport. The site for the ambulance hangar relocation is known as the Striker Hangar Site and is a currently permitted hangar site.

The FAA Headquarters, in Wash D.C., has determined that the RSA Project is a higher priority project for AIP funding than the Terminal Project and must be done first.



2013					2014												2015																				
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D									
Pacific Shores Litigation																																					
Objective A																																					
Objective B																																					
Objective C								Heavy Fog Ops Constraint				Wet Season Construction Constraint								Heavy Fog Ops Constraint				Wet Season													
Objective D										Vegetation Clearing Operations Must Occur Between 7/1 and 2/14 Due to Migratory Resting Birds (EIR Mitigation Measure)												Vegetation Clearing Operations Must Occur Between 7/1 and 2/14 Due to Migratory Resting Birds (EIR Mitigation Measure)															
Objective E										Objective G – Runway Construction Work												Objective G – Rwy Const. Work				Objective H (To be completed by December 31, 2015)											
Objective F																										Objective I (To be completed by August 2021)											
Wet Season Construction ConstraintCDS																						Objective J				Objective K				Obj. L				Obj. M *			

- Objective A:** Secure RSA Project Permit Approvals to Construct On-Airport Work
- Objective B:** Secure RSA Project Permit Approvals to Construct Off-Airport Wetlands Mitigation
- Objective C:** Finalize RSA Project Contract Documents
- Objective D:** Secure FAA Inter-Organizational Process/Project Approvals
- Objective E:** Bid RSA Project
- Objective F:** Apply for and secure RSA Project Construction Grants

Objective G: Construct RSA Project
Objective H: Closeout RSA Project
Objective I: Perform On-Airport Post-Construction Biological Monitoring
Objective J: Bid RSA Wetlands Mitigation Project
Objective K: Construct RSA Wetlands Mitigation Project
Objective L: Closeout RSA Wetlands Mitigation Project
Objective M: Perform Off-Airport Post-Construction Biological Monitoring
 * Schedule Duration Exceeds Timeline



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

Credentialed City Manager

International City Management Association

TO: BCRAA Board

DATE: November 22, 2013

Cc: Mayor and City Council

Finance/Human Resources Director

SUBJECT: BCRAA Financing Resources

There are a number of firms that can provide public agency financial advisory services to BCRAA. After the discussion of public financing options at the December 3 meeting, I would recommend that BCRAA “shop” financial advisory, underwriting and bond counsel services.

Traditional sources of financing that involve borrowing require a mechanism for repayment. It is my understanding that a repayment mechanism has not been identified, but that BCRAA could experience additional revenues once the new terminal is operational. I have not seen any revenue projections.

BCRAA faces several hurdles in order to undertake a financing on its own. Member agencies are located in two states with somewhat different regulations on tax-exempt financings. Some member agencies are stronger financially than others, which could affect ratings, marketing and creditworthiness. If traditional public financing is used, Del Norte County as the owner of the airport may need to be the debt issuer and guarantor, with intergovernmental agreements with the other BCRAA members pledging revenue.

BCRAA should explore more than the fundamental types of public financing mechanisms and consider public/private partnerships. For example:

1. While I have not worked with an airport previously, I have worked with several railroads that encountered similar issues with capital financing. Fortunately, these railroads had substantial untapped real property assets and we were able to create additional revenue by leasing property for non-railroad purposes, issuing “licenses” for use of railroad property (i.e. road crossings, parking, storage, public parks). One of the railroads I was associated with sold the timber rights to Redwood trees along the right-of-way to the Save the Redwoods League for \$300,000.
2. We could also look within the membership to see if any of the member entities has long-term reserve or inactive funds available that could be “loaned” to BCRAA under favorable terms, such as deferring interest and principal payments for a period of years, and adding the deferred interest to the principal.
3. What is the status of existing leases on the airport property? Would the existing leaseholders be willing to extend their leases and advance-pay their rent for a discount?

4. Are there prospective new leases on the airport property? Additional hangers or other projects? Perhaps there are private companies that would be interested in building facilities on the property and would be interested in a discount for advance-pay of rent.
5. We have been narrowly-focused on airport facility development. Are uses on the airport property restricted to airport-dependent? If not, what other types of development or land use would be acceptable? Again, look at advance-pay leases. Or, consider offering to sell development rights.
6. Can we sell development rights or enter into a pre-lease for private activity that will be taking place within the terminal, such as food service, vending machines or car rental?
7. What are the restrictions on the use of the open space property? For example, Brookings is looking for a site to dispose of its Class B biosolids; we are looking at spreading the cake-like material on an agricultural site just south of town. We are currently paying about \$25,000 annually in disposal fees. Could this material be placed on any portion of the airport property?
8. What does BCRAA plan to do with the property it is acquiring for mitigation? Is BCRAA required to keep it or convey it to a conservancy without financial consideration? Is there a conservancy that would purchase the property? If it is required to be maintained by the BCRAA as permanent open space, can it be used for any passive or active recreation? If it is developed as a "park," sell the naming rights.
9. Can we sell the naming rights to the new terminal? To areas within the terminal (such as a meeting room)? The road coming into the airport?

Here are some folks with whom I have successfully worked in the past:

CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY

James Hamill
2999 Oak Road, Suite 710
Walnut Creek, Ca 94597
(925) 933-9229
jhamill@cacommunities.org

CSCDA is a statewide joint powers authority formed in 1988 and offers a variety of public benefit financing products. Both Crescent City and Del Norte County are members of CSCDA. I have discussed the BCRAA RSA and terminal projects with CSCDA, and they are interested in assisting with packaging/marketing a financing.

KOSMONT COMPANIES/RENAISSANCE COMMUNITY FUND

Larry Kosmont
President
Kosmont Companies
865 S. Figueroa Street, 35th Floor
Los Angeles, CA 90017
(213) 417-3333
lkosmont@kosmont.com

Kosmont Companies provides an array of public financial services, including the development of public/private partnerships.

I recommend that BCRAA meet with Kosmont to explore both possible traditional public financing and non-traditional methods of securing funding through private markets, such as selling development rights on portions of the County-owned airport property, preleasing space in the terminal, advance payment of rent from current lessees at a discount, or other mechanisms to bring private capital into the deal.

JCA RESOURCES

Larry Uyeda
President
JCA Resources
400 Oceangate, Suite 510
Long Beach, CA 90802
(562) 901-3081
larryuyeda@jcaresources.com

Similar to Kosmont Companies, JCA Resources has extensive experience in real estate development and public/private partnerships. They have international resources.

I recommend that BCRAA meet with Uyeda to explore the same approaches as described above in the Kosmont discussion.

WEDBUSH SECURITIES

Katherine Schwab
Senior Vice President
Wedbush Securities Public Finance Group
(503) 471-6798
Katie.Schwab@Wedbush.com

Wedbush Securities offers an array of financing opportunities available for public projects, including traditional public financing and access to private investors in public/private partnerships.

I recommend that BCRAA meet with Schwab to explore financing opportunities that may be available through their collaborative partner organizations.

ROGUE FEDERAL CREDIT UNION – UMPQUA BANK – US BANK

Gene Pelham
Chief Executive Officer
Rogue Federal Credit Union
1370 Center Drive
Medford, OR 97501
(541) 858-7107
gpelham@roguefcu.org

Neal Brown
Senior Vice President
Umpqua Bank
445 SE Main Street
Roseburg, OR 97470
(541) 440-3959
nealbrown@umpquabank.com

There is an increasing amount of direct lending going on by banks for municipal projects. In 2008 the City of Brookings sold a \$3.4 million bond directly to U.S. Bank to finance a downtown street/water/sewer/storm improvement project.

Brookings has worked with both Rogue Federal Credit Union and Umpqua Bank in the financing of public facilities and equipment (an \$800,000 communications tower; \$500,000 fire truck, etc.). Rogue Federal has branches in Curry and Del Norte Counties; Umpqua Bank recently purchased the assets of Sterling Bank. Both are Oregon-based financial institutions and are vested in the region's economy.

I recommend that BCRAA arrange to meet with the leadership of Rogue and Umpqua to make a presentation on the overall plans for the airport and seek their participation in developing a financial plan.

RAUL SALINAS

Raul Salinas
Alvarado, Smith and Sanchez
633 W. fifth Street, Suite 1150
Los Angeles, CA 90071
(213) 229-2400
rsalinas@asands.com

Raul Salinas is a principal with the law firm of Alvarado, Smith and Sanchez. I worked with Raul and other members of the firm extensively in crafting some rather challenging and complex development agreements in South Gate. Very creative.

BONDUNDERWRITER.COM

Mary "Mimi" Henderson
mimi@bondunderwriter.com

If BCRAA or any of its member agencies issues a small municipal bond, I recommend that the offering be posted on the BondUnderwriter.com website. Mimi Henderson has developed a strong following of private investors during her 30 years in the public finance business and her site has an investor clientele that might not otherwise be accessed.

You don't necessarily need a financial advisor. You may be able to get what you need by just hiring bond counsel and doing a private placement through a bank or via Bondunderwriter.

OREGON INFRASTRUCTURE FINANCING AUTHORITY (IFA) OREGON DEPARTMENT OF TRANSPORTATION (ODOT) OREGON SOLUTIONS

The City of Brookings has applied for \$400,000 under the Connect Oregon V grant program for the RSA local match through the Oregon Department of Transportation. BCRAA is currently using about \$40,000 in Connect Oregon funding for RSA environmental/design work.

Funding available through the Oregon Infrastructure Financing can only be used for projects within Oregon.

There is within Oregon government a program known as "Oregon Solutions." This is a program affiliated with the Governor's office whereby representatives of various state agencies

function as a team to address financing and regulatory issues related to economic development. Commissioner Itzen sits on a regional advisory board for Oregon Solutions. Perhaps a meeting with the regional RS team could lead to the development of some additional resources.

CALIFORNIA STATE SOURCES

Have sources within California state government been explored? Has there been dialogue with State legislative representatives? With the leadership at the California Transportation Commission and the Business, Housing and Transportation Agency?

MEMBER PARTICIPATION

I am listing this last because it should be considered only after all other options have been fully explored. Local governments are already strapped for funds, and we are only mid-way through the current budget year.

In my view, any member participation should be short-term and reimbursable, until a longer term financing mechanism is secured.

If this mechanism is included in the financing plan, each member agency would need to identify a source of funding within their own organization and pledge that revenue source to the BCRAA debt service, or make a lump sum cash contribution. For Brookings, this would need to be discussed in the context of our next budget cycle.

I have thought about a member participation formula. Due to the mix of city, county and tribal governments, typical population or assessed-value based formulas do not seem appropriate. At this point I would suggest a formula whereby each member agency would pay an equal share.

Attached is some material I printed off the web concerning Kosmont, JCA, Wedbush and BondUnderwriter.

In summary, there are plenty of opportunities to explore. The biggest problem may be not having the resources to chase-down the opportunities and package a deal in a timely fashion.

City of Brookings

CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, January 13, 2014

Call to Order

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

Roll Call

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

Staff Present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, Public Works & Development Director Loree Pryce, City Attorney Martha Rice, Planning Manager Donna Colby-Hanks and City Recorder Joyce Heffington.

Others Present: No media and 1 other.

Ceremonies/Appointments/Announcements

Reappointment of Patricia Brown and Don Vilelle to the Parks & Recreation Commission and appointment of Richard Mostranski to the Budget Committee.

Mayor Hedenskog moved, a second followed and Council voted unanimously to reappoint Patricia Brown and Don Vilelle to the Parks and Recreation Commission and appoint Richard Mostranski to the Budget Committee.

Public Hearings/Ordinances/Resolutions/Final Orders

Public Hearing in the matter of File LDC-2-13, revisions to sections of the Brookings Municipal Code (BMC) to include terms, standards and conditional uses for Cottage Industries.

Mayor Hedenskog opened the legislative public hearing in the matter of file LDC-2-12 at 7:03 PM.

Hearing no exparte, declarations of conflict or personal interest, or objections as to jurisdiction, Mayor Hedenskog reviewed the guidelines and Manager Colby-Hanks reviewed the staff report.

There were no public comments and the hearing was closed at 7:09 PM.

Councilor Hodges asked if running a small machine shop out of a garage would be considered a cottage industry and Colby-Hanks said it would. Hodges then asked if there was a limit to the number of employees a cottage industry could have and Colby-Hanks said it would depend on whether the property had adequate off-street parking.

Councilor Pieper moved, a second followed and Council voted unanimously to approve amendments to the Brookings Municipal Code as described in File LDC-2-13.

Ordinance 14-O-722, amending sections of the Brookings Municipal Code to include terms, standards and conditional uses for Cottage Industries.

Councilor Hodges moved, a second followed and Council voted unanimously to do a first reading of Ordinance 14-O-722 by title only.

Mayor Hedenskog read the title.

Councilor Hodges moved, a second followed and Council voted unanimously to do a second reading of Ordinance 14-O-722 by title only.

Mayor Hedenskog read the title.

Councilor Hodges moved, a second followed and Council voted unanimously to adopt Ordinance 14-O-722, [amending the BMC to include terms, standards and conditional uses for Cottage Industries].

Public Hearing on File LDC-3-13, revisions to BMC Chapter 17.124 to conform to state laws regarding cemetery use, and to clarify sections regarding the keeping livestock.

Mayor Hedenskog opened the legislative public hearing in the matter of file LDC-3-12 at 7:13 PM.

Hearing no exparte, declarations of conflict or personal interest, or objections as to jurisdiction, City Attorney Rice reviewed the guidelines and Colby-Hanks reviewed the staff report.

There were no public comments and the hearing was closed at 7:17 PM.

Councilor Pieper moved, a second followed and Council voted unanimously to approve amendments to the Brookings Municipal Code as presented in File LDC-3-13.

Ordinance 14-O-723, amending BMC Chapter 17.124 to conform to state laws regarding cemetery use, and to clarify sections regarding the keeping livestock.

Councilor Hodges moved, a second followed and Council voted unanimously to do a first reading of Ordinance 14-O-723 by title only.

Mayor Hedenskog read the title.

Councilor Hodges moved, a second followed and Council voted unanimously to do a second reading of Ordinance 14-O-723 by title only.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 14-O-723, [amending BMC Chapter 17.124 to conform to state laws regarding cemetery use, and clarify the keeping of livestock].

Public Hearing on File LDC-4-13, revisions to subsection 17.88.100(F) of the Brookings Municipal Code regarding sandwich board signs.

Mayor Hedenskog opened the legislative public hearing in the matter of file LDC-4-12 at 7:20 PM.

Hearing no exparte, declarations of conflict or personal interest, or objections as to jurisdiction, City Attorney Rice reviewed the guidelines and Colby-Hanks reviewed the staff report.

There were no public comments and the hearing was closed at 7:40 PM.

Councilor Hamilton asked for clarification regarding parking spaces. Colby-Hanks said parking lots with a striped-out area where parking was not permitted would be acceptable areas, but parking spaces or areas would not be.

Councilor Pieper asked if sandwich signs required a permit and Colby-Hanks said they did.

Councilor Hodges asked about ODOT requirements and Colby-Hanks said it would depend on the frontage.

Councilor Pieper said permits for sandwich board signs seemed excessive and requirements should be written up and then handled in abatement if located inappropriately.

Councilor Hodges said the process should be easier and require no fee.

Councilor McClain said the requirements needed to be clearly defined.

City Manager Milliman said the permit process allows staff to identify sign ownership and provides that signs be compliant before being placed which would alleviate a situation where the owner might have to remake the sign that was not in compliance.

Councilor Pieper said it didn't seem necessary to know who owns the sign as it would in front of their business or have the business name on it.

Mayor Hedenskog suggested revising the fee.

Councilor Pieper moved, a second followed and Council voted unanimously to remove Ordinance 14-O-721 from the agenda, send the matter back to staff for revisions to be brought back at a future date.

Resolution 14-R-1023, appointing a Commissioner to the Border Coast Regional Airport Authority Board.

Councilor Hodges moved, a second followed and Council voted unanimously to adopt Resolution 14-R-1023 appointing Mayor Ron Hedenskog to the Border Coast Regional Airport Authority Board of Directors.

Staff Reports

Presentation and acceptance of the Annual Planning Commission Report.

Manager Colby-Hanks provided the report on behalf of Planning Commission Chair Markham.

Councilor Pieper moved, a second followed and Council voted unanimously to accept the annual [Planning Commission] report.

Acceptance of the Committee for Citizen Involvement annual report.

Manager Colby-Hanks gave the staff report, pointing out that the low number of responses was probably associated with the low number of applications received by the Planning Commission.

Councilor Hodges moved, a second followed and Council voted unanimously to accept the CCI [Committee for Citizen Involvement] annual report for 2013 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.

Authorization to execute Cooperative Technical Assistance and Project Agreements regarding watershed education projects for local students at the Salmon Run Golf Course.

Manager Colby-Hanks presented the staff report.

Ed Murdock, Golf Course Manager, said the project was a continuing program and the project was very small.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute the Cooperative Project Agreement and the Technical Assistance Cooperative Agreement [for education projects at the Salmon Run Golf Course].

Discussion and direction to staff regarding Medical Marijuana Facilities.

City Manager Milliman provided the staff report.

Councilor McClain said the City should go with the State's guidelines and asked what the fears might be regarding medical marijuana facilities, and if there were any concerns from other cities.

City Manager Milliman said the concerns that marijuana consumption leads to other drug use and public safety issues.

Councilor Pieper asked if mixed use might fall under cottage industries and Milliman said the League of Oregon Cities interprets it to mean a mixed commercial/industrial use or a mixed commercial/residential use, such as a downstairs storefront with a residence above.

Councilor Pieper said it was already being dispensed, just not in a store front and while he didn't want a head shop on every corner, he didn't think that use would flourish here.

Mayor Hedenskog said he agreed with McClain and Pieper that the state guidelines would be sufficient.

Councilor Hamilton said to keep it the same as the state and added that he didn't want to lose new businesses to the County where there's virtually no law enforcement at this time.

Councilor Pieper moved, a second followed and Council voted unanimously to direct staff not to work on this any further than state guidelines.

Authorization to execute a two year contract for as-needed geotechnical services with GRI.

Director Pryce gave the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to authorization the City Manager to execute a two year professional services contract with Chris Ell, GRI, to provide for as-needed geotechnical engineering development review and public works support.

Approval to replace aerial photographs in Council Chambers with photos recommended by the Public Art Committee.

Director Pryce provided the staff report and Council viewed the photos.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize replacement of existing aerial photos in Council Chambers with the proposed aerial photos as recommended by the Public Art Committee.

Authorization to submit a Community Forest Program grant application to fund acquisition of approximately 120 acres of land adjacent to the City's northern limits from U.S. Borax.

City Manager Milliman presented the staff report.

Councilor McClain moved, a second followed and Council voted unanimously to authorization staff to submit a grant application under the Community Forest Program to fund acquisition of approximately 120 acres of land owned by U.S. Borax adjacent to the City's northern limits.

Remarks from Council Members

Councilor Hamilton remarked that he had enjoyed his first year as a Council member and found the other Council members and staff great to work with.

Consent Calendar

1. Approve Council minutes for December 9, 2013.
2. Accept December 2013 Vouchers in the amount of \$406,231.77.
3. Receive November, 2013 financial report.

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

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:25 PM.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2014:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

PUBLIC ARTS COMMITTEE

December 19, 2013

ROLL CALL

Present: Committee Members, Scott Clapson, Judy May-Lopez, Jacquie Farr

Absent: Chair Lea Ray and Committee Member Destiny Schwartz

Also present: PW/DS Director Loree Pryce, PW/DS Admin Asst. Lauri Ziemer

A. Introduction of new committee member Jacquie Farr

REGULAR AGENDA

- A. **Review aerial photos** - After reviewing the proposed aerial photos, new member Jacquie Farr wondered if the photos had a high enough pixel resolution to be printed in a large format. Committee viewed the photos taken by Heidi Jenkin and determined #3, 5, 6, 9, 10 would print out better. Committee discussed printing and framing the five photos with this year's art budget and possibly doing more next year. Suggested that framing could be driftwood. Jacquie to make inquiries as to possible printers and framers. **Motion made by Scott Clapson to present these five photos to City Council for approval to have photos printed and framed, motion seconded and Commission voted; the motion carried unanimously.** Matter to be forwarded to City Council.
- B. **Strategic Plan Update** - Scott advised that he would like to remove two items from the Strategic Plan, #3 the Bottle Bench because of insurance issues raised and #6 the Bike Share Grant Application as it needs more development planning. **Motion made by Scott Clapson to remove item #3, the Bottle Bench and #6, the Bike Share Grant Application from the Strategic Plan motion seconded and Commission voted; the motion carried unanimously.** Committee discussed rejuvenating the Welcome to Brookings sign and Jacquie is willing to collaborate on a few ideas.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. **Murals** - Committee discussed the Bud Cross Park Swimming Pool Wall Mural and Jacquie who has past mural experience volunteered to work up some mural ideas. Committee would like to include the community in determining the final design by allowing residents to choose mural and possibly provide sponsorship of mural by purchasing items to be drawn into the mural. Scott to check into securing a location at the library or Wrights during the February 2nd Saturday Artwalk for residents to view mural choices and help determine which to paint.
- B. **Placement of Artwork on State Highway Right of Way** - Loree advised of ODOT's new policy on artwork in the state right of way and how it will pertain to the bears that will no longer be allowed on the sidewalks by ODOT without further provisions. Committee suggested that bear locations be brought to the committee for review prior to placement.

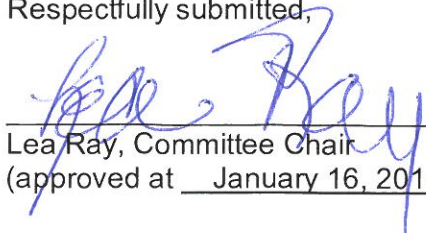
COMMITTEE REPORTS/COMMENTS

- Scott suggested that the January meeting be dedicated to drawing up a Mission Statement for the group. Will be placed on the January Agenda.
- Judy suggested the creation of a local community history class and has suggested the idea to the College, members thought the Chamber and Library might also be interested in conducting.

ADJOURNMENT

With no further business before the Committee, meeting adjourned at 12:05 am. Next meeting scheduled for Thursday, January 16, 2014 at 11 am.

Respectfully submitted,



Lea Ray, Committee Chair
(approved at January 16, 2014 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)

MINUTES

Wednesday, November 20, 2013

CALL TO ORDER

Meeting called to order at 4:06 PM

1. ROLL CALL

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

Also present: City Manager Gary Milliman; Finance Director Janell Howard attended for a few minutes to answer questions on Transient Occupancy Taxes

2. APPROVAL OF MINUTES

Motion made to approve the minutes of October 24, 2013 with typographical correction noted on Item 7; motion seconded and Commission voted; the motion carried unanimously.

3. PUBLIC COMMENTS

Jon Carlson, community member involved with the Kite Festival for the past couple of years introduced himself. He has recently been involved with producing the loop advertising that runs at the theatre.

4. ACTION ITEMS

A new Event Proposal has been submitted, will be discussed in Item 6D

5. INFORMATIONAL ITEMS

A. KDRV Ad Promotion - Kyle Pace from KDRV not in attendance to discuss.

B. Consumer Profile - Annette Klinefelter, AK Consulting not in attendance to discuss.

C. 2014 Exposure Shows - Gary advised that he was contacted by Joe Pate who had previously been involved with the B-H Chamber of Commerce in promoting the area at Sportsman'Expo shows and was wondering if the city was interested in picking up the contract as the Chamber was no longer interested. Gary advised him that money is not budgeted but would bring the matter to the TPAC attention.

D. Report on Nov. 12 City Council Actions - City Council approved a \$4000 contract for the Crab Festival and \$1000 for the Curry County Cruisers Car Show. The car show was granted \$300 more than the TPAC recommended. Committee members questioned why the amount was more than the group requested and if the increased amount of money was coming out of the TPAC budget which they worked very hard to establish and follow. Gary advised he would send a memo to the City Council expressing their concern over the increased allocation.

6. LIAISON REPORTS

A. TV/Channel 5

i. Review and evaluate all spots produced - Committee reviewed and evaluated the ads to determine if they met the contract and if they accomplished their goal in order to determine if Channel 5 contract should be renewed. After reviewing ads, Joe thought the logo needed to be redesigned, bigger and more memorable. Bob did not believe the Azalea Festival, Kite Festival and the Slammin' Salmon Festival were represented enough as those

are unique events to our area and golfing and beaches could be anywhere. Don't believe Channel 5 came over to get any new footage of those events in preparation for ads if their contract is renewed. Barbara felt that when contract was being negotiated Channel 12 seemed as if they were more willing to take a step further and get footage of events for future ads. Gary advised he has been working with Channel 5, there are some donut shots coming up which the City provided the casting for and coordination of. Candice reviewed the contract and pointed out several items that she felt had not been accomplished. Discussed the web address provided (Blue Pacific's) and if it is providing enough information. Joe suggested to include the northern City of Brookings Welcome Sign for more identification. Tim questioned how to evaluate the success of the ads and if they have worked in bringing people to the area, suggested asking motel visitors when they are registering how they learned about the area. Could possibly do an incentive agreement with motels of mentioning ads when checking in. Finance Director Janell Howard advised that Transient Occupancy Taxes are due after the end of each month and with that could determine if there was an increase in motel use compared to the same month the previous year. Gary to attempt to get the matrix from Channel 5 and a Transient Occupancy Tax comparison report for the next meeting. Skip shared that he believes most advertising is now done on the internet and people are sharing and obtaining information and videos through that format, once they are given a website. Internet also provides ability to track how many people are searching, visiting sites and viewing videos to see how effective ads are. Originally the television ads were to target weekend tourists, but with less people watching TV and commercials, believe more people could be reached effectively through email links, mobile devices and videos. Tim suggested to discuss move from print and TV advertising to internet and mobile devices at the next meeting.

ii. Confirm end date for contracted spot - Channel 5 contract ends June 28, 2014. Bob suggested to find out if they had taken any extra steps to get photos of the Kite Festival and Slammin' Salmon for future ads and to ask them to run a couple more months past the contract end date.

iii. Stout Mountain Railway Inclusion in KOB! Spot - Tony Parrish requested including the Stout Mountain Railway Holiday event in the scheduled TV advertising. Ad could run with the Light Festival donut as it is only during Christmas season by adding at the end of the donutalso visit Stout Mt. Railroad and/or a still picture. **Motion made to add Stout Mountain Railway to the existing Light Festival Christmas donut. Motion seconded and Commission voted; four in favor, two nay votes, the motion passes four to two.**

B. Apple Box - Candice advised that Chris Vandershaft has been contracted to do five YouTube internet videos on five different subjects and provided a rough copy for the committee to view. Committee believed it had a lot of surfing references, otherwise it covered a lot of areas and believed he was on the right track.

C. City/Chamber/Port Coordination - Barbara advised that she has been working with the Port to find a module/expandable tent. She provided size, cost, shape, set-up installation and durability information. Committee has set aside \$5000 in the budget hoping to have the Port and Chamber contribute a share of the total cost, currently unsure if the Chamber is in a position to contribute or make payments towards tent. Questions arose as to the rental availability of the tent at the Golf Course, but it is only available to rent at the Golf Course. Barbara to obtain name and location of a current tent owner to discuss tent set-up, storage requirements, tent qualities and problems. Question arose if the Port was going to buy the tent anyway and if the committees

\$5,000 could be invested in tables, chairs and equipment for events. Barbara would like the City to maintain some ownership of the tent so it has a say in it's use. Barbara to continue working with the Port and Chamber on the contract to purchase tent with the TPAC committee contributing \$5,000.

D. Events - Bob presented an off-season event application for the Brookings Community Christmas Tree Events. The Brookings Merchants Association, Curry County Board of Realtors, Curry County Homebuilders and the Nautical Light Group have organized a series of Christmas Tree events in the downtown area which would encourage people to stop and shop downtown. Funds would go towards costs incurred for lights, decorations and electric costs. **Motion made to allocate \$500 to the Brookings Community Christmas Tree Events. Funds to be spent on electricity and tree ornaments. Motion seconded and Commission voted; five in favor, one nay vote, the motion passes five to one.** Recommendation forwarded to the City Council.

E. Print Media - Joe attended the Rural Tourism Studio and advised that there are lots of communities competing for the tourism dollar and thought the Artwalk and Crab Festival are unique to draw people to our area. Tourism grants and money available. Joe volunteered to approach Manley Art Center and suggesting a possible large art convention/event.

ii. Lookout Air Raid Tours - Joe advised someone has contacted him to write an article about the Mt. Emily bomb site that could bring visitors.

F. Oregon Lifestyles - Gary emailed a draft copy of the Lifestyles video to committee members and forwarded the committees comments to Terri Lyn. Completion of the video should be in January. Candice believes the committee should look again at the video and advise them what needs to be changed as some footage was seven years old, many shots did not have continuity, references were made to old events and many references were made to food and alcohol. Committee needs to be clear on how they want Brookings represented and all video footage should be current.

G. Bob suggested inviting Candance Penney from the Lucky 7 Casino to the next meeting to discuss and share Casino event scheduling that the City might be able to tag onto.

7. NEXT MEETING SCHEDULED - December meeting canceled, next meeting scheduled for Thursday, January 16th at 4:00pm.

8. ADJOURNMENT

With no further business before the Committee, the meeting adjourned at 6:42 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at January 16, 2014 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,559,259.00	331,546.45	2,168,071.26	391,187.74	84.7
LICENSES AND PERMITS	97,500.00	6,480.20	29,985.44	67,514.56	30.8
INTERGOVERNMENTAL	237,600.00	11,920.44	245,780.85	(8,180.85)	103.4
CHARGES FOR SERVICES	133,000.00	48,346.64	334,545.03	(201,545.03)	251.5
OTHER REVENUE	130,500.00	22,459.30	42,584.86	87,915.14	32.6
TRANSFERS IN	240,452.00	.00	.00	240,452.00	.0
	3,398,311.00	420,753.03	2,820,967.44	577,343.56	83.0
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	15,156.00	1,274.67	8,229.81	6,926.19	54.3
MATERIAL AND SERVICES	7,770.00	300.00	3,182.66	4,587.34	41.0
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	23,426.00	1,574.67	11,412.47	12,013.53	48.7
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	162,891.00	12,885.07	77,136.18	85,754.82	47.4
MATERIAL AND SERVICES	112,900.00	19,967.46	70,844.61	42,055.39	62.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	275,791.00	32,852.53	147,980.79	127,810.21	53.7
POLICE:					
PERSONAL SERVICES	1,919,165.00	157,319.49	903,779.92	1,015,385.08	47.1
MATERIAL AND SERVICES	153,740.00	11,293.62	68,204.88	85,535.12	44.4
CAPITAL OUTLAY	57,400.00	133.20	207,971.35	(150,571.35)	362.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	2,130,305.00	168,746.31	1,179,956.15	950,348.85	55.4
FIRE:					
PERSONAL SERVICES	158,330.00	12,465.95	73,866.06	84,443.94	46.7
MATERIAL AND SERVICES	109,000.00	4,228.82	31,512.17	77,487.83	28.9
CAPITAL OUTLAY	42,080.00	.00	62,636.78	(20,556.78)	148.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	309,410.00	16,694.77	168,035.01	141,374.99	54.3
PLANNING AND BUILDING:					
PERSONAL SERVICES	182,871.00	14,860.76	88,191.91	94,679.09	48.2
MATERIAL AND SERVICES	45,600.00	1,245.73	7,718.61	37,881.39	16.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	228,471.00	16,106.49	95,910.52	132,560.48	42.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	122,864.00	10,764.16	75,592.65	47,271.35	61.5
MATERIAL AND SERVICES	35,400.00	2,730.74	19,296.82	16,103.18	54.5
CAPITAL OUTLAY	10,000.00	811.21	8,046.78	1,953.22	80.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	168,264.00	14,306.11	102,936.25	65,327.75	61.2
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	164,330.00	12,139.08	77,390.15	86,939.85	47.1
MATERIAL AND SERVICES	31,900.00	1,946.32	11,226.00	20,674.00	35.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	196,230.00	14,085.40	88,616.15	107,613.85	45.2
SWIMMING POOL:					
PERSONAL SERVICES	55,205.00	340.39	40,419.69	14,785.31	73.2
MATERIAL AND SERVICES	38,800.00	1,430.04	24,597.58	14,202.42	63.4
CAPITAL OUTLAY	10,000.00	.00	5,393.23	4,606.77	53.9
	104,005.00	1,770.43	70,410.50	33,594.50	67.7
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	132,500.00	7,824.62	44,351.93	88,148.07	33.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	52,000.00	.00	.00	52,000.00	.0
CONTINGENCIES AND RESERVES	639,709.00	.00	.00	639,709.00	.0
	824,209.00	7,824.62	44,351.93	779,857.07	5.4
	4,260,111.00	273,961.33	1,909,609.77	2,350,501.23	44.8
	(861,800.00)	146,791.70	911,357.67	(1,773,157.67)	105.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	440,000.00	33,659.43	312,967.57	127,032.43	71.1
OTHER REVENUE	12,450.00	120.00	2,361.20	10,088.80	19.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>452,450.00</u>	<u>33,779.43</u>	<u>315,328.77</u>	<u>137,121.23</u>	<u>69.7</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	168,706.00	12,041.78	74,698.16	94,007.84	44.3
MATERIAL AND SERVICES	194,100.00	22,328.92	103,612.32	90,487.68	53.4
CAPITAL OUTLAY	141,300.00	26.95	69,585.88	71,714.12	49.3
TRANSFERS OUT	27,015.00	.00	.00	27,015.00	.0
CONTINGENCIES AND RESERVES	105,329.00	.00	.00	105,329.00	.0
	<u>636,450.00</u>	<u>34,397.65</u>	<u>247,896.36</u>	<u>388,553.64</u>	<u>39.0</u>
	<u>636,450.00</u>	<u>34,397.65</u>	<u>247,896.36</u>	<u>388,553.64</u>	<u>39.0</u>
	<u>(184,000.00)</u>	<u>(618.22)</u>	<u>67,432.41</u>	<u>(251,432.41)</u>	<u>36.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,413,500.00	80,190.24	737,429.40	676,070.60	52.2
OTHER INCOME	9,000.00	6,958.00	1,367,718.31	(1,358,718.31)	15196.
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,422,500.00</u>	<u>87,148.24</u>	<u>2,105,147.71</u>	<u>(682,647.71)</u>	<u>148.0</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	370,334.00	28,881.16	179,518.60	190,815.40	48.5
MATERIAL AND SERVICES	176,350.00	19,697.17	113,503.80	62,846.20	64.4
CAPITAL OUTLAY	59,900.00	.00	34,549.16	25,350.84	57.7
	<u>606,584.00</u>	<u>48,578.33</u>	<u>327,571.56</u>	<u>279,012.44</u>	<u>54.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	255,128.00	20,089.44	113,556.50	141,571.50	44.5
MATERIAL AND SERVICES	173,100.00	9,568.58	42,007.86	131,092.14	24.3
CAPITAL OUTLAY	24,900.00	.00	2,384.49	22,515.51	9.6
TRANSFERS OUT	384,498.00	.00	.00	384,498.00	.0
CONTINGENCIES AND RESERVES	133,290.00	.00	.00	133,290.00	.0
	<u>970,916.00</u>	<u>29,658.02</u>	<u>157,948.85</u>	<u>812,967.15</u>	<u>16.3</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,577,500.00</u>	<u>78,236.35</u>	<u>485,520.41</u>	<u>1,091,979.59</u>	<u>30.8</u>
	<u>(155,000.00)</u>	<u>8,911.89</u>	<u>1,619,627.30</u>	<u>(1,774,627.30)</u>	<u>1044.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,831,000.00	237,648.69	1,447,535.98	1,383,464.02	51.1
OTHER REVENUE	1,000.00	.00	.00	1,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,832,000.00</u>	<u>237,648.69</u>	<u>1,447,535.98</u>	<u>1,384,464.02</u>	<u>51.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	475,680.00	36,325.74	216,970.18	258,709.82	45.6
MATERIAL AND SERVICES	257,150.00	19,907.01	99,502.70	157,647.30	38.7
CAPITAL OUTLAY	36,900.00	.00	2,384.49	34,515.51	6.5
	<u>769,730.00</u>	<u>56,232.75</u>	<u>318,857.37</u>	<u>450,872.63</u>	<u>41.4</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	446,888.00	35,378.03	201,059.85	245,828.15	45.0
MATERIAL AND SERVICES	509,000.00	34,366.58	193,065.92	315,934.08	37.9
CAPITAL OUTLAY	636,900.00	5,421.44	30,985.05	605,914.95	4.9
TRANSFERS OUT	1,094,801.00	.00	.00	1,094,801.00	.0
CONTINGENCIES AND RESERVES	218,681.00	.00	.00	218,681.00	.0
	<u>2,906,270.00</u>	<u>75,166.05</u>	<u>425,110.82</u>	<u>2,481,159.18</u>	<u>14.6</u>
	<u>3,676,000.00</u>	<u>131,398.80</u>	<u>743,968.19</u>	<u>2,932,031.81</u>	<u>20.2</u>
	<u>(844,000.00)</u>	<u>106,249.89</u>	<u>703,567.79</u>	<u>(1,547,567.79)</u>	<u>83.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	545,678.00	73,700.59	454,536.17	91,141.83	83.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	.00	1,000,500.00	.0
	<u>1,546,178.00</u>	<u>73,700.59</u>	<u>454,536.17</u>	<u>1,091,641.83</u>	<u>29.4</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	4,810.00	7,414.65	62,585.35	10.6
CAPITAL OUTLAY	1,677,257.00	.00	.00	1,677,257.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	448,921.00	.00	.00	448,921.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>2,196,178.00</u>	<u>4,810.00</u>	<u>7,414.65</u>	<u>2,188,763.35</u>	<u>.3</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>2,196,178.00</u>	<u>4,810.00</u>	<u>7,414.65</u>	<u>2,188,763.35</u>	<u>.3</u>
	<u>(650,000.00)</u>	<u>68,890.59</u>	<u>447,121.52</u>	<u>(1,097,121.52)</u>	<u>68.8</u>