

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, February 24, 2014, 7:00pm**

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

The City Council will meet in **Executive Session at 6:00 PM**, in the City Manager's Office, under authority of ORS 192.660.2.e, "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and then under authority of ORS 192.660.2.d, "to conduct deliberations with persons designated by the governing body to carry on labor negotiations."

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Proclamation – Brookings Harbor Community Helpers Food Bank [pg. 3]

#### **E. Scheduled Public Appearances**

1. Brookings Airport – County Commissioner David Itzen

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

#### **G. Staff Reports**

1. County request for City participation in Intergovernmental Partnerships Program. [City Manager/Commissioner Itzen, pg. 4]
  - a. Scope of work [pg. 5]
  - b. Resume of facilitator James Johnson [pg. 7]

#### **H. Ordinances/Resolutions**

1. Ordinance amending Brookings Municipal Code Chapter 13.10, Sewer Use Regulations. [PWDS, Advance Packet]
2. Ordinance amending Brookings Municipal Code Section 8.15.020, Control of Domestic Animals. [Public Safety, Advance Packet]
3. Ordinance repealing Brookings Municipal Code Chapter 9.15, Tobacco Sales. [City Manager, Advance Packet]
4. Resolution updating the Master Fee Schedule and repealing Resolution 12-R-993. [City Manager, pg. 10]
  - a. Resolution 14-R-1026 [pg. 12]
  - b. 2012 Master Fee Schedule with proposed revisions [pg. 18]

#### **I. Consent Calendar**

1. Approve Council minutes for February 10, 2014. [pg. 23]
2. Approve Liquor License Application for Oxenfrē Public House, 631 Chetco Avenue. [pg. 26]
3. Receive January 2014 monthly financial report. [pg. 28]

## **J. Remarks from Mayor and Councilors**

## **K. Adjournment**

\*Obtain Public Comment Forms and view the agenda and packet information on-line at [www.brookings.or.us](http://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 *Proclamation*

**WHEREAS**, one in five Oregonians now need food assistance, including a large number of senior citizens; and

**WHEREAS**, several Brookings-based organizations have stepped forward during these difficult economic times to offer their facilities, volunteers and financial support to provide food assistance to those in need; and

**WHEREAS**, several community-based organizations and church institutions are now coordinating their efforts to provide food service to those in need several days each week; and

**WHEREAS**, these programs are largely funded through charitable contributions;

**NOW, THEREFORE**, the City Council of the City of Brookings hereby proclaims its support for the efforts of the

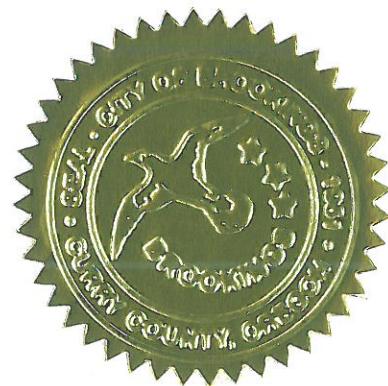
## **BROOKINGS HARBOR COMMUNITY HELPERS FOOD BANK**

**BE IT FURTHER RESOLVED**, that the City Council commends the Food Bank's members, volunteers and contributors for their commitment to this worthy endeavor, and encourages the participation and support of its citizens toward the program's continued success.

**In Witness Whereof**, I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 24th day of February, 2014.

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Mayor Ron Hedenskog

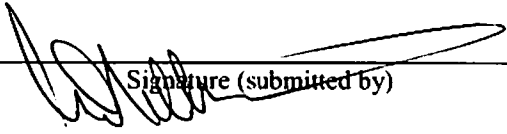


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: February 24, 2014

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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**Subject:** Intergovernmental Partnerships Program

**Recommended Motion:** If the City Council chooses to participate in this program:

1. Motion to authorize City participation in the Intergovernmental Partnerships program as outlined in the Scope of Work provided by Commissioner Itzen, and to authorize the City to participate financially in the program in an amount of \$1,950.
2. Designate one City Councilor to participate in the program in addition to the Mayor.

**Financial Impact:**

\$1,950 from the City Council travel and meeting budget.

**Background/Discussion:**

Curry County Commissioner David Itzen has requested that the City of Brookings participate in a facilitated "Intergovernmental Partnerships" program, and that the City share in the cost of this program. Commissioner Itzen stated at the February 10 City Council meeting that the cost of the program would be \$6,000, and was seeking \$1,950 from the City.

The proposed program is outlined in the attached Scope of Work and would consist of two facilitated workshops of four and six hours. Participation would include all three members of the Board of Commissioners, the Mayor and one City Councilor from each city, and the City Manager of each city.

The goal of the program would be to develop a "Declaration of Cooperation" among the participants.

**Attachment(s):**

- a. Scope of Work.
- b. Resume of facilitator James Johnson.

## **Attachment A Scope of Work**

There are three work elements to the Scope of Work:

**Work Element #1 – Intergovernmental Partnerships.** Acting as a neutral third-party consultant, staff from the National Policy Consensus Center (NPCC) at Portland State University (PSU) shall accomplish the following tasks:

- a. Interview the three Commissioners and assess their perception of the county's relationship with the three cities. Interview the three city administrative officers and the three Mayors about their perception of the cities' relationship with Curry County.
- b. Facilitate about a four-hour meeting between the three Curry County Commissioners, the three Mayors, a city councilor from each of the cities, and the three chief administrative officers. The subject for about half of the meeting will be improving communications between the jurisdictions and improving working relationships. The subject for the second half of the meeting will be on the opportunity of forming intergovernmental partnerships among the jurisdictions.
- c. Within 30 days of the first meeting, produce a written summary for participants including a Declaration of Cooperation to be signed by the parties attending the meeting.
- d. Facilitate a second meeting of up to about six hours between the county and the three cities on topics to be decided by the group at the end of the first meeting.
- e. Within 30 days of the second meeting, produce a written summary for participants including a Declaration of Cooperation to be signed by the parties attending the meeting.

**Work Element #2 – Improving Board Operations.** Acting as a neutral third-party consultant, staff from the NPCC at PSU shall accomplish the following tasks:

- a. Review at least one B/CC meeting to understand how Board meetings are conducted.
- b. Interview the three Commissioners and assess their perception of how the B/CC can improve the way it conducts its business.
- c. Based upon observations and interviews, make recommendations on how B/CC operations can be improved. Recommend a set of Board Operating Rules and Procedures to guide future Board operations.
- d. Based on interviews and visits with county staff, make other suggestions that may improve the operations of Curry County government.

- e. Conduct a work session with the B/CC of about six hours to work on Board operations and Board Operating Rules and Procedures.

**Work Element #3 – Goal Setting.** Acting as a neutral third-party consultant, staff from the NPCC at PSU shall accomplish the following tasks:

- a. Interview the three Commissioners and county department heads and give them an assignment pertaining to their goals and objectives for the next one and five years.
- b. Facilitate about a six hour meeting between the B/CC and county department heads in order to list goals and objectives for the next one and five years. Help the B/CC and department heads prioritize the goals and objectives into a workable list.
- c. Produce a written report of the goals, objectives, and other items from the meeting.

## ***James R. Johnson***

Portland State University  
National Policy Consensus Center  
PO Box 751  
Portland, Oregon 97207  
503-725-8116 (desk)  
541-285-3759 (cell)  
jimj@pdx.edu

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### **Education**

**Bachelor of Arts Degree.** Double major in Geography and Urban Affairs, 1972  
St. Cloud State College, St. Cloud, Minnesota

**Master of Urban Planning, 1974**  
University of Oregon, Eugene, Oregon

### **Work History**

**July, 2009 to Present: Deputy Director for Operations, National Policy Consensus Center (NPCC), Portland State University.** I work for NPCC three days per week as the Deputy Director for Operations. I am a member of the Center's management team, responsible for human resources, budget development and monitoring, managing the Center's training program, and in charge of all administrative functions. NPCC is the home of the Oregon Solutions program, Oregon Consensus (public policy dispute resolution), and some national programs. We work with local, state, and federal agencies to implement projects and solve community problems through a collaborative governance model. With 40 years of local government experience, I am also the Center's Intergovernmental Relations Manager.

**June, 2008 to June 2009: Interim City Administrator, City of Vernonia.** The City Council hired me in June, 2008 to serve as interim city administrator. Vernonia's population is 2,365 with an annual budget in the range of \$8 million. I assisted the city in its recovery from a devastating flood that occurred in December, 2007.

**2005 through 2008: Urban Renewal Consultant and Interim Airport Manager, City of Roseburg.** After completing my tenure as City Manager Pro Tem for the City of Roseburg, they hired me for a variety of consulting tasks for three days per week. I spent most of my time on an amendment to their urban renewal plan which moved the UR boundary, extended the length of the UR plan, and financed a number of new projects including a new Public Safety Center. During this period I also served as interim airport manager for about six months.

**June, 2005 through November, 2005: Facilitator of Lane County City/County Public Safety Task Force.** I was hired under contract to Lane County to be the facilitator of the City/County Public Safety Task Force. I worked with the 12 cities and Lane County to arrive at recommendations to the Board of Commissioners on options to finance the county's public safety system.

**January, 2005 to July, 2005: Interim Director, Lane Regional Air Protection Agency (LRAPA), Springfield, Oregon.** After the firing of the director, the Board of Directors asked that I serve as their interim director and assist with the recruiting for a new director. LRAPA was formed through an intergovernmental agreement between Lane County and four cities in the county. The agency employs about 25 employees and has a budget of approximately \$2.5 million.

**September, 2004 to June, 2005: City Manager Pro Tem, City of Roseburg, Oregon.** The City Council hired me in September 2004 to serve as their acting City Manager. Roseburg's population is about 20,000. The city has about 140 employees and the city budget totals \$44 million. I assisted in recruiting the new City Manager.

**August 2003 to March 2004: Interim City Administrator, City of Creswell, Creswell, Oregon.** After the resignation of the city administrator, the city council asked me to serve as interim city administrator and as a recruiter to fill the permanent position. Creswell's population is about 3,800 and its budget is about \$6 million. It is a full service small city, located about 11 miles south of the Eugene-Springfield metropolitan area.

**1998 to 2002: City Manager, City of Eugene, Oregon.** I was appointed Pro Tem City Manager in February, 1998. This interim appointment worked well for both me and the City Council. They hired me as City Manager in the summer of 1998, without a formal recruitment process for the position.

The City of Eugene is a full-service city to about 140,000 residents, employs about 1,200 full time and 500 part-time summer staff, and has an annual budget exceeding \$300 million. The city is organized into eight departments: Police; Fire and Emergency Medical Services; Planning and Development; Public Works; Library, Recreation, and Cultural Services; Finance and Court Services; Human Resources and Risk Services; and the City Manager's Office. The City also operates the regional wastewater treatment facility, a large performing arts center, and the Eugene Airport. The City of Eugene is a Council/Manager form of government with policy direction given by the mayor and eight city councilors.

**Department Manager, City of Eugene, Eugene, Oregon.** I was hired by the City of Eugene in 1993 as the Department Manager for the Department of Library, Recreation, and Cultural Services (LRCS). LRCS has an annual budget of about \$17 million and employs about 150 full time and about 200 part-time staff for summer programs. Services delivered and facilities managed by the department include the main library, three swimming pools, four community centers, a senior center, a specialized recreation center, an outdoor program, adult athletics,



the Hult Center for the Performing Arts, and Cuthbert Amphitheater. After the firing of the City Manager, I served as City Manager Pro Tem, beginning in early, 1998.

**1984 to 1993: County Administrator, Lane County, Eugene, Oregon.** I was appointed County Administrator of Lane County by the five-member Board of Commissioners in 1984. Lane County government has a budget of about \$250 million and employs about 1,200 staff. It is a large and complicated organization, providing a wide assortment of service to the public including Police Services, Corrections, Prosecution, Youth Services, Assessment and Taxation, Finance and Management Services Elections, Deeds and Records, Mental Health, Services to Developmentally Disabled, Alcohol and Drug Services, Communicable Disease Control, Road Construction, Engineering and Maintenance, Solid Waste Disposal Services, Land Use Planning, Parks, Construction Permits, Fleet Services, Job Training, Tourism Marketing and Development, Risk Management, Museum Services, Regional Data Processing Services, Animal Control Services, and more. As County Administrator, I also worked with the elected department directors of Sheriff, District Attorney, and Assessor.

**1975 to 1984: Planner 1, Community Development Director (Lane County), and Executive Director of the Housing Authority and Community Services Agency (HACSA) of Lane County, Eugene, Oregon.** I began work with Lane County government in 1975 as a Planner 1 in the Planning Department. As part of a reorganization of county government, I became the Community Development Director within the Department of Housing and Community Development. This department was later merged with the Housing Authority and Community Services Agency of Lane County. I advanced through a variety of positions, finally becoming Executive Director of the Agency in 1982.

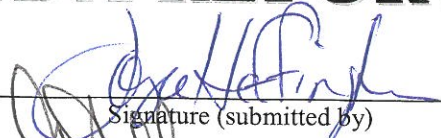

**1974 to 1975: Private Planner, Eugene, Oregon.** After graduating from the University of Oregon in 1974, I worked for nine months with the private planning and architectural firm of Moreland, Unruh, and Smith.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: February 24, 2014

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject: Master Fee Schedule Update

Recommended Motion:

Adopt Resolution 14-R-1026, updating the Master Fee Schedule and repealing Resolution 12-R-993.

Background/Discussion:

The City Council reviewed proposed updates to the Master Fee Schedule at its February 3, 2014 Workshop. Five additional revisions are also being proposed. The fee schedule was last updated in August, 2012.

Following is a summary of proposed changes discussed at the workshop:

*Administrative/General*

- Converts the Records Search fee from actual labor to a flat fee of \$36.00 at an estimated low-average cost for providing this service.
- Adds a new GIS section to cover the increasing scope of services available since the City added its GIS position to include modifying the three, existing GIS fees.

*Parks Use*

- Moves Capella Use Fees under Park Facilities Daily Use Fees to bring all park use fees under one heading, and creating a new subheading for all other park use fees.

*Planning*

- Adds Home Occupation Permit Fee

*Public Works*

- Adds clarifying language to plan review, inspection and right to use permit fees to agree with the Brookings Municipal Code and Engineering Standards and Specifications.
- Lowers the Plan Review fee from \$100 to \$75 per plan sheet.
- Adds a Hydrology Report Review fee.

*Sewer & Water (new heading)*

- Updates and adds new meter and service extension fees and moving them from the Public Works category.
- Adds new sewer connection fees and updating existing sewer connection fees which were previously adopted with Sewer Rates.

### *CPI-U Adjustment*

- The Master Fee resolution provides that Council may adjust fees based on the latest available Consumer Price Index (CPI) for the Brookings area. The updated schedule provides a separate column applying the December 2013 CPI-U of 1.5% to existing fees, rounded to the nearest dollar. The last CPI update was applied in August, 2012.

In addition to the changes presented at the workshop, the following revisions are also being proposed (show in blue on the revised schedule, attached):

- Adding a TV Inspection Fee of \$50 to the Public Works category;
- Decreasing the Burn to Learn fee from \$4,000 to \$1,500;
- Increasing the Public Works fee for a 1" meter drop-in connection to \$400, as originally proposed by staff. (The fee was incorrectly stated as \$275, which is identical to the fee for a ¾" meter);
- Adding Note 16, which provides that building code violation appeal fees will be refunded if the appellant prevails; and
- Adding Note 17, which doubles the fee when work is begun prior to obtaining a Public Works Right of Way or Encroachment Permit.

### Attachment(s):

- a. Resolution 14-R-1026
- b. 2012 Master Fee Schedule with proposed revisions.

**CITY OF BROOKINGS**  
**State of Oregon**

**RESOLUTION 14-R-1026**

**A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE, AND REPEALING RESOLUTION 12-R-993, EFFECTIVE MARCH 1, 2014.**

**WHEREAS**, the City Council adopted the Brookings Master Fee Schedule under Resolution 09-R-910; and

**WHEREAS**, Resolution 09-R-910 established the method of updating the Brookings Master Fee Schedule (Fee Schedule) by Resolution, recognizing that the establishment of certain fees from time to time is necessary to recover the true cost of providing services; and

**WHEREAS**, Resolution 09-R-910 also provides that the City Council may apply an annual CPI adjustment to the Fee Schedule; and

**WHEREAS**, the last update to the Fee Schedule was in August 2012;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brookings, Oregon that the 2012 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 12-R-993 is repealed.

**BE IT FURTHER RESOLVED**, that the 2014 Brookings Master Fee Schedule will become effective on March 1, 2014.

Passed by the City Council \_\_\_\_\_, 2014.

Attest:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Joyce Heffington

ADMINISTRATIVE - GENERALFEE

Building Code Violation Appeal Fee (16)	\$152.00
<b>Business Licenses</b>	
Annual fee based on total number of employees reported on Form 132	
0-10	\$62.00
11-25	\$103.00
26-50	\$154.00
51-75	\$307.00
76-100	\$607.00
101-200	\$1,011.00
>200	\$1,540.00
Annual fee for businesses located outside City limits	\$77.00
Carnival and circus/per day	\$36.00
Temporary 90-Day	\$25.00 or 1/4 annual fee, whichever is greater
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)	B&W \$0.25 /Color \$0.35
Copying City Records using off-site services (when necessary)	Actual costs + staff time
Certified copies of City records (for notarized copies – see Notary fee)	
First page + copy costs	B&W \$1.00/Color \$1.10
Each additional page (per side) + copy costs	B&W \$0.50/Color \$0.60
Driver's License Sanctions	\$15.00
Duplication of City audio/video recordings to CD or DVD	
Personal Copy	\$15.00
Certified Copy	\$20.00
Electronic document preparation (10)	
Electronic documents or files copied to CD or DVD	\$14.00
Electronic documents, <10MB and 10 files, sent electronically	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically	\$12.00
Paper to electronic conversion (per side) to PDF format, ≤ 11" x 17"	\$0.15 per side
Event Permit Request	
Event Permit	\$37.00
Barricade and Cone Delivery	Determined by permit
Refundable Barricade/Cone Use	\$308.00
Fax - per page (single sided – 8-1/2 x 14 max)	\$1.00
<b>GIS</b>	
8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50
Large Format Print ( > 11x17; based on square footage)	B&W \$0.50; Color \$1.00
Large Format Scanning ( > 11 x 17, per single side sheet )	\$20.00/sheet
Digital Lidar Map	\$35.00/hour
Research/Analysis/Development	\$35.00/hour
Legal review of public records for exempt determination (2)	Actual legal costs
Lien Search	\$25.00
Liquor License Application – New/Annual Renewal	\$25.00
Liquor License Application – Temporary/Annual	\$25.00

BROOKINGS MASTER FEE SCHEDULE - 2104

ADMINISTRATIVE - GENERAL (Continued)

	<u>FEE</u>
Monitoring of public review of City files	\$36.00/hour
Meeting Room Rental – Council Chambers	\$20.00/hour
Meeting Room Rental – Fire Hall	\$10.00/hour
Notary Services – each signature	\$10.00
Payment Agreement- Set-up	
Set-Up Fee	\$103.00
Late Fee	\$36/month
Loan Rate	9%
Records Search	\$36.00/hour
Returned (NSF) Check	\$36.00
Taxicab Driver's Permit/ Bi-Annual	\$30.00
Taxicab License/ Per Vehicle/Annual	\$67.00
Taxicab Photo Update	\$10.00
Vacation – General (12)	\$1,236.00

FIRE

	<u>FEE</u>
Burn Permits	\$10.00
Burn to Learn	\$1,500.00
Insurance Company Report	\$25.00
Copies of County Road Directory	\$15.00
Roadway Wash Down	\$103.00

PARK FACILITY DAILY USE FEES (3)(4)

	<u>FEE</u>
Capella Use Fees	
Basic Use Fee	\$102.00 /hour w/2 hour min
Musical Event Fee (non-profit only - minimum 3 event series)	\$20.00/hour w/2 hour min
Security Deposit	\$205.00/event
Other Park Facilities	
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50%</i>	\$40.00
Concession Stand w/restrooms	\$77.00
Concession Restrooms Only	\$25.00
Folding Picnic Table / each, per event (8)	\$20.00
Key replacement	\$25.00
Park Use/Commercial	
City Resident	
1-100	\$41.00
>Each additional 100	\$41.00
Non-City Resident	
1-5	\$103.00
6-30	\$154.00
31-60	\$308.00
61-100	\$411.00
>Each additional 100	\$52.00

BROOKINGS MASTER FEE SCHEDULE - 2104

<u>PLANNING</u>	<u>FEE</u>
Annexation (5)	\$5,102.00
Appeal to City Council (9)	Equal to Application Fee
Appeal to Planning Commission	\$154.00
Combined Preliminary/Final Plat Approval	\$821.00
Comprehensive Plan Amendment (5)	\$3,685.00
Conditional Use Permit	\$2,612.00
Detailed Development Plan (5)	\$7,317.00
Extension of Time SUB/CUP	\$52.00
Home Occupation	\$40.00
Lot Line Adjustment/Lot Line Vacation	\$144.00
LU Compatibility Statements	\$41.00
Master Plan Development (5)	\$8,623.00
Minor Change	\$1,006.00
Partition	\$2,012.00
Mural Application	\$77.00
Permit Clearance Review	\$170.00
Planned Unit Development (5)	\$4,494.00
Pre-Application Services (6)	\$529.00
Re-Notification	\$139.00
Sign Approval	\$133.00
Subdivision (5)	\$2,080.00
Subdivision Final Approval	\$154.00
Subdivision Replat (5)	\$2,053.00
Variance	\$2,448.00
Vacation – Land Use (12)	\$2,474.00
Workforce Housing Accessory Dwelling Registration Fee	\$52.00
Zone Change (without Comp Plan Amendment)	\$2,761.00

<u>POLICE</u>	<u>FEE</u>
Fingerprinting – per card	\$10.00
Intoxilizer	\$5.00
Police Reports/per report	\$10.00
Urinalysis	\$5.00

<u>PUBLIC WORKS</u>	<u>FEE</u>
Public Works / Right-of-Way Plan Review (5) (13)	\$75.00/plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$81.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)	\$41.00
Hydrology report review (5)	\$200.00
TV Inspection Fee	\$50.00

SEWER & WATERFEE*Sewer*

4" Sewer Tap-in (14)	Actual time & materials with estimated deposit
6" Sewer Tap-in (w/o existing lateral to property line) (14)	Actual time & materials with estimated deposit
BOD/SS Compiler (15)	\$150.00/week
Flow Meter Data Logger (15)	\$150.00/week

*Water*

Annual Backflow Inspection	\$100.00
Meter Drop-in Connection Fee	
5/8 x 3/4"	\$245.00
3/4"	\$275.00
1"	\$275.00
1-1/2"	\$1,579.00
2"	\$1,879.00
4" (14)	Actual time & materials with estimated deposit
Service Extension inside City limits	
1 inch single service	\$3,736.00
2 inch single service	\$5,066.00
2 inch dual service	\$5,925.00
4" Service and larger	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit fees
4" Service and larger	Contractor only

SWIMMING POOL USE

Established annually by City Manager or designee.

## Notes:

- (1) All copy charges are calculated based on a single-sided 8 1/2 x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of single sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
- (2) Determination of need for legal review must be made by the City Manager.
- (3) A refundable deposit will be charged equaling the total daily use fee, per application.
- (4) Non-profit groups holding events in City Parks during City wide events fully supported by Public Works staff and or considered a City sponsored event, such as the Azalea Festival, American Music Festival and Natures Coastal Holiday, will have the standard park use, concession stand, and bandshell fees waived.
- (5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).



Notes: (Continued)

- (6) Fee for the first meeting is applied to the application fee. Each pre-application meeting increases the application fee by \$515.00.
- (7) Fee is collected at time of permit issuance.
- (8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.
- (9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.
- (10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.
- (11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.
- (12) Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).
- (13) One-time fee. Incomplete submittals will not be accepted.
- (14) Deposit based on estimate to be applied to actual cost of time and materials. Any deposit amount
- (15) Subject to availability.
- (16) If appellant prevails, appeal fee will be refunded.
- (17) Fee will be doubled for failure to obtain permit in advance of performing work.

# ADMINISTRATIVE - GENERAL

ADMINISTRATIVE - GENERAL		FEE	W/CPI-U
Building Code Violation Appeal Fee (16)		\$150.00	152.00
Business Licenses			
Annual fee based on total number of employees reported on Form 132			
0-10		\$61.00	62.00
11-25		\$101.00	103.00
26-50		\$152.00	154.00
51-75		\$303.00	307.00
76-100		\$607.00	616.00
101-200		\$1,011.00	1,026.00
>200		\$1,517.00	1,540.00
Annual fee for businesses located outside City limits		\$76.00	77.00
Carnival and circus/per day		\$35.00	36.00
Temporary 90-Day		\$25.00 or 1/4 annual fee, whichever is greater	
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)		\$.025 B&W/\$0.35 Color	
Copying City Records using off-site services (when necessary)		Actual costs + staff time	
Certified copies of City records (for notarized copies – see Notary fee)			
First page + copy costs		B&W \$1.00/Color \$1.10	
Each additional page (per side) + copy costs		B&W \$0.50/Color \$0.60	
Driver’s License Sanctions		\$15.00	
Duplication of City audio/video recordings to CD or DVD			
Personal Copy		\$15.00	
Certified Copy		\$20.00	
Electronic document preparation (10)			
Electronic documents or files copied to CD or DVD		\$14.00	
Electronic documents, <10MB and 10 files, sent electronically		No additional cost	
Electronic documents, ≥10MB and/or 10 files, sent electronically		\$12.00	
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”		\$0.15 per side	
Event Permit Request			
Event Permit		\$36.00	37.00
Barricade and Cone Delivery		Determined by permit	
Refundable Barricade/Cone Use		\$303.00	308.00
Fax - per page (single sided – 8-1/2 x 14 max)		\$1.00	
GIS Maps – Regular		\$12.00	
GIS Maps – Ortho Background		\$25.00	
GIS Mapping Research/Reports		\$180.00	
GIS			
8-1/2 x 11 Curry County Print (per single sided page)		B&W \$0.25; Color \$0.35	
11 x 17 Curry County Print (per single sided page)		B&W \$2.40; Color \$2.50	
Large Format Print ( > 11x17; based on square footage)		B&W \$0.50; Color \$1.00	
Large Format Scanning ( > 11 x 17, per single side sheet )		\$20/sheet	
Digital Lidar Map		\$35.00/hr	
Research/Analysis/Development		\$35.00/hr	
Legal review of public records for exempt determination (2)		Actual legal costs	
Lien Search		\$25.00	
Liquor License Application – New/Annual Renewal		\$25.00	

Liquor License Application – Temporary/Annual	\$25.00	
Monitoring of public review of City files	\$35.00/hour	36.00
Meeting Room Rental – Council Chambers	\$20.00/hour	
Meeting Room Rental – Fire Hall	\$10.00/hour	
Notary Services – each signature	\$10.00	
Payment Agreement- Set-up		
Set-Up Fee	\$101.00	103.00
Late Fee	\$35/mth	36.00
Loan Rate	9%	
Records Search	Actual Labor \$36.00/hr	
Returned (NSF) Check	\$35.00	36.00
Taxicab Driver's Permit/ Bi-Annual	\$30.00	
Taxicab License/ Per Vehicle/Annual	\$66.00	67.00
Taxicab Photo Update	\$10.00	
Vacation – General (12)	\$1,218.00	1,236.00

<u>CAPELLA USE FEES – Moved to Park Facility Daily Use Fees</u>	<u>FEE</u>	<u>W/CPI-U</u>
Basic Use Fee	\$101.00 /hr w/2 hr min	
Musical Event Fee (non-profit only – minimum 3 event series)	\$20.00/hr w/2 hr min	
Security Deposit	\$202.00 /event	

<u>FIRE</u>	<u>FEE</u>	<u>W/CPI-U</u>
Burn Permits	\$10.00	
Burn to Learn	\$4046-\$1,500	
Insurance Company Report	\$25.00	
Copies of County Road Directory	\$15.00	
Roadway Wash Down	\$101.00	103.00

<u>PARK FACILITY DAILY USE FEES (3)(4)</u>	<u>FEE</u>	<u>W/CPI-U</u>
Capella Use Fees		
Basic Use Fee	\$101.00 /hr w/2 hr min	102.00
Musical Event Fee (non-profit only - minimum 3 event series)	\$20.00/hr w/2 hr min	
Security Deposit	\$202.00/event	205.00

<b>Other Park Facilities</b>		
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50</i>	\$40.00	
Concession Stand w/restrooms	\$76.00	77.00
Concession Restrooms Only	\$25.00	
Folding Picnic Table / each, per event (8)	\$20.00	
Key replacement	\$25.00	
Park Use/Commercial		
City Resident		
1-100	\$40.00	41.00
>Each additional 100	\$40.00	41.00
Non-City Resident		
1-5	\$101.00	103.00
6-30	\$152.00	154.00
31-60	\$303.00	308.00

61-100	\$405.00	411.00
>Each additional 100	\$51.00	52.00

#### PLANNING

	<u>FEE</u>	<u>W/CPI-U</u>
Annexation (5)	\$5,027.00	5,102.00
Appeal to City Council (9)	Equal to Application Fee	
Appeal to Planning Commission	\$152.00	154.00
Combined Preliminary/Final Plat Approval	\$809.00	821.00
Comprehensive Plan Amendment (5)	\$3,631.00	3,685.00
Conditional Use Permit	\$2,574.00	2,612.00
Detailed Development Plan (5)	\$7,209.00	7,317.00
Extension of Time SUB/CUP	\$51.00	52.00
Home Occupation	\$40.00	
Lot Line Adjustment/Lot Line Vacation	\$142.00	144.00
LU Compatibility Statements	\$40.00	41.00
Master Plan Development (5)	\$8,496.00	8,623.00
Minor Change	\$991.00	1,006.00
Partition	\$1,982.00	2,012.00
Mural Application	\$76.00	77.00
Permit Clearance Review	\$167.00	170.00
Planned Unit Development (5)	\$4,428.00	4,494.00
Pre-Application Services (6)	\$521.00	529.00
Re-Notification	\$137.00	139.00
Sign Approval	\$131.00	133.00
Subdivision (5)	\$3,034.00	3,080.00
Subdivision Final Approval	\$152.00	154.00
Subdivision Replat (5)	\$2,023.00	2,053.00
Variance	\$2,412.00	2,448.00
Vacation – Land Use (12)	\$2,437.00	2,474.00
Workforce Housing Accessory Dwelling Registration Fee	\$51.00	52.00
Zone Change (without Comp Plan Amendment)	\$2,720.67	2,761.00

#### POLICE

	<u>FEE</u>	<u>W/CPI-U</u>
Fingerprinting – per card	\$10.00	
Intoxilizer	\$5.00	
Police Reports/per report	\$10.00	
Urinalysis	\$5.00	

#### PUBLIC WORKS

	<u>FEE</u>	<u>W/CPI-U</u>
<del>Meter Drop-In Fee Connection</del> (moved to Water under Sewer & Water)	\$130.00	
Public Works / Right-of-Way Plan Review (5) (13)	\$100-\$75/plan sheet	
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$80.00 or 5% of project value, whichever is greater	81.00
Right to Use/Encroachment Permit (17)	\$40.00	41.00
Hydrology report review (5)	\$200.00	
TV Inspection Fee	\$50.00	

SEWER & WATERFEE    W/CPI-USewer

4" Sewer Tap-in (14)	Actual time & materials with estimated deposit.	
6" Sewer Tap-in (w/o existing lateral to property line) (14)	Actual time & materials with estimated deposit.	
BOD/SS Compiler (15)	\$150.00/week	
Flow Meter Data Logger (15)	\$150.00/week	

Water

Annual Backflow Inspection	\$100.00	
Meter Drop-in Connection Fee		
5/8 x 3/4"	\$245.00	
3/4"	\$275.00	
1"	<del>\$275</del> \$400	
1-1/2"	\$1,579.00	
2"	\$1,879.00	
4" (14)	Actual time & materials with estimated deposit.	
Service Pipe Extension and Meter Installation <b>inside City limits</b>		
3/4 inch — inside City limits	\$2,832.00	
3/4 inch — outside City limits	\$4,304.00	
1 inch <b>single service</b>	<del>\$3,285.00</del> \$3,736.00	
1 — 1/2 inch	\$5,324.00	
2 inch <b>single service</b>	<del>\$7,362.00</del> \$5,066.00	
2 inch <b>dual service</b>	\$5,925.00	
4" Service and larger	Contractor only	
Service Extension Outside City Limits	Add 20% to inside City limit fees	
4" Service and larger	Contractor only	

SWIMMING POOL USE	Established annually by City Manager or designee.	
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## Notes:

- (1) All copy charges are calculated based on a single-sided 8 1/2 x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of singled sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
- (2) Determination of need for legal review must be made by the City Manager.
- (3) A refundable deposit will be charged equaling the total daily use fee, per application.
- (4) Non-profit groups holding events in City Parks during City wide events fully supported by Public Works staff and or considered a City sponsored event, such as the Azalea Festival, American Music Festival and Natures Coastal Holiday, will have the standard park use, concession stand, and bandshell fees waived.

- (5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).
- (6) Fee for the first meeting is applied to the application fee. Each pre-application meeting increases the application fee by \$515.00.
- (7) Fee is collected at time of permit issuance.
- (8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.
- (9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.
- (10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.
- (11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.
- (12) Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).
- (13) One-time fee. Incomplete submittals will not be accepted.
- (14) Deposit based on estimate to be applied to actual cost of time and materials. Any deposit amount exceeding actual costs will be refunded upon project completion. Amounts in excess of the deposit will be billed at the earliest known stage in the project, or upon project completion.
- (15) Subject to availability.

# City of Brookings CITY COUNCIL MEETING MINUTES

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

**Monday, February 10, 2014**

The City Council met in Executive Session at 6:00 PM, in the City Manager's Office, under authority of ORS 192.660.2.e, "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and then under authority of ORS 192.660.2.d, "to conduct deliberations with persons designated by the governing body to carry on labor negotiations."

## **Call to Order**

Mayor Hedenskog called the meeting to order at 7:01 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 approximately 7 others.

## **Ceremonies/Appointments/Announcements**

*Appointment of Trace Kather to the Parks and Recreation Commission, Ronald McCreary to the Tourism Promotion Advisory Committee and reappointment of Sally Laasch to the Budget Committee.*

Mayor Hedenskog remarked that Sally Laasch had served on the Budget Committee since 2003.

**Councilor Pieper moved, a second followed and Council voted unanimously to confirm the appointment and reappointment of the Mayor's recommendations [appointing Trace Kather to the Parks and Recreation Commission, Ronald McCreary to the Tourism Promotion Advisory Committee and reappointing Sally Laasch to the Budget Committee].**

## **Ordinances**

*Ordinance 14-O-721, making Sandwich Board Signs exempt in the Brookings Municipal Code.*

Planning Manager Colby-Hanks provided the staff report and said the revisions reflected changes discussed at the previous Council meeting.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 14-O-721 by title only.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 14-O-721 by title only.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 14-O-721, [exempting Sandwich Board Signs in the BMC].**

## **Public Comments**

County Commissioner David Itzen commented on his proposal to have a facilitated workshop between the Councils of the three County cities at a cost of \$6,000. The County, he said, would pay \$3,000

with the three cities paying the remaining \$3,000, proportionately, based on population. Itzen said it was a good investment that would go a long way toward improving relations between the four entities.

Mayor Hedenskog asked if the meeting would occur in time for the May ballot and Itzen said the earliest it could be held would be March 10<sup>th</sup>, but it was a good investment and would be a good thing to do regardless of what form of government was in place.

Mayor Hedenskog said Itzen's request would be on the February 24<sup>th</sup> agenda.

Councilor McClain asked Itzen what result he was seeking from the meeting and Itzen said he felt the City could partner with the County on the issues of elk at the Brookings Airport and medical care.

McClain said four hours didn't seem enough to deal with those issues and the City was always ready to discuss those issues with the County. McClain added that he wasn't sure a facilitator was needed.

Commissioner Itzen said the problems between the Commissioners and City were pretty severe and might require facilitation.

Georgia Nowlin, Brookings, announced "Cash Mob" events to be held at all three Ray's Markets in the County on February 20th in support of C&K. Nowlin said C&K is a Brookings based business that has always generously supported local community groups. Participants, she said, were being encouraged to purchase \$20 worth of groceries, get together afterward to celebrate, and then donate those purchases to the local food bank.

### **Staff Reports**

*Authorization to execute an agreement with Northwest Health Foundation for a President's Opportunity Fund.*

Director Pryce provided the staff report. The grant, she said would support Vision Council efforts to promote healthy living in Brookings.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute an agreement with Northwest Health Foundation for President's Opportunity Fund.**

*Authorization to execute amended contract with Galli Group to increase scope to include geotechnical engineering services during construction of the WWTP Stabilization Project.*

Director Pryce gave the staff report.

Councilor Hodges asked about the height of the retaining wall and Pryce said it could possibly be around 30 feet, depending on how deep they had to drill.

Councilor Hodges asked if Galli was the first firm to look at this project, and City Manager Milliman said Busch Geotechnical had been the first and Dyer Engineering had also worked on the project.

Councilor Hodges said design and observation costs seemed expensive and wondered if the City had gotten other bids. Pryce said liked to be competitive but the City was so far down the path with the Galli Group on this project that it would cost even more to switch to another firm as they would have to review the other firm's work and might want to do things a little differently. It's also better, she said, to have one engineer liable for the work.

Councilor Hodges said the cost for two months of work seemed excessive and Pryce said engineering costs compared to total construction were within the typical range for a project of this size. The City, Pryce said, was fortunate to have grants to subsidize part of the project. Pryce added that using the same consultant that did the design to oversee the work put all the liability on one firm.



Councilor Pieper asked if the project wasn't being funded with refinanced Wastewater Treatment Plant loan funds and Director Howard said approximately \$450,000 was available for this project.

Mayor Hedenskog said he would like to see a flow chart showing the progression of engineering costs and Pryce asked if he wanted this to include Phase I. Hedenskog said he was talking about cost estimates and grant funding and other funds and wanted to be able to talk comfortably about the project. Hedenskog then asked if the base rock at the site was reasonably stable and Pryce said it was.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute an amended professional services contract with the Galli Group to increase the scope of the contract to include geotechnical engineering services during construction of the Wastewater Treatment Plant Stabilization Project.**

### **Resolutions**

*Resolution 14-R-1025, declaring public necessity for the Airport Infrastructure Improvement Project and Authorizing the Condemnation of Easements as Necessary.*

City Manager Milliman provided the staff report and Mayor Hedenskog asked if the project had to be in progress by the end of April. Milliman said it did.

Councilor Hamilton asked if a foreclosure during the process would cause problems, and City Attorney Rice said that would only occur if it happened before the title issue was resolved.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 14-R-1025, as to the property described in Exhibit A, [of the resolution] attached hereto [declaring public necessity for the Airport Infrastructure Improvement Project and Authorizing the Condemnation of Easements as Necessary].**

### **Consent Calendar**

1. Approve Council minutes for January 27, 2014.
2. Accept a permanent water main easement for the Airport Infrastructure Project from Jonathon and Katie Wellenbrock and authorize the City Manager to execute the easement on behalf of the City.
3. Accept January 2014 Vouchers in the amount of \$341,977.68.

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

### **Remarks from Mayor and Councilors**

Mayor Hedenskog commented that Ray's Food Place had been very generous to the soup kitchen.

### **Adjournment**

Mayor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:45 PM.

Respectfully submitted:

ATTESTED:  
this \_\_\_\_\_ day of \_\_\_\_\_ 2014:

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Ron Hedenskog, Mayor

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Joyce Heffington, City Recorder



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

# RECEIVED

FEB 10 2014

CITY OF BROOKINGS

Application is being made for:

## LICENSE TYPES

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

## ACTIONS

- ☐ Change Ownership  
☒ New Outlet  
☐ Greater Privilege  
☐ Additional Privilege  
☐ Other \_\_\_\_\_

## 90-DAY AUTHORITY

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

## APPLYING AS:

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

## CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: \_\_\_\_\_  
 (signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## OLCC USE ONLY

Application Rec'd by: \_\_\_\_\_

Date: \_\_\_\_\_

90-day authority: ☐ Yes ☐ No

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

① BILLINGTON BARS LLC ③ \_\_\_\_\_  
 ② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): OXENFIRE PUBLIC HOUSE

3. Business Location: 431 CHELCO AVE BROOKINGS OREGON 97415  
 (number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1896 (P.O. BOX) BROOKINGS OREGON 97415  
 (PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-999-2712 \_\_\_\_\_  
 (phone) (fax)

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

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

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

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

11. Contact person for this application: ELIAS BILLINGTON 541-999-2712  
 (name) (phone number(s))  
 \_\_\_\_\_ (address) \_\_\_\_\_ (fax number) \_\_\_\_\_ (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [Signature] Date 2/4/14 ③ \_\_\_\_\_ Date \_\_\_\_\_  
 ② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



**To:** Brookings City Council through City Manager Gary Milliman  
**From:** Lieutenant Donny Dotson 34631/202  
**Date:** 02/14/2014  
**Subject:** Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Elias Billington** and **Sonya Billington** with their attached **New Outlet** liquor license application. The business "**Oxenfrē Public House**" is located at 631 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Donny Dotson".

Lieutenant Donny Dotson  
Brookings Police Department



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,559,259.00	57,570.74	2,161,720.87	397,538.13	84.5
LICENSES AND PERMITS	97,500.00	14,225.76	44,211.20	53,288.80	45.3
INTERGOVERNMENTAL	237,600.00	10,760.27	233,238.40	4,361.60	98.2
CHARGES FOR SERVICES	133,000.00	13,246.34	345,619.86	( 212,619.86)	259.9
OTHER REVENUE	130,500.00	1,699.81	44,130.89	86,369.11	33.8
TRANSFERS IN	240,452.00	.00	.00	240,452.00	.0
	<u>3,398,311.00</u>	<u>97,502.92</u>	<u>2,828,921.22</u>	<u>569,389.78</u>	<u>83.2</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	15,156.00	1,624.17	9,853.98	5,302.02	65.0
MATERIAL AND SERVICES	7,770.00	700.00	3,882.66	3,887.34	50.0
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>23,426.00</u>	<u>2,324.17</u>	<u>13,736.64</u>	<u>9,689.36</u>	<u>58.6</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	162,891.00	13,822.10	90,958.28	71,932.72	55.8
MATERIAL AND SERVICES	112,900.00	2,703.60	76,218.82	36,681.18	67.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>275,791.00</u>	<u>16,525.70</u>	<u>167,177.10</u>	<u>108,613.90</u>	<u>60.6</u>
POLICE:					
PERSONAL SERVICES	1,919,165.00	162,489.41	1,066,269.33	852,895.67	55.6
MATERIAL AND SERVICES	153,740.00	11,869.09	80,073.97	73,666.03	52.1
CAPITAL OUTLAY	57,400.00	59.44	208,030.79	( 150,630.79)	362.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,130,305.00</u>	<u>174,417.94</u>	<u>1,354,374.09</u>	<u>775,930.91</u>	<u>63.6</u>
FIRE:					
PERSONAL SERVICES	158,330.00	13,065.95	86,952.01	71,377.99	54.9
MATERIAL AND SERVICES	109,000.00	4,814.46	36,326.63	72,673.37	33.3
CAPITAL OUTLAY	42,080.00	38,340.50	100,977.28	( 58,897.28)	240.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>309,410.00</u>	<u>56,220.91</u>	<u>224,255.92</u>	<u>85,154.08</u>	<u>72.5</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	182,871.00	16,834.93	105,026.84	77,844.16	57.4
MATERIAL AND SERVICES	45,600.00	1,780.90	9,499.51	36,100.49	20.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>228,471.00</u>	<u>18,615.83</u>	<u>114,526.35</u>	<u>113,944.65</u>	<u>50.1</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	122,864.00	11,282.32	86,874.97	35,989.03	70.7
MATERIAL AND SERVICES	35,400.00	3,929.28	23,226.10	12,173.90	65.6
CAPITAL OUTLAY	10,000.00	885.00	8,931.78	1,068.22	89.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>168,264.00</u>	<u>16,096.60</u>	<u>119,032.85</u>	<u>49,231.15</u>	<u>70.7</u>
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	164,330.00	13,024.43	90,414.58	73,915.42	55.0
MATERIAL AND SERVICES	31,900.00	1,106.64	12,332.64	19,567.36	38.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>196,230.00</u>	<u>14,131.07</u>	<u>102,747.22</u>	<u>93,482.78</u>	<u>52.4</u>
SWIMMING POOL:					
PERSONAL SERVICES	55,205.00	.00	40,419.69	14,785.31	73.2
MATERIAL AND SERVICES	38,800.00	223.05	24,820.63	13,979.37	64.0
CAPITAL OUTLAY	10,000.00	.00	5,393.23	4,606.77	53.9
	<u>104,005.00</u>	<u>223.05</u>	<u>70,633.55</u>	<u>33,371.45</u>	<u>67.9</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	132,500.00	4,857.45	49,209.38	83,290.62	37.1
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
	<u>824,209.00</u>	<u>4,857.45</u>	<u>49,209.38</u>	<u>774,999.62</u>	<u>6.0</u>
	<u>4,260,111.00</u>	<u>303,412.72</u>	<u>2,215,693.10</u>	<u>2,044,417.90</u>	<u>52.0</u>
	<u>( 861,800.00)</u>	<u>( 205,909.80)</u>	<u>613,228.12</u>	<u>( 1,475,028.12)</u>	<u>71.2</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	440,000.00	32,762.80	315,146.43	124,853.57	71.6
OTHER REVENUE	12,450.00	.00	2,361.20	10,088.80	19.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>452,450.00</u>	<u>32,762.80</u>	<u>317,507.63</u>	<u>134,942.37</u>	<u>70.2</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	168,706.00	13,777.13	88,475.29	80,230.71	52.4
MATERIAL AND SERVICES	194,100.00	12,085.85	116,292.17	77,807.83	59.9
CAPITAL OUTLAY	141,300.00	.00	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>25,862.98</u>	<u>274,353.34</u>	<u>362,096.66</u>	<u>43.1</u>
	<u>636,450.00</u>	<u>25,862.98</u>	<u>274,353.34</u>	<u>362,096.66</u>	<u>43.1</u>
	<u>( 184,000.00)</u>	<u>6,899.82</u>	<u>43,154.29</u>	<u>( 227,154.29)</u>	<u>23.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,413,500.00	117,945.63	855,121.84	558,378.16	60.5
OTHER INCOME	9,000.00	3,270.49	1,370,988.80	( 1,361,988.80)	15233.
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,422,500.00</u>	<u>121,216.12</u>	<u>2,226,110.64</u>	<u>( 803,610.64)</u>	<u>156.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	370,334.00	32,263.66	211,782.26	158,551.74	57.2
MATERIAL AND SERVICES	176,350.00	16,491.25	94,631.57	81,718.43	53.7
CAPITAL OUTLAY	59,900.00	2,267.41	36,816.57	23,083.43	61.5
	<u>606,584.00</u>	<u>51,022.32</u>	<u>343,230.40</u>	<u>263,353.60</u>	<u>56.6</u>
WATER TREATMENT:					
PERSONAL SERVICES	255,128.00	22,392.20	135,948.70	119,179.30	53.3
MATERIAL AND SERVICES	173,100.00	13,860.66	90,935.00	82,165.00	52.5
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>36,252.86</u>	<u>229,268.19</u>	<u>741,647.81</u>	<u>23.6</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,577,500.00</u>	<u>87,275.18</u>	<u>572,498.59</u>	<u>1,005,001.41</u>	<u>36.3</u>
	<u>( 155,000.00)</u>	<u>33,940.94</u>	<u>1,653,612.05</u>	<u>( 1,808,612.05)</u>	<u>1066.9</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,831,000.00	233,914.54	1,644,690.07	1,186,309.93	58.1
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>233,914.54</u>	<u>1,644,690.07</u>	<u>1,187,309.93</u>	<u>58.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	475,680.00	39,565.80	256,535.98	219,144.02	53.9
MATERIAL AND SERVICES	257,150.00	7,458.88	107,555.58	149,594.42	41.8
CAPITAL OUTLAY	36,900.00	.00	2,384.49	34,515.51	6.5
	<u>769,730.00</u>	<u>47,024.68</u>	<u>366,476.05</u>	<u>403,253.95</u>	<u>47.6</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	446,888.00	39,463.78	240,523.63	206,364.37	53.8
MATERIAL AND SERVICES	509,000.00	51,917.02	244,091.94	264,908.06	48.0
CAPITAL OUTLAY	636,900.00	4,197.30	35,182.35	601,717.65	5.5
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>95,578.10</u>	<u>519,797.92</u>	<u>2,386,472.08</u>	<u>17.9</u>
	<u>3,676,000.00</u>	<u>142,602.78</u>	<u>886,273.97</u>	<u>2,789,726.03</u>	<u>24.1</u>
	<u>( 844,000.00)</u>	<u>91,311.76</u>	<u>758,416.10</u>	<u>( 1,602,416.10)</u>	<u>89.9</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 7 MONTHS ENDING JANUARY 31, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	545,678.00	11,108.62	462,018.99	83,659.01	84.7
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	( .38)	1,000,500.38	.0
	<u>1,546,178.00</u>	<u>11,108.62</u>	<u>462,018.61</u>	<u>1,084,159.39</u>	<u>29.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	936.93	8,351.58	61,648.42	11.9
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>936.93</u>	<u>8,351.58</u>	<u>2,187,826.42</u>	<u>.4</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>936.93</u>	<u>8,351.58</u>	<u>2,187,826.42</u>	<u>.4</u>
	<u>( 650,000.00)</u>	<u>10,171.69</u>	<u>453,667.03</u>	<u>( 1,103,667.03)</u>	<u>69.8</u>