

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL/URBAN RENEWAL AGENCY**

**Tuesday, May 27, 2014, 7:00pm**

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

### **CITY COUNCIL**

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

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

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

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

1. Appointment of Loren Rings to the Planning Commission. [pg. 3]

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

1. Oasis Shelter Home – Lea Sevey

#### **F. Ordinances**

1. Ordinance formalizing the Tourism Promotion Advisory Committee. [City Manager, pg. 7]
  - a. Ordinance 14-O-732 [pg. 8]
  - b. April 7 and May 5 Council Workshop Reports. [pg. 11]

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

#### **H. Staff Reports**

1. Approval to award Wastewater Treatment Plant Retaining Wall Project Contract to Delta Construction. [PWDS, pg. 15]
  - a. Slip plane failure exhibit [pg. 17]
  - b. Engineers letter of recommendation [pg. 18]
  - c. Detailed bid tabulation [pg. 19]
2. Direction concerning Tourism Promotion Advisory Committee recommendation to develop a City tourism website. [City Manager, pg. 20]
  - a. Proposal from jccmedia.com [pg. 22]

#### **I. Resolutions**

1. Public hearing and approval of appropriations for the 2014-15, Fiscal Year Budget. [FHR, pg. 23]
  - a. Resolution 14-R-1031, State Revenue Sharing [pg. 25]
  - b. Resolution 14-R-1032, Budget [pg. 26]
2. Approval of Water and Sewer Rates and System Replacement Fees for Fiscal Year 2014-15. [FHR, pg. 29]
  - a. Resolution 14-R-1033 Water Rates [pg. 30]
  - b. Resolution 14-R-1034 Sewer Rates [pg. 32]
  - c. Resolution 14-R-1035 System Replacement Fees [pg. 34]

**J. Consent Calendar**

1. Approve Council minutes for May 12, 2014. [pg. 35]
2. Accept the public utility easement from National Credit Union Administration Board and authorize the City Manager to execute the easement on behalf of the City. [pg. 40]
3. Accept Tourism Promotion Advisory Committee minutes for April 4 and April 14, 2014. [pg. 45]
4. Accept Public Art Committee minutes for April 21, 2014. [pg. 49]
5. Receive monthly financial report for April, 2014. [pg. 50]

**K. Remarks from Mayor and Councilors****L. Adjournment****URBAN RENEWAL AGENCY****A. Call to Order****B. Roll Call****C. Consent Calendar**

1. Approve March 24, 2014 Urban Renewal Agency minutes. [pg. 56]

**D. Public Comments****E. Resolutions**

1. Public hearing and approval of Agency appropriations for the 2014-15, Fiscal Year Budget. [FHR, pg. 57]
  - a. Resolution 14-R-1036, Budget [pg. 58]

**F. Agency Remarks****G. 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

898 Elk Drive, Brookings, OR 97415

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

[www.brookings.or.us](http://www.brookings.or.us)

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

#### PART I. Contact Information:

Name: Loren Rings Date: 5-16-2014  
Physical Address: 96407 OCEANSIDE EAST DR. Brookings OR.  
Mailing Address: \_\_\_\_\_  
Email Address: lrbrookings@gmail.com Phone: 541-813-9003

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

##### 1. Commission/Committee applying for:

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee	TBD	TBD
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? 7 yrs 4 mths (yrs/mths)

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

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

4. **What is your current occupation?** Commercial Contractor

##### NOTES:

##### (i) Membership requirements:

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

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

##### (iii) Other restrictions:

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

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

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

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

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

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**PART IV. Volunteer Agreement :** *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Wen Rines  
Applicant (print name)

[Signature]  
Applicant's Signature

5.16.2014  
Date

Donna Colby-Hanks  
Witness (print name)

Donna Colby-Hanks  
Witness's Signature

05-16-14  
Date

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

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

*Commission and Committee contact information:*

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

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

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

**PART III BACKGROUND INFORMATION:**

I have been in the construction trades for 40+ years. My experience includes both commercial and residential construction. I am also proficient within a corporate setting working with all ranges of management. I have a thorough knowledge of the construction design and review process and have worked with various municipalities in the Bay Area. Construction projects that I have managed were in the \$5M range where I was responsible for execution and budget.

**Work History**

1992-2001 Pacific IBM Credit Union a.k.a. Merriwest Credit Union, San Jose, CA

**Director of Facilities**

Managed the facility and equipment for the 60,000 square foot facility plus two small branch credit unions. Responsibilities included design and renovation of office build outs, a new 1,400 square foot conference facility and equipment. Also responsible for the coordination of all subcontractors and in house departments throughout daily operations and during construction. Worked on several projects including the renovation of a branch in Milpitas, CA. I was responsible for meeting City codes for the City Council's approval of new signage.

2001-2003 Projection Systems, Redwood City, CA

**Project Manager**

Responsible for coordination and installation of state of the art audio/video equipment to numerous high tech companies in the Bay Area until the company closed in 2003.

**L. Rings Construction**

2003-2014 L. Rings Construction, San Jose, CA and (later) Brookings, Oregon

Became a licensed General Contractor in the State of Oregon in 2009.

**Educational Background**

Graduated Wentworth Military Academy, Lexington, MO, 1970

**Other Activities:**

Coached youth basketball in the 90's when our son was a young teen.

**Why the Interest in this Position and what do you want to accomplish?**

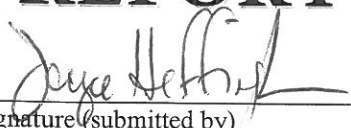
I believe I can bring some new ideas to the group. I hope that I can add value to the community with this effort.

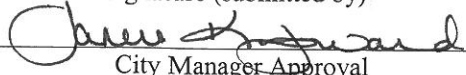
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: City Manager

  
Signature (submitted by)

  
City Manager Approval

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Subject: Ordinance formally creating the Tourism Promotion Advisory Commission.

Recommended Motion: Adopt Ordinance 14-O-732, adding Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code, Title 2, Administration and Personnel.

Background/Discussion:

In August 2012, The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to “work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program.”

In August 2013 the City Council indicated that they wanted TPAC to “explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.”

At its April 7 workshop, the City Council discussed staff’s concerns that TPAC was doing more than making recommendations and directed staff to draft an ordinance formally creating the committee and defining its role. Council met again on May 5, in a joint workshop with TPAC members, to discuss the draft ordinance.

Ordinance 14-O-732 is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion. Adoption of the attached ordinance will formally create the Tourism Promotion Advisory Committee in the Brookings Municipal Code.

Attachment(s):

- a. Ordinance adding Chapter 2.57 to the BMC.
- b. April 7 and May 5 Council Workshop reports.

**IN AND FOR THE CITY OF BROOKINGS**

**STATE OF OREGON**

**ORDINANCE 14-O-732**

**IN THE MATTER OF ORDINANCE 14-O-732, AN ORDINANCE ADDING CHAPTER 2.57, TOURISM PROMOTION ADVISORY COMMITTEE, TO BROOKINGS MUNICIPAL CODE TITLE 2, ADMINISTRATION AND PERSONNEL.**

Sections:

- Section 1. Ordinance identified.
- Section 2. Adds Chapter 2.57

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance adds Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code Title 2, Administration and Personnel.

Section 2. Adds Chapter 2.57 : Chapter 2.57 is added to read as follows:

**Chapter 2.57**  
**TOURISM PROMOTION ADVISORY COMMITTEE**

Sections:

- 2.57.010 Name.
- 2.57.020 Mission and goals.
- 2.57.030 Powers and duties.
- 2.57.040 Organization.

**2.57.010 Name.**

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

**2.57.020 Mission and goals**

- A. The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.
- B. Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.
- C. It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.

**2.57.030 Powers and duties.**

A. Duties and Responsibilities.

- 1. The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.

2. Committee members shall serve at the pleasure of the City Council.
3. Committee membership is honorary and without compensation.
4. All Committee meetings shall be open to the public and held in a place that is handicapped accessible.
5. Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.

## **2.57.040 Organization.**

### **A. Membership.**

1. The Committee shall consist of seven voting members to be appointed by the Mayor with approval of the City Council.
2. Insofar as possible, City residents shall have precedence over other applicants.
  - a. All members of the Committee shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or employment, within the City. These members shall not be officials or employees of the city.
  - b. No member of any other City Council-appointed board, Committee or committee shall simultaneously serve on the Tourism Promotion Advisory Committee.
3. Meeting minutes shall be recorded by the City Manager, or his/her designee.

### **B. Terms of Appointment/Removal/Vacancies.**

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.
2. No member shall be eligible to serve for more than two full terms on the Committee.
3. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.030 (A)(1).
4. Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50 percent of regularly scheduled meetings shall result in automatic termination, unless the absences have been excused by the Committee's chair.

### **C. Election of Officers.**

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the Committee to serve a one-year term.
2. Newly elected officers shall take their seats at the first meeting of the next calendar year.
3. No member shall serve more than two consecutive years in any one office.

### **D. Quorum/Rules/Meetings.**

1. A majority of appointed Committee members shall constitute a quorum.

2. The Committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the City Manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under BMC 2.05.160, with the exception that the staff member taking the minutes shall call the names of each member and record the votes.
4. Recommendations made by the Committee shall be submitted to the City Council in the manner prescribed by City administrative regulation.

E. Staffing

1. The City Manager or his/her designee, shall provide staff support to the Committee in the same manner as staff provides support to other committees and commissions to include;
  - a. Preparation of reports containing recommendations for projects to achieve the goal of promoting tourism.
  - b. Review and make recommendations for funding special events.
  - c. Transmitting recommendations from the Committee to the City Council.
2. All projects, programs and contracts funded through allocation of TOT funds shall be administered by the City Manager or his/her designee.

First Reading: _____	Passage: _____
Second Reading: _____	Effective Date: _____

Signed by me in authentication of its passage this \_\_\_\_\_, day of \_\_\_\_\_, 2014

ATTEST:

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


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

# CITY OF BROOKINGS

## COUNCIL WORKSHOP REPORT

Meeting Date: April 7, 2014

Originating Dept: City Manager

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

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Subject: Tourism Promotion Advisory Commission

Background/Discussion:

The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to “work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program.”

In August 2013 the City Council indicated that they wanted TPAC to “explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.” The Council also indicated its interest in formalizing the TPAC into a City Commission. Staff has prepared a draft Chapter that would be added to the Brookings Municipal Code. The draft Chapter is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion.

Note that the current TPAC is doing more than making recommendations on the use of TOT revenues at this time. Currently, TPAC members are actually conducting a tourism promotion program by:

1. Making recommendations for contracting with individuals and organizations to conduct events. Interacting with event sponsors concerning how the events are conducted and evaluated.
2. Providing detailed direction to contractors retained to produce video products, including determining and approving program content.
3. Coordinating with other entities, such as the Chamber of Commerce and Port District, on the selection and joint purchase of an event tent, including setting policies on who will own and manage the tent.

TPAC is not adequately staffed to function as a tourism agency. As a result, individual members of TPAC, and TPAC members collectively, have taken on the role of managing various aspects of the TPAC’s work, such as evaluating/recommending event sponsors and determining advertising content. Because TPAC...and thereby the City...has become a tourism promotion agency, as opposed to contracting for this service, City staff has been impacted by developing contracts with the various event sponsors and service providers. In many cases, this has involved extensive work by City staff to draft contractual agreements, educate service providers and event sponsors on liability and insurance issues, assist contractors in obtaining insurance, and dealing



with issues such as work not being completed by deadlines. A total of 10 tourism related service contracts have been executed by the City since TPACs inception.

City staff has also become involved in providing “actors” for various video productions, interacting with KOB-TV on advertising scripts, reviewing and approving advertising invoices, processing invoices for payment and other administrative functions.

The City Manager recommends that the City Council further discuss the role of TPAC before proceeding with formalizing TPAC as a Commission. If the role of TPAC is simply to recommend how TOT funds are to be used, these recommendations would then be implemented and managed by staff upon the approval of the City Council. If TPAC is to continue operating as the City’s tourism promotion agency, the City Manager recommends additional staffing to handle administrative matters and provide management oversight.

At its March meeting, a motion was made to recommend a contract with a specific vendor to develop a City tourism promotion website. The City Manager, who was unable to attend the previous meeting, intervened in this discussion noting that the City had not conducted an open solicitation for proposals, that the “proposal” submitted by the proposed vendor was essentially a schedule of fees, the work and “deliverable” to be performed by the vendor was not well defined, issues of who would own/manage the website were not resolved, and there had been no interaction with staff concerning the relationship of the proposed City tourism website to the City’s own website, which has a visitor module available.

Using this example going forward and under the role definition as contained in the proposed BMC chapter, TPAC would research the concept of the need for a tourism promotion website and make a recommendation to the City Council. If the decision was made to develop a tourism website independent of the City’s website, the City...through its normal administrative processes and utilizing city staff...would define the services to be provided, craft/advertise an RFP, develop a method for reviewing proposals and recommend a contract.

The City Council should discuss the ongoing role that it desires TPAC to play prior to finalizing a BMC provision.

**Attachment(s):**

- a. Draft BMC Chapter 2.57.
- b. Apple Box Media email and invoice.

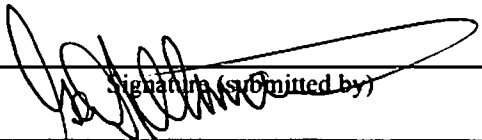


# CITY OF BROOKINGS

## COUNCIL WORKSHOP REPORT

Meeting Date: May 5, 2014

Originating Dept: City Manager

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

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Subject: Tourism Promotion Advisory Committee

Background/Discussion:

At its April 7, 2014, meeting the City Council directed that the Tourism Promotion Advisory Committee be invited to a joint meeting with the City Council at its May workshop.

The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to “work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program.”

In August 2013 the City Council indicated that they wanted TPAC to “explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.” The Council also indicated its interest in formalizing the TPAC into a City Commission. Staff has prepared a draft Chapter that would be added to the Brookings Municipal Code. The draft Chapter is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion. The City Council reviewed this matter again at its workshop on April 7 and directed that an Ordinance be prepared formally creating the Tourism Promotion Advisory **Committee**.

At the April 7 meeting, staff expressed concern that the current TPAC is doing more than making recommendations on the use of TOT revenues at this time. Currently, TPAC members are actually conducting a tourism promotion program by:

1. Making recommendations for contracting with individuals and organizations to conduct events. Interacting with event sponsors concerning how the events are conducted and evaluated.
2. Providing detailed direction to contractors retained to produce video products, including determining and approving program content.
3. Coordinating with other entities, such as the Chamber of Commerce and Port District, on the selection and joint purchase of an event tent, including setting policies on who will own and manage the tent.
4. Soliciting proposals from vendors outside of the City’s established procurement policies and procedures.

TPAC is not adequately staffed to function as a tourism agency. As a result, individual members of TPAC, and TPAC members collectively, have taken on the role of managing various aspects of the TPAC's work, such as evaluating/recommending event sponsors and determining advertising content. Because TPAC...and thereby the City...has become a tourism promotion agency, as opposed to contracting for this service, City staff has been impacted by developing contracts with the various event sponsors and service providers. In many cases, this has involved extensive work by City staff to draft contractual agreements, educate service providers and event sponsors on liability and insurance issues, assist contractors in obtaining insurance, and dealing with issues such as work not being completed by deadlines. A total of 10 tourism related service contracts have been executed by the City since TPACs inception.

City staff has also become involved in providing "actors" for various video productions, interacting with KOBI-TV on advertising scripts, reviewing and approving advertising invoices, processing invoices for payment and other administrative functions.

The City Manager recommends that the City Council further discuss the role of TPAC before proceeding with formalizing TPAC into the BMC. If the role of TPAC is simply to recommend how TOT funds are to be used, these recommendations would then be implemented and managed by staff upon the approval of the City Council. If TPAC is to continue operating as the City's tourism promotion agency, the City Manager recommends additional staffing to handle administrative matters and provide management oversight.

At its March TPAC meeting, a motion was made to recommend a contract with a specific vendor to develop a City tourism promotion website. The City Manager, who was unable to attend the previous meeting, intervened in this discussion noting that the City had not conducted an open solicitation for proposals, that the "proposal" submitted by the proposed vendor was essentially a schedule of fees, the work and "deliverable" to be performed by the vendor was not well defined, issues of who would own/manage the website were not resolved, and there had been no interaction with staff concerning the relationship of the proposed City tourism website to the City's own website, which has a visitor module available.

Using this example going forward and under the role definition as contained in the proposed BMC chapter, TPAC would research the concept of the need for a tourism promotion website and make a recommendation to the City Council. If the decision was made to develop a tourism website independent of the City's website, the City...through its normal administrative processes and utilizing city staff...would define the services to be provided, craft/advertise an RFP, develop a method for reviewing proposals and recommend a contract.

The City Council should discuss the ongoing role that it desires TPAC to play prior to finalizing a BMC provision.

Attachment(s):


- a. Revised Draft BMC Chapter 2.57.
- b. Draft tourism website development Council Agenda Report.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: PW/DS



Public Works/Development Services Director

City Manager Approval

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Subject: Award of Construction for the Wastewater Treatment Plant Retaining Wall Project

Recommended Motion: 1) Authorize the City Manager to execute a contract with Delta Construction, the lowest responsible bidder, to construct the wastewater treatment plant retaining wall project the base bid and bid alternatives A, B and C in an amount not to exceed \$871,894.23 and; 2) Authorize the City Manager an additional \$85,318.77 for potential change orders whereas total expenditures shall not exceed the budget amount of \$957,213.

Financial Impact: Oregon Emergency Management (OEM) has approved \$307,213 in grant funding for this project and capital improvement budget of \$650,000 was approved for fiscal year 2014-15. The total fiscal year 2014-15 budget is \$957,213. The contractor's bid base bid total is \$664,737. The base bid plus bid alternative A, B and C is \$871,894.23.

Background/Discussion: The Chetco Point Park access trail and adjacent wastewater treatment plant parking lot have been showing signs of slope failure over the past several years. The City continues to monitor the slip plane which has the potential for failure especially during high rain events. Failure would be catastrophic to the operations of the treatment plant. The slide is adjacent to the UV disinfection system and anaerobic digesters which are single points of failure and critical components for treatment plant regulatory compliance.

Phase one of this slope stabilization project was completed in 2012 which involved relocating the effluent discharge piping away from this slip plane area. Over the past few years, there has been more than one soils expert evaluating this project, and the original approach was to design an 80 foot soldier pile retention wall (similar to the road stabilization work on the North Bank of the Chetco River last year). It was later determined the slip plane was 260 feet. The City Manager solicited support from Oregon Emergency Management, and was approved in 2013 for \$307,213 of grant funding.

The Dyer Partnership and Galli Group have been contracted for engineering design, and construction management to complete the project. The Dyer Partnership contract amount of \$52,040 scope of work includes; project and construction management, and bid specifications, drainage and site plan restoration design. The Galli Group was retained to design the slope stabilization portion of work for \$24,500 for design and \$37,000 for construction inspection and quality control/design plan compliance. Total engineering costs of roughly \$110,000 are well under typical range for design and construction engineering expenses which usually are 20% of the construction costs, or \$191,442.60 for a \$957,213 project.

The project bid was broken into a base bid and 3 bid alternatives due to concern of the bids coming in over budget. By awarding the base bid, the entire 260 feet of retaining wall will be constructed per Attachment A.

An addendum was issued prior to bid opening eliminating the pile driving method and requiring pre drilled casings. Staff and the City Engineer felt this change necessary to reduce the risks of vibration damages from pile driving. Pile driving involves pounding numerous steel beams 20 to 30 feet into the existing bedrock. The vibration from pile driving had a high potential for causing damage to the digester or UV treatment system.

The bid results are as follows;

	Base Bid – Civil + Primary Wall	Add Alter. A Civil + Retaining Wall	Add Alter. B Retaining Wall	Add Alter C Civil+ Retaining wall
Delta Construction	\$664,737	\$70,638.80	\$68,984.10	\$67,534.33
Engineers Estimate pile diving	\$647,344	\$74,683	\$67,078	\$65,418

The lowest responsible bidder is Delta Construction of Eugene Oregon. Their sub-consultant team includes John Rapraeger for civil improvements and Scheffler Northwest, Inc from Vancouver, Washington for the pre drilling work. Several other contractors on the plan holders list were contacted to find out why they did not bid. One contractor said their bid was contingent on getting the Harris Beach bike path project. Another contractor said that they would have bid if it was a pile driving project. All contactors contacted asked for the bid results and said Delta's bid was fair. There were no complaints about the bid documents. Staff and the City Engineer recommend award to Delta Construction because they are pre qualified by ODOT for this type of work and are within budget estimates.

Policy Considerations: None

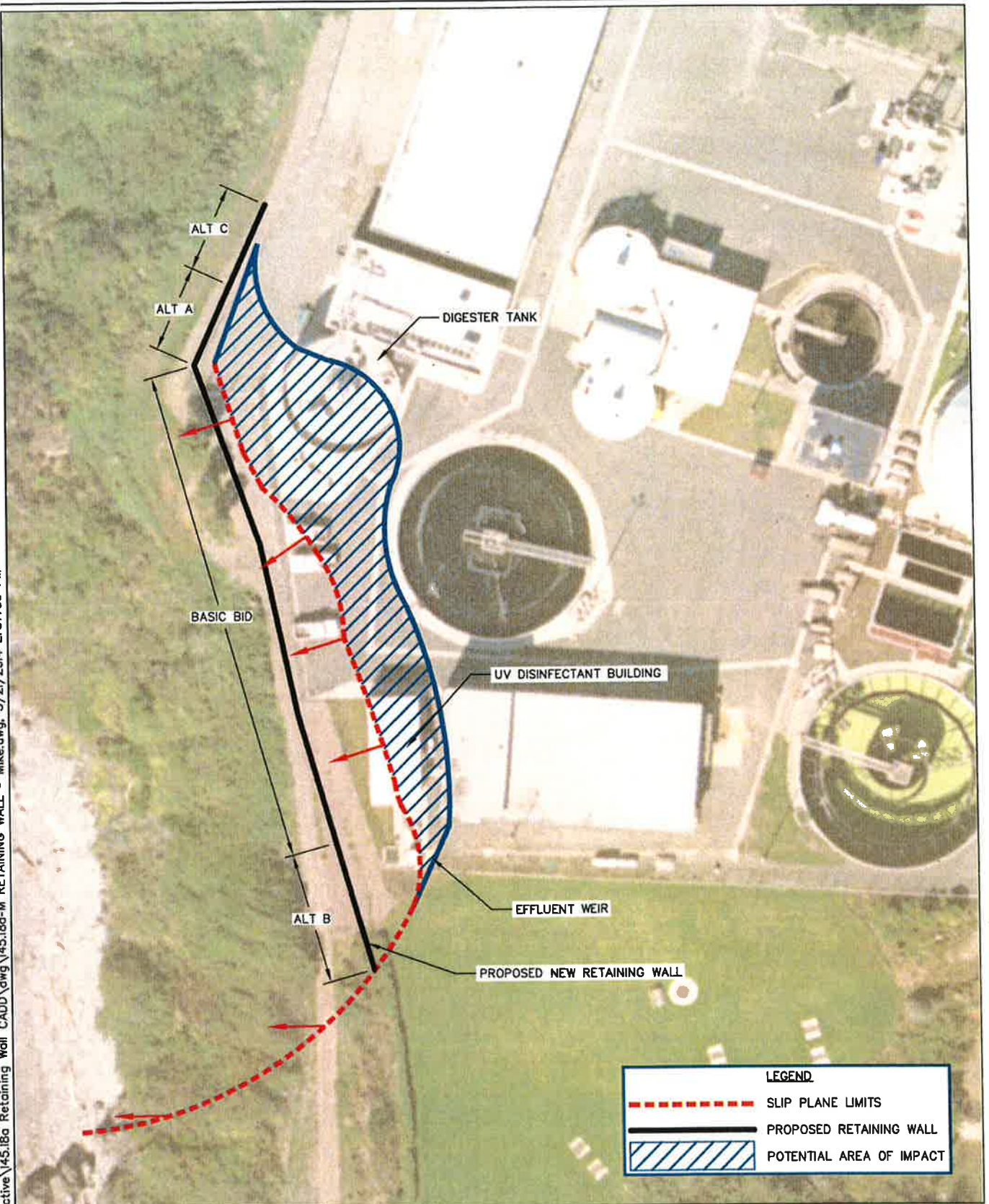
Attachment(s):

- a. Slip plane failure exhibit 1
- b. Dyer Partnership Letter of Recommendation
- c. Detailed Bid Tabulation

# Attachment A

PLOT DATE May 21, 2014

\\DYER\Projects\01Active\145.18a Retaining Wall CADD\dwg\145.18a-M RETAINING WALL - Mike.dwg, 5/21/2014 2:37:59 PM



THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

DATE: MAY, 2014

PROJECT NO.: 145.18A

**CITY OF BROOKINGS  
WWTP RETAINING WALL**

**SLIP PLANE FAILURE EXHIBIT**

EXHIBIT NO.

**1**





THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

May 21, 2014

Gary Milliman, City Manager  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

RE: Wastewater Treatment Plant Retaining Wall  
Project No. 145.18A

Dear Gary:

This letter is to recommend action by the City in response to a bid received on May 20, 2014 for the above referenced project. The Engineer's Estimate for the civil portion was under the estimate and for the geotechnical portion was over the estimate due to the change from driving to drilling piles. Consequently, the combined bid is over the estimate of available funding. The bid tab detail is enclosed.

We recommend that the City take the following action:

1. Accept the bid received.
2. Award a contract to Babb Construction Co., Inc. dba Delta Construction Co., the responsive bidder, for the Base Bid-Civil and Base Bid-Retaining Wall in the amount of \$664,737.00.

It is our opinion that Delta Construction Co. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the Council concurs with our recommendation, we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (***Please do not date the Notice of Award.***) We will date the Award following the Protest Period. Contracts and Performance Bonds will then be forwarded to Delta Construction Co. for their signature.

Pursuant to ORS 279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at <http://www.oregon.gov/boli/WH/PWR/docs/wh81.pdf>. The Owner is also responsible for payment of a Public Works Fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at <http://www.oregon.gov/boli/WH/PWR/docs/wh39.pdf>.

Sincerely,

**The Dyer Partnership  
Engineers & Planners, Inc.**

Tom Hart, P.E.  
Project Engineer

WWTP Retaining Wall  
City of Brookings  
Brookings, Oregon

# **BID TABULATION**

Bid Received: 5/20/2014  
The Dyer Partnership Engineers Planners, Inc.  
Project No. 145.18A

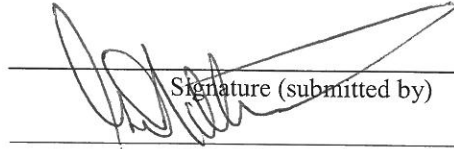
	BASE BID - CIVIL	BASE BID - WALL	ADD ALT A CIVIL	ADD ALT A RETAINING WALL	ADD ALT B RETAINING WALL	ADD ALT C CIVIL	ADD ALT C RETAINING WALL
Delta Construction	\$113,912.00	\$550,825.00	\$3,392.80	\$67,246.00	\$68,984.10	\$5,598.25	\$61,936.08
Engineer's Estimate - Pile Driving	136,600.00	\$510,744.00	4,040.00	58,893.00	67,078.00	6,650.00	58,768.00
Engineer's Estimate - Predrilling	136,600.00	529,694.00	4,040.00	70,643.00	73,263.00	6,650.00	69,643.00

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: TPAC

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

---

Subject: City Tourism Website

Recommended Motion:

Motion to direct City staff review recommendation from the Tourism Promotion Advisory Committee concerning the development of a City tourism website, meet with the TPAC to discuss their concept for the website and report back to the City Council concerning this matter at a workshop.

Financial Impact:

Estimated cost is \$2,000 for production of the website and \$250 per month for maintenance, or \$5,000 for the first 12 months of operation.

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended that the City contract for the development and management of a tourism promotion website. The estimated cost of this project is \$5,000 (\$2,000 for design/construction and \$3,000 for 12 months of maintenance) based upon a proposal received from jccmedia.com.

TPAC believes that a tourism promotion website independent of the City website and independent of the Brookings-Harbor Chamber of Commerce website is needed to provide an effective venue for prospective visitors to obtain information concerning tourist attractions, lodging, dining and events. TPAC's view is that the existing City website is government oriented and that people seeking visitor information would not be inclined to go to the City website.

This project was not included in TPAC's earlier program of work approved by the City Council.

To proceed with this TPAC recommendation, staff recommends that the City Council direct staff to prepare a Request for Proposals and establish a mechanism for review/selection of a website provider. This will involve the staff working with TPAC to define what website elements are desired. Staff may need to retain professional assistance in developing the RFP.

Staff has a number of concerns regarding this proposal including:

1. Who will manage the City's tourism website? The concept advanced by TPAC is that the website will be managed by a private contractor and not City staff. Who determines, monitors and controls the website content?



2. How will the City's tourism website "interact" with the City website and other tourism websites, such as those currently operated by the Chamber of Commerce and the Port?
3. Will advertising be sold on the website? Who determines rates, etc.?
4. The City's website has a Visitor module that has not been fully developed due to staff limitations. Would this module be abandoned and removed from the City website?

The City Manager believes this recommendation should be further vetted with the City staff and the City's current website developer to address technical, administrative and policy concerns.

Policy Considerations:

Staff is concerned that the development of an "independent" tourism promotion website is inconsistent with earlier direction to pursue a coordinated tourism promotion effort with the Chamber, the Port and other regional tourism promotion entities.

Attachment(s):

- a. Proposal from jccmedia.com

# jccmedia.com

## Proposal for Brookings Oregon Tourism Website

Website will consist of the following menu items

<b><u>Explore</u></b>	<b><u>Stay</u></b>	<b><u>Eat</u></b>	<b><u>Imagine</u></b>	<b><u>Navigate</u></b>	<b><u>Discover</u></b>
History Art Beaches Port of Brookings Outdoors	Hotel -Bed and Breakfast Campgrounds	Fine Dining -Casual Dining -Coffee and Tea Fast Food Breweries Distillery	Outdoor Adventure Crab Fest 4th of July Fireworks Azalea Park Parade SOKF Slam'n Salmon Nature's Coastal Holiday Lights	-Visitors Center Travel Tips Whether -Maps and Directions	-Social Hub

### FEE'S:

\$2000.00 For design and construction.

\$250.00 monthly maintenance fee.

\$1000.00 to start production of the website, the following \$1000.00 when menu items are completed each representing a page of content.

brookingsoregon.us has been secured as one possible domain name.

This will include the implementation of Google analytics, allowing for precise monitoring of the site's traffic, a traffic report will be emailed to any and all interested parties.

Estimated time to completion: 3 to 4 weeks.

If you have any questions at all please feel free to call or email.

Jon Carlson

818-888-1869


jc@jccmedia.com

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: Finance & HR

  
Signature (submitted by)

  
City Manager Approval

---

### Subject:

Hold Public Hearing and Approval of Appropriations for FY 2014-15 Budget.

### Recommended Motion:

1. Adopt Resolution 14-R-1031 declaring the City's election to receive state revenues for 2014-15 fiscal year.
2. Adopt Resolution 14-R-1032, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2014-15 fiscal year, and to categorize the levy.

### Financial Impact:

The total approved fiscal year 2014-15 budget, with recommended changes, for the City of Brookings is \$20,930,127. The General Fund calls for operating expenditures totaling \$3,804,335 with revenues projected at \$3,392,900, with the Contingency projected to decrease by \$21,144.

### Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the City can implement the 2014-15 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council. The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing funds before the Budget Committee and City Council. The hearing before the Budget Committee was held on April 21, 2014.

### Budget highlights include:

- A. \$2,486,850 in capital expenditures in water, sewer, storm drain, street, and parks improvements.
- B. A 2.94% rate increase in the water utility rate and a 1.58% increase in the sewer utility rate.

Changes proposed by staff to the Budget Committees' approved budget are related to timing, funds being carried over from 2013-14, which include:

1. Capital Projects Reserve Fund - carryover of \$10,000 from the Generator project to complete electrical work.

Attachment(s):

- a. Resolution 14-R-1031 State Revenue Sharing
- b. Resolution 14-R-1032 Adopt Budget

**CITY OF BROOKINGS**

**RESOLUTION 14-R-1031**

**A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2014-15 FISCAL YEAR.**

**WHEREAS**, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2014-15, and

**WHEREAS**, the Budget Committee of the City of Brookings held a public hearing on April 21, 2014 and the City Council of the City of Brookings held a public hearing on May 27, 2014, giving citizens an opportunity to comment on the use of State Revenue Sharing;

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 27<sup>th</sup> of May, 2014.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Attest:

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

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

I certify that a public hearing before the Budget Committee was held on April 21, 2014 and a public hearing before the City Council was held on May 27, 2014, giving citizens an opportunity to comment on the use of State Revenue Sharing.

\_\_\_\_\_  
Janell K. Howard, Finance and Human Resources Director

**CITY OF BROOKINGS**

**RESOLUTION 14-R-1032**

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2014-15 FISCAL YEAR AND TO CATEGORIZE THE LEVY.

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2014-15 in the sum of \$20,930,127 now on file at the Finance and Human Resources Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below, are hereby appropriated as follows:

<b>GENERAL FUND</b>		
Judicial	\$46,934	
Legislative/Administration	244,114	
Police	2,025,775	
Fire	259,251	
Planning & Building	230,877	
Parks & Recreation	206,249	
Administrative Services	194,259	
Swimming Pool	113,207	
Non-Departmental	141,000	
Special Appropriations:		
Debt Service	100,669	
Transfers	242,000	
Contingency	603,565	
TOTAL GENERAL FUND APPROPRIATION		\$4,407,900
<b>STREET FUND</b>		
Streets Maintenance	905,596	
Special Appropriations:		
Debt Service	11,300	
Transfers	26,047	
Contingencies	100,857	
TOTAL STREET FUND APPROPRIATION		1,043,800
<b>WATER FUND</b>		
Water Distribution	646,726	
Water Treatment	457,666	
Special Appropriations:		
Debt Service	29,800	
Transfers	909,702	
Contingencies	134,606	
TOTAL WATER FUND APPROPRIATION		2,178,500
<b>WASTEWATER FUND</b>		
Wastewater Collection	736,347	
Wastewater Treatment	1,944,025	
Special Appropriations:		
Debt Service	29,800	
Transfers	1,172,453	
Contingencies	227,588	
TOTAL WASTEWATER FUND APPROPRIATION		4,110,213
<b>9-1-1 FUND</b>		
9-1-1 Division	66,200	
Special Appropriations:		
Debt Service	24,000	
Transfers	102,100	
Contingencies	100,000	
TOTAL 9-1-1 FUND APPROPRIATION		292,300
<b>TOURISM FUND</b>		
Tourism Division	41,312	
Special Appropriations:		
Transfers	2,688	
TOTAL TOURISM FUND APPROPRIATION		44,000

<b>DEBT SERVICE BOND FUND</b>		
Debt Service		152,813
<b>WATER LOAN FUND OECDD</b>		
Debt Service		1,162,000
<b>STORM LOAN FUND</b>		
Debt Service		97,013
<b>WASTEWATER LOAN FUND</b>		
Debt Service		1,122,716
<b>DEQ LOAN FUND</b>		
Debt Service		198,000
<b>TECHNOLOGY RESERVE FUND</b>		
Technology Program	81,000	
Special Appropriations:		
Transfers	34,000	
Contingencies	10,000	
TOTAL FUND APPROPRIATION		125,000
<b>CAPITAL PROJECTS RESERVE FUND</b>		
Park and Recreation Program	85,000	
Public Safety	15,000	
Special Appropriations:		
Capital Outlay	280,500	
TOTAL RESERVE FUND APPROPRIATION		380,500
<b>STREET SYSTEM REPLACEMENT FUND</b>		
Street Maintenance	147,186	
Special Appropriations:		
Transfers	4,914	
TOTAL STREET SRF FUND APPROPRIATIONS		152,100
<b>WATER SYSTEM REPLACEMENT FUND</b>		
Water System Maintenance	407,147	
Special Appropriations:		
Transfers	2,853	
TOTAL WATER SRF FUND APPROPRIATIONS		410,000
<b>WASTEWATER SYSTEM REPLACEMENT FUND</b>		
Wastewater System Maintenance	765,760	
Special Appropriations:		
Transfers	34,240	
TOTAL WASTEWATER SRF FUND APPROPRIATIONS		800,000
<b>STORMWATER SYSTEM REPLACEMENT FUND</b>		
Stormwater System Maintenance	535,994	
Special Appropriations:		
Transfers	55,006	
TOTAL STORMWATER SRF FUND APPROPRIATIONS		591,000
<b>STREET SYSTEM DEVELOPMENT FUND</b>		
Street Program		439,000
<b>WATER SYSTEM DEVELOPMENT FUND</b>		
Water System		607,500
<b>WASTEWATER SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		1,128,000
<b>PARKS &amp; REC SYSTEM DEVELOPMENT FUND</b>		
Parks and Recreation Program		119,600
<b>STORMWATER SYSTEM DEVELOPMENT FUND</b>		
Stormwater System		108,000
<b>SPECIAL POLICE</b>		

K-9	24,000	
Safety City	8,500	
Federal Restitution	4,166	
State Restitution	1,390	
Police Reserves	17,300	
Police VIPS	7,400	
Grants Program	10,000	72,756
<b>HEALTH FAIR FUND</b>		
Health Fair Program	2,500	
Special Appropriations:		
Contingency	1,300	
<b>TOTAL HEALTH FAIR FUND</b>		3,800
<b>SPECIAL FIRE FUND</b>		
Fire Program		7,900
<b>TOTAL CITY OF BROOKINGS APPROPRIATIONS</b>		19,754,411
<b>RESERVED AMOUNTS</b>		
Wastewater Loan Fund		1,122,716
<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		
General Fund	15,000	
Dawson Bancroft Bond Fund	38,000	
<b>TOTAL UNAPPROPRIATED FUND BALANCE</b>		53,000
<b>TOTAL ADOPTED BUDGET</b>		<u><u>\$20,930,127</u></u>

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2014-15 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX		
	General Government	Excluded from Limitation
General Fund	\$3.7630/1000	

ADOPTED by the City Council for the City of Brookings this 27th day of May, 2014.

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

ATTEST by:

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

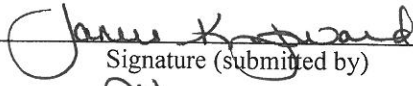



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: Finance & HR

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

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Subject: Approve Water and Sewer Rates, and System Replacement Fees for 2014-15

Recommended Motion:

1. Adopt Resolution 14-R-1033, adopting Water rates for 2014-15.
2. Adopt Resolution 14-R-1034, adopting Sewer rates for 2014-15.
3. Adopt Resolution 14-R-1035, adopting System Replacement Fees for 2014-15.

Financial Impact:

The above rates are necessary to balance the budget as approved by the Budget Committee.

Background /Discussion:

The rate increases included in the attached resolutions are as approved by the Budget Committee.

A rate increase of 2.94% for water was approved by the budget committee.

A rate increase of 1.58% for sewer was approved by the budget committee.

System Replacement Fees (SRF) are adjusted by the CPI-U, which increased 1.5% for the year, bringing the Streets SRF to \$2.98, for Water SRF to \$2.94, Wastewater SRF to \$3.76, and Stormwater SRF to \$4.11.

Attachment(s):

Resolution 14-R-1033 Water Rates

Resolution 14-R-1034 Sewer Rates

Resolution 14-R-1035 System Replacement Fees

## CITY OF BROOKINGS

### Resolution 14-R-1033

In the Matter of a Resolution Adopting Rates, Fees and Charges to the Users of the City of Brookings Water Supply Services and Repealing Resolution 13-R-1006.

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 2.94% is necessary to balance resources and requirements for 2014-15;

*NOW THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2014, the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:	\$20.00 Nonrefundable
Monthly User Charges	Inside City Limits \$11.51 Base Fee \$2.49 per 100 cu.ft. of usage
	Outside City Limits \$23.02 Base Fee \$4.98 per 100 cu.ft.of usage
Service Deposit	
High risk	\$ 300.00
Medium risk	\$ 200.00
Low Risk	\$ 0.00
Temporary Construction Service	\$ 90.00
<i>(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$90)</i>	
Non-occupant water usage	\$ 35.00 (14 calendar day maximum)

Vacation Turn – On	\$	35.00
-Outside City Limits	\$	45.00
Vacation Turn – Off	\$	35.00
-Outside City Limits	\$	45.00
Late Fee	\$	15.00
Shut off Fee	\$	35.00
After Hours Call Out Fee	\$	130.00
Meter Test	\$	52.00

BE IT FURTHER RESOLVED that Resolution 13-R-1006 is repealed in its entirety.

Passed by the City Council May 27, 2014, and made effective July 1, 2014.

Attest:

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

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

## CITY OF BROOKINGS

### Resolution 14-R-1034

In the Matter of a Resolution Adopting Rates, Fees and Charges to the Users of the City of Brookings Sewer Services and Repealing Resolution 13-R-1007.

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 1.58% is necessary to balance resources and requirements, primarily due to a reduction in Wastewater SDC revenues;

*NOW THEREFORE BE IT RESOLVED* by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:      Included with water fee

Service deposit      Included with water deposit

Monthly user charges for:

Single family residential:      \$58.88

Multi-family residential:      \$58.88

Restaurants:      \$3.32 monthly service charge  
plus \$7.33/ccf of water use

Commercial      \$3.32 monthly service charge  
plus \$6.45/ccf of water use

Churches      \$3.32 monthly service charge  
plus \$3.72/ccf of water use

Schools:      \$3.32 monthly service charge  
plus \$3.83/ccf of water use

Industrial:	\$3.32 monthly service charge plus \$11.44/ccf of water use
Harbor Sanitary District:	As established by agreement

BE IT FURTHER RESOLVED that Resolution 13-R-1007 is repealed in its entirety.

Passed by the City Council May 27, 2014, and made effective July 1, 2014.

Attest:

---

Mayor Ron Hedenskog

---

City Recorder Joyce Heffington

**CITY OF BROOKINGS**

**RESOLUTION 14-R-1035**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, STREET SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES, REPEALING RESOLUTION 13-R-1010.**

**WHEREAS**, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

**WHEREAS**, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

**WHEREAS**, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March; and

**WHEREAS**, the CIP-U increased 1.5% from March 2013 to March 2014;

**NOW, THEREFORE, BE IT RESOLVED:** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2014, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<b><u>CHARGE</u></b>	<b><u>RATE</u></b>
Street System Replacement	\$2.98
Water System Replacement	\$2.94
Wastewater System Replacement	\$3.76
Stormwater System Replacement	\$4.11

BE IT FURTHER RESOLVED that Resolution 13-R-1010 is repealed in its entirety.

PASSED by the City Council May 27, 2014

Attest:

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

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

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

# City of Brookings

## CITY COUNCIL MEETING MINUTES

Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, May 12, 2014**

Council met in Executive Session at 6:15 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."

### **Call to Order**

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

### **Roll Call**

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

Staff Present: Finance & Human Resources Director Janell Howard, Public Works & Development Director Loree Pryce, Building Official LauraLee Snook, Planning Manager Donna Colby-Hanks and City Attorney Martha Rice.

Others Present: No media and two others.

### **Ceremonies/Appointments/Announcements**

Mayor Hedenskog recognized Utility Services Technician Mike Batty for 30 years of service with an introduction provided by Director Pryce.

**Mayor Hedenskog moved, a second followed and Council voted unanimously to appoint Michelle Hanna to the Public Art Committee.**

May Yard of the Month announcements:

- Residential - Curtis & Suzanne Williams, 1101 Coral Court
- Commercial - "Always in Bloom," owner Tina Eszlinger, 777 Cottage Street

### **Public Hearings**

*Legislative public hearing in the matter of LDC-2-14, revisions to Chapter 17.40 Public Open Space of the Brookings Municipal Code.*

Mayor Hedenskog opened the legislative public hearing in the matter of file LDC-2-14 at 7:07 PM.

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

Mayor Hedenskog asked if Azalea Park would be included in the public open space and Colby-Hanks said it would.

McClain asked if there was any restriction on age or condition of the RVs and Colby-Hanks said none was included.

Councilor Hamilton asked if a pad and hook-ups would need to be provided and Colby-Hanks said it could be either way, depending on review of the situation.

There were no public comments and the hearing was closed at 7:14 PM.

Discussion ensued regarding the difference between the two motion options provided in the staff report and Colby-Hanks pointed out that the second motion would provide that the Planning Commission will determine if more than one RV is justified for a particular open space given the site and circumstances.

Councilor McClain said he just wanted to be sure the City's parks didn't become an eyesore with run-down RVs.

**Councilor Pieper moved, a second followed and Council voted unanimously to approve the addition of an Recreational Vehicle (RV) to be used as living quarters as a conditional use in Chapter 17.40, Public Open Space, with the criteria in Attachment B [as proposed by the Planning Commission under File LDC-2-14], and to include a limit of one RV per discrete parcel, unless otherwise approved by the Planning Commission.**

### **Public Comments**

Delmas Baumbach, 15652 Hwy 101, Brookings, commented on his letter to the editor regarding O'Reilly Auto Parts opening up a store in Brookings without any public comment. He said he'd like to see Council put the matter of big businesses coming into town on an agenda so people in the community have a say in the matter. He said he was also not pleased with the City Manager's letter to him.

Clarice Baumbach, 15652 Hwy 101, Brookings, also commented that she'd like to see local businesses notified when large corporations are considering coming to Brookings. She said she was disappointed to hear that O'Reilly's was coming here and felt that people in the community needed to know when something like this was being considered.

Councilor McClain said the City does not have the power to say who can and cannot move into town. He said he also wondered, when someone who lives outside the City, as the Baumbach's do, refer to Brookings as "our City," if they are asking to be annexed into the City.

### **Staff Reports**

*Approve installation of sidewalk and call in associated Deferred Improvement Agreement for street paving project on Hassett Street.*

Official Snook provided the staff report.

Mayor Hedenskog said the City was starting to get a lot of sidewalk continuity in that area.

Gary O'Neal, 2092 Footh Creek Road, Gold Hill, commented that they'd purchased their duplex on Hassett Street in 1999 and were surprised when the DIA arrived in the mail. He said he and his wife were not opposed to paying it, but wanted to be sure the policy was being applied fairly.

Mayor Hedenskog said in the 7-1/2 years he's been on the Council, no DIA has been forgiven and only DIA's for Hassett had been called in.



Official Snook pointed out that there might be a situation where an owner had already put in some portion of the improvements and the City would forgive that portion of the DIA.

O'Neal said the City needed to have written guidelines.

Councilor Pieper said it didn't make sense to have Council write guidelines for forgiving DIAs since that policy could change tomorrow.

Councilor McClain said he thought it was reasonable to ask for guidelines and added that as long as he was on the Council he would never vote to give another DIA, nor to forgive one.

Mayor Hedenskog said there is a time when a DIA might be appropriate, but he stands firm that the City will be calling in DIAs and that he wants a comprehensive engineering plan that saves the City money.

Craig Good, 513 Hassett, Brookings, commented that in the 8 years he's lived at this address the condition of the road has been "a nightmare," with poor maintenance and repair. He said he's upside down with the financing on his house and as far as he was concerned the City could put a lien on it since he couldn't afford to pay the \$10,000. The sidewalk, he said, wasn't needed, and wouldn't connect to anything on the Old County Road end of the street. He said the City will never get the DIA money.

Mayor Hedenskog said the street has always been "crummy" but was going to get fixed and the sidewalk will end at the edge of Good's property so people can get across the street. He added that the project will fix the drainage and Good would be pleasantly surprised when it's completed.

Good said he never knew that there was a DIA on his property and Councilor McClain said he wouldn't be surprised if the title company hadn't pointed it out to him, and said, "shame on them," for not doing so.

Councilor Pieper said he would let the City lien the property if he was in Good's position.

**Councilor McClain moved, a second followed and Council voted unanimously to install 90 feet of sidewalk as described and discussed at the Council Workshop of April 7, 2014, and call in associated DIAs.**

*Award and authorize execution of contract for the 2013-14 Street Pavement Program.*

Director Pryce gave the staff report.

Mayor Hedenskog said the outcome of the recently completed Pavement Management Plan was to be able to fix problems and save a lot of money and this would begin to realize with the Fifth Street project. He said the project would fix the infrastructure underneath the street and Pryce said since it passed the risk factor test the underlying infrastructure would not need to be replaced or upsized. This, she said, made Fifth Street a good project for paving.

Councilor Hamilton said he believed people would be very happy to see Fifth Street repaired.

Councilor Pieper asked staff if they knew why only one bid was received and Pryce said McLennan typically bid on projects like this one, but they did not on this project.

Councilor McClain said awarding a project with just one bid made him nervous, especially since Tidewater typically came in higher, and Pryce said Tidewater's bid was competitively priced. McClain then asked if they would use any of the removed asphalt and Pryce said they might be able to use some of it at the sub-grade level for pothole repairs.

McClain said he noticed "alligator cracking" which he thought indicated a base problem and was concerned that it would return if it was just resurfaced. Pryce said pothole repairs were part of the bid and would involve sub-grade work.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize City Manager to execute a public improvement contract with Tidewater Contractors, Inc., for the construction of the Street Pavement Program 2013-14 in an amount not to exceed \$123,096 which includes the base bid for paving Fifth Street and Bid Alternative 1 for Citywide pothole repairs.**

*Approve new rate schedule for refuse and recycling services provided by Curry Transfer and Recycling (CTR) reflecting a 1.13 percent rate increase.*

Director Howard provided the staff report.

Pete Smart, CTR, said they lose a little ground every time they ask for an increase less than inflation.

Mayor Hedenskog commended Smart for keeping increases below inflation and Smart said every year they keep getting new rules and regulations that impact them but continue to try and stay below inflation with their rate increases.

Mayor Hedenskog suggested that Smart check out the Curry/Del Norte "chitter chatter" forum that has ideas about recycling and how it can be improved. He said he recalled Smart saying that CTR was behind rates in other areas and Smart discussed such things as picking up glass affected cost, as they had to be hauled to Portland.

Mayor Hedenskog said the community is really interested in recycling and suggested that Council might hold a workshop to discuss this and Smart said he would be happy to have CTR participate.

**Councilor McClain moved, a second followed and Council voted unanimously to approve a new rate schedule to be effective July 1, 2014, for refuse collection and recycling services provided by Curry Transfer and Recycling, such schedule reflecting a 1.13 percent increase in rates.**

*Authorize Mayor to sign letter to state agencies requesting that the City's 9-1-1 Tax distribution be sent directly to the City.*

Director Howard presented the staff report.

Mayor Hedenskog said he thought this was already happening and Howard said that it was only recently that legislation passed to allow the City to receive the funds directly.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize the Mayor to sign the attached letter requesting Oregon Office of Emergency Management and Department of Administrative Services to change the distribution to provide 9-1-1 tax directly to the City.**

## **Resolutions**

*Authorization to execute the Resolution, and the Amended and Restated Promissory Note and Contract for Oregon Infrastructure Finance Authority Agreement B07004.*

Director Howard provided the staff report.

**Councilor McClain moved, a second followed and Council voted unanimously to sign Resolution 14-R-1030 and authorize the City Manager for Finance and Human Resources Director to sign the Amended and Restated Promissory Note and Contract for Oregon Infrastructure Finance Authority for Agreement B07004.**

## **Consent Calendar**

1. Approve Council minutes for April 28, 2014.
2. Accept public utility easements from Larry Anderson and William and Pamela Dundom for the Airport Infrastructure and authorize the City Manager to execute the easements.
3. Accept April, 2014 Vouchers in the amount of \$263,517.07.

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

## **Remarks from Mayor and Councilors**

Councilor Hamilton said he has noticed a lot of aggression toward the City Manager from the public when people are discontent about something and having known Gary Milliman and his wife for many years, in his opinion Gary Milliman was "top notch" and "there is no more reputable person that I know on the planet."

## **Adjournment**

Mayor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:40 PM.

Respectfully submitted:

ATTESTED:

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

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Ron Hedenskog, Mayor

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Joyce Heffington, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

49 Donna Colby-Hanks  
Signature (submitted by)

Originating Dept: PWDS

\_\_\_\_\_  
City Manager Approval

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Subject: National Credit Union Administration Board Utility Easement Document.

Recommended Motion: Accept the public utility easement from National Credit Union Administration Board and authorize the City Manager to execute the easement for recordation.

Financial Impact: None.

Background/Discussion: The National Credit Union Administration Board applied for and received preliminary approval for a lot line adjustment at 1346 Seacrest Loop. As a condition of approval for the adjustment, an easement is needed to allow for maintenance, inspection and repair of water and sewer facilities on the subject property. These facilities were installed under the approval of Seacrest Planned Community. Subsequently the approval expired and the property went into foreclosure without an easement for the public utilities being granted. The document needs to be accepted by Council, signed and recorded prior to the final approval of the lot line adjustment.

Policy Considerations: N/A

Materials: Public Utility Easement signed by the National Credit Union Administration Board

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AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

**PUBLIC UTILITY EASEMENT**

**National Credit Union Administration Board, acting in its capacity as Liquidating Agent for Chetco Federal Credit Union**, 4807 Spicewood Springs Road, Suite 5100, Austin, Texas 78759-8490, ("Grantors") hereby grants to the City of Brookings, Oregon, a municipal corporation, ("Grantee"), a perpetual easement for ingress and egress for the repair and maintenance of sanitary sewer and water facilities on the property as set forth herein in the City of Brookings, Curry County, State of Oregon.

SEE ATTACHED EXHIBIT "A" Pages 1 & 2.

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to make public utility improvements and thereby providing direct and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a permanent right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of constructing, maintaining or replacing public utilities.
2. Following completion of any project for construction, maintenance, or replacement of public utilities, Grantee shall restore the property to its original condition as it existed before such work. Grantee shall indemnify Grantor, or any of its successors or assigns, for any damages incurred as a result of Grantee's failure to restore the property to its original condition following completion of any project for construction, maintenance, or replacement of public utilities.
3. Grantor agrees not plant, build, construct or create, nor permit others to plant, build, construct or create any flora, buildings or other structures, including fences, on the easement that may interfere with the use of the easement for the purposes set forth herein or with the normal operation, inspection, access to or maintenance of the utilities.

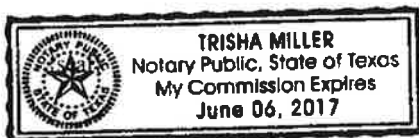
This easement shall be binding upon Grantor, its successors and assigns, and shall inure to the benefit of Grantee, its successors and assigns.

DATED: May 20, 2014

Kempe Hayes  
Kempe Hayes  
Agent for the Liquidating Agent

State of Texas  
County of Travis

In the City of Austin, on this 20th day of May, 2014, in said County, before me personally appeared the above named Kempe Hayes, as Agent for the National Credit Union Administration Board, acting in its capacity as Liquidating Agent for Chetco Federal Credit Union, to me known and known by me to be the party executing the foregoing instrument, and he/she acknowledged said instrument, by him/her executed, to be his/her free act and deed, in his/her said capacity, and the free act and deed of the said National Credit Union Administration Board, acting in its capacity as Liquidating Agent for Chetco Federal Credit Union.



Trisha Miller  
Notary Public

Printed Name: Trisha Miller  
Commission Expires: 6/6/2017

**ACCEPTED BY GRANTEE:**

\_\_\_\_\_  
Gary Milliman, City Manager  
City of Brookings, Oregon

STATE OF OREGON  
County of Curry

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2009, by Gary Milliman, City Manager of the City of Brookings, as the City of Brookings' voluntary act and deed and accepted the easement on behalf of the City of Brookings.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

*Ingress/Egress/Utility Easement*

**EXHIBIT \_\_\_\_\_**

An easement for ingress and egress for the repair and maintenance of sanitary sewer and water facilities over a portion of a parcel of land lying within the Northeast Quarter of Section 36, Township 40 South, Range 14 West, Willamette Meridian, City of Brookings, Curry County, Oregon, and included within the following described lines:

COMMENCING at the Southeast corner of Lot 6, SEACREST PHASE II, P.C., Plat No. 2003-10, recorded May 20, 2003, Instrument 2003-3633, Official Records, Curry County, Oregon, thence along the boundary of said Lot 6, North 41°32'51" West, a distance of 75.52 feet;

thence following along the Northerly boundary of said SEACREST PHASE II, P.C., South 89°59'19" West, a distance of 23.52 feet to the TRUE POINT OF BEGINNING;

thence leaving said Northerly boundary, North 01°02'15" East, a distance of 392.96 feet;

thence South 89°46'16" West, a distance of 38.01 feet;

thence South 01°02'15" West, a distance of 322.17 feet, to a point on the Northerly boundary of said SEACREST PHASE II, P.C.;

thence North 89°46'10" East, a distance of 8.63 feet;

thence South 00°13'56" East, a distance of 70.67 feet;

thence North 89°59'19" East, a distance of 27.82 feet to the POINT OF BEGINNING.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 25, 1995  
RICHARD P. ROBERTS  
2730

EXPIRATION DATE

12/31/14

# EXHIBIT MAP

LOCATED IN:  
NE1/4 OF SECTION 36  
T40S, R14W, W.M.  
CITY OF BROOKINGS, CURRY COUNTY,  
OREGON

LINE	BEARING	DISTANCE
L1	N 41°32'51" W	75.52'
L2	S 89°59'19" W	23.52'
L3	S 89°46'18" W	38.01'
L4	N 89°46'10" E	8.63'
L5	S 00°13'56" E	70.67'
L6	N 69°59'19" E	27.82'

APM:40-14-36A, TL 800  
CFCU C/O NCUA  
INST# 2014-00524

APM:40-14-36AD, TL 2000  
CFCU C/O NCUA  
INST# 2012-3607

PROPOSED UTILITY  
EASEMENT  
(HATCHED AREA)

40-14-36A  
TL 800  
DUNDOM  
INST#1999-3719

SEACREST

PHASE II

SE CORNER  
LOT 6, SEACREST PHASE II



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 23, 1995  
RICHARD P. ROBERTS  
2730

EXPIRES 12/31/14

**Roberts & Associates**

LAND SURVEYING INC

611 SPRUCE STREET  
P.O. Box 1599  
Brookings, OR 97415

Ph: 541-469-0162  
Fax: 541-469-5456



**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)**  
**MINUTES**  
**Friday, April 4, 2014**

**CALL TO ORDER**

Meeting called to order at 4:00 PM

**1. ROLL CALL**

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

*Absent:* Committee Members, Ron McCreary and Skip Watwood

*Also present:* City Manager Gary Milliman

**2. APPROVAL OF MINUTES**

**Motion made to approve the minutes of March 20, 2014; motion seconded and Commission voted; the motion carried unanimously.**

**3. PUBLIC COMMENTS**

None

**4. ACTION ITEMS**

**a. 2014-15 Budget Planning** – Gary explained budget procedure and committee discussed 2014-15 budget. While discussing the event tent Barbara advised she had provided Ted Fitzgerald of the Port with additional tent information and was advised that the port is putting the tent on hold and looking at lowering their liability and investment and possible other options. Barbara contacted Arlis Steele of the Chamber to determine if they were interested in contributing to the tent and Arlis requested further information on the tent to present to the Chamber members. Tim suggested inviting Ted Fitzgerald to the next meeting to discuss the tent further and determine if the Port was still interested in pursuing. Committee discussed adding another \$5000 to the event tent budget to for a total allocation of \$10,000 to the tent. Committee discussed extending Channel 5 TV ad contract for two months so summer events are covered. **Motion made to spend \$1600 from current budget to extend the TV ad contract with Channel 5 through the summer, motion seconded and Commission voted; the motion passes unanimously.** Committee discussed and reviewed 2014—15 budget line items. Determined \$500 to Travel/Training, Events \$12000, Website/Social Media/Icon to Website \$4500, Advertising – TV \$1600, Advertising – Print \$0, Advertising – Radio \$2000, Event Tent \$10,000, Administration \$3000, Visitor/Support Staff \$9641, and Supplies/Materials \$250. Gary advised that the City Council will be discussing to make the TPAC a formal commission or to continue as a committee at an upcoming City Council Workshop, Gary explained the differences. Council needs to decide if they want this committee to be an ongoing tourism program and hold commissioners responsible for administration or want a committee that recommends funding for tourism. Committee members in favor of staff continuing to provide administrative responsibility and support. Committee members questioned if a tourism brochure is available, Gary advised the chamber brochure is available. Gary advised an RFP would be required to pursue tourism website, and if committee would like to pursue it would have to go to Council. Barbara wondered if a tourism site could be incorporated into the City website if money was budgeted towards it, Candice did not believe a tourism website should be piggybacked with a city government website to tourists. Tim and Barbara suggested the committee create further event policies determining if they will consider funding on-going events and closer scrutiny of event funding requests. **Motion made to approve budget discussed to City Council, motion seconded and Commission voted; the motion passes unanimously.**

## 5. INFORMATIONAL ITEMS

**a. Apple Box Media Invoice** – Gary provided Apple Box Invoice of \$5250, questioned if they had completed contract requirements. Candice advised videos are done, says Chris is willing to put up a You Tube page. Gary advised he would like to review if KOBİ had set up a YouTube account before Chris makes a new YouTube account. Joyce Heffington appeared before the committee and advised that KOBİ does have a City You Tube page and Chris can send videos to her to upload. She suggested committee members share the You Tube links. Candice advised Oregon Lifestyles is currently airing on five television stations in Oregon and Washington and online. Bob suggested possibility of airing in the Bay area market also.

## 6. LIAISON REPORTS

**a. TV/Channel 5** – previously discussed.

**b. Apple Box** – previously discussed

**c. City/Chamber/Port Coordination** – Barbara provided more information on the event tent design, details, growth options, and warranty. Committee would like to invite Ted Fitzgerald to next meeting to discuss.

**d. Events** – Bob advised no new events have been proposed.

**e. Print Media** – Joe provided local Nielson ratings explaining that it provides a look at radio stations and determines how many people are listening.

**7. NEXT MEETING SCHEDULED** - Next meeting scheduled April 17<sup>th</sup> at 4:00pm.

**8. ADJOURNMENT** - With no further business before the Committee, the meeting adjourned at 6:17 pm.

Respectfully submitted,



\_\_\_\_\_  
Tim Patterson, Chair  
(approved at April 17, 2014 meeting)

May 15

**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)**  
**MINUTES**  
**Thursday, April 17, 2014**

**CALL TO ORDER**

Meeting called to order at 4:08 PM

**1. ROLL CALL**

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

*Absent:* Committee Member Skip Watwood

*Also present:* Admin Assistant Lauri Ziemer

Resignation of Committee member Ron McCreary accepted

**2. APPROVAL OF MINUTES**

Minutes of pervious meeting not completed for approval

**3. PUBLIC COMMENTS**

None

**4. ACTION ITEMS**

**a. Tent** – Invited guest Ted Fitzgerald unable to attend. Tim advised the Port may possibly still be interested in pursuing an Event Tent; Barbara will schedule a meeting with him to determine if Port is still interested. Barbara also shared idea of creating a Bikeshare, an outside the box tourism idea with start up costs of around \$10,000. Joe mentioned the need for more bike racks in town to encourage bikers to stop and look around. Committee invited her to do more research.

**5. INFORMATIONAL ITEMS**

**a. Budget** - Committee received the budget they created at the last meeting and were advised that it was presented to the City Council and approved. Committee requested date of joint workshop with City Council and Tourism Committee. Possibly May 5<sup>th</sup>, Lauri to confirm date and advise members of date so they can attend. Committee discussed residency requirements for committee members believing there should be a length of time of living in the area to qualify to be on the committee and would like to discuss at a future meeting. They agreed there has to be a fine balance of tourists and residents so as not to become a circus type tourist area. Candice suggested a workshop with the other City committees to communicate and create a vision about what Brookings is going to look like in ten years and share ideas to create a ten year plan to preserve its smallness but to also increase tourism/event attendance.

**b. BiCoastal Media Info** – Committee received the BiCoastal media information and Joe is to do research into radio stations in the Medford area for radio advertising to determine how much advertising the \$2000 allocated in budget will buy. Joe advised typically the radio agency will create the ad, but he is also willing write the ad and do the narrating.

**6. LIAISON REPORTS**

**a. TV/Channel 5** – City Council approved the two month contract extension with KOB, Gary to contact KOB.

**b. Apple Box** – Chris in process of sending videos to Joyce to be uploaded onto Brookings YouTube website.

**c. City/Chamber/Port Coordination** – previously discussed.

**d. Events** – Bob advised that the car show is coming up over Azalea Festival weekend. Barbara suggested a concert at Azalea Park would draw a large crowd also, committee discussed capability of organizations to coordinate such events and have a large attendance. Tim suggested a Brookings Event Committee that coordinates all events. Bob questioned if the RFP for the tourism website had been done yet.

**e. Print Media** – Joe to get rates and info to put a print ad in the Curry Pilot's special edition for the upcoming Bi-Mart Coastal Concert in August.

**7. NEXT MEETING SCHEDULED** - Next meeting scheduled May 15<sup>th</sup> at 4:00pm.

**8. ADJOURNMENT** - With no further business before the Committee, the meeting adjourned at 5:30 pm.

Respectfully submitted,



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Tim Patterson, Chair

(approved at May 15, 2014 meeting)

CITY OF BROOKINGS  
Public Arts Committee – April 21, 2014

Members present: Committee Chair Lea Ray, Scott Clapson, ~~Jackie Farr~~<sup>LR</sup>, Judy May-Lopez, Destiny Schwartz

Also present: PW/DS Director Loree Pryce; Rich Christensen, Horst Woolf, Lynn Guile, Michelle Hanna

Meeting called to order at 11:03 by Ray. Motion made by Clapson and seconded by Ray to approve the minutes of the April 7 meeting. Motion carried.

**Old Business**

Southern entrance to Brookings: Christensen reported the Public Works Department cleared the property as far up as they could reach. Christensen will contact ODOT for their approval and PAC will solicit volunteer efforts. The city will haul landscaping.

Murals :

- Pryce: research if budgeted funds can be carried over after year end.
- Salon Dolce: May-Lopez will get cost information on brace repair.
  - Guiles suggested not using the proposed mural sunset scene but have something more representative of the existing gallery.
- Pool: Schwartz will advise if she can/will take this project over and is taking photos of mural walls.
  - Motion made by Clapson to budget \$1000 total for the pool and Salon Dolce and leave \$1000 for the CIRD grant. Motion died for lack of a second.

CIRD Grant: Pryce and May-Lopez are working on this grant request (due May 6<sup>th</sup>) for \$7000 (matching) for a community 2-1/2 day workshop to determine direction. Discussion followed. Subcommittee formed by Clapson and Hanna – to prepare a project board that would replace the CIRD Grant. PAC did not demonstrate majority to move the grant forward.

- Kid Zone: May-Lopez working on application. No artist at this time, this will be put on hold.

**New Business**

Resignation received: Ray reported she received resignation from Farr.

Lynn Guiles: Proposed having art painted on the alley floor at Art Walk Alley; she will pay for the paint. Ray suggested the floor art be installed on walls. Discussion followed. More research is needed; this needs to go before council (possibly handled like an encroachment permit). Motion made by Ray-seconded by May-Lopez to support the proposal.

Azalea Festival Signs: Pryce has been talking with Trash Dogs, etc., and will meet with Clapson regarding beautify signs for the festival.

Budget: Motion made by May-Lopez and seconded by Clapson to request \$2,500 budget for the coming year. Motion carried.

Meeting adjourned at 12:05 p.m.

PAC May Meeting Dates: Next meeting May 5<sup>th</sup> and May 19<sup>th</sup> at 11am.

Meeting adjourned.

Respectfully submitted,

  
\_\_\_\_\_  
Lea Ray, Committee Chair (approved at May 17, 2014 meeting)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,559,259.00	34,282.15	2,361,663.17	197,595.83	92.3
LICENSES AND PERMITS	97,500.00	5,003.41	71,584.82	25,915.18	73.4
INTERGOVERNMENTAL	237,600.00	8,063.98	113,160.95	124,439.05	47.6
CHARGES FOR SERVICES	133,000.00	6,557.83	384,352.76	( 251,352.76)	289.0
OTHER REVENUE	130,500.00	2,938.20	103,439.33	27,060.67	79.3
TRANSFERS IN	240,452.00	.00	.00	240,452.00	.0
	<u>3,398,311.00</u>	<u>56,845.57</u>	<u>3,034,201.03</u>	<u>364,109.97</u>	<u>89.3</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	15,156.00	1,227.96	13,597.55	1,558.45	89.7
MATERIAL AND SERVICES	7,770.00	300.00	6,542.10	1,227.90	84.2
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>23,426.00</u>	<u>1,527.96</u>	<u>20,139.65</u>	<u>3,286.35</u>	<u>86.0</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	162,891.00	12,884.14	128,673.57	34,217.43	79.0
MATERIAL AND SERVICES	112,900.00	5,392.31	109,537.05	3,362.95	97.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>275,791.00</u>	<u>18,276.45</u>	<u>238,210.62</u>	<u>37,580.38</u>	<u>86.4</u>
POLICE:					
PERSONAL SERVICES	1,919,165.00	139,234.60	1,505,863.42	413,301.58	78.5
MATERIAL AND SERVICES	153,740.00	6,302.37	103,509.74	50,230.26	67.3
CAPITAL OUTLAY	57,400.00	763.07	230,147.78	( 172,747.78)	401.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,130,305.00</u>	<u>146,300.04</u>	<u>1,839,520.94</u>	<u>290,784.06</u>	<u>86.4</u>
FIRE:					
PERSONAL SERVICES	158,330.00	12,465.95	123,771.88	34,558.12	78.2
MATERIAL AND SERVICES	109,000.00	5,000.93	51,079.26	57,920.74	46.9
CAPITAL OUTLAY	42,080.00	11,858.05	120,304.28	( 78,224.28)	285.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>309,410.00</u>	<u>29,324.93</u>	<u>295,155.42</u>	<u>14,254.58</u>	<u>95.4</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	182,871.00	14,892.97	150,158.13	32,712.87	82.1
MATERIAL AND SERVICES	45,600.00	1,840.80	17,223.68	28,376.32	37.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>228,471.00</u>	<u>16,733.77</u>	<u>167,381.81</u>	<u>61,089.19</u>	<u>73.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	122,864.00	9,657.13	105,345.83	17,518.17	85.7
MATERIAL AND SERVICES	35,400.00	1,790.29	30,206.62	5,193.38	85.3
CAPITAL OUTLAY	10,000.00	.00	8,343.17	1,656.83	83.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	168,264.00	11,447.42	143,895.62	24,368.38	85.5
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	164,330.00	13,546.70	128,514.50	35,815.50	78.2
MATERIAL AND SERVICES	31,900.00	2,797.82	16,994.70	14,905.30	53.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	196,230.00	16,344.52	145,509.20	50,720.80	74.2
SWIMMING POOL:					
PERSONAL SERVICES	55,205.00	.00	40,419.69	14,785.31	73.2
MATERIAL AND SERVICES	38,800.00	175.47	25,404.50	13,395.50	65.5
CAPITAL OUTLAY	10,000.00	.00	5,393.23	4,606.77	53.9
	104,005.00	175.47	71,217.42	32,787.58	68.5
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	132,500.00	5,138.00	67,408.33	65,091.67	50.9
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	5,138.00	67,408.33	756,800.67	8.2
	4,260,111.00	245,268.56	2,988,439.01	1,271,671.99	70.2
	( 861,800.00)	( 188,422.99)	45,762.02	( 907,562.02)	5.3

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	440,000.00	25,498.68	400,082.04	39,917.96	90.9
OTHER REVENUE	12,450.00	80.00	4,217.41	8,232.59	33.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>452,450.00</u>	<u>25,578.68</u>	<u>404,299.45</u>	<u>48,150.55</u>	<u>89.4</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	168,706.00	13,377.48	136,324.22	32,381.78	80.8
MATERIAL AND SERVICES	194,100.00	23,563.56	168,392.01	25,707.99	86.8
CAPITAL OUTLAY	141,300.00	.00	73,120.88	68,179.12	51.8
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>36,941.04</u>	<u>377,837.11</u>	<u>258,612.89</u>	<u>59.4</u>
	<u>636,450.00</u>	<u>36,941.04</u>	<u>377,837.11</u>	<u>258,612.89</u>	<u>59.4</u>
	<u>( 184,000.00)</u>	<u>( 11,362.36)</u>	<u>26,462.34</u>	<u>( 210,462.34)</u>	<u>14.4</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2014

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,413,500.00	106,951.09	1,155,789.94	257,710.06	81.8
OTHER INCOME	9,000.00	3,285.00	42,391.16	( 33,391.16)	471.0
TRANSFERS IN	.00	10,640.50	10,640.50	( 10,640.50)	.0
	<u>1,422,500.00</u>	<u>120,876.59</u>	<u>1,208,821.60</u>	<u>213,678.40</u>	<u>85.0</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	370,334.00	31,070.50	302,277.17	68,056.83	81.6
MATERIAL AND SERVICES	176,350.00	8,974.41	126,348.04	50,001.96	71.7
CAPITAL OUTLAY	59,900.00	999.24	38,730.77	21,169.23	64.7
	<u>606,584.00</u>	<u>41,044.15</u>	<u>467,355.98</u>	<u>139,228.02</u>	<u>77.1</u>
WATER TREATMENT:					
PERSONAL SERVICES	255,128.00	19,755.55	194,992.18	60,135.82	76.4
MATERIAL AND SERVICES	173,100.00	8,893.45	126,495.50	46,604.50	73.1
CAPITAL OUTLAY	24,900.00	13,235.27	16,844.64	8,055.36	67.7
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>41,884.27</u>	<u>338,332.32</u>	<u>632,583.68</u>	<u>34.9</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>82,928.42</u>	<u>805,688.30</u>	<u>771,811.70</u>	<u>51.1</u>
	<u>( 155,000.00)</u>	<u>37,948.17</u>	<u>403,133.30</u>	<u>( 558,133.30)</u>	<u>260.1</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,831,000.00	252,292.79	2,367,376.18	463,623.82	83.6
OTHER REVENUE	1,000.00	.00	391.47	608.53	39.2
TRANSFER IN	.00	10,640.50	10,640.50	( 10,640.50)	.0
	<u>2,832,000.00</u>	<u>262,933.29</u>	<u>2,378,408.15</u>	<u>453,591.85</u>	<u>84.0</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	475,680.00	36,665.06	367,825.95	107,854.05	77.3
MATERIAL AND SERVICES	257,150.00	9,562.13	147,865.67	109,284.33	57.5
CAPITAL OUTLAY	36,900.00	.00	14,384.49	22,515.51	39.0
	<u>769,730.00</u>	<u>46,227.19</u>	<u>530,076.11</u>	<u>239,653.89</u>	<u>68.9</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	446,888.00	34,523.08	343,905.49	102,982.51	77.0
MATERIAL AND SERVICES	509,000.00	15,312.23	326,801.22	182,198.78	64.2
CAPITAL OUTLAY	636,900.00	21,225.20	91,419.67	545,480.33	14.4
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>71,060.51</u>	<u>762,126.38</u>	<u>2,144,143.62</u>	<u>26.2</u>
	<u>3,676,000.00</u>	<u>117,287.70</u>	<u>1,292,202.49</u>	<u>2,383,797.51</u>	<u>35.2</u>
	<u>( 844,000.00)</u>	<u>145,645.59</u>	<u>1,086,205.66</u>	<u>( 1,930,205.66)</u>	<u>128.7</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	545,678.00	5,713.30	499,129.73	46,548.27	91.5
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	90.37	1,000,409.63	.0
	<u>1,546,178.00</u>	<u>5,713.30</u>	<u>499,220.10</u>	<u>1,046,957.90</u>	<u>32.3</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	.00	26,026.58	43,973.42	37.2
CAPITAL OUTLAY	1,677,257.00	.00	5,850.00	1,671,407.00	.4
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>.00</u>	<u>31,876.58</u>	<u>2,164,301.42</u>	<u>1.5</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>.00</u>	<u>31,876.58</u>	<u>2,164,301.42</u>	<u>1.5</u>
	<u>( 650,000.00)</u>	<u>5,713.30</u>	<u>467,343.52</u>	<u>( 1,117,343.52)</u>	<u>71.9</u>

**City of Brookings**

**MEETING AGENDA**  
**URBAN RENEWAL AGENCY**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, March 24, 2014**

**Call to Order**

Chair Hedenskog called the meeting to order at 7:53 PM, immediately following the City Council meeting.

**Roll Call**

Agency Present: Chair Ron Hedenskog, Directors Bill Hamilton, Brent Hodges, Jake Pieper, and Kelly McClain; a quorum present.

Staff Present: Executive Director Gary Milliman, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Approximately one other.

**Consent Calendar**

1. Approve Agency minutes for December 9, 2013.

**Chair Hedenskog moved, a second followed and the Agency voted unanimously to approve the Consent Calendar.**

**Staff Reports**

*Authorization to extend the audit contract with Bold, Carlisle & Smith, LLC for two years.*

Executive Director Milliman pointed out that the staff report for this item was the same as that provided for the audit services extension in the earlier Council meeting.

**Director Hodges moved, a second followed and the Agency voted unanimously to accept the audit services proposal from Boldt, Carlisle & Smith LLC, and authorize the [Executive Director] to execute [an amendment for a two-year extension].**

**Adjournment**

Chair Hedenskog moved, a second followed and the Agency voted unanimously to adjourn by voice vote at 7:54 PM.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2013:

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Ron Hedenskog, Chair

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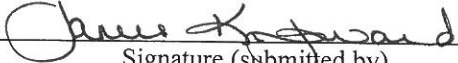
Joyce Heffington, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: Finance & HR

  
Signature (submitted by)

  
City Manager Approval

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Subject:

Hold Public Hearing and Approval of Appropriations for FY 2014-15 Budget.

Recommended Motion:

Adopt Resolution 14-R-1036, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2014-15 fiscal year.

Financial Impact:

The fiscal year 2014-15 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$1,654,049.

Background /Discussion:

Oregon local budget law requires the Agency's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the Urban Renewal Agency can implement the 2014-15 budget and receive tax money necessary for operations, these resolutions must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachment:

Resolution 14-R-1036 Adopt Budget

**URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS**

**RESOLUTION 14-R-1036**

A RESOLUTION ADOPTION THE BUDGET FOR THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS, DECLARING TAX INCREMENT FUNDING AS PROVIDED UNDER SECTION 1C, Article IX OF THE OREGON CONSTITUTION AND ORS CHAPTER 457, AND MAKING APPROPRIATIONS FOR THE 2014-15 FISCAL YEAR.

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Brookings hereby adopts the budget for 2014-15 in the sum of \$1,654,049 now on file in the Office of the City Finance and Human Resources Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2014, and for the

**GENERAL FUND**

Urban Renewal Program	448,771	
Special Appropriations:		
Transfers	432,539	
TOTAL GENERAL FUND APPROPRIATIONS		\$881,310

**DEBT SERVICE FUND**

Special Appropriations:		
Debt Service	432,739	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		432,739

TOTAL RESERVE AMOUNTS		340,000
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TOTAL ADOPTED BUDGET		<u>\$1,654,049</u>
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BE IT FURTHER RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 27th day of May, 2014.

\_\_\_\_\_  
Chair Ron Hedenskog

ATTEST by:

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