

# City of Brookings MEETING AGENDA

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

**Monday, December 8, 2014, 7:00pm**

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

City Council will meet in **Executive Session at 6:00 PM** in the City Manager's office, under authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law," and under ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."

## **CITY COUNCIL**

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

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

### **C. Roll Call**

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

1. Five Year Employee Anniversary Recognition: Police Officer Jason Barrigar.
2. Reappointment of Michelle Hanna to the Public Art Committee. [pg. 3]

### **E. Public Hearings**

1. Public Hearing and authorization to submit a loan application to finance a portion of the local match for the Railroad Street Reconstruction Project. [City Manager, pg. 6]
  - a. Oregon Transportation Infrastructure Bank application [pg. 8]

### **F. Oral Requests and Communications from the audience.**

1. Public Comments on non-agenda items – 5 minute limit per person.\*

### **G. Staff Reports**

1. Approval to allocate \$1,500 in Transient Occupancy Tax funds for the Community Coastal Christmas in Brookings Harbor program. [City Manager, pg. 18]
  - a. Proposal [pg. 19]
2. Approval to allocate \$4,000 in Transient Occupancy funds for the August 2015 Wild Rivers Music Festival to be held at Azalea Park. [City Manager, pg. 23]
  - a. Event Proposal [pg. 24]
  - b. Sponsorship proposal [pg. 26]
3. Approval to develop a fenced unleashed pet area at Stout Park. [Parks, pg. 30]
  - a. Map [pg. 31]
  - b. Sample rules [pg. 32]
4. Authorize the Mayor to execute a letter requesting that the Crissey Field Welcome Center remain operational year-round. [City Manager, pg. 33]
  - a. Letter from County Director of Administration, Julie A. Schmelzer [pg. 34]
5. Acceptance of City's audit report for fiscal year ended June 30, 2014. [F&HR, pg. 36]
  - a. Audit report [Separate attachment]

## **H. Consent Calendar**

1. Approve City Council minutes for November 10, 2014. [pg. 37]
2. Accept Tourism Promotion Advisory Committee minutes for October 16, 2014. [pg. 41]
3. Authorize the Mayor to execute an Agreement with Richard Harper for Municipal Judge services with a stipend of \$400 per Court session, effective January 1, 2015. [pg. 43]
4. Authorize the Mayor to execute an Agreement with James Fallman for Municipal Judge Pro Tem services with a stipend of \$200 per Court session. [pg. 47]
5. Receive October 2014 monthly financial report. [pg. 51]
6. Accept November 2014 Vouchers in the amount of \$312,958.29. [pg. 57]

## **I. Adjournment**

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **B. Roll Call**

## **C. Consent Calendar**

1. Approve Agency Minutes for October 27, 2014. [pg. 61]

## **D. Public Comments**

## **E. Staff Reports**

1. Acceptance of Agency audit report for fiscal year ended June 30, 2014. [F&HR, pg. 62]
  - a. Audit report [Separate attachment]

## **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: Michelle Hanna Date: 11-17-14  
Physical Address: 722 A Pioneer Rd, Brookings OR 97415  
Mailing Address: PO Box 6696 Brookings OR 97415  
Email Address: rileydogstudio@gmail.com Phone: 541-254-0850

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

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

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input checked="" 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? 8 (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? Program Manager Healthy Families Oregon  
(social worker)

##### 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:

Past Board Experiences: East Lansing Community Food-co-op, MI  
Sunnymart Co-op preschool, Campbell CA  
KASPER, Brookings, OR  
BFA in Graphic Design, Illustration  
AA in Ceramics  
currently working as a part-time artist

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:

Healthy Families Oregon, Southwestern Oregon Comm. College  
Healthy Start - Healthy Families, Curry County Juvenile Dept.  
KASPER; program manager  
Manley Art Center, teaching childrens art classes  
Cupertino Elementary School, Art Decent 4-5th grade  
Cupertino, CA Library  
Farmers Market Kiosk stand

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

I am a working artist that would like to volunteer  
hours to support the arts and culture scene of Brookings.  
I hope to engage more families and participants in  
the arts around Brookings.



**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.

Michelle Hanna  
Applicant (print name)

[Signature]  
Applicant's Signature

11/17/14  
Date

Wesley Pryce  
Witness (print name)

[Signature]  
Witness's Signature

11/17/14  
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

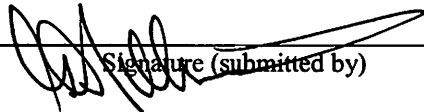
Public Art Committee: 541-469-1135  
Budget Committee: 541-469-1123  
Tourism Promotion Advisory Committee  
541-469-1101

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: City Manager

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

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**Subject:** Application for Funding from the Oregon Transportation Infrastructure Bank for Railroad Street Project

**Recommended Motion:**

A public hearing is required.

Motion to authorize City Manager to submit an application for loan funding in the amount of \$650,000 under the Oregon Transportation Infrastructure Bank (OTIB) program to finance a portion of the local match for the Railroad Street Reconstruction Project.

**Financial Impact:**

Assuming the loan is approved at 2.0 per cent interest for a 20 year term, the annual debt service would be approximately \$40,000, which is the current level of uncommitted revenue received annually by the Urban Renewal Agency (URA). The City would pledge URA funding for the debt service, but would also be able to make payments using Street System Development Charges (SDC) or annual allocation of Highway Users Funds received by the City at the City Council's discretion.

**Background/Discussion:**

The estimated cost of the Railroad Street reconstruction project is \$3,010,000. The City has received approval of a \$2,010,000 federal grant administered by the Oregon Department of Transportation (ODOT) to fund 66.7 per cent of this project. The local share of the cost of the project is estimated at \$1.0 million, or 33.3 per cent. The project is scheduled for construction in 2016.

The City has \$300,000 in SDC funds and \$300,000 in URA funds available for this project. Additional SDC and URA funds are expected to be received prior to construction; however, a large portion of the remaining \$400,000 match would need to be financed.

The City has been invited to apply for a loan through the OTIB of up to \$1.0 million for use in financing the local match for this project. The City of Medford recently received a loan for a similar project through this program at an interest rate of 1.61 per cent. The actual interest rate is determined at time of loan approval; staff is estimating that the interest rate would be 2.0 per cent or less. Current "market rates" for financing are 2.5-3.0 per cent.

Staff is recommending that the City apply for a loan of \$650,000 through the OTIB program. Assuming a 2.0 per cent rate of interest over a 20 year term, the annual debt service would be just under \$40,000. The amount of URA annual revenue not already committed to debt service

or used for administration is approximately \$40,000. Thus, the URA could support a \$650,000 loan for this project. By financing \$650,000 of the \$1.0 million local share, the impact on SDC and URA fund balances would be reduced from \$600,000 to \$350,000, thus making some \$250,000 in cash available for any Railroad Street construction cost over-runs and/or other URA and SDC-funded projects.

Attachment(s):

- a. Oregon Transportation Infrastructure Bank Application.

**OREGON TRANSPORTATION INFRASTRUCTURE BANK**  
**APPLICATION**

*Oregon Department of Transportation*  
*355 Capitol St NE, MS 21*  
*Salem, OR 97301*

**PLEASE SUBMIT ONE ORIGINAL**

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**SECTION 1: APPLICANT**

Organization: **City of Brookings**

Address: **898 Elk Drive**  
**Brookings, OR 97415**

Contact Person: **Gary Milliman**

Phone: **541-469-1101**

Email Address: **gmilliman@brookings.or.us**

PROJECT TITLE: **Railroad Street Reconstruction**

## SECTION 2: PROJECT JUSTIFICATION

Explain in detail the need for the project and summarize the scope of work to be completed.

**Railroad Street traverses the central part of Brookings running parallel to U.S. Highway 101 through downtown Brookings. Railroad Street is often used as a local traffic alternative to Highway 101 and also serves the City's industrial area and a growing commercial district.**

**Railroad Street operates with one lane in each direction with no turn lanes, bicycle lanes and no pedestrian facilities for most of its length. The drainage system includes open roadside ditches and older drop inlets; local street flooding is a common occurrence. The surface condition of the roadway itself is deteriorated. A bus transit station is located on this street.**

**This project involves the complete reconstruction and widening of Railroad Street, to include one travel lane in each direction; a center turn lane and median; curb, gutter and sidewalk on both sides of the street; storm drains; bicycle lanes on both sides of the street and improvements to street lighting.**

**The improvements will occur along a 1700 lineal foot section of Railroad Street. The goal of the project is to correct street, ADA, pedestrian safety, drainage and bicycle safety deficiencies along the street to make the street more functional as a secondary commercial street carrying local traffic and reducing congestion on Highway 101 through downtown Brookings; as well as providing a safe alternative for bicyclists traveling through Brookings.**

**The Oregon Transportation Commission approved \$2,010,000 in Enhancement Program grant funding for the project which is scheduled for construction in 2016. The City and ODOT have executed a \$3,010,000 for the project.**

### SECTION 3: PROJECT BUDGET AND LOAN REQUEST

	Estimated Project Amounts	Amount to be funded through OTIB
Preliminary Engineering	\$ <u>301,000</u>	<u>100,000</u>
Right of Way	\$ <u>10,000</u>	<u>                    </u>
Construction	\$ <u>1,455,000</u>	<u>293,500</u>
Equipment	\$ <u>0</u>	<u>                    </u>
Design & Architectural	\$ <u>752,500</u>	<u>250,000</u>
Land Acquisition & Site Preparation	\$ <u>40,000</u>	<u>                    </u>
Other Capital Costs	\$ <u>0</u>	<u>                    </u>
Contingency	\$ <u>451,500</u>	<u>                    </u>
Loan Fee (1%)	\$ <u>6,500</u>	<u>6,500</u>
Other ( <u>                                </u> )	\$ <u>                    </u>	<u>                    </u>
<b>Total Costs:</b>	<b>\$ <u>3,016,500</u></b>	<b><u>650,000</u></b>

Have you bid the project yet?

Yes\_\_\_\_ No\_\_**X**\_

Has any equipment been ordered or purchased?

Yes\_\_\_\_ No\_\_**X**\_

If yes, when was it ordered or purchased?

Over how long a period would you like to repay your OTIB Loan?

20 years

Do you expect to use additional debt for this project in the future?

Yes\_\_\_\_ No\_\_**X**\_



#### **SECTION 4: SUMMARY OF PLEDGED AND OTHER REVENUE**

All OTIB loans require a pledge of any Highway User Tax Apportionment due to the Applicant to provide security for the loan. If the Apportionment received by the Applicant has not historically been sufficient to cover projected loan repayments, additional collateral will be required. The loan may be repaid out of other sources available to the Applicant. Please answer the following:

1. What funds have already been identified to repay the loan?

**Brookings Urban Renewal Agency tax increment revenue**

**City System Development Charges**

**City System Replacement fees collected as surcharge on water/sewer accounts**

2. What other funds are potentially available to secure the loan, if necessary?

**City General Fund**

3. Does the applicant have a credit rating published by any of the three credit rating agencies: Fitch, Moody's, or Standard and Poor's? If so, please indicate the ratings and when established and last reviewed. If available, please attach the most recent credit rating report as an appendix to this application.

**No**

## SECTION 5: OTHER FINANCIAL INFORMATION

1. Has the Applicant suffered an operating deficit in either its General Fund or Road Fund, or other similar enterprise fund in the last 5 years? If so, what actions were taken?

**No**

2. Does the project involve the formation of a local improvement district (LID) or an urban renewal district (URD) or similar entity? If so, provide the status of negotiations with benefited property owners, an engineer's report on the district formation and assessments (if available), and any resolutions creating the district.

**No, Urban Renewal District formed in 2002**

3. Are the benefited property owners participating in the cost of construction? If yes, list the benefiting property owners and corresponding participation. If no, explain why.

**No**

4. Does this project use any "innovative" sources of financing, such as revenue from traffic impact fees, transportation improvement district fees, system development charges, urban renewal assessments, private funds, or tolls. What percentages of project funds are "innovative" versus "traditional?" Be specific.

**100% "innovative"**

**System Development Charges: 28%**

**System Replacement Fees: 2%**

**Urban Renewal: 70%**

5. Summarize any pending litigation that may affect the ability of the Applicant to repay a loan.

**N/A**

6. Has the Applicant ever defaulted on a debt? If so, provide a complete summary of all circumstances relative to the default.

**No**

7. How will the ongoing maintenance, operation and replacement of the project be financed?

**Highway User Tax Apportionment and City General Fund**

## SECTION 6: PROJECT PLANNING & DESIGN

1. The OTIB will fund only projects that conform to local transportation system plans and/or the Statewide Transportation Improvement Program (STIP).

Is this project in the local area transportation plan? Yes   X   No       

Is this project in the STIP?

Yes   X   No       

If no, is a STIP Amendment in process? Yes        No        N/A       

2. Name all plans that contain the project. What stage is the project in these plans (for example, developmental or construction). What cost estimates are shown there?

**City of Brookings Transportation System Plan**

**Oregon STIP**

**Brookings Urban Renewal Plan**

3. Describe the planning and land use requirements that apply to this project, if any. Discuss where the project is in the approval process. If a land use action is required, when will the approving body issue a decision?

**No land use action required**

4. Describe the environmental impacts of this project. For a federally funded project, please provide the status, or attach, the Environmental Impact Statement (EIS). If no EIS is required, please provide the categorical exclusion that the Applicant has qualified under.

**The project is constructed on previously disturbed soil and will improve stormwater quality therefore we will apply for a categorical exclusion based on a determination of no impact.**

5. Some State and Federal OTIB funds require that a project is federal aid eligible, even if the project will not be subject to other federal requirements. Please specify if this project meets federal-aid eligibility requirements.

*To be eligible for federal funding, a project must qualify under Title 23 or Title 49 of the Code of Federal Regulations. A road will be eligible if it is part of a "federal-aid highway." A federal-aid highway is any street or highway that is open to public travel, except one functionally classified as a local street and/or minor collector. Roads designated as part of the National Highway System are eligible.*

**This road is classified as a collector street; ODOT has approved federal Enhancement Program grant funding for 66.78% of the project costs.**

6. OTIB will fund only projects that meet highway design standards appropriate to the class of project. Describe the class of job for your project and the standards you have met and, if any, design exceptions and their rationale.

**ODOT will be designing the improvement project which will meet and/or exceed the requirements for a collector street (verses arterial streets = ODOT standards). The City standards required multimodal components above the minimum ODOT arterial standards.**

7. When will the project be ready to begin construction? When will the construction be complete? Will OTIB funding will make this project possible or advance it? Will any new work be done because of this loan? Absent OTIB funding, when would the project go to contract?

**June 2016 – Begin Construction**

**June 2017 – Complete Construction**

**No effect on timing of project and loan.**

**No additional work with loan**

**No effect**

## SECTION 7: OTHER PROJECT INFORMATION

1. Does this project have any safety impacts? If project is related to road construction, what are the current accident rates of the affected project area, if any? What are projected accident rates if improvements are made? Please supply any data that supports safety improvements.

**Yes, there are definitely safety impacts by installing sidewalks, crosswalks and designated bike lanes where there are none now.**

2. Does this project contribute to traffic growth management? If so, how?

**Yes, this project promotes multimodal transportation and is located in the City's downtown corridor and Urban Renewal Area.**

3. Does this project improve livability?

*Examples include: encouraging development designed to allow people to live, work and shop in the same area; making walking, biking and transit convenient and accessible; or assuring accessibility of service to rural communities.*

**This project will provide pedestrian and bicycle facilities where there are none. The project will also enhance access to a transit station and correct ADA deficiencies.**

4. Does this project strengthen Oregon's economic development?

*Examples include: improving infrastructure, investing in rural or distressed communities, improve the business climate, enhance the community's image, or job creation,*

**This project will improve the City's infrastructure and enhance new private investment along the Railroad Street commercial corridor. It will enhance the communities' image by reconstructing a dilapidated street and enhancing its function.**

5. Does this project impact Oregon's quality of life?

*Examples include: improvements in air or water quality, lower commute times, reducing vehicle miles traveled, promoting inter-modal connections, or maintaining or improving access for emergency services.*

**The project will reduce congestion on Highway 101 through downtown Brookings by providing a local traffic and bicycle route alternative. The project will include installation of bioswale.**

## SECTION 8: ATTACHMENTS

Attach the following items with the application:

1. If available, attach an engineering feasibility analysis, prepared and stamped by a registered professional engineer. Typically, this analysis will include:  

- the name, address, and phone number of the professional engineer.
  - an explanation of the basis for the size and/or capacity of the proposed project;
  - project alternatives considered;
  - detailed cost estimate including all items necessary to complete the project;
  - preliminary drawing of the project;
  - maps showing the general location of the project, tax lots or parcels in the project area, and the specific location of the project;
  - environmental concerns;
  - needed permits and/or licenses to construct the project;
  - what jurisdiction(s) will own, operate and/or maintain the proposed project;
  - anticipated project schedule:
    - project start
    - preliminary engineering/design
    - Construction

Yes ☒ No ☐ N/A ☐
2. An anticipated draw down schedule of loan proceeds. Yes ☒ No ☐ N/A ☐
3. Public hearing notice, minutes of the public hearing and minutes of the meeting at which submission of this application was approved. Yes ☒ No ☐ N/A ☐
4. One copy of each of the last three years of the Applicant's audited financial statements. Yes ☒ No ☐ N/A ☐
5. One copy of the Applicant's current budget. Yes ☒ No ☐ N/A ☐
6. Adopted Capital Improvement Plan (if available) and transportation facilities plans as appropriate. Yes ☐ No ☐ N/A ☒
7. If Applicant is not a city or county, one copy of the Applicant's enabling charter or resolution as amended. Yes ☐ No ☐ N/A ☒



## SECTION 9: CERTIFICATION

I certify that:

The Applicant has the authority to request and incur the debt described in this application and, upon approval, may enter into a contract for the repayment of the loans.

The Applicant has held any locally required public hearings or notices and will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate.

The governing body of the undersigned jurisdiction at its \_\_\_\_\_ (date) meeting authorized the submission of this application.

Signature\_\_\_\_\_ Title\_\_\_\_\_

Jurisdiction\_\_\_\_\_

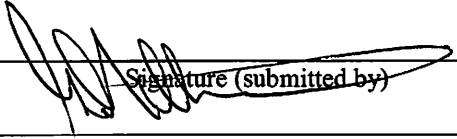
Name\_\_\_\_\_ Date\_\_\_\_\_  
(type or print)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: City Manager

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

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Subject: Funding for Community Coastal Christmas

Recommended Motion:

Motion to allocate \$1,500 in Transient Occupancy Tax revenues for the Community Coastal Christmas in Brookings Harbor program as recommended by the Tourism Promotion Advisory Committee.

Financial Impact:

Use of \$1,500 in TOT funding allocated for tourism promotion.

Background/Discussion:

At its meeting of November 20, the Tourism Promotion Advisory Committee considered a proposal received on November 14 for \$1,500 in funding from the Community Coastal Christmas in Brookings Harbor program scheduled to begin November 29. A description of the proposed event is attached.

The project budget shows revenue of \$7,000, including the \$1,500 City contribution, and expenses of \$6,820.

Note that this project involves the installation of decorations on City-owned facilities along Chetco Avenue and at the pocket park. As of this writing it is unknown as to the level of City resources that will be needed, if any, to support the project as the applicant has not been in contact with City staff.

TPAC voted 3-0-3 to recommend the event for funding; three of the TPAC members abstained as they are members of the group organizing the event.

Attachment(s):

- a. Proposal from Community Coastal Christmas in Brookings Harbor.

Event Title: Community Coastal Christmas Amount Requested \$ 1500<sup>00</sup>  
 Event Description: See Exhibit A in Brookings Harbor

Event Date/s: \_\_\_\_\_  
 Location: \_\_\_\_\_ Location secured? Yes ☒ No ☐  
 Event Goals: \_\_\_\_\_

Please explain how this event will be sustained after the first year: \_\_\_\_\_

Sponsors/Investors: \_\_\_\_\_

See Exhibit B			Budget		
Income			Expenses		
Fees Collected	\$		Facility/Venue Costs	\$	
Admissions	\$		Insurance	\$	
Concessions	\$		Advertising	\$	
	\$		Supplies	\$	
	\$			\$	
	\$			\$	
TOTAL	\$		TOTAL	\$	

Methodology for evaluating events success in terms of bringing visitors to the Brookings area: Compare Natures Coastal  
Holiday attendance numbers. Merchant  
fee back, Transit Tax numbers  
 Contact Person: Kathy Broshears Phone: 541-661-0009  
 Organization: Community Coastal Christmas Address: PO Box 82

If more space is required please attach additional pages

## **Holiday 2014 Harbor Brookings Port Merchant Program**

### **By the 2014 Holiday Committee**

#### **2014 Goals**

Increase the Xmas lighting in Brookings, The Port, and Harbor.  
Create a gateway to famous Azalea Natures Coastal Holiday  
Promote the spirit of the season by encouraging events that connect Harbor, The Port, and Brookings.

#### **Planned Action Items**

Light approximately 30 of the City planted Chetco Ave trees and light poles on November 29<sup>th</sup>, helpers needed

Paint and light at least one window in 50% of the store front windows on Chetco Avenue, within Harbor, and at the Port on November 29<sup>th</sup>, helpers needed.

Expand the Port's Coast Guard Santa arrival on uptown to the Brookings Xmas tree via a Fire truck, float and car parade. Both of these locations include free Santa chats, photos, and gifts. The event takes place on December 6<sup>th</sup>.

Light and decorates the pocket park Brookings Xmas tree on Nov 29 helpers needed.

Evening caroling by various groups at the pocket park Xmas Tree.

A December 13 afternoon-evening Port hosted holiday party located on the boardwalk featuring the *lighting of the boats*, a menu to be announced, caroling, entertainment, and a kid area.

Promote other organization's holiday activities, calendar.

Elf on a Shelf merchant promotion.

Light the whales to be placed along Chetco Avenue.

Caroling with KURY radio 6-7 pm on Dec 18.

## **Holiday 2014 Merchant Participation Survey**

Harbor Brookings Holiday Budget					
Items		Revenue	Expenses	Totals	Descriptions
Totals		3500	3500	0	
Port Grant		1500	0	1500	
City Grant		1500	0	1500	
Donations		500		500	
Other					
Chetco Lights Trees			1500	-1500	30 trees at \$50 per tree
Port Lighting			500	-500	Jim said port was handling tenant lighting and party
Paints for windows			50	-50	
Advertizing			250	-250	Kury
City/Harbor/Port windows			750	-750	Light 30-50 windows 36 per- Lights and Battery 12V or 120V
Whale Lights			200	-200	
Advertizing			250	-250	Pilot

\_\_\_\_ Yes install battery operated xmas lights to one of my store front windows.

\_\_\_\_ Yes paint one or more of my store front windows.

\_\_\_\_ Yes I will participate in the Elf on a Shelf event.

\_\_\_\_ Yes I will provide decorations for my building's windows.

\_\_\_\_ Yes I would like to donate some funds to the Holiday project.

\_\_\_\_ No I do not wish to participate this year.

Business Name and Contact

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Holiday 2014 Contact Kathy Breshears

Email: breshearsjk@gmail.com

Phone: 541-412-0674

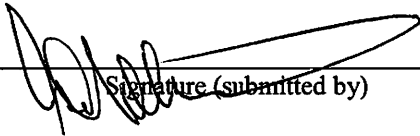


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: City Manager

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

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Subject: Wild Rivers Music Festival

Recommended Motion:

Motion to provide \$4,000 in Transient Occupancy Tax funding to Stagelights Musical Arts Community for the Wild Rivers Music Festival to be held August 15-16, 2015, as recommended by the Tourism Promotion Advisory Committee.

Financial Impact:

\$4,000 allocation from remaining \$7,000 available for event funding in the TPAC budget.

Background/Discussion:

The Tourism Promotion Advisory Committee considered a request from Stagelights Musical Arts Community to fund a new event, the Wild Rivers Music Festival, to be held August 15-16, 2015 at Azalea Park. The project is described in the attachments. This would be an initial event with a goal of making this an annual event.

Note that the budget submitted by the applicant provides for estimated income of \$47,500 without the City grant funding and \$28,248 in expenses.

The original request was for \$5,000. The TPAC vote on this recommendation was 4-2. Sponsorship benefits include 15 two-day passes and five backstage passes. Staff will make a future recommendation on the use of these passes.

Attachment(s):

- a. Proposal from Stagelights Musical Arts Community
- b. Sponsorship proposal

<b>Event Title:</b>	Wild Rivers Music Festival	<b>Amount Requested</b>	\$ 5,000
<b>Event Description:</b>	This two-day, weekend festival will feature nine profesional music acts, 50 vendors featuring local and regional goods, food and drink, and music-related activies for all ages.		
<b>Event Date/s:</b>	August. 15-16, 2015		
<b>Location:</b>	Azalea Park (upper ball field – Lundeen Lane side)	<b>Location secured?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Event Goals:</b>	1. Create an annual destination festival that increase Brookings cultural appeal and visibility as a tourist destination; 2. Provide the community the opportunity to hear quality, professional musical acts, 3. To foster and promote an interest in and accessibility to music as a basic human experience.		
<b>Please explain how this event will be sustained after the first year:</b>	Our business plan and budget shows that we will earn enough revenue the first year to cover half of the cost of the second event. Ticket sales and vendor fees will more than cover the rest.		
<b>Sponsors/Investors:</b>	We currently have \$1,200 in our festival account. We will begin soliciting local sponsors by Nov. 30, and expect to raise about \$3,000 by Jan. 1. Tony Barron confirmed the city will assist with festival.		
<b>Budget</b>			
<b>Income</b>	\$47,500	<b>Expenses</b>	\$30,000
<b>Fees Collected</b>	\$ 5,000 — vendor fees	<b>Facility/Venue Costs</b>	\$ 226.50 (city fees)
<b>Admissions</b>	\$ 37,500 — \$25 tickets x 1,500	<b>Insurance</b>	\$ \$21.55 monthly payment
<b>Concessions</b>	\$ 0	<b>Advertising</b>	\$ 4,000 incl: website development)
<b>Sponsors</b>	\$ 3,000	<b>Supplies</b>	\$ 3,000
<b>Fundraising</b>	\$ 2,000	<b>Band fees</b>	\$ 20,000
	\$	<b>Toilets/security</b>	\$ 1,000
<b>TOTAL</b>	\$ 47,500	<b>TOTAL</b>	\$ 28,248.05
<b>Methodology for evaluating events success in terms of bringing visitors to the Brookings area:</b>	E-ticket tracking will confirm place of residence and volunteers will pass/collect surveys from attendees, and conduct personal interviews on site.		
<b>Contact Person:</b>	Gordon Later	<b>Phone:</b>	541-412-8099
<b>Organization:</b>	Stagelights Musical Arts Community	<b>Address:</b>	PO Box 4849 Brookings, OR, 97415
If more space is required please attach additional pages			

# Wild Rivers Music Festival proposal

The Wild Rivers Music Festival will:

- Create an annual destination festival that increases Brookings cultural appeal and visibility as a tourist destination;
- Foster and promote local businesses, the art and music community, and non-profit organizations;
- Provide the community the opportunity to hear quality, professional musical acts.

## **The event:**

The festival is a family-friendly weekend event scheduled for Aug. 15-16, 2015, at the upper ball field and surrounding area at Azalea Park.

This ticketed event will feature a main stage with five professional-quality artists on Saturday and four artists on Sunday. The focus of the music is on upbeat, string-based music that includes bluegrass, folk, Americana, country and acoustic rock.

There will be 50-plus vendors from the local community and surrounding region offering a variety of products, food and drink. Community organizations and non-profits will be invited to participate and receive compensation for their efforts.



## **Expected attendance**

We anticipate about 2,000 people, ranging from families with young children to senior citizens. We expect about 40 percent of the attendees to come from Curry County, and the balance coming from a region that includes Southern Oregon (Coos Bay, Medford, Grants Pass, Ashland, Eugene) and Northern California (Crescent City, Eureka/Arcata, Redding).

## **Revenue**

(Note: Our business/budget plan is based on a conservative estimate of 1,500 attendees.) A majority of revenue (80 percent) will come from vendor fees (\$100 each) and ticket sales. Advance tickets will be \$25 for one-day pass, \$45 for two-day pass. Gate prices are \$30/\$50. Other revenue will come from local sponsors, grants and fundraisers.

## **Initial start-up costs:**

We have a starting fund of \$1,200. Additional funds via grants, sponsorships and donations will allow us to implement our plans quickly and ensure the success of the festival.

**Grant and sponsorship funds will be used for site improvements (stage/electricity), advertising/marketing, permits, and secure commitments from music artists.**

Our advertising/marketing plans include a web site, social media (Facebook, i.e.), and traditional forms of media such as newspaper/radio.

## **The Presenter:**

The music festival is presented by Stagelights Musical Arts Community, a Brookings-based non-profit organization with years of experience presenting and promoting local music experiences.

## **Partnerships**

We have consulted with the City of Brookings via Parks Director Tony Baron and City Manager Gary Milliman, both of whom offered enthusiastic support of our festival. Mr. Baron has attended one of our planning meetings, providing information that will help with our efforts. We look forward to working with Mr. Baron and Milliman throughout this process.

A number of individuals have volunteered to handle festival aspects such as web design, advertising/marketing, vendor services, artist booking, sound system and security. We anticipate more will join us as word spreads throughout the community.

## **Contacts:**

Gordon Later, board chair, festival committee: [earlebooks.gordon@gmail.com](mailto:earlebooks.gordon@gmail.com), 541-412-8099.  
Scott Graves, event coordinator, festival committee: [sgraves@currypilot.com](mailto:sgraves@currypilot.com), 541-373-3727.

# Wild Rivers Music Festival



**August 15 & 16, 2015**

Azalea Park • Brookings, Oregon

Two days of acoustic rock, folk, bluegrass and country.

FEATURING:

**Blame Sally • Moon Mountain Ramblers  
Caravan of Thieves • Marley's Ghost  
Pistol River Trio • and more!**

Also: 75-plus vendors, beer, wine and food.



**Fred Meyer**

CURRY COASTAL PILOT

Ticket info @ [www.wildriversmusicfestival.com](http://www.wildriversmusicfestival.com)

Presented by Stagelights Musical Arts Community

Sample poster

## Sponsorship proposal

Be a part of the excitement surrounding the new Wild Rivers Music Festival, an event dedicated to uniting the community in an effort to bring much-needed tourism dollars to the area, help local nonprofits and celebrate quality live music.

Our festival is managed and staffed entirely by volunteers, including business and professional people, retired citizens, local youth and city officials — all lending their expertise in various areas.

With the community's help — and your financial support — the Wild Rivers Music Festival will become the premiere music event on the Southern Oregon Coast, drawing thousands from throughout Oregon, Washington and California.



# Bringing thousands to our community

Stagelights is proud to offer a new, family-friendly music festival scheduled for Aug. 15-16, 2015, at the upper ball field and surrounding area at Azalea Park.

This ticketed event will feature a main stage with four national and regional acts on Saturday and four acts on Sunday. The festival will feature upbeat, string-based music that includes bluegrass, folk, Americana, country and acoustic rock. We have confirmed bookings with renowned artists such as Blame Sally, Moon Mountain Ramblers and Caravan of Thieves. We are currently in negotiations several more big-name acts.

There will be 75-plus vendors from the local community and surrounding region offering a variety of locally-made products, food and drink. Community organizations and non-profits will be invited to participate and will receive compensation for their efforts.

## Attendance

We anticipate about 2,000-3,000 people, ranging from families with children to senior citizens. We expect about 40 percent of the attendees to come from Curry County, and the balance coming from Southern Oregon (Coos Bay, Medford, Grants Pass, Ashland) and Northern California (Crescent City, Eureka/Arcata, Redding).

## Benefits of sponsorship

Your financial support guarantees brand recognition associated with a huge community event. Your contribution, depending on which level, will provide you and your business cost-effective, promotional opportunities that will reach thousands of people locally and throughout the region.



Stagelights is working closely with Brookings city officials to install the necessary infrastructure and electricity to the upper ball field at Azalea Park, the location of the Wild Rivers Music Festival.

## Visibility

Options include your logo displayed in local and regional media advertising, stage banners, the festival program and promotional material including posters, flyers, social media sites and our web page. Your logo will remain on our website for at least six months after the festival is over. Your logo will feature hyper-links to your company website or social media page.

## Festival recognition

Your sponsorship will be announced to concertgoers multiple times throughout both days of the festival.

## Free festival passes

Your company will receive multiple 2-day passes, the number dependent on level of contribution (see chart on next page). These passes can be given as gifts to your employees, clients or customers as you see fit.

## Space at the event

Our top sponsors (see chart on next page) will be given free space for a display or information booth.

## Backstage access

Our top sponsors will receive several backstage passes, granting special access to meet artists and get personal autographs and photographs. These passes can be given as gifts to your employees, clients or customers.



# Sponsorship Rewards

	Vendor space at event	Signage at the event	Logo on promo material	Recognition during the event	Tickets/backstage passes	Ad/listing in event program	Website recognition w/hyperlink
Diamond Level \$5,000-plus	Yes	Large premium banner on/near the stage	Logo on all promo material	Yes	Twenty 2-day tickets and 10 backstage passes	Full page ad in the program	Yes
Platinum Level \$2,500-plus	Yes	Medium-sized banner on/near the stage	Logo on all promo material	Yes	Fifteen 2-day tickets and 5 backstage passes	Half-page ad in the program	Yes
Gold Level \$1,500-plus		Name with others on a banner	Logo on some promo material	Yes	Ten 2-day tickets	Half-page ad in the program	Yes
Silver Level \$1,000-plus			Logo on some promo material	Yes	Eight 2-day tickets	Quarter-page ad in the program	Yes
Bronze Level \$500-plus				Yes	Six 2-day tickets	Premium listing in the program	Yes
Friend of the Festival \$250-plus				Yes	Two 2-day tickets	Listing in the program	Yes
Festival fan \$100-plus						Listing in the program	Yes



# Sponsorship agreement

## Wild Rivers Music Festival 2015

Sign and return with check to:  
Stagelights Musical Arts Community  
PO Box 6993  
Brookings, OR, 97415

Name/Company: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Sponsor Level:

- ☐ Diamond sponsor \$5,000-plus
- ☐ Platinum sponsor \$2,500-plus
- ☐ Gold sponsor \$1,500-plus
- ☐ Silver sponsor \$1,000-plus
- ☐ Bronze sponsor \$500-plus
- ☐ Friend of the Festival \$250-plus
- ☐ Festival Fan \$100-plus

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Make checks out to:** Stagelights Musical Arts Community

### Note:

- All sponsorships must be paid by **Jan. 15, 2015**, in order to be included on the festival website, Facebook page and advance marketing and advertising materials.
- Sponsors must provide camera-ready logos and related website hyper-links by **Jan. 15, 2015**.

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### STAGELIGHTS CONTACT:

Michele Later, festival treasurer/sponsorship coordinator: 541-373-3214.

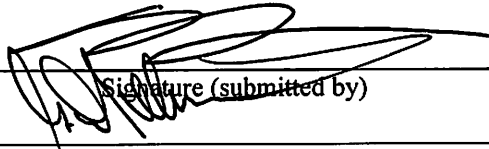
Gordon Later, festival committee chair: 541-412-8099

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: Parks

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

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Subject: Stout Park Unleashed Area

Motion: To approve the development of a fenced unleashed area at Stout Park

Background/Discussion: In March of 2013 the City Council approved a revision to the Brookings Municipal Code to allow for unleashed pets in designated areas. Stout Park is the only location suitable for the development of an unleashed area. The Parks and Recreation Commission approved a recommendation to City Council at their July 25<sup>th</sup> 2013 meeting for the development of the unleashed area at Stout Park. City Council considered the recommendation at the August 12<sup>th</sup> 2013 meeting when Tony Parrish expressed his concern about designating an unleashed area in lieu of fencing in a designated area in Stout Park. The concern brought forth was control of pets escaping owners and approaching park visitors as well as running off into traffic on Pine and Oak streets. As a result of this concern, Council directed staff to consider a fence to enclose the area.

Unleashed area(s) in parks offer a friendly environment for exercise and where dog owners can network with others who want their dogs to socialize. It also offers a great opportunity to educate and promote responsible pet ownership within the community.

The Unleashed Area will include:

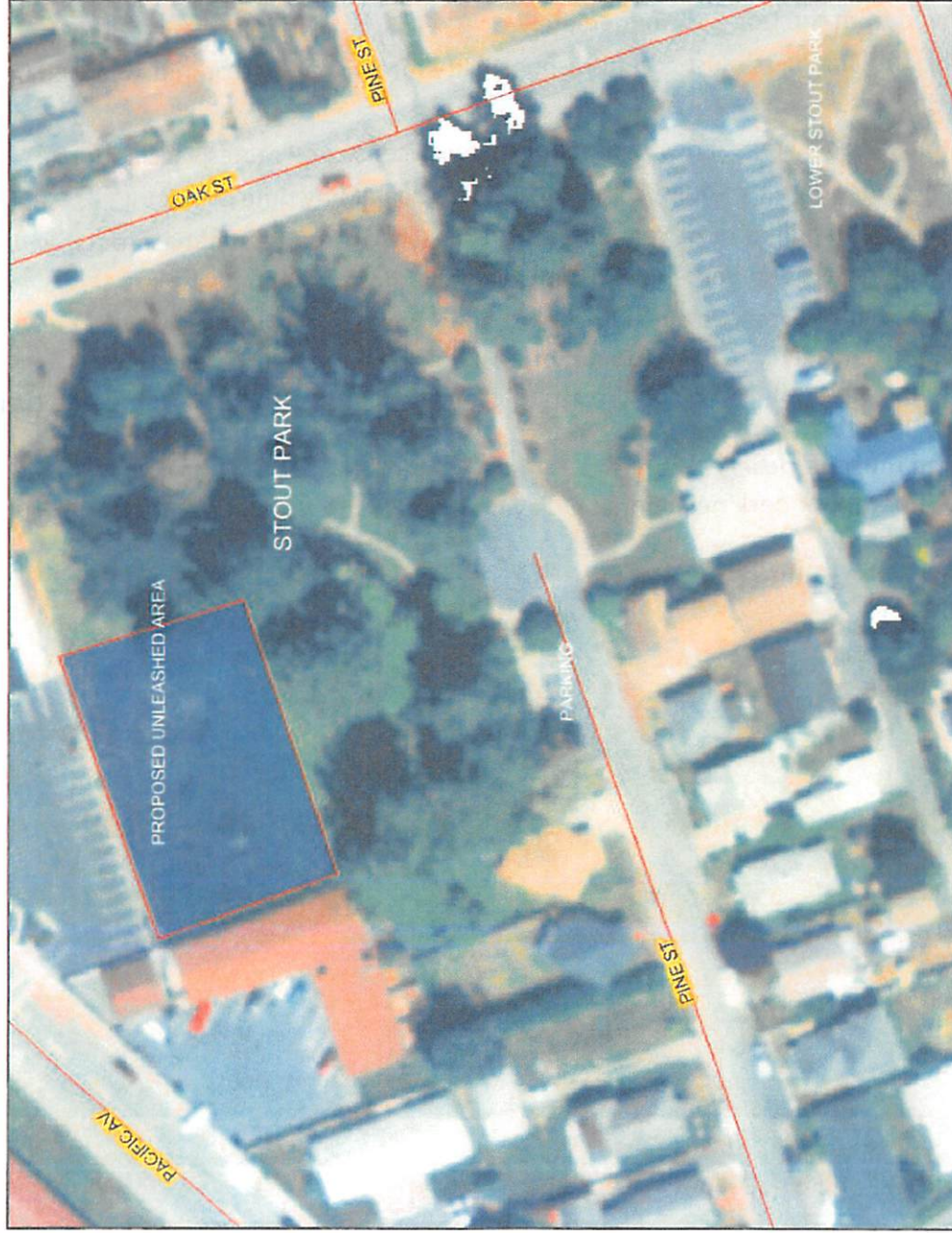
- Bench
- Watering station
- Trash receptacle
- Doggie Pot bag dispenser
- Unleashed Area information sign board including rules and announcements.
- Boundary signage identifying boundary of Unleashed Area
- Decorative fire hydrant supplied by Public Art Committee

Financial Impact: The original budget for an area designated without fencing was between \$1,500 and \$2,500. A fence was not originally budgeted for the project therefore additional funds would be needed. To accomplish this shortfall a combination of new, donated and salvaged fencing materials are being collected and Staff is currently coordinating the installation of this project to coincide with an upcoming Eagle Scout project. Staff anticipates the project not exceeding the original budget.

Attachments:

- a. Stout Park Map,
- b. Sample Unleashed Area Rules

# Stout Park - Unleashed Area



## Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN



Scale: 1:1,100

0 110 220 330 ft.

Map center: 42° 3' 17.4" N, 124° 16' 48.1" W

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.



## **Stout Park Unleashed Area**

*Daily*

### Unleashed Area Rules

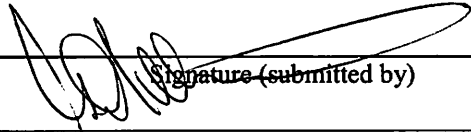
- Dogs must demonstrate appropriate social interaction.
- Dogs displaying aggressive behavior toward people or other dogs must be leashed and removed from the Dog Park immediately.
- Owners and handlers must accept responsibility for any damage or injury caused by their dog.
- Dogs must display tags showing proof of current license and rabies vaccination.
- Bring no more than two dogs to the Unleashed Area at any time.
- Owners and handlers must remain in the Unleashed Area to supervise pets, and keep them within view and under verbal control at all times.
- To prevent injury, remove pinch or choke collars when playing off leash.
- For health and safety reasons, do not bring a dog in heat to a Brookings park.
- For health and safety reasons, do not bring a puppy without a complete cycle of vaccinations to a Brookings park.
- Children must be closely supervised
- Be considerate of park neighbors by playing quietly with dogs in the early morning and evening hours.
- Comply with all other park rules.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: City Manager

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

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Subject: Letter Regarding Welcome Center at Crissey Field

Recommended Motion:

Motion to authorize the Mayor to execute a letter to the Oregon Tourism Commission requesting that the Welcome Center at Crissey Field remain in operation year-round.

Financial Impact:

No direct impact.

Background/Discussion:

Travel Oregon, which funds the operation of the Welcome Center at Crissey Field, has announced plans to close the facility during the “winter season” January-March, 2015.

The tourism community has expressed concern with the closure. Curry County Director of Administration and Economic Development is requesting interested parties to write a letter to travel Oregon requesting that they keep the Welcome Center open during this period. See attached letter.

Attachment(s):

- a. Letter from Julie Schmelzer





**Curry County**  
**Director of Administration and Economic Development**

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94235 Moore Street/Suite #122  
Gold Beach, OR 97444  
Ph. 541-247-3253  
schmelzerj@co.curry.or.us  
www.co.curry.or.us

November 26, 2014

Todd Davidson, CEO  
Oregon Tourism Commission  
250 Church Street SE, Ste. 100  
Salem, OR 97301

Dear Mr. Davidson,

Late this month I was notified the Oregon Tourism Commission (aka, Travel Oregon) will be closing Oregon's southernmost welcome center for the winter months. I am writing to encourage you to keep the center open 363 days a year, as currently operating.

According to Travel Oregon's own data, 34% of all overnight trips to Oregon occur along the coast. Additionally, destination spending along the Oregon Coast (2013) amounted to \$1,657,000,000. For coastal economies that rely on travel spending, it would be a negative impact to our communities by closing the Brookings Welcome Center at Crissey Fields State Park—the gateway visitor center as one enters the state and travels north.

Coastal economies do not stop marketing to tourists come winter. As a matter of fact, state tourism research indicates more people visit the coast in January through March than they visit the remainder of the state. Our own local research reveals March is a shoulder season for Curry County, creating opportunity to increase visitor spending in the county.

I will be asking the Curry County Board of Commissioners, and all counties and cities along the coast, to support and forward a resolution to Travel Oregon, with a copy to Governor Kitzhaber, urging you to reconsider your decision. In addition to the impact closing the center will have on our economies, I also question why the very counties, cities and businesses impacted were not notified of your decision? **Afterall, Curry County's net taxable lodging sales are over \$19 million (2013)—of which Travel Oregon receives approximately \$200,000 to aid in marketing our region (an increase over 3% from the previous year).**

Sincerely,

Julie A. Schmelzer  
Director of Administration  
Curry County, Oregon

**Copy:**

**Jeff Hampton and Scott West, Travel Oregon, 250 Church Street SE, Ste. 100, Salem, OR 97301**

**Carolyn Hill, CEO, Southern Oregon Visitors Association, P.O. Box 1645, Medford, OR 97501**

**Anna Krug, Park Manager, Oregon State Parks, 1655 Hwy 101, Brookings, OR 97415**

**Lisa Van Laanen, Director, Oregon Parks and Recreation Dept., 725 Summer St. NE, Ste. C, Salem, OR 97301**

**Barbara Ciaramella, Mnger, Brookings Welcome Center, 14433 Hwy 101 S., P.O. Box 6098, Brookings, OR 97415**

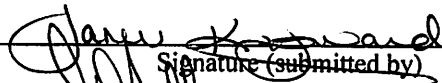
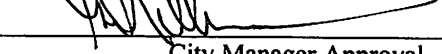
**All Oregon Coast Cities, Counties, Chambers of Commerce, and known Visitor Associations (all via electronically)**

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: Finance & HR

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Audit Report for the fiscal year ended June 30, 2014

Recommended Motion:

Motion to accept the City's Audit for the fiscal year ended June 30, 2014.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the City's audit for the fiscal year ending June 30, 2014. A bound copy of the audit report and a copy of the "communications letter" were mailed directly from the audit firm to the City Council.

The City received an unqualified opinion on the June 30, 2014 audit; which means there were no exceptions, findings, or questioned costs.



# City of Brookings

## CITY COUNCIL MEETING Minutes

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

**Monday, November 10, 2014**

### **Call to Order**

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

### **Roll Call**

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

Staff present: City Manager Gary Milliman, Public Works & Development Director Loree Pryce, Planning Manager Donna Colby-Hanks, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 5 others.

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

Appointment of Ray Hunter to the Planning Commission.

**Mayor Hedenskog moved, a second followed and Council voted unanimously to appoint Ray Hunter to the Planning Commission.**

### **Public Hearings/Ordinances**

*Public Hearing on LDC-3-14, revising Brookings Municipal Code (BMC) Section 17.168.050, to clarify service lateral installation requirements.*

Mayor Hedenskog opened the legislative public hearing in the matter of file LDC-3-14 at 7:04 PM.

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

The public hearing was closed at 7:07 PM.

Mayor Hedenskog said this revision was a return to the original process.

**Councilor Hodges moved, a second followed and Council voted unanimously to approve amendments to the Brookings Municipal Code as presented in File LDC-3-2014.**

*Ordinance 14-O-741, amending BMC Section 17.168.050 Service extension of the Brookings Municipal Code.*

Colby-Hanks said the ordinance would adopt the changes approved under the public hearing.

**Councilor Hodges moved, a second followed and Council voted unanimously to do a first reading of Ordinance 14-O-741.**

Mayor Hedenskog read the title.

**Councilor Hodges moved, a second followed and Council voted unanimously to do a second reading of Ordinance 14-O-741.**

Mayor Hedenskog read the title.

**Councilor Hodges moved, a second followed and Council voted unanimously to adopt Ordinance 14-O-741 [amending BMC Section 17.168.050 of Chapter 17.168].**

### **Public Comments**

Connie Hunter, Brookings, introduced herself as a "community builder," and thanked everyone involved in supporting veterans. She said the community needed to continue to give the veterans its support "while they are still here." Hunter also commented on the recent Agent Orange Town Hall, attended by the Mayor and City Manager, and said a welcome program was being planned.

### **Staff Reports**

*Discussion of Transportation System Plan Update deficiency priorities.*

Planning Manager Colby-Hanks provided the staff report and asked Council if they had any deficiencies they wished to add.

Councilor Hodges added Center and Wharf where Wharf crosses Railroad at the pedestrian walkway near Bi-Mart and a similar situation that exists at 3rd Street and Ransom next to the basketball courts.

Colby-Hanks said she would email Council the deficiency lists, with their additions, so they could rank them and assign a level of service (C or D). She said she would need them back to her by November 14.

Councilor Hodges added looping Parkview into some other City street so there is more than one way into the City from that street, and Mayor Hedenskog said the City was waiting for two sites to be developed to make that connection.

Councilor McClain asked about the debris buildup item under the bike/pedestrian list, and Colby-Hanks said there was apparently a build-up of road debris at that location. McClain asked if this was a function of how often the streets are swept and Mayor Hedenskog said the City is under contract with ODOT to sweep twice a year and Director Pryce said the contract is to sweep once a month on Chetco Avenue inside the City limits, and twice a month outside City limits to Benham Lane. Hedenskog said that maybe this should be stepped up, depending on how many bicyclists complain.

Pryce pointed out they could only choose ten deficiencies from the bike/pedestrian list.

*Placement of Veterans Wall of Honor inside City Hall.*

City Manager Milliman presented the staff report.

Council discussed the location and generally agreed that they would like to see a concept of the wall.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize placement of a Veterans Wall of Honor to be maintained by the Brookings Harbor Chamber of Commerce and local veteran's organization within City Hall.**

*Fund Exchange Agreement with Oregon Department of Transportation (ODOT).*

Director Pryce gave the staff report.

Mayor Hedenskog said that, due to some major problems, street funds were running low, but this might be fixed with the fuel tax.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute a fund exchange agreement with ODOT to apply**

**the remaining 2014 fund exchange balance of \$68,718 to the North Bank Stabilization Project.**

*Emergency procurement of anaerobic digester valve assembly.*

Director Pryce presented the staff report.

Councilor Hodges asked if there was any way to use the "flame" for another purpose and Pryce said having a functional valve would allow the City to use more of the methane (the source of the flame) and reduce diesel use. Pryce said there are other studies underway or in the budget regarding additional potential uses and Dyer Engineering had just completed a study regarding redundant storage for the released gas as a way to reduce costs, but they didn't think it was feasible at this time. The new valve, she added, will improve the boiler process.

Mayor Hedenskog asked why staff didn't have authority to make this type of emergency procurement without Council's approval and City Manager Milliman said staff could have made the procurement if the situation threatened life or the purchase was necessary to immediately restore services; Council would then approve it retroactively. In this case, he said, the emergency provision will allow staff to purchase the valve assembly without putting it out to bid.

Pryce pointed out that the valve was already on order due to the long lead time.

Councilor McClain asked how much staff thought the City could have saved on the cost of the valve assembly if there'd been time to "shop it around."

Pryce said staff had contacted one other vendor but they wouldn't warranty their valve and there wasn't that much difference in price.

Councilor McClain asked if the City had an analysis of other expensive parts that might fail and Pryce said the City didn't have an active asset management program, although there is an incomplete system. She added that, while the valve was only 12 years old, the condition of the valve, given the highly corrosive nature of the salty air, was not uncommon.

Councilor McClain asked if the leak was a function of the part, or if preventative maintenance would have made it last longer and Pryce said preventive maintenance might have helped and staff would be doing more preventative maintenance moving forward.

**Councilor McClain moved, a second followed and Council voted unanimously to approve emergency procurement of the anaerobic digester PRV valve assembly at a cost of \$46,362.20.**

**Resolutions**

*Resolution regarding fuel tax ballot measure.*

City Recorder Heffington provided the staff report.

**Mayor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 14-R-1048, calling for a measure proposing a local tax on motor vehicle fuel sales to be placed before the qualified electors of the City of Brookings on the May 19, 2014 Primary Election Ballot.**

**Consent Calendar**

1. Approve Council minutes for October 27, 2014.
2. Accept Public Arts Committee minutes for October 6, 2014.
3. Accept October 2014 Vouchers in the amount of \$481,513.15.
4. Approve Liquor License Application for Pacific Sushi & Grill, 613 A Chetco Avenue.

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

**Remarks from Mayor and Councilors**

Mayor Hedenskog remarked on a call he'd received from the Pacific Sushi & Grill liquor license applicant on Friday, asking that his application be put on this agenda so the venue could open on schedule. Hedenskog said he'd contacted the Police Chief to see if they could get their local background check done that same day, only to find out that the City Recorder had already processed the application and cleared it with the City Manager to add it to the agenda.

Councilor McClain said that was the kind of story he liked to hear. He said the City strives to be business-friendly here and this is a good trend.

Mayor Hedenskog went on to remark about a goal added to the Strategic Plan by Councilor Pieper. The goal, he said, stated that the City would adopt a pro-growth attitude and what happened Friday - trying to solve things for businesses and not slow them down - was, in part, a result of that goal.

**Adjournment**

**Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:04 PM.**

Respectfully submitted:

ATTESTED:

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

---

Ron Hedenskog, Mayor

---

Joyce Heffington, City Recorder

**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)**  
**MINUTES**  
**Thursday – October 16, 2014**

**CALL TO ORDER**

Meeting called to order at 4:07 PM

**1. ROLL CALL**

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

*Absent:* Skip Watwood

*Also present:* Public Works Admin Assistant Lauri Ziemer

**2. APPROVAL OF MINUTES**

**Motion made to approve the minutes of September 18, 2014; motion seconded and Commission voted; the motion carried unanimously.**

**3. PUBLIC COMMENTS**

None

**4. ACTION ITEMS**

**a. Event Tent** – Tim Patterson provided an update on the Event Tent, advising that the Port has not taken any action to assist with the purchase; he suggested redesignating the funds if they have not made a decision by end of the year. **Motion made by Candice Michel that unless action is taken by the Port on the tent issue by the end of December 2014 the funds be redesignated;** discussion pursued between committee members that they would still like the tent to happen with the Port but cannot wait forever. **Motion seconded and Commission voted; the motion carried unanimously.**

**5. INFORMATIONAL ITEMS**

**a. Brookings Brochure** – Lauri Ziemer provided members with tourism brochures from Garibaldi, OR; advised that she has contacted them to learn how their tourism brochures were funded and costs, but has not heard back yet. Barbara advised that the Welcome Center frequently gets requests from tourists for Brookings information and thought a brochure would be beneficial to promote Brookings. The committee agreed a small brochure should be pursued. Barbara advised that the state Welcome Centers do charge rack space to display brochures at @\$700 per year. Barbara to check further into brochure designs and rack space fees and Lauri to check further on brochure costs.

**b. Financial Support for Business Groups to Showcase their Industry** – Barbara Ciaramella presented outside-the-box idea to put aside \$1000 to \$2000 in TPAC funds to help local businesses showcase their product, promote their business and support tourism by having businesses volunteer to be on a business promotion list, and when a large visiting event group comes through, they could be contacted to provide services at cost to the City. The business gets publicity and potential customers and the city is encouraging and promoting tourism and local business. Tim questioned who would be contacting businesses for promotion items and negotiating the costs, Bob wondered why the businesses would participate if they are not paid full price for services. Idea to be presented to Gary for further discussion. Barbara also suggested

that business owners in town be encouraged to have their employees participate in the Travel Oregon's customer service program called "Q Care" that would help local businesses have better customer service. Tim suggested that committee members all take the course online before the next meeting to see if it is something they should encourage.

**c. Radio Contract** – Joe Willett advised the current radio spots are 30 seconds and he thought they were to be 60 seconds, going to clarify with Gary. Current spot running now is the Chetco Players Haunted House, next will be the Festival of Lights.

**d. Approved TPAC Proposals** – Lauri Ziemer advised that the City Council approved the McVay Rock Disc Golf and the Century Building Centennial Celebration event proposals.

**e. Writers Association Conference** – Barbara Ciaramella advised that she has photos, podcasts, stories and websites from the conference and will set up a Google drive to share all the information.

**6. SCHEDULE NEXT MEETING** - Next meeting scheduled for November 20th at 4:00 pm.

**7. ADJOURNMENT** - With no further business before the Committee, the meeting adjourned at 5:03 pm.

Respectfully submitted,



---

Tim Patterson, Chair


(approved at November 20, 2014 meeting)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: City Council

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

---

**Subject:** Agreement Renewal and Stipend Increase for Judge Richard Harper

**Recommended Motion:**

Motion to authorize the Mayor to execute an Agreement with Richard Harper to serve as Municipal Court Judge with a stipend of \$400 per court session effective January 1, 2015.

**Financial Impact:** \$1,200 per year in additional stipend payments to Judge Richard Harper assuming current schedule of one court session per month.

**Background/Discussion:**

Richard Harper has served as Brookings Municipal Court Judge for 17 years. The City Council recently completed a performance evaluation of Judge Harper. Over the course of the last 24 months, the case load of the Brookings Municipal Court has increased substantially as the City assumed the traffic court function. Heretofore, the Municipal Court only handled Municipal Code violation complaints, and only convened when a case was filed. With the assumption of the traffic court function, the Court now convenes monthly and may hear 5-20 cases in each session, and may also conduct 1-3 trials per month. This change has impacted the number of hours Judge Harper works.

Judge Harper's current compensation is paid in the form of a \$300 monthly stipend. During the evaluation process, the City Council indicated a desire to increase the stipend to \$400 per month. The proposed agreement provides for compensation of \$400 for each court session at which the judge presides, which is typically monthly.

**Attachment(s):**

- a. Agreement for Judge Services with Richard Harper.

## **AGREEMENT FOR SERVICES MUNICIPAL JUDGE**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the City of Brookings ("City") a municipal corporation of the State of Oregon, and Richard L. Harper, Municipal Judge ("Harper" or "Judge"), collectively referred to herein as the "Parties."

### **RECITALS**

1. The City seeks to enter into a contractual agreement with Harper for the provision of Municipal Judge services.
2. Harper has served the City in the capacity of Municipal Judge since July 1, 1997.
3. Harper desires to continue to provide Judge services as defined herein.

**NOW THEREFORE**, the Parties agree as follows:

### **TERMS OF AGREEMENT:**

1. **Contract for services:** The City contracts with Richard L. Harper for Municipal Judge services for the City of Brookings.
2. **Duties of Municipal Judge:**  
The Municipal Judge for the City of Brookings shall:
  - a. Fully and faithfully perform all duties of Municipal Judge as defined under Chapter 2.25 of the Brookings Municipal Code, and the duties and performance responsibilities as set forth in Exhibit "A", incorporated herein by attachment.
  - b. Comply with all applicable federal, state, and local laws, ordinances, and regulations and faithfully discharge, to the best of his ability, the duties of the position.
  - c. Perform such other duties as may be assigned by the City Council from time to time.
3. **Compensation:** Beginning January 1, 2015, services will be compensated at the rate of \$400 per each Brookings Municipal Court session at which Judge presides.
4. **Term:** Judge acknowledges that the City Council may, by majority vote, terminate this Agreement and relieve him of any and all Judge duties and responsibilities, for any reason and with or without notice. City acknowledges that Judge may also terminate this Agreement for any reason with or without notice. City Council shall review Judge's performance and this Agreement, annually.
5. **Status as Independent Contractor:**
  - a. The City and Judge enter this Agreement with the understanding that Judge will not be an officer or employee of the City, but rather will serve as an independent contractor. As such, Judge acknowledges that he will not be eligible to receive



employee benefits, including, but not limited to: social security, worker's compensation and unemployment benefits.

- b. The City will not control the day-to-day activities and administration of justice by Judge.
- c. Judge hereby releases, acquits, and forever discharges City from any claims made by Judge, available to him now or in the future, that he is other than an independent contractor.
- d. Judge will indemnify, defend and hold the City harmless against any and all damages, costs, fees or expenses (including attorneys' fees) that he may have against the City arising from service to the City, except as otherwise set forth in this Agreement and excepting claims arising from a negligent act of the City.

**6. General Provisions:**

- a. This Agreement, including its exhibits, constitutes the entire agreement between the Parties. Each exhibit identified in this Agreement is attached hereto and incorporated by this reference.
- b. Any modification or amendment to this Agreement must be made in writing and signed by both parties.
- c. This Agreement is personal to the Parties. The Judge may not assign nor delegate any duties hereunder.
- d. This Agreement is executed on behalf of the City as authorized by its City Council.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be signed and executed in Brookings, Oregon on the day and year first written below.

Dated: \_\_\_\_\_

**CITY OF BROOKINGS**

**MUNICIPAL JUDGE**

\_\_\_\_\_  
Ron Hedenskog, Mayor  
898 Elk Drive  
Brookings, OR 97415  
(541) 469-1104

\_\_\_\_\_  
Richard L. Harper  
1548 California Street  
Crescent City, CA 95531  
(541) 251-2097

ATTEST:

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

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

## **City of Brookings MUNICIPAL JUDGE**

### **General Statement of Duties:**

The Municipal Judge is the judicial officer of the City of Brookings and shall preside over the Municipal Court of the City of Brookings.

### **Distinguishing Features:**

The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the City of Brookings and of traffic crimes as defined by ORS 801.545; to commit any such person to jail or admit any such person to bail pending trial; to compel witnesses to appear and testify in Court on the trial of any cause before the Court; to issue subpoenas; to compel obedience to such subpoenas; to issue any process necessary to carry in effect the judgments of the Court; and to punish witnesses for contempt of court.

### **Supervision Received:**

The Municipal Judge works under the supervision of the City Council. The Municipal Judge is appointed and may be removed by a majority vote of the City Council.

### **Jurisdiction:**

All of the incorporated area, now or hereafter, within the City of Brookings shall be within the territorial jurisdiction of the Municipal Court and Municipal Judge.

### **Supervision Exercised:**

No employees are supervised by the Municipal Judge.

### **Key Performance Areas:**

The Municipal Judge shall have the authority to form and adopt reasonable rules for the conduct of Municipal Court business for the City of Brookings, provided, however, that the Municipal Judge shall not form or adopt any rule which contravenes the Constitution of the United States, the Constitution of the State of Oregon, the laws of the State of Oregon, or any ordinance of the City of Brookings.

The Municipal Judge shall set the days and hours when the Municipal Court of the City of Brookings will be in session for the transaction of judicial business.

### **Desirable Qualifications:**

Knowledge of: Legal principles and rules of evidence.

Skill In: Maintaining decorum and order in hostile situations, weighing evidence, evaluating witness testimony, applying legal principles to situations, and maintaining the legal and civil rights of citizens.

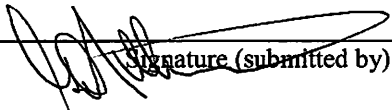
Experience as: An attorney or judge, or in administration and adjudication of municipal codes and other complex regulations.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: City Manager

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

---

Subject: Municipal Court Judge Pro Tem Agreement with James Fallman

Recommended Motion:

Motion to approve the Agreement with James Fallman for services as Municipal Court Judge Pro Tem services with a stipend of \$200 per court session.

Financial Impact:

Nominal as Judge Pro Tem Fallman rarely presides at Brookings Municipal Court.

Background/Discussion:

The City Council approved an Agreement with James Fallman to serve as a Municipal Court Judge Pro Tem in 2011. Since that time, Fallman has only presided at the Brookings Municipal Court on one occasion in the absence of Judge Richard Harper. Fallman currently also serves as Municipal Court Judge in Gold Beach.

This Agreement conforms the Judge Pro Tem Agreement to that of the Agreement with Judge Harper whereby compensation is provided for court sessions where the Judge Pro Tem presides, and provides for an annual performance and Agreement review.

# **AGREEMENT FOR SERVICES MUNICIPAL JUDGE PRO TEM**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the City of Brookings ("City") a municipal corporation of the State of Oregon, and James Fallman, Municipal Judge Pro Tem ("Fallman" or "Pro Tem"), collectively referred to herein as the "Parties."

## **RECITALS**

1. The City seeks to enter into a contractual agreement with Fallman for the provision of Municipal Judge Pro Tem services.
2. Fallman has served the City in the capacity of Pro Tem since April 20, 2006.
3. Fallman desires to continue to provide Pro Tem services as defined herein.

**NOW THEREFORE**, the Parties agree as follows:

## **TERMS OF AGREEMENT:**

1. **Contract for services:** The City contracts with James Fallman for Municipal Judge Pro Tem services for the City of Brookings.
2. **Duties of Municipal Judge Pro Tem:**  
The Pro Tem for the City of Brookings shall:
  - a. Fully and faithfully perform all duties of Municipal Judge Pro Tem as defined under Chapter 2.25 of the Brookings Municipal Code, and the duties and performance responsibilities as set forth in Exhibit "A", incorporated herein by attachment.
  - b. Comply with all applicable federal, state, and local laws, ordinances, and regulations and faithfully discharge, to the best of his ability, the duties of the position.
  - c. Perform such other duties as may be assigned by the City Council from time to time.
3. **Compensation:** Beginning January 1, 2015, services will be compensated at the rate of \$200 per each Brookings Municipal Court session at which Pro Tem presides.
4. **Term:** Pro Tem acknowledges that the City Council may, by majority vote, terminate this Agreement and relieve him of any and all Pro Tem duties and responsibilities, for any reason and with or without notice. City acknowledges that Pro Tem may also terminate this Agreement for any reason with or without notice. City Council shall review Pro Tem's performance and this Agreement, annually.
5. **Status as Independent Contractor:**
  - a. The City and Pro Tem enter this Agreement with the understanding that Pro Tem will not be an officer or employee of the City, but rather will serve as an independent

contractor. As such, Pro Tem acknowledges that he will not be eligible to receive employee benefits, including, but not limited to: social security, worker's compensation and unemployment benefits.

- b. The City will not control the day-to-day activities and administration of justice by Pro Tem.
- c. Pro Tem hereby releases, acquits, and forever discharges City from any claims made by Pro Tem, available to him now or in the future, that he is other than an independent contractor.
- d. Pro Tem will indemnify, defend and hold the City harmless against any and all damages, costs, fees or expenses (including attorneys' fees) that he may have against the City arising from service to the City, except as otherwise set forth in this Agreement and excepting claims arising from a negligent act of the City.

**6. General Provisions:**

- a. This Agreement, including its exhibits, constitutes the entire agreement between the Parties. Each exhibit identified in this Agreement is attached hereto and incorporated by this reference.
- b. Any modification or amendment to this Agreement must be made in writing and signed by both parties.
- c. This Agreement is personal to the Parties. The Pro Tem may not assign nor delegate any duties hereunder.
- d. This Agreement is executed on behalf of the City as authorized by its City Council.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be signed and executed in Brookings, Oregon on the day and year first written below.

Dated: \_\_\_\_\_

**CITY OF BROOKINGS**

\_\_\_\_\_  
Ron Hedenskog, Mayor  
898 Elk Drive  
Brookings, OR 97415  
(541) 469-1104

**MUNICIPAL JUDGE PRO TEM**

\_\_\_\_\_  
James Fallman  
250 Leavitt Mall  
Crescent City, CA 95531  
(707) 464-1858

ATTEST:

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

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

**City of Brookings**  
**MUNICIPAL JUDGE PRO TEM**

**General Statement of Duties:**

The Municipal Judge Pro Tem is a judicial officer of the City of Brookings and will preside over the Municipal Court of the City of Brookings in the absence of the Municipal Judge.

**Distinguishing Features:**

The Municipal Judge Pro Tem shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the City of Brookings and of traffic crimes as defined by ORS 801.545; to commit any such person to jail or admit any such person to bail pending trial; to compel witnesses to appear and testify in Court on the trail of any cause before the Court; to issue subpoenas; to compel obedience to such subpoenas; to issue any process necessary to carry in effect the judgments of the Court; and to punish witnesses for contempt of court.

**Supervision Received:**

The Municipal Judge Pro Tem works under the supervision of the City Council. The Municipal Judge Pro Tem is appointed and may be removed by a majority vote of the City Council.

**Jurisdiction:**

All of the incorporated area, now or hereafter, within the City of Brookings shall be within the territorial jurisdiction of the Municipal Court and Municipal Judge Pro Tem.

**Supervision Exercised:**

No employees are supervised by the Municipal Judge Pro Tem.

**Desirable Qualifications:**

Knowledge of: Legal principles and rules of evidence.

Skill In: Maintaining decorum and order in hostile situations, weighing evidence, evaluating witness testimony, applying legal principles to situations, and maintaining the legal and civil rights of citizens.

Experience as: An attorney or judge, or in administration and adjudication of municipal codes and other complex regulations.

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,503,742.00	37,475.56	178,617.46	2,325,124.54	7.1
LICENSES AND PERMITS	96,000.00	7,890.84	31,429.07	64,570.93	32.7
INTERGOVERNMENTAL	242,600.00	12,286.81	71,207.50	171,392.50	29.4
CHARGES FOR SERVICES	135,000.00	8,623.60	39,396.28	95,603.72	29.2
OTHER REVENUE	158,500.00	1,752.44	15,696.80	142,803.20	9.9
TRANSFERS IN	257,058.00	.00	.00	257,058.00	.0
	3,392,900.00	68,029.25	336,347.11	3,056,552.89	9.9
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	37,664.00	1,730.67	5,564.30	32,099.70	14.8
MATERIAL AND SERVICES	8,770.00	300.00	2,419.48	6,350.52	27.6
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	46,934.00	2,030.67	7,983.78	38,950.22	17.0
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	157,114.00	13,146.12	54,175.53	102,938.47	34.5
MATERIAL AND SERVICES	87,000.00	25,979.17	55,665.17	31,334.83	64.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	244,114.00	39,125.29	109,840.70	134,273.30	45.0
POLICE:					
PERSONAL SERVICES	1,869,075.00	149,996.67	612,085.06	1,256,989.94	32.8
MATERIAL AND SERVICES	156,700.00	24,002.95	59,460.58	97,239.42	38.0
CAPITAL OUTLAY	55,150.00	161.86	14,627.70	40,522.30	26.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	2,080,925.00	174,161.48	686,173.34	1,394,751.66	33.0
FIRE:					
PERSONAL SERVICES	156,751.00	12,617.66	51,811.86	104,939.14	33.1
MATERIAL AND SERVICES	102,500.00	4,386.11	30,144.58	72,355.42	29.4
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	304,770.00	17,003.77	81,956.44	222,813.56	26.9
PLANNING AND BUILDING:					
PERSONAL SERVICES	184,477.00	14,793.40	59,283.11	125,193.89	32.1
MATERIAL AND SERVICES	46,400.00	3,206.94	26,013.87	20,386.13	56.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	230,877.00	18,000.34	85,296.98	145,580.02	36.9

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>PARKS &amp; RECREATION:</b>					
PERSONAL SERVICES	139,799.00	10,000.68	44,447.63	95,351.37	31.8
MATERIAL AND SERVICES	47,900.00	4,956.46	21,059.81	26,840.19	44.0
CAPITAL OUTLAY	18,550.00	3,408.16	10,901.22	7,648.78	58.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	206,249.00	18,365.30	76,408.66	129,840.34	37.1
<b>FINANCE AND HUMAN RESOURCES:</b>					
PERSONAL SERVICES	163,459.00	12,345.30	48,930.36	114,528.64	29.9
MATERIAL AND SERVICES	30,800.00	1,786.06	8,571.20	22,228.80	27.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	194,259.00	14,131.36	57,501.56	136,757.44	29.6
<b>SWIMMING POOL:</b>					
PERSONAL SERVICES	57,107.00	44.04	37,640.86	19,466.14	65.9
MATERIAL AND SERVICES	46,100.00	1,170.25	20,140.26	25,959.74	43.7
CAPITAL OUTLAY	10,000.00	240.94	2,774.08	7,225.92	27.7
	113,207.00	1,455.23	60,555.20	52,651.80	53.5
<b>NON-DEPARTMENTAL:</b>					
MATERIAL AND SERVICES	141,000.00	8,199.71	37,265.46	103,734.54	26.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,000.00	.00	.00	242,000.00	.0
CONTINGENCIES AND RESERVES	618,565.00	.00	.00	618,565.00	.0
	1,001,565.00	8,199.71	37,265.46	964,299.54	3.7
	4,422,900.00	292,473.15	1,202,982.12	3,219,917.88	27.2
	( 1,030,000.00)	( 224,443.90)	( 866,635.01)	( 163,364.99)	( 84.1)



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	846,000.00	32,719.55	207,433.84	638,566.16	24.5
OTHER REVENUE	13,800.00	111.94	15,510.59	( 1,710.59)	112.4
TRANSFER IN	.00	.00	.00	.00	.0
	<u>859,800.00</u>	<u>32,831.49</u>	<u>222,944.43</u>	<u>636,855.57</u>	<u>25.9</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	173,796.00	14,862.11	57,190.31	116,605.69	32.9
MATERIAL AND SERVICES	181,800.00	18,837.96	49,537.08	132,262.92	27.3
CAPITAL OUTLAY	561,300.00	210.28	1,328.62	559,971.38	.2
TRANSFERS OUT	26,047.00	.00	.00	26,047.00	.0
CONTINGENCIES AND RESERVES	100,857.00	.00	.00	100,857.00	.0
	<u>1,043,800.00</u>	<u>33,910.35</u>	<u>108,056.01</u>	<u>935,743.99</u>	<u>10.4</u>
	<u>1,043,800.00</u>	<u>33,910.35</u>	<u>108,056.01</u>	<u>935,743.99</u>	<u>10.4</u>
	<u>( 184,000.00)</u>	<u>( 1,078.86)</u>	<u>114,888.42</u>	<u>( 298,888.42)</u>	<u>62.4</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,459,500.00	185,797.64	653,156.71	806,343.29	44.8
OTHER INCOME	9,000.00	4,866.37	15,776.85	( 6,776.85)	175.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,468,500.00</u>	<u>190,664.01</u>	<u>668,933.56</u>	<u>799,566.44</u>	<u>45.6</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	388,826.00	32,261.44	132,158.62	256,667.38	34.0
MATERIAL AND SERVICES	192,900.00	30,156.11	72,483.05	120,416.95	37.6
CAPITAL OUTLAY	79,900.00	4,371.81	19,441.25	60,458.75	24.3
	<u>661,626.00</u>	<u>66,789.36</u>	<u>224,082.92</u>	<u>437,543.08</u>	<u>33.9</u>
WATER TREATMENT:					
PERSONAL SERVICES	271,466.00	21,957.73	85,131.77	186,334.23	31.4
MATERIAL AND SERVICES	176,200.00	27,805.91	64,952.33	111,247.67	36.9
CAPITAL OUTLAY	24,900.00	232.61	3,314.93	21,585.07	13.3
TRANSFERS OUT	909,702.00	.00	.00	909,702.00	.0
CONTINGENCIES AND RESERVES	134,606.00	.00	.00	134,606.00	.0
	<u>1,516,874.00</u>	<u>49,996.25</u>	<u>153,399.03</u>	<u>1,363,474.97</u>	<u>10.1</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,178,500.00</u>	<u>116,785.61</u>	<u>377,481.95</u>	<u>1,801,018.05</u>	<u>17.3</u>
	<u>( 710,000.00)</u>	<u>73,878.40</u>	<u>291,451.61</u>	<u>( 1,001,451.61)</u>	<u>41.1</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	307,213.00	.00	.00	307,213.00	.0
CHARGES FOR SERVICES	2,952,000.00	247,043.38	1,002,339.49	1,949,660.51	34.0
OTHER REVENUE	1,000.00	5,735.99	5,735.99	( 4,735.99)	573.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,260,213.00</u>	<u>252,779.37</u>	<u>1,008,075.48</u>	<u>2,252,137.52</u>	<u>30.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	486,747.00	39,080.10	153,108.87	333,638.13	31.5
MATERIAL AND SERVICES	239,600.00	11,063.53	48,434.26	191,165.74	20.2
CAPITAL OUTLAY	24,900.00	232.61	3,314.93	21,585.07	13.3
	<u>751,247.00</u>	<u>50,376.24</u>	<u>204,858.06</u>	<u>546,388.94</u>	<u>27.3</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	466,212.00	37,553.75	146,295.67	319,916.33	31.4
MATERIAL AND SERVICES	510,600.00	54,150.56	118,921.31	391,678.69	23.3
CAPITAL OUTLAY	982,113.00	125,543.40	853,283.74	128,829.26	86.9
TRANSFERS OUT	1,172,453.00	.00	.00	1,172,453.00	.0
CONTINGENCIES AND RESERVES	227,588.00	.00	.00	227,588.00	.0
	<u>3,358,966.00</u>	<u>217,247.71</u>	<u>1,118,500.72</u>	<u>2,240,465.28</u>	<u>33.3</u>
	<u>4,110,213.00</u>	<u>267,623.95</u>	<u>1,323,358.78</u>	<u>2,786,854.22</u>	<u>32.2</u>
	<u>( 850,000.00)</u>	<u>( 14,844.58)</u>	<u>( 315,283.30)</u>	<u>( 534,716.70)</u>	<u>( 37.1)</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	540,810.00	2,383.36	14,838.89	525,971.11	2.7
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>541,310.00</u>	<u>2,383.36</u>	<u>14,838.89</u>	<u>526,471.11</u>	<u>2.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	4,109.65	4,109.65	65,890.35	5.9
CAPITAL OUTLAY	378,771.00	268.40	268.40	378,502.60	.1
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	432,539.00	.00	.00	432,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>881,310.00</u>	<u>4,378.05</u>	<u>4,378.05</u>	<u>876,931.95</u>	<u>.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>881,310.00</u>	<u>4,378.05</u>	<u>4,378.05</u>	<u>876,931.95</u>	<u>.5</u>
	<u>( 340,000.00)</u>	<u>( 1,994.69)</u>	<u>10,460.84</u>	<u>( 350,460.84)</u>	<u>3.1</u>

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/06/2014	74018	882	Advanced Security Systems		
11/14	11/06/2014	74019	5370	Alpha Omega Trucking LLC	20-00-2005	73.50
11/14	11/06/2014	74020	993	ATCO International	10-00-2005	260.00
11/14	11/06/2014	74021	4939	BI- Mart Corporation	25-00-2005	240.00
11/14	11/06/2014	74022	5004	Blumenthal Uniforms & Equipment	25-00-2005	160.89
11/14	11/06/2014	74023	313	Brookings Vol Firefighters	10-00-2005	367.58
11/14	11/06/2014	74024	715	Budge McHugh Supply	10-00-2005	2,250.00
11/14	11/06/2014	74025	5409	Busch Geotechnical Consultants	25-00-2005	2,031.00
11/14	11/06/2014	74026	1373	Cascade Fire Equipment	54-00-2005	4,930.00
11/14	11/06/2014	74027	528	Caselle, Inc	20-00-2005	77.44
11/14	11/06/2014	74028	212	Chem Quip Inc	25-00-2005	889.33
11/14	11/06/2014	74029	5337	Chemsearch	25-00-2005	2,026.24
11/14	11/06/2014	74030	3834	Clean Sweep Janitorial Service	25-00-2005	384.10
11/14	11/06/2014	74031	183	Colvin Oil Company	10-00-2005	910.00
11/14	11/06/2014	74032	173	Curry Equipment	15-00-2005	3,586.65
11/14	11/06/2014	74033	166	Dan's Auto & Marine Electric	10-00-2005	29.60
11/14	11/06/2014	74034	284	Day Management Corp	20-00-2005	1,174.13
11/14	11/06/2014	74035	5356	Delta Construction Co.	30-00-2005	886.50
11/14	11/06/2014	74036	1	Melinda Farkas	25-00-2005	89,389.60
11/14	11/06/2014	74037	1	Katherine Johnson	20-00-2005	194.13
11/14	11/06/2014	74038	5408	Dunn, Austin	20-00-2005	255.74
11/14	11/06/2014	74039	2640	Dyer Partnership Inc., The	15-00-2005	46.00
11/14	11/06/2014	74040	749	Emerald Pool & Patio	10-00-2005	250.00
11/14	11/06/2014	74041	3342	Fastenal	10-00-2005	201.00
11/14	11/06/2014	74042	153	Ferrellgas	15-00-2005	120.50
11/14	11/06/2014	74043	298	Freeman Rock, Inc	25-00-2005	572.58
11/14	11/06/2014	74044	4646	Frontier	25-00-2005	359.40
11/14	11/06/2014	74045	5065	Gold Beach Lumber	30-00-2005	536.51
11/14	11/06/2014	74046	167	Hach Company	10-00-2005	1,050.09
11/14	11/06/2014	74047	154	Hagen's Dry Cleaners	25-00-2005	104.69
11/14	11/06/2014	74048	199	Richard Harper	10-00-2005	77.00
11/14	11/06/2014	74049	4171	In-Motion Graphics	10-00-2005	300.00
11/14	11/06/2014	74050	162	Kerr Hardware	10-00-2005	120.78
11/14	11/06/2014	74051	328	Les Schwab Tire Center	10-00-2005	1,148.94
11/14	11/06/2014	74052	4573	Methodworks	10-00-2005	150.94
11/14	11/06/2014	74053	4269	Milliman, Gary	25-00-2005	790.00
11/14	11/06/2014	74054	4443	Napa Auto Parts	10-00-2005	67.50
11/14	11/06/2014	74055	685	Neilson Research Corporation	10-00-2005	196.00
11/14	11/06/2014	74056	4487	Net Assets Corporation	25-00-2005	2,638.35
11/14	11/06/2014	74057	3561	Oil Can Henry's	10-00-2005	320.00
11/14	11/06/2014	74058	279	One Call Concepts, Inc	10-00-2005	79.63
11/14	11/06/2014	74059	5008	Online Information Services	25-00-2005	44.88
11/14	11/06/2014	74060	5390	O'Reilly Automotive, Inc	10-00-2005	121.36
11/14	11/06/2014	74061	687	Owen Equipment Company	25-00-2005	43.98
11/14	11/06/2014	74062	1359	Pacific Coast Audio	15-00-2005	185.92
11/14	11/06/2014	74063	4794	Pacific Rim Copy Center	20-00-2005	198.00
11/14	11/06/2014	74064	252	Paramount Pest Control	25-00-2005	22.25
11/14	11/06/2014	74065	322	Postmaster	10-00-2005	45.00
11/14	11/06/2014	74066	1893	Public Safety Center	25-00-2005	850.00
11/14	11/06/2014	74067	207	Quill Corporation	10-00-2005	122.73
11/14	11/06/2014	74068	5410	Radio Medford	25-00-2005	489.71
11/14	11/06/2014	74069	5059	Reddaway INC	32-00-2005	532.00
11/14	11/06/2014	74070	5084	RH2 Engineering, Inc	25-00-2005	225.21
					25-00-2005	4,489.51

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/06/2014	74071	1840	Rogue Federal Credit Union		
11/14	11/06/2014	74072	267	SeaWestern Fire Fighting Equip	10-00-2005	30,579.01
11/14	11/06/2014	74073	3499	Simplot Grower Solutions	10-00-2005	468.08
11/14	11/06/2014	74074	380	Stadelman Electric Inc	20-00-2005	445.00
11/14	11/06/2014	74075	486	Dept of Forestry	25-00-2005	336.00
11/14	11/06/2014	74076	990	UPS	10-00-2005	617.28
11/14	11/06/2014	74077	861	Village Express Mail Center	25-00-2005	503.65
11/14	11/06/2014	74078	2122	Cardmember Service	10-00-2005	38.46
11/14	11/06/2014	74079	169	Waste Connections Inc	10-00-2005	4,323.44
11/14	11/06/2014	74080	5071	Wes' Towing	15-00-2005	867.79
11/14	11/06/2014	74081	5407	Wildwood Playgrounds NW	20-00-2005	70.00
11/14	11/06/2014	74082	917	Wm. H. Reilly & Co	10-00-2005	178.80
11/14	11/13/2014	74083	4734	Aramark Uniform Services	25-00-2005	314.06
11/14	11/13/2014	74084	4363	Black & Rice LLP	10-00-2005	13.40
11/14	11/13/2014	74085	4193	C & K Market, Inc	10-00-2005	2,944.00
11/14	11/13/2014	74086	5070	Canon Solutions America	20-00-2005	102.32
11/14	11/13/2014	74087	1373	Cascade Fire Equipment	10-00-2005	266.11
11/14	11/13/2014	74088	3015	Charter Communications	10-00-2005	93.47
11/14	11/13/2014	74089	822	Coast Auto Center	30-00-2005	579.90
11/14	11/13/2014	74090	4746	Curry County Treasurer	25-00-2005	3,770.05
11/14	11/13/2014	74091	185	Del Cur Supply	10-00-2005	1,256.68
11/14	11/13/2014	74092	1	John Bishop	10-00-2005	159.24
11/14	11/13/2014	74093	1	Tom Cox	20-00-2005	36.58
11/14	11/13/2014	74094	1	Rich & Joan Dorn	20-00-2005	8.65
11/14	11/13/2014	74095	1	Margaret Norvelle	20-00-2005	13.18
11/14	11/13/2014	74096	1	John & Mary Thomas	20-00-2005	42.19
11/14	11/13/2014	74097	1	Bill Tuma	20-00-2005	16.92
11/14	11/13/2014	74098	1	Lydia Van Der Sluis	20-00-2005	38.39
11/14	11/13/2014	74099	5156	Desi's Tree Trimming	20-00-2005	97.77
11/14	11/13/2014	74100	2640	Dyer Partnership Inc., The	10-00-2005	750.00
11/14	11/13/2014	74101	2067	Enviro-Clean Equipment	25-00-2005	28,513.00
11/14	11/13/2014	74102	5321	Forrest Paint Co	25-00-2005	1,318.74
11/14	11/13/2014	74103	5078	Geotechnical Resources, Inc	10-00-2005	337.18
11/14	11/13/2014	74104	269	Grainger	25-00-2005	25,955.00
11/14	11/13/2014	74105	198	Grants Pass Water Lab	25-00-2005	233.56
11/14	11/13/2014	74106	167	Hach Company	20-00-2005	321.00
11/14	11/13/2014	74107	139	Harbor Logging Supply	25-00-2005	285.59
11/14	11/13/2014	74108	5411	Kimball Midwest	20-00-2005	2,130.53
11/14	11/13/2014	74109	424	Munnell & Sherrill	20-00-2005	161.82
11/14	11/13/2014	74110	329	New Hope Plumbing	25-00-2005	700.55
11/14	11/13/2014	74111	3159	NorthCoast Health Screening	10-00-2005	95.00
11/14	11/13/2014	74112	4781	OHA Cashier	25-00-2005	170.00
11/14	11/13/2014	74113	5155	Oregon Department of Revenue	20-00-2005	200.00
11/14	11/13/2014	74114	4852	Loree Pryce	10-00-2005	4,160.00
11/14	11/13/2014	74115	207	Quill Corporation	25-00-2005	325.02
11/14	11/13/2014	74116	1840	Rogue Federal Credit Union	10-00-2005	366.53
11/14	11/13/2014	74117	3093	Shelton Turnbull Printers Inc	25-00-2005	1,140.72
11/14	11/13/2014	74118	5195	Sonsray Machinery LLC	10-00-2005	186.76
11/14	11/13/2014	74119	5021	The Pin Center	15-00-2005	832.97
11/14	11/13/2014	74120	861	Village Express Mail Center	10-00-2005	575.00
11/14	11/13/2014	74121	169	Waste Connections Inc	10-00-2005	23.06
11/14	11/13/2014	74122	151	Western Communications, Inc.	10-00-2005	3,285.21
11/14	11/20/2014	74123	254	American Water Works Assn	10-00-2005	169.70
11/14	11/20/2014	74124	3996	Beery Elsner & Hammond LLP	20-00-2005	339.00
11/14	11/20/2014	74125	5004	Blumenthal Uniforms & Equipment	10-00-2005	269.50
11/14	11/20/2014	74126	4827	Boldt, Carlisle & Smith LLC	10-00-2005	3,706.43
					75-00-2005	10,005.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/20/2014	74127	5048	Brookings Harbor Medical Center	25-00-2005	200.00
11/14	11/20/2014	74128	416	Brookings Lock & Safe Co	20-00-2005	213.00
11/14	11/20/2014	74129	193	Central Equipment Co, Inc	25-00-2005	241.80
11/14	11/20/2014	74130	3834	Clean Sweep Janitorial Service	10-00-2005	125.00
11/14	11/20/2014	74131	183	Colvin Oil Company	25-00-2005	5,629.61
11/14	11/20/2014	74132	1357	Curry County Clerk	10-00-2005	450.00
11/14	11/20/2014	74133	5382	Davis Wright Tremaine LLP	10-00-2005	5,224.64
11/14	11/20/2014	74134	317	DCBS - Fiscal Services	10-00-2005	307.17
11/14	11/20/2014	74135	3316	Department of Environmental Quality	25-00-2005	850.00
11/14	11/20/2014	74136	1	Byron Spini	20-00-2005	9.20
11/14	11/20/2014	74137	5073	Edwards Roofing	10-00-2005	1,267.75
11/14	11/20/2014	74138	261	Engineered Control Products	20-00-2005	18.28
11/14	11/20/2014	74139	3342	Fastenal	15-00-2005	20.06
11/14	11/20/2014	74140	4646	Frontier	10-00-2005	103.03
11/14	11/20/2014	74141	269	Grainger	25-00-2005	188.19
11/14	11/20/2014	74142	3961	Grizzly Fence & Construction	25-00-2005	50.00
11/14	11/20/2014	74143	167	Hach Company	20-00-2005	456.54
11/14	11/20/2014	74144	154	Hagen's Dry Cleaners	10-00-2005	31.00
11/14	11/20/2014	74145	4526	Janell K. Howard	10-00-2005	498.26
11/14	11/20/2014	74146	3408	IDEXX Distribution Inc	25-00-2005	1,113.00
11/14	11/20/2014	74147	2216	John D Rapraeger Inc	25-00-2005	250.00
11/14	11/20/2014	74148	4941	Kammeier, Travis	25-00-2005	21.50
11/14	11/20/2014	74149	262	Kim Hunnicutt Court Reporting	10-00-2005	57.00
11/14	11/20/2014	74150	328	Les Schwab Tire Center	10-00-2005	242.82
11/14	11/20/2014	74151	4498	Mauldin Electric	10-00-2005	80.00
11/14	11/20/2014	74152	3935	Northern California Glove	25-00-2005	306.00
11/14	11/20/2014	74153	4324	OMFOA	10-00-2005	35.00
11/14	11/20/2014	74154	3814	Optics Planet	10-00-2005	143.75
11/14	11/20/2014	74155	1920	Pitney Bowes, Inc	10-00-2005	83.00
11/14	11/20/2014	74156	3751	Proficient Automotive	10-00-2005	152.95
11/14	11/20/2014	74157	187	Quality Fast Lube & Oil	25-00-2005	154.75
11/14	11/20/2014	74158	207	Quill Corporation	10-00-2005	286.81
11/14	11/20/2014	74159	4815	Rexel, Inc	10-00-2005	403.00
11/14	11/20/2014	74160	380	Stadelman Electric Inc	25-00-2005	292.00
11/14	11/20/2014	74161	797	Town & Country Animal Clinic	61-00-2005	197.50
11/14	11/20/2014	74162	861	Village Express Mail Center	10-00-2005	54.85
11/14	11/20/2014	74163	551	Western Pacific Tree Serv Inc	10-00-2005	250.00
11/14	11/26/2014	74164	5048	Brookings Harbor Medical Center	10-00-2005	150.00
11/14	11/26/2014	74165	416	Brookings Lock & Safe Co	10-00-2005	80.00
11/14	11/26/2014	74166	182	Coos-Curry Electric	10-00-2005	24,944.85
11/14	11/26/2014	74167	5228	Curry Community Health	10-00-2005	683.00
11/14	11/26/2014	74168	1	Heather Cross	20-00-2005	219.37
11/14	11/26/2014	74169	1	Kate Flanery	20-00-2005	135.72
11/14	11/26/2014	74170	1	Gigi Ann Grant	20-00-2005	229.75
11/14	11/26/2014	74171	4646	Frontier	30-00-2005	24.16
11/14	11/26/2014	74172	5345	Gary A. Robertson	15-00-2005	800.00
11/14	11/26/2014	74173	5085	L-Com Global Connectivity	49-00-2005	171.50
11/14	11/26/2014	74174	4498	Mauldin Electric	10-00-2005	280.00
11/14	11/26/2014	74175	2971	Mission Communications	20-00-2005	289.49
11/14	11/26/2014	74176	3603	Norwest Safety	25-00-2005	402.05
11/14	11/26/2014	74177	279	One Call Concepts, Inc	25-00-2005	52.80
11/14	11/26/2014	74178	5251	Pacific Power Group, LLC	15-00-2005	645.78
11/14	11/26/2014	74179	207	Quill Corporation	10-00-2005	183.56
11/14	11/26/2014	74180	267	SeaWestern Fire Fighting Equip	10-00-2005	274.99
11/14	11/26/2014	74181	5412	SmartSign	25-00-2005	85.80
11/14	11/26/2014	74182	5413	Southern Computer Warehouse	49-00-2005	1,436.48



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/14	11/26/2014	74183	2863	Verizon Wireless	10-00-2005	507.35
Grand Totals:						312,958.29

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Summary

# URBAN RENEWAL AGENCY Minutes

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

**Monday, October 27, 2014**

## **Call to Order**

Chair Hedenskog called the meeting to order at 7:50 PM, immediately following the City Council meeting.

## **Roll Call**

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

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

Others present: Curry Coastal Pilot Report Jane Stebbins and approximately two others.

## **Consent Calendar**

1. Approve September 8, 2014 Agency minutes.

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

## **Staff Reports**

*Facade Improvement Grant Program reinstatement consideration.*

Executive Director Milliman provided the staff report.

Mayor Hedenskog said Agency funding was heavily committed to street projects.

Councilor Pieper said putting this on hold to the 2015-16 budget deliberations was a good idea.

**Director Pieper moved, a second followed and Council voted unanimously to defer consideration of funding for reinstatement of Façade Improvement Grant Program to the 2015-16 budget deliberations.**

## **Adjourn**

**Chair Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:55 PM.**

Respectfully submitted:

ATTESTED:

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

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Ron Hedenskog, Chair

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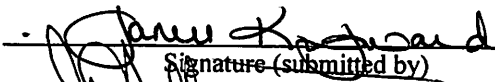
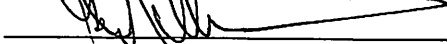
Joyce Heffington, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## COUNCIL AGENDA REPORT

Meeting Date: December 8, 2014

Originating Dept: Finance & HR

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Audit Report for the fiscal year ended June 30, 2014.

Recommended Motion:

Motion to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2014.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the Urban Renewal Agency's audit for the fiscal year ending June 30, 2014. A copy of the audit report and a copy of the "communications letter" were mailed directly from the audit firm to the Urban Renewal Agency Board.

The Urban Renewal Agency received an unqualified opinion on the June 30, 2014 audit; which means there were no exceptions, findings, or questioned costs.