

City of Brookings MEETING AGENDA

CITY COUNCIL

Monday, June 25, 2012, 7:00pm

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

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Proclamation – Relay for Life [pg. 5]
2. Interview and appointment of vacant City Council Position #4. [pg. 6]
 - a. Candidate interviews and Council discussion.
 - b. Appointment and swearing in of new Councilor.
3. Announcement of June Yard of the Month Awards
 - a. Best Residential – Joshua Whiting, 880 Joshua Court
 - b. Best Commercial – Ryan Webster, Superfly Martini Bar & Grill.

E. Public Hearings/Ordinances/Resolutions/Final Orders

1. Resolutions making appropriation transfers in the fiscal year, 2010-11, budget. [Admin Services, pg. 15]
 - a. Adopt Resolution 12-R-987, approving appropriation for the purchase of real property. [pg. 16]
 - b. Adopt Resolution 12-R-988, accepting donations and appropriating those funds. [pg. 17]
 - c. Adopt Resolution 12-R-989, transferring appropriations from contingency to legislative/administration. [pg. 18]
 - d. Adopt Resolution 12-R-990, approving appropriation transfers in the Wastewater Fund and Capital Reserve Fund. [pg. 19]

F. Oral Requests and Communications from the audience

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

G. Staff Reports

1. Direction to staff regarding contribution request from the Veterans of Foreign Wars for the 2012 Fourth of July Fireworks Program. [City Manager, pg. 20]
 - a. Letter from Wild River Motor Lodge [pg. 21]
2. Authorization to reject all bids for Parks and Recreation Landscape Maintenance and Janitorial Contract Services. [Public Works, pg. 22]
 - a. Bid tabulation [pg. 24]

3. Authorization to reject all bids for the Emergency Operating Center Project. [City Manager, pg. 25]
 - a. Bid tabulation [pg. 26]
4. Authorization for City Manager to pursue an agreement with Brookings-Harbor Port District for tourism promotion to include appointment of tourism promotion committee. [City Manager, pg. 29]
 - a. Letter from Chamber of Commerce dated 6-1-12 [pg. 32]
 - b. Draft Agreement with Brookings-Harbor Port District [pg. 33]
5. Direction to staff on how to proceed with Golf Course topics as described in the Council Agenda Report. [City Manager, pg. 36]
6. Direction to staff regarding the mowing of overgrown vegetation along the shoulder on Highway 101 between Parkview Drive and North Bank Chetco River Road. [City Manager, pg.39]

H. Consent Calendar

1. Approve Council minutes for June 11, 2012. [pg. 40]
2. Accept Planning Commission minutes for March 6 and April 3, 2012. [pg. 43]
3. Approve Liquor License Application for "625" at 625 Chetco Avenue. [pg. 46]
4. Receive May 2012 financial report. [pg. 48]

I. Remarks from Mayor and Councilors

J. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

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

June 2012

June 2012							July 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	8	9	8	9	10	11	12	13	14
17	18	19	20	21	15	16	15	16	17	18	19	20	21
24	25	26	27	28	22	23	22	23	24	25	26	27	28
					29	30	29	30	31				

Monday		Tuesday		Wednesday		Thursday		Friday	
May 28		29		30		31		Jun 1	
May 28 - Jun 1									
4		5		6		7		8	
Jun 4 - 8		11:00am 12:00pm CC - VIPS 1:00pm 3:00pm CC- Stds & Specs 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 7:00pm 9:00pm FH-PoliceResrvs		2:00pm 4:00pm CC-Staff 3:00pm 4:00pm FH- Staff 6:00pm 7:00pm CC- Staff 7:00pm 10:00pm CC-ODF&W 10:00pm 11:00pm CC- Staff			
11		12		13		14		15	
Jun 11 - 15		2:00pm 4:30pm CPR 7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council		10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan 5:30pm 7:30pm CC - Victims Impact Panel		9:00am 10:30am CC-CrmStoppers 1:00pm 4:30pm CC - Court			
		2:00pm 4:30pm CPR 7:00pm 10:00pm CC - Planning Comm							
18		19		20		21		22	
Jun 18 - 22		11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan 2:00pm 3:30pm CC - Staff		12:00pm 1:00pm CC-Public Art Committee 1:30pm 2:30pm CC - Muni Court			
25		26		27		28		29	
Jun 25 - 29		7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan 2:00pm 4:00pm CC - Staff		2:00pm 4:00pm CC - Staff			

July 2012

July 2012							August 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

Monday		Tuesday		Wednesday		Thursday		Friday	
Jul 2		3		4		5		6	
11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng		7:00pm 10:00pm CC-Planning Comm		8:00am 5:00pm City Hall Closed 10:00am 12:00pm CC- Site Plan 7:00pm 9:00pm FH-PoliceResrvs		3:00pm 4:00pm CC - Staff			
Jul 2 - 6									
9		10		11		12		13	
7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council				10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan		9:00am 10:30am CC-Crm Stoppers 1:00pm 4:30pm CC - Court			
Jul 9 - 13									
16		17		18		19		20	
11:00am 12:00pm CC-VIPS 4:00pm 5:30pm CC - Workshop 7:00pm 10:00pm FH-FireTrng		11:00am 12:00pm CC - Staff		10:00am 12:00pm CC- Site Plan					
P4									
Jul 16 - 20									
23		24		25		26		27	
7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng				10:00am 12:00pm CC- Site Plan		7:00pm 9:00pm CC-Parks & Rec			
Jul 23 - 27									
30		31		Aug 1		2		3	
7:00pm 10:00pm FH-FireTrng									
Jul 30 - Aug 3									

City of Brookings *Proclamation*

WHEREAS, American Cancer Society is the largest source of nonprofit, nongovernmental cancer research funding in the United States; and

WHEREAS, American Cancer Society fights for lifesaving laws to increase federal research funding, reduce tobacco use, promote early detection of cancers, improve access to care, and support cancer patients; and

WHEREAS, American Cancer Society's Relay for Life is a community gathering where everyone can participate in the fight against cancer; and

WHEREAS, Relay for Life brings together millions of people to raise money to help prevent cancer, save lives, and diminish suffering from the disease; and

WHEREAS, Ceremonies throughout Relay for Life symbolize the hope and perseverance with which we all continue to fight cancer; and

NOW, THEREFORE, I, Ron Hedenskog, Mayor of the City of Brookings, do hereby declare July 13th and 14th, 2012, as

Relay For Life Weekend

AND, BE IT FURTHER RESOLVED, that all citizens are urged to participate in all Relay for Life activities being held at the Brookings-Harbor High School football field, beginning with opening ceremonies at 7:00pm, Friday, July 13th through 10:00am, Saturday, July 14th.

In Witness Whereof, I, Mayor Ron Hedenskog, do hereby set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 25th day of June, 2012.

Ron Hedenskog

Mayor Ron Hedenskog





City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-1102 Fax: (541) 469-3650

jheffington@brookings.or.us ; www.brookings.or.us

APPLICATION TO FILL VACANT CITY COUNCIL POSITION #4

Term ending: January 12, 2015

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Friday, June 15th, 2012.**

PART I. Contact Information:

Name: David Kitchen Date: May 21, 2012

Physical Address: 864 Jodee Lane, Brookings, OR 97415

Mailing Address: Same

Email Address: dave@dkbuilders.com Phone: 541 661-7437

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

1. How long have you been a City of Brookings resident? 14 years (yrs/mths)
2. Are you a City elector (registered voter)? Yes ☒ No ☐
3. What is your current occupation? Semi Retired General Contractor

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

1. Briefly describe your interest in serving on the City Council and what you hope to accomplish:

To help in improving the standard of living
for All the citizens of Brookings. To have more
involvement in City Government during these hard
economic times. To share my extensive Business
experience.

2. List your position-related experience and/or background, including volunteer activities:

Past City Councillor of Brookings - 2 years
Serving on Coos Curry Electric Board of directors - 6 years
Serving on Coos Curry Housing Authority Board of Commissioners
Past President of Curry County Home Builders - 5³ years
Past President of Curry County Habitat for Humanity - 5 years
Serving on Nature's Coastal Holiday lights - 2 years

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

1990 to present - General Contractor, Commercial Builder

Cupertino High School - 1967

San Jose State - 1977

Carpenter Apprentice - 1979

Electrical Apprentice - 1995

Member - Rotary

Member - Lions

Member - ELKS

PART IV. Agreement :

Please read and check off each of the following before signing:

- ☒ As an applicant, I understand and acknowledge that my status as a registered voter will be verified with the County Elections Office and my resident status will be verified by the City of Brookings.
- ☒ As an applicant I understand and acknowledge that this document will become public information and be distributed to the public and news media.
- ☒ As an applicant, I understand and acknowledge that 1) I may be required to be respond to additional questions, in writing and/or orally as part of a formal interview during a Common Council Meeting and 2) that failure to respond or appear as required may result in my application being disqualified.
- ☒ I understand and acknowledge that, if appointed, I will be required to meet regularly on the second and fourth Monday's of each month, at least once each month in a Council workshop, and at various other times during the course of the year as City business dictates.
- ☒ I understand and acknowledge that , if appointed, I will be required to file an Annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGE) each year I hold office on April 15th.*
- ☒ I understand and acknowledge that, if appointed, I will receive no compensation other than reimbursements for travel and training expenses as may normally be incurred in conjunction with the conduct of official, City Council approved business.
- ☒ I understand and acknowledge that, as an applicant, I may be required to be respond to additional questions, in writing, or as part of a formal interview during a Common Council Meeting and that failure to respond or appear as required may result in my application being disqualified.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

David Kitchen

Applicant (print name)

David Kitchen

Applicant's Signature

5/21/12
Date

Doyce Heflinger

Witness (print name)

Doyce Heflinger

Witness's Signature

5/21/12
Date

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415, **no later than 4:30pm, Friday, June 15th, 2012.**

Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

*Sample SEI forms are available at http://www.oregon.gov/OGEC/forms_publications.shtml.
Official forms are provided by OGEC.



City of Brookings

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jheffington@brookings.or.us ; www.brookings.or.us

APPLICATION TO FILL VACANT CITY COUNCIL POSITION #4

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Friday, June 15th, 2012.**

PART I. Contact Information:

Name: Curtis Williams Date: 5.17.12

Physical Address: 1101 Coal Ct Brookings

Mailing Address: Same

Email Address: CWSWilliams@Charter.net Phone: 412.8105

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

1. How long have you been a City of Brookings resident? 4 yrs 6 mo (yrs/mths)

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

3. What is your current occupation? Retired

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

1. Briefly describe your interest in serving on the City Council and what you hope to accomplish:

Community Service has Always Been Important To Me.
I Can Think Of No Better Way To Serve Than To Be
Part Of A Team Striving To Lead Brookings To Its
Best Possible Future

2. List your position-related experience and/or background, including volunteer activities:

Served Five Years On Conway Arkansas Planning Commission, Chaired Subdivision Committee.

Two Years On City Of Brookings Budget Committee.
Currently Serving On City Of Brookings Planning Commission

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

1982 To 1997 Financial Advisor For Merrill Lynch In Little Rock And Conway Arkansas. 1997 To 2007 Branch Manager For A.G. Edwards In Conway And Fort Smith Arkansas. Certified Financial Manager Designation From Donald T. Reagan School Of Advanced Financial Management And Accredited Asset Management Specialist From The American School Of Financial Management. Former Board Positions; Big Brothers Big Sisters Of Faulkner Co. AR. United Way Of Faulkner Co. Volunteer For Salvation Army, Make A Wish Foundation, Faulkner And Sebastian Cos. Food Banks. Former Board Member Quary Co Habitat For Humanity & Brookings Harbor Food Bank. Treasurer Of Brookings Harbor Rotary Club And Chair Of Community Service Committee

PART IV. Agreement :

Please read and check off each of the following before signing:

- ☒ As an applicant, I understand and acknowledge that my status as a registered voter will be verified with the County Elections Office and my resident status will be verified by the City of Brookings.
- ☒ As an applicant I understand and acknowledge that this document will become public information and be distributed to the public and news media.
- ☒ As an applicant, I understand and acknowledge that 1) I may be required to be respond to additional questions, in writing and/or orally as part of a formal interview during a Common Council Meeting and 2) that failure to respond or appear as required may result in my application being disqualified.
- ☒ I understand and acknowledge that, if appointed, I will be required to meet regularly on the second and fourth Monday's of each month, at least once each month in a Council workshop, and at various other times during the course of the year as City business dictates.
- ☒ I understand and acknowledge that , if appointed, I will be required to file an Annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGE) each year I hold office on April 15th.*
- ☒ I understand and acknowledge that, if appointed, I will receive no compensation other than reimbursements for travel and training expenses as may normally be incurred in conjunction with the conduct of official, City Council approved business.
- ☒ I understand and acknowledge that, as an applicant, I may be required to be respond to additional questions, in writing, or as part of a formal interview during a Common Council Meeting and that failure to respond or appear as required may result in my application being disqualified.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

Curtis Williams
Applicant (print name)

Curtis Williams
Applicant's Signature

5-17-12
Date

Suzanne Williams
Witness (print name)

Suzanne Williams
Witness's Signature

5-17-12
Date

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APPLICATION TO FILL VACANT CITY COUNCIL POSITION #4

Term ending: January 12, 2015

Deadline to apply: Applications must be received by the City Elections Officer no later than **4:30pm, Friday, June 15th, 2012.**

PART I. Contact Information:

Name: Kelly McClain Date: 6/15/12

Physical Address: 867 Jodee Ln.

Mailing Address: Same

Email Address: Kjmcclain@gmail.com Phone: 541-254-0339

NOTE: City Council members must be City of Brookings residents for at least 12 months preceding appointment, and a registered elector of the State of Oregon. Voter registration will be verified with the County Election Board.

PART II. Current Status

1. How long have you been a City of Brookings resident? 3yr/10 months (yrs/mths)
2. Are you a City elector (registered voter)? Yes ☒ No ☐
3. What is your current occupation? Realtor

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

1. Briefly describe your interest in serving on the City Council and what you hope to accomplish:

I hope to help make decisions about
our city which will end up
having long term & short term
benefits to our community.

2. List your position-related experience and/or background, including volunteer activities:

- 16 yrs. Aerospace Engineer for Honeywell

- 11 yrs. as a practicing Realtor

- 3 yrs. of planning commission experience in Brookings.

- 6 yrs as president of a self managed Home owners Association.

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

- 16 yrs. Aerospace Engineer

- 11 yrs Realtor

- BSE Mechanical Engineering ASU

PART IV. Agreement :

Please read and check off each of the following before signing:

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- ☒ As an applicant I understand and acknowledge that this document will become public information and be distributed to the public and news media.
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- ☒ I understand and acknowledge that, if appointed, I will be required to meet regularly on the second and fourth Monday's of each month, at least once each month in a Council workshop, and at various other times during the course of the year as City business dictates.
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- ☒ I understand and acknowledge that, if appointed, I will receive no compensation other than reimbursements for travel and training expenses as may normally be incurred in conjunction with the conduct of official, City Council approved business.
- ☒ I understand and acknowledge that, as an applicant, I may be required to be respond to additional questions, in writing, or as part of a formal interview during a Common Council Meeting and that failure to respond or appear as required may result in my application being disqualified.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

Kelly McClain
Applicant (print name)

Kelly J. McClain
Applicant's Signature

6/15/12
Date

Joyce Heffington
Witness (print name)

[Signature]
Witness's Signature

6/15/12
Date

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415, **no later than 4:30pm, Friday, June 15th, 2012.**

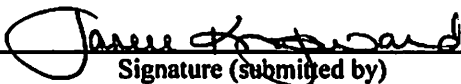
Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

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CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012


Signature (submitted by)

Originating Dept: ASD

City Manager Approval

Subject: Transfer of Appropriations for FY 2010-11 Budget.

Recommended Motion:

- Adopt Resolution 12-R-987 approving appropriation for the purchase of real property.
- Adopt Resolution 12-R-988 accepting donations and appropriating those funds.
- Adopt Resolution 12-R-989 transferring appropriations from contingency to legislative/administration.
- Adopt Resolution 12-R-990 approving appropriation transfers in the Wastewater Fund and the Capital Reserve Fund.

Financial Impact:

There is no net impact to the 2011-12 budget; additional revenues equaled additional expenditures, expenditure increases netted against expenditure decreases.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and appropriate through a resolution. Appropriation transfers are for the following funds:

General Fund – *Legislative/administrative* - Transfer \$55,000 of appropriations from contingency to the legislative/administration. *Parks and Recreation* - Accepted donations of \$4,363 from Nature's Coastal Holiday for the cameras and video equipment at Azalea Park.

Wastewater Fund – Personal services and materials and services each increased \$50,000 while capital outlay decreased by \$100,000.

Technology Reserve Fund – Accepted donations of \$2,081 from City County Insurance Services for a laptop and PowerPoint projector for use in community policing and education in the schools.

Capital Reserve Fund – Materials and services decreased by \$19,000 and capital outlay increased by \$19,000. Capital Outlay also increased \$580,000 for the purchase of real property to replace the Public Works shop.

Attachments:

Resolution 12-R-987 Appropriate property purchase
Resolution 12-R-988 Accept and appropriate donations
Resolution 12-R-989 Appropriation transfer from contingency
Resolution 12-R-990 Appropriation transfers

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 12-R-987

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING THE APPROPRIATION OF EXPENDITURES FOR THE PURCHASE OF REAL PROPERTY.

WHEREAS, the City of Brookings (City) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.326 (4) allows the governing body to declare the existence of an unforeseen occurrence or condition; and

WHEREAS, the City Council declares the existence of an unforeseen circumstance or condition; and

WHEREAS, the City needed to replace its Public Works yard due to the sale of the prior property as part of an economic development to create jobs;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings, Oregon, hereby authorizes an appropriation pursuant to ORS 294.326 (4).

BE IT FURTHER RESOLVED THAT, for the fiscal year beginning July 1, 2011, and for purposes shown below, are hereby revised by the City Council the following:

Capital Projects Fund

Resources:	
Carryover	\$ 580,000
Requirements:	
Capital Outlay	\$ 580,000

Passed by the City Council June 25, 2012, and made effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

CITY OF BROOKINGS

RESOLUTION 12-R-988

A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE DONATIONS AND APPROPRIATING THOSE FUNDS

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.326(3) allows the governing body to accept and appropriate specific purpose donations in the year of receipt, and

WHEREAS, the City Council accepts a grant of \$4,363 from Nature's Coastal Holiday for the installation of cameras and a video system at Azalea Park, and

WHEREAS, the City Council accepts a grant of \$2,081 from City County Insurance Services, for the purchase of a laptop and PowerPoint projector for use in community policing and education in the schools, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts grants and appropriates funds pursuant to ORS 294.326(3).

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2011, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Donations	4,363
Requirements:	
Parks & Recreation	4,363

Technology Reserve Fund

Resources:	
Donations	2,081
Requirements:	
Capital Outlay	2,081

Passed by the City Council June 25, 2012, and made effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

CITY OF BROOKINGS

RESOLUTION 12-R-989

A RESOLUTION OF THE CITY OF BROOKINGS TRANSFERRING APPROPRIATIONS FROM GENERAL FUND CONTINGENCY TO LEGISLATIVE/ADMINISTRATION.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.450(2) allows the governing body to transfer from Contingency to other appropriations category, up to 15% of the total appropriations of the fund, and

WHEREAS, expenditures will be more than expected in the General Fund Legislative/Administration Division than anticipated due to increased legal and professional services fees for labor negotiations and personnel issues, and

WHEREAS, the City Council approves transferring those funds from Contingency, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby transfers \$55,000 from General Fund Contingency to the Legislative/Administration Division pursuant to ORS 294.326(3).

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2011, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Requirements:

Legislative/Administrative	(55,000)
Contingency	\$55,000)

Passed by the City Council June 25, 2012, and made effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

CITY OF BROOKINGS

RESOLUTION 12-R-990

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE WASTEWATER FUND, AND CAPITAL PROJECTS FUND.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.450 allows for a transfer of appropriation if authorized by the governing body; and

WHEREAS, the City anticipates higher personal services and materials and services expenditures and lower capital expenditures in the Wastewater Fund, and

WHEREAS, the City anticipates lower materials and service expenditures and higher capital expenditures in the Capital Reserve fund, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.450.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2011, and for purposes shown below are hereby revised by the City Council as follows:

Wastewater Fund

Requirements:	
Personal services	\$ 50,000
Materials and services	50,000
Capital Outlay	(100,000)

Capital Reserve Fund

Requirements:	
Materials and services	\$ (19,000)
Capital Outlay	19,000

Passed by the City Council June 25, 2012, and made effective the same date.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Fireworks Program Contribution

Recommended Motion: Discussion and direction to staff.

Financial Impact: \$300 to \$1,300.

Background/Discussion:

Representatives of the of the local VFW appeared at the June 11 City Council meeting concerning the Fourth of July Fireworks.

VFW representatives have advised the City Council and staff that they had been contacted by the Brookings Harbor Chamber of Commerce requesting that they return the \$1,000 donation the Chamber had made to the VFW for the Fourth of July Fireworks. VFW representatives said that someone at the Chamber called to advise that the Chamber had sent a check "by mistake" and that the VFW should contact the City to request the \$1,000, and then repay the Chamber once the VFW received the funding from the City.

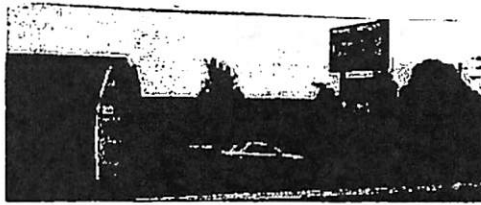
The VFW also provided the City with a copy of the attached letter from Ken Bryan and Wild River Motor Lodge. This letter indicates that the Lodge will not be providing two complementary rooms for the fireworks operator this year. The estimated cost of the two nights for two people is \$296. Following the June 11 City Council meeting, City officials personally contributed \$175 to the VFW to help fund the lodging costs.

The VFW is seeking assistance with the cost of the motel rooms and a possible contribution of \$1,000 to fulfill the Chamber of Commerce request for a refund.

The City's agreement with the Brookings Harbor Chamber of Commerce for tourism promotion expires June 30, 2012. That agreement does not address utilization of transient occupancy tax funds allocated to the Chamber for support of the Fourth of July Fireworks. Some years ago, the City contributed directly to the fireworks fund in amounts ranging from \$500 to \$1,000.

Attachment(s):

- a. Letter from Wild River Motor Lodge



May 23, 2012

Jim Emerick
Jr. Vice-Commander
Post #966
PO Box 2475 Harbor
Brookings, OR 97415

Dear Vice-Commander Emerick,

I am sorry that I have missed you at the hotel the last couple of times you have stopped by. I understand you are requesting 2 rooms for 2 nights, July 3rd & 4th, 2012 for the fireworks technicians. One note I have says July 4th & 5th, 2012, however my understanding would be 3rd and 4th as it was last year.

As you are aware, the City of Brookings, city council has decided to take on the task of promoting tourism for the Brookings-Harbor area as opposed to contracting with the Brookings-Harbor Chamber of Commerce as they have for the previous 20 years. The rooms last year which we provided for the fireworks technicians were in part done on behalf of the Chamber and at least partially supported by the Chamber as part of their efforts at promoting tourism for the area. Since the Chamber is no longer contracted by the City to promote tourism which we as one of the primary collectors of the transient room tax funds utilized for this purpose, we cannot donate in kind without some financial compensation. This financial compensation, in our opinion, should come from transient room tax dollars collected for the purpose of promoting further tourism for the area. If the City of Brookings would be willing to pay for the rooms here at the hotel for those technicians, we would be happy to offer a discount from our regular room rate towards this purpose as an effort to assist in their tourism promotion efforts.

If you have any questions or would like to discuss this further, please feel free to contact me at the hotel. I typically am available in the mornings throughout the week (Monday – Friday, 8am to 2:30pm). Please understand that we fully support tourism promotion as we are one of the major collectors of the transient room tax dollars utilized for this purpose, as well as one of the many benefactors of the tourism industry. We were fully satisfied with the Chambers' efforts in this area and are standing by to see how the City approaches the same.

Sincerely,

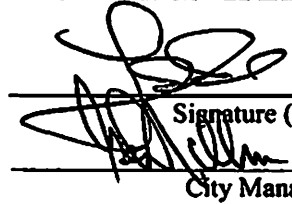
Ken Bryan
President, KCB Hospitality Management Company, Inc.
dba Wild Rivers Motorlodge

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012

Originating Dept: Public Works



Signature (submitted by)

City Manager Approval

Subject: Parks and Recreation Contract for Maintenance Services

Recommended Motion: Motion to reject all bids for the Parks and Recreation Landscape Maintenance and Janitorial Contract Services as all bids exceed the amount of funds available for this service and the City finds that rejecting all bids is in the best interest of the City.

Financial Impact: The low bid for landscape maintenance is \$51,480/year and restroom janitorial services is \$15,000/year or \$66,480/year total which does not include pruning. The total budget is \$60,000 therefore the bid results are 5% over budget not including pruning.

Background/Discussion: Due to a recent retirement of the Parks Foreman Dave Lentz, the City was interested in pursuing contract services rather than refilling the position with a full time City employee. The \$60,000 budget established for 2012-13 Parks and Recreation contract services was based on the higher end of wage of a City employee minus retirement benefits.

The bid specifications were prepared such that a bidder did not have to be a licensed contractor. The landscape maintenance bid was for mowing, weed wacking and brush and low hanging tree limb removal of the City parks areas only. If a Contractor's license had been required, the bid results would have been higher. City staff currently performs weed spraying, repair of irrigation piping, and experienced pruning. All of these functions would have required special licensing and experience and were therefore not included in the bid specification to keep costs down.

The high bid results are likely a result of the following;

- Cost of workers compensation, liability insurance and implementing payroll and routine drug screening;
- Bidders lack of experience bidding public contract work
- Bidders lack of equipment for large commercial mowing services
- The mandatory pre bid was supposed to be at a model Park to demonstrate the scope of services. Due to weather, the pre bid was held in doors.

The City Manger and Public Works Director met with representatives of the Azalea Park Foundation and the Brookings-Harbor Garden club to discuss maintaining more vulnerable landscaping. The Azalea Foundation was interested in maintaining all the native azaleas at Azalea Park in exchange for a contribution of \$20,000 annually. During meetings with the Azalea Park Foundation, staff was advised that the current method of controlling grass and weeds mechanically in the native azalea grove is damaging to the long term sustainability of these native plants. Their proposal included maintaining these areas non-mechanically, requiring significantly more manual labor. This matter requires more analysis by staff. The Brookings-

Harbor Garden Club was also willing to consider upkeep of the City Hall and Chetco Ave/5th Street area landscaping in exchange for a contribution of \$2,000 annually. The restroom janitorial services were included in the bid specifications and allowed for a bidder to bid this service separately or included with the landscape maintenance. The bid results are included in Attachment (a) herein.

Staff recommends utilizing hourly employees managed by the Parks/Technical Services Supervisor for the next 6 to 8 months.

Attachment(s):

- a. Bid Tabulation

BID TABULATION

Parks Landscaping
City of Brookings

Date:
Bid Opening

6/14/12
2:00PM

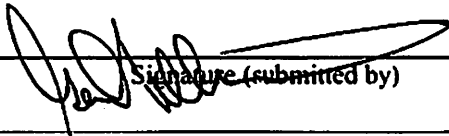
Name of Bidder	Bid 1 Janitorial and Landscaping	Bid 2 Landscape	Bid 3 Janitorial	Comments
GREEN FEET PRO LAWN SERVICE -			\$63,900 -	
SUPERIOR LANDSCAPE	\$68,120		\$51,480 \$16,640	LOW BID FOR PARKS MAINTENANCE BIDDER DID NOT REALIZE HE NEEDED TO FILL IN BID 2 AND 3 THEREFORE IT IS REPRESENTED AS * FOR CONSIDERATION FOR BID IRREGULARITY
KOVARIK MAINTENANCE	\$99,800	*\$56,000	*\$43,800	
PALM CLEANING	\$150,000		\$150,000 \$15,000	LOW BID FOR JANITORIAL
PAUL GUERNSEY			\$96,000	
JASON WARD CONSTRUCTION				BID REJECT AS INCOMPLETE, DID NOT SIGN CONTRACT OR RESPONSIBILITY AFFIDAVIT

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Emergency Operating Center

Recommended Motion:

Motion to reject all bids for Emergency Operating Center Project as all bids exceed the amount of funds available for this project; the City Council finds that rejecting all bids is in the best interest of the City.

Financial Impact: Low bid is \$86,177 (22.6 per cent) over project construction budget.

Background/Discussion:

The City secured grant funding in 2009 for the construction of an Emergency Operating Center. The total construction cost was estimated at \$380,000, of which \$350,000 would be grant funded. The City has proceeded with design of the project and advertised for bids. Five bids were received ranging from \$466,177-570,363. The low bidder was Adroit Construction of Ashland. Only one Brookings contractor submitted a bid.

Staff has conferred with the low bidder on possible modifications to the project to reduce the cost, and has concluded that substantive design changes are necessary.

The City Manager recommends that the City Council reject all bids. Staff will then proceed with design modifications necessary to reduce the overall cost of the project, after which the City would proceed with the project utilizing an owner/builder procedure whereby the City would function as its own general contractor and retain subcontractors through an informal bid process. Building Official LauraLee Snook would serve as the Project Manager and soon-to-be Parks/Technical Services Supervisor Anthony Baron would assist.

Attachment(s):

- a. Bid Tabulation
- b. Revised EOC floor plan and elevation

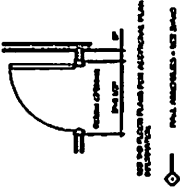
BID TABULATION FOR EMERGENCY OPERATING CENTER

BID OPENING JUNE 7, 2012 2:00 PM

Basic Bid	Quantity	Unit	Bidder :Adroit Construction		Bidder: Vitus Construction		Bidder: McClennan Builders		Bidder: Ausland Group		Bidder: Taylor Site Dev.	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Foundation and all underground	1	LS	\$100,361	\$100,361	111000	\$111,000	122578	\$122,578	102824	\$102,824	131720	\$131,720
2 Rough framing and dry in	1	LS	\$140,406	\$140,406	129600	\$129,600	136427	\$136,427	143262	\$143,262	140123	\$140,123
2A Rough framing and dry in with alternate	1	LS	\$121,813	\$121,813	124000	\$124,000	126792	\$126,792	-16115	-\$16,115	142048	\$142,048
3 Plumbing, Electrical and Mechanical	1	LS	\$154,963	\$154,963	163100	\$163,100	161074	\$161,074	173963	\$173,963	168712	\$168,712
4 Insulation	1	LS	\$5,727	\$5,727	6100	\$6,100	5874	\$5,874	6668	\$6,668	9764	\$9,764
5 Wall and floor finish	1	LS	\$52,864	\$52,864	46300	\$46,300	35441	\$35,441	56708	\$56,708	75517	\$75,517
6 Final finish	1	LS	\$6,414	\$6,414	19500	\$19,500	66363	\$66,363	44580	\$44,580	24456	\$24,456
7 Exterior hardscape and bollards	1	LS	\$24,035	\$24,035	22400	\$22,400	16265	\$16,265	25994	\$25,994	20071	\$20,071
Subtotal Items 1,2,3-7				\$484,770		\$498,000		\$544,022		\$553,999		\$570,363
Subtotal Items 1, 2A, 3-7				\$466,177		\$492,400		\$534,387		\$537,884		\$572,288

GENERAL NOTES

1. SEE PLAN FOR ALL DIMENSIONS.
2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
3. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
4. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
5. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
6. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
7. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
8. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
9. DIMENSIONS ARE TO FACE OF EACH ELEMENT.
10. DIMENSIONS ARE TO FACE OF EACH ELEMENT.



SEE THE PLANS FOR ALL DIMENSIONS.

REV. 1 04/08/03

**BARON
DESIGNS**
ARCHITECTS
1000 S. 10TH AVE.
SUITE 100
DENVER, CO 80202

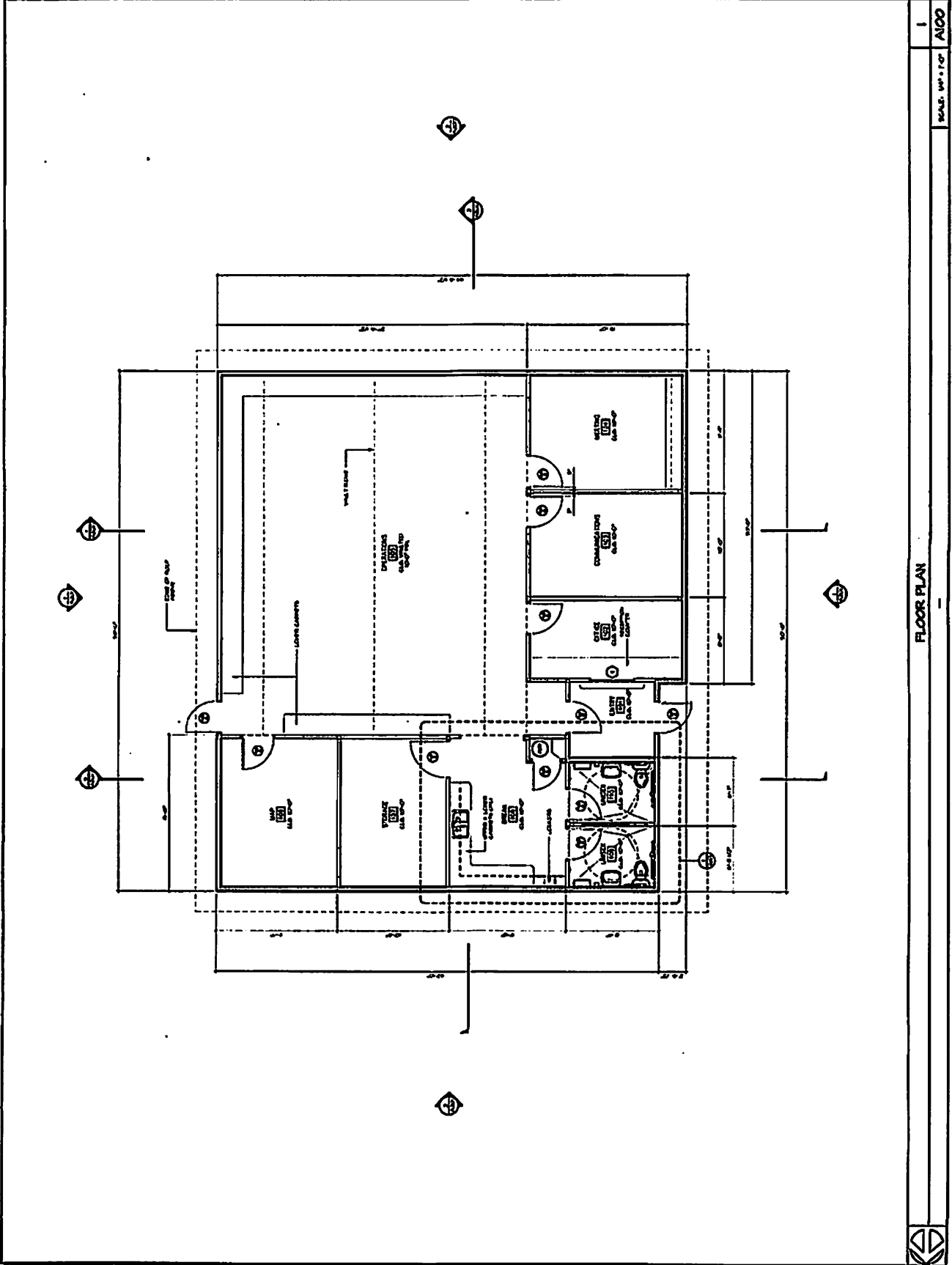
EOC

EMERGENCY OPERATIONS CENTER
CITY OF DENVER
1000 S. 10TH AVE.
SUITE 100
DENVER, CO 80202

**FLOOR
PLAN**

OWNER	AD
DATE	04/03

A100



FLOOR PLAN

SCALE	1/8" = 1'-0"
DATE	04/03

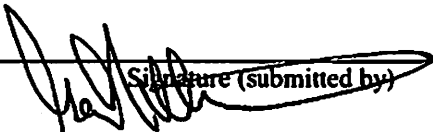
GENERAL NOTES				REV: 01/02/22	BARON DESIGNS ARCHITECTS 1205 S. PARKWAY RD DEERFIELD, IL 60015 TEL: 847-440-1700	EOC EMERGENCY OPERATIONS CENTER CITY OF DEERFIELD 600 S. LAKE ST. DEERFIELD, ILLINOIS 60015	BUILDING ELEVATIONS	DRAWN BY: JAB DATE: 01/02/22	A200

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Tourism Promotion

Recommended Motion: Motion to authorize the City Manager to pursue an agreement for tourism promotion services with the Brookings Harbor Port District which would include the appointment of a tourism promotion committee.

Background/Discussion:

The City has received written confirmation from the Brookings Harbor Chamber of Commerce that they do not plan to enter into an agreement for tourism marketing services beyond June 30, 2012. The City Council discussed this matter and reviewed several alternatives for providing tourism promotion at its June 4, 2012, workshop. At that workshop, it appeared that the Council was most interested in pursuing an agreement with the Port of Brookings Harbor or forming a City tourism promotions committee. Staff has developed a recommendation drawing from both of these alternatives for fiscal 2012-13.

The City Manager has met several times with the Brookings Harbor Port District General Manager to discuss the possibility of having the Port marketing and promotions staff assume the function of managing the City's tourism promotion program, and developing a joint City/Port tourism promotion program. The Port has two part time promotions/events employees that would be available to conduct the promotions program, including organizing events. The Port would be willing to increase the hours of the employees at Port expense in order to maximize the City funding for advertising promotion. City and Port management also discussed developing a new joint marketing plan, which would address issues such as a jointly-shared tourism website. The Port office, which is currently staffed M-F, 8:00 a.m. to 5:00 p.m. (closed at lunch), could initially serve as the visitor information center; Port management indicated the days and hours could be adjusted to include weekends.

The City is located within the Port District and a number of events that benefit the City's lodging and visitor service industry occur outside of the City Limits, but within the boundaries of the Port District (which extends from Pistol River to the California border). Several of these events are conducted on Port District property, which is the only site in the area conducive to large festivals.

Another alternative discussed at the workshop was the formation of a volunteer City promotions committee to assist the City Manager in developing a City tourism promotion program. The City Manager has past tourism promotions experience, having served as general manager and marketing director for a tourist business, and having participated in regional tourism organizations in California. This would require some restructuring of the City Manager's work

assignments. It was envisioned that a tourism promotion committee may consist of local tourism business operators and marketing professionals.

The City Manager is recommending an integration of the aforementioned alternatives which would include an agreement with the Port District through which the Port would develop and implement a tourism promotion plan that is jointly approved by the Port Board of Directors and the City Council. The Port District and the City would jointly appoint a seven-member tourism advisory committee consisting of private business owners who are primarily engaged in tourism and hospitality business activities (i.e. motels, restaurants, visitor-serving retailers). Port staff would work with this advisory committee in developing tourism promotion strategies.

Other alternatives explored by the City Manager included:

- Contact with the Executive Director of the Tri Agency Economic Development Commission in Del Norte County. That agency is developing a tourism marketing strategy and has expressed interest in partnering with the City of Brookings to develop a regional tourism promotion program
- Developing a Request for Proposals for a private or non-profit to develop and manage a City tourism promotions program within the amount budgeted from Transient Occupancy Tax funds. The City of Gold Beach recently issued an RFP and received seven responses to its request for proposals for marketing and promotion services. Four of the seven proposals were submitted by out-of-County consultants, and cost proposals ranged from \$33-75,000. The proposals contain a lot of good information that we can learn from in developing a program and budget for tourism promotion. None of the proposals appear to include the cost of advertising.
- Forego trying to develop a tourism promotion program and, instead, develop a visitor information center facility that could be operated by volunteers or in partnership with a private business or local non-profit organization. For example, the City could lease-option the former medical office building on Alder Street, retrofit a portion of the building to serve as a visitor center, develop the City-owned property adjacent to the building for parking...including RV parking...install signage and issue an RFP for a private business or non-profit to operate a visitor information center at that location.
- Staff contacted the City of Pendleton, Oregon, to discuss their program known as "Travel Pendleton." Staff learned that the City levies a fee of \$1.50 per night for each rented motel room and RV space. These revenues are divided evenly to fund the operation of the conference center and to fund the operation of Travel Pendleton...with about \$100,000 annually going to Travel Pendleton. Travel Pendleton has a seven member Board of Directors, elected from among the local lodging establishment owners. They currently employ a Tourism Promotion Director, but are restructuring the organization and may change this position to an Event Planner. Travel Pendleton operates a website, offers grants to special events and rebate promotions.

Brookings Municipal Code Section 3.10.150(A) provides:

"The city shall use 25 per cent of the transient room tax collection each year to promote tourism."

Staff continues to research alternatives relating to this matter. Staff has been contacted by a number of people providing input and making proposals for the use of the City's TOT dollars. Staff is receiving an average of 2-3 inquiries a week from travel magazine publishers and websites seeking advertising. Staff has also received a proposal, for example, to produce a three-minute You-Tube video promoting tourism and/or retirement to Brookings. Another suggestion received locally is to allocate most or all of the TOT revenue to special events, and establish a program whereby the organizers of special events could apply for and receive funds from the City to pay for promoting their event.

Police Chief Wallace and Fire Chief Sharp recently suggested that the City produce a tri-fold information brochure that could be used to provide basic information concerning tourism amenities in the City. Chief Wallace noted that they receive numerous inquiries at the Police Station public counter and that individual officers are often asked by visitors for information about events and places to go.

Many of these ideas could be explored further by the proposed tourism advisory committee and acted upon through the agreement with the Port District utilizing its promotions staff.

Attachments:

- a. Letter from Chamber of Commerce
- b. Draft Agreement with Brookings-Harbor Port District



June 1, 2012

TO: Honorable Mayor Hedenskog
City Councilors
City Manager, Gary Milliman
FROM: Brookings-Harbor Chamber of Commerce
SUBJECT: City of Brookings – Chamber of Commerce Tourism Contract

The Brookings Harbor Chamber of Commerce has acted as the City of Brookings contract agent (DMO) to expend the TRT monies on behalf of the City for over 20 years. During this time, the Chamber has consistently achieved a multiplier effect of almost three to one for the funds collected in the City of Brookings. The Chamber has never charged any Chamber administrative expenses to do this. The Chamber is fully dedicated to the promotion of the City of Brookings and the Brookings-Harbor area in general.

The singular issue of the one year term precludes the Chamber's ability to execute and commit to longer term agreements that allow the multiplier effect to work. Any other DMO would have the same problem, even if they had the knowledge of how to make the same kind of contacts.

The Chamber Board of Directors has reviewed this situation in depth, with the goal of seeing how to make a one year contract work. Alternate promotional activities that do not require city TRT funds that do allow the Chamber to make a multiplier work for the Chamber membership specifically will still work.

A special Chamber Board meeting was held to determine the Chambers acceptance of a one year contract. The Board vote was not to sign a one year contract with the City of Brookings. Again, the reason being that we could not get the same multiplier result.

Please be advised that the Brookings-Harbor Chamber of Commerce will cease to manage the City of Brookings TRT funds effective at the end of our current contract which expires June 30, 2012

Respectfully,

Ken Bryan
Chairman of the Board of Directors
Brookings-Harbor Chamber of Commerce

AGREEMENT

(City of Brookings/Brookings-Harbor Port District)

THIS AGREEMENT, effective as of July 1, 2012, by and between the CITY OF BROOKINGS "(CITY)", a municipal corporation of the State of Oregon,; and the BROOKINGS-HARBOR PORT DISTRICT ("PORT"), an Oregon Not For Profit Corporation.

RECITALS

WHEREAS, the Common Council of CITY desires to contract for a tourism promotion program utilizing funds from motel taxes collected within the City of Brookings, and

WHEREAS, PORT has the capability and desire to undertake such a tourism promotion program,

AGREEMENT

NOW, THEREFORE, for and in consideration of the sums to be paid by CITY and the obligations to be performed by PORT as hereinafter set forth, the parties hereto mutually covenant, stipulate and agree as follows:

1. Promotions Fee. CITY agrees to pay to PORT a fee to perform a specified program of activities as agreed upon during the City of Brookings annual budget preparation and adoption process. Said agreed upon fee shall equal 25% of the *monthly collected* motel tax by CITY *during the previous month.*

2. Payment. Monies payable under Paragraph 1 shall be transmitted by CITY to PORT monthly, by the 15th day of the following month.

3. Promotions Program. PORT shall develop a tourism promotion plan to be jointly approved by respective CITY and PORT governing boards. PORT shall implement said agreed upon program designed to promote tourism and local and special events in the Brookings area. Such programs may include, but are not limited to: radio, television, and magazine advertisements; mailings; flyers; billboards; and other advertising methods designed to both promote tourism and local and special events, and to inform visitors as to scenic and historic attractions, entertainment, restaurants, accommodations, and other matters of special interest to visitors. PORT will be solely responsible to furnish all labor and supplies necessary to develop and implement such program. PORT shall operate a Visitor Information Center (the "Center") during the hours set forth in Paragraph 4.

4. Center Hours. The hours of operation of the Center shall be substantially as follows:

<u>October through March:</u>	8 hours/day	5 days/week
<u>April through May:</u>	8 hours/day	5 days/week
	4 hours/day	Saturdays
<u>June through September:</u>	8 hours/day	5 days/week
	4 hours/day	Sat/Sundays

5. Promotions Committee. CITY and PORT shall jointly appoint a seven member Tourism Promotions Committee whose membership shall consist of representatives of the tourism and hospitality industry. Said committee shall be advisory to CITY and PORT staff in the development of tourism promotion programs and strategies.

6. Books and Records. PORT shall prepare an accounting of fees received from CITY under Paragraph 1 and disbursements made by PORT under Paragraph 4 separate and apart from its general books of account (the "Promotions Ledger"). The City Manager or his/her designee may examine the Promotions Ledger during normal business hours after providing written notification to the PORT at least 48 hours prior to the time such examination is to be held. Information provided by PORT to CITY under this Paragraph 6 shall not be considered the confidential property of PORT. Nothing contained herein shall be interpreted to grant CITY access to the general books, papers and accounting records of PORT or any other material of PORT, except as specifically set forth in this Agreement.

7. Reports. PORT shall file a copy of the Promotions Ledger with the City Manager on a monthly basis. PORT understands that such filings shall be considered public information. In addition, PORT shall file with the City Manager on or before *August 31* of each year, a program report detailing performance accomplishments, suggestions and problems occurring under this Agreement to that point in time.

8. PORT Covenants. PORT, in receiving monies from CITY and in providing services to CITY hereunder, shall:

(a) Not discriminate in providing services hereunder on the basis of age, race, sex, color, religion or national origin.

(b) Not assign, transfer or delegate to any third party complete operational authority for services performed under this Agreement without the prior written consent of CITY, which consent will not be unreasonably withheld or delayed.

9. PORT shall contribute, either through cash or in-kind services, an amount of funds equal to the amount provided by CITY under this Agreement.

10. Indemnity. PORT shall be solely responsible and shall hold CITY harmless from all matters relating to PORT'S performance under this Agreement, including payment of its employees in compliance with social security, withholding and other regulations governing such matters. PORT shall, at all times, indemnify and hold CITY harmless from and against any and all actions or 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 PORT'S performance under this Agreement. CITY shall, at all times, indemnify and hold PORT harmless from and against any and all actions or causes of action, claims, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, including attorney fees, which PORT may sustain or incur as a result of errors or omissions in CITY'S performance under this Agreement.

11. Term. This Agreement shall take effect on the 1st day of July 2012, and shall remain in effect for a period of one year or until terminated as described in this Agreement.

12. Termination. Either party for any reason may terminate this agreement upon 30 days

written notice. In addition, this Agreement may be terminated automatically if it is later determined that any of its terms conflicts with or are preempted by state law, now existing or hereafter enacted.

13. Compliance With Law. PORT shall observe and comply with all local, state and federal laws, ordinances and regulations applicable to the services described in this Agreement.

14. Notices. The addresses of the parties to this Agreement for purpose of any notices permitted or required under this Agreement are as follows:

CITY: City of Brookings
898 Elk Drive
Brookings, OR 97415

CONTRACTOR: Brookings-Harbor Port District
P.O. Box 846
Brookings, OR 97415

15. Integration. This Agreement constitutes the entire and fully integrated agreement between the parties. All prior negotiations or agreements between the parties, oral or written, are superseded by, and included in, this Agreement.

16. Modification. This Agreement may not be released, discharged, abandoned, changed, or modified in any manner, except by an instrument in writing signed on behalf of each of the parties by their duly authorized representatives.

17. Titles and Headings. Titles and headings to sections and paragraphs herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first herein above written.

CITY OF BROOKINGS,
A municipal corporation

BROOKINGS-HARBOR
PORT DISTRICT

By _____
CITY Mayor Ron Hedenskog

By _____
PORT President

ATTESTED
this ____ day of _____, 2012

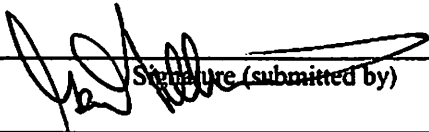
City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Golf Course Report Follow-up

Recommended Motion:

Staff is seeking Council direction on the following topics:

1. Should the City allocate City resources to assist with vegetation removal and control at the Salmon Run golf course as described in this report? This would involve the City retaining an equipment operator, utilization of City equipment, coordinating the work with volunteers, arranging for removal of vegetation.
2. Should the City allocate City resources to assist in securing a site and development permits for a new driving range at the golf course?
3. Will the City Council favorably consider the concept of amending the lease agreement for the golf course to provide for an abatement of lease payments in exchange for The Claveran Group agreeing to undertake recommended improvements to the golf course, including the development of a water source?

Financial Impact:

See below.

Background/Discussion:

Following the City Council meeting of May 14 where consultant J.J. Keegan or Golf Convergence provided his recommendations regarding the Salmon Run Golf Course, the City Manager contacted water rights Attorney Martha Pagel, the City Engineer, Planning Director Dianne Morris, City Attorney Martha Rice, Public Works Director Loree Pryce and City engineer Steve Major to develop a strategy and cost estimates for going forward on the driving range, tree/shrub removal, water rights, water source development and lease revision recommendations.

The City Manager has also met with representatives of the South Coast Lumber Company concerning possible acquisition of land for the driving range.

DRIVING RANGE

The Planning Director has reviewed the planning related issues.

If the property needed for the driving range (estimated at eight acres) is to be purchased from South Coast Lumber Company, a Comprehensive Plan and Zone Change would be needed. This would be heard by the Board of Commissioners and the application fee is \$5,590. A surveyor would be needed to do a legal description of the area involved and that cost is unknown. If

above is approved, a lot line adjustment to add this area to the existing parcels is required and the fee for that is \$1,125. In addition to that would be the surveyors cost to prepare the map and monument the area. There is also a filing fee to be paid to the County surveyor. A new deed including the area for the expanded driving range will need to be prepared and recorded. This would take at least six weeks to get County approval and the surveyors work after that would depend on his schedule.

If the property is leased from South Coast, the above cost and process would be avoided. However, the City would continue to need an amendment to its Conditional Use Permit. A Conditional Use Permit (CUP) application and the fee is \$1,310. Legally the County has to process these within 150 days and given staffing constraints, County planning staff believes it would likely take the 150 days to process given the limited staffing in that office.

Prior to constructing the expanded area, the County would require an engineered erosion and sediment control plan to be submitted prior to the grading of the site. It appears the County doesn't issue grading permits but they charge \$137 to submit the erosion control plan.

A DEQ 1200c permit for erosion control is required. Possibly the engineered plans that the County requires could be tailored to meet both DEQ and the County's requirements. From DEQ website the fee appears to be \$782. We are not sure how long it takes to get this permit.

There appears to be a creek that will be impacted; State agency involvement with that aspect will depend on what they are proposing to do. If they want to culvert or change the creek, the Department of State Lands (DSL) and Army Corps of Engineers (CORP) will need to issue a permit. If they just want to construct a bridge over the creek, Oregon Fish and Wildlife (ODFW) will need to approve the removal of vegetation. ODFW will be involved with vegetation removal for culverting or changing the creek also. Details about how this will be handled will need to be included in the CUP application.

Overall, Staff estimates that we would need a budget of \$7-12,000 to secure all permits needed for the driving range. The City's new Parks and Technical Services Supervisor would be assigned to manage this project.

REMOVAL OF SHRUBS AND TREES FROM EXISTING COURSE

This involves removal of blackberries and other vegetation and several trees. This would require:

- Coordination with ODFW about what vegetation may be removed.
- If a cumulative total of more than 800 sq. ft. will be disturbed, the County requires an engineered erosion and sediment control plan be submitted to them. County Planning staff has advised that, if no roots or stumps are removed, he can waive this requirement. We would need to provide a plan for him to review and make this call. There is no fee for this even if an engineered plan must be submitted.
- County Planning staff believes the previous CUP authorized maintenance such as removal of trees and brush so this doesn't need another CUP.
- The City does not have a capacity to remove trees. This may be accomplished with volunteer labor, or by South Coast personnel.

- The Public Works Director and retired Public Works Supervisor Bob Schaefer met with Salmon Run General Manager Ed Murdock at the golf course on May 22 to review the the vegetation removal. It is estimated that the time required to address priority items for vegetation removal would be three work days with Schaefer as equipment operator and using City equipment. This would not include removing the cut vegetation from the site, which could possibly be handled by golf course member volunteers. Murdock also requested assistance with maintaining roadside vegetation, much in the same way the Public Works Department currently mows roadside shoulders on City streets. It was estimated that this could be accomplished in less than one day, twice annually. Staff estimates that the time required to undertake an ongoing vegetation control program would be about four weeks annually. Note that current reduced City staffing levels has impaired our ability to keep up with the demands of shoulder maintenance along City roadsides, so any work at the golf course would require retaining additional staffing.

The City's new Parks and Technical Services Supervisor would be assigned to coordinating the work of City personnel with golf course volunteers. Overall, staff estimates that we would need a budget of about \$7,000 to accomplish this task.

WATER

Pagel and Major are reviewing the recommendations regarding water service for the golf course. Pagel estimates the cost of securing permits for a change in point of diversion at \$7-10,000. Major is reviewing the proposal by the golf course engineer and is preparing a construction cost estimate. Private engineer Thor Flatabo estimated the cost of providing the golf course with a permanent water source utilizing water from the Chetco River at \$75,000.

LEASE AGREEMENT TERMS

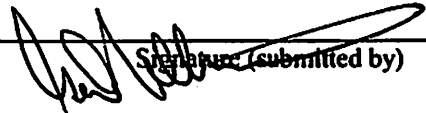
The consultant retained by the City recommended that the City consider a further abatement of annual lease payments in consideration for the lessee funding water system and other recommended improvements to the golf course. For example, if the lessee agreed to make \$150,000 in improvements, including development of a permanent water source, the City would agree to suspend lease payments (currently due at \$30,000 annually) for a period of years.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 25, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Highway 101 Shoulder Mowing

Recommended Motion:

Discussion and direction to staff: Should the City undertake mowing of overgrown vegetation along the shoulders of Highway 101 between Parkview Drive and North Bank Chetco River Road?

Background/Discussion:

The City Council may recall that Brookings resident and former Parks and Recreation Commission Chairman Tony Parrish appeared at a City Council meeting a few weeks ago to complain about weeds growing over the sidewalk on the south end of town between Oak Street and North Bank Chetco River Road.

Staff is now receiving additional complaints from the public concerning overgrown vegetation on the Highway 101 right-of-way both on the north and south ends of town (between Parkview and Rowland). ODOT curtailed its roadside vegetation control program about two years ago. The City currently does not mow/weed-eat these areas, except around fire hydrants. Some property owners have assumed maintenance of the Highway frontages of their property. The overgrown vegetation detracts from an otherwise well-maintained corridor through town.

The City has also received some citizen complaints regarding a reduced schedule of maintaining roadside areas and undeveloped parklands within the City Limits. These activities were previously performed by City public works employees who are now retired. These areas are maintained by summer parks maintenance employees secondarily to maintaining parks and landscaped areas. The City is currently trying to reduce the level of maintenance of its own properties to meet staffing and budget limitations.

City of Brookings

City Council Meeting MINUTES

Monday, June 11, 2012

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

Call to Order

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

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Planning Director Dianne Morris, Police Chief Chris Wallace, Public Works Director Loree Pryce, Fire Chief William Sharp and City Recorder Joyce Heffington.

Others Present: No media and approximately 6 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed the week of June 10 through June 16 as Supreme Americanism Week.

Council, along with Chief Wallace, Chief Sharp, Director Pryce and City Manager Milliman, wished Planning Director Morris well in her pending retirement and spoke highly of her performance and contributions to the City.

Staff Reports

Authorization to execute Planning Services Agreements.

Director Morris provided the staff report.

Councilor Gordon asked how the contracts would be used and Morris explained that they would be used on a cost recovery basis and only as needed.

Councilor Hodges asked if this would increase costs to the applicant, and Morris said that it could, but application and appeal timing restrictions, limited staff resources and the occasional need for specialized knowledge could make it necessary to utilize these services from time to time.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the Mayor to execute Planning Services Agreements with Parametrix and further authorize the Mayor to execute a contract with CSA Planning, Ltd.

City Manager Milliman asked if Council would consider hearing a request from members of the Veterans of Foreign Wars who were in attendance in anticipation of their request for fireworks funding being on the agenda. Council agreed to hear their request as a Public Comment.

Public Comments

Jim Emerick, Brookings, asked the City to consider paying the cost of housing for two fireworks technicians for two nights during the Fourth of July Fireworks event which had previously been covered by the Chamber at a reduced rate from the owner of the Wild River Motor Lodge. Emerick said he'd received a letter suggesting that the VFW request

funding for lodging from the City as the Chamber would no longer be involved in providing tourism promotion for the City after June 30th.

Rick Bremer, Brookings, commented that the VFW was having trouble getting donations and could use the City's help with the rooms.

Mayor Hedenskog asked if the request was for both the room rental and the \$1,000 already paid to them by the Chamber and Bremer said the Chamber had asked the VFW to return the Chamber's \$1,000 donation if they were able to acquire an equivalent amount of funding from the City.

Councilor Gordon asked if the Chamber had designated the \$1,000 for promotional purposes and Bremer said they had not.

Councilor Pieper requested that the matter be placed as a request for financial assistance for fireworks without any reference to the Chamber.

City Manager Milliman told the VFW they would receive a private donation of \$150 toward the rooms the next day.

Following a brief discussion, Council directed staff to place the request on the next agenda to allow the public to comment.

Staff Reports

Ratification of General Employee and Teamsters Union Collective Bargaining Agreement for July 1, 2011 through June 30, 2014.

City Manager Milliman gave the staff report.

Mayor Hedenskog and Councilor Hodges complimented staff on their hard work throughout the union contract process.

Councilor Gordon moved, a second followed and Council voted unanimously to ratify the document "City of Brookings General Employee and Teamsters Union Union No. 223 Collective Bargaining Agreement for July 1, 2011 through June 30, 2014."

Approval of cost of living adjustment (COLA) and health insurance program and contribution amounts for all non-union City employees, exclusive of the City Manager.

City Manager Milliman provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to approve of 3.0 percent cost of living adjustment (COLA) for all non-union City employees, exclusive of the City Manager, effective July 1, 2012 and to adopt the same health insurance program and same employer contribution amounts as provided in the collective bargaining agreement with Teamsters Local 223 police unit.

Consent Calendar

1. Approve Council minutes for May 29, 2012.

2. Approve Liquor License Application for Chetco Pharmacy, 890 Chetco Ave.

3. Accept May 2012, Vouchers in the amount of \$253,788.13.

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

Remarks from Mayor and Councilors

Councilor Gordon remarked that, thanks to the City Manager's efforts, there is a program in place to help minimize the effects of Morris's retirement.

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:46pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

MINUTES
BROOKINGS PLANNING COMMISSION
March 6, 2012

The regular meeting of the Brookings Planning Commission was called to order by Chair Markham at 7:00 in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present: Cheryl McMahan, Hedda Markham, Jerry Wulkowicz, Ken Bryan, Curtis Williams, Kelly McClain

Commissioners Absent: Bryan Tillung,

Staff Present: Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick *Others Present:* 0 members of the public

PLANNING COMMISSION CHAIRPERSON ANNOUNCEMENTS

Planning Director Morris asked the Commission to sign a letter in support of the City's TIGER 4 Grant application. With some discussion regarding grammatical correctness, Commissioner McMahan made a motion and Commissioner Wulkowicz seconded it approving the letter of support.

APPROVAL of MINUTES

By a 4-0 vote (motion: Commissioner Bryan, 2nd Chair Markham, Commissioners McClain and Williams abstaining) the Planning Commission approved the minutes of the February 7, 2012 PC meeting.

COMMENTS from the PLANNING STAFF & COMMISSION

Planning Director Morris shared a photo of the Planning Commission in action that DLCD will be using in one of their new training videos. Director Morris also informed the Commission that their denial of a recommendation for the proposed changes to Chapter 17.172.080, Subdivisions, Final subdivision plat approval presented at the January PC meeting prompted a City Council workshop on the matter. Council changed the language to include the Planning Commissions' being notified of any changes to future Subdivision plats and being afforded the opportunity to bring any concerns they may have regarding the plat's conformity to the original plan to the attention of the City Manager.

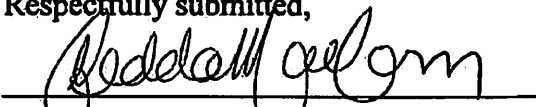
Director Morris also bid a fond farewell to Commissioner Ken Bryan who will not be returning in the coming year. The Commission and staff sincerely thank him for his service.

Sr. Planner Donna Colby-Hanks offered a brief training on understanding and applying applicable criteria.

ADJOURNMENT

With no further business before the Planning Commission, the meeting closed at 7:22 pm.

Respectfully submitted,



Hedda Markham, Chair (approved at the 4/3/12 meeting)

MINUTES
BROOKINGS PLANNING COMMISSION
April 3, 2012

The regular meeting of the Brookings Planning Commission was called to order by Chair Markham at 7:00 in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present: Cheryl McMahan, Hedda Markham, Jerry Wulkowicz, Curtis Williams, Bryan Tillung

Commissioners Absent: Kelly McClain

Staff Present: Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick *Others Present:* 4 members of the public

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

Chair Markham opened the quasi-judicial hearing regarding File NO. SUB-1-12 at 7:04/. Sr. Planner Colby-Hanks presented the staff report. Applicant Zoltan Gyerko of 18 Otter Terrace was available for questions. Neil Frank of 3 Otter Terrace spoke in opposition to the application. He was concerned about the size of an existing house owned by the applicant. Perry Kleespies of 25 Otter Terrace spoke in opposition as well, expressing concerns that the fire truck turnaround required in the Conditions of Approval actually be built. Public testimony closed at 7:27. With a clarification by Commissioner Williams, that in order to be fair and impartial, the Planning Commission must make it's decisions based solely on the criteria involved, Commissioner Wulkowicz made a motion, seconded by Commissioner Tillung that the Commission approve File No. SUB-1-12. Motion carried 5-0. Commissioner McMahan then made a motion to approve the final order and conditions of approval for File No. SUB-1-12. Commissioner Williams seconded, motion carried 5-0.

Chair Markham opened the legislative hearing for File No. LDC-1-12, revisions to Chapter 17.170.100, Street Standards, Access Management, City initiated, at 7:31 pm. Planning Director Morris presented the staff report. With minimal discussion, Commissioner McMahan made a motion, second Chair Markham, that the Commission make a favorable recommendation to City Council regarding File No. LDC-1-12. Motion carried 5-0

APPROVAL of MINUTES

By a 5-0 vote (motion: Commissioner McMahan, 2nd Commissioner Wulkowicz,) the Planning Commission approved the minutes of the March 6, 2012 PC meeting.

COMMENTS from the PLANNING STAFF & COMMISSION

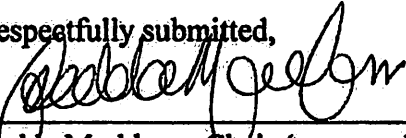
Planning Director Morris reminded the viewing audience that Mr. Frank of Otter Terrace was not just arbitrarily cutoff, but that the Chair had asked if anyone would like to speak further, all audience members declined, so Commission deliberations had begun and only extraordinary circumstances can typically re-open the public testimony of a public hearing. We are following Oregon law in the way the meetings are conducted to ensure fair and impartial treatment of all participants. Director Morris reminded the Planning Commission of their opportunity to attend the League of Oregon Cities regional meeting on April 19th at noon on the SWOCC campus. She also encouraged the Commission to volunteer for the upcoming Litter Be Gone day on May 12, 2012 at 9:45. This is a program from the past that has been re introduced to help beautify Brookings and engender a sense of community among our citizens.

Sr. Planner Donna Colby-Hanks asked one last time for input on the Citizen Involvement Survey. The Commissioners had a few helpful suggestions.

ADJOURNMENT

With no further business before the Planning Commission, the meeting closed at 7:46 pm.

Respectfully submitted,



Hedda Markham, Chair (approved at the 6/5/12 meeting)



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

RECEIVED

JUN 19 2012
R#2.096919

CITY OF BROOKINGS

Application is being made for:

LICENSE TYPES

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

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other: _____

CITY AND COUNTY USE ONLY

Date application received: 6-19-12

The City Council or County Commission:

City of Brookings
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: RON FEDERISKO

Title: Mayor

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 6/18/12

90-day authority: ☐ Yes ☒ No

90-DAY AUTHORITY

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

APPLYING AS:

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

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

① Dos Mil, LLC ③ _____
② _____ ④ _____

2. Trade Name (dba): _____

3. Business Location: 625 Chetco Avenue Brookings Curry Oregon 97415
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO Box 82 Brookings Oregon 97415
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: _____
(phone) (fax) (541) 412-7503

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

7. If yes to whom: Movino LLC Type of License: L

8. Former Business Name: Movino Wine Bar

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

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

11. Contact person for this application: Tim Paterson (541) 661-0457
(name) (phone number(s))

P.O. Box 8002 (541) 412-7503 tim@redwoodtheater.com
(address) (fax number) (e-mail address)
Brookings, OR 97415

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

Applicant(s) Signature(s) and Date:

① [Signature] Date 6-12-12 ③ _____ Date _____
② [Signature] Date 6-12-12 ④ _____ Date _____

CITY OF BROOKINGS POLICE DEPARTMENT


Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Gary Milliman
From: Chief Chris Wallace 27813/201
Date: June 20, 2012
Subject: New Outlet (Limited Liability Company)

The Brookings Police Department found no local disqualifying information prohibiting Dos Mil LLC in applying for a new outlet and limited on-premises sales liquor license application for 625 located at 625 Chetco Avenue, Brookings, Oregon. Dos Mil LLC also supplied individual history for its' on site manager as well as other principle interest parties to fulfill application requirements. It is the recommendation of the Brookings Police Department the above mentioned applicant be granted their request with final approval coming from the Oregon Liquor Control Commission.

Respectfully submitted,


Chief Chris Wallace
Brookings Police Department



898 ELK DRIVE
Brookings, Or. 97415
www.brookings.or.us

Phone: (541) 469-3118
Fax: (541) 412-0253

America's
Wild Rivers
Coast.

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,473,998.00	21,071.28	2,216,724.80	257,271.20	89.6
LICENSES AND PERMITS	94,500.00	11,805.25	87,846.77	6,653.23	93.0
INTERGOVERNMENTAL	589,000.00	12,465.84	122,002.40	446,997.60	21.4
CHARGES FOR SERVICES	142,600.00	(4,053.35)	126,997.48	15,502.52	89.1
OTHER REVENUE	94,500.00	6,408.54	84,608.45	9,891.55	89.5
TRANSFERS IN	530,591.00	.00	.00	530,591.00	.0
	3,905,087.00	47,495.56	2,638,179.80	1,266,907.10	67.6
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	13,539.00	.00	.00	13,539.00	.0
MATERIAL AND SERVICES	7,300.00	384.35	3,574.35	3,725.65	49.0
CAPITAL OUTLAY	12,500.00	.00	5,000.00	7,500.00	40.0
	33,339.00	384.35	8,574.35	24,764.65	25.7
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	226,652.00	12,176.19	208,899.60	17,652.40	92.2
MATERIAL AND SERVICES	85,700.00	16,025.21	117,284.95	(31,594.95)	138.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	312,352.00	28,201.40	326,284.55	(13,942.55)	104.5
POLICE:					
PERSONAL SERVICES	1,775,929.00	93,010.81	1,537,598.80	238,330.20	86.6
MATERIAL AND SERVICES	155,740.00	8,857.61	109,509.42	46,230.58	70.3
CAPITAL OUTLAY	401,100.00	4,660.93	77,078.08	324,021.92	19.2
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,347,769.00	106,529.15	1,724,186.30	623,582.70	73.4
FIRE:					
PERSONAL SERVICES	194,085.00	10,537.80	174,109.49	19,855.51	89.7
MATERIAL AND SERVICES	124,240.00	13,122.18	102,410.13	21,829.87	82.4
CAPITAL OUTLAY	38,600.00	.00	38,031.72	568.28	98.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	356,905.00	23,659.98	314,551.34	42,353.68	88.1
PLANNING AND BUILDING:					
PERSONAL SERVICES	266,554.00	12,339.76	270,561.74	(4,007.74)	101.5
MATERIAL AND SERVICES	66,540.00	1,679.22	17,118.30	49,421.70	25.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	333,094.00	14,018.98	287,680.04	45,413.96	86.4

**CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2012**

GENERAL FUND

	<u>BUDGET</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>REMAINING BUDGET</u>	<u>PCNT</u>
PARKS & RECREATION:					
PERSONAL SERVICES	102,320.00	3,479.89	81,837.63	20,482.37	80.0
MATERIAL AND SERVICES	64,850.00	10,135.58	49,821.51	15,028.49	76.8
CAPITAL OUTLAY	60,800.00	.00	60,897.38	102.62	99.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>227,770.00</u>	<u>13,615.57</u>	<u>192,156.52</u>	<u>35,613.48</u>	<u>84.4</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	272,597.00	14,328.42	221,733.84	50,863.16	81.3
MATERIAL AND SERVICES	32,840.00	771.29	25,011.86	7,828.14	76.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>305,237.00</u>	<u>15,099.71</u>	<u>246,745.70</u>	<u>58,491.30</u>	<u>80.8</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,835.00	1,420.82	37,442.85	17,192.15	88.5
MATERIAL AND SERVICES	33,680.00	4,274.76	25,635.94	8,044.06	76.1
CAPITAL OUTLAY	20,000.00	4,197.18	16,170.18	3,829.82	80.9
	<u>108,315.00</u>	<u>9,892.76</u>	<u>79,248.97</u>	<u>29,066.03</u>	<u>73.2</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	177,940.00	6,958.88	(16,120.56)	194,080.56	(8.1)
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	683,388.00	.00	.00	683,388.00	.0
	<u>910,308.00</u>	<u>6,958.88</u>	<u>(16,120.56)</u>	<u>926,428.56</u>	<u>(1.8)</u>
	<u>4,935,087.00</u>	<u>218,380.88</u>	<u>3,163,317.21</u>	<u>1,771,769.79</u>	<u>84.1</u>
	<u>(1,030,000.00)</u>	<u>(170,885.30)</u>	<u>(525,137.31)</u>	<u>(504,862.69)</u>	<u>(51.0)</u>

**CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2012**

STREET FUND

	<u>BUDGET</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>REMAINING BUDGET</u>	<u>PCNT</u>
REVENUE					
INTERGOVERNMENTAL	421,000.00	28,483.35	298,269.85	122,730.35	70.9
OTHER REVENUE	300.00	.00	12,904.50	(12,604.50)	4301.5
TRANSFER IN	.00	.00	.00	.00	.0
	<u>421,300.00</u>	<u>28,483.35</u>	<u>311,174.15</u>	<u>110,125.85</u>	<u>73.9</u>
EXPENDITURES					
EXPENDITURES:					
PERSONAL SERVICES	61,198.00	2,859.94	49,708.44	11,489.56	81.2
MATERIAL AND SERVICES	193,240.00	9,928.18	175,031.42	18,208.58	90.6
CAPITAL OUTLAY	134,800.00	4,473.74	47,176.32	87,723.88	35.0
TRANSFERS OUT	94,504.00	.00	.00	94,504.00	.0
CONTINGENCIES AND RESERVES	62,460.00	.00	.00	62,460.00	.0
	<u>546,300.00</u>	<u>17,261.86</u>	<u>271,914.18</u>	<u>274,385.82</u>	<u>49.8</u>
	<u>546,300.00</u>	<u>17,261.86</u>	<u>271,914.18</u>	<u>274,385.82</u>	<u>49.8</u>
	<u>(125,000.00)</u>	<u>11,221.49</u>	<u>39,259.97</u>	<u>(164,259.97)</u>	<u>31.4</u>

**CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2012**

WATER FUND

	<u>BUDGET</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>REMAINING BUDGET</u>	<u>PCNT</u>
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,275,500.00	93,858.21	1,134,881.39	140,638.61	89.0
OTHER INCOME	4,000.00	1,960.00	30,727.01	(26,727.01)	788.2
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,279,500.00</u>	<u>95,818.21</u>	<u>1,165,588.40</u>	<u>113,911.60</u>	<u>91.1</u>
EXPENDITURES					
WATER DISTRIBUTION:					
PERSONAL SERVICES	421,876.00	14,543.16	366,366.74	55,509.26	86.8
MATERIAL AND SERVICES	372,130.00	13,044.08	244,905.40	127,224.60	65.8
CAPITAL OUTLAY	80,800.00	.00	64,886.48	15,913.52	80.3
	<u>874,806.00</u>	<u>27,587.24</u>	<u>676,158.62</u>	<u>188,647.38</u>	<u>77.3</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	443,149.00	.00	.00	443,149.00	.0
CONTINGENCIES AND RESERVES	151,545.00	.00	.00	151,545.00	.0
	<u>594,694.00</u>	<u>.00</u>	<u>.00</u>	<u>594,694.00</u>	<u>.0</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,489,500.00</u>	<u>27,587.24</u>	<u>676,158.62</u>	<u>793,341.38</u>	<u>46.0</u>
	<u>(190,000.00)</u>	<u>68,228.97</u>	<u>489,429.78</u>	<u>(679,429.78)</u>	<u>257.6</u>

**CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2012**

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
CHARGES FOR SERVICES	2,437,900.00	212,303.57	2,300,166.86	137,731.14	94.4
OTHER REVENUE	553,000.00	.00	914.05	552,085.95	.2
TRANSFER IN	.00	.00	.00	.00	.0
	2,990,900.00	212,303.57	2,301,082.91	689,817.09	76.9
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	317,604.00	11,546.00	316,869.72	734.28	99.8
MATERIAL AND SERVICES	226,740.00	38,515.89	126,313.67	101,426.33	55.3
CAPITAL OUTLAY	24,900.00	.00	126,134.94	(101,234.94)	508.6
	569,244.00	50,061.89	568,318.33	925.67	99.8
WASTEWATER TREATMENT:					
PERSONAL SERVICES	371,227.00	13,346.56	323,400.65	47,826.35	87.1
MATERIAL AND SERVICES	579,290.00	14,627.27	579,865.66	(575.66)	100.1
CAPITAL OUTLAY	2,287,400.00	41,240.69	1,291,500.39	995,899.61	58.5
TRANSFERS OUT	1,123,824.00	.00	.00	1,123,824.00	.0
CONTINGENCIES AND RESERVES	259,915.00	.00	.00	259,915.00	.0
	4,621,856.00	69,214.72	2,194,766.90	2,426,889.10	47.5
	5,190,900.00	119,278.61	2,763,085.23	2,427,814.77	53.2
	(2,200,000.00)	93,026.98	(462,002.32)	(1,737,997.68)	(21.0)

**CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2012**

URBAN RENEWAL AGENCY FUND

	<u>BUDGET</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>REMAINING BUDGET</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	481,345.00	.00	442,212.59	39,132.41	91.9
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	449.12	1,550.88	22.5
	<u>483,345.00</u>	<u>.00</u>	<u>442,661.71</u>	<u>40,683.29</u>	<u>91.8</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	(46.75)	7,879.69	62,120.31	11.3
CAPITAL OUTLAY	587,215.00	.00	2,688.07	584,526.93	.5
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	306,130.00	.00	.00	306,130.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>963,345.00</u>	<u>(46.75)</u>	<u>10,565.76</u>	<u>952,779.24</u>	<u>1.1</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>963,345.00</u>	<u>(46.75)</u>	<u>10,565.76</u>	<u>952,779.24</u>	<u>1.1</u>
	<u>(480,000.00)</u>	<u>46.75</u>	<u>432,095.95</u>	<u>(912,095.95)</u>	<u>90.0</u>