

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, August 23, 2010, 7:00pm

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

Council will meet in **Executive Session, at 6:00pm**, in the City Manager's Office, under ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Hearings/Ordinances/Resolutions

1. Ordinance 10-O-671, amending Brookings Municipal Code Chapters 8.05 and 8.15 of Title 8, Health and Safety. *Building, Advance Packet*
2. LDC-2-10, public hearing regarding revisions to Brookings Municipal Code Chapter 17.04, Development Permit Procedures. *Planning, Advance Packet*
3. Resolution 10-R-944, expanding the authority of the Public Art Committee. *Planning, Pg. 4*
4. Resolution 10-R-945, revising Public Art Guidelines. *Planning, Pg. 10*
5. Resolution 10-R-942, extending the Charter Franchise Agreement. *City Manager, Pg. 14*

E. Oral Requests and Communications from the audience. Public Comments — 5 minute limit per person. Obtain forms at City Hall or at www.brookings.or.us. Turn-in completed forms to City Recorder before start of meeting or during regular business hours.

F. Consent Calendar

1. Approval of Council minutes for August 9, 2010. *Pg. 16*
2. Approval of Council minutes for August 17, 2010. *Pg. 18*
3. Receive monthly financial report for July 31, 2010. *Pg. 19*

G. Remarks from Mayor and Councilors

H. Adjournment

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.

August 2010

August 2010							September 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		

Monday		Tuesday		Wednesday		Thursday		Friday	
Aug 2		3		4		5		6	
11:00pm CC-VP's 1:00pm CC-Genl WASH 7:00pm FH-FireTrng		12:00pm CC-Planning Comm 7:00pm FH-FireTrng		10:00pm CC-Site Plan 11:00pm CC-PM Staff 7:00pm FH-PoliceResps		11:00pm CC-PALE AN 12:00pm CC-PALE SO			
9		10		11		12		13	
7:00pm FH-FireTrng 7:00pm CC-Genl				10:00pm FH-BRD 11:00pm CC-Site Plan 11:00pm CC-PM Staff 12:00pm CC-Site Plan		11:00pm CC-Site Plan 11:00pm CC-PALE 12:00pm CC-PALE			
16		17		18		19		20	
11:00pm CC-VP's 7:00pm FH-FireTrng		11:00pm CC-Site Plan 12:00pm CC-PALE		11:00pm CC-Site Plan 11:00pm CC-PM Staff 12:00pm CC-Site Plan				11:00pm CC-Site Plan	
23		24		25		26		27	
11:00pm CC-Site Plan 12:00pm CC-PALE 7:00pm FH-FireTrng				11:00pm CC-Site Plan 11:00pm CC-PM Staff 12:00pm CC-Site Plan		12:00pm CC-PALE 7:00pm FH-FireTrng			
30		31		Sep 1		2		3	
7:00pm FH-FireTrng									

Aug 30 - Sep 3

Aug 23 - 27

Aug 16 - 20

Aug 9 - 13

Aug 2 - 6

(2)

September 2010

September 2010						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
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31						

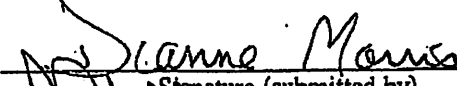
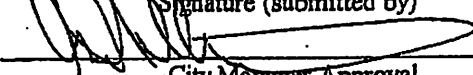
	Monday	Tuesday	Wednesday	Thursday	Friday
	Aug 30	31	Sep 1	2	3
Aug 30 - Sep 3			10:00am CC Site Plan 11:00am CC PW Staff 12:00pm CC Traffic Safety 7:00pm FH-PoliceResrvs	1:00pm CC Staff CO	
	6	7	8	9	10
Sep 6 - 10	8:00am LABOR DAY - Closed 11:00am CC VIPS 7:00pm FH-FireTrng	4:00pm CC Council Wkshp 7:00pm CC Planning Comm	10:00am FH-BRFD 10:00am CC Site Plan 11:00am CC PW Staff 12:00pm CC Stout Park	8:00am FH - DR 9:00am CC Com Stoppers 11:00pm CC COURT 3:00pm CC URA8	
	13	14	15	16	17
Sep 13 - 17	7:00pm FH-FireTrng 7:00pm CC Council		10:00am CC Site Plan 11:00am CC PW Staff 5:00pm CC Victims Impact Panel 5pm		
	20	21	22	23	24
Sep 20 - 24	11:00am CC VIPS 7:00pm FH-FireTrng	7:00pm CC PC TENTATIVE	10:00am CC Site Plan 11:00am CC PW Staff 12:00pm CC Stout Park	7:00pm CC Parks & Rec Comm	
	27	28	29	30	Oct 1
Sep 27 - Oct 1	7:00pm CC Council 7:00pm FH-FireTrng		10:00am CC Site Plan 11:00am CC PW Staff		

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 23, 2010

Originating Dept: Planning


Signature (submitted by)

City Manager Approval

Subject: Expand the authority of the Public Art Committee to the review of public art projects, change the residency requirements for the Committee, and adopt Public Art Guidelines.

Recommended Motions:

1. Adopt resolution 10-R-944 expanding the authority of the Public Art Committee to include the review of public art and changing the residency requirements of the Committee.
2. Adopt resolution 10-R-945 adopting Public Art Guidelines.

Financial Impact: A fee will be required with each public art project application. Any financial impact from fees or staff time will be minimal.

Background/Discussion: The City Council approved formation of a Public Art Committee to review mural applications in 2008. The Committee met on July 15, 2010 to discuss upcoming public art projects and their possible role in reviewing them. Resolution 08-R-905 which created the Committee states "A. General duties and responsibilities: (5). This Committee may be assigned other duties related to review of other types of public art by the City Council." The Committee voted unanimously to request the City Council to expand their responsibilities for review of all public art. The Committee met again on July 22nd and drafted a definition and guidelines for "public art".

Resolution 08-R-905 also describes the composition of the Committee. In B (2) it states, "Three members must reside within the City of Brookings, while the remaining two may reside within the Brookings Urban Growth Area." The Resolution also requires that three of the members must have an art background. Given these constraints it has been difficult to fill the positions. One position has been vacant for approximately two years. The Committee unanimously voted to request the Council to allow all five members to live either in City limits or the UGA.

Resolution 10-R-944 contains the provisions related to the Public Art Committee with the two proposed revisions as described above. Resolution 10-R-945 contains the Public Art Guidelines.

Policy Considerations: N/A

Attachment(s):

1. Attachment A - Revised Public Art Committee language
2. Resolution 10-R-944 Public Art Committee
3. Resolution 10-R-945 Public Art Guidelines

City of Brookings

Public Art Committee

A. General duties and responsibilities:

1. The Public Art Committee reviews applications to create a mural, defined as a painting, mosaic, fresco, or other permanent artwork attached or applied directly to the outside of a structure. The Committee shall use the Mural Guidelines, adopted by the City Council in Resolution 08-R-903, to review applications to create a mural.

2. *The Public Art Committee also reviews applications for public art as defined in the Public Art Guidelines document.*

3 Committee members shall serve at the pleasure of the City Council.

4 Committee membership is honorary and without compensation.

5 All Committee meetings shall be open to the public and held in a place that is handicapped accessible.

~~5. This committee may be assigned other duties related to review of other types of public art by the City Council.~~

B. Membership.

1. The committee shall consist of five voting members to be appointed by the City Council, and a non-voting Staff member to consist of the Planning Director or his/ her designee.

2. ~~Three members must reside within the City of Brookings, while the remaining two may reside within the Brookings Urban Growth Area.~~ *Members must reside within the City of Brookings or the Brookings urban Growth Area.* These members shall not be officials or employees of the city.

3. Three members must have an art background (i.e. teacher, artist, collector, gallery owner).

4. The Chair of the Committee shall designate a Committee member whose responsibility it shall be to record the minutes of the meetings.

C. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years and two members serve a term of two years. Thereafter, all terms shall be for three years.

2. Vacancies created by a mid-term resignation or termination shall be filled by appointment of the City Council.

3. Members may be removed by a consensus of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50% of the meetings shall result in automatic termination, unless the absences have been excused by the Committee's Chair.

D. Election of Officers.

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

E. Quorum/Rules/Meetings.

1. Three voting members of the Committee shall constitute a quorum.
2. The Committee shall meet on an as-needed basis when an application has been submitted. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (Chapter 192 ORS).
3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under Chapter 2.05.160 of the Brookings Municipal code, with the exception that the Committee member designated by the Chair to take the minutes shall call the names of each member and record the votes.
4. Applications which are denied may be appealed by a written request from the Applicant to the City Council.

CITY OF BROOKINGS

RESOLUTION 10-R-944

**A RESOLUTION REVISING THE PROVISIONS RELATING TO THE PUBLIC ART COMMITTEE AND
REPEALING RESOLUTION 08-R-905.**

WHEREAS, the City of Brookings adopted Resolution 08-R-905 providing for the formation of the Public Art Committee, which became effective September 8, 2008; and

WHEREAS, the Public Art Committee desires to expand the duties performed by the Public Art Committee to include review and approval of all public art; and

WHEREAS, the Public Art Committee desires to change the residency requirements of the Public Art Committee members;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that Resolution 10-R-944, as described in Exhibit A, is adopted and Resolution 08-R-905 is repealed.

Adopted by City Council and made effective on the _____ of _____, 2010

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

City of Brookings
Public Art Committee

A. General duties and responsibilities:

1. The Public Art Committee reviews applications to create a mural, defined as a painting, mosaic, fresco, or other permanent artwork attached or applied directly to the outside of a structure. The Committee shall use the Mural Guidelines, adopted by the City Council in Resolution 08-R-903, to review applications to create a mural.
2. The Public Art Committee also reviews applications for public art as defined in the Public Art Guidelines document.
3. Committee members shall serve at the pleasure of the City Council.
4. Committee membership is honorary and without compensation.
5. All Committee meetings shall be open to the public and held in a place that is handicapped accessible.

B. Membership.

1. The committee shall consist of five voting members to be appointed by the City Council, and a non-voting Staff member to consist of the Planning Director or his/ her designee.
2. Members must reside within the City of Brookings or the Brookings Urban Growth Area. These members shall not be officials or employees of the city.
3. Three members must have an art background (i.e. teacher, artist, collector, gallery owner).
4. The Chair of the Committee shall designate a Committee member whose responsibility it shall be to record the minutes of the meetings.

C. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years and two members serve a term of two years. Thereafter, all terms shall be for three years.
2. Vacancies created by a mid-term resignation or termination shall be filled by appointment of the City Council.
3. Members may be removed by a consensus of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50% of the meetings shall result in automatic termination, unless the absences have been excused by the Committee's Chair.

D. Election of Officers.

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

E. Quorum/Rules/Meetings.

1. Three voting members of the Committee shall constitute a quorum.
2. The Committee shall meet on an as-needed basis when an application has been submitted. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (Chapter 192 ORS).
3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under Chapter 2.05.160 of the Brookings Municipal code, with the exception that the Committee member designated by the Chair to take the minutes shall call the names of each member and record the votes.
4. Applications which are denied may be appealed by a written request from the Applicant to the City Council.

CITY OF BROOKINGS

RESOLUTION 10-R-945

A RESOLUTION ADOPTING A SET OF GUIDELINES TO BE USED IN REVIEWING PROPOSALS FOR PUBLIC ART WITHIN THE CITY OF BROOKINGS.

WHEREAS, the City of Brookings adopted Ordinance 10-O-944, authorizing the Public Art Committee to review public art applications; and

WHEREAS, it is necessary to have a definition of public art and guidelines for the review process;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that the general guidelines for public art applications, as shown in Exhibit A, be adopted; and

BE IT FURTHER RESOLVED, that a fee for the public art permit be set at \$75.00 and updated annually by Master Fee Resolution.

Adopted by Council and made effective on the _____ of _____, 2010.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

PUBLIC ART PROJECT REVIEW GUIDELINES (Rev 8-5-10)

DEFINITION

"Public Art" means artist-produced works that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all, and this includes:

- Sculpture: in the round, bas relief, kinetic works (mobiles), electronic works, light works; figurative, abstract, statuary; formed from any material that provides the type of durability required for the project;
- Mosaics including engravings, carvings, frescoes;
- Fountains or water elements;
- Fine art crafts: clay, fiber (tapestries), textiles, wood, metal, plastics, stained glass;
- Mixed-media video and computer-generated works, collage, photography;
- Installations (perceptual art);
- Earthworks and environmental artworks;
- Decorative, ornamental, or functional elements designed by an artist;
- Murals, drawings, and paintings; and
- Monuments

Examples of Outdoor Public Art Sites:

- Parks
- Plazas
- Along roadways, traffic islands, or medians
- Bridges
- Historic places or landmarks
- Buildings (including interiors of public buildings)

Public art projects can be funded publicly, privately, or by any combination of public and private funding.

GENERAL GUIDELINES

These guidelines are created to provide a uniform and coordinated process for developing public art projects within the City of Brookings. The guidelines also help to assure that all public art enhances the experiences of those living in or visiting the City and to assure that the proposed artwork does not negatively impact public safety or welfare.

DETAILED GUIDELINES AND CRITERIA

Design and content

- Relevance of the piece to the community, its values, culture, and people;
- Suitability of the work for outdoor display, including its maintenance and conservation requirements;
- Relationship of the work to the site and the community, especially how it serves to activate or enhance public space;
- Appropriateness of the scale of the artwork.

Site selection

In order to ensure that public art is fairly and equitably distributed throughout the city, and that it is sited in such a way as to enhance and activate public spaces, sites where public art is to be displayed should:

- Experience high levels of pedestrian traffic and be part of the city's circulation paths;
- Be easily visible and accessible to the public;
- Serve to anchor and activate its site;
- Enhance the overall public environment and streetscape experience;
- Help to create a place of congregation and activity;
- Establish landmarks and neighborhood gateways.

Placement

- Public art should be publicly accessible 24 hours per day, or, during the normal hours of operation if in a park.
- It should not obscure windows or entranceways, nor disrupt normal pedestrian circulation unless that is the purpose of the artwork.
- It should not be placed in a given site if it disrupts the site's landscaping and maintenance requirements.
- It should not be so large as to overwhelm adjacent architecture or become a visual distraction.
- It should not detract from its surroundings nor create "blind" spots where illegal activity can take place.
- It should be located in a site where it will enhance and activate the pedestrian and the streetscape experience.
- Liability insurance may be required.

Construction and Maintenance

1. Public art shall be well designed and incorporate high-quality materials that enhance the overall appearance of the site and not adversely affect safe and efficient movement of vehicles and pedestrians. Generally, murals are intended to last at least 10 years and other public art is intended to last from 20 to 50 years. Materials shall be long-lasting and graffiti-resistant to the greatest extent possible. When a sponsor or funder cannot afford to maintain a work in perpetuity, works of temporary art lasting up to ten years may be considered.
2. Colors, though vibrant, should be complimentary and harmonious, as well as consistent with the chosen theme. Neon, fluorescent, or reflective-type colors or materials are discouraged.
3. The public artwork shall be designed by a qualified artist and fabricated from durable materials by qualified constructors and/or craftspersons.
4. Artwork size shall be determined by its site and surroundings. It should not be so large as to overwhelm the local streetscape.
5. No advertising, logos, or political messages will be allowed. The artist's signature may appear, provided that it is not so prominent as to detract from the artwork.
6. The proposed artwork, by its design, construction, and location, shall not obscure or detract from the significant architectural features of a building or the overall site.

7. The proposed artwork, by its design, construction, and location, shall not have an adverse impact on adjacent properties or permitted uses. If the artwork requires special lighting or other related construction, all applicable permits will be required as part of installation.
8. Routine maintenance of an artwork becomes the responsibility of the property owner or public entity that houses the artwork. The artist or sponsoring organization, in cooperation with the property owner or public entity, will develop a maintenance program that includes necessary long-term and day-to-day care of the artwork.

If, for whatever reason, the artwork falls into disrepair, the artist or sponsoring organization will be notified in writing and required to make necessary repairs within 60 days. If the repairs are not made within the specified time, the city reserves the right to repair or remove the artwork at the owner's expense. The process found in BMC 8.15.090, General Abatement Procedure, will be followed.

Application Review and Approval Process

In order to fabricate, install or erect a public art project, a group or individual shall first submit a proposal to the City of Brookings for review by its Public Art Committee or Site Plan Committee. An application form is available at the Planning Department.

Public art proposals that do not meet the design criteria/guidelines may be denied by the Site Plan Committee, or the Public Art Committee, or accepted with required modifications.

Applicants whose proposals are denied may appeal to the Brookings Planning Commission per Chapter 17.156, BMC.

Schedule:

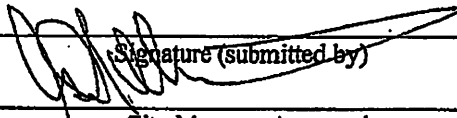
Installation must begin within 60 days of approval, and must be completed within 6 months of the start date. If these dates are not met, the Site Plan Committee, or the Public Art Committee, may, at its discretion, cancel the permit. A one-time extension for an additional 60 days may be granted if the request is submitted in writing prior to the end of the initial 60 day period.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 23, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject:

Extension of the Charter Franchise Agreement

Recommended Motion:

Motion to extend the Franchise Agreement with Charter through February 21, 2011 or until a new Franchise Agreement is negotiated, whichever comes first.

Financial Impact:

The City receives approximately \$66,000 annually from this franchise agreement with Charter Communications.

Background/Discussion:

The City entered into a ten year Agreement with Falcon Cable, d.b.a. Charter Communications (Charter) on August 21, 2000, that expires August 21, 2010. The City Council authorized a joint agreement with Curry County and MuniCom on July 13, 2009. Negotiations with Charter began shortly thereafter.

Charter has requested that the City extend the existing franchise while a new franchise continues to be negotiated. This is beneficial so that franchise revenue continues during negotiations and so that cable service to the public is not interrupted.

Attachment(s): Resolution 10-R-942

CITY OF BROOKINGS

RESOLUTION 10-R-942

A RESOLUTION OF THE CITY OF BROOKINGS EXTENDING THE FRANCHISE AGREEMENT WITH FALCON CABLE SYSTEM COMPANY II, L.P., D.B.A. CHARTER COMMUNICATIONS, TO AUGUST 21, 2011, OR UNTIL A NEW FRANCHISE AGREEMENT IS NEGOTIATED, WHICHEVER COMES FIRST.

WHEREAS, Falcon Cable System Company II, L.P., d.b.a. Charter Communications (Charter) currently holds a ten-year cable franchise with the City of Brookings, (City) Oregon, granted by Ordinance No. 00-O-539, (Franchise) on August 21, 2000; and

WHEREAS, Charter's Franchise with the City expires on August 21, 2010; and

WHEREAS, the City and Charter, have begun informal renewal negotiations in accordance with Section 626(h) of Title VI of the Communications Act of 1934, as amended and the parties continue to reserve all rights under the formal procedures of Section 626 of Title VI of the Communications Act of 1934, as amended, and do not waive any rights related thereto; and

WHEREAS, Charter has requested that the City extend the existing franchise while a new franchise continues to be negotiated; and

WHEREAS, it is in the public interest to further extend the current Franchise for an additional period of time so that cable service to the public will not be interrupted;

NOW, THEREFORE, the City of Brookings hereby resolves to extend the Franchise Agreement with Charter through February 21, 2011 or until a new Franchise Agreement is negotiated, whichever comes first.

PASSED by the City Council of the City of Brookings, _____, 2010; effective the same date.

Attested by:

Mayor Larry Anderson

City Recorder Joyce Heffington

City of Brookings

MEETING Minutes

CITY COUNCIL

Monday, August 9, 2010

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

Call to Order

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

Roll Call

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

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard, Police Lt. Donny Dotson, City Attorney Martha Rice, Public Works Superintendent Bob Schaefer, and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice.

Ceremonies/Appointments/Announcements

Mayor Anderson announced August Yard Awards as follows:

- Yard of the Month – Cleo & Anne Aragon, 820 Hassett.
- Most Improved – Noreen Foster, 723 Pine.
- Commercial – Patrick & Susan Dodgen, Active Life Therapy, 616 Hemlock.

Staff Reports

- *Traffic Safety Committee Recommendation for Fifth Street Parking.*

City Manager Milliman reviewed the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the elimination of on-street parking on the west side of that portion of Fifth Street between Elk Drive and Easy Street.

- *Appropriations Transfer for FY10-11 Budget.*

AS Director Howard reviewed the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to adopt Resolution 10-R-943, approving appropriation transfers for the 2010-11 fiscal year.

- *Contract for Fifth Street Improvements.*

City Manager Milliman reviewed the staff report.

Mayor Anderson asked the City Manager if the half-street asphalt improvements that appear on the drawing are part of the project, as they were not mentioned in the staff report.

Milliman responded that the street improvements are included.

Councilor Hedenskog asked if the Traffic Safety Committee could look at whether cross walks could be added at Ransom where the sidewalk transitions, from one side of the street to the other.

Milliman stated that he believed the committee had looked at this and curb cuts will be included so that crosswalks can be added later, if recommended.

Councilor Gordon moved, a second followed and Council voted unanimously to authorize execution of the contract for installation of sidewalks on Fifth Street between Ransom Avenue and 822 Fifth Street with McLennan Contractors, LLC, the lowest responsible bidder, in the amount of \$89,937.

- *Letter of Support for "Bike-able Brookings" Tiger II Grant.*

City Manager Milliman reviewed the staff report.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve the signing of a letter of support for submittal with the Tiger II grant application.

Consent Calendar

- Approval of Council minutes for July 26, 2010.
- Acceptance of Planning minutes for June 1, 2010.
- Acceptance of Parks and Recreation minutes for June 24, 2010.
- Acceptance of Traffic Safety minutes for May 5, 2010.
- Acceptance of July, 2010, Vouchers in the amount of \$385,523.92.
- Receive monthly financial report for June, 2010.
- Approval of City Manager Vacation Leave Increase.

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

Adjournment

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:12 pm.

ATTESTED:

Respectfully submitted:

this ____ day of _____ 2010:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

City of Brookings

SPECIAL Meeting Minutes

CITY COUNCIL

Tuesday, August 17, 2010

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

Call to Order

Mayor Anderson called the meeting to order at 5:30pm.

Roll Call

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

Staff Present: City Manager Gary Milliman, Utilities Superintendant Ray Page and City Recorder Joyce Heffington.

Others Present: No media and 1 member of the public.

Staff Report

City Manager Milliman reviewed the staff report regarding the award of the contract for the Water System Improvement Project which will include installing 590 feet of six-inch water main on Woodland and Hazel streets. Funding for this project will come from an existing low interest loan.

Councilor Pieper moved, a second followed and Council voted unanimously to award the contract for construction of the Water System Improvements Project, #145.14, to R&G Excavating, the lowest responsible bidder, in the amount of \$680,795.

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 5:34pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2010:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2010

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,434,480.00	19,557.79	19,557.79	2,414,932.21	.8
LICENSES AND PERMITS	80,500.00	12,624.60	12,624.60	77,875.40	14.0
INTERGOVERNMENTAL	581,000.00	14,889.85	14,889.85	566,030.35	2.6
CHARGES FOR SERVICES	140,800.00	10,839.93	10,839.93	129,860.07	7.7
OTHER REVENUE	85,000.00	5,399.88	5,399.88	79,600.12	6.4
TRANSFERS IN	734,553.00	.00	.00	734,553.00	.0
	4,086,343.00	63,391.85	63,391.85	4,002,951.15	1.6
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	12,134.00	.00	.00	12,134.00	.0
MATERIAL AND SERVICES	5,650.00	300.00	300.00	5,350.00	5.3
	17,784.00	300.00	300.00	17,484.00	1.7
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	241,485.00	18,348.74	18,348.74	223,146.26	7.6
MATERIAL AND SERVICES	89,630.00	8,991.74	8,991.74	90,638.26	8.0
CAPITAL OUTLAY	12,000.00	.00	.00	12,000.00	.0
	353,125.00	27,340.48	27,340.48	325,784.52	7.7
POLICE:					
PERSONAL SERVICES	1,678,899.00	120,609.79	120,609.79	1,558,289.21	7.2
MATERIAL AND SERVICES	150,500.00	19,730.90	19,730.90	130,769.10	13.1
CAPITAL OUTLAY	401,100.00	3,053.00	3,053.00	398,047.00	.8
TRANSFERS OUT	26,120.00	.00	.00	26,120.00	.0
	2,256,619.00	143,393.69	143,393.69	2,113,225.31	6.4
FIRE:					
PERSONAL SERVICES	189,762.00	14,021.17	14,021.17	175,740.83	7.4
MATERIAL AND SERVICES	115,100.00	9,180.13	9,180.13	105,909.87	8.0
CAPITAL OUTLAY	38,600.00	.00	.00	38,600.00	.0
TRANSFERS OUT	10,000.00	.00	.00	10,000.00	.0
	353,462.00	23,211.30	23,211.30	330,250.70	6.6
PLANNING AND BUILDING:					
PERSONAL SERVICES	302,154.00	21,807.81	21,807.81	280,346.19	7.2
MATERIAL AND SERVICES	70,950.00	3,477.80	3,477.80	67,472.10	4.9
CAPITAL OUTLAY	3,000.00	.00	.00	3,000.00	.0
TRANSFERS OUT	5,000.00	.00	.00	5,000.00	.0
	381,104.00	25,285.71	25,285.71	355,818.29	6.6

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2010

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	97,855.00	4,726.09	4,726.09	93,128.91	4.8
MATERIAL AND SERVICES	72,400.00	2,082.04	2,082.04	70,317.96	2.9
CAPITAL OUTLAY	34,000.00	.00	.00	34,000.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>204,255.00</u>	<u>6,808.13</u>	<u>6,808.13</u>	<u>197,446.87</u>	<u>3.3</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	285,020.00	19,721.40	19,721.40	245,298.60	7.4
MATERIAL AND SERVICES	38,100.00	3,558.99	3,558.99	34,541.01	9.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>303,120.00</u>	<u>23,280.39</u>	<u>23,280.39</u>	<u>279,839.61</u>	<u>7.7</u>
SWIMMING POOL:					
PERSONAL SERVICES	53,008.00	14,774.33	14,774.33	38,233.67	27.9
MATERIAL AND SERVICES	36,600.00	2,344.15	2,344.15	34,255.85	6.4
CAPITAL OUTLAY	8,000.00	.00	.00	8,000.00	.0
	<u>97,608.00</u>	<u>17,118.48</u>	<u>17,118.48</u>	<u>80,489.52</u>	<u>17.5</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	171,000.00	7,808.80	7,808.80	163,191.20	4.6
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
TRANSFERS OUT	70,000.00	.00	.00	70,000.00	.0
CONTINGENCIES AND RESERVES	646,288.00	.00	.00	646,288.00	.0
	<u>889,288.00</u>	<u>7,808.80</u>	<u>7,808.80</u>	<u>881,479.20</u>	<u>.9</u>
	<u>-4,856,343.00</u>	<u>274,548.98</u>	<u>274,548.98</u>	<u>4,581,790.02</u>	<u>5.7</u>
	<u>(790,000.00)</u>	<u>(211,155.13)</u>	<u>(211,155.13)</u>	<u>(578,844.87)</u>	<u>(26.7)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2010

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	378,000.00	22,589.54	22,589.54	355,410.46	6.0
OTHER REVENUE	300.00	877.69	877.69	(577.69)	292.6
TRANSFER IN	70,000.00	.00	.00	70,000.00	.0
	<u>448,300.00</u>	<u>23,467.23</u>	<u>23,467.23</u>	<u>424,832.77</u>	<u>5.2</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	53,751.00	3,954.93	3,954.93	49,796.07	7.4
MATERIAL AND SERVICES	185,200.00	9,586.60	9,586.60	175,613.40	5.2
CAPITAL OUTLAY	143,300.00	.00	.00	143,300.00	.0
TRANSFERS OUT	95,321.00	.00	.00	95,321.00	.0
CONTINGENCIES AND RESERVES	36,728.00	.00	.00	36,728.00	.0
	<u>514,300.00</u>	<u>13,541.53</u>	<u>13,541.53</u>	<u>500,758.47</u>	<u>.26</u>
	<u>514,300.00</u>	<u>13,541.53</u>	<u>13,541.53</u>	<u>500,758.47</u>	<u>.26</u>
	<u>(66,000.00)</u>	<u>9,925.70</u>	<u>9,925.70</u>	<u>(75,925.70)</u>	<u>15.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2010

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,225,000.00	129,707.04	129,707.04	1,095,292.96	10.6
OTHER INCOME	704,000.00	1,497.14	1,497.14	702,502.86	.2
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,929,000.00</u>	<u>131,204.18</u>	<u>131,204.18</u>	<u>1,797,796.82</u>	<u>6.8</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	422,201.00	31,341.71	31,341.71	390,859.29	7.4
MATERIAL AND SERVICES	478,800.00	23,421.87	23,421.87	455,478.13	4.9
CAPITAL OUTLAY	919,300.00	.00	.00	919,300.00	.0
	<u>1,820,401.00</u>	<u>54,763.58</u>	<u>54,763.58</u>	<u>1,765,637.42</u>	<u>3.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	298.13	298.13	(298.13)	.0
MATERIAL AND SERVICES	.00	12,049.48	12,049.48	(12,049.48)	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	594,826.00	.00	.00	594,826.00	.0
CONTINGENCIES AND RESERVES	133,773.00	.00	.00	133,773.00	.0
	<u>728,599.00</u>	<u>12,345.59</u>	<u>12,345.59</u>	<u>716,253.41</u>	<u>1.7</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,549,000.00</u>	<u>67,109.17</u>	<u>67,109.17</u>	<u>2,481,890.83</u>	<u>2.6</u>
	<u>(620,000.00)</u>	<u>64,095.01</u>	<u>64,095.01</u>	<u>(684,095.01)</u>	<u>10.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2010

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,341,000.00	206,742.94	206,742.94	2,134,257.06	8.8
OTHER REVENUE	1,704,000.00	.00	.00	1,704,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>4,045,000.00</u>	<u>206,742.94</u>	<u>206,742.94</u>	<u>3,838,257.06</u>	<u>5.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	400,837.00	24,727.20	24,727.20	376,909.80	8.2
MATERIAL AND SERVICES	252,500.00	15,511.84	15,511.84	236,988.16	6.1
CAPITAL OUTLAY	50,400.00	.00	.00	50,400.00	.0
	<u>703,537.00</u>	<u>40,239.04</u>	<u>40,239.04</u>	<u>663,297.86</u>	<u>5.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	385,727.00	28,539.46	28,539.46	357,187.54	7.4
MATERIAL AND SERVICES	683,800.00	27,552.83	27,552.83	636,047.37	4.2
CAPITAL OUTLAY	1,703,900.00	.00	.00	1,703,900.00	.0
TRANSFERS OUT	989,129.00	.00	.00	989,129.00	.0
CONTINGENCIES AND RESERVES	383,107.00	.00	.00	383,107.00	.0
	<u>4,125,463.00</u>	<u>56,092.09</u>	<u>56,092.09</u>	<u>4,069,370.91</u>	<u>1.4</u>
	<u>4,829,000.00</u>	<u>96,331.13</u>	<u>96,331.13</u>	<u>4,732,668.87</u>	<u>2.0</u>
	<u>(784,000.00)</u>	<u>110,411.81</u>	<u>110,411.81</u>	<u>(894,411.81)</u>	<u>14.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2010

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	458,583.00	.00	.00	458,583.00	.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	5,000.00	.00	.00	5,000.00	.0
	<u>461,583.00</u>	<u>.00</u>	<u>.00</u>	<u>461,583.00</u>	<u>.0</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	155,000.00	100.00	100.00	154,900.00	.1
CAPITAL OUTLAY	2,500,395.00	51.00	51.00	2,500,344.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	236,188.00	.00	.00	236,188.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>2,891,583.00</u>	<u>151.00</u>	<u>151.00</u>	<u>2,891,432.00</u>	<u>.0</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,891,583.00</u>	<u>151.00</u>	<u>151.00</u>	<u>2,891,432.00</u>	<u>.0</u>
	<u>(2,430,000.00)</u>	<u>(151.00)</u>	<u>(151.00)</u>	<u>(2,429,849.00)</u>	<u>.0</u>