

City of Brookings **WORKSHOP Agenda**

CITY COUNCIL

Monday, November 1, 2010, 4:00pm

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

1. Call to Order

2. Roll Call

3. Topics	Page
1. Street Standards	2
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3. Major Maintenance Program - Streets	8
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a. Updated 2010 Strategic Plan	20
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4. Council Member Requests for Workshop Topics

5. Adjournment

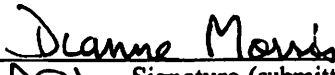
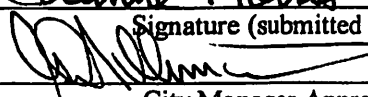
All public City meetings are held in accessible locations. Auxiliary aids will be provided upon request with advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: Nov. 1, 2010

Originating Dept: Planning


Signature (submitted by)

City Manager Approval

Subject: Street Standards Table, 17.170.060

Recommendation: Direct Staff to schedule the continued hearing on this matter after discussion at this workshop.

Financial Impact: None.

Background/Discussion: The Council conducted a hearing on Sept. 27, 2010 to consider revisions to Chapter 17.170, Street Standards, BMC. Staff presented the report, the public provided testimony, the Council had some discussion and then closed the public testimony portion of the hearing. Final questions about the revisions focused on a few specific street standards found in Table 17.170.060. The Council decided to hold a workshop to discuss the Table prior to continuing the hearing on this matter.

Staff has made a few additional revisions to the Table based on comments received. These are:

- Reducing the Residential Collector right-of-way minimum requirement by proposing a 10 foot multi-use path on one side in lieu of bike lanes and sidewalks on both sides. This would still provide pedestrian and bicycle facilities on new collector streets while reducing the needed right-of-way from 60 feet to 50 feet.
- In calculating the right-of-way needed for the Residential (Local-Maximum 8 dwelling units) street, a curb was proposed only on the sidewalk side. By adding 6 inches to the right-of-way a curb could be provided on both sides unless the Applicant and the City Engineer agree it is inappropriate.
- The "Specific Standards for Certain Streets" involving the currently County owned and maintained collector streets also have a few proposed revisions. The required minimum right-of-way for all 3 streets was 50 feet although the paving requirements wouldn't necessarily need that much. As these are existing streets a better standard for the right-of-way would be "As required". It has been suggested that as Parkview Dr. currently serves dozens of dwellings and has the potential to serve many more, better accommodations for pedestrian and bicycle facilities would be appropriate where feasible. The new revision would require a multi-use path on one side instead of a 4 foot paved shoulder. The last revision involves North Bank Chetco Rd. Staff has been informed that the existing paved road and shoulder widths vary somewhat. Requiring "future improvements to match existing pavement" seems like a better option than the original proposal requiring 24 ft. paved road surface and 1 ft. paved shoulder.

Please feel free to contact me prior to the workshop if you have questions regarding these standards.

Policy Considerations:

Attachment(s): Attachment A: Street Standards, Table 17.170.060

Table 17.170.060
Standard Minimum Right-of-Way and Roadway Width For New Streets –
Guidance for Existing Streets
DRAFT 6-17-2010

Type of Street**	Minimum ROW (Feet)	Roadway Curb-to-Curb Minimum Road Surface Width (Feet)	Sidewalk Pedestrian Improvements
State Highway Arterial ¹	80 84	70	5 – 12 feet, both sides
Residential Collector	50 60	36 46 (5-foot bike lanes both sides)	5 feet, both sides 10 foot multi-use path (in lieu of bike lanes and sidewalk)
Residential (Local)-*** Maximum of 20 dwelling units taking access. ⁶	45 42	28	5 feet, both sides
Residential (Local)*** ⁶ Maximum of 12 dwelling units taking access	38	24	5 feet, both sides
Residential (Local) *** Maximum of 8 dwelling units taking access and on-street parking available within 400 feet of this street. ²	30 28½ 29	20	5 feet, one side
Downtown Core Area ¹ (See Map 17.92.030-1)	53 50	36	5 – 8 feet, both sides
Residential One-Way Street ²	36 34	20	5 feet, both sides
Half Street ^{2, 5}	25/22½ ½ of accepted standard	48/15 ½ of accepted standard	5 feet, one side
Access Road Turn-Around	See public works document "General Engineering Requirements and Standard Specifications"		To be determined based on type of turn-around

Commercial/Industrial ¹	60 58	44	5 – 8 feet, both sides
Commercial One-Way Street	53 50	36	5 – 8 feet, both sides
Hillside Street ^{2,3,4}	50	24	4-foot paved shoulder, one side
Hillside Collector St. ^{2,3,4,9}	27	20	4 foot paved shoulder, one side
Hillside Local St. ^{2,3,4,9} Maximum of 12 dwelling units taking access	23	20	None.
Hillside One-Way Street ^{2, 3, 4, 7,9}	35 to 50 23	16	4-foot paved shoulder, one side
Alley	20	20	None

The following standard is the minimum standard for existing streets. This standard can only be used when the street is serving a limited area and approved by the City Council.

<i>Existing residential streets</i>	<i>Minimum ROW</i>	<i>Minimum Road Surface Width</i>	<i>Pedestrian Improvements</i>
<i>Must be approved by the City Council in a Local Improvement District process.^{8, 2}</i>	<i>30</i>	<i>16</i>	<i>Proposal by applicants</i>

***** If bike lanes are proposed, an additional 10 feet of right-of-way will be needed.***

****** See layout guidelines in "Neighborhood Street Design Guidelines" document. Low impact development techniques such as landscaped buffers, vegetated swales, parking pavers, etc. are encouraged.***

¹ Sidewalks must be the maximum possible when adequate right-of-way is available.

² No parking on either side on pavement.

³ Requires documentation that topographical constraints warrant use of hillside streets. Site plan committee approval required.

⁴ Alternative engineered designed standards may be considered and right-of-way width may vary depending on topography.

⁵ Only used when easement for second half width is secured on adjacent property. Must be approved by planning commission.

⁶ Parking on one side only.

⁷ Paved shoulder must be constructed to meet paved roadway standards.

⁸ ***Parking facilities to be proposed by applicant***

⁹-Curbs may be required depending on City Engineer's recommendation.

The existing collector streets listed below are not physically able to meet adopted collector standards as stated in the Table above. Any future improvements to these streets must meet the following standards. These streets are in the County's jurisdiction as of the date of this revision. When the existing street pavement is equivalent to the City's construction standards, the City will accept jurisdiction.

Specific Standards for Certain Streets	Right of Way (feet)	Minimum Road Surface Width (feet)	Sidewalk Improvements
Old County Road ^{1, 2}	50 As needed	20 ft. and 4 ft. paved shoulder one side adjacent to the north-bound travel lane.	None
Parkview Dr. ^{1, 2}	50 As needed	20 ft. and 4 ft. paved shoulder- multi-use path on the predominantly western side	None
North Bank Chetco River Rd. ²	50 As needed	24 ft. and 1 ft. paved shoulder both sides Future improvements to match existing pavement.	None

1. When applicants engineer demonstrates there are constraints that make this standard impracticable, the 4 ft. paved shoulder or multi-use path may be eliminated. The City must review and agree with the analysis prior to Planning Commission review.

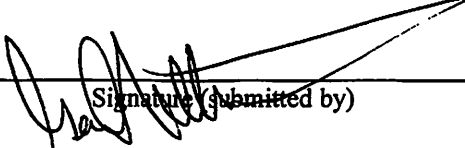
2. Parking prohibited on paved shoulder.

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: November 1, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Downtown Parking Lot Restriction

Financial Impact:

Minimal cost of purchase and posting signs.

Recommendation: Establish uniform parking regulations for all City public parking lots.

Background/Discussion:

The City currently owns four properties in the downtown area that are designated for public parking. Additional properties may be purchased/leased for public parking in the future.

Several instances have occurred involving vehicles being parked for long periods of time (multiple days without being moved) or stored in the parking lots. In one instance, a vehicle parked in the Center Street lot was covered with a tarp several days each week for several weeks.

There are signs posted in the Central Building parking lot which limit parking to two hours during the hours of 6:00 a.m. and 6:00 p.m. Signs at the Rush parking lot and Fleet Street, which functions as a public parking lot, provide a restriction of four hours during the hours of 8:00 a.m. and 5:00 p.m. Signs for the parking lot at 629 Chetco provide a restriction of two hours during the hours of 8:00 a.m. and 5:00 p.m. There is no record of how these restrictions were implemented. Enforcement is by complaint.

City Public Parking Lots

1. Center Street north of Chetco (east side). Spaces are not marked. *
2. Central Building (18 spaces)
3. 629 Chetco (Pine Cone, Ken's Tavern, Movino Wine Bar). (11 spaces)
4. East end of Rush parking lot + Fleet Street. (35 spaces)

The City also owns the parking lots at the civic center, a portion of the parking lot at Ray's Market located adjacent to the fountain, and a portion of the parking lot in front of Kerr's Ace Hardware. The Kerrs and Rays parking lots are not signed as public parking lots.

*Staff is currently working with the URAC, ODOT and the adjacent property owner to explore a possible re-design of this parking lot.



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

Credentialed City Manager

International City Management Association

TO: Mayor and Council

DATE: October 7, 2010

SUBJECT: Downtown Parking Lot Time Restriction Survey

I contacted the Brookings Merchants Association to invite their comments on parking restrictions in downtown parking lots. According to BMA City Liaison Jack Cook, five of the 43 members responded with comments, summarized as follows:

Signatures Gallery

What about those of us who have to park in a city lot when we are open? The lot we park in (across from the theater) has a time limit on the north part of it (where the shoppers park) and on the south side no limit (where the store personnel park). Could there be a parking permit sticker for merchants for certain areas?

Connie Twining

My thoughts are: 2 hours 8:00 a.m.-5:00 p.m. Pretty much after that would be diners, theater goers and the like. No one should have to worry about expired parking here in Brookings after 5:00 p.m.

Brookings Liquor

In my opinion, parking on the 101 corridor thru downtown Brookings, Center Street area, Central Building lot and 629 Chetco should be posted for not more than 2 hour parking from 6:00 a.m. to 6:00 p.m. I believe too many time zones will lead to confusion and disregard.

The Shabbie Attic

I think the 2 hours parking from 8:00 a.m.-5:00 p.m. is sufficient.

Tim Patterson

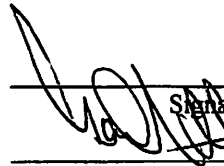
If no enforcement, then whatever method is applied it will only apply to tourists. So if no enforcement, then I favor removal of all parking restrictions for lots and streets. If enforcement to at least one random mark and check three times a week, then all parking lots and streets should be 3 hours from 9:00 a.m.-5:00 p.m.

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: October 4, 2010

Originating Dept: City Manager/PW



Signature (submitted by)

City Manager Approval

Subject: Major Maintenance Program - Streets

Background/Discussion:

The City contracted for the preparation of a Pavement Management System (PMS) in 2008-09. As a part of that study the condition of all City streets was evaluated. A priority list of streets needing major maintenance was established, and a criterion was established for further refinement of this list.

During the 2010-11 budget deliberations, the City Council directed that the staff develop a five year program for street major maintenance, which would involve an expenditure of approximately \$250,000 annually in street rehabilitation, major maintenance or reconstruction.

Staff has reviewed the priority list and evaluation criteria contained in the PMS with the City Engineer and has developed a five year program of work. The City Engineer has developed a description and cost estimate for each of the projects proposed for the first year of the program.

Attachment(s): 1) Five-year program list of projects
2) Project descriptions

Major Maintenance Project List

Year	Name	From	To	Cost	Subtotal/ Year
1	Valley Street	Hillside Drive	Chetco Avenue	78,000	
1	Woodland	Del Norte	culdesac	13,660	
1	Ross Road	Elk Drive	Chetco Avenue	53,000	
1	Alder Street	Pine Street	Redwood Street	15,000	
1	Ransom Avenue	Chetco Avenue	Pioneer	97,000	
				<i>Subtotal</i>	\$ 256,660
2	5 th Street	Elk Drive	Easy Street	157,489	
2	Fir Street	Oak Street	Old County Road	148,000	
				<i>Subtotal</i>	\$ 305,489
3	Old County Road	Pacific Avenue	Rosichelli Lane	176,000	
3	Seascape Court	Tanbark Road	culdesac	12,705	
3	Truman Lane	Barclay Lane	culdesac	6,400	
3	Memory Lane	Railroad Street	Tanbark Road	57,617	
				<i>Subtotal</i>	\$ 252,722
4	Sandy Lane	Macklyn Cove Drive	culdesac	42,118	
4	Mill Beach Road	Allen Lane	Macklyn Cove Dr	2,745	
4	7 th Street	Pioneer Lane	Meadow Lane	21,627	
4	Richard Street	Easy Street	Richard Street	6,974	
4	Easy Manor Drive	Easy Street	Easy Street	80,355	
4	Hub Street	Arnold Lane	culdesac	7,470	
				<i>Subtotal</i>	\$ 161,289
5	Hassett Street	Pioneer	Seventh Street	221,000	
				<i>Subtotal</i>	\$ 221,000

Updated 10-27-10

City of Brookings - 2010-2011 Street Projects
Valley Street from Hillside Drive to Chetco Ave.

26-Jul-10

Project Description:

Project Number 1332 of the Pavement Management System study, (2008-2009). Valley Street is located in a residential area, and has low traffic volumes. The street exhibits surface raveling, major alligator cracking and has complete pavement failure in some places. This preliminary estimate is based on a complete Type 1 Reconstruction, salvaging the the subgrade and providing 4-inch depth of AC Pavement.



Approximate Length: 370 ft.

Approximate Width: 15 FT.

Preliminary Cost Estimate

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$6,000.00	\$6,000
2	Demolition and Site Preparation	1	LS	\$3,000.00	\$3,000
3	Foundation Stabilization	150	SY	\$30.00	\$4,500
4	Reconstruct Area, Type 1	760	SY	\$15.00	\$11,400
5	Aggregate Base	85	Ton	\$55.00	\$4,675
6	AC Pavement	205	Ton	\$130.00	\$26,650
Total Cost					\$56,000
Preliminary Engineering					
	Administration			3%	\$2,000
	Engineering Design & Construction Services			20%	\$11,000
	Constr. Contingencies			15%	\$9,000
Total Project					\$78,000

26-Jul-10

Project Number 1331 of the Pavement Management System study, (2008-2009). Truman is located in a residential area, and has low traffic volumes. The street exhibits surface raveling, major alligator cracking along one edge.

Approximate Width: 9 ft.

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$2,000.00	\$2,000
2	Demolition and Site Preparation	1	LS	\$500.00	\$500
3	Foundation Stabilization	5	SY	\$30.00	\$150
4	Reconstruct Area, Type 2	25	SY	\$15.00	\$375
5	Aggregate Base	14	Ton	\$55.00	\$770
6	AC Micro-surfacing, Type II	190	SY	\$3.00	\$570
Total Cost					\$4,400
<u>Preliminary Engineering</u>					
	Administration			3%	\$0
	Engineering Design & Construction Services			30%	\$1,300
	Constr. Contingencies			15%	\$700
Total Project					\$6,400

26-Jul-10

Project Number 1292 of the Pavement Management System study, (2008-2009). Ross Road is located in a commercial area, and has moderate traffic volumes. The street exhibits surface raveling, major alligator cracking and has some pavement areas have been repaired. This estimate is based on Type 1 Reconstruction (in some areas), a 2" thick overlay with fabric and AC grinding/milling at the gutter match line.



Approximate Width: 28 ft.

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$4,000.00	\$4,000
2	Demolition and Site Preparation	1	LS	\$2,000.00	\$2,000
3	Foundation Stabilization	10	SY	\$30.00	\$300
4	Reconstruct Area, Type 1	100	SY	\$15.00	\$1,500
5	Aggregate Base	5	Ton	\$55.00	\$275
6	AC Pavement Grinding	370	SY	\$3.00	\$1,110
7	Paving Fabric	1,100	SY	\$8.00	\$8,800
8	AC Pavement	152	Ton	\$130.00	\$19,760
Total Cost					\$38,000
<u>Preliminary Engineering</u>					
	Administration			3%	\$1,000
	Engineering Design & Construction Services			20%	\$8,000
	Constr. Contingencies			15%	\$6,000
Total Project					\$53,000

City of Brookings - 2010-2011 Street Projects
Ransom Avenue from Pioneer to Chetco

26-Jul-10

Project Description:

Project Numbers 1272 through 1283 of the Pavement Management System study, (2008-2009). Ransom Avenue is located in a residential area, and has moderate traffic volumes. The street exhibits surface raveling / distress, and has some pavement areas require reconstruction prior to a micro-surface application.

Approximate Length: 5,400 ft.

Approximate Width: 30 ft.

Preliminary Cost Estimate

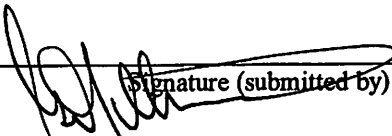
No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$7,000.00	\$7,000
2	Demolition and Site Preparation	1	LS	\$3,000.00	\$3,000
3	Foundation Stabilization	10	SY	\$30.00	\$300
4	Reconstruct Area, Type 1	300	SY	\$15.00	\$4,500
5	Aggregate Base	20	Ton	\$55.00	\$1,100
6	AC Pavement	47	Ton	\$130.00	\$6,110
7	AC Micro-surfacing, Type II	18,000	SY	\$2.00	\$36,000
8	Painted Stripe	5,400	LF	\$2.00	\$10,800
9	Thermoplastic Stop Bar	300	LF	\$5.00	\$1,500
Total Cost					\$70,300
Preliminary Engineering					
	Administration			3%	\$2,000
	Engineering Design & Construction Services			20%	\$14,100
	Constr. Contingencies			15%	\$10,600
Total Project					\$97,000

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: November 1, 2010

Originating Dept: City Council


Signature (submitted by)

City Manager Approval

Subject: Review role of URAC

Background/Discussion:

During the discussion concerning a recommendation from URAC concerning funding a downtown map project at a recent Agency board meeting, there was brief discussion concerning the role of URAC now that the Agency is focusing its funding efforts on downtown infrastructure improvements.

The Agency has approved set aside funding for several projects that are not yet initiated or complete, including the creation of downtown "pocket parks," improvements to Lower Stout Park and the installation of water/sewer utilities to serve the athletic fields/restrooms/snack shack.

URAC currently meets monthly. Two of the seven seats are currently vacant.

Attached is the section of the Brookings Municipal Code which outlines the purpose and duties of URAC.

Policy Considerations:

Should the URAC continue to meet monthly? Should URAC be initiating projects, or limiting its role to making recommendations on projects referred to it by the Agency Board?

Attachment(s):

- a. BMC 2.63

Chapter 2.63
URBAN RENEWAL ADVISORY COMMISSION

Sections:

- 2.63.010 Name.
- 2.63.020 Powers and duties.
- 2.63.030 Organization.

2.63.010 Name.

The Brookings city council hereby creates the urban renewal advisory commission for the urban renewal agency. [Ord. 10-O-653 § 2; Ord. 08-O-607 § 2.]

2.63.020 Powers and duties.

A. General Duties and Responsibilities.

1. The urban renewal advisory commission is an advisory body to the city council acting as the urban renewal agency. It has no authority to spend or approve the expenditure of urban renewal agency funds. Its recommendations are made to the urban renewal agency through its minutes.
2. Commission members shall serve at the pleasure of the urban renewal agency.
3. Commission membership is honorary and without compensation.
4. All commission meetings shall be open to the public and held in a place that is handicapped accessible.
5. Any matters pertaining to the urban renewal plan shall only be acted upon by the urban renewal agency following review and recommendation by the commission.
6. This commission may be assigned other duties related to urban renewal by the urban renewal agency.

B. Specific Duties and Responsibilities.

1. The primary role of the urban renewal advisory commission is to advise the urban renewal agency on the implementation of the urban renewal plan, including, but not limited to, the following:
 - a. The timing, final design and funding for projects and activities listed in the urban renewal plan.
 - b. The annual or periodic review of work plans related to implementation of the urban renewal plan.
 - c. Minor or major amendments to the urban renewal plan.

d. Sponsoring public events and other activities to gather input and communicate with the community regarding the plan.

2. Commission minutes, as prepared by staff and approved by the commission, shall be submitted to the urban renewal agency for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the commission at its next meeting. [Ord. 10-O-653 § 2; Ord. 08-O-607 § 3.]

2.63.030 Organization.

A. Membership.

1. The commission shall consist of seven voting members to be appointed by the chair with approval of the urban renewal agency, and non-voting members to consist of the city manager acting in the capacity of the agency's executive director, an agency liaison, and other staff members as deemed necessary or appropriate by the agency's executive director to support the activities of the commission.

2. Insofar as possible, residents of the urban renewal district area shall have precedence over other applicants.

a. All members of the commission shall be residents of Curry County. At least four of the seven members shall be residents of the city of Brookings. Noncity residents must have an economic interest, such as property ownership, business ownership, or employment, within the urban renewal area. These members shall not be officials or employees of the city.

b. No member of any other city council-appointed board, commission or committee shall simultaneously serve on the urban renewal advisory commission.

3. The executive director shall designate a staff member whose responsibility it shall be to record the minutes of the meetings.

B. Terms of Appointment/Removal/Vacancies.

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

2. No member shall be eligible to serve for more than two full terms on the commission.

3. Vacancies created by a mid-term resignation or termination shall be filled by appointment of the urban renewal agency.

4. Members may be removed by a consensus of the urban renewal agency for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50 percent of regularly scheduled meetings shall

result in automatic termination, unless the absences have been excused by the commission's chair.

C. Election of Officers.

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the commission 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.

D. Quorum/Rules/Meetings.

1. Four voting members of the commission shall constitute a quorum.
2. The commission shall meet at least once each month at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary with approval of the commission chair. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the commission on all matters shall be consistent with the process adopted by the city council under BMC 2.05.160, with the exception that the staff member designated by the executive director to take the minutes shall call the names of each member and record the votes.
4. Recommendations made by the commission shall be submitted to the agency in the manner prescribed by city administrative regulation. [Ord. 10-O-653 § 2; Ord. 08-O-607 § 4.]

This page of the Brookings Municipal Code is current through Ordinance 10-O-671 and legislation passed through September 27, 2010.

Disclaimer: The City Recorder's Office has the official version of the Brookings Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

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CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: November 1, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Strategic Plan Review

Recommendation: Review and comment

Background/Discussion:

Attached is the updated 2010 Strategic Plan. The following completed action items have been removed:

- Secure water rights certificates and extensions.
- Implement downtown street/pedestrian project.
- Complete water system improvements funded by current loan.

Staff will schedule a workshop in January to develop an updated Plan for 2011.

Attachment(s):

- a. City of Brookings 2010 Strategic Plan

City of Brookings 2010 Strategic Plan

Goals & Objectives	Priority/Action Items		Resp Party	Target	Status
GOAL 1: Achieve Fiscal Sustainability					
<ul style="list-style-type: none">Sufficient revenue to sustain City services at appropriate levels.Provide competitive employee compensation.Balanced revenue system that recognizes demands on City services by residents, businesses and visitors.Stable, effective and accountable management.Maximize non-City revenue resources to pay for services provided to unincorporated area.Encourage new private investment.Expedite development plan implementation.	1	Maintain General Fund reserve at 10 percent of operating budget.	AS/CM	On-going	17% in 2010-11
	2	Develop two-year budget beginning in 2010-11.	AS	10/10	
	3	Consider formation of fire district.	CM/FC	7/10	Intern Study
	4	Consider formation of parks/recreation district.	CM	11/09	Intern Study
	5	Review/update all fees annually.	CR/AS	Apr/Annual	Ongoing/no 2010 update
	6	Aggressively pursue grant funding.	CM	Ongoing	Ongoing
	7	Conduct energy audits at water and wastewater plants.	US	FY 09-10	Not Initiated
	8	Develop vehicle replacement program	AS	1/11	Preliminary Work Completed
GOAL 2: Improve Internal Systems					
<ul style="list-style-type: none">Sustain positive workplace environment and employee morale.Assure internal consistency and efficiency.	1	Conduct periodic workshops to review progress on goals.	CM/CC	Jan/Apr/ Jul/Oct	Ongoing
	2	Develop written administrative policies and procedures.	CM	Ongoing	Ongoing
	3	Complete public works standards and specifications/digital format.	TS	10/08	Public Review 7-10
	4	Integrate infrastructure data into GIS.	CM	FY 09-10	In Progress
	5	Implement Council Technology Plan (phased approach)	CR/AS	11/10	75% Complete

KEY:

AS = Administrative Services Director

CC = City Council

CR = City Recorder

PC = Police Chief

TS = Technical Superintendent

BO = Building Official

CM = City Manager

FC = Fire Chief

PL = Planning Director

US = Utilities Superintendent

City of Brookings 2010 Strategic Plan

GOAL 3: A Safe Community			Resp Party	Target	Status
<ul style="list-style-type: none"> Adequately staffed, equipped and housed police and fire departments. Maintain streets in a safe/serviceable condition. Provide clean drinking water and compliant wastewater treatment. Improve personal/family preparedness. 	1	Provide minimum staffing of two police officers on each shift.	CC	Open	Within a few hrs per wk of achieving
	2	Build and equip an Emergency Operating Center.	CM/PC	12/11	Awaiting Federal Contract Final rev-8/2 workshop
	3	Exercise emergency plan	PC	10/09	Focusing on ICS training
	4	Pursue streets/highway safety project funding.	CM	Ongoing	Numerous applications
	5	Develop bicycle plan & pursue funding for improvements.	PL/CM	5/10	Numerous applications. Draft Master Plan target 10/10
GOAL 4: Complete Capital Projects					
<ul style="list-style-type: none"> Complete approved capital projects in a timely and cost efficient manner. Provide infrastructure to support economic growth. Develop coastal access. 	1	Develop consolidated implementation plan for water, stormwater, wastewater and pavement management plans.	TS	2/10	Delayed/Lack of staff
	2	Complete dewatering processing facility.	CM	8/11	Completed
	3	Improve project readiness for federal/state funding.	CM/TS	Ongoing	Numerous projects ready
	4	Identify alternate site for Public Works shop.	CM	9/09	Airport
	5	Develop comprehensive plan for addressing wastewater I&I issue.	CM/TS/US	4/11	Sewer Inspections
	6	Wastewater plant slide stabilization strategy.	CM	6/10	Geologic investigation

KEY:

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BO = Building Official

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CM = City Manager

CR = City Recorder
FC = Fire Chief

PC = Police Chief
PL = Planning Director

TS = Technical Superintendent
US = Utilities Superintendent

City of Brookings 2010 Strategic Plan

GOAL 5: Influence Economic Growth			Resp Party	Target	Status
<ul style="list-style-type: none"> Establish development policies and public improvements/standards that recognize economic trends. Secure needed resources. Establish policy that City is pro-growth. 	1	Develop Growth Management Plan to include achieving a 1.5% minimum growth in # of units.	CM/PL	2/10	See Economic Strategy
	2	Develop UGB transition agreements with special districts.	PL	10/09	Draft agreements under review
	3	Participate in regional economic development activities; develop strategic partners.	CM	Ongoing	Ongoing
	4	Develop business retention program.	CM/PL	6/09	Not started ¹
	5	Develop and regularly review/update infrastructure master plans and development standards.	CM/PL	Ongoing	
	6	Implement plan for addressing downtown parking needs.	CM	10/09	Begin 2010-11
GOAL 6: Effective Intergovernmental Relations					
<ul style="list-style-type: none"> Influence regional, state, national policy on issues important to achieving City goals. Secure grant funding. Achieve City goals through strategic partnerships. 	1	Participate in intergovernmental agencies and initiatives that further the City's goals.	CM/CC	Ongoing	BCRAA

¹ While a comprehensive plan has not been prepared, there have been related actions taken, including:

- a. Workforce housing chapter of BMC adopted
- b. Downtown parking implementation plan
- c. Sign regulation changes.

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MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

Credentialed City Manager
International City Management Association

TO: Mayor and Council .

DATE: October 27, 2010

SUBJECT: Marina Heights – City Limits

A question arose at the October City Council workshop as to whether the location of the proposed guard rail on Marina Heights Drive is within the City Limits.

Staff consulted City records and maps and found that this location is within the City Limits.
See attached.

Gary Milliman

From: Richard Christensen
Sent: Wednesday, October 06, 2010 1:44 PM
To: Gary Milliman
Subject: FW: Marina Heights Road
Attachments: 20101006130032399.pdf

Marina Heights Road see below info

Richard Christensen
City of Brookings
Technical Services Superintendent
541-469-1152

CONFIDENTIALITY STATEMENT

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From: Dan Crumley [mailto:CrumleyDan@co.curry.or.us]
Sent: Wednesday, October 06, 2010 1:10 PM
To: Richard Christensen
Subject: RE: Marina Heights Road

Hi Richard,

I can find no evidence in our files that Marina Heights Road was ever a County Road. To my knowledge the County never owned this road. I have attached a copy of a letter from the Brookings City Manager dated in 1977 that indicates the City was taking care of this road. We took over the roads in Marina Heights Subdivision outside of the City Limits in the early 1990s but Marina Heights Road was not included in this package because it was in the City.

According to our Assessor's Maps the right of way is 50 feet but you may need to verify that.

If you folks have nothing in your files on this road you may have to undertake a title search to determine ownership and right of way width. Unfortunately, at this time I have no information on the road whatsoever, which leads me to conclude it was never under County jurisdiction. If you have information to the contrary, please submit it to me and I can research the matter further.

Good Luck,

Dan