

AGENDA
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, March 23, 2009, 7:00 p.m.

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Motion to Add Resolution 09-R-912 as Item VII #B**
- V. **Ceremonies/Appointments/Announcements**
 - A. Appointment of Planning Commission Positions 4 and 6. [pg. 3]
 - B. Introduction of Interim Administrative Services Director Janell Howard.
- VI. **Public Hearings**
 - A. Revisions to Chapter 17.104, Home Occupation, Brookings Municipal Code. *Senior Planner [Advance Packet]*
- VII. **Ordinances/Resolutions**
 - A. Amending Chapter 17.104, Home Occupation, Brookings Municipal Code, in its entirety. *Senior Planner [Advance Packet]*
 - B. Resolution #09-R-912 Authorizing a Local Government Grant Program Application of Fund Improvements to Chetco Point State Park.
- VIII. **Public Comments** – limited to **5 minutes per person**. Turn in completed **public comment form** before start of meeting or to the City Manager's office during regular business hours. Obtain forms at City Hall or at www.brookings.or.us.
- IX. **Regular Agenda**
 - A. 2009 Council Goals/Business Plan. *City Manager [pg. 21]*
 - B. Law Enforcement Blue Ribbon Committee. *City Manager [pg. 27]*
- X. **Consent Calendar**
 - A. 70th Annual Azalea Festival Requests from Chamber of Commerce. [pg. 39]
- XI. **Remarks from Mayor and Councilors**
 - A. Mayor
 - B. Councilors
- XII. **EXECUTIVE SESSION**
 - A. Council will meet in the City Manager's Office for an Executive Session under authority of ORS 192.660(2)(f), to consider information or records that are exempt by law and under ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- XIII. **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.

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

**A RESOLUTION OF THE CITY OF
BROOKINGS AUTHORIZING A LOCAL
GOVERNMENT GRANT PROGRAM
APPLICATION OF FUND IMPROVEMENTS
TO CHETCO POINT PARK.**

RESOLUTION 09-R-912

WHEREAS, the City of Brookings owns and operates that facility known as Chetco Point Park; and,

WHEREAS, Chetco Point Park is used as a coastal access, viewpoint and picnic area by local residents and visitors; and,

WHEREAS, parking facilities for Chetco Point Park consist of an unimproved dirt lot with no ADA compliant parking spaces; and,

WHEREAS, no restroom facilities exist at Chetco Point Park; and,

WHEREAS, paving the parking lot and installing restroom facilities at Chetco Point Park are included in the City of Brookings Park Master Plan, which was developed through a process that included extensive public participation;

NOW THEREFORE, BE IT RESOLVED:

The City Council of the City of Brookings, Curry County, Oregon, does hereby authorize the submission of an application for a local government grant program application to the Oregon Parks and Recreation Department for improvements at Chetco Point Park including installation of a restroom, parking lot paving and other improvements.

BE IT FURTHER RESOLVED:

This resolution shall take effect immediately.

Passed by the City of Brookings, Oregon on the _____ day of _____, 2009; effective the same date.

Signed by the Mayor this _____ day of _____, 2009.

Larry Anderson, Mayor

ATTEST:

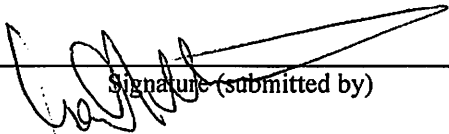
By _____
Joyce Heffington, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 23, 2009

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Resolution authorizing grant application for Chetco Point Park parking improvements and restroom

Recommended Motion: Motion to adopt Resolution authorizing submission of a grant application under the Oregon Parks and Recreation Department Local Government Grants Program for improvements to Chetco Point Park.

Financial Impact: If the grant is approved, the City would need to budget for 40 per cent of the project cost in fiscal 2009-10. A cost estimate for the project is still in development, but is expected to be approximately \$100,000. A portion of the City share would be in form of site preparation and installation of water/sewer utilities by City public works staff.

Background/Discussion:

The Oregon Department of Parks and Recreation is accepting applications for grant funding under the Local Government Grant Program. Projects must enhance the use of outdoor activities.

Staff is developing a grant application for a project which would include:

- Paving the parking lot at Chetco Point Park.
- Installing a restroom in the parking lot at Chetco Point Park.
- Rehabilitation of the asphalt surface of the trail at Chetco Point Park.

Policy Considerations: This project is included in the Parks Master Plan and the City has sought funding for the project on several previous occasions without success. This application will include certain project elements, such as the use of pervious paving of the parking lot, which should enhance competitiveness.

Attachment(s): Resolution

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MAR 09 2009

CITY OF BROOKINGS

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-1100 Fax: (541) 469-3650

www.brookings.or.us

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

Name: GERALD M. Wolkowicz Date: 3/9/09
Physical Address: 16916 Tule ROAD 97415
Mailing Address: 16916 Tule ROAD Phone: 541-469-7102
Email Address: GMIWOLK@CHARTER.NET

I would like to apply for the following position (all positions are appointed by Council):

Position	Term
<input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (CCI)	4 years
<input type="checkbox"/> Parks and Recreation Commission	4 years
<input type="checkbox"/> Budget Committee	3 years
<input type="checkbox"/> Urban Renewal Advisory Committee	3 years
<input type="checkbox"/> Traffic Safety Committee:	3 years
<input type="checkbox"/> Public Art Committee	3 years
<input type="checkbox"/> Other _____	

NOTE: Terms are as stated unless the appointment is to fill a vacancy with a term already in progress. Refer to specific notices for specific information.

URBAN GROWTH ZONE

1. Resident of the City of Brookings since: Month: 12 Year: 03

2. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. Ed Gross 00177 JULIA WAY 469-4980
B. DON SPARLIN 3 ROSS ROAD 469-8988
C. Christopher Snyder, P.E. Do Page Co. DEPT. TRANS 630-407-6910
421 COUNTY FARM ROAD
WHEATON, IL 60187

3. Briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. Attach additional sheets if necessary: _____

See Attached

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary.

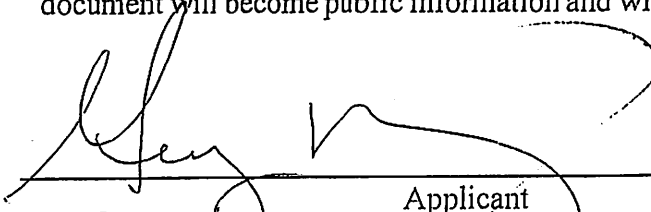
See Attached

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

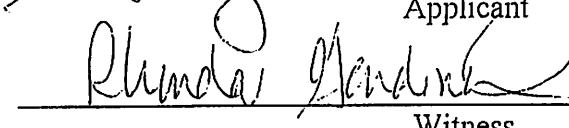
As required But at least Two (2) Evenings
A Month

6. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
7. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
8. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
9. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
10. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

I, GERARD WILKOWICZ sign this application voluntarily and in the presence of the witness whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.



Applicant



Witness

3/9/09

Date

3-9-09

Date

3.

I am retired and have lived in Brookings for five years. I have kept abreast of City/Urban Growth Zone development issues through a subscription to the Curry Coastal Pilot. I feel I can contribute to the beneficial resolution of future planning issues through my professional input. Although I live outside the Brookings limit, my property has an irrevocable annexation agreement attached so I have a vested interest in guiding the City of Brookings in making informed decisions. I feel that if appointed to the Planning Commission I can not only bring my expertise to the Commission but also assist other members by sharing my experience in the Civil Engineering sector.

My first 17 years of employment with the Cook County Highway Department included drainage design and construction plan preparation; and, coordination, impact assessment and permit review/approval of municipal and private utilities on County highways and in unincorporated Cook County areas. Additionally, I also participated in Subdivision and PUD permit reviews from a drainage aspect including detention requirements.

My last 11 years with the Highway Department were as Head of the Advance Planning and Agreements Division whose duties, in part, included highway condition assessment, planning and project scheduling, resource allocation and preparation of a 5 year highway construction program. During this period, I also sat on the Work Program Committee of the Chicago Area Transportation Study (CATS see www.catsmpo.com), the Metropolitan Planning Organization (MPO) for Northeastern Illinois whose duties included the distribution of Federal Highway Funds and preparation of a 5 year Transportation Plan (TIP). I also participated in the development and publication of the 2000-2020 Long Range Transportation Plan for Northeastern Illinois.

In short, I can assimilate and interpret standards, criteria and building codes, I can read technical schematics as well as construction plans and I have been in a decision making position. I also have experience and am comfortable with both structured planning and the ethereal aspect of long range planning including the need for practicality and the restraints cause by the availability of resources.

4.

May 28, 1945 D.O.B.

1963 Graduate H.S.; Fenwick H.S., Oak Park, IL

1965-67 U.S. Army- Vietnam Veteran – Army Commendation Medal for Valor,
Air Medal w/ 1st thru 10th Oak Leaf Cluster – Honorable Discharge

1971 Bachelor of Science, Geological Sciences, Univ. Illinois-Chicago

1973 Masters of Science, Environmental Geology and Hydrology, Univ.
Illinois-Chicago. Published "Chloride Balance in an Urban Basin" G.S.A.
Vol.5, No. 7, Oct. 1973

1974-84 Cook County Highway Department (www.co.cook.il.us), Drainage
Division, Highway Engineer I, II, & III – Design highway storm sewers,
waterway hydraulic openings and storm water pumping stations.

1984-92 Cook County Highway Department, Drainage Division, Highway Engineer
IV, Utility Section Head – highway/utility impact assessment, design and
construction conflict coordination, utility permit review w/ electrical,
telephone, natural gas, petroleum pipeline, water utilities as well as
municipal infrastructure.

1992-02 Cook County Highway Department, Advance Planning and Agreements
Division, Highway Engineer V, Division Head – Oversee funding
distribution, highway condition assessment, maintain highway inventory,
coordinate Department/County Board Agenda, develop intergovernmental
agreements, publish 5 year highway construction program.

1992-01 Served as Alternate Cook County Representative to the Work Program
Committee of the Chicago Area Transportation Study (CATS), the MPO
for Northeastern Illinois.

2002 to
date Retirement.

2007 Joined and am active in TRASH DOGS



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MAR 5 2009

Per.....

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-1100 Fax: (541) 469-3650

www.brookings.or.usAPPLICATION TO SERVE ON A CITY OF BROOKINGS
COMMISSION, COMMITTEE OR BOARDName: William J. Dundon Date: 3/4/09Physical Address: 96829 E. Harris HeightsMailing Address: Box 1502 Brookings Phone: 469-4379Email Address: bigfoot1949@verizon.net

I would like to apply for the following position (all positions are appointed by Council):

Position	Term
<input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (CCI)	4 years
<input type="checkbox"/> Parks and Recreation Commission	4 years
<input type="checkbox"/> Budget Committee	3 years
<input type="checkbox"/> Urban Renewal Advisory Committee	3 years
<input type="checkbox"/> Traffic Safety Committee:	3 years
<input type="checkbox"/> Public Art Committee	3 years
<input type="checkbox"/> Other _____	

NOTE: Terms are as stated unless the appointment is to fill a vacancy with a term already in progress. Refer to specific notices for specific information.

1. Resident of the ^{Area} ~~City of Brookings~~ since: Month: 10 Year: 58

2. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. Doug Nidifler Ranch Rd. Brks. 469-6192
B. ^{Ron} Hedenskoog Old Co. Rd. Brks. 469-4628
C. ^{Dayle} Niemie King St., Brks. 469-4363

3. Briefly explain why you wish to serve the community in this capacity and what prior

experience, community service, or background you have in this area. Attach additional sheets if necessary:

Resident of Brookings Area since 1958, I
feel a need to give back to the community that I grew up
in, and raised my children and now grandchildren.
was appointed to the Planning Commission by Mayor ~~the~~
Hagborn in 2004 and served until 2008.

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary.

Graduated from BTHS 1967 (top 10% of class)
Graduated from Southern Oregon College 1971 BS/Geography

Worked during college with USFS as engineering/survey
and, after college worked (2) years for Civil Engineer in
Portland as Surveying/Draftsman, then returned home
to work for USFS as Party Chief on survey crew,
then for Donald Cormack doing surveying. 1975 began
working as Timber Faller/contractor and owned a small
logging Co. In 2003 retired from logging.

Volunteer coach soccer, basketball, litter clean up, Brookings
Planning Commission

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

To serve on the Planning Commission.

6. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
7. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
8. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
9. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
10. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

I, William J. Dundorn sign this application voluntarily and in the presence of the witness whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.

<u>William J. Dundorn</u> Applicant	<u>3/4/09</u> Date
<u>Pamela K. Dundorn</u> Witness	<u>3/4/09</u> Date



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CITY OF BROOKINGS

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-1100 Fax: (541) 469-3650

www.brookings.or.usAPPLICATION TO SERVE ON A CITY OF BROOKINGS
COMMISSION, COMMITTEE OR BOARD

Name: Kelly McClain Date: 3/11/09
Physical Address: 867 Jodee Ln
Mailing Address: 867 Jodee Ln Phone: 541-254-0339
Email Address: Kelly@beckleyandco.com or 602-616-4331

I would like to apply for the following position (all positions are appointed by Council):

<u>Position</u>	<u>Term</u>
<input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (CCI)	4 years
<input type="checkbox"/> Parks and Recreation Commission	4 years
<input type="checkbox"/> Budget Committee	3 years
<input type="checkbox"/> Urban Renewal Advisory Committee	3 years
<input type="checkbox"/> Traffic Safety Committee:	3 years
<input type="checkbox"/> Public Art Committee	3 years
<input type="checkbox"/> Other _____	

NOTE: Terms are as stated unless the appointment is to fill a vacancy with a term already in progress. Refer to specific notices for specific information.

1. Resident of the City of Brookings since: Month: Dec Year: 08

2. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. <u>Tammy Beckley</u>	<u>P.O. Box 7949</u>	<u>541-661-3003</u>
B. <u>Amy Myrah</u>	<u>P.O. Box 7403</u>	<u>541-661-0231</u>
C. <u>Roy Cozby</u>	<u>98012 Crown Terrace</u>	<u>541-469-3703</u>
<u>Jake Paepker</u>		<u>541-412-1723</u>

3. Briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. Attach additional sheets if necessary: _____

Served as President of two different Home Owner Associations in PHX, AZ Area.

I feel that my logical thinking and problem solving skills coupled with my love of the City of Brookings would make me a valuable contributor to the Commission

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary. _____

Graduated 1987 from Arizona State University with a BSME in Mechanical Engineering.

Worked for Honeywell in PHX, AZ for 16 yrs. at various engineering positions. Last Position was Manager of Customer Service Engineering.

Realtor in AZ for past 6 yrs. Currently a licenced Realtor in Oregon at Beckley and Company.

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

yes.

6. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
7. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
8. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
9. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
10. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

I, Kelly J. McClain sign this application voluntarily and in the presence of the witness whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.

Kelly J. McClain
Applicant

3/11/09
Date

Darwin B. Beckley
Witness

3/11/09
Date



600Z 9 MAR

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City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: (541) 469-1100 Fax: (541) 469-3650
www.brookings.or.us

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

Name: Don Nuss III Date: 3/4/09
Physical Address: 650 Mardon Ct
Mailing Address: PO Box 1581 Phone: 412-0244
Email Address: don@CoastalCoopero.com

I would like to apply for the following position (all positions are appointed by Council):

- | <u>Position</u> | <u>Term</u> |
|--|-------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (CCI) | 4 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 years |
| <input type="checkbox"/> Budget Committee | 3 years |
| <input type="checkbox"/> Urban Renewal Advisory Committee | 3 years |
| <input type="checkbox"/> Traffic Safety Committee: | 3 years |
| <input type="checkbox"/> Public Art Committee | 3 years |
| <input type="checkbox"/> Other _____ | |

NOTE: Terms are as stated unless the appointment is to fill a vacancy with a term already in progress. Refer to specific notices for specific information.

1. Resident of the City of Brookings since: Month: 01 Year: 92

2. Please list no less than three references:

	<u>NAME:</u>	<u>ADDRESS:</u>	<u>PHONE:</u>
A.	<u>Patrick Foley</u>	<u>1- BKGS</u>	<u>412-7829</u>
B.	<u>Michael Zoretich</u>	<u>BKGS</u>	<u>412-1456</u>
C.	<u>Walt Thompson</u>	<u>"</u>	<u>469-5812</u>

3. Briefly explain why you wish to serve the community in this capacity and what prior

experience, community service, or background you have in this area. Attach additional sheets if necessary: _____

BUSINESS OWNER
PARTICIPATED ON PROUD STUDY
101 Hwy PROJECTS
TRANSPORTATION SOLUTION PROJECTS
FOUNDER "AVENUE OF FLAGS"
"KAN 4 KIDS"
INTERESTED IN FUTURE DEVELOPMENT
OF BROOKINGS & HARBOR.

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary.

ABOVE

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

-
-
-
-
6. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
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I, Don Muss III sign this application voluntarily and in the presence of the witness whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.

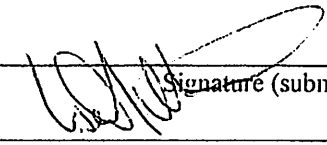
<u>Don E. Muss III</u>	<u>3-5-9</u>
Applicant	Date
<u>Victoria Muss, CPA</u>	<u>3/5/09</u>
Witness	Date

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 18, 2009

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: 2009 Goals

Recommended Motion: Motion to adopt the 2009 Goals, Objectives and Priority/Action items as outlined in the "City of Brookings 2009 Business Plan."

Financial Impact: Several of these items will have significant fiscal impacts on City revenues and the cost of providing services which will be addressed as implementation occurs over time.

Background/Discussion:

The City Council conducted a goals setting workshop on February 17, 2009. The Council reviewed the Goals and Objectives established in 2008, and discussed new goals, objectives and action items. The City of Brookings 2008 Business Plan outline has been modified to delete action items that have been completed, and to add new objectives and action items for 2009. As requested by the Council, the outline has also been modified to prioritize action items.

Policy Considerations: This is a major City Council policy document which will be reviewed periodically, and will be used during the 2009-10 budget preparation process.

Attachment(s): 1) List of 7 new/modified goals/objectives/action items fro 2/17/09 workshop
2) City of Brookings 2009 Business Plan.

Goal Setting Session 2/17/09

- 1 (5) Resolution pro growth; growth management plan
- 2 (1) Better financial status/budget information/monitoring
- 3 (1) Sufficient revenues to sustain services X2; 2yr/5yr plan
- 4 (5) Develop plan to achieve 1.5% minimum growth #units
- 5 (5) Influence economic growth
- 6 (1) Resolve long-term debt service need X3
- 7 (4) Improve project readiness to take advantage of Fed \$
- 8 (3) Fire District Consolidation X2; review existing agreements
- 9 (4) Complete infrastructure projects for economic growth
- 10 (6) Improve relations with Port
- 11 (1) Maximize local revenue sources to support City services

City of Brookings 2009 Business Plan

GOAL 3: A Safe Community				
<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.		2/09
	2	Build and equip an Emergency Operating Center.	CM/PC/FC	5/09
	3	Install emergency power generators. (1 installed – still need intake)	PWD	6/09
	4	Exercise emergency plan	PC	4/09
	5	Adopt and implement hazard mitigation plan.	Site Plan	5/09
	6	Begin planning for expansion/new public safety buildings.	CM/PC/FC	11/08
	7	Pursue streets/highway safety project funding.	PC/PWD	10/08
	8	Develop bicycle plan	PD/CM	5/09
	9	Pursue funding for bicycle/pedestrian improvements.	CM	Ongoing
GOAL 4: Complete Capital Projects				
<ul style="list-style-type: none"> Complete approved capital projects in a timely and cost efficient manner to enhance economic growth. Provide infrastructure to support economic growth. 	1	Develop consolidated implementation plan for water, stormwater, wastewater and pavement management plans.	CM/PWD	6/09
	2	Secure water rights certificates and extensions.	CM/Spec Counsel	10/09
	3	Implement downtown street/pedestrian project.	CM/PWD	5/09
	4	Work with ODOT to complete Constitution Way signalization.	PWD	12/09
	5	Complete Seacrest Reservoir	PWD	5/09
	6	Complete biosolids processing facility.	CM/PWD	8/09
	7	Complete other water system improvements funded by current loan.	PWD	6/09
	8	Complete pavement management analysis.	PWD	9/08
	9	Improve project readiness to take advantage of federal/state funding opportunities	PWD	10/09
	10	Complete first phase of Public Works shop.	PWD	6/11
	11	Complete design for water pressure system Harris Heights to Parkview.	PWD	FY 09-10

KEY:

ASD = Administrative Services Director
BO = Building Official

CC = City Council
CM = City Manager

CR = City Recorder
FC = Fire Chief

PC = Police Chief
PD = Planning Director

PWD = Public Works Director

City of Brookings 2009 Business Plan

Goals & Objectives	Priority/Action Items		Resp Party	Target
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.Include sustainability considerations in purchasing decisions.Maximize utilization of non-City revenue resources to pay for services provided by City to unincorporated area.Encourage new private investment in the City.Expedite implementation of approved development plans.	1	Maintain General Fund reserve at 10 per cent of annual operating budget.	ASD/CM	On-going
	2	Resolve long-term debt service needs	FD/CM	4/09
	3	Improve/Simplify financial reporting and monitoring.	FD	6/09
	4	Develop two-year budget beginning in 2009-10.	ASD	5/09
	5	Develop five-year revenue/expenditure projection.	ASD	3/09
	6	Update System Development Charges.	ASD	May/Annually
	7	Consider formation of fire district.	CM/FC	11/08
	8	Consider formation of parks/recreation district.	CM	FY 09-10
	9	Review/update all fees annually.	CR/CM	May/Annually
	10	Aggressively pursue grant funding.	CM	Ongoing
	11	Undertake comprehensive compensation/classification review.	ASD	11/08
	12	Conduct energy audits at water and wastewater plants.	PWD	FY 09-10
GOAL 2: Improve Internal Systems				
<ul style="list-style-type: none">Positive workplace environment and employee morale.Assure internal consistency and efficiency.Excellent customer service.	1	Conduct periodic workshops to review progress on goals (quarterly workshops).	CM/CC	10/08-1/09-4/09
	2	Develop written administrative policies and procedures.	CM	Ongoing
	3	Complete public works standards and specifications.	PWD	10/08
	4	Review organizational chart for possible revision.	CM	6/09
	5	Review and update Administration sections of Municipal Code.	CM	3/09
	6	Integrate infrastructure data into GIS.	PWD/PD	FY 09-10

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City of Brookings 2009 Business Plan

GOAL 5: <i>Influence Economic Growth</i>				
<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/PD	2/10
	2	Work with SWOCC to facilitate development of Curry campus in Brookings.	CM/PD	Ongoing
	3	Develop urban growth boundary transition agreements with special districts.	PD	10/08
	4	Establish working relationship with County in managing land use policy in Urban Growth Area.	PD	5/09
	5	Participate in regional economic development activities; develop strategic partners.	CM	Ongoing
	6	Develop business retention program.	CM/PD	3/09
	7	Develop and regularly review/update infrastructure master plans and development standards.	PWD	6/09
	8	Develop plan for addressing downtown parking needs.	CM	4/09
	9	Amend Charter and other codes as needed to remove barriers to annexation.	CM	11/10
GOAL 6: <i>Effective Intergovernmental Relations</i>				
<ul style="list-style-type: none"> Influence regional, state, national policy on issues important to achieving City goals. Secure grant funding. Efficient use of City resources. Orderly urban growth. Achieve City goals through strategic partnerships. 	1	Participate in intergovernmental agencies and initiatives that further the City's goals.	CM/CC	On going
	2	Develop strategic partners, public and private.	CM/CC	Ongoing
	3	Improve relations with Port District	CM/CC	2/10
	4	Establish interagency management group to identify opportunities to interagency cooperation, cost sharing.	CM	3/09

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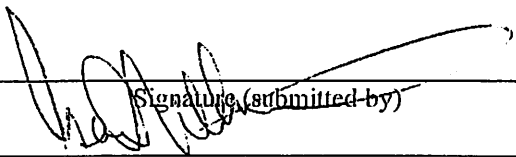
PWD = Public Works Director

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 23, 2009

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Law Enforcement Blue Ribbon Committee

Recommended Motion: Information only; no action required at this time.

Financial Impact: None at this time.

Background/Discussion:

The Curry County Board of Commissioners created a Law Enforcement Blue Ribbon Committee in December, 2008. The Committee has been meeting twice monthly. Brookings Police Chief Chris Wallace and City Manager Gary Milliman have been appointed to the Committee. Other Brookings area members of the 15-member Committee include Tom Brand, Dan Brattain, Les Cohen, Deborah Krambeal, Christine Nichols, Rory Smith, and Cy Vandermeer. Cy Vandermeer is the Committee Chair.

The purpose of the Committee is to plan and develop a long range strategy to stabilize funding for law enforcement services in Curry County, including Sheriff's Office, District Attorney's Office and the County Juvenile Department. As a part of this work, the Committee has been gathering information concerning the current status of law enforcement services and resources in Curry County. The Committee has had preliminary discussion on the structuring of law enforcement services and possible funding.

The County is scheduled to lose all "O&C" federal financial assistance in 2012. This loss would have a devastating effect on the Counties ability to provide even basic law enforcement services. Cities would be impacted the economic failure of services such as criminal prosecution, incarceration, absence of Sheriff patrol in adjoining unincorporated areas and services to juvenile victims of crime.

At its meeting of February 18, 2009, the Committee recommended that the Board of Commissioners retain the services of Advanced Strategies Group to develop plans for the formation of a law enforcement tax district. A description of the consultant's work is attached, and includes technical work associated with the formation of the district, an analysis of appropriate staffing levels and intergovernmental relationships, and a long-range strategic plan. This same consultant team was involved in the successful effort to form a law enforcement tax district in Deschutes County in 2006.

Also attached is a copy of the City Managers memorandum to the Committee dated January 15, 2009. This memorandum proposes a methodology for developing an analysis of law

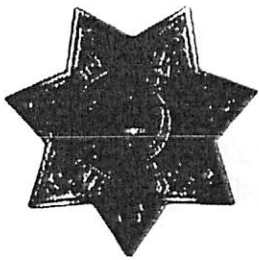
enforcement needs in the County, a project development approach and makes some initial suggestions on alternative methods for providing law enforcement services.

Meetings of the Committee are public and are held in Gold Beach. The Committee and the consultant are planning several community forum meetings in the County over the next several months to provide information on the current status of law enforcement services and funding, and to solicit information from the public on what level of services they would like to see in Curry County. A Committee webpage has been established and is accessible through the Curry County website. The Committee will be posting information on this page as plans progress.

One concept that has been discussed, and which needs further exploration, is the formation of a single tax district that would include the cities. Under this concept, the County would retain a yet-to-be-determined share of the property tax proceeds collected within the cities to pay for law enforcement services provided to all County residents (i.e., District Attorney) and a portion of the tax proceeds collected in the cities would be remitted back to the cities for general law enforcement purposes (i.e. police patrol). The cities could use these proceeds to increase police services, or could enact an offsetting reduction in the City property tax.

Policy Considerations: Cities will be impacted by the loss of O&C funds and need to be actively engaged in formulating a law enforcement delivery and financing mechanism for the future. Federal and State legislators have assured Curry County that there will be no more O&C bailout funds available beginning in 2012. Local officials must act quickly and deliberately to develop a plan that is acceptable to the public for placement on the 2010 ballot.

Attachment(s): 1) Curry County Law Enforcement Tax District Scope of Work
2) LEBRC Project Approach Memorandum



OFFICE OF THE SHERIFF

Sheriff John Bishop

PO BOX 681

GOLD BEACH, OR 97444

(541) 247-3242 - (800) 543-8471

Wednesday, February 18, 2009

CURRY COUNTY LAW ENFORCEMENT TAX DISTRICT

SCOPE OF WORK

The scope of this project is to plan and develop a long range strategy which will result in the establishment of a permanent tax district or other stable funding resources to support Law Enforcement for Curry County. Law Enforcement for purposes of this tax district will be defined as: All entities within the Curry County Sheriff's Office, which will also include Parole and Probation, 911 Dispatch Center, and Emergency Services, the District Attorneys Office, and the Curry County Juvenile Department.

TASK ONE

The consultant will provide project management to help assure the timely completion of the work and provide ongoing liaison with the Curry County Blue Ribbon Committee and the Curry County Project Team. (Juvenile Director, District Attorney, and Sheriff)

The consultant's tasks will include:

1. Confirm project scope and work program.
2. Collect system and organizational documentation
3. Develop a kick off presentation
4. Conduct project orientation and kickoff for agency representatives
5. Develop interview schedules and project timelines
6. Provide information survey request
7. Obtain complete facility tour
8. Provide ongoing updates to the Curry County Project Team and the Blue Ribbon Committee.
9. Identify marketing strategies for the Blue Ribbon Committee
10. Identify Public Information strategies for elected officials.
11. Identify stakeholder outreach strategies for the Curry County Project Team

The consultant will deliver a project kickoff presentation and the key informational survey.

TASK TWO

The consultant will define the boundaries and governance of the district. Obtain governing entity approval relating to governance prior to taking next steps/tasks.

The consultant will:

1. Define the districts legal boundary
2. Meet with affected department heads and Board of County Commissioners and make a determination as whether or not an "independent" elected board will be formed as part of this district OR if the sitting Board of County Commissioners will function in both capacities.
3. Prepare plans for a "county wide" district and a rural district. (IE: Municipal property owner boundaries vs County property owner Boundaries

The consultant will deliver a map and legal description of the tax district boundaries and a written agreement with the BOCC regarding establishment of governance structure.

TASK THREE

The consultant will analyze the current service levels and compare to recommended minimum services levels for each operational unit and determine resources needed to support those baseline levels.

The consultant will:

1. Identify key services and associated performance metrics to be evaluated
2. Conduct research, data capture, interviews and use other methodologies to determine current and recommended service levels.
3. Identify key resources required to close gaps.
4. Review the current service levels of other rural counties and prepare contrast comparison report

The consultant will deliver an analysis of current services levels and recommendations, and identify additional resources required.

TASK FOUR

The consultant will develop a 20 year strategic plan for each operation unit.

The consultant will:

1. With input from management and project team, develop goals and objectives.
2. Determine strategies required to achieve goals and objectives
3. Determine FTE's, expenditures, and revenue required to achieve goals and objectives from current needs to year 2030 based upon social factors, economic factors, and demographics

The consultant will deliver a strategic plan for each department, (Sheriff and all included divisions Juvenile, and the District Attorney). They will also deliver a Summary financial forecast for Law Enforcement.

TASK FIVE

The consultant will develop long range strategies for integration of public safety information technology between Curry County Public Safety partners; Curry County information systems; and external interfaces required to support public safety.

The consultant will:

1. Conduct research, data capture, interviews and other methodologies to determine current system, network, security, applications and communications infrastructure for all public safety partners.
2. With input from management and project team, develop goals and objectives.
3. Determine strategies required to achieve goals and objectives
4. Determine FTE's, expenditures, and revenue required to achieve goals and objectives

The consultant will deliver a recommended long-range strategy, required resources, and a financial forecast.

TASK SIX

The consultant will determine the maximum tax rate required to support recommended service levels and other documents and recommended actions required to comply with Oregon revised Statutes relating to tax-district formation.

The consultant will:

1. Determine required tax rate to sustain services for each year.
2. Draft a ballot title and ballot measure language
3. Describe additional required steps to be taken by Curry County
4. Identify the cost per assessed \$1,000.00 on a sliding scale from current needs to year 2030 that will include comprehensive cost increases.

The consultant will deliver a maximum tax rate required; a Ballot title and ballot language, and they will deliver a description of remaining actions which will be required of the BOCC and Sheriff to complete the district formation.

TASK SEVEN

The consultant will prepare and present their findings, and will deliver a presentation for the BOCC and the general public.

The following is not included in this scope of work:

1. The consultant will not include any capital expenditures related to Bond indebtedness.
2. The consultant will not include any city services in this scope of work, or studies
3. The consultant will not look at any consolidation of any governmental entities of public safety services.



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

TO: LEBRC

DATE: January 15, 2009

SUBJECT: Project Approach/Alternatives

The purpose of this memorandum is to share some thoughts concerning the development of a proposal for submission to the Board of Commissioners.

PROCESS

In my experience, the most successful process for developing a level of service plan is to first develop preliminary level of service goals. What level of service do we want to achieve?

- 24 hour patrol?
- Maximum all response time?
- Percentage of time on patrol versus time responding to calls?
- Number of patrol officers on duty / response time proximity for officer safety?
- Adequate prosecution capacity and jail capacity to serve as a deterrent?
- Minimum percentage of sentence to be served by persons convicted of crime?
- Case workload per attorney in DA's office?
- Case workload in juvenile department?
- Percentage of juveniles diverted from criminal justice system?
- Assure communications to field officers in all areas of County?
- Maximum dispatcher calls volumes?
- What related services are to be provided: animal control/shelter, search and rescue, school resource officers, narcotics investigation?

Once we determine the level of service we want to achieve...establish the level of service goal...we begin building the plan to achieve that goal. The plan should be comprehensive and include staffing, facilities, equipment and growth assumptions.

We then test the plan against various financing alternatives...a property tax levy, sales tax, diverting resources from other services, interagency contracting...and do a cost/benefit analysis. If the financing plan does not appear to be economically or politically feasible, we revisit the level of service goals and prioritize modifications. This cycle continues until we find a "happy median" that we are comfortable recommending to the Board of Commissioners and the public.

LOOKING BEYOND COUNTY AGENCIES

Currently, the Sheriff's Department provides general law enforcement services in the unincorporated area, and the three cities provide general law enforcement services in their respective jurisdictions. There are 32 budgeted general law enforcement officers, including the three police chiefs and the Sheriff, providing general law enforcement services to a population of 21,510 spread over 1,648 square miles. All four of these agencies are interdependent at some level. The combined law enforcement budget for the four agencies is currently \$6,261,000. The Sheriff's Department attributes \$791,901 of their budget (22 per cent) to patrol services.

Only the City of Brookings currently supports at least one police officer on duty 24 hours a day, seven days a week.

The Sheriff's Department operates a 9-1-1 call center and dispatch center in Gold Beach. In addition to serving the needs of the Sheriff's Department, this communications center provides 9-1-1 services and dispatching for the Gold Beach and Port Orford Police Departments and a number of fire departments north of Cape Ferello.

The City of Brookings operates a 9-1-1 call center and dispatch center in Brookings. In addition to serving the needs of the City of Brookings, this communications center also transfers 9-1-1 calls requiring response by the Sheriff's Department and Oregon State Police, and provides direct dispatching services for five fire agencies and Cal Ore Life Flight. Only Cal Ore Life Flight pays for dispatching services.

The current organizational structure for providing law enforcement services in Curry County as described above prompts a number of questions.

- Are we currently over spending to sustain four separate agencies providing general law enforcement services to Curry County residents? Is there a more efficient and equitable way to provide and pay for general law enforcement services?
- Is it appropriate for countywide property owners, including property owners in the City of Brookings, to pay for emergency dispatching services in the unincorporated area, and for police dispatching services in Gold Beach and Port Orford?
- What portion of the emergency communications cost is attributable to non-law enforcement activity, and what is the appropriate mechanism for paying that cost?

The concept hereby advanced is to include in our evaluation of an alternative delivery system for general law enforcement services to the County and the three cities. One alternative might be to create three general law enforcement service areas (LESA) within Curry County: North, Central and South.

Conceptually, the boundaries of the North LESA would be from the Coos County line to Ophir. The Central LESA would extend from Ophir to Pistol River. The South

LESA would extend from Pistol River to the California State Line. The LESA would include the unincorporated area and the City within the LESA.

For each of the LESA's a determination would be made on an appropriate general law enforcement staffing level to serve the population within the geographic area. Considerations would include response time, hours of coverage, officer safety, service demand (# of calls).

General law enforcement services to each of these LESA's could be provided by the City Police Department (i.e., Port Orford, Gold Beach, Brookings) or by the Sheriffs Department.

The "Lakewood Plan" for law enforcement was first developed in 1958 in the Los Angeles County, where it still functions today. Under this plan, cities large (Santa Clarita, pop. 160,000+) and small (Bradbury, pop. 900) contract with the Los Angeles County Sheriff's Department for law enforcement services. A good example of how this works is in Malibu (pop. 12,500). Malibu contracts with the Sheriff's Department for a certain number of hours of service. A Sheriff's Commander or Captain is assigned as the City's "police chief," attending City Council and management staff meetings. Services and complaint handling are customized to the culture of the contracting community. While a certain number of deputies are assigned primarily to work within the City Limits, they also respond to incidents occurring in adjacent unincorporated territories. Similarly, the rather substantial resources of the Sheriffs Department are available to respond to special circumstances within the City. The result is that the City gets a higher level of service than it would otherwise be able to afford operating its own department, and the County has additional resources available as needed in the unincorporated area.

Note that area of the City of Malibu consists of 20 square miles...about **five times** the area of Brookings...and is 21 miles in length. The distance between Pistol River and the California border is 21.8 miles. The total law enforcement budget is \$5.7 million (keep in mind that California police officer compensation is significantly higher than Curry County), and includes seasonal beach patrol and motorcycle traffic officer services. A total of 18 law enforcement officers are assigned to Malibu, including supervisors and command staff. Malibu is a reasonable case study to use as part of the evaluation of the south LESA concept.

Another example borrowed from California is the contract between the cities of Maywood (pop. 23,000) and Cudahy (pop. 22,000). These two cities are non-contiguous. Cudahy dropped its contract with the Los Angeles County Sheriff and contracted, at a lower cost, with the City of Maywood for law enforcement services.

There are numerous examples of City/County law enforcement contracts in Oregon...I am just less familiar with them.

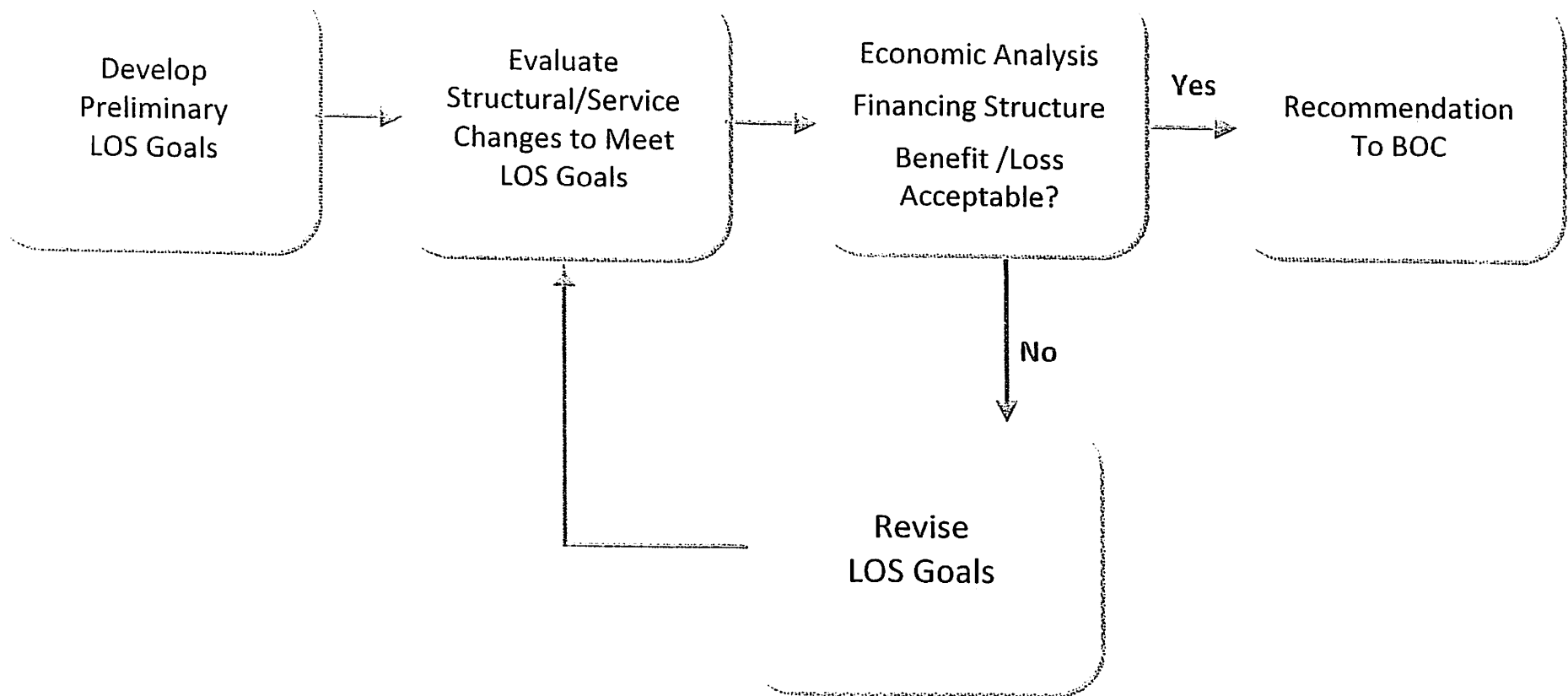
Perhaps a "Lakewood Plan" could function in reverse, with the County contracting with a City to provide law enforcement services within a designated area of the unincorporated territory. Part of the study would be to determine how many

additional police officers would need to be added to the Brookings Police Department to provide 24-hour coverage to the south LESA.

Thank you for considering these thoughts.

PROJECT APPROACH

Based on achieved Level of Service (LOS) Goals





CHAMBER OF COMMERCE
"Working To Help Our Businesses Grow"

the PULSE of
America's
Wild Rivers
Coast
101 MILES OF NATURE'S BEST

February 9, 2009

Mr. Gary Milliman
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Gary:

In anticipation of the 70th Azalea Festival, scheduled for the Memorial Day Weekend, May 22nd through the 25th, 2009, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Spotlight Video and Washington Mutual Bank (see attached map), from 5 p.m., Friday, May 22nd to 7:00 p.m., Monday, May 25th, 2009; and the cessation of watering the grassy strip between the Frontage Road and Chetco Avenue for the same time period.
2. The closure of Ross Land – the area between Mory's and the entrance to Chetco Pharmacy & Gifts (see attached map), for the same time frame as in request #1.

(Both of these closures are to insure pedestrian safety. An adequate emergency vehicle lane will be maintained. Businesses located in these areas will be notified by letter in advance of these closures.)
3. Request for a sufficient number of city barricades and traffic cones for both closures.
4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.
5. Waiving the fee for the use of the Azalea Park Garden Area on Friday, May 22nd, 2009, to be used as a back-up site for the Azalea Festival Kick-off Mixer, and the "Stage Under The Stars" Bandshell for the Park Program component of the festival on Saturday, May 23rd, 2009.
6. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 23, 2009, to coincide with the parade.
7. Use of the parking area south of City Hall (between City Hall and the Elks Lodge). Access for emergency vehicles will be maintained.

RECEIVED
FEB 11 2009
JP

8. Use of the public right-of-way by the fountain area adjacent to the parking lot in front of Ray's Market on Chetco Avenue.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, the community's 70th, will again prove to be a big success for both residents and visitors.

Sincerely,

A handwritten signature in black ink, appearing to read "Les Cohen", with a stylized flourish at the end.

Les Cohen
President & CEO

Enclosures

c: Chris Wallace, Chief, Brookings Police Department

HIGHWAY 101

MORY'S

ROSS ROAD

FRONTAGE ROAD

EVERGREEN
FEDERAL

CHETCO
PHARMACY
SPOTLIGHT VIDEO
LIQUOR STORE

WASHINGTON
MUTUAL

FIFTH STREET

ROSS ROAD

ACCESS

ELK DRIVE

Azalea.map.roadclosures

HIGHWAY 101



FIFTH STREET

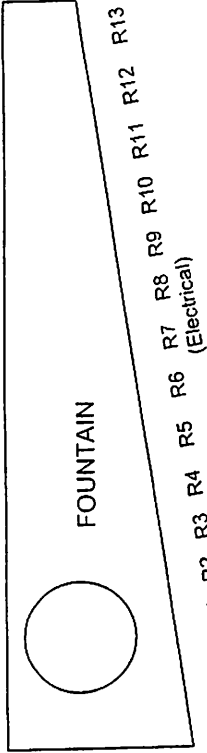
GRASS

FRONTAGE ROAD
STREET FAIR

WASHINGTON
MUTUAL

ELK DRIVE

CITY
HALL



R1 R2 R3 R4 R5 R6 R7 R8 R9 R10 R11 R12 R13
(Electrical)

Not Drawn To Scale

RAY'S FOOD PLACE