

AGENDA
City of Brookings
SPECIAL COUNCIL MEETING

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

Monday, June 29, 2009, 5:30 p.m.

A meeting of the Urban Renewal Agency will immediately follow.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Budget Hearings/Resolutions**
 - A. Resolution 09-R-918, adopting a Supplemental Budget for FY 2008-09. *Pg. 5-7*
 - 1. Public Hearing
 - 2. Adoption
 - B. Resolution 09-R-923, approving appropriation transfers for FY 2008-09. *Pg. 9*
 - 1. Public Hearing
 - 2. Adoption
 - C. Resolution 09-R-919, declaring the City of Brookings' election to receive State revenues for the FY 2009-10. *Pg. 11-13*
 - 1. Public Hearing
 - 2. Adoption
 - D. Resolution 09-R-920, adopting the City of Brookings Budget, declaring tax levied and making appropriations for FY 2009-10, and to categorize the levy. *Pg. 15*
 - 1. Public Hearing
 - 2. Adoption
- V. Rates, Fees & Charges/Resolutions**
 - A. Public Comment period
 - B. Resolution 09-R-924, adopting water rates, fees & charges for FY 2009-10. *Pg. 19-21*
 - C. Resolution 09-R-925, adopting sewer rates, fees and charges for FY 2009-10. *Pg. 23*
 - D. Resolution 09-R-926, adopting System Replacement fees for FY 2009-10. *Pg. 25*
- VI. Remarks from Mayor and Councilors**
 - A. Mayor
 - B. Councilors
- VII. Adjournment**

URBAN RENEWAL AGENCY
Regular Meeting

- I. Call to Order**
- II. Roll Call**
- III. Consent Calendar**
 - A. Urban Renewal Agency Minutes for January 26, 2009. *Pg. 27*
 - B. Urban Renewal Advisory Committee Minutes for December 11, 2008, and January 8, February 12, March 12, April 9 and May 14, 2009. *Pg. 29*

IV. Council Comments

V. Budget Hearings

- A. Resolution 09-R-921, adopting a FY 2008-09 Supplemental Budget. *Pg. 35*
 - 1. Public Hearing
 - 2. Adoption
- B. Resolution 09-R-922, adopting the Brookings Urban Renewal Agency Budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for FY 2009-10. *Pg. 39*
 - 1. Public Hearing
 - 2. Adoption

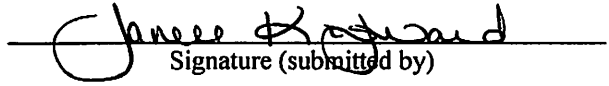
VI. Adjournment

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.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 29, 2009


Signature (submitted by)

Originating Dept: ASD

City Manager Approval

Subject: Approval of Supplemental Budget for FY 2008-2009.

Recommended Motion:

1. Adopt Resolution 09-R-918, adopting a supplemental budget for fiscal year 2008-2009.
2. Adopt Resolution 09-R-923, approving the appropriation transfers for fiscal year 2008-2009.

Financial Impact:

There is no net impact to the fiscal year 2008-2009 budget.

Background /Discussion:

The supplemental budget includes the addition of the Loan Proceeds and respective expenditures for the Communications Tower project in the General Fund in the amount of \$540,000.

The additional budget resolution is to correct a couple of housekeeping items from the original 2008-2009 budget.

1. Decreases the transfer in from the Wastewater Fund to the General Fund in the amount of \$9,294 and decreases the contingency balance in the same amount. This is to balance the transfer in and transfer out.
2. Decreases the Non-departmental budget and increases the Transfer and Contingency, as was approved in the detailed budget, but not separated out correctly in the adopted budget resolution.

Attachment(s):

Resolution 09-R-918 Supplemental Budget 2008-2009
Resolution 09-R-923 Budget appropriation transfer 2008-09

**IN AND FOR CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 09-R-918

A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR 2008-2009.

WHEREAS, the City of Brookings will receive loan proceeds not anticipated, and higher capital expenditures in General Fund, Police than originally anticipated, and

WHEREAS, the City of Brookings has higher materials and services expenditures and lower capital expenditures than originally anticipated;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective upon adoption, the undersigned represents as follows on behalf of the City of Brookings:

	<u>General Fund</u>	
Loan Proceeds	\$	540,000
Police	\$	540,000

Passed by the City Council on June 29, 2009, and made effective the same date.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

CITY OF BROOKINGS

RESOLUTION 09-R-923

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND.

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

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

WHEREAS, the City needs to reduce the transfers into the General Fund from the Water Fund to agree to the corresponding transfer out, and reduce the contingency.

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

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2008, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Transfers In	\$ (9,294)
Requirements:	
Non-departmental	\$ (607,149)
Transfers	\$ 140,000
Contingency	\$ 457,855

Passed by the City Council June 29, 2009, and made effective the same date.

Attest:

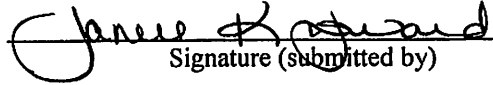
Mayor Larry Anderson

City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 29, 2009


Signature (submitted by)

Originating Dept: ASD

City Manager Approval

Subject: Approval of Appropriations for FY 2009-10 Budget.

Recommended Motion:

1. Adopt Resolution 09-R-919 declaring the City's election to receive state revenues for 2009-2010 fiscal year.
2. Adopt Resolution 09-R-920, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2009-2010 fiscal year, and to categorize the levy.

Financial Impact:

The fiscal year 2009-2010 approved budget of the City of Brookings is in the amount of 19,836,199 and the proposed adopted budget is \$19,885,999.

Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30th. Before the City can implement the 2009-2010 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council. The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing (funds) before the Budget Committee and City Council.

Only one change is proposed by staff of the Budget Committees' approved budget. This is carrying forward the State Parks Grant for the Easy Manor Park project and the related expenditures, of \$49,800.

Attachment(s):

Resolution 09-R-919 State Revenue Sharing
Resolution 09-R-920 Adopt Budget
FY 2009-2010 Budget (notebook)

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

**IN THE MATTER OF A RESOLUTION
DECLARING THE CITY OF BROOKINGS'
ELECTION TO RECEIVE STATE REVENUES
FOR THE 2009-2010 FISCAL YEAR.**

RESOLUTION 09-R-919

WHEREAS, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2009-2010, and

WHEREAS, the Budget Committee of the City of Brookings held a public hearing on June 9, 2009 and the City Council of the City of Brookings held a public hearing on June 29, 2009, giving citizens an opportunity to comment on the use of State Revenue Sharing;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 29th of June, 2009.

Dated and signed this _____ day of _____, 2009.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

I certify that a public hearing before the Budget Committee was held on June 9, 2009 and a public hearing before the City Council was held on June 29, 2009, giving citizens an opportunity to comment on the use of State Revenue Sharing.

Joyce Heffington, City Recorder

In the Matter of a Resolution Adopting the)
City of Brookings' Budget, Declaring Tax Levied,) RESOLUTION
Making Appropriations for the 2009-2010) NO.
Fiscal Year and to Categorize the Levy.) 09-R-920

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2009, and for the purposes shown below, are hereby appropriated as follows:

(15)

AZALEA PARK FUND		
Materials & Services	24,400	
Capital Outlay	78,000	
Special Appropriations:		
Contingencies	<u>15,000</u>	
TOTAL AZALEA PARK FUND APPROPRIATION		117,400
DEBT SERVICE BOND FUND		
Debt Service	<u>351,044</u>	
TOTAL FUND APPROPRIATION		351,044
DEBT SERVICE BOND SERIES 2003		
Special Appropriations:		
Transfers	<u>116,000</u>	
TOTAL FUND APPROPRIATION		116,000
DAWSON BANCROFT BOND FUND		
Materials & Services	775	
Debt Service	<u>67,895</u>	
TOTAL FUND APPROPRIATION		68,670
WATER LOAN FUND- OECDD		
Material & Services	1,000	
Debt Service	<u>347,000</u>	
TOTAL FUND APPROPRIATION		348,000
WASTEWATER LOAN FUND		
Materials & Services	46,629	
Debt Service	<u>1,002,488</u>	
TOTAL FUND APPROPRIATION		1,049,117
CAPITAL PROJECTS RESERVE FUND		
Capital Outlay	561,000	
Contingencies	<u>176,000</u>	
TOTAL RESERVE FUND APPROPRIATION		737,000
STREET SYSTEM REPLACEMENT FUND		
Capital Outlay		648,000
WATER SYSTEM REPLACEMENT FUND		
Capital Outlay		262,000
WASTEWATER SYSTEM REPLACEMENT FUND		
Capital Outlay		666,500
STORMWATER SYSTEM REPLACEMENT FUND		
Capital Outlay		105,000
STREET SYSTEM DEVELOPMENT FUND		
Materials & Services	2,500	
Capital Outlay	<u>306,500</u>	
TOTAL STREET SYSTEM DEVELOPMENT FUND		309,000
WATER SYSTEM DEVELOPMENT FUND		
Materials & Services	5,000	
Capital Outlay	<u>782,500</u>	
TOTAL WATER SYSTEM DEVELOPMENT FUND		787,500
WASTEWATER SYSTEM DEVELOPMENT FUND		
Capital Outlay	573,150	
Special Appropriations:		
Contingencies	<u>7,350</u>	
TOTAL WASTEWATER SYSTEM DEVELOPMENT FUND		580,500
PARKS & REC SYSTEM DEVELOPMENT FUND		
Capital Outlay		129,100
STORMWATER SYSTEM DEVELOPMENT FUND		
Capital Outlay		78,100

STOUT PARK TRUST FUND		
Materials & Services		4,200
K-9 FUND		
Materials & Services	30,605	
Special Appropriations:		
Contingency	<u>20,000</u>	
TOTAL K-9 FUND APPROPRIATIONS		50,605
HEALTH FAIR FUND		
Materials & Services	1,500	
Special Appropriations:		
Contingency	<u>2,380</u>	
TOTAL HEALTH FAIR FUND		3,880
SAFETY CITY FUND		
Materials & Services		4,050
COMMUNITY POLICING FUND		
Special Appropriations:		
Transfers		<u>105</u>
TOTAL CITY OF BROOKINGS APPROPRIATIONS		18,509,169
RESERVED AMOUNTS		
Wastewater Loan Fund		1,002,488
UNAPPROPRIATED ENDING FUND BALANCE		
Debt Service Fund	256,956	
Dawson Bancroft Bond Fund	102,386	
Stout Park Trust Fund	15,000	
TOTAL UNAPPROPRIATED FUND BALANCE		<u>374,342</u>
TOTAL ADOPTED BUDGET		<u><u>\$19,885,999</u></u>

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and in the amount of \$418,478 for bonds; and that these taxes are hereby imposed and categorized for tax year 2009-2010 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX		
	General Government	Excluded from
		Limitation
General Fund	\$3.7630/1000	
Debt Service Fund		\$418,478

ADOPTED by the City Council for the City of Brookings this 29th day of June, 2009.
Signed by the Mayor on _____ day of June, 2009.

Mayor Larry Anderson

ATTEST by:

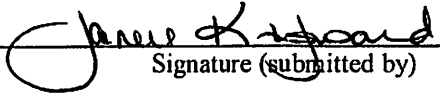
Joyce Heffington, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 29, 2009

Originating Dept: ASD


Signature (submitted by)

City Manager Approval

Subject: Approve Water and Sewer Rates, and System Replacement Fees for 2009-2010

Recommended Motion:

1. Adopt Resolution 09-R-924, adopting Water rates for 2009-2010.
2. Adopt Resolution 09-R-925, adopting Sewer rates for 2009-2010.
3. Adopt Resolution 09-R-926, adopting System Replacement Fees for 2009-2010.

Financial Impact:

The above rates are necessary to balance the budget as approved by the Budget Committee.

Background /Discussion:

The rate increases included in the attached resolutions are as approved by the Budget Committee.

A 5.25% increase is included for water rates.

An 8.6% increase is included for sewer rates. This is primarily due to the decrease of SDC revenue available to pay the wastewater debt.

System Replacement Fees (SRF) are adjusted by the CPI-U, which decreased by 0.4% for the year, bringing each SRF to \$2.59 for Streets, Water, Wastewater, and Stormwater.

Attachment(s):

Resolution 09-R-924 Water Rates

Resolution 09-R-925 Sewer Rates

Resolution 09-R-926 System Replacement Fees

CITY OF BROOKINGS

Resolution 09-R-924

In the Matter of a Resolution Adopting Rates, Fees and Charges to the Users of the City of Brookings Water Supply Services and Repealing Resolution 08-R-888.

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 5.25% is necessary to balance resources and requirements for 2009-2010;

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2009, the following rates, fees and charges are hereby adopted:

Monthly User Charges	Inside City Limits	\$9.42 Base Fee \$2.04 per 100 cu.ft. of usage
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	Outside City Limits	\$18.85 Base Fee \$4.08 per 100 cu.ft. of usage
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Service Deposit – For Tenant	\$120.00
Service Deposit - For Owner	\$60.00

Temporary Construction Service	\$60.00
<i>(Six month maximum service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first)</i>	

Cleaning Water (ten day maximum service)	\$25.00
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Vacation Turn – On	\$20.00
-Outside City Limits	\$30.00
Vacation Turn – Off	\$20.00
-Outside City Limits	\$30.00

Red Tag Fee	\$20.00
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Delinquent Shut off Fee	\$20.00
After Hours Call Out Fee	\$114.00
Meter Test	\$52.00

Connection Fees:	
Meter Drop – In	\$114.00

Service Pipe Extension and Meter Installation	
3/4"	\$2,600.00
3/4" – Outside City Limits	\$3,952.00
1"	\$3,016.00
1 1/2"	\$4,888.00
2"	\$6,760.00

BE IT FURTHER RESOLVED that Resolution 08-R-888 is repealed in its entirety.

Passed by the City Council June 29, 2009, and made effective July 1, 2009.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

CITY OF BROOKINGS

Resolution 09-R-925

In the Matter of a Resolution Adopting Rates, Fees and Charges to the Users of the City of Brookings Sewer Services and Repealing Resolution 08-R-890.

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 8.6% is necessary to balance resources and requirements, primarily due to a reduction in Wastewater SDC revenues;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Sewer Service Account Setup Fee:	\$10.00 Nonrefundable
Service deposit – for tenant:	Included with water deposit
For owner:	Included with water deposit
Monthly user charges for:	
Single family residential:	\$48.27
Multi-family residential:	\$48.27
Restaurants:	\$2.73 monthly service charge plus \$6.01/ccf of water use
Commercial	\$2.73 monthly service charge plus \$5.29/ccf of water use
Churches	\$2.73 monthly service charge plus \$3.05/ccf of water use
Schools:	\$2.73 monthly service charge plus \$3.14/ccf of water use

Industrial: \$2.73 monthly service charge
plus \$9.37/ccf of water use

Harbor Sanitary District: As established by agreement
Connection Fee (without existing lateral to property line)
4" \$3,500.00
6" \$4,700.00

Lateral Inspection \$20.00

BE IT FURTHER RESOLVED that Resolution 08-R-890 is repealed in its entirety.

Passed by the City Council June 29, 2009, and made effective July 1, 2009.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

CITY OF BROOKINGS

RESOLUTION 09-R-926

A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, STREET SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES.

WHEREAS, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

WHEREAS, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March; and

WHEREAS, the CIP-U decreased 0.4% from March 2008 to March 2009;

NOW, THEREFORE, BE IT RESOLVED: by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2009, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<u>CHARGE</u>	<u>RATE</u>
Street System Replacement	\$2.59
Water System Replacement	\$2.59
Wastewater System Replacement	\$2.59
Stormwater System Replacement	\$2.59

PASSED by the City Council June 30, 2009.

Attest:

Mayor Larry Anderson

City Recorder Joyce Heffington

Date: _____

MINUTES
City of Brookings
Urban Renewal Agency Meeting

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

Monday, January 26, 2009

Call to Order

Chair Anderson called the meeting to order at 8:15pm.

Roll Call

Agency Present: Chair Larry Anderson, Directors Hedenskog, Gordon, Kitchen and Pieper; a quorum present.

Staff Present: Executive Director Gary Milliman, City Attorney John Trew and City Recorder Joyce Heffington.

Other Present: Approximately 10 public.

Minutes

Approval of Urban Renewal Agency minutes for January 12, 2009 and acceptance of Urban Renewal Advisory Committee minutes for December 11, 2008.

Director Hedenskog moved, a second followed and the Agency voted unanimously to accept the minutes [as written].

Regular Agenda

Executive Director Gary Milliman reviewed the staff report regarding the proposal to develop a "pocket park" at 745 Chetco Avenue.

Director Pieper suggested that Agency funding might be used to hire a private contractor to perform the work rather than using Public Works labor and equipment.

Director Hedenskog moved, a second followed and the Agency voted unanimously to authorize \$150.00 to develop the pocket park [at 745 Chetco Avenue].

Adjournment

Director Kitchen moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:27pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2009:

Larry Anderson, Chair

Joyce Heffington, City Recorder

Minutes

Urban Renewal Advisory Committee

Council Chambers, 898 Elk Drive
Thursday, December 11, 2008

Call to Order: Vice Chair Chasar called the meeting to order at 3:05 p.m.

Present: Committee members: Vice Chair Pete Chasar, Donna Cramer, Dan Nachel, Rick Bishop, and Tony Parrish. Absent was Chair Ted Fitzgerald and Joyce Tromblee. Staff members attending were Executive Director Gary Milliman, Building Official LauraLee Gray, Administrative Services Director Patti Dunn, and Council Liaison Jake Pieper.

Minutes/Last Meeting: November 13, 2008 minutes accepted.

Regular Agenda:

Director Milliman reported that only one property owner responded to his inquiry into interest in having their property landscaped as a pocket park. The owner of the triangle on Pacific Avenue has agreed to allow the City to landscape and utilize the property. The Committee will move forward on a plan and cost estimate to put forward to the Urban Renewal Committee. Donna will touch base with Mark Gleason, owner of 549 Chetco Avenue to try and get a commitment for that property for a future pocket park.

LauraLee reported that Ross Road is under private ownership and that the City has no legal authority to require the removal of the pampas grass that is interfering with the sidewalk. Rick will contact the Manager of Evergreen Federal Savings and Loan to see if they would do it as a "good neighbor" gesture.

Executive Directors Report:

Director Milliman presented the concept drawings showing the proposed improvements for downtown development. The plans include improvements to Fern and Willow, Spruce from Wharf to Willow and Wharf and Center on each side of the Central Building. Possible project additions are Alternate 1, Spruce from Willow to Oak, Alternate 2, Spruce from Wharf to Center and Alternate 3, Hemlock.


Donna Cramer moved to approve the improvement project as presented, Rick Bishop seconded, vote was unanimous to approve. Milliman also reported that the ODOT grant for sidewalks had not been approved.

Next months meeting:

Staff will prepare a report on the accomplishments of the URAC committee.
Tony will do a slide show on the façade improvement projects.
Further discussion of pocket park and alley program

Adjournment: adjourned at 3:35 for a field trip to the pocket parks.

Respectfully submitted,

 (Approved at 1/8/09 meeting).

PETE CHASAR (Chair or Vice Chair)
Print Name and Title

Minutes
Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Thursday, January 08, 2009

Call to Order: Vice Chair Chasar called the meeting to order at 3:03 p.m.

Present: Committee members: Vice Chair Pete Chasar, Donna Cramer, Dan Nachel, Rick Bishop, Joyce Tromblee and Tony Parrish. Absent was Chair Ted Fitzgerald. Staff members attending were Executive Director Gary Milliman, Building Official LauraLee Gray, Public Works Inspector Rich Christensen, Administrative Services Director Patti Dunn, and Councilman Jake Pieper.

Minutes/Last Meeting: December 11, 2008 minutes accepted.

Regular Agenda: LauraLee Gray presented a report on the accomplishments of the URAC Committee since the creation of the group. The report raised questions about the role of URA in the funding of the Chetco Point Park project. LauraLee will investigate and report at next months meeting. The Committee discussed the pocket park proposed at Pacific Avenue. Tony will work on a concept drawing and cost estimate, LauraLee will prepare a Council Agenda Report for the January 26th Council/URA meeting for their approval. She has also sent a request for participation in the pocket park program and a contract to Mark Gleason at 549 Chetco Avenue.

Executive Directors Report: Director Milliman reported that the URA will vote on approval for the Engineering to commence for the downtown streets project on January 26. If approved, preliminary construction is expected in early May with work to continue through the summer. The City has submitted 7 additional projects for consideration under the economic stimulus funding proposal.

Committee Members comments: Joyce Tromblee requests that the Committee be provided with a budget break down of all costs associated with URA. Several members brought up lots downtown that have construction debris, LauraLee will ask Donna Colby-Hanks to look into abatement under the nuisance ordinance.


Next months meeting:

Tony will do a slide show on the façade improvement projects.

Discuss ideas about improving the alley between Spruce and Hemlock

Adjournment: adjourned at 3:39

Respectfully submitted,

 (Approved at 2-12-09 meeting).

PETE CHASAR (Chair or Vice Chair)
Print Name and Title.

Minutes
City of Brookings
Urban Renewal Advisory Committee
City Hall Council Chambers, 898 Elk Drive, Brookings
Thursday, February 12, 2009

Call to Order: Chair Fitzgerald called the meeting to order at 3:00pm.

Roll Call: *Committee members present were:* Chair Ted Fitzgerald, Tony Parrish, Pete Chasar, Donna Cramer and Rick Bishop. *Absent were* Joyce Tromblee and Dan Nachel. *Others present were:* Executive Director Milliman and approximately 4 public.

Acceptance of Minutes: The Committee voted unanimously to approve the minutes for January 8, 2009.

Regular Agenda

Discussion of potential Pocket Park location: Executive Director Milliman provided a written report from the Building Official regarding the agreement signed by Ron and Renee Plecher. The report noted that contact was made with a representative of the property owner at 708 Hillside Avenue.

Façade Improvement Slide Show: The Committee viewed a slide show prepared by Tony Parrish on downtown area improvements.

Spruce and Hemlock alley improvement discussion: It was the consensus of the Committee that any work on the proposed alley improvement in the Downtown Master Plan be delayed until the downtown street improvement project is complete.

Executive Director Reports: Executive Director Milliman reported that design engineering was in progress on the downtown street improvement project. He reported that the City had learned that the main CCEC power feed through the western part of town was relocated from Railroad to Hemlock Street some years ago in anticipation of the couplet project. Undergrounding of these lines may be very expensive and the Committee may need to revisit this element of the project.

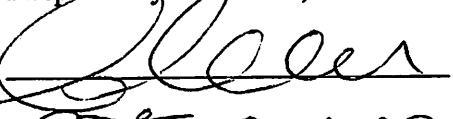
Committee Member Comments: Tony Parrish reported that the Library was having difficulty reaching agreement on the placement of a recycling bin in the parking lot with CTR and that CTR was being unreasonable. The current location is not consistent with the Committee's efforts to lessen the visual impact of dumpsters.

Items for March 12, 2009 Meeting

- Downtown project status
- Comprehensive Annual Financial Report for 07/08

Adjourn: The meeting adjourned at 3:35pm.

Respectfully submitted,



(Approved at 3/12/09 meeting).

PETE CHASAR

(Chair or Vice Chair)

Print Name and Title.

Minutes
Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Thursday, March 12, 2009

Call to Order: Vice Chair Chasar called the meeting to order at 3:03 p.m.

Roll Call: Present: Committee members, Vice Chair Pete Chasar, Donna Cramer, Dan Nachel, Joyce Tromblee and Tony Parrish. Absent were Chair Ted Fitzgerald and Rick Bishop. Staff members attending were Executive Director Gary Milliman, Building Official LauraLee Gray and Council Liaison Jake Pieper.

Minutes/Last Meeting: February 12, 2009 minutes accepted.

Regular Agenda: The scheduled planter box presentation was postponed, Milliman will touch base with Ron James and reschedule. A citizen has offered to finance 4 or 5 directional signs in the downtown area geared toward pedestrians to direct them to the parks. Committee supports the concept and Milliman will report back with sign details. Representatives from the Dyer partnership presented 2 options for the improvements on Spruce Street. The consensus of the committee was to support option B which lessens the impact on the large rock outcropping on the property.

Kim Jones lot on Chetco Avenue was discussed for a potential pocket park. Pete will suggest a design competition to the Art Walk members and staff will do a site visit.

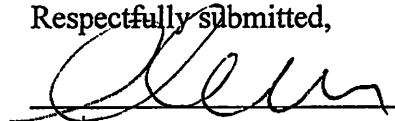
Executive Directors Report: Director Milliman reported on progress with the engineered plans for the downtown street improvement project, there are several "technical" issues to overcome relating to catch basins and other underground facilities. Milliman also reported that he has had 2 inquiries about the façade improvement program.

Committee Members comments: Tony brought up the issue of pampas grass, LauraLee will notify Public Works that it needs to be removed from City property. Gary will look into a public outreach program to educate citizens.

Next months meeting: Update on downtown project.

Adjournment: adjourned at 4:15.

Respectfully submitted,

 (Approved at April 9, 2009 meeting).

Pete Chasar, Vice Chair (Chair or Vice Chair)
Print Name and Title.

MINUTES
City of Brookings
Urban Renewal Advisory Committee
City Hall Council Chambers, 898 Elk Drive, Brookings
April 9, 2009

I. Call to Order

Vice Chair Pete Chasar called the meeting to order at 3:00pm.

II. Roll Call

Committee members present: Vice Chair Pete Chasar, Rick Bishop, Joyce Tromblee, Donna Cramer, Dan Nachel and Tony Parrish. Absent was Chair Ted Fitzgerald. Staff present: Gary Milliman and Richard Christensen. Also present: Council Liaison Jake Pieper.

III. Minutes

Joyce Tromblee moved, Dan Nachel seconded, and the minutes for March 12, 2009 were accepted with Rick Bishop abstaining.

IV. Regular Agenda

- *Update on downtown project.* Executive Director Milliman reported on status of downtown improvement project.
- *Pocket park update.* Alternative plans for pocket park on Artwalk Alley were presented. Discussion included who will maintain pocket parks when complete and a signed consent agreement from Hillside property owner regarding a park on that property.
- *Dumpster color program.* A color palette for dumpsters was distributed. Executive Director Milliman will forward the palette on to CTR.
- *Urban Renewal Agency expenditure history and audited financial statements.* Expenditure history since creation of the Urban Renewal Agency was distributed. Discussion included use of funds for Chetco Point Park which was later reimbursed from the Park fund.

V. Committee Member Comments

Donna Cramer reported that the Pilot will run an article on pampas grass eradication.

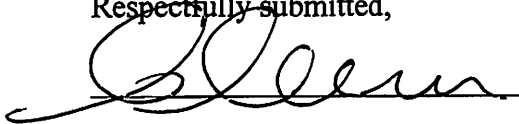
VI. Items for Next Meeting

Available funding for Art Walk Alley pocket park.

VII. Adjourn

The meeting was adjourned at 4:20pm.

Respectfully submitted,

 (Approved at MAY 14, 09 meeting).
PETE CHASAR (Chair or Vice Chair)
Print Name and Title.

Minutes

Urban Renewal Advisory Committee

Council Chambers, 898 Elk Drive
Thursday, May 14, 2009

Call to Order: Vice Chair Chasar called the meeting to order at 3:03 p.m.

Present: Committee members, Vice Chair Pete Chasar, Donna Cramer, Tony Parrish and Rick Bishop. Absent were Chair Ted Fitzgerald, Dan Nachel and Joyce Tromblee. Staff members attending were Interim Executive Director Janell Howard, Building Official LauraLee Gray and Councilman Jake Pieper. Tim Patterson also attended.

Minutes/Last Meeting: April 09, 2009 minutes accepted.

Regular Agenda: Review of Pocket Park funding.

- A total of \$150.00 has been committed for plants at the Pacific Avenue Pocket Park. This leaves an uncommitted balance of \$11,350.00.
- Discussion regarding the Artwalk Alley pocket park and Kim Jones offer to install access stairs on her adjoining property. This discussion led to an offer by Tim Patterson to pay for 1/2 the improvements if the committee was interested in his Chetco Avenue lot for a pocket park.

Executive Directors Report:

- Councilor Pieper reported on the Agency decision for dumpster colors. Sherwood Forest (dark green) will be used for recycling containers and Wild West (dark brown) will be used for the standard trash receptacles.
- Councilor Pieper gave the committee information on an upcoming workshop related to the future of the URAC and invited participation by the members.


Committee Members comments: General discussion regarding the future of the Committee once all pocket park money has been expended.

Next months meeting: Design ideas will be presented for the following:

- Hillside Avenue/Tony Parrish
- Chetco Ave next to Theater/Tim Patterson
- Art Walk Alley/ Tony Parrish and prior submittals from Art Walk participants

Adjournment: adjourned at 3:50.

Respectfully submitted,

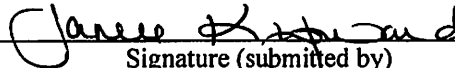
 (Approved at 6/11/09 meeting).

PETE CHASAR (Chair or Vice Chair)
Print Name and Title.

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 29, 2009


Signature (submitted by)

Originating Dept: ASD

City Manager Approval

Subject: Approval of Supplemental Budget for FY 2008-2009.

Recommended Motion:

Adopt Resolution 09-R-921, adopting a supplemental budget for fiscal year 2008-2009.

Financial Impact:

There is no net impact to the fiscal year 2008-2009 budget.

Background /Discussion:

The supplemental budget, General Fund includes additional Loan Proceeds and a transfer from the General Fund to the Debt Service Fund in the amount of \$46,000; and a transfer from the capital outlay to the materials and services appropriation for engineering costs for the downtown improvement project.

The Debt Service Fund includes the additional transfer in from the General Fund and the additional debt service expense of \$46,000.

Attachment(s):

Resolution 09-R-921 Supplemental Budget 2008-2009

IN AND FOR THE BROOKINGS URBAN RENEWAL AGENCY
STATE OF OREGON

**IN THE MATTER OF A RESOLUTION
ADOPTING A SUPPLEMENTAL BUDGET
FOR FISCAL YEAR 2008-2009 FOR
BROOKINGS URBAN RENEWAL AGENCY.**

RESOLUTION 09-R-921

WHEREAS, the Brookings Urban Renewal Agency, General Fund will receive higher loan proceeds than originally anticipated, and transfers to the Debt Service Fund are higher than originally anticipated, and

WHEREAS, the Brookings Urban Renewal Agency, General Fund has higher materials and services expenditures and lower capital expenditures than originally anticipated, and

WHEREAS, the Brookings Urban Renewal Agency, Debt Service Fund has higher transfers in and debt service expenditures than originally anticipated;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Brookings Urban Renewal Agency, Curry County, Oregon, that effective upon adoption, the undersigned represents as follows on behalf of the Brookings Urban Renewal Agency:

	<u>General Fund</u>		
Loan Proceeds	\$	46,000	
Transfer Out – UR Debt Service Fund	\$	46,000	
Materials and Services	\$	275,000	
Capital Outlay	\$	(275,000)	
	<u>Debt Service Fund</u>		
Transfer In – From UR General	\$	46,000	
Debt Service Fund	\$	46,000	

Adopted by Council and made effective on the 29th of June, 2009.

Dated and signed this _____ day of _____, 2009.

Attest:


Chair Larry Anderson

City Recorder Joyce Heffington

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 29, 2009


Signature (submitted by)

Originating Dept: ASD

City Manager Approval

Subject: Approval of Appropriations for FY 2009-10 Budget.

Recommended Motion:

Adopt Resolution 09-R-922, adopting the Brookings Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2009-2010 fiscal year.

Financial Impact:

The fiscal year 2009-2010 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$4,208,814.

Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30th. Before the Urban Renewal Agency can implement the 2009-2010 budget and receive tax money necessary for operations, these resolutions must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachment(s):

Resolution 09-R-922 Adopt Budget
FY 2009-2010 Budget (notebook)

**IN AND FOR THE BROOKINGS URBAN RENEWAL AGENCY
STATE OF OREGON**

In the Matter of a Resolution Adopting the)
Brookings' Urban Renewal Agency Budget,) RESOLUTION
Declaring Tax Increment Funding as Provided) NO.
Under Section 1c, Article IX of the Oregon) 09-R-922
Constitution and ORS Chapter 457, and Making)
Appropriations for the 2009-2010 Fiscal Year.)

BE IT RESOLVED that the Board of Directors of the Brookings' Urban Renewal Agency Hereby adopts the budget for 2009-2010 in the sum of \$4,208,814 now on file in the Office of the City Administrative Services Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2009, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND		
Materials and Services	\$50,000	
Capital Outlay	3,213,186	
Special Appropriations:		
Transfers	340,314	
TOTAL GENERAL FUND APPROPRIATIONS		\$3,603,500
 DEBT SERVICE FUND		
Materials and Services	2,000	
Debt Service	263,314	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		265,314
 TOTAL RESERVE AMOUNTS		 340,000
 TOTAL ADOPTED BUDGET		 <u>\$4,208,814</u>

BE IT FURTHER RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 29th day of June, 2009.

Chair Larry Anderson

ATTEST by:

Joyce Heffington, City Recorder

**Pat Sherman
PO Box 1140
Brookings, OR 97415**

June 29, 2009

Mayor and City Councilors:

Please include this document with attachments as part of the public record in the public hearing for the City of Brookings 2009/2010 budget.

My comments relate to budget item #10-12-6080, Audit Services. Last year's budgeted amount for the item was \$23,000 and the actual expenses for 2008/2009 were double that amount. This year the budgeted amount for the item is doubled at \$46,000. Notwithstanding an increase in reporting requirements, the primary reason the amount is double is due to the termination of services by the city's former independent auditor Wall and Wall CPAs in February 2008.

Because it is in the public interest for the public to have an opportunity to understand why audit expense has doubled, I am including with this testimony an email I received from the former auditor which shows why he terminated his services. Mayor Anderson and Councilors Gordon and Hedenskog had all been verbally informed, as per the auditor's request, of the auditor's reason for terminating his services prior to my resignation on March 3, 2008.

In the email to me dated July 3, 2008, Mr. Wall wrote: "Once we were lied to several times (by Milliman and Dunn), and loose (*sic*) complete trust, it became more and more difficult to try and continue working with them."

As much as I would have preferred to make the above disclosure to the citizens of Brookings at the time of my resignation, I had no supporting documentation at that time; and I think it would have been wrong to make such a statement without any proof.

I had previously submitted the attached email to Mayor Larry Anderson on February 13, 2009 and to Councilors Hedenskog, Gordon, Kitchen and Pieper on February 22, 2009.

Respectfully submitted,



Pat Sherman

Attachments: July 3 2008 email and February 27, 2008 email

Pat Sherman

From: Rob Wall [rob@wallandwallcpa.com]
Sent: Thursday, July 03, 2008 8:48 AM
To: Pat Sherman
Subject: Article

Pat - (please keep this in Confidence between you and I)

Thanks for forwarding me the article. Unfortunately it doesn't surprise me that Milliman and Dunn imply credit for the Certificate, and, we really appreciate your true statements about our firm, Paul, and Hilary. These kinds of misrepresentations generally come out, as what they actually are, in the long run. As you know Paul and I worked really hard (and long hours) in the past to achieve the GFOA Certificate, and I'm pleased to see the City received it again based on those efforts. Once we were lied to several times (by Milliman and Dunn), and loose complete trust, it became more and more difficult to try and continue working with them. If the new Auditors do what they're supposed to they'll contact me, and we'll have a lengthily detailed discussion.

I hope you have a good summer, and truth, integrity, and honesty usually win out in the end, even with these kinds of individuals making such misleading inferences to the public. Try not to worry about it too much (I know its more difficult actually living closer to this situation), and, always feel free to let me know if I can help you in any way (as I said before we completely trust you, and, you were always honest.)

Also, have a good Fourth!

Thanks, again.

Rob

J. Robert Wall, CPA
Wall & Wall PC, CPA
750 Central Ave #102
Coos Bay, OR 97420

(541) 269-1358 phone
(541) 269-0202 fax
(541) 290-9957 cell
rob@wallandwallcpa.com

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7/3/2008

Pat Sherman

From: Rob Wall [rob@wallandwallcpa.com]
Sent: Wednesday, February 27, 2008 8:53 AM
To: Pat Sherman
Cc: psherman@brookings.or.us
Subject: Audit Services Termination

Pat

Yesterday our firm sent the City of Brookings and Brookings Urban Renewal Agency notice of termination of our contracts for audit services, which you should receive today (attention was addressed to you, Larry, and City Management with three original notices sent certified mail.) I have tax appointments again this morning until about 11:00 am, but do want to talk with you somewhat about our thoughts, as I believe you're the most entitled to, (along with you relaying those to the Council.) Discussing this with you we feel would be most fair. We respect and trust you, and have always enjoyed working with you and the City accounting employees in the past.

Thank you for everything.

Rob

J. Robert Wall, CPA
Wall & Wall PC, CPA
750 Central Ave #102
Coos Bay, OR 97420

(541) 269-1358 phone
(541) 269-0202 fax
rob@wallandwallcpa.com

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9/17/2008