

AGENDA
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, February 25, 7:00 p.m.

Beginning at **6:00pm**, before the regularly scheduled Common Council Meeting, the Council will meet in **executive session** under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Ceremonies/Appointments/Announcements**
 - A. Mayor's recommendation to appoint Roy Steward as the Brookings Harbor School District's representative to the Traffic Safety Committee. [pg. 7]
- V. Oral Requests and Communications from Audience**
 - A. Committee and Liaison Reports
 - 1. Chamber of Commerce Reports – Year End Report [pg. 9]
 - 2. Council Liaisons
 - B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form** must be filled out and turned in **prior to the start of the meeting**. Forms are available in the City Manager's office and may be downloaded from the City's website at www.brookings.or.us. Completed forms may be turned in to the City Manager's office during regular business hours. Comments **will be restricted** to the topics indicated on the form. All remarks and questions must be addressed to **the presiding officer, only**. Comments will be **respectful**. Harsh or abusive language will not be tolerated.
- VI. Regular Agenda**
 - A. Consideration of Brookings-Harbor Chamber of Commerce requests in support of the Azalea Festival. *Chamber President Les Cohen* [pg. 13]
 - B. Discussion with possible authorization to purchase 6 fully equipped Police Department patrol vehicles and authorization for the City Manager to enter into financing agreement with Chetco Federal Credit Union for their purchase. *Chief Wallace* [pg. 21]
 - C. Follow-up to Public Safety Review workshop. *City Manager* [pg. 29]
 - D. Discussion with possible direction to City Attorney to work with the City Manager in the development of standard forms of agreement for procurement of construction, professional and service contracts. *City Manager* [pg. 39]
 - E. Discussion with possible authorization for City Manager to enter into a letter agreement with the Oregon Department of Fish and Wildlife for the development and operation of a salmon fish acclimation facility at Ferry Creek Reservoir. *City Manager* [pg. 41]
 - F. Discussion with possible approval to send letter to state representatives in support of an increase in national Coastal Zone Management funding. *City Manager* [pg. 45]
 - G. Discussion with possible authorization to the City Manager to enter into an agreement with the Dyer Partnership Engineers & Planners, Inc., to perform a review of the Water,

Waste Water and Storm Drain System Development Charge (SDC) Methodology and make recommendations for SDC rates. *Administrative Services Director* [pg. 49]

VII. Consent Calendar

- A. Approval of Council Meeting Minutes for February 11, 2008. [pg. 51]
- B. Acceptance of Urban Renewal Advisory Committee minutes for December 13, 2007 and January 10, 2008. [pg. 55]
- C. Acceptance of Traffic Safety Committee minutes for November 28, 2007 and January 16, 2008. [pg. 59]
- D. Approval of Liquor License Application for the Gallery Restaurants located at 515 Chetco Avenue. [pg. 63]

VIII. Ordinances/Resolutions/Final Orders

A. Ordinances

- 1. Ordinance 08-O-601, an ordinance amending Section 2.15.030(D), of Chapter 2.15, City Manager, of Title 2, Administration and Personnel, of the Brookings Municipal Code. *City Manager* [pg. 67]
- 2. Ordinance 08-O-602, an ordinance adding Section 10.10.070, Prohibited Parking, and repealing section 55 of Ordinance 61-O-157, codified in Section 10.30.010 of Chapter 10.30, Impounding Vehicles, of Title 10, Vehicles and Traffic, of the BMC. *City Manager* [pg. 73]

IX. Remarks from Mayor and Councilors

- A. Mayor
- B. Councilors

X. Adjournment

**URBAN RENEWAL AGENCY
REGULAR MEETING**

To follow immediately after the Common Council Meeting

I. Call to Order

II. Roll Call

III. Minutes

- A. Approval of Urban Renewal Agency minutes for January 28, 2008. [pg. 83]

IV. Comments

V. Regular Agenda

- A. Discussion with possible authorization to Executive Director to solicit proposals for technical services in support of a grant application under the Transportation Enhancement Activities program. *Executive Director* [pg. 85]

VI. Adjournment

February 2008

February 2008

S	M	T	W	T	F	S
3	4	5	6	7	1	2
10	11	12	13	14	8	9
17	18	19	20	21	15	16
24	25	26	27	28	22	23

March 2008

S	M	T	W	T	F	S
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30	31					29

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				February 1	2
					10:00am Safety City
					3
4	5	6	7	8	9
8:00am CC - Council WkShp -Public Safety/911		9:30am FH -Traffic Safety Committee	1:30pm CC - City/Co Staff Meeting	10:00am CC - Renewable Energy Coord Comm.	4:00pm 2nd Saturday Art Walk (Downtown Galleries)
9:00am FH- VIPS/Volunteers in Police Service		10:00am CC- Site Plan Com Mtg	3:00pm CC SafetyComMtg Kathy Dunn		10
7:00pm FH-FireTng/ChShrp		7:00pm FH-PoliceReserves			
11	12	13	14	15	16
7:00pm FH-FireTng/ChShrp	3:00pm CC - Bruce Brothers Meeting	10:00am CC- Site Plan Com Mtg	9:00am CC-Crm Stoppers		
7:00pm CC-Council Mtg		10:00am FH - Brookings Rural Fire Dept	11:00am CC - Staff/BB		
		12:00pm CC - Stout Park	1:00pm CC - Court		
			3:00pm CC Urban Renewal Advisory Committee		17
18	19	20	21	22	23
Presidents Day - Closed	7:00pm CC Planning Commission meeting	10:00am CC- Site Plan Com Mtg	9:30am CC - BH Rec Program	1:00pm CC - Easy Manor Park	
9:00am FH-VIPS/Volunteers in Police Service					24
11:00am Garden Club Mtg, Brookings Best Western Inn (Best					
7:00pm FH-FireTng/ChShrp					
25	26	27	28	29	
7:00pm FH-FireTng/ChShrp		10:00am CC- Site Plan Com Mtg	7:00pm CC-Parks & Rec Comm		
7:00pm CC-Council Mtg					

CC - Council Chambers
FH - Fire Hall
CM - City Manager's Office

Meeting dates and times are subject to change.

2/19/2008 2:59 PM

March 2008

March 2008							April 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					March 1
					2
3	4	5	6	7	8
8:00am CC - Council Workshop 9:00am FH- VIPS/Volunteers in Police Service 7:00pm FH-FireTng/ChShrp	8:00am CC - Police: 8-5pm (Training) 7:00pm CC - Planning Commission	10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting 7:00pm FH-PoliceReserves	3:00pm CC SafetyComMtg Kathy Dunn		4:00pm 2nd Saturday Art Walk (Downtown Galleries)
					9
10	11	12	13	14	15
9:00am CC - Renewable Energy 7:00pm FH-FireTng/ChShrp 8:00pm CC-Council Mtg	7:00pm CC - Planning Commission	9:30am FH - Traffic Safety 10:00am CC- Site Plan Com Mtg 10:00am FH - Brookings Rural 1:30pm CC - LDC Meeting 5:00pm CC - Victims Impact	9:00am CC-Crm Stoppers 1:00pm CC - Court 4:00pm CC Urban Renewal Advisory Committee		16
					22
17	18	19	20	21	22
10:00am FH-VIPS/Volunteers in Police Service 12:00pm Garden Club Mtg, Brookings Best W 7:00pm FH-FireTng/ChShrp	7:00pm CC - Planning Commission	10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting	9:30am CC - BH Rec Program		6:00am Easter Egg Hunt
					23
24	25	26	27	28	29
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg	7:00pm CC - Planning Commission	10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting	7:00pm CC-Parks & Rec Comm		30
31					
7:00pm FH-FireTng/ChShrp					

CC - Council Chambers
FH - Fire Hall
CM - City Manager's Office

Meeting dates and times are subject to change.

2/19/2008 2:59 PM



District Administration Office

629 Easy Street
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

February 12, 2008

City of Brookings
Traffic Safety Committee
898 Elk Drive
Brookings OR 97415

Roy Steward has been appointed as the district representative to the city traffic committee.

His experience as the district's training officer for bus drivers and law enforcement coupled with his work with our maintenance and bus supervisor makes him very qualified to serve on this committee.

He reports the information to three different safety committees within the district. If you have any questions, please feel free to contact me.

Sincerely,

Christine M. Nichols, M.Ed.
Superintendent

c: Roy Steward

RECEIVED

FEB 12 2008

Per 



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

To: Mayor, Common Council, City Manager; Director of Administration
From: Les Cohen, President & CEO *Les Cohen*
Subject: Program Report for calendar year 2007
Date: January 25, 2008

In accordance with the agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7 of said agreement, the following program report detailing performance accomplishments for calendar year 2006, under this Agreement is respectfully submitted.

Performance Accomplishments:

A. In Calendar Year (CY) 2007 the Brookings-Harbor Chamber of Commerce (Chamber) received \$34,213.87 in Transient Room Tax receipts from the City of Brookings for the promotion of the Brookings-Harbor area. During that same period of time the Chamber expended \$51,415.00 in the promotion of the Brookings-Harbor area. This figure does not include administrative expenses relating to salaries, Visitor Information Center overhead, nor any other non-marketing or promotion expense.

The funds were expended, in part, as follows:

1. Printing of promotional brochures - \$14,323.00
 - a. "The Coast is Clear"; "Lodging Guide"; "Dining Guide"; "Annual Calendar of Events"; "Great Things to See & Do"; "Children's Activities"; "Trails of the Chetco Ranger District"; "Nature Based Activities"; "Senior Housing and Special Services"; "Japanese Bomb Attack".
2. Postage for visitor information packets - \$3,069.00
3. Toll Free Telephone Number - \$605.00
4. Outdoor Sportsmen Shows (Eugene, Roseburg, Medford) - \$1,826.00
5. Oregon Coast Magazine (6 issues) - \$4,537.00
6. Travel Oregon Guide (Spring/Summer; Fall/Winter issues) - \$10,500.00
7. Curry Coastal Pilot Vacation Guide & RV Tour Map - \$840.00
8. Festival & Event Advertising - \$7,787.00

Sub-Total \$43,487.00

This amount represents only a partial list of Marketing & Promotions expenses for calendar year 2007. Some expenses it does not include are: postage for relocation packages; additional print and electronic media advertising; co-op advertising at Travel Shows through Oregon Coast Visitor Association and Southern Oregon Visitor Association; internet exposure such as internet access; website links, and the purchase

of ad words to enhance our website's exposure. This figure also does not include expenses for travel to marketing related activities such as Outdoor and Sportsmen Shows and conferences and symposia related to tourism and marketing.

B. In Calendar Year (CY) 2007 statistics from the Chamber's Visitor Information Center and the Brookings State Welcome Center show a combined total of recorded visitors of 55,878. This represents a slight increase in recorded visitors compared to calendar year 2006. However, the ability to maintain last year's visitor numbers, and even achieve a slight increase, is remarkable considering the high price of fuel over the past three years and concerns about the general economy.

C. City of Brookings Transient Room Tax revenues showed a slight 1.5% decrease during this period; however this figure is an increase of eighteen percent (18%) when compared to CY 2003. Transient Room Tax revenues remain at their highest level in fourteen years, since 1994.

D. Marketing and promotion efforts in calendar year 2007 have resulted in large numbers of inquiries for information about the Brookings-Harbor area. The Chamber documented and responded to 442,595 inquiries in CY2007. This represents a 51% increase in this statistic over CY 2006.

The Chamber's website, which was redesigned in 2005, hosted 345,290 individual visits in 2007. This is a 54% increase over 2006, representing 121,381 additional individual visits. We will continue employing higher visibility search engines, as well as the purchase of "key words" through Google.

These figures strongly demonstrate an increasingly growing awareness and interest in the Brookings-Harbor area.

E. Sources of Chamber revenue, such as membership dues, fund raising activities, program services and special events continue to subsidize the Chamber's additional marketing and promotions expenses as well as 100% of the Chamber's administrative expenses. Neither fixed nor variable overhead costs related to the operation of the Chamber's year-round Visitor Information Center are paid for with City Transient Room Tax dollars.

The Chamber, for the thirteenth consecutive year, is proud to state that it is in full compliance with Paragraph 4 of the Agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, which states "...no more than thirty percent (30%) of the revenues received by the Chamber under the Agreement may be used for payroll costs."

Tourism forecast for this current calendar year:

- We will continue to engage in marketing & promotion activities that will lead to increased numbers of visitors to our area. Based on recent historical patterns we predict a stable flow of visitors to our area in spite of increased fuel prices and economic concerns. We have seen that increased fuel prices, while curtailing the travel of visitors from greater geographic distances, serves to encourage visitors from closer geographic radii to visit our area and stay a bit longer once they are here.

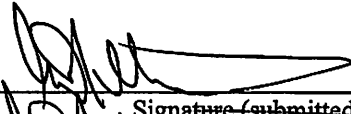
- The planned opening of the new State Welcome Center at Crissey in the fall of 2008 should have a significant impact in the area's recorded visitor count, due to its location and visibility. We also anticipate a proportional increase in the number of visitors who will choose to stop, shop and stay in the Brookings-Harbor as a result.
- The Chamber has been participating in a yearlong Visitor Profile Survey, tailored specifically for the Brookings-Harbor area. This survey is funded through a grant of statewide bed tax revenues, through the Southern Oregon Visitors Association. This study has just completed its first full year and we are anticipating a report this month that will provide us with valuable information regarding our visitors such as where they are coming from, their socio-economic circumstances and the activities they engage in.. This information should prove invaluable in formulating our marketing strategies.
- The Chamber will continue to play an active role in the area's first comprehensive regional marketing effort, "America's Wild Rivers Coast, " informing the vacationing public of the many diverse activities available in Curry and Del Norte Counties and helping to define America's Wild Rivers Coast as a destination area, with the intent of increasing the length of their visits.
- A component of the statewide 1% lodging tax that has been returned to the Oregon Coast Visitors Association and the Southern Oregon Visitors Association, acting as the Regional Cooperative Marketing Program designees for the Oregon Coast and southwestern Oregon, respectively. Curry County is served by both organizations and benefits from the "double coverage" their use of these funds provide.

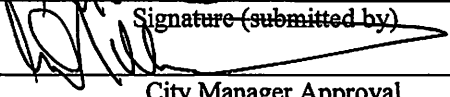
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Chamber of Commerce requests for the Azalea Festival.

Recommended Motion:

Approve requests associated with the Azalea Festival made by the Brookings-Harbor Chamber of Commerce in their letter dated February 7, 2008 to be held over Memorial Day weekend, May 23-26.

Financial Impact: Fee waiver in the amount of \$120.00.

Background/Discussion:

The Brookings-Harbor Chamber of Commerce has submitted several requests associated with the 69th Annual Azalea Festival planned for May 23-26, including requests for street closures, declaring no parking on Chetco Avenue on the day of the parade, waiving Park Use fees at Azalea Park, suspending enforcement of sidewalk sale regulations and use of the public right of way at Bankus Park. These requests are identical to those made in previous years.

Policy Considerations:

It has been past practice for the City Council to grant these requests.

Attachment(s): Letter dated February 7, 2008, from the Brookings-Harbor Chamber of Commerce.



CHAMBER OF COMMERCE
"Working To Help Our Businesses Grow"

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

February 7, 2008

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

Dear Gary:

In anticipation of the 69th Azalea Festival, scheduled for the Memorial Day Weekend, May 23rd through the 26th, 2008, 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 23 to 7:00 p.m., Monday, May 26, 2008.
2. The closure of Ross Lane - 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 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. Waving the fee for the use of the Azalea Park Garden Area on Friday, May 23, 2008, for the Azalea Festival Mixer, and "Stage under the Stars" for the Park Program component of the festival on Saturday, May 24, 2008.
6. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 24, 2008, to coincide with the parade.
7. Use of parking area south of City Hall (between City Hall and the Elks Lodge). Access for emergency vehicles will be maintained.



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

Page Two- 2008 Azalea Festival Requests

8. Use of public right of way by fountain area adjacent to parking lot in front of Ray's #1, Hwy 101.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, our community's 69th, with its theme of "Seasons by the Sea" will again be a big success.

Sincerely,

Les Cohen
President/CEO

Enclosures

xc: Chris Wallace, Chief, Brookings Police Department



PARK USE APPLICATION FORM

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY PERSONNEL ONLY: Rec'd Date: <u>2/10</u> By: <u>[Signature]</u>				
Department	By	Date	Approved	Comment
Parks & Rec			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Admin Serv			Y / N	Y / N
City Manager			Y / N	Y / N

Please sign, date and deliver to the next dept. on the list. If comments apply, please note these on page 4 of the application, under "Comments - City Use Only."

SPECIFIC PARK/LOCATION: (Circle One)

Azalea Park

Bud Cross Park

Chetco Point Park

Stout Park

Easy Manor Park

Tennis Courts

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

Gazebo Bandshell/Stage Concession Stand Restrooms/Con. Stand

Lawn - ONLY Kidtown Picnic-Area Other: _____

Little League Field(s) Softball/Soccer Field(s)

Event Date(s): May 123, 2008 Time: From - 3:00 am/pm To - 8:00 am/pm

Approximate number expected to attend event (each day): 100-150 No. of picnic tables requested 1 (\$20 each)

Nature of Event: Azalea Festival Kick-off mixer

Name of Organization: Brookings-Harbor Chamber of Commerce

Contact Person: Joe Cohen Date of Birth: 6/26/44 DL # & State: 4892139-OR

Mailing Address: P.O. 940 Phone: 469-3181

ANSWER YES OR NO TO ALL QUESTIONS (Circle one):

Is this event free? Yes No - If entry fee required/need City Reserve Police Officer(s)
 Will there be dancing? Yes
 Will you be using amplification equipment? Yes
 Type of equipment? _____
 Will any merchandise be sold? Yes
 What? _____

SPECIAL REQUESTS BY ORGANIZATION _____

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: _____ Date: _____

Print name of person completing this application: _____ REVIEW BACK PAGE

APPLICANT - Be sure to review the following page and consider any requirements that might apply.



PARK USE APPLICATION FORM

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY PERSONNEL ONLY: Rec'd Date: 2/10 By: [Signature]

Department	By	Date	Approved	Comment
Parks & Rec			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Admin Serv			Y / N	Y / N
City Manager			Y / N	Y / N

Please sign, date and deliver to the next dept. on the list. If comments apply, please note these on page 4 of the application, under "Comments - City Use Only."

SPECIFIC PARK/LOCATION: (Circle One)

Azalea Park

Bud Cross Park

Chetco Point Park

Stout Park

Easy Manor Park

Tennis Courts

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

Gazebo Bandshell/Stage Concession Stand Restrooms/Con. Stand

Lawn - ONLY

Kidtown Picnic-Area

Other: _____

Little League Field(s)

Softball/Soccer Field(s)

Event Date(s): May / 24 / 2008 Time: From - 11 : 00 am To - 5 : 00 pm

Approximate number expected to attend event (each day): 325 No. of picnic tables requested 1 (\$20 each)

Nature of Event: Azalea Festival Program

Name of Organization: Brookings Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6 / 26 / 44 DL # & State: 4892137-OR

Mailing Address: P.O. Box 940 Phone: 469-3181

ANSWER YES OR NO TO ALL QUESTIONS (Circle one):

Is this event free? Yes No - If entry fee required/need City Reserve Police Officer(s)

Will there be dancing? Yes No

Will you be using amplification equipment? Yes No

Type of equipment? _____

Will any merchandise be sold? Yes No

What? _____

SPECIAL REQUESTS BY ORGANIZATION Respectfully request waiver of stage fee

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: _____ Date: _____

Print name of person completing this application: _____ REVIEW BACK PAGE

APPLICANT - Be sure to review the following page and consider any requirements that might apply.

HIGHWAY 101

FRONTAGE ROAD

ROSS ROAD

MORY'S

EVERGREEN
FEDERAL

CHETCO
PHARMACY
SPOTLIGHT VIDEO
LIQUOR STORE

WASHINGTON
MUTUAL

FIFTH STREET

ROSS ROAD

ELK DRIVE


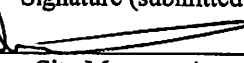
ACCESS

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: Police

 Ch. Wall 2/28/201
Signature (submitted by)

City Manager Approval

Subject: Purchase of Patrol Vehicles

Recommended Motion:

- 1.) Authorize purchase of six fully equipped police patrol vehicles using State Contract price through Auto Additions Inc. at a cost of \$174,427.10.
- 2.) Authorize City Manager to enter into financing agreement for six patrol vehicles with Chetco Federal Credit Union at an interest rate of two per cent with a five year term.

Financial Impact: Monthly payment of \$3,057.32, which is \$242.68 under budget.

Background/Discussion: See attached memorandum from Chief Wallace.

Attachment(s): Memorandum and attachments dated February 11, 2008, from Chief Wallace.

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



February 11, 2008

To: Gary Milliman
From: Chief Wallace 27813/201
RE: Patrol Vehicle Purchase

Sir,

The Brookings Police Department is currently in the process of procuring new police vehicles to replace its aging fleet. Our current budget is \$42,000.00 a year, or approximately \$3300.00 a month. Due to the department being able to secure vehicles off of the state bid with cost savings in equipment and vehicle pricing, we will be able to decrease our yearly budget and monthly payments even with buying an additional vehicle. This plan would be for the next five years and 6 vehicles. The total cost per vehicle is \$29,071.18 with equipment. The total cost will be approximately \$174,427.10, or \$3,057.32 a month (including interest). This is a decrease of about \$242.68 a month. The last purchase of patrol vehicles, were \$30,687.59 each.

Currently we own our vehicles which were purchased from Auto Additions Inc. located in the Salem area. Auto Additions is the only company in Oregon who is in the business of offering fully equipped police vehicles, off of the state bid. We are requesting to again purchase our vehicles from Auto Additions.

Buying these vehicles in this way, the department saves a significant amount of money in the following areas.

Chetco Federal Credit Union has agreed to loan the City of Brookings the money for the purchase at a 2% interest rate over the five years. This is what has been done in the past and the partnership has worked well for the city.

By purchasing these vehicles and rotating our older units we accomplish several other goals. The city gets a newer pool vehicle from the department to replace or add to its administrative fleet. The police administration can retire their vehicles and then can upgrade their vehicles as well. We will have surplus vehicles for the city to choose from and then sell off the remaining surplus with the Council's permission.

The department saves significant costs by rotating the vehicles as the break downs are mostly covered by warranty. We have seen in the past a significant reduction in repair costs by using this method for purchasing patrol vehicles. Patrol vehicles when considering the wear and tear on parts in the industry is to double the actual mileage. Also by purchasing the vehicles in this manner it lets us know what our budget will be in the upcoming years for patrol equipment.

By purchasing six vehicles we will limit the wear on the vehicles by spreading out their operation times per day. The department in the past used to purchase one car a year and it would be worn out within the year and the warranty was gone, which increased our operating expenses greatly. The vehicles are used one to two shifts a day for four days instead of 24 hours a day for seven days.

This year's purchase was also complicated by Brookings no longer having a Ford Dealership for warranty work. We would have had to travel to Coos Bay or Medford for any work on the vehicles. The Police Department administration decided to go with the Dodge Charger 6 cylinder version due to the warranty issue and the great reviews of this vehicle.

This purchase also gives the patrol officers the most up to date equipment to assist them in keeping themselves and the public safe while promoting the mission of the Brookings Police Department.

Attached is a copy of the bid and picture of what the vehicles will look like.



Chief Chris Wallace
Brookings Police Department



898 ELK DRIVE
BROOKINGS, OR. 97415
www.brookings.or.us

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



Auto Additions, Inc.

4775 Portland Rd. N.E.
Salem, OR 97305

ESTIMATE

DATE	ESTIMATE #
2/5/2008	15934

PREPARED FOR:
Brookings Police Department Attn: John Bishop 898 Elk Drive Brookings OR 97415

Ship To
Brookings Police Department Attn: John Bishop 898 Elk Drive Brookings OR 97415

		REP	Brian	PROJECT	Charger V6 X 6	
ITEM	DESCRIPTION	QTY		TOTAL		
Dodge Charger	2007 Dodge Charger ****V6****	6		110,664.12		
PXR	Brilliant Black Crystal Pearl Coat	6		0.00		
CW6	Emergency Release Handles	6		138.00		
GXF	Entire Fleet Alike Key	6		222.00		
LNF	Black Left Spot Light	6		1,104.00		
LNA	Matching Right Spot Lamp - Must have LNF or LNH	6		1,104.00		
K18	Do Not Install Front Door Moldings	6		0.00		
TBW	Full Size Matching Wheel/Spare Tire	6		882.00		
W8A	18" Wheel Covers	6		168.00		
PP Charger Pkg	PATROL POWER WIRING HARNESS FOR Dodge Charger - INCLUDES: Fuse Panel Box w/Lid Modular Wiring Harness Heavy Duty Relay Headlight Flasher Power Tamer Unit Maxifuse	6		3,623.52		
C3100CV2	Code 3 Siren Speaker 100w with Center Mounting Bracket to fit into 2003 to 2006 Crown Victoria.	6		840.00		
2147ANWS	LEDX Lightbar, 47" Red & Blue, with 14 total LED modules. - 4 Red LEDX Modules - 4 Blue LEDX Modules - 2 Amber LEDX Modules - 1 pair Red Corner Optix Modules - 1 pair Blue Corner Optix Modules - 2 ea. Alley Lights - 4 ea. Takedown Lights - 1 ea. 710 flasher for takedowns & alleys.	6		11,206.73		
490HCL	Code 3 HideAway Strobe Package. - 6 Head Strobe Supply - 4 Strobe Tubes - 4 30' Strobe Cables	6		1,395.61		
4805857AA	Fog Light Housing for 2006 to current Dodge Charger.	12		770.28		
4806184AA	Bracket needed to hold Fog Light Housing for 2006 to current Dodge Charger.	12		109.56		

Terms and Conditions

1. Estimate is valid for 60 days.
2. Our installations are backed by a lifetime quality warranty. 10 years and counting.
3. Buy it from us and warranty it through us, we are an Authorized Service Center.
4. The Estimate does not include shipping charges unless otherwise noted.
5. Thank you for the opportunity to earn your business.
6. Financing Available

SIGNATURE _____

Page 1

www.autoadditions.com



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Ship To
Brookings Police Department Attn: John Bishop 898 Elk Drive Brookings OR 97415

		REP	Brian	PROJECT	Charger V6 X 6
ITEM	DESCRIPTION	QTY		TOTAL	
XT3B	CODE3 LED Lighthead: Blue, Twelve Flash Patterns, 3.5"L X 1.25"H x 1"D, 12V, 5 year warranty.	6		302.40	
XT3K	CODE3 LED Lighthead:- Red, Twelve Flash Patterns, 3.5"L X 1.25"H x 1"D, 12V, 5 year warranty.	6		302.40	
AA-TIR3-90-BRKT	AA Custom bracket for Whelen TIR3 light 90 Degree bend.	12		191.88	
MBPM05BR	SUPER-LED M/B CHARGER BLU/RED	6		1,388.88	
ECVDMLTALCV	Interior Dome Light with Dual Illumination: BOTH Red AND White are LED. CV specific. 5 year warranty	6		340.20	
J425-2775	12V, 5 LED, 12" Flex Light, Blue Cover, Direct Wire.	6		270.00	
STRL26120	SL20X flashlight w/ DC charger.	12		1,349.28	
295HFA6	Whelen Single Unit Siren with 9-Switch Light Control and Standard Switching, with Park Kill & Time Out Relay.	6		2,259.60	
14.0570	Single Accessory Outlet	17		101.83	
J425-6055	Face Plate - 3 Accessory Outlet Holes 3" faceplate	6		0.00	
AA-Charger-08	08 Dodge Charger Contour Console (New Style)	6		1,500.00	
J425-6034	Adjustable-Arm Rest	6		450.00	
J425-6033	Dual Cup Holder (Standard)	6		300.00	
HLN4024B	Motorola Mic Cancellation Switch. Used to interrupt AM/FM radio.	6		474.01	
#10-CRP	Setina Partition with Horizontal Sliding Center-Section with Coated Polycarbonate Window. Vinyl Coated Expanded Metal Window Cover. Ship weight 100#	6		3,036.48	
380	2-Piece Lower Extension Panel	6		246.60	
GR5-DVPWM	Dual vertical weapon-mount, require partition for mounting. Fits most shotguns and AR-15 rifles. Includes locks and butt plates.	6		1,764.00	
AA-WB-Charger	Window Bars for 2006 Dodge Charger.	6		810.00	
CS2401	Rear Prisoner Seat (2006 Charger)	6		2,334.00	
MLPVDB800/190	Dual Band roof mount ant. 800 meg. & 1.9 gig (use times microwave cable)	6		775.97	
BM-NC	Maxrad NMO roof mount ant. coax.	12		244.20	
FW 1330	NMO Brass 3/8 hole, 17' Teflex Coax, with TNC not installed. Use for all computers.	12		371.88	
MHB5800	144-174mhz 3db antenna only	6		185.82	
MRC	Chrome rain cap for NMO ant. cables	6		42.00	
Shop Supplies	Strobe cable, strobe ends, Misc steel, antenna ends, etc	1		900.00	
Freight	Cust. Shipping Charges	1		1,100.00	

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TOTAL

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Page 2

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ESTIMATE

DATE	ESTIMATE #
2/5/2008	15934

PREPARED FOR:	Ship To
Brookings Police Department Attn: John Bishop 898 Elk Drive Brookings OR 97415	Brookings Police Department Attn: John Bishop 898 Elk Drive Brookings OR 97415

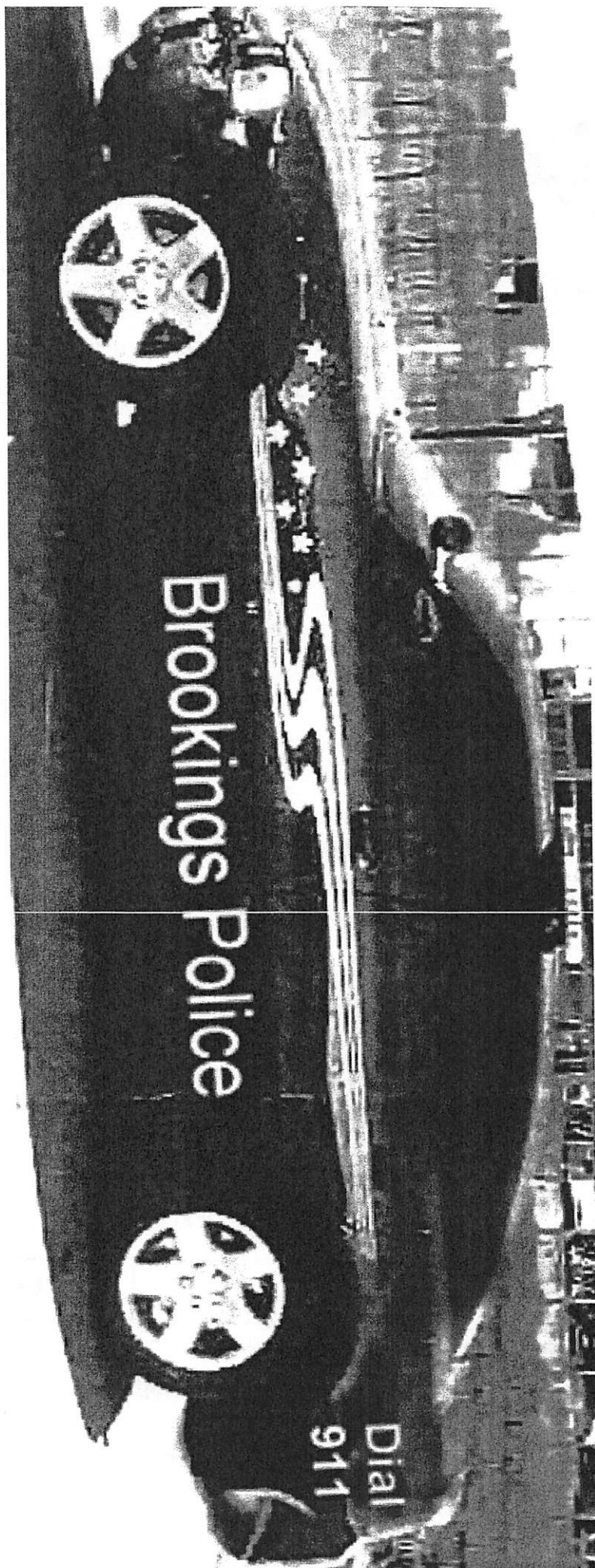
		REP	Brian	PROJECT	Charger V6-X 6
ITEM	DESCRIPTION			QTY	TOTAL
Labor	All Labor Charges			270	18,360.00
Graphics	Your design non reflective.			6	2,797.85
				TOTAL	\$174,427.10

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- Page 3

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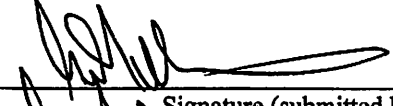


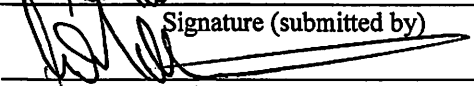
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Public Safety Review – Workshop Follow-up

Recommended Motion: See recommendations and alternatives described below.

Financial Impact: To be determined.

Background/Discussion:

The City Council conducted a workshop on the Public Safety Services Review staff report on February 4. Based upon that discussion, the City Manager has modified the recommendations and alternatives for Council consideration.

RECOMMENDATION/ALTERNATIVES REGARDING LAW ENFORCEMENT

The County Public Safety Task Force continues to meet to develop a tax levy measure for the 2008 ballot. According to Sheriff Boice, the Task Force may recommend that the County place a public safety (Sheriff, District Attorney, Juvenile Services) levy on the 2008 ballot as an “interim measure” until an ongoing property tax measure can be crafted for the 2010 ballot. No information is currently available concerning the amount of the levy or when it might be considered by the Commission, or what level of Sheriff service would be restored.

To achieve a goal of having at least two officers on duty at all times within the City, Chief Wallace reports that an additional two police officers would be needed. The weighted cost of adding two police officers is \$143,890 annually. The estimated cost of making Brookings police employee compensation competitive in the market is about \$175,000. Management recommends that this combined goal of addressing employee turnover and achieving minimum staffing of two officers on duty at all times be considered the minimum standard for developing a tax measure. A tax levy of about \$0.64 would be needed to service this combined goal.

Alternatives:

1. Develop a proposal for a City levy/tax measure to fund the above described goals and a schedule of actions necessary to place a City levy and/or tax measure on the ballot.
2. Work with the County Public Safety Task Force in developing and supporting a tax levy and measure for funding improvements in District Attorney, Juvenile Service and Sheriff's service exclusive of Sheriff's patrol.
3. Work with the County Public Safety Task Force in developing and supporting a tax levy and measure for funding improvements in District Attorney, Juvenile and Sheriffs service including Sheriff's patrol.

4. Work with the County in developing and supporting a joint tax measure that would fund improvements to County and City law enforcement services.
5. Take no action.

RECOMMENDATIONS/ALTERNATIVES REGARDING FIRE/RESCUE SERVICES

The general direction at the workshop was to explore legal issues associated with the consolidation of the City Fire Department and adjacent districts.

Additional Note: The City of Florence, Oregon, population 9,500, does not operate a Fire Department and is not in a Fire District, but contracts for fire/rescue (including ambulance) with an adjoining Fire District. The City pays the Fire District \$200,000 annually for the service. The Brookings City Fire Department budget is over \$300,000.

Recommendation:

1. Direct the City Manager to convene a meeting of representatives of the area fire districts and the City Fire Department to initiate discussion on the topic of consolidation and report back to the Council as to the level of interest, issues identified.
2. Direct the City Manager and City Attorney to evaluate legal alternatives for City/district consolidation, i.e., annexation of the City to a neighboring district, formation of a new district, and report back to the City Council.
3. Take no action.

Gary Milliman

From: Pat Sherman [psherman99@verizon.net]
Sent: Wednesday, February 13, 2008 8:21 AM
To: Larry Anderson; 'Jan'; 'Ron and Rose Hedenskog'; 'Dave Gordon @verizon'; psherman99@verizon.net
Cc: Gary Milliman
Subject: police levy

Councilors,

Since the topic of a possible levy to fund police by the City was introduced, there have been several newspaper reports and a few citizen comments in the paper. I have received a few comments from citizens as well. I presume other Councilors have received comments too. I have not read or heard of any comments that favor a levy.

The newspaper reports, the letters and the oral comments seem to presume the idea that the "city" is supportive of the idea. We have had a workshop to discuss the idea and the consensus among the Council about having a police levy, as I perceived it, was lukewarm. Since the workshop we have all had time to reflect upon and consider the idea of a police levy.

The latest comments in the Pilot by Mr. Somer, a newly announced candidate for Commissioner, seem to assume that the city has already made a decision to go forward with this proposal even though the City Council has not made a decision.

Over the past several years this City Council has worked diligently to develop a trusting relationship with our citizens. I worry that citizens are coming to the false conclusion that the decision to put a police levy on the ballot is a done deal. I further worry that this false conclusion is undermining the trusting relationship that we have worked so hard to establish. I think that the longer we wait to make a decision, the more the trust will erode.

I think we need to discuss the issue at a City Council meeting as soon as possible (next meeting, February 25) and make an up or down vote about whether or not we intend to pursue the levy. I see no need to defer this issue to the Budget Committee. I, for one, have made my decision.

Please reply as soon as possible so that staff has adequate time to prepare a staff report if, in fact, the majority of the Council wants this item on our next agenda.

Thank you.

Pat

How Property Taxes Work in Oregon

<u>Introduction</u>	<u>Tax Limitation (Compression)</u>
<u>Property Assessment</u>	<u>Tax Collection</u>
<u>Assessment Appeals</u>	<u>Disabled & Senior Citizens</u>
<u>Tax Authority</u>	
<u>Tax Rates</u>	
<u>Taxable Value Limitation</u>	

Introduction

The following is a summary of property taxation in Oregon. For questions about your property's value or taxes, contact the assessor or tax collector of the county where your property is located. The assessor's phone number is listed in the government section of your local telephone book and on this [website](#).

Property Assessment

The process of identifying taxable property and assigning a value to it is termed appraisal. County assessors appraise most property in Oregon. The Department of Revenue appraises certain large industrial sites, and utility property. Each county assessor prepares their county's assessment roll, which is a listing of all taxable property as of January 1 of each year.

Utility property is placed on a statewide assessment roll. The department allocates utility values to the county rolls prior to the preparation of tax bills.

Property subject to taxation includes all privately owned real property (e.g., land, buildings, and fixed machinery and equipment), manufactured homes, and personal property used in a business. There is no property tax on household furnishings; personal belongings and automobiles; crops; orchards; business inventories; or certain intangible property such as stocks, bonds, or bank accounts.

A business owning or possessing taxable personal property must file a [Confidential Personal Property Return \(form 150-553-004\)](#) with the assessor in the county where the property is located by March 1. If the assessor determines that the total value of the business's personal property in the county is less than \$14,000, the assessor will cancel the assessment. This amount can change each year based on the U.S. City Average Consumer Price Index. The assessment cancellation is not applicable to personal property manufactured homes.

Most property used for religious, fraternal, and governmental purposes is exempt. Reductions in assessments are granted for certain types of property such as open space, farmland, forestland, and historical buildings. Properties owned by disabled veterans also are given reduced assessments.

Assessment Appeals

A property owner or other person who holds an interest in a property that obligates the person to pay the taxes imposed on the property can appeal the valuation of the property to the local Board of Property Tax Appeals. Petitions to the board must be filed between late October, when the tax statements are mailed, and December 31. **Petitions are filed in the office of the county clerk in the county where the property is located.** There is no fee for filing an appeal with the Board of Property Tax Appeals.

The Board of Property Tax Appeals also can hear appeals of penalties assessed for the late filing of real and personal property returns. The board has jurisdiction to waive all or a portion of a penalty if the petitioner can prove there was good and sufficient cause for the late filing or for first-time non-filers.

Board hearings are informal, and the property owner is not required to have an attorney present. The owner(s) can sign the petition to the board and represent themselves at the hearing or authorize certain other persons to sign the petition for them. Those persons who can be authorized to sign a petition are explained on the petition form. Hearings are scheduled sometime between the first Monday in February and April 15. The clerk of the board will notify the petitioner of the time and place to appear.

Owners of industrial property appraised by the Oregon Department of Revenue may choose to file their appeals directly with the Magistrate Division of the Oregon Tax Court, rather than with the Board of Property Tax Appeals. There is a fee for filing an appeal with the Magistrate Division. The deadline for filing an appeal with the Magistrate Division is also December 31. The phone number for the Magistrate Division is 503-986-5650.

If a property owner or assessor is unhappy with the board's decision regarding property value, he or she may appeal to the Magistrate Division of the Oregon Tax Court. Magistrate decisions can be appealed to the Regular Division of the Tax Court. Decisions of the Regular Division of the Tax Court can be appealed to the Oregon Supreme Court.

See [How to Appeal Your Property Value](#) for more information on the appeal process in Oregon.

Tax Authority

Each year all the taxing districts subject to Oregon's [Local Budget Law](#) follow the same process to prepare their budgets for the coming fiscal year. During this budget preparation process, the district's budget committee and governing body determine the amount of property taxes the district will need to support the budget. Public meetings are held to gather comments from the district's patrons.

Most annual budgets for taxing districts are based on a fiscal year that begins on July 1 and ends the following June 30. Alternatively, the governing body of a district may elect to budget for a two-year or "biennial" budget period. All the budgets must be adopted by June 30. The taxes needed must be certified to the county assessor every year by July 15 to be placed on the tax roll.

All taxing districts are limited in the amount of taxes they can impose by constitution and statute. These constitutional and statutory limitations are:

1. Taxes under a taxing district's permanent rate limitation.

Taxing districts in existence in 1997-98 were given permanent operating tax rate limits according to a formula set out by a constitutional amendment, Measure 50. Once a permanent tax rate limit is established, it cannot be changed by any action of the district or its patrons. The state Legislature can add additional, lower statutory limits, however. New districts, or districts that have not levied in the past, can ask their patrons to vote on a permanent rate limit for the district. A permanent rate limit is expressed as a tax rate per thousand dollars of assessed value. A local taxing district is permitted to have only one permanent rate limit.

The proceeds from permanent rate taxes may be used for any purpose for which the district lawfully may expend funds. In any year, a district may certify to the county assessor a rate per thousand less than or equal to its permanent rate limit.

A "double majority" of the voters is required to approve a permanent rate limit. This means that a ballot measure proposing a permanent rate limit must receive a majority of affirmative votes at an election in which at least 50 percent of the registered voters cast ballots. The double majority requirement does not apply to the general election held in November of an even-numbered year.

2. Taxes from a taxing district's local option tax authority.

Most taxing districts are allowed to ask their patrons for temporary taxing authority above the permanent rate limitation. This type of authority is not available to education service districts. This

authority is known as a "local option tax." Local option taxes are limited to five years for operations and up to 10 years for capital construction purposes. A "double majority" of the voters is required to approve a local option tax.

3. Levies for bonded indebtedness.

Most taxing districts also are allowed to ask their patrons for the authority to issue general obligation bonds to raise money for capital projects. If the bonds are approved, the district can levy annually an amount sufficient to pay principal and interest for the bonded debt. Bond measures to be paid from future tax levies must meet the "double majority" test. Proceeds from a bond levy cannot be diverted to a purpose other than the one stated in the ballot measure approved by the voters that authorized the bonds. Voter-approved bond levies used for capital construction are not subject to the property tax limits of Measure 5.

Tax Rates

Each year in late September or early October, the county assessor places the taxes certified by the taxing districts on the tax roll. Property taxes are placed on the tax roll in the form of a rate per \$1,000 of assessed value. In most cases, the taxes for operations are the permanent rate limits certified by the districts. When a district certifies a dollar amount tax levy, such as a local option tax or bond tax, the assessor must calculate a tax rate. To compute the tax rate, the tax levy amount is divided by the taxable assessed value of the district. For example: Green City certifies a local option tax in the amount of \$225,000. The taxable assessed value of the city is \$39,487,000. The rate for the local option tax is calculated as follows:

$$\text{tax levy amount} / \text{taxable assessed value} = \text{tax rate}$$

$$\$225,000 / \$39,487,000 = .0056980 \text{ or } = \$5.6980 \text{ per } \$1,000 \text{ of assessed value}$$

This tax rate is placed on the individual property tax accounts in the city. All the taxable property within the city will have the same rate for the local option tax. The amount of tax to be paid, of course, will vary depending on the assessed value of each property.

Individual properties are taxed by the districts that provide services to that property. For example, a property in Green City would pay taxes to the city, the county, a school district, and maybe a library district. Property outside the city would pay taxes to the county, a school district, a rural fire protection district, and maybe a library district, but not to the city.

Some properties are subject to assessments of a special taxing district. An example would be a drainage district that assesses on a per acre basis. These qualifying assessments also are placed on the tax roll.

The total amount of tax placed on a property is computed by multiplying the property's assessed value by the combined tax rates of all the districts in which it is located and then adding any assessments.

Taxable Value Limitation

The Oregon Constitution limits the rate of growth of property value subject to taxation. The limit is based on a property's maximum assessed value (MAV). The MAV was established for all property in existence in 1997-98 by a formula described in the constitutional amendment, Measure 50. MAV for new property is computed using a different formula also contained in the constitution.

MAV is allowed to increase each year by no more than 3 percent. There are exceptions to this limit, however. The addition of a new structure, major improvement of an existing structure, and subdivision or partition of the property are examples of exceptions that would increase MAV by more than 3 percent.

Each year the MAV and real market value for each property are figured. The property is then taxed on the lesser value, which is called the taxable assessed value.

Tax Limitation (Compression)

The Oregon Constitution also sets limits on the amount of property taxes that can be collected from each property tax account. These limits are often called the "Measure 5 limits." To figure these limits, taxes are divided into categories described in the constitution. The categories are: education and general government. Some taxes, usually for general obligation bonds, are not subject to limitation. The limits are \$5 per \$1,000 of real market value (RMV) for education taxes and \$10 per \$1,000 of RMV for general government taxes. RMV is defined by law as the amount in cash that an informed buyer would pay to an informed seller in an arm's-length transaction occurring on the annual assessment date. (An arm's-length transaction is a business deal made freely in an open market.)

If taxes in either category exceed the limit for that property, the taxes are reduced or "compressed" until the limit is reached. Local option taxes are compressed first. If the local option tax is compressed to zero, and the limit still hasn't been reached, the other taxes in the category are proportionally reduced.

Tax Collection

Once the taxes are computed for each property tax account, the tax roll is certified and turned over to the tax collector. The tax collector bills and collects all taxes. Tax statements mailed to property owners show the assessed value and real market value of the property and the taxes imposed for each taxing district. They also indicate any delinquent taxes from previous tax years.

Taxes are levied and become a lien on property on July 1. Tax statements are mailed by October 25. Tax payments are due November 15 of the same calendar year. Taxpayers may elect to pay in thirds. If they do so, no discount is allowed, and the first one-third of taxes are due November 15, the second one-third on February 15, and the final one-third on May 15. A discount of 3 percent is allowed if full payment is made by November 15; a 2 percent discount is allowed for a two-thirds payment by November 15. For late payments, interest accrues at a rate of 1-1/3 percent per month (16 percent per year).

If the property is real property, taxes are delinquent if not paid fully by May 15. If, after three years from the tax due date, taxes still are unpaid, counties initiate tax foreclosure proceedings. Foreclosure is the legal process by which a county acquires title to a property. The property then can be sold to satisfy the tax debt. If the property is personal property, taxes are delinquent immediately after any required payment is missed. Counties issue warrants for collection 30 days after delinquency and may seize the property for collection at any time after delinquency.

As taxes are collected, the county treasurer makes periodic distributions of the money to the taxing districts. No property tax money goes to the state.

Disabled & Senior Citizens

Property Tax Deferral for Disabled and Senior Citizens

Low and moderate income Oregonians over the age of 62 or those who are disabled who meet certain qualifications can defer paying property taxes on their residences. See your county assessor for details and applications.

Type to search the Web



Josephine County Action Team

Now is the time to act!

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Property Tax Levy

 Contact: dkoester@jocat.org

What is a Levy?

Property taxes in Oregon are permanently fixed at a 1996 rate by the state constitution. In Josephine County, property is subject to a permanent base rate of \$0.58 per \$1000. The state constitution provides that this can be increased only by a temporary supplemental levy adopted by majority. That means over 50% of the registered voters must vote in its favor for a proposal to pass. If voter turnout is low, the levy will fail.

The Board of County Commissioners proposed a supplemental levy of \$2.49 per \$1000 at the May 15 election, but that levy was defeated by the voters. That would have brought the county tax rate to \$3.07 per \$1000, and was expected to generate about \$12 million in revenue. That amount is roughly equal to the amount that the county has received in the past from the O&C Safety Net funding, which expires next year. If this levy had passed, it would have enabled the county to continue to function at its current level and meet anticipated expenses for the next three years.

Some people voted against the levy because they felt that three years was too long a period for property taxes, and would have been amenable to a one-year levy instead. Others who preferred a levy for less money, being willing to trade off cut-backs in public safety for a smaller property tax increase. It's likely that the Board of County Commissioners will propose a levy on the September ballot that will either be for a reduced amount of money or a shorter term.

Click [here](#) to read the full text of the proposed levy.

Why Support a Levy?

A levy is not a permanent solution, but it would buy us some time to establish other sources of funding for public safety, either in the form of a sales tax, increased revenue from sustainable timber harvesting in the O&C lands, some combination of both, or some other source.

Nobody wants to pay higher taxes, but we're faced with an imminent crisis. The O&C Safety Net funding currently provides almost 60% of our total county revenues. We already have a Sheriff's Office and a "catch and release" program for all but the most serious criminal offenses. On July 1, 2007, when the O&C Safety Net funding expires, our public safety budget will be cut by 60% and things will get a whole lot worse. A levy would only be a temporary stopgap,

the most expedient way to get some immediate cash flow and restore law enforcement County.

Some residents of Grants Pass feel that they shouldn't have to pay for a levy because has its own police department. However, Grants Pass still relies on the Josephine County prosecutors office, and the Josephine County courts. 70% of the inmates in the county jail are being held for crimes committed in Grants Pass, and 70% of the criminals in the county courts are for crimes committed in Grants Pass. Without jails, prosecutors the criminals arrested in the city cannot be held or tried, and will have to be released. already know this.

Benefits of a Levy

- Provides certain and immediate funding.
- Could restore public safety services as early as this fall.
- Is of limited duration, providing time to seek alternative revenue sources.

What You Can Do

- Talk to friends, neighbors, and coworkers and enlist their support.
- Write letters to the editor of the Daily Courier and Mail Tribune.
- Post flyers on bulletin boards at work, churches, schools, clubs, or other organizations.
- Hand out flyers at the Growers Market, First Friday, Boatnik, and other events.
- Design and/or print flyers, posters, placards, and/or other promotional materials.
- Arrange a speaking engagement for a JoCAT member at your church, school, or community.
- Vote in the September election, and get your family, friends, and co-workers to do the same.

For more information, or to volunteer your support, please contact dkoester@jocat.org

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County: Creating public safety taxing district unlikely

Curry Coastal Pilot, Saturday, Feb. 16, 2008-Page 3A

By Valliant Corley
Pilot staff writer

GOLD BEACH - Curry County officials will apparently drop plans to ask voters to approve a public safety taxing district to fund the sheriff, district attorney and Juvenile Department this year after an expert in public safety districts said they haven't done enough planning.

"2008 is out," Les Stiles, the former sheriff of Deschutes County, said. "It's too late. You're talking about a two-year process minimum. Counties cannot proceed without the formal approval of all cities in the county. Planning and execution of a campaign cannot be effective if the strategic plan is flawed."

Stiles spoke to county and city officials and interested citizens at a county commission workshop at the Gold Beach City Hall on Wednesday.

He was invited by Sheriff Allen Boice to give a presentation on how Deschutes County passed its public safety districts, the first in the state.

Curry County and the cities of Brookings and Gold

Beach were discussing whether to hold elections to form public safety districts this year. Port Orford is set to vote on continuing a temporary law enforcement levy.

County officials, at least, are now looking to the future after taking plenty of time to plan and campaign for a public safety district.

"We're looking at a two- to three-year temporary levy," Commission Chair Georgia Nowlin said Friday.

"We can't keep looking to the feds. We can't count on the state," Nowlin said. She said stable funding is necessary.

The Curry County Public Safety Task Force in January, after already hearing of Stiles' recommendations, decided to change its outlook.

Sheriff Boice, District Attorney Everett Dial and Juvenile Department Director Ken Dukek recommended a two-year levy because of the short time left before the November general election and the documentation and work needed to develop a structured and supported tax district.

Stiles recommended that the county should look for passage of a public safety dis-

trict in 2010 at the earliest.

"Absolute transparency to the public is essential," Stiles said, recommending that the county develop a web site and keep adding information online.

Stiles said that when his county went to public safety districts for the sheriff's department, they had to do two districts - a district including the whole county and one that was just for the unincorporated areas.

The district for the whole county raised taxes to pay for things the sheriff is required to do for the whole county, such as serving civil papers, running a jail. The one for rural also included the costs of keeping deputies on the road.

When they worked out the tax rates for both districts, "the city folks were shocked. They thought it would be a lot more," Stiles said. "The bad shock came to the county folks."

He said the taxing district for the jails and other things required for the city residents to pay, it came to \$1.35 per thousand dollars of taxable value.

"When the rural residents got \$2.65 per thousand, there was a real uproar," Stiles said.

"We're at Feb. 13, 2008 already, what kind of recommendation would you make for Curry County," Sheriff Boice asked.

"I wouldn't go for 2008," Stiles said. "One of the worst things government can do is do something and be unprepared. You lose credibility for years and years and years."

Stiles said he would recommend putting the public safety districts to a vote in 2010.

"I'd start today," he said in organizing that vote. "It never goes perfect. You'll be going along fine. Everything's perfect and you have Town X who says we won't go for that. You have to work it out."

He said there are other things the county can consider.

"Look in the east, it's been going for a long time. A county-city district. One cop shop for the whole county. The county cop shop makes sense," Stiles said. "It would cost more the first couple of years, but you see economy of scale in three or more years."

"Las Vegas took seven years, but then they had economy of scale. If you think of it from the view of property

owners, it makes sense," Stiles said.

"There's really a whole lot of ideas we should be looking at," Commissioner Lucie La Bonte said.

Nowlin noted that 68 percent of the county's general fund comes from O&C funding, which may be gone.

Harbor Fire Chief John Brazil asked about fire departments.

"In my county we have 14 rural fire protection districts," Brazil said. "We have 160-plus volunteer fire fighters. Each one of those districts,

benefit in the public safety district?"

Stiles said in his county the fire districts were left alone.

"They had their own elected board," Stiles said. "They didn't want to muck it up. It was about clarity of focus."

He said in planning a public safety district, officials must not just look at what's needed today or five years from now.

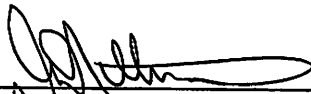
"What do you need to do the job today, tomorrow and 20 years in advance," Stiles said.

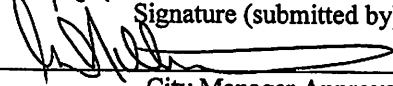
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Development of Standard Contracts

Recommended Motion: Motion to direct the City Attorney to work with the City Manager in the development of standard form of agreements for procurement of construction, professional and service contracts.

Financial Impact: Cost of legal services in preparing standard form contracts. Cost should be minimal as samples can be obtained from other cities.

Background/Discussion:

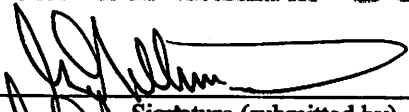
As a part of the City Managers recommendation concerning updating the City purchasing system, the City Manager recommended that the City develop standard form contracts to be used in procuring construction, professional and other services. Currently, the City often uses contracts prepared by the vendor or procures construction/professional services by issuing a Purchase Order. Vendor-provided contracts can often contain provisions that are more favorable to the vendor and do not adequately cover such matters as workers compensation and general liability coverage for the City. The use of Purchase Orders to procure such services also does not adequately define the scope of services and provide for addressing issues such as breach of contract and insurance.

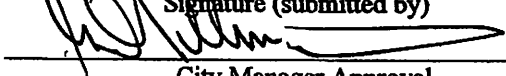
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Salmon Acclimation Facility at Ferry Creek Reservoir

Recommended Motion: Motion to authorize City Manager to enter into a letter agreement with the Oregon Department of Fish and Wildlife for the development and operation of a Salmon fish acclimation facility at Ferry Creek Reservoir.

Financial Impact: Staff time only in assisting ODFW with planning and access to the site.

Background/Discussion:

The City owns the Ferry Creek reservoir, which was once a part of the community's domestic water system. The reservoir is currently not used for any purpose.

The Oregon Department of Fish and Wildlife (ODFW) has proposed the development of a Salmon fish acclimation project at the reservoir. The purpose of this project would be to acclimate some 40,000 hatchery fish to Ferry Creek as their "home" stream. Salmon fish return to the stream in which they were reared, and the goal of this project would be to significantly increase the number of Salmon that would return to the lower reach of the Chetco River, thereby enhancing the fishery.

Salmon fish raised initially at an ODFW hatchery would be transported to Ferry Creek reservoir where they would be kept for about a two week period. These fish would then be released in the wild. The ODFW would need access to the site, authorization to construct a temporary floating dock and install a 20x30-foot temporary control net within the reservoir. Operations funding is being sought from other sources. ODFW will be working with adjacent land owners to resolve any issues related to access to the site. If approved, the acclimation station would be operational in September, 2008, and would remain in operation 4-6 weeks per year. Hatchery Salmon would be introduced into the reservoir in increments of 20,000.

It would take three years to make a preliminary determination as to whether the project is successful. If successful, the City and ODFW would develop an agreement for continued operation and possible expansion of days of operation.

Policy Considerations:

This project has the potential of increasing the fishery along the Chetco River, providing both environmental and economic benefits.



Oregon

Theodore R. Kulongoski, C

Gary FYI/decision
APPROVAL?

Department of Fish and Wildlife

Gold Beach District Office

29907 Airport Way

PO Box 642

Gold Beach, OR 97444

(541) 247-7605

FAX (541) 247-2321



January 8th, 2008

We would like to get
together and talk about this
Proposal, Thanks,
Joe Weber

John Cowan
Public Works Director
898 Elk Drive
Brookings, Or 97415

COPY

JC.

Re: Chetco River fall Chinook acclimation at Ferry Creek Reservoir

Cooperating Agencies and Groups: City of Brookings, Oregon Southcoast Fisherman, Inc. (OSCFI), Friends of Cal-OR Fish

Proposal:

The Oregon Department of Fish and Wildlife (ODFW) would like to utilize Ferry Creek Reservoir as a site to rear and acclimate 40,000 juvenile Chetco fall chinook salmon. The fish will be a part of the total 150,000 fall Chinook smolt program. The proposed acclimation project would further ODFW fish management goals consistent with the Chetco Fall Chinook Hatchery Genetic Management Plan and the Oregon Native Fish Conservation Policy. The goals of the proposed acclimation project are:

- 1). Increase harvest of hatchery produced fall chinook in the lower Chetco; and
- 2) reduce the proportion of hatchery produce fall chinook that spawn in the wild

The proposed acclimation project would increase harvest by increasing the length of time the returning adults hold in the Chetco Estuary, thereby increasing harvest opportunities. A portion of the acclimated fall chinook will return to Ferry Creek and will reduce the proportion of hatchery produced chinook spawning with wild fall chinook.

Juvenile fall chinook will be trucked to Ferry Creek Reservoir and reared in a net pen for approximately two weeks to acclimate the fish to Ferry Creek. At the end of the two week acclimation period the juvenile chinook will be trucked to the Chetco River for release. Projects similar to this one have been successful in the Coos and Umpqua estuaries.

RECEIVED

JAN 11 2008

Per



Oregon

Theodore R. Kulongoski, Governor

Department of Fish and Wildlife

Gold Beach District Office

29907 Airport Way

PO Box 642

Gold Beach, OR 97444

(541) 247-7605

FAX (541) 247-2321

COPY



Specific Operation Plan

1. Construct and install a 20'x 30' net pen annually on the east side of the Ferry Creek Reservoir.
2. Rear up to 40,000 fall chinook smolts in two 20,000 fish groups over a 4 week period between Aug 15th and Sept 30th.
3. Haul fish to and from the acclimation site with an ODFW liberation truck.
4. Access the acclimation site twice daily for feeding and monitoring.
5. Work with City of Brookings to address any road maintenance issues.
6. Monitor returns in order to determine the performance of the acclimation site
7. Conduct the project for up to 5 years in order to determine the feasibility of a long term project.
8. Produce news releases explaining the proposed acclimation project and crediting cooperators.

Supporting Documents

Chetco Fall Chinook Hatchery Genetic Management Plan

<http://www.dfw.state.or.us/HGMP/06-chetco-river-fall-chinook.pdf>

Oregon Native Fish Conservation Plan

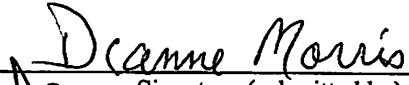
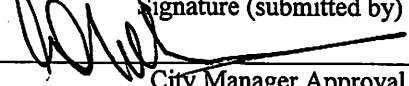
<http://www.dfw.state.or.us/fish/nfcp/nfcp.pdf>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: Planning


Signature (submitted by)

City Manager Approval

Subject: Department of Land Conservation and Development (DLCD) request for a Letter of Support for an increase in the national Coastal Zone Management funding.

Recommended Motion: A motion to approve the Council sending the attached letter of support to our Senators and Representative.

Financial Impact: Potential increase in grant money from the Federal government passed on through DLCD to the City.

Background/Discussion: Bob Bailey, Coastal Program Manager for DLCD has contacted coastal counties and cities requesting each jurisdiction send the attached letter of support to our local Senators and Representative. The City of Brookings has received \$150,000. in coastal grant assistance (all categories) for the period 2003-2007. Our basic Planning assistance grant has been level for many years and will likely decrease unless there is an overall increase which is what the Coastal States Organization is working for. A letter of support would be helpful to Bob Bailey in his contacts with our Congressional delegation in D.C.

Policy Considerations: None.

Attachment(s): Draft Letter of Support.

February 19, 2008

Senator Ron Wyden
Senator Gordon Smith
Representative Peter deFazio

Honorable Senators and Congresswoman:

We write to urge you and your colleagues to strongly support appropriations for the national Coastal Zone Management program in the FY09 budget of the National Oceanic and Atmospheric Administration.

We support the request of the Coastal States Organization for \$90 million dollars for Coastal Management. This amount is an increase over the approximately \$66.14 million recommended in the President's FY09 budget, the same amount appropriated over the past four years.

This appropriation level would provide about \$3 million to Oregon for coastal management and increase funding and technical support to Curry County and its cities. Curry County faces many complex and pressing coastal land use problems, such as planning for ocean shore and landslide hazards, providing needed housing and community services, and planning for development around Brookings, while protecting valuable coastal resources.

Curry County and the small cities here cannot do this alone and, as you know, our budget is already in crisis. We rely on federal coastal management funds from this appropriation as a critical part of our funding strategy to get the job done.

We urge your support for the Coastal States Organization recommendation.

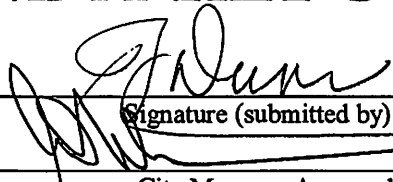
Sincerely

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: Feb. 25, 2008

Originating Dept: Adm. Serv. Dept.


Signature (submitted by)

City Manager Approval

Subject: SDC Methodology Proposal for Waste Water, Water and Storm Drain Systems

Recommended Motion:

To give permission for the City Manager to enter into a contract with The Dyer Partnership Engineers & Planners, Inc. to perform a review of the Water, Waste Water and Storm Drain Systems Development Charges methodology and make recommendations for SDC rates for a fee of \$22,537.00.

Financial Impact:

\$30,000 was budgeted for SDC review in the funds of System Developments for Water, Waste Water, Streets, Parks/Rec. and Storm Drain. Cost of the review is \$22,537.00.

Background/Discussion:

Four consulting firms submitted proposals for consideration. They were:
The Dyer Partnership Engineers & Planners, Inc. (*Coos Bay*), \$22,537.00
Oscar Larson & Associates Consulting Engineers (OLA) (*Crescent City, CA*), \$24,000.00
MuniFinancial (*Temecula, CA*), \$38,000.00
Financial Consulting Solutions Group, Inc. (*Redmond, WA*). \$46,425.00

The review team consisted of the City Manager, Administrative Services Director, Public Works Director, and Planning Director. Review of proposals were for Price/Hourly rates, Experience, Familiarity of Brookings Systems, City staff support expectations, and timeline.

After review of the budget limit for the projects, two proposals were removed from the list of consideration. The team looked extensively at proposals from The Dyer Partnership and OLA and unanimously choose The Dyer Partnership to recommend to the Council for approval. The decision was based on past experience and familiarity with the Brookings systems and Master Plans, and causing less collection of data by the staff. Also, it appears The Dyer Partnership has more actual related work experience in establishing methodologies for system development charges. Finally, the team determined if there was a need for additional work that was not part of the initial scope of the work detailed; the hourly rate for The Dyer Partnership was considerably less than OLA. Both groups planned to meet the timeline.

Policy Considerations:

None

Attachment(s):

Proposals available from the Acting City Recorder.

MINUTES
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, February 11, 2008

Council met in **Executive Session**, at 6:00pm in the City Manager's office under ORS 192.660(2)(h), and under ORS 192.660 (2)(e), to deliberate regarding potential litigation and real property transactions. Present were the full Council, City Attorney John Trew, City Manager Gary Milliman and Public Works Director John Cowan.

Call to Order

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

Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Dave Gordon, Ron Hedenskog and Jan Willms; a quorum present.

Staff Present: City Manager Gary Milliman, Administrative Services Director Patti Dunn, Sergeants Mike Cooper and Terry Murray, Officer Tyler McCourt, Dispatcher Tracy LeJeune and Administrative Assistant Joyce Heffington.

Media Present: Curry Pilot Reporter Lea Weissman

Other: Approximately 7 public

State of the Union

Mayor Sherman gave her State of the Union address, a copy of which is on file.

Ceremonies/Appointments/Announcements

Mayor Sherman introduced new Police Officer, Tyler McCourt.

Councilor Anderson moved, a second followed and Council voted unanimously to approve the Mayor's recommendation to reappoint Tony Parrish to Parks and Recreation Commission Position #4.

Councilor Anderson moved, a second followed and Council voted unanimously to approve the Mayor's recommendations to reappoint Ken Barkema to Parks and Recreation Commission Position #2.

Public Hearings

Mayor Sherman announced the Public Hearing to receive public comment regarding the City's proposed Community Development Block Grant (CDBG) Project applications.

City Manager Milliman reviewed funding opportunities available through Oregon Economic Community Development Department's (OECD) CDBG program and announced the City's intention to apply for two projects, one for continuation of the Façade Improvement Program and the other for design engineering for a downtown street improvement project. Additionally, Milliman stated that the City has consulted with several non-profits which may apply through the City for their projects. Organizations seeking information regarding the CDBG program is invited to contact the City Manager's office.

Brent Bevan, 905 Helen Lane, generally asked whether the program applied to low income housing projects, and how much funding is available.

City Manager Milliman generally stated that \$15 million in funding is available state wide and that low income housing projects submitted by non-profit organizations are considered under the program.

Mayor Sherman closed the hearing at approximately 7:20pm.

Council Liaison Reports

Mayor Sherman attended meetings of the Curry County Commission on Children & Families regarding Homeless Runaway Youth, Brookings Harbor Education Foundation, Port of Brookings Harbor, two City meetings, and attended a Renewable Energy/Conservation planning session, the Brookings Harbor Health Fair, and the Business Outlook Conference.

Councilor Willms attended a Curry County Recycling meeting, a Sutter Coast Hospital Board meeting, three City meetings and the Brookings Harbor Health Fair.

Councilor Anderson attended four City meetings.

Councilor Gordon attended the Business Outlook Conference and two City meetings.

Councilor Hedenskog attended two City meetings.

Regular Agenda

City Manager Milliman presented staff's recommendation regarding the County's proposal to take over all 911 calls generated outside of the City limits. City Manager Milliman generally stated that the South Coast 911 Board is unanimously opposed to the change as proposed by the Sheriff's department and that the state is leaving it up to local agencies to determine the desired configuration. He further stated that if the change were to take place, it would result in decreased revenue to the City and potentially degrade current 911 services in the surrounding area.

Councilor Gordon moved, a second followed and Council voted unanimously to authorize the City Manager to send a letter to the Oregon Office of Emergency Management opposing any changes in the current 9-1-1 PSAP configuration in Curry County.

City Manager Milliman summarized a citizen's request to abandon an easement on Tanbark Circle and generally stated that since placing the item on the Agenda, staff has been advised by the Department of Land Conservation and Development that condition of approval placed on the property when it was originally platted protected it from abandonment.

Reginald Milhon, 99 Tanbark, addressed Council general stating that if the easement is to be opened to public access, it needs to be brought up to City standards and maintained so that its use would not encroach upon his property.

Councilor Anderson moved, a second followed and Council voted unanimously to direct the City Manager to communicate the Council's finding [that the easement located adjacent to 99 Tanbark Circle is protected from abandonment] to the property owners.

City Manager Milliman reviewed the staff report regarding the recommended reclassification and job description adoption for the Planning Director's position.

Mayor Sherman generally stated that during the Council's goal workshop, Council had agreed that the issue of compensation for non-union City employees was one that needed to be dealt with in a comprehensive manner.

After some discussion, and a review of an analysis of Department Head positions by the Mayor, it was generally agreed that this was not the time to be reviewing compensation and that Council needed to look at the group of non-union employees in a comprehensive way.

Councilor Gordon moved, a second followed and Council voted unanimously to form a compensation committee comprised of Council Anderson, Councilor Willms, the City Manager and a volunteer from the Budget Committee to review non-union positions.

Consent Calendar

1. Approval of Council Meeting Minutes for January 28, 2008.
2. Acceptance of Planning Commission Minutes for December 20, 2007.
3. Approval of vouchers for January, 2008 in the amount of \$811,119.60.

Councilor Willms moved, a second followed and Council voted, with Mayor Sherman abstaining, to approve the Consent Calendar as written.

Adjournment

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:20pm.

Respectfully submitted:

ATTESTED by City Recorder
this _____ day of _____ 2008:

Pat Sherman
Mayor

Joyce Heffington
Interim City Recorder

Minutes

Urban Renewal Advisory Committee

Council Chambers, 898 Elk Drive

Thursday, December 13, 2007

Call to Order:

Chair Chasar called the meeting to order at 3:04 pm, and introduced new committee member, Rick Bishop.

Present:

Committee members: Chair Pete Chasar, Donna Cramer, Tony Parrish, Joyce Tromblee, Ted Fitzgerald and Rick Bishop. Absent was Dan Nachel. City Staff attending were Executive Director Gary Milliman, Building Official LauraLee Gray, Planning Director Dianne Morris and Public Works Inspector Richard Christensen. Also in attendance were Council Liaison Jan Wilms and Bob Peipers.

Minutes/Last Meeting:

November 8, 2007 minutes with a minor change to clarify what "small eyesore projects" might be. Suggested language: "removal of abandoned poles and sign posts."

New Officers:

Donna Cramer moved, seconded by Joyce Tromblee, and the Committee voted unanimously to elect Ted Fitzgerald as Chair and Pete Chasar as Vice Chair.

Discussion Items:

Rick Bishop motioned and Joyce Tromblee seconded to have Joyce Heffington send out, 30 days prior to the agreed upon project completion date, a written reminder to project applicants that they may request a 60 day extension of the due date.

Gary Milliman reported on the Urban Renewal Agency's decision to approve funding for 519 Chetco Avenue. Discussion followed around the Agency's decision, which seemed inconsistent with their earlier directive to strictly adhere to approved project parameters.

Milliman reported that the Urban Renewal Agency approved a \$17,000.00 funding match to install water lines in Azalea Park.

LauraLee Gray distributed a standardized bid form for evaluation by the committee.

It was agreed that Gray and Richard Christensen will meet with Curry Transfer and Recycling (CTR) to discuss the dumpster screening program and other dumpster issues.

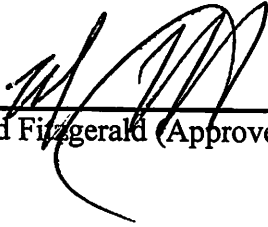
Agenda Items for Next Meeting:

1. Review of the downtown parking ordinance. Dianne Morris to provide copies.
2. Review façade project applications form for necessary changes.
3. Discussion of continuance of façade program.
4. Review and comment on bid sheet.
5. Report by LauraLee Gray on the meeting with CTR regarding dumpsters

Adjournment:

Meeting adjourned at 4:16

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Ted Fitzgerald', written over a horizontal line.

Chair Ted Fitzgerald (Approved at 1/10/08 meeting).

MINUTES
Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Brookings, Oregon 97415
Thursday, January 10, 2008

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

Present: Committee members: Chair Ted Fitzgerald, Pete Chasar, Donna Cramer, Tony Parrish, Dan Nachel and Rick Bishop. Absent was Joyce Tromblee. Staff members attending were City Manager Gary Milliman, Building Official LauraLee Gray and Planning Director Dianne Morris. Also in attendance was Council Liaison Jan Wilms.

Minutes/Last Meeting: December 13, 2007 minutes accepted with typographical error change: agree/agreed

Committee Business:

Pete Chasar moved and Rick Bishop seconded a motion to accept the modifications to the guidelines for FIP projects. Motion passed unanimously.

Pete Chasar moved and Donna Cramer seconded a motion to approve the new forms presented to the Committee consisting of a standard bid form, request for change and request for payment. Motion passed unanimously.

Discussion Items:

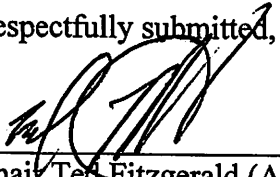
1. Planning Director Morris presented a history of how the exemption for parking in the downtown core area was determined and agreed upon.
2. City Manager Milliman headed a discussion on the future of the façade improvement program and asked for the committee to make a decision on continuance at the next meeting. There are grants available through the State to continue the program with a maximum match of \$10,000.
3. City Manager Milliman presented cost estimates for proposed projects to be undertaken with debt financing funds. Milliman will present a staging plan for street improvements in the near future.
4. Tony Parrish brought up two concerns: What kind of tax increment loss will the URA experience as a result of granting matching funds to tax exempt entities. Who is responsible for the street tree that was hit by a car and that the tree was replaced without discussion with the committee.
5. Rick Bishop mentioned his concern that the new sign at the theater is distracting and the location of the crosswalk at that location is very dangerous. He would also like monthly updates on Façade Improvement Projects.
6. Chairman Fitzgerald requested discussion of voicing support for the idea of an outlet mall to be located on Benham Ln. The committee was strongly opposed.

Next months meeting:

1. Prioritize street improvement and parking needs (Committee)
2. Project priorities list and cost estimates (Milliman)
3. Decision on FIP program continuance for 2008 (Committee)
4. Dumpster décor (Gray)
5. Relocation of Lorings dumpster (Christensen)
6. Downtown Art (Chasar)

Adjournment: adjourned at 4:24

Respectfully submitted,



Chair Ted Fitzgerald (Approved at 2/14/08 meeting).

MINUTES
TRAFFIC SAFETY COMMITTEE
Council Chamber, 898 Elk Drive
November 28, 2007

ROLL CALL

Don Tilton, Jim Watson, Roy Steward

Staff Present: John Cowan, Director of Public Works, Lauri Ziemer, Public Works

Meeting called to order at 9:37 am

APPROVAL OF MINUTES

The minutes from the September 12th meeting were submitted, a motion was made to approve the minutes and by a voice vote, they were approved as written.

OLD BUSINESS

- A. Curb on Fern Avenue; east side of Macklyn House sticks out onto Fern Avenue and makes a hazard for the school buses and traffic. John Cowan advised that Public Works will be removing the last 5 feet of curb and replacing with asphalt and painting yellow.

NEW BUSINESS

- A. Railroad and Tanbark – (letter from Ann Forest). Concerning the oversized vehicles obstructing vision at the corner of Railroad and Tanbark, John Cowan to look into making the first three parking spaces on corner of Railroad and Tanbark into compact vehicles spaces only. Concerning the Tanbark and Memory Lane intersection, the stop sign has been moved several times before, the intersection is unsafe due to the configuration of the roads. Not feasible to move stop sign and pave the shoulder as cars would begin cutting the corner in the other direction causing another hazard. Letter to be drafted to citizen.
- B. Oak Street Parking – (letter from Kate Harrison). Concerning the RV, no one was able to locate the RV mentioned in the letter to respond to. Concerning the vehicles parked on Oak in front of Brookside Nursery, Don Tilton to check on the parking ordinances for businesses. Could be an enforcement issue if vehicles parked within 20' from intersections.

PUBLIC COMMENT

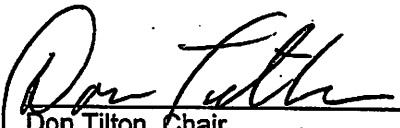
Alan Rodgers of Delta One Security appeared to offer services to do traffic and code enforcement for the city.

Ron Hedenskog appeared with three issues to bring before the committee. 1) Utility boxes obstruct vision for drivers turning onto Fifth Street from Elk Drive. John Cowan will refer to Code Enforcement to check if utility boxes are too high. 2) Spruce trees obstructing vision for drivers turning onto Ransom from Kevin Place. John Cowan to refer to Code Enforcement. 3) Between Oak Street and Railroad, there is an open 4' drainage ditch along roadway, dangerous if a car were to go into the ditch and overturn. Suggestion to install culvert and pave over. Citizen letters concerning dangers of the open drainage ditch to be sent to the City Council for further action.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 10:10 am. Next meeting scheduled for January 16th at 9:30 am.

Respectfully submitted,


Don Tilton, Chair
(approved at FEB 6 - 2008 meeting)

MINUTES
TRAFFIC SAFETY COMMITTEE
Council Chamber, 898 Elk Drive
January 16, 2008

ROLL CALL

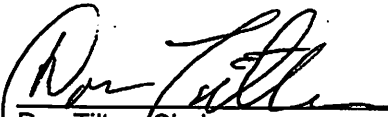
Don Tilton, Jim Watson, Roy Steward – quorum not present
Meeting called to order at 9:40 am

ADJOURNMENT

Without a quorum present the meeting was adjourned at 9:41 am.

Next meeting scheduled for February 6th at 9:30 am.

Respectfully submitted,



Don Tilton/Chair
(approved at February 6th, 2008 meeting)

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Gary Milliman
From: Lieutenant John Bishop
Date: February 14, 2008
Subject: Liquor License Application

The Brookings Police Department found no local disqualifying information on Marilyn Blue and Robert Krebs III with their attached individual liquor license applications. Marilyn Blue will be the owner, and Robert Krebs will be the manager of The Gallery Restaurant, located at 515 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants are granted their request with final approval coming from the Oregon Liquor Control Commission.

Respectfully Submitted

A handwritten signature in black ink, appearing to be "J. Bishop".

Lieutenant John Bishop
Brookings Police Department



898 ELK DRIVE
BROOKINGS, OR. 97415
www.brookings.or.us

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



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

FEB 8 2008



PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club

☒ Limited On-Premises Sales (\$202.60/yr)

☒ Off-Premises Sales (\$100/yr)

☐ with Fuel Pumps

☐ Brewery Public House (\$252.60)

☐ Winery (\$250/yr)

☐ Other: _____

ACTIONS

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

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☒Denied ☐

By:

(signature)

(date)

Name:

Title:

OLCC USE ONLY

Application Rec'd by: ATDate: 2-6-0890-day authority: ☐ Yes ☐ No

Applying as:

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

1. Applicant(s): [See SECTION 1 of the Guide]

① MARILYN Blue ③ _____

② _____ ④ _____

2. Trade Name (dba): The Gallery Restraunts3. Business Location: 515 Chetco Ave Brookings, OR 97415
(number, street, rural route) (city) (county) (state) (ZIP code)4. Business Mailing Address: P.O. Box 4099, Brookings, OR 97415
(PO box, number, street, rural route) (city) (state) (ZIP code)5. Business Numbers: 541-412-8687 (phone) (fax)6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No7. If yes to whom: Yvonne Moirano Type of License: Beer/Wine on and off Premises8. Former Business Name: The Gallery9. Will you have a manager? ☒ Yes ☐ No Name: Bob Krebs
(manager must fill out an individual history form)10. What is the local governing body where your business is located? Brookings, OR
(name of city or county)11. Contact person for this application: MARILYN Blue 541-251-0123
PO Box 2634 (name) (phone number(s))
16219 Lower Harbor Rd. Harbor, OR (address) (fax number) Cmblue2000@yahoo.com (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Marilyn Blue Date 1-31-08 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

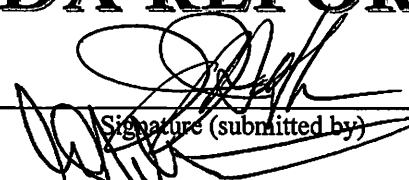
1-800-452-OLCC (6522)
www.olcc.state.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Changes to Chapter 10, Parking, under Title 10, Vehicles and Traffic of the BMC.

Recommended Motion:

Adopt Ordinance 08-O-602, an ordinance adding Section 10.10.070, Prohibited Parking, and repealing section 55 of Ordinance 61-O-157, codified in Section 10.30.010 of Chapter 10.30, Impounding Vehicles, of Title 10, Vehicles and Traffic, of the BMC.

Financial Impact:

None.

Background/Discussion:

When the City adopted the Brookings Municipal Code in April of 2006, it repealed several ordinances, and sections of ordinances, at the codifier's suggestion. Included in these repeals was Section 12 of Ordinance 61-O-157 dealing with parking prohibitions.

Over the past few months, the City has received several citizen complaints related to the parking prohibitions that had been addressed in Section 12. At the Mayor's request, staff followed up with the codifiers and Police Department administration to see what, if anything, could be done about getting the prohibitions reinstated. While it remains unclear as to why the codifiers initially recommended the repeal of Section 12 (they could find nothing of substance in their notes) there appears to have been no legal basis for its removal, and therefore nothing to prevent Council from re-adopting its provisions, if they so choose.

Adoption of Ordinance 08-O-602 will reinstate the repealed parking prohibitions (with minor changes suggested by the Police Department), and will repeal language under Chapter 10.30, dealing with vehicle impounds, which is in conflict with more recent language adopted by the City Council under Ordinance 06-O-571 in January of 2006, and currently codified under Title 8, Health and Safety, of the BMC.

Policy Considerations:

Reinstates parking prohibitions Council did not actively seek to remove. Adds additional responsibility to Police Department for enforcement.

Attachment(s):

Ordinance 08-O-602
Ordinance 61-O-157, Section 12
Chapter 10.30, BMC

BROOKINGS ORDINANCE

ORDINANCE NO. 08-O-602

AN ORDINANCE ADDING SECTION 10.10.070, "PROHIBITED PARKING," TO CHAPTER 10.10, "PARKING," AND REPEALING SECTION 55 OF ORDINANCE 61-O-157, CODIFIED AT SECTION 10.30.010 OF CHAPTER 10.30, "IMPOUNDING VEHICLES," OF TITLE 10, "VEHICLES AND TRAFFIC," OF THE BROOKINGS MUNICIPAL CODE (BMC).

Sections:

- | | |
|------------|---------------------------|
| Section 1. | Ordinance Identified. |
| Section 2. | Adds Section 10.10.070 |
| Section 3. | Repeals Section 10.30.010 |

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance adds Section 10.10.070, Prohibited Parking and repeals Section 55 of Ordinance 61-O-157, codified at Section 10.30.010, of the BMC.

Section 2. Adds Section 10.10.070. Section 10.10.070 is added to read as follows:

Section 10.10.070. Prohibited Parking.

In addition to provisions of the Motor Vehicle Laws of Oregon pertaining to prohibited parking, no person shall park:

- A. A vehicle upon any bridge or elevated structure used as a street, unless otherwise indicated by lawfully installed signs.
- B. A vehicle in any alley for any purpose other than to load or unload materials not to exceed 45 minutes.
- C. A vehicle upon any street for the principal purpose of:
 1. Displaying such vehicle for sale
 2. Washing, greasing, or repairing such vehicle except for repairs necessitated by an emergency.
 3. Displaying merchandise from such vehicle.
 4. Selling merchandise from such vehicle except in a duly established market place or when so authorized or licensed under the ordinances of this City.
 5. Storage, or as junkage or dead storage, for more than 72 hours.
- D. A vehicle upon any parkway except where specifically authorized.
- E. A vehicle leaving a child or children under 12 years of age inside, unless said child or children are uninterruptedly attended by a competent person of at least 18 years of age.

Section 3. Repeals Section 10.30.010. Section 55 of Ordinance 61-O-157, codified at Section 10.30.010 of the BMC, is hereby repealed.

First Reading: _____
Second Reading: _____
Passage: _____
Effective Date: _____

INTRODUCED AND ADOPTED by the City of Brookings Council and signed by me in authentication of its passage this _____ day of _____, 2008.

Attest:

Mayor Pat Sherman

Interim City Recorder Joyce Heffington

Excerpt from Ordinance 61-O-157

Deleted language indicated by ~~striketrough~~

Section 12. Prohibited Parking. In addition to provisions of the Motor Vehicle Laws of Oregon prohibiting parking, no person shall park:

(1) A vehicle upon any bridge, viaduct, or ~~other~~ elevated structure used as a street, unless otherwise indicated by lawfully installed signs.

(2) A vehicle in any alley except to load or unload persons or materials not to exceed 45 minutes.

(3) A vehicle upon any street for the principal purpose of:

(a) Displaying such vehicle for sale.

(b) Washing, greasing, or repairing such vehicle except repairs necessitated by an emergency.

(c) Displaying advertising from such vehicle.

(d) Selling merchandise from such vehicle except in a duly established market place or when so authorized or licensed under the ordinances of this city.

(e) Storage, or as junkage or dead storage, for more than 72 consecutive hours.

(4) A vehicle upon any parkway except where specifically authorized.

(5) A vehicle leaving a child or children under 12 years of age in the parked vehicle ~~for more than 30 minutes~~, unless the child or children are uninterruptedly attended by a competent person at least 18 years of age.

Chapter 10.30

IMPOUNDING VEHICLES

Sections:

10.30.010 Impounding of vehicles – Redemption – Sale.

10.30.010

Impounding of vehicles – Redemption – Sale.

A. Whenever a traffic citation is issued for violation of any city parking regulation, the police department may impound the vehicle involved and remove it to a garage, parking lot, or other suitable storage place. The owner of the impounded vehicle or his authorized agent may redeem such vehicle upon the payment of the towing and storage charges. If redemption is not made within 30 days after the vehicle is impounded, then such vehicle shall be disposed of in accordance with the procedure provided by ordinance for the disposal of abandoned vehicles, under Chapter 8.15 BMC, Nuisances.

B. Upon arresting a person for violation of driving under the influence, the police shall seize and impound the vehicle which the arrested person was driving at the time of such arrest. The chief of police shall hold the impounded vehicle until the municipal judge has ordered the release of the vehicle. If the arrested person is convicted of a violation of driving under the influence, he shall pay the costs of towing and storage of said vehicle in addition to all other penalties. A vehicle impounded under this section may not be stored outside the limits of the city; however the vehicle may be stored in a privately owned garage in the city.

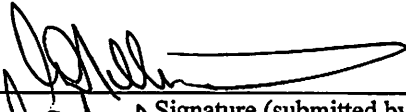
C. If a person is convicted for a violation of driving under the influence, but is not the owner of the vehicle driven by him at the time of arrest and if the owner of the vehicle or his agent gave permission or acquiesced in such person's taking possession of the vehicle, then such person is conclusively presumed to be the agent of the owner of the vehicle. The vehicle shall not be released to the owner until storage and towing charges have been paid. [Ord. 61-O-157 § 55.]

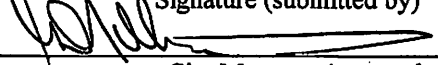
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 24, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: City Manager Purchasing Authority and Procedure

Recommended Motion:

1. Adopt Ordinance 08-O-601, an ordinance amending Section 2.15.030(D), of Chapter 2.15, City Manager, of Title 2, Administration and Personnel, of the Brookings Municipal Code.
2. Adopt Resolution 08-R-882 establishing a purchasing and payment processing procedure.

Financial Impact:

None.

Background/Discussion:

The Brookings Municipal Code Section dealing with the duties and responsibilities of the City Manager was last amended in 1989. The subsection dealing with the City Managers purchasing authority and procedure is inconsistent with the Resolution Adopting Public Contracting Rules and Prescribing Rules of Procedure for Public Contracting enacted in April, 2005 and which is still followed in practice although it was repealed in March, 2006.

The Administration is recommending that the current language of Section 2.15.030(D) be changed from:

"The city manager shall act as purchasing agent for all departments of the city. All purchases shall be made by requisition signed by the city manager."

to:

"The city manager shall act as purchasing agent of the city. All purchases shall be made in accordance with the City of Brookings Contracting Rules as adopted by City Council Resolution and administrative policies prescribed by the city manager."

No one on the City staff can recall the last time all purchases were made by requisition signed by the city manager. Currently, purchasing authority is delegated to various levels of employees. Field supervisors are often authorized to make purchases of materials and supplies needed to complete an assigned project or restock depleted supplies, and office staff is often authorized to purchase office supplies to a small maximum limit. Department Heads, responsible for the management of their Department budgets, are authorized to make larger purchases, sometimes in consultation with the City Manager and/or Administrative Services Department staff. The authority is often then bumped to the City Manager and to the City Council at increasingly higher monetary levels. Invoice approval is similarly staged.

To implement the proposed new language of Section 2.15.030(D), the City Manager has prepared a Resolution which prescribes the method of purchasing and invoice approval and re-establishing purchasing authority limits. This procedure is consistent with the City Manager's experience, and is modeled from the written procedure adopted by the City of Bandon. Changes from the Bandon procedure are:

1. The Brookings procedure requires Department Head approval of all invoices, whereas the Bandon procedure allows the employee placing the order to approve invoices under \$500. The City Manager believes that all invoices should be approved by a Department Head to assure management accountability.
2. The Brookings procedure limits the City Manager's contracting authority to \$25,000, whereas the Bandon procedure limits the authority to \$150,000. The \$25,000 is consistent with current City practice and the 2005 Resolution.
3. A section on Purchase Orders has been added. This section requires that a Purchase Order be issued for all purchases of supplies, materials, equipment and services unless otherwise included in a written contract.
4. A section on Contracts has been added. This section provides that procurement of construction, consultant, professional and other ongoing contracts be made using a City standard contract agreement.

The Contracts change is particularly significant. Over the past seven months, the City Manager has noted that, in procuring contract services, the City almost always uses a contract form provided by the vendor. In some cases, construction work has been authorized through issuance of a Purchase Order. The City needs to have its own standard form agreements which include provisions for workers compensation coverage, liability coverage to protect the City and its officers/employees, and other standard provisions.

One of the changes in this procedure will reduce the use of paper and the redundant entry of information in the invoice processing procedure. Instead of having staff generate a separate sheet of paper with the invoice information inserted and circulating this sheet as a payment authorization, each invoice will be stamped with a payment authorization form which will be signed by the Department Head, and in which the appropriate budget code will be inserted.

Attachment(s):

Ordinance #08-O-601

Resolution #08-R-882

Sample Verbal/Telephone Price Quote form

BROOKINGS ORDINANCE

ORDINANCE NO. 08-O-601

AN ORDINANCE AMENDING SECTION 2.15.030(D), UNDER "DUTIES, POWERS, RESPONSIBILITIES AND AUTHORITY OF THE CITY MANAGER," OF CHAPTER 2.15, "CITY MANAGER", OF TITLE 2, ADMINISTRATION AND PERSONNEL, OF THE BROOKINGS MUNICIPAL CODE (BMC).

Sections:

- Section 1. Ordinance Identified.
Section 2. Amends Section 2.15.030(D)

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Section 2.15.030(D), under "Duties, powers, responsibilities and authority of the city manager, of Chapter 2.15, "City Manager," of Title 2, Administration and Personnel, of the BMC.

Section 2. Amends Section 2.15.030(D). Section 2.15.030(D) is hereby amended to read as follows:

The city manager shall act as purchasing agent of the city. All purchases shall be made in accordance with the City of Brookings Contracting Rules as adopted by City Council Resolution and administrative policies prescribed by the city manager.

First Reading: _____
Second Reading: _____
Passage: _____
Effective Date: _____

INTRODUCED AND ADOPTED By the City of Brookings Council and signed by me in authentication of its passage the _____ day of _____, 2008.

Attest:

Mayor Pat Sherman

Interim City Recorder Joyce Heffington

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

**In the Matter of a Resolution
adopting a Purchasing and
Payment Approval Procedure for
the City of Brookings.**

RESOLUTION 08-R-882

WHEREAS, Section 2.15.030 (D) of the Brookings Municipal Code designates the City Manager as the purchasing agent for the City of Brookings; and

WHEREAS, the City of Brookings desires to establish a purchasing and payment approval procedure to be administered by the City Manager and followed by all City employees when making purchases on the City's behalf;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that the following Purchasing and Payment Approval Procedure for the City of Brookings is hereby adopted:

Public Contracts – Authority of Purchasing Agent.

General Authority. Pursuant to the Brookings Municipal Code, the City Manager is the purchasing agent for the City of Brookings and is authorized to make purchases for goods or services with the following criteria and procedure:

Delegation of Purchasing Agent's Authority. The purchasing agent may delegate any of the responsibilities and authorities assigned the purchasing agent under this Resolution.

The following purchasing guidelines shall apply to all purchases of materials, supplies, equipment, and services:

1. Purchases Up To \$1,000

Purchases up to \$1,000 may be made by any City employee so authorized, and may be done in any manner deemed practical or convenient by the person with purchasing authority, including by direct selection or award. If a vendor requires a purchase order, one may be used. Each Department Head will decide, and notify the Administrative Services Department regarding who is authorized to make such purchases. Invoices must be stamped, coded, initialed, and signed as received by the authorized employee and the employee's Department Head, before payment will be made. Purchases may not be artificially divided or inflated or fragmented so as to constitute a purchase less than \$1,000.

Purchases of different items from one vendor that are part of one order and that total more than \$1,000 are to comply with rules pertaining to purchases under Section 2 (Purchases Over \$1,000 and Up To \$5,000) and Section 3 (Purchases Over \$5,000 and Up to \$25,000) below, or to Competitive Purchasing Rules as stated in ORS 279B.055, as applicable.

2. Purchases Over \$1,000 and Up To \$5,000

- A. Competitive Quotes - Purchases from \$1,000 to \$5,000 may be made only with the approval of the Department Head, (or the City Manager if the

Department Head is not available). Except for Sole Source and Emergency Purchases, as provided herein, purchases over \$1,000 and up to \$5,000 may be made only after obtaining at least three (3) competitive quotes. The quotes may be written, verbal or by telephone or fax, but must be documented in writing, either on or attached to the Record of Verbal/Telephone Quotes form. A copy of the documentation must be attached to the purchase order or invoice when submitted to the Administrative Services Department. Invoices must be stamped, coded, initialed, and signed as received by the Department Head before payment will be made. Purchases may not be artificially divided or fragmented so as to constitute a purchase between \$1,000 and \$5,000. Purchases of different items from one vendor that are part of one order and that total more than \$5,000 are to comply with rules pertaining to "Purchases Over \$5000 and Up to \$25,000, or to Competitive Purchasing Rules as stated in ORS 279B.055, as applicable.

- B. Considerations Other Than Purchase Price - Purchase price will be the initial basis for comparing competitive quotes, and will be the determining factor when all other factors are equal. However, other considerations can affect the true cost and benefits of making certain purchases, and may also be considered when selecting products or suppliers. Such other factors may include, but are not limited to, quality of the goods or services, warranties, availability of parts, maintenance and repair services, compatibility with other supplies and materials being used by the City, etc. In cases where the lowest initial purchase price is not the final determining factor, the other overriding factors and considerations must be documented in writing, either on, or attached to, the Record of Verbal/Telephone Quotes form.

3. Purchases Over \$5,000 and Up To \$25,000

- A. Competitive Quotes - Purchases over \$5,000, and up to \$25,000, may be made only with the approval of the City Manager and only after obtaining three (3) informally solicited competitive price quotes or competitive proposals. The quotes may be written, verbal, telephone or fax, but must be documented in writing, either on or attached to the Record of Verbal/Telephone Quotes forms. If three quotes or proposals are not reasonably available, fewer will suffice, but the effort made to obtain the quotes or proposals must be documented. A copy of the documentation must be attached to the purchase order or invoice when submitted to the Administrative Services Department. Invoices must be stamped and coded, initialed and signed as received by the Department Head, and must be signed as approved by the City Manager, before payment will be made. If a contract is awarded, it must be awarded to the provider whose quote or proposal will best serve the interests of the City, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility (Oregon Revised Statute 279B.110 – Responsibility of bidders and proposers). Purchases may not be artificially divided or fragmented so as to constitute a purchase between \$5,000 and \$25,000. Purchases of different items from one vendor that

are part of one order and that total more than \$25,000 need to comply with Competitive Purchasing Rules in the Oregon Revised Statutes 279B.055.

- B. Considerations Other Than Purchase Price - Purchase price will be the initial basis for comparing competitive quotes, and will be the determining factor when all other factors are equal. However, other considerations can affect the true cost and benefits of making certain purchases, and may also be considered when selecting products or suppliers. Such other factors may include, but are not limited to, quality of the goods or services, warranties, availability of parts, maintenance and repair services, compatibility with other supplies and materials being used by the City, etc. In cases where the lowest initial purchase price is not the final determining factor, the other overriding factors and considerations must be documented in writing, either on, or attached to, the Record of Verbal/Telephone Quotes form.

4. Purchases Over \$25,000

Purchases over \$25,000 may be made only with the approval of the City Council, and must be made in compliance with Competitive Purchasing Rules in the Oregon Revised Statutes 279.B.055.

5. Use of Purchase Orders

Purchase orders shall be used to procure all materials, equipment, supplies and services not otherwise procured through the issuance of a written contract. For small supply items, the Director of Administrative Services may issue an "open" purchase order with a maximum dollar amount to certain regularly used vendors under which authorized employees may make purchases.

6. Contracts

All construction services, consultant services, professional services, and services provided on an ongoing basis, such as janitorial services, shall be procured through the issuance of a written contract agreement. Standard form agreements shall be used for small and large construction projects, service contracts and professional/consultant services. Said contracts shall contain appropriate provisions relating to workers compensation, liability insurance, dispute resolution, term, termination, ownership of products/records, deliverables, time of performance, change orders, rates for service and maximum authorized expenditure.

7. Sole Source Purchases

Where three quotes cannot be obtained, such purchases may be made after securing one or two quotes. In such cases, an explanation regarding the necessity and benefits to the City for making a sole source purchase must be documented in writing, either on, or attached to, the Record of Verbal/Telephone Quotes form. A copy of the documentation must be attached to the purchase order or invoice when submitted to the Administrative Services Department. Invoices must be stamped, coded, initialed, and signed as received by the Department Head before payment will be made. Purchases may not be artificially divided or fragmented so as to constitute a sole source purchase. Sole source purchases up to \$5,000 must be approved by the Department Head.

Sole source purchases that exceed \$5,000 but do not exceed \$25,000, must be approved by the City Manager. Sole Source purchases that exceed \$25,000, must be approved by the City Council.

The determination of a sole source must be based on written finding that may include:

- A. That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
- B. That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
- C. That the goods or services are for use in a pilot or an experimental project; or
- D. Other findings that support the conclusion that the goods or services are available from only one source.

8. Emergency Purchases

In the event of an emergency, purchases may be immediately made without securing any quotes. However, following resolution of the emergency situation, an explanation of the emergency and the reasons for making the Emergency Purchase must be documented in writing, either on, or attached to, the Record of Verbal/Telephone Quotes form. Only the Department Head or City Manager may authorize emergency purchases up to \$25,000. Invoices must be stamped and coded, initialed and signed as received by the Department Head, City Manager, or City Council as applicable, before payment will be made.

9. Purchases of Goods and/or Services from City Employees

With prior written approval from the City Manager, purchases of goods and/or services from City Employees may be permitted, if it is determined this will best serve the interest of the City, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality and suitability for a particular purpose.

10. Conflict of Interest

No employee, officer or agent of the City will participate in the selection, or in the award or administration of a contract, if a conflict of interest, real or apparent, would be involved. Such conflict would arise when the employee, officer, agent, or any member of the immediate family, or any partner or organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Adopted by City Council on _____.

Dated and signed this _____ day of _____, 2008.

Attest:

Mayor Pat Sherman

Interim City Recorder Joyce Heffington

**Record of Verbal and Telephone Quotes
Purchases from \$500 to \$5,000**

Department: _____

Item Being Purchased: _____

PRICE QUOTES

1	Vendor: _____
	Name of Vendor's Representative: _____
	Quote obtained by: _____
	Amount: _____ Date: _____
2	Vendor: _____
	Name of Vendor's Representative: _____
	Quote obtained by: _____
	Amount: _____ Date: _____
3	Vendor: _____
	Name of Vendor's Representative: _____
	Quote obtained by: _____
	Amount: _____ Date: _____

Comments/Explanations
(Attach additional documentation as needed)

MINUTES
City of Brookings
Urban Renewal Agency Meeting

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

Monday, January 28, 2008

Call to Order

Director Larry Anderson called the meeting to order at 7:23pm.

Roll Call

Present were Directors Larry Anderson, Ron Hedenskog, Dave Gordon and Jan Willms; a quorum present. *Absent* was Chair Pat Sherman. *Also present* were Executive Director Gary Milliman, Administrative Assistant Joyce Heffington, and *approximately 4* public.

Minutes

Approval of Urban Renewal Agency minutes for January 14, 2008.

Director Willms moved, a second followed and the Agency voted unanimously to approve the minutes of January 14, 2008 as written.

Regular Agenda

Director Willms moved, a second followed and the Agency voted unanimously to accept the Comprehensive Annual Financial Audit for the Fiscal Year 2006-2007 as provided by Wall & Wall P.C. for the Urban Renewal Agency.

Adjournment

Director Hedenskog moved, a second followed and the Agency voted unanimously by voice vote to adjourn at 7:26 pm.

Respectfully submitted:

ATTEST by City Recorder
this ____ day of _____, 2008:

Pat Sherman
Chair

Joyce Heffington
Interim City Recorder

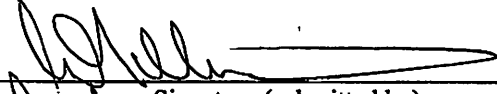
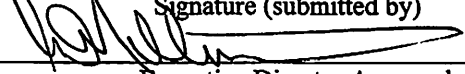
CITY OF BROOKINGS

URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: February 25, 2008

Originating Dept: Executive Director


Signature (submitted by)

Executive Director Approval

Subject: Engineering Services – North Chetco Project

Recommended Motion: Motion to authorize Executive Director to solicit proposals for technical services in support of a grant application under the Transportation Enhancement Activities program.

Financial Impact: Up to \$60,000 in engineering/technical services fees paid from URA funds.

Background/Discussion:

The City has been invited by the Oregon Department of Transportation (ODOT) to apply for funding under the federal Transportation Enhancement Activities (TEA) program to continue the Chetco Avenue pedestrian facility, landscaping and street furniture project north from 5th Street. This is a competitive program. Grants typically do not exceed \$1.5 million. If approved, funding would be available in 2011-13. Matching funds would be required at time of construction; it is anticipated that to achieve a grant of \$1.5 million a \$200,000 match would be required. Match funds could come from the proceeds of the upcoming URA tax increment bond sale. If the City does not apply in this round, the next available funding would be after 2013, assuming the TEA program is reauthorized by Congress.

The application deadline is May 9, so time is of the essence.

To complete the application process, technical services will be required. Work would include surveys, preliminary design, cost estimates and interaction with ODOT engineers. The estimated cost of technical services to support the application is \$60,000. The Executive Director would obtain quotes from three prospective engineering firms.

Conceptually, the project would involve the installation of sidewalk (where none currently exist or where they are substandard), street trees, benches and street lights along the east side of Chetco from 5th Street to the entrance to Harris Beach State Park, and on the west side from 5th Street to the pedestrian/bicycle way near Ransom Street. The project would likely not include utility undergrounding due to the high cost. The northern terminus of the project was selected to improve the competitiveness of the project under the TEA guidelines, which encourages projects that provide improved access to “transportation amenities” such as parks, scenic overlooks and historic sites. The concept explored with ODOT was to enhance pedestrian and bicycle access to Harris Beach State Park from downtown Brookings.