



Agenda

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City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
June 28, 2004 7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Ceremonies/Appointments/Announcements
 - A. Ceremonies
 1. Proclamation—Relay for Life-Sandy Harper [page 5]
 - B. Announcements
 1. Introduction of Jan Krick-Interdepartmental Aide
 2. Police Chief Chris Wallace-Demonstration of taser gun
- V. Public Hearing
 - A. In the matter of a request by the Oregon Department of Parks and Recreation that the City of Brookings adopt the Harris Beach State Park portion of the Curry County State Parks Master Plan, as a separately bound document of the City's Comprehensive Plan; Oregon Department of Parks and Recreation, applicant. [page 7]
- VI. Oral Requests and Communications from the Audience
 - A. Committee and Liaison reports
 1. Chamber of Commerce
 2. Council Liaisons
 - B. Unscheduled
- VII. Staff Reports
 - A. Police Department
 1. Purchase of new speed monitor [page 9]
 - B. City Manager
 1. Other



VIII. Consent Calendar

A. Approval of Council Meeting Minutes

1. Minutes of June 14, 2004, regular Council meeting [page 11
End Consent Calendar

IX. Ordinances/Resolutions/Final Orders

A. Ordinances

1. Ordinance No. 04-O-56—In the matter of an ordinance amending the Comprehensive Plan of the City of Brookings to incorporate the Harris Beach State Park Master Plan into Goal 8 as a separately bound document of the Comprehensive Plan [page 21]

B. Resolutions

1. Resolution No. 04-R-729—In the matter of a Resolution to adopt the City of Brookings' budget, declare the tax levy, make appropriations and categorize the levy for fiscal year 2004-2005 [page 23]
2. Resolution No. 04-R-730—In the matter of a Resolution to adopt the Brookings Urban Renewal Agency Budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2004-2005 fiscal year [page 29]

X. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

XI. Adjournment

City of Brookings
Events Calendar

July 2004

| July 2004 | | | | | | | August 2004 | | | | | | |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | | 29 | 30 | 31 | | | | |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|--|--|--------|----------|
| | | | | July 1 | 2 | 3 |
| | | | | 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Asante-Ed Walt, Mayor, Marilyn Schafer 3:00pm CC-Beachtesting program meeting-Ed Walt | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| City Hall CLOSED - 4th of July Holiday 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall) | 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commsn | 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:00pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves | 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Economic Development Committee-Ed Walt, Dianne Snow | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 12:00pm CC-Pelican Bay Telecommunications 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg | 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) | | 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC-CEP (Citizens for Emergency Preparedness): MArrell-469-5731, JRupert-469-78783 | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenals 7:00pm FH-FireTng/ChShrp (Fire Hall) | 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC-Surburban Fire District-Phil Cox-469-5729 | | 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg | 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-special PC hearing on Borax application | | 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray | | | |

City of Brookings
Events Calendar

August 2004

| August 2004 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| September 2004 | | | | | | |
|----------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|---|---|--|---|--------|---|
| August 1 | 2 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall) | 3 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn | 4 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:00pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves | 5 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray | 6 | 7 |
| 8 | 9 12:00pm CC-Pelican Bay Telecommunications 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg | 10 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) | 11 | 12 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Economic Development Committee-Ed Wait, Dianne Snow | 13 | 14 |
| 15 | 16 9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenais 7:00pm FH-FireTng/ChShrp (Fire Hall) | 17 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC-Sururban Fire District-Phil Cox-469-5729 | 18 | 19 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray | 20 | 21 |
| 22 | 23 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg | 24 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) | 25 | 26 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett | 27 | 28 12:00pm City Volunteer & Employee Annual Picnic (Azalea Park) |
| 29 | 30 7:00pm FH-FireTng/ChShrp (Fire Hall) | 31 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) | | | | |

Proclamation

★ Whereas, American Cancer Society is the largest source of nonprofit, nongovernmental cancer research funding in the United States, and

★ Whereas, American Cancer Society fights for lifesaving laws to increase federal research funding, reduce tobacco use, promote early detection of cancers, improve access to care, and support cancer patients, and

★ Whereas, American Cancer Society's Relay for Life is a community gathering where everyone can participate in the fight against cancer, and

★ Whereas, Relay for Life brings together millions of people to raise money to help prevent cancer, save lives, and diminish suffering from the disease, and

★ Whereas, Ceremonies throughout Relay for Life symbolize the hope and perseverance with which we all continue to fight cancer, and

NOW, THEREFORE, I, Bob Hagbom, Mayor of the City of Brookings, do hereby declare the dates of July 9 and 10, 2004, as



"Relay for Life Weekend in Brookings"



and urge all citizens to participate in the activities provided by the "Relay for Life" being held at the Brookings-Harbor High School football field, beginning at 6:00 p.m., Friday, July 9 and continuing through 10:00 a.m., Saturday, July 10.

★ IN WITNESS WHEREOF,

I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 28th day of June, 2004.



Bob Hagbom
Mayor



TO: Mayor and City Council
FROM: John Bischoff, Planning Director
THROUGH: Leroy Blodgett, City Manager
DATE: June 17, 2004.



Issue: Adoption of the Master Plan for Harris Beach State Park.

Background: Late last year the Oregon Department of Parks and Recreation presented the master plan for Harris Beach State Park to a work-study session with both the Council and Planning Commission. Just prior to that the Parks Dept. requested and was granted a Comprehensive Plan and Zone Change over portions of the park that were originally zoned R-1 (Single Family Residential, 6,000 sq. ft. minimum lot size) and are now zoned P/OS (Public Open Space). This action was in anticipation of presenting the master plan for approval. A copy of the Harris Beach State Park portion of the Curry County State Parks Master Plan is attached for your review.

Recommendation: Adoption of the Master Plan.

CITY OF BROOKINGS



STAFF REPORT

Date: June 23, 2004
To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Subject: Speed Monitor Purchase

REPORT

In the 2004-05 annual budget we anticipated the purchase of a new speed monitoring unit for the Police Department. There is \$15,000 budgeted for this item. The Police Department found that the only provider of the type unit needed is McCoy's Lawline. The Department received an initial quote from McCoy's Lawline of \$13,575 for a new unit. The company delivered a demonstration unit for the Police Department to try out. The demonstration unit includes solar powered batteries, a speed display, recorder to later see how many vehicles passed and how fast they were traveling and a computer generated lighted message display that can be changed to inform travelers of community events, construction or just a message to drive safely. The display may also be used for emergency situations such as accidents, fires, detours and most importantly an Amber Alert.

The demonstration unit worked so well we inquired about purchase of that particular unit. McCoy's Lawline has offered that unit to the City for the purchase price of \$10,570. This would be a savings of \$3,005 and \$4,430 less than budgeted. With McCoy's Lawline being the only provider of this type unit there is no requirement to obtain additional quotes.

STAFF RECOMMENDATION

Approve purchase of the demonstration speed monitor unit from McCoy's Lawline for the purchase price of \$10,570.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 14, 2004 7:00 p.m.**

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Shirley Ardagna

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances J. Kern, Craig Mickelson, and Larry Anderson, a quorum present.

Council Absent: Ex Officio Councilor Wes Enos

Staff Present:

City Manager Leroy Blodgett, City Attorney John Trew, Finance Director Paul Hughes, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Approximately 20 citizens

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. *Certificate of Appreciation-Thomas Moody-5 years employment*
Mayor Hagbom presented a certificate of appreciation to Thomas Moody, Water/Wastewater Treatment Plant Operator for five years of employment with the City of Brookings.
2. *Proclamation-Emblem Club Supreme Americanism Week*
Mayor Hagbom read a proclamation declaring June 13 through 19 as Supreme Emblem Club Americanism Week in Brookings. Seven members of the Supreme Club accepted the proclamation.

B. Announcements

1. *Yard of the Month/Most Improved Property of the Month*
Mayor Hagbom announced the June winners of the Yard of the Month/ Most Improved Property Program. Karen McMahan, 96402 Oceanside East Drive, was honored for Yard of the Month

and Most Improved Property honors went to Fernando and Maria Lira, 405 Railroad Street. Mayor Hagbom and City Manager Blodgett placed signs in the respective yards and the winners will receive a \$50 credit on their water/sewer bill.

V. Public Hearing

A. *Fiscal Year 2004-2005 Fiscal Year Budgets*

1. *City of Brookings*
2. *Brookings Urban Renewal Agency*

B. *Fiscal Year 2004-2005 State Revenue Sharing Funds*

Mayor Hagbom opened the hearings at 7:10 p.m. by reading the hearing guidelines into the record. After hearing Finance Director Hughes' staff report on the City of Brookings and Brookings Urban Renewal Agency 2004-2005 Fiscal Year Budgets, Mayor Hagbom asked for public comments. There were none.

Hughes then presented a staff report on State Revenue Sharing Funds saying that although the City may receive Liquor Tax, Cigarette Tax and State Shared Revenue, none of the General Funds are reliant on these monies. In the approved budget, the funds will be appropriated entirely into the contingency line of the general fund. The Gas Tax is estimated at \$270,000 and is budgeted entirely for general operations of the Street Fund. Mayor Hagbom asked for public comments. There were none.

The public hearings closed at 7:12 p.m. Action will not be taken on the FY 2004-2005 Budget until June 28.

VI. Oral Requests and Communications from the Audience

A. *Committee and Liaison reports*

1. *Council Liaisons*

Councilor Anderson said June had been a very busy month. On June 2 he attended one of two emergency procedures meetings, the Community Agencies meeting and was to attend the Chetco Watershed meeting but it was canceled until August. He attended the South Coast Watershed Committee meeting the next night. He also was present at high school graduation and on Sunday, June 13 attended an Eagle Scout reception for Kevin Shepherd. On June 8, he went to a Harbor Sanitary District meeting.

Councilor Mickelson attended many Azalea Festival events and a Curry County Commission meeting. He worked at the Rotary Snack Shack for the American Music Festival concert in Azalea Park June 13 and went to a Chamber of Commerce marketing meeting June 14.

Councilor Kern attended the Community Agencies meeting June 2, and a Pelican Bay Prison Advisory Committee meeting.

Councilor Dentino attended two services over the Memorial Day weekend, one at the Port of Brookings Harbor and one at the City Hall Flag Pole, as well as riding in the Azalea Parade. He participated in a LOC conference call regarding its "Neighborhood Voices" program. At a "Safety in the Schools" meeting he reported on a school recreation sub-committee meeting he attended. He represented the City at a County safety preparedness meeting in Gold Beach. He attended an energy workshop in Medford for which he distributed a report to the other councilors. He was also present at the Eagle Scout induction for Kevin Shepard. He attended an Oregon Coastal Zone Management meeting in Depoe Bay. He was master of ceremonies for the American Music Festival concert, Sunday June 13 and attended a Pelican Bay Telecommunications board of directors meeting this afternoon.

Mayor Hagbom thanked Councilors for written and oral reports given to the Council after meetings.

Mayor Hagbom said he also attended memorial services over Memorial Day weekend.

City Manager Blodgett gave an update on Fire Chief Bill Sharp's condition. Sharp was involved in a motorcycle accident on Hwy 199 and is currently in Rogue Valley Medical Center recouping. His injuries include a broken right arm and shoulder, broken ribs, and a contusion on his liver. During his extended absence two volunteer Assistant Chiefs, Tom Kerr and Jim Watson, will be covering the fire chief duties. Mayor Hagbom will be traveling to Medford on Tuesday and will see Sharp.

B. Unscheduled

1. Barbara Nysted, 427 Buena Vista Loop, spoke to the Council, revisiting the vacation rental issue. She said she spoke with Finance Director Hughes earlier in the day about bed taxes on a vacation rental next to her property. She learned that bed taxes had not been paid since March although the business has been very busy. She requested the City devise a way to follow up on bed tax receipts. Hughes responded that many of the controls that Nysted spoke of are in place. Bed taxes are to be paid monthly and he will send a letter to the operators reminding them they are to pay monthly. At this time they do owe for April and May.

2. Paul Rettig, 97620 Marina Heights Loop, spoke about conditions on Marina Heights Road. He said coupling fog, lack of shoulders, no guard rails and no white fog lines on roadway edges creates a very dangerous condition. He said the yellow center line has helped but he is requesting the white fog lines also. He also asked for reflectors on the center line. City Manager Blodgett said the painting should not be a major issue and he will look into the possibility of guard rails for the street.

VII. Staff Reports

A. *Finance Department*

1. *City Auditor Contract Renewal*

In his staff report presentation, Finance Director Hughes said the current auditors have been on the job for three years and have submitted a new three year contract. Hughes has been very pleased with work they have done. The new contract asks for a 1% increase for the first year plus additional fees for work to be done on GASB 34 (asset value and depreciation reporting). The annual fee for the remaining two years would be tied to the Portland Consumer Price Index. The contract includes professional advice, research and consultations throughout the year at no extra charge.

After brief discussion, Councilor Dentino moved, a second followed, and the Council voted unanimously to accept the contract from Wall & Wall Certified Public Accountants to provide audit services to the City of Brookings for fiscal years 2004 through 2006.

B. *Economic Development Department*

1. *2004 Needs and Issues Report and Recommendations*

City Manager Blodgett presented the staff report in Economic and Urban Development Director Ed Wait's absence. Blodgett asked the Council to approve a list of needs and issues that had been submitted to the Oregon Economic and Community Development Department. The information from the city and all eligible entities in Curry County will be compiled, reviewed by the county, and prioritized for a final 2004 countywide list. This information is utilized by state and federal funding agencies to assist them with working on the highest project priorities for each county and leveraging any available funds, when possible, for project support. Blodgett then explained the estimated costs associated with each project and how much funding we are seeking for each project.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the Needs and Issue List as

submitted to the State of Oregon Economic and Community Development Department.

C. *City Manager*

1. *Curry County Juvenile Department request-Juvenile Accountability Incentive Block Grant Program*

City Manager Blodgett explained the Curry County Juvenile Department is requesting the City allocate its portion of a Juvenile Accountability Incentive Block Grant to the County allowing the collaborative efforts to enable the Juvenile Department to utilize the funds for juvenile detention purposes. Blodgett said Police Chief Chris Wallace says the money is best used by awarding the City's portion of the funds to the County Juvenile Department. The City has no detention facilities for juveniles and when needed, utilizes the County's facilities.

Councilor Anderson moved, a second followed, and the Council voted unanimously to allot the City's portion of the Juvenile Accountability Block Grant (\$1,500) to Curry County.

2. *6th Annual Community Picnic-September 26, 2004*

City Manager Blodgett received a request asking the City to co-sponsor the 6th annual community picnic with the Kiwanis and other service organizations. By doing so the City's liability insurance would cover the event.

Lorraine Kuhn, 813 N 2nd Street, presented plans for this year's free community picnic. The event has grown immensely since its beginnings and last year over 400 hot dogs were cooked and eaten. She asked the City to provide trash cans as well as allowing the event to be under the umbrella of the City's liability insurance.

Councilor Kern moved, a second followed, and the Council voted unanimously to co-sponsor the 6th annual community picnic with Kiwanis and other service organizations.

3. *Farmer's Market request*

City Manager Blodgett said two requests had been received to hold "farmers' markets" within the city limits. The first was received from Joyce Tromblee who asked to hold a market Wednesday afternoons. She requested use of three parking spaces in the entry street to the municipal parking lot. The second request was from Lynn Truman to hold a Saturday market on Frontage Road. Tromblee, 825 Midland Way, and Truman, 1506 Seacrest Lane, explained their proposals to the Council and answered questions

from the Councilors. Staff recommendation was to approve the request from Truman.

Councilor Anderson moved, a second followed and the Council voted unanimously to deny the request by Joyce Tromblee to use three parking spaces for a farmers' market. The motion included allowing Tromblee to continue to work with staff on this issue.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve Lynn Truman's request to hold Saturday markets on Frontage Road with the following conditions:

1. **Access to business parking lots must be kept open at all times.**
2. **A 20-foot access on the frontage street must be kept open at all times.**
3. **Vendors may not use parking areas next to the adjacent businesses.**
4. **Portable restrooms must be provided during the events.**
5. **The area must be kept clean at all times and trash containers shall be provided by the event coordinators.**
6. **The area shall be cleared by 5:00 p.m. the day of the events.**
7. **The allowed use shall be July 17, 2004, through October 2, 2004.**
8. **A blanket business license which will cover all vendors shall be purchased from the City.**
9. **The event sponsor shall provide insurance to hold the City harmless of any action.**
10. **City shall have the right to require the event to cease if there is interference with other businesses or any condition of approval not followed.**

4. *Other*

City Manager Blodgett gave a report on the first Economic Development Committee meeting which was held June 10. Thirteen of the fourteen members attended. John Zia was elected chair, Dave Gordon vice chair, and Chris McKay secretary. Blodgett said the group limited themselves to 90 minutes each meeting with a maximum of 2 hours if necessary.

Blodgett said he will be out of the office Wednesday through Saturday attending a League of Oregon Cities Board of Directors meeting in Enterprise.

He reported a new interdepartmental aide has been hired and she will be introduced at the next Council meeting.

Blodgett said the City's Volunteer/Employee picnic will be August 28.

VIII. Consent Calendar

- A. *Approval of Council Meeting Minutes*
 - 1. *Minutes of May 24, 2004, regular Council meeting*
 - B. *Acceptance of Parks and Recreation Commission Minutes*
 - 1. *Minutes of April 22, 2004, regular Commission meeting*
 - C. *Approval of Vouchers for month of May, 2004 (\$207,850.15)*
 - D. *Liquor License Application-Cielito Lindo Fast Food & Mini-Mart*
 - E. *Liquor License Application-Bella Italia Ristorante*
 - F. *Liquor License Application-Hank's Tavern, LLC*
- End Consent Calendar*

Councilor Dentino moved, a second followed, and the Councilor voted 4-0-1 (Councilor Mickelson abstaining as he was not at the City Council meeting of May 24) to approve the Consent Calendar as written.

IX. Ordinances/Resolutions/Final Orders

- A. *Resolutions*
 - 1. *Resolution No. 04-R-727, a Resolution adopting a Supplemental Budget for the 2003-2004 Fiscal Year*

Finance Director Hughes said, because of unanticipated revenues and expenditures the General Fund budget needed to be adjusted. He said the supplemental budget for the current year adds to the contingency fund. The supplemental budget would add and appropriate \$420,170 into the General Fund, transfer \$850,000 from the Water Bond Fund, add and appropriate \$849,517 into the Debt Service Series 1993 Bond fund, add and appropriate \$517,023 into the Debt Service Series 2003 Fund.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve Resolution No. 04-R-727, adopting a supplemental budget for the 2003/2004 Fiscal Year.
 - 2. *Resolution No. 04-R-731, a Resolution declaring the City's election to receive State Revenues*

Finance Director Hughes said a resolution is required each year stating that the City elects to receive state revenue sharing money. The law also requires the City Recorder to certify that two required public hearings were held. One was held before the Budget Committee and the other was held this evening before Council.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve Resolution No. 04-R-731, declaring the City's election to receive state revenues.

3. *Resolution No. 04-R-732, a Resolution extending the City of Brookings' Workers' Compensation Coverage to volunteers of the City of Brookings*

Finance Director Hughes said our workers compensation carrier, City County Insurance Services, requires the City to pass a resolution each year specifying that city volunteers are covered under the City's workers compensation plan. He said the covered City volunteers have not changed from the prior year.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve Resolution No. 04-R-732, extending the city of Brookings workers compensation coverage to volunteers of the City of Brookings.

City Manager Blodgett said that the budget process here in Brookings is the most straightforward of any city that he has worked for. He complimented staff, budget committee members and Council for their work on the budget.

X. Remarks from Mayor and Councilors

A. Council

Councilor Anderson commented that it is the administrators and staff that make things happen in the City. They show good leadership.

Councilor Mickelson asked if action would be taken to remove the derelict vehicles that are reportedly parked in the City's municipal parking lot. City Manager Blodgett said he will look into this.

B. Mayor None

X. Adjournment

With no further business before the Council, Councilor Dentino moved the meeting be adjourned at 8:30 p.m. By unanimous voice vote the meeting was adjourned.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of _____, 2004.

Paul Hughes
Finance Director/City Recorder

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

**In the Matter of an Ordinance amending the
Comprehensive Plan of the City of Brookings to
incorporate the Harris Beach State Park Master
Plan into Goal 8 as a separately bound document
of the Plan.**

)
)
) *ORDINANCE No. 04-O-563*
)
)

Sections:

- Introduction.
- Section 1. Comprehensive Plan to designate the parcel as Open Space.

WHEREAS, the Brookings City Council, at its regularly scheduled meeting of June 28, 2004, did conduct a public hearing on this matter, during which hearing testimony and evidence was presented by the applicant's representative, interested parties and recommendations were received from and presented by the Planning Director; and

WHEREAS, at the conclusion of said public hearing, after consideration and discussion, the Brookings City Council, upon a motion duly seconded, did vote in the majority to adopt the Harris Beach State Park Master Plan, identified as Exhibit 1, as a separately bound document of the city's Comprehensive Plan.

The city of Brookings ordains as follows:

Section 1. Amendment to Goal 8 of the Comprehensive Plan

Goal 8 of the comprehensive plan is hereby amended to read as follows:

Implementation

- 6. Brookings recognizes the Harris Beach State Park Master Plan and has adopted it as a separately bound document of this Comprehensive Plan.

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____ day of _____, 2004.

ATTEST:

Bob Hagbom, Mayor

Paul Hughes, Finance Director/Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: June 22, 2004

To: Mayor Hagbom and City Council

From: Paul Hughes, Finance Director

Subject: Resolution to adopt the City of Brookings' budget, declare the tax levy, make appropriations and categorize the levy for fiscal year 2004-2005;

BACKGROUND

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30th. (ORS 294.435)

As required by Oregon law, the City of Brookings fiscal year 2004-2005 budget includes the following:

1. The detailed expenditures and resources for each fund, organizational unit, program or activity,
2. The detailed actual information for the first and second preceding years,
3. The adopted budget information for the current year,
4. The proposed and approved budget figures for the upcoming year.

Before the City can implement the 2004-2005 budget and receive tax money necessary for operations, this resolution must be adopted by the City Council.

RECOMMENDATION

Staff recommends approval of resolution 04-R-729 adopting the City of Brookings budget, declaring tax levied, making appropriations for the 2004-2005 fiscal year and to categorize the levy as provided in ORS 294.435.

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

| | | |
|---|---|-------------------|
| <i>In the Matter of a Resolution Adopting the</i> |) | |
| <i>City of Brookings' Budget, Declaring Tax Levied,</i> |) | RESOLUTION |
| <i>Making Appropriations for the 2004-2005</i> |) | NO. |
| <i>Fiscal Year and to Categorize the Levy as</i> |) | 04-R-729 |
| <i>Provided in ORS 294.435</i> |) | |

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2004-2005 in the sum of \$18,172,278 now on file in the office of the City Finance Director/Recorder.

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and in the amount of \$110,753 for bonds; and that these taxes are hereby imposed and categorized for tax year 2004-2005 upon the assessed value of all taxable property within the district.

| | General Government | Excluded from Limitation |
|-------------------|-----------------------|--------------------------------|
| General Fund | \$3.7630/1000 | |
| Debt Service Fund | | \$110,753 |

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2004, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

| | <u>Appropriation</u> |
|---------------------------------|----------------------------|
| Judicial | \$ 11,105 |
| Legislative/Administrative | 364,950 |
| Police | 1,425,630 |
| Fire | 328,270 |
| Community Development | 395,665 |
| Parks & Recreation | 343,135 |
| Finance | 215,320 |
| Swimming Pool | 80,390 |
| Non-Departmental | <u>732,600</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 3,897,065</u> |

STREET FUND

| | |
|---------------------------------|--------------------------|
| Personal Services | \$ 132,990 |
| Materials & Services | 141,215 |
| Capital Outlay | 38,350 |
| Interfund Transfers | 34,800 |
| Contingencies | <u>54,965</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 402,320</u> |

WATER FUND

| | |
|---------------------------------|--------------------------|
| Distribution | \$ 325,130 |
| Treatment | 444,680 |
| Interfund Transfers | 76,800 |
| Contingencies | <u>141,740</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 988,350</u> |

WASTEWATER FUND

| | |
|---------------------------------|---------------------------|
| Collection | \$ 909,990 |
| Treatment | 858,740 |
| Interfund Transfers | 853,825 |
| Contingencies | <u>402,445</u> |
| TOTAL FUND APPROPRIATION | <u>\$3,025,000</u> |

SYSTEM REPLACEMENT FUND

| | |
|---------------------------------|---------------------------|
| Street - Capital Outlay | \$ 152,450 |
| - Materials and Services | 70,000 |
| Water - Capital Outlay | 638,600 |
| Wastewater - Capital Outlay | <u>488,600</u> |
| TOTAL FUND APPROPRIATION | <u>\$1,349,650</u> |

SYSTEM DEVELOPMENT FUND

| | |
|-------------------------------------|---------------------------|
| Street - Capital Outlay | \$ 186,900 |
| Water - Capital Outlay | 963,000 |
| Wastewater - Contingencies | 132,902 |
| - Interfund Transfers | 760,598 |
| - Capital Outlay | 2,500 |
| Parks & Recreation - Capital Outlay | 186,000 |
| Storm Drain - Capital Outlay | <u>160,450</u> |
| TOTAL FUND APPROPRIATION | <u>\$2,392,350</u> |

9-1-1 FUND

| | |
|---------------------------------|--------------------------|
| Materials & Services | \$ 41,800 |
| Capital Outlay | 62,500 |
| Interfund Transfers | 125,000 |
| Contingencies | <u>146,300</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 375,600</u> |

AZALEA PARK FUND

| | |
|---------------------------------|--------------------------|
| Materials & Services | \$ 19,100 |
| Capital Outlay | 50,000 |
| Interfund Transfers | 18,800 |
| Contingencies | <u>30,100</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 118,000</u> |

GENERAL RESERVE FUND

| | |
|---------------------------------|---------------------------|
| Capital Outlay | \$ 942,862 |
| Contingencies | <u>606,538</u> |
| TOTAL FUND APPROPRIATION | <u>\$1,549,400</u> |

DEBT SERVICE FUND

| | |
|---------------------------------|--------------------------|
| Interfund Transfers | <u>\$ 103,000</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 103,000</u> |

DEBT SERVICE 2003 SERIES FUND

| | |
|---------------------------------|--------------------------|
| Materials and Services | \$ 1,100 |
| Debt Service | <u>347,800</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 348,900</u> |

WASTEWATER LOAN FUND

| | |
|---------------------------------|---------------------------|
| Debt Service | \$ 1,064,050 |
| DEQ Reserve | 981,229 |
| Contingencies | <u>501,244</u> |
| TOTAL FUND APPROPRIATION | <u>\$2,546,523</u> |

DAWSON BANCROFT BOND FUND

| | |
|---------------------------------|--------------------------|
| Materials and Services | \$ 425 |
| Debt Service | <u>108,865</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 109,290</u> |

WATER BOND FUND

| | |
|---------------------------------|--------------------------|
| Interfund Transfers | <u>\$ 368,700</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 368,700</u> |

STOUT PARK TRUST FUND

| | |
|---------------------------------|------------------------|
| Materials and Services | \$ 4,350 |
| Interfund Transfers | <u>500</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 4,850</u> |

BE IT FURTHER RESOLVED that the Brookings City Finance Director/Recorder certify to the County Assessor the tax levy made by this Resolution and shall file with the County Assessor a copy of the budget as finally determined.

PASSED by the City Council of the City of Brookings and signed by the Mayor this _____ day of June, 2004.

Bob Hagbom
Mayor

ATTEST:

Paul Hughes
Finance Director/Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: June 22, 2004

To: Mayor Hagbom and Board of Directors

From: Paul Hughes, Finance Director

Subject: Resolution to adopt the Brookings Urban Renewal Agency budget, make appropriations and declare tax increment funding request

BACKGROUND

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30th. (ORS 294.435)

As required by Oregon law, the Brookings Urban Renewal Agency fiscal year 2004-2005 budget includes the following:

1. The detailed expenditures and resources for each fund, organizational unit, program or activity,
2. The detailed actual information for the first and second preceding years,
3. The adopted budget information for the current year,
4. The proposed and approved budget figures for the upcoming year.

Before the Board can implement the 2004-2005 budget and receive tax money necessary for operations, this resolution must be adopted by the Board of Directors.

RECOMMENDATION

Staff recommends approval of Resolution 04-R-730 adopting the Brookings Urban Renewal Agency budget, declaring tax increment funding as provided under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2004-2005 fiscal year.

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

*In the Matter of a Resolution Adopting the
Brookings Urban Renewal Agency Budget,
Declaring Tax Increment Funding as Provided
Under Section 1c, Article IX of the Oregon
Constitution and ORS Chapter 457, and Making
Appropriations for the 2004-2005 Fiscal Year*))))))
**RESOLUTION
NO.
04-R-730**

BE IT RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby adopts the budget for fiscal year 2004-2005 in the sum of \$178,500 now on file in the office of the City Finance Director/Recorder.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2004, and for the purposes shown below are hereby appropriated as follows:

URBAN RENEWAL AGENCY FUND

| | <u>Appropriation</u> |
|---------------------------------|--------------------------|
| Capital Outlay | \$ 80,000 |
| Interfund Transfers | 84,300 |
| Contingencies | <u>14,200</u> |
| TOTAL FUND APPROPRIATION | <u>\$ 178,500</u> |

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

PASSED by the City Council of the City of Brookings and signed by the Mayor this _____ day of June, 2004.

Bob Hagbom
Mayor

ATTEST:

Paul Hughes
Finance Director/Recorder