

Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
June 23, 2003 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 Weekend in Brookings [page 5]
 - B. Announcements
 - 1. Presentation of Certificate of Achievement for Excellence in Financial Reporting [page 7]
- V. Public Hearing
 - A. Supplemental budget for fiscal year 2002/2003 [page 9]
- 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. City Manager
 - 1. Other
- VIII. Consent Calendar
 - A. Approval of Council Meeting Minutes
 - 1. Minutes of June 9, 2003 Regular Council meeting [page 11]

(End Consent Calendar)

IX. Ordinances/Resolutions/Final Orders

A. Resolutions

1. Resolution No. 03-R-718, In the matter of a Resolution adopting the City of Brookings Budget, declaring tax levied, making appropriations for the 2003-2004 Fiscal Year and to categorize the Levy as provided in ORS 294.435 [page 21]
2. Resolution No. 03-R-719, In the matter of a Resolution adopting a Supplemental Budget for the 2002-2003 Fiscal Year [page 27]
3. Resolution No. 03-R-721, 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 2003-2004 Fiscal Year [page 29]

X. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

XI. Adjournment

City of Brookings
Events Calendar

June 2003

June 2003

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

July 2003

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 1	2	3	4	5	6	7
	9:30am CC- VIPS/Volunteers in Police Service/BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg (Chetco Sr.Center) 1:30pm CC-SafetyComMtg/HTompson 6:30pm CC-Citizen's Academy-Marvin Parker 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm FH- Sheriff's Search & Rescue mtg-Steve Car 7:00pm CC-Downtown Development Committee	8:00am CC-Aflac Open Enrollment consultations.	
8	9	10	11	12	13	14
	10:00am CC-Police meeting-John Bishop 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)	9:00am CC-ODOT Couplet meeting-Leroy 10:00am FH-Traffic Safety Committee meeting-Marvin Parker 6:30pm CC-Citizen's Academy-Marvin Parker	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Downtown Development committee mtg-7 to 10 pm	Charter Communications Office Closed 8:00am CC-Aflac Open Enrollment Consultations 1:00pm FH-Suburban Rural Fire Department District meeting-Rex Atwell-469-4663	
15	16	17	18	19	20	21
	Charter Communications Office Closed 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)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 1:00pm CC-Staff with Borax-Leo 7:00pm CC-Jt. CC/PC worksession on Borax-Leroy	2:00pm CC-Harbor Dev Meeting/John Bischoff 6:00pm CC-Victim's Impact Panel (247-2412) Curry Prevention Services/Mindy	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:30pm CC-AMF Board-		
22	23	24	25	26	27	28
	8:00am CC-Interviews for Treatment Plants Operator-Cathie Mahon 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 7:00pm CC-Parks & Rec Comm/ LBlodgett	Last Day for Charter Communications 12:00pm CC-training for law enforcement on Brain Injury Group-Liz Pendergast-469-5306 ext 303	
29	30					
	10:00am HSD, John Trew, Leroy mtg 7:00pm FH-FireTng/ChShrp (Fire Hall)					

City of Brookings
Events Calendar

July 2003

July 2003							August 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		July 1 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	2 12:00pm Commnity Agencies mtg (Chetco Sr.Center) 1:30pm CC-Safety Committee-Hilary Thompson 7:00pm FH-PoliceReserves	3 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carpertner-Laurie Calef-469-0275	4 City Hall CLOSED - 4th of July Holiday	5
6	7 9:30am CC- VIPS/Volunteers in Police Service/BPalicki 6:30pm CC-American Red Cross mtg-Karen Deganais-469-3164 7:00pm FH-FireTng/ChShrp (Fire Hall)	8 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	9	10 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Downtown Development committee mtg-7 to 10 pm	11	12
13	14 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	15 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC-Borax meeting-Marty Stiven-Westen Land Use Advocates	16	17 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 9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Deganais 7:00pm FH-FireTng/ChShrp (Fire Hall)	22 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	23	24 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 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	29 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	30	31 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 6:30pm CC-Seatbelt Class-Det. Palicki-PD		

CC-Council Chambers
FH-Fire Hall

Proclamation

WHEREAS, the American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives from cancer and diminishing suffering from cancer through research, education, advocacy, and service, and

WHEREAS, the American Cancer Society's "Relay for Life" is a unique event that honors the courageous spirit of those battling Cancer; and

WHEREAS, the "Relay for Life" reminds us that progress has been made in the fight against Cancer and that everyone who participates is making a difference;

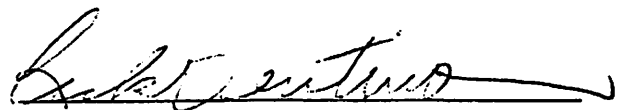
NOW, THEREFORE, I, Rick Dentino, Council President of the City of Brookings, do hereby declare the dates of July 11 and 12, 2003, as



"Mardi Gras 2003, The Biggest Party that Brookings will ever see"

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 8:00 p.m. Friday, July 11 and continuing through noon, Saturday, July 12.

IN WITNESS WHEREOF,
I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 23rd day of June, 2003.



Rick Dentino
Council President



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

April 14, 2003

NEWS RELEASE

For information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to: **City of Brookings, OR** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Finance Department, City of Brookings

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 14,000 government finance professionals with offices in Chicago, Illinois, and Washington, D.C.

CITY OF BROOKINGS



STAFF REPORT

Date: June 3, 2003

To: Mayor Hagbom and City Council

From: Paul Hughes, Finance Director

Subject: Resolution adopting a supplemental budget for fiscal year 2002/2003

BACKGROUND

As a result of unanticipated revenues and expenditures, the General Fund, Street Fund, Street System Replacement Fund and Dawson Bancroft Bond Fund budgets need to be adjusted through the supplemental budget process. \$71,079 of General Fund revenues received included a grant from Hewlet Packard, donation from the Brookings Firefighters Association, sale of trees from Azalea Park, insurance settlement from the burned storage building at Azalea Park and reimbursement from the State of Oregon for Fire department expenditures incurred due to the fires last summer. Resolution 03-R-719 will appropriate these funds into the General Fund for the construction of a new parking lot, tool shed and snack shack/restrooms at Azalea Park, computers and computer equipment in City Hall and materials & services and equipment expenditures in the Fire department. We expected to receive approximately \$42,250 from the Azalea Park Foundation this fiscal year for the snack shack/restrooms project. It appears we will not receive this money until next year so we need to transfer funds from contingency and park maintenance budget lines to cover the cost. When we receive the funding next year, it will be posted to the General Fund and held for contingency. The Street Fund includes the receipt and expenditure of \$6,000 of donated funds for new decorative trash cans along Chetco Avenue. The Street System Replacement Fund had an actual carry over balance from the prior year that was \$95,000 greater than budget. Because of this we can add \$75,000 to the budgeted revenue and \$75,000 to capital outlay to accommodate the Mill Beach Road improvement project, and the East Harris Heights fencing project. The Dawson Bancroft Bond Fund incurred a \$425 trustee expense that was not budgeted. This fund does not have a contingency line so revenues will have to be increased in an amount equal to the expense. This is ok since actual revenues received are greater than budgeted.

RECOMMENDATION

Staff recommends that City Council adopt resolution 03-R-719 adopting a supplemental budget for the 2002/2003 fiscal year.

CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 9, 2003 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 Paul Hughes

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Larry Curry and Frances Johns Kern, a quorum present.

Councilor Absent: Craig Mickelson

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 David Courtland

Other:

Chamber of Commerce Executive Director Les Cohen and President Peter Spratt and approximately 15 other citizens

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Announcements

1. Proclamations

a. Supreme Americanism Week—June 8-14—Brookings Emblem Club

Approximately eight members of the Emblem Club received an Americanism Week proclamation from Mayor Hagbom.

2. Yard of Month/Most Improved Property of Month

Mayor Hagbom announced winners for June: Katherine King Higgins, 876 Jodee Lane, Yard of the Month; and the Kalina Family Trust, Brookings Village, Most Improved Property. Signs will be placed in the winners' yards on Tuesday.

V. PUBLIC HEARING

A. Proposed Sewer Rates

The public hearing was opened at 7:10 p.m. After hearing the staff report given by City Manager Blodgett, Mayor Hagbom asked for questions from the Council. There were none. Hagbom then asked for testimony by the public. Jim Hansen, PO Box 7830, Brookings, asked for clarification on the staff report. Finance Director Hughes answered that 95% of the increase is going to pay off the DEQ loan. Hansen also asked whether the 50% increase was across-the-board. Hughes replied that commercial rates will be increased 50%. Single- and multi-family residences would not have equal increases under the proposed structure because the rates are not equal at this time and would be under the proposal. The single-family rate increase would be less than 50% and the multi-family rate increase greater than 50%.

The Public Hearing was closed at 7:20 p.m. No action was taken at this time. See Item IX.B.1 & 2 of these minutes.

- B. *Planning Commission File No. LDC-2-03, an amendment to Section 56, Tourist Commercial (C-4) District, to remove the requirement for multiple dwellings not on a ground floor and allow one or more dwelling units not on a ground floor as a permitted use. City initiated. This is a legislative hearing.*

The Public Hearing opened at 7:20 p.m. No Councilor declared ex parte contact or potential or actual conflict and there was no challenge from the audience as to the Council's jurisdiction to hear the case.

Councilor Curry noted an error in the Planning Commission minutes from May 6, 2003. Wording in the minutes read "one of more dwellings on a ground floor." Staff will have the secretary correct these minutes to read "one or more dwellings *not* on a ground floor" and have them re-signed by the Planning Commission Chair.

After a short explanation of the proposed change to the Land Development Code there were no questions by the Council or comments from the audience.

The Public Hearing closed at 7:25 p.m. No action was taken at this time. See Item No. IX.A.1 later in these minutes.

- C. *2003-2004 Fiscal Year Budgets:*
1. *City of Brookings*
 2. *Brookings Urban Renewal Agency*

The Public Hearing opened at 7:25 p.m. on 2003-2004 fiscal year budgets. Finance Director Hughes presented the staff report stating on April 30 the Budget Committee had approved the proposed budgets. No members from

the audience testified and the public hearing closed at 7:27 p.m. There was no action on this item at this time.

D. *Proposed Uses of State Revenue Sharing Funds for Fiscal Year 2003-2004*

The Public Hearing opened at 7:28 p.m. for the purpose of hearing proposed uses of State Revenue Sharing funds for Fiscal Year 2003-2004. Staff anticipates receiving approximately \$74,000 into the General Fund from State Liquor Tax and Shared Revenues during fiscal year 2003-2004. Gas Tax revenues are estimated at \$215,000 and are budgeted entirely for general operations of the Street Fund. There is no money budgeted from receipts of the Cigarette Tax as this is still being considered by the State Legislature.

No member of the public testified and the Public Hearing closed at 7:30 p.m. No action was taken at this time on this item. See Item No. IX.B.3 later in these minutes.

VI. **ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

A. *Committee and Liaison reports*

1. *Chamber of Commerce*

Les Cohen Executive Director of Chamber said the Azalea Festival was very successful this year with the number of people attending noticeably higher than in previous years. This may have been in part due to television advertising in Northern California. Cohen quoted a report by the American Tourism Commission saying that tourism for this year will exceed last year.

Cohen showed a new directory phone customers will be receiving, a combined Del Norte and Curry County directory featuring America's Wild River Coast.

Cohen said there have been questions on whether the Chamber charges for visitor and relocation packages. He stated they do not and have never charged for visitor information and send out nearly 40,000 information packets a year. The Chamber provides two types of relocation packages for which they do charge. Callers are given the choice of the free or charged packages and about 95% opt for a paid-for package.

Cohen also clarified that no veterans groups were charged to be in the Azalea Parade. The Chamber returned any veterans group checks that were sent in with applications.

B. *Council Liaisons*

Councilor Dentino attended a Community Development meeting in Coos Bay with Councilor Curry; a Sewer Rate Committee meeting, and a dinner celebrating Shirlee Sheffel's retirement from the Police Department.

Councilor Johns Kern worked at the Sheffel retirement dinner and also attended the Government agencies meeting.

Councilor Curry also attended Shirlee Sheffel's retirement dinner and a meeting of the Watershed Council where the removal of the Jack Creek Dam was discussed.

- C. *Unscheduled*
None

VII. STAFF REPORTS

- A. *Police Department*

- 1. *Awarding of bid for video recording system*

Three bids were received for a closed circuit video recording system for the jail cells which would replace the antiquated system currently being used. The new system would allow a dispatcher to monitor areas when a police officer is not present.

Councilor Dentino moved, a second followed, and the Council voted unanimously to award the bid for a closed circuit video recording system for the Police Department to Diamond Communications in the amount of \$5,395.38.

- B. *City Manager*

- 1. *Temporary Water Rights Transfer Agreement for Salmon Run Golf Course*

City Manager Blodgett reported Freeman Rock has a water right and well that is currently being used for irrigation and is a logical temporary source for irrigation of the golf course. This water right may end up being the long term solution also, but terms and permanent water rights will need to be transferred. The temporary water right transfer agreement does not obligate the City to any financial or other conditions, all of which will be the responsibility of Salmon Run Golf Course.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve the Temporary Water Right Transfer between Salmon Run and Freeman Rock.

- 2. *Request for use of Municipal Parking Lot to hold Farmer's Market*

City Manager Blodgett said the Downtown Development Committee recommended approval of a request for use of the downtown parking lot on Wednesdays from 10 a.m. to 2 p.m. beginning July 9 to October 29 to hold a farmer's market. The Committee also recommended waiving any fees and business license requirements. The Chamber of Commerce has agreed to sponsor the Market.

There was some discussion on the request. Mayor Hagbom remarked that a great thing about the proposal is having a downtown group working in concert with the Chamber.

Councilor Dentino questioned who would monitor the market and went on record as opposing the request. Blodgett answered the Downtown Development Committee will monitor the market and can come back to Council if they see any problems arising. The Downtown Development Committee concerns included too few, and too many, vendors. Councilor Johns Kern sees quite a few concerns from many people but she feels it is worth it to try for a few months and if it doesn't work the Council has power to stop it.

Councilor Curry thinks it is worth trying and that it will control itself. It will need to draw enough vendors and customers to continue. Blodgett added if it is successful the farmer's market points out a need for a public square in the downtown area.

Peter Spratt, PO Box 1344, Brookings, addressed the Council on behalf of the Chamber of Commerce. He questioned who is going to regulate the farmer's market and proposed that the Downtown Development Committee oversee whether it is working or not. He also gave information to the Council on an interactive kiosk the Chamber will be purchasing for their building in the Port of Brookings Harbor. This may be a prototype for other kiosks in the area.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve holding a farmer's market in the downtown parking lot beginning Wednesday, July 9 through October 29 between the hours of 10:00 a.m. and 2:00 p.m. and waiving city fees and business license requirements. The Downtown Development Committee is to report to the Council each month on the activities at the farmer's market.

3. *Other*
None

VIII. CONSENT

- A. Approval of Council Meeting Minutes
 - 1. Minutes of May 12, 2003, Regular Council Meeting
 - 2. Minutes of May 28, 2003, Regular Council Meeting
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of April 24, 2003, Regular Commission Meeting
- C. Acceptance of Planning Commission Minutes
 - 1. Minutes of May 6, 2003, Regular Commission Meeting
- D. Approval of Vouchers for May, 2003 (\$177,152.09)
(end Consent Calendar)

Councilor Dentino moved, a second followed, and the Council voted unanimously to accept the Consent Calendar as published.

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. *In the matter of 03-O-446.OO, an ordinance amending Section 56, Tourist Commercial (C-4) District of the Land Development Code, to allow one or more dwellings not on a ground floor as a permitted use.*

City Manager Blodgett read Ordinance No. 03-O-446.OO in its entirety.

Councilor Dentino moved, a second followed and the Council voted unanimously to have the second reading of Ordinance No. 03-O-446.OO by title only.

Blodgett read Ordinance No. 03-O-446.OO by title only.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to adopt Ordinance No. 03-O-446.OO, an ordinance amending Section 56, Tourist Commercial (C-4) District of the Land Development Code, to allow one or more dwellings not on a ground floor as a permitted use.

- 2. *In the matter of 03-O-477.A, an ordinance amending Ordinance No. 91-O-477, an Ordinance providing for a systems development charge review committee in the City of Brookings.*

City Manager Blodgett reviewed Ordinance No. 03-O-477 saying while the Ordinance currently is fairly specific as to

the duties of the Committee, staff felt it would be beneficial to be less specific in the Ordinance.

Blodgett read Ordinance No. 03-O-477.A in its entirety.

Councilor Dentino moved, a second followed and the Council voted unanimously to have the second reading of 03-O-477.A by title only.

Blodgett read the ordinance by title only.

Councilor Dentino moved, a second followed, and the Council voted unanimously to adopt Ordinance No. 03-O-477.A, amending Ordinance No. 91-O-477.

B. Resolutions

1. *In the matter of Resolution 03-R-714, a resolution amending Resolution 92-R-534 adopting rates, fees and charges to the users of the City of Brookings water supply services.*

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve Resolution No. 03-R-714, a Resolution amending Resolution No. 92-R-534 of the City of Brookings adopting rates, fees and charges to the users of the City of Brookings water Supply, to delete a Capital Investment Charge (water bond) of \$5.25 from rates, fees and charges presently being charged to the users of the City's water system.

2. *In the matter of Resolution 03-R-715, a resolution adopting rates, fees and charges to the users of the City of Brookings sewer services; and repealing Resolution 97-R-630.*

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve Resolution No. 03-R-715 a Resolution adopting rates, fees and charges to the users of the City of Brookings sewer services and repealing Resolution No. 97-R-630.

3. *In the matter of Resolution 03-R-717, a resolution declaring the City's election to receive State revenues for Fiscal Year 2003-2004.*

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve Resolution

No. 03-R-717, declaring the City's election to receive state revenues.

4. *In the matter of Resolution 03-R-720, a resolution extending the City of Brookings' workers compensation coverage to volunteers of the City of Brookings*

Staff reported that each year the City's insurance carrier, City County Insurance Services, requires the City Council to pass a resolution specifying the City volunteers covered under the City's workers compensation plan. Covered City volunteers have not changed from prior years.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve Resolution No. 03-R-720, a Resolution extending the City of Brookings' workers' compensation coverage to volunteers of the City of Brookings.

5. *In the matter of Resolution 03-R-722, a resolution establishing traffic controls (parking limitations) along Chetco Avenue and in City-owned parking lots on Chetco Avenue.*

City Manager Blodgett stated the Downtown Development Committee recommended changing parking limits on Chetco Avenue. Currently parking limits are fairly inconsistent in the downtown area and the Committee wants to be consistent and to also place limits on the new downtown parking lot. The Committee is recommending two-hour limits along Chetco Avenue except where no parking is allowed and four-hour limits in new parking lot, seven days of week between the hours of 8:00 a.m. to 5:00 p.m.

Councilor Dentino asked how this would affect the vendors at the farmer's market and received the answer that they would have to move if they were not in the vendor area.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve Resolution No. 03-R-722, establishing traffic controls (parking limits) along Chetco Avenue and in City-owned parking lots on Chetco Avenue.

City Manager Blodgett reminded the Council of the June 17 joint Planning Commission/City Council work session meeting to discuss a Masterplan Zone. After the work session there will be public hearings in front of the Planning Commission and the City Council before the zone is adopted.

X. REMARKS FROM MAYOR AND COUNCILORS

A. *Council-None*

B. *Mayor-None*

XI. ADJOURNMENT

With no further business before it, the Council adjourned at 8:20 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of _____, 2003.

Paul Hughes
Finance Director/City Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: June 16, 2003

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 2003-2004;

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 2003-2004 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 2003-2004 budget and receive tax money necessary for operations, this resolution must be adopted by the City Council.

RECOMMENDATION

Staff recommends approval of resolution 03-R-718 adopting the City of Brookings budget, declaring tax levied, making appropriations for the 2003-2004 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 2003-2004</i>)	NO.
<i>Fiscal Year and to Categorize the Levy as</i>)	03-R-718
<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 2003-2004 in the sum of \$16,276,991 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 \$117,312 for bonds; and that these taxes are hereby imposed and categorized for tax year 2003-2004 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$3.7630/1000	
Debt Service Fund		\$117,312

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2003, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

	<u>Appropriation</u>
Judicial	\$ 9,660
Legislative/Administrative	341,295
Police	1,366,750
Fire	200,410
Community Development	336,120
Parks & Recreation	133,120
Finance	206,425
Swimming Pool	75,325
Non-Departmental	<u>275,850</u>
TOTAL FUND APPROPRIATION	<u>\$ 2,944,955</u>

STREET FUND

Personal Services	\$ 132,460
Materials & Services	125,250
Capital Outlay	30,000
Interfund Transfers	49,800
Contingencies	<u>10,090</u>
TOTAL FUND APPROPRIATION	<u>\$ 347,600</u>

WATER FUND

Distribution	\$ 301,520
Treatment	247,880
Interfund Transfers	26,800
Contingencies	17,200
TOTAL FUND APPROPRIATION	<u>\$ 593,400</u>

WASTEWATER FUND

Collection	\$ 501,190
Treatment	607,500
Interfund Transfers	699,006
Contingencies	<u>550,654</u>
TOTAL FUND APPROPRIATION	<u>\$2,358,350</u>

SYSTEM REPLACEMENT FUND

Street - Capital Outlay	\$ 180,000
- Interfund Transfers	15,000
Water - Capital Outlay	671,500
Wastewater - Capital Outlay	<u>448,000</u>
TOTAL FUND APPROPRIATION	<u>\$1,314,500</u>

SYSTEM DEVELOPMENT FUND

Street - Capital Outlay	\$ 137,000
Water - Capital Outlay	829,000
Wastewater - Contingencies	252,750
- Interfund Transfers	501,250
- Capital Outlay	5,000
Parks & Recreation - Capital Outlay	180,200
Storm Drain - Capital Outlay	<u>150,800</u>
TOTAL FUND APPROPRIATION	<u>\$2,056,000</u>

WASTEWATER CONSTRUCTION FUND

Interfund Transfers	\$ 266,000
TOTAL FUND APPROPRIATION	<u>\$ 266,000</u>

9-1-1 FUND

Materials & Services	\$ 36,600
Capital Outlay	55,000
Interfund Transfers	30,000
Contingencies	<u>214,400</u>
TOTAL FUND APPROPRIATION	<u>\$ 336,000</u>

AZALEA PARK FUND

Materials & Services	\$ 16,075
Capital Outlay	63,000
Interfund Transfers	15,500
Contingencies	<u>46,325</u>
TOTAL FUND APPROPRIATION	<u>\$ 140,900</u>

GENERAL RESERVE FUND

Capital Outlay	\$ 387,537
Interfund Transfers	14,000
Contingencies	<u>729,863</u>
TOTAL FUND APPROPRIATION	<u>\$1,131,400</u>

DEBT SERVICE FUND

Interfund Transfers	\$ 109,100
TOTAL FUND APPROPRIATION	<u>\$ 109,100</u>

DEBT SERVICE 1993 SERIES FUND

Materials and Services	\$ 850
Debt Service	474,002
TOTAL FUND APPROPRIATION	<u>\$ 474,852</u>

WASTEWATER LOAN FUND

Debt Service	\$ 1,066,750
DEQ Reserve	981,175
Contingencies	<u>275,325</u>
TOTAL FUND APPROPRIATION	<u>\$ 2,323,250</u>

DAWSON BANCROFT BOND FUND

Materials and Services	\$ 425
Debt Service	117,465
TOTAL FUND APPROPRIATION	<u>\$ 117,890</u>

WATER BOND FUND

Interfund Transfers	\$ 131,700
Contingencies	<u>1,159,300</u>

TOTAL FUND APPROPRIATION **\$ 1,291,000**

STOUT PARK TRUST FUND

Materials and Services **\$ 4,800**
Interfund Transfers **500**

TOTAL FUND APPROPRIATION **\$ 5,300**

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, 2003.

ATTEST:

Bob Hagbom
Mayor

Paul Hughes
Finance Director/Recorder

**In the Matter of a Resolution Adopting
A Supplemental Budget for
the 2002/2003 Fiscal Year**

WHEREAS, three of the General Fund departments, the Dawson Bancroft Bond Fund ,the Street Fund and the Street System Replacement Fund experienced unanticipated expenditures in the 2002/2003 fiscal year; and

WHEREAS, the contingency line of the General Fund budget can be used to cover unanticipated expenditures within the Fund;

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that the City Finance Director/Recorder be authorized and directed to add and appropriate \$71,079 into the General Fund, transfer \$51,412 within the General Fund, add and appropriate \$425 into the Dawson Bancroft Bond Fund, \$6,000 into the Street Fund and \$75,000 into the Street System Replacement Fund for the 2002/2003 fiscal year budget.

Other Revenue	\$ 53,079
Grant Revenue	\$ 12,000
Donations	\$ 6,000
Total	\$ 71,079

Parks & Rec – Improvements	\$ 13,107
Parks & Rec – Construction	\$ 73,500
Parks & Rec – Azalea Park Maintenance	\$(12,000)
Fire Dept. – Materials & Services	\$ 21,474
Fire Dept. – Equipment	\$ 2,410
Non Dept. – Equipment	\$ 12,000
Non Dept. – Contingency	<u>\$(39,412)</u>
Total	\$ 71,079

Other Revenue	\$ 6,000
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Street Maintenance	\$ 6,000
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Dawson Bancroft Bond Fund - Revenue

Assessment Revenue \$ 425

Dawson Bancroft Bond Fund - Expenditures

Legal & Administrative Services \$ 425

Street System Replacement Fund - Revenue

Networking Capital \$ 75,000

Street System Replacement Fund - Expenditures

Construction \$ 75,000

DATED and signed this _____ day of June, 2003,

Bob Hagbom
MAYOR

ATTEST:

Paul Hughes
City Finance Director/Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: June 16, 2003

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 2003-2004 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 2003-2004 budget and receive tax money necessary for operations, this resolution must be adopted by the Board of Directors.

RECOMMENDATION

Staff recommends approval of Resolution 03-R-721 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 2003-2004 fiscal year.

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

<i>In the Matter of a Resolution Adopting the</i>)	
<i>Brookings Urban Renewal Agency Budget,</i>)	RESOLUTION
<i>Declaring Tax Increment Funding as Provided</i>)	NO.
<i>Under Section 1c, Article IX of the Oregon</i>)	03-R-721
<i>Constitution and ORS Chapter 457, and Making</i>)	
<i>Appropriations for the 2003-2004 Fiscal Year</i>)	

BE IT RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby adopts the budget for fiscal year 2003-2004 in the sum of \$3,180,500 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, 2003, and for the purposes shown below are hereby appropriated as follows:

URBAN RENEWAL AGENCY FUND

	<u>Appropriation</u>
Capital Outlay	\$ 3,100,000
Interfund Transfers	60,000
Contingencies	<u>20,500</u>
 TOTAL FUND APPROPRIATION	 <u>\$ 3,180,500</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, 2003.

Bob Hagbom
Mayor

ATTEST:

Paul Hughes
Finance Director/Recorder