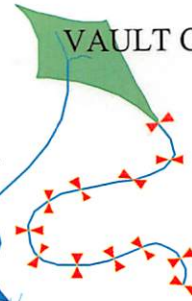




Agenda

March

VAULT COPY



City of Brookings Common Council Meeting
March 24, 2003 7:00 p.m.

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. ANNOUNCEMENTS

- A. Proclamations—Spring Clean-up Time in Brookings-Harbor [page 5]

V. SCHEDULED PUBLIC APPEARANCES

- A. Steven A. Dryden, Vietnam Veterans of America, Chapter 757, request for funds for fireworks display [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. Copier lease renewal [page 9]
- B. City Manager
 - 1. Chamber of Commerce special requests for 2003 Azalea Festival [page 19]
 - a. Request to sell alcohol on City property-Azalea Park for Chamber Mixer
 - b. Other requests
 - 2. Urban Development Director job description [page 29]
 - 3. Purchase of trashcans for downtown area [page 33]
 - 4. Other

VIII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of March 10, 2003, Regular Council Meeting [page 35]
- (end Consent Calendar)

IX. RESOLUTIONS

A. Resolutions

1. In the matter of 03-R-712, a Resolution authorizing the League of Oregon Cities to coordinate the filing of an appeal on the City of Brookings' behalf, through outside counsel, from the 2003 rate increase received from Public Employees Retirement System (PERS) [page 43]

X. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
B. Mayor

EXECUTIVE SESSION—ORS 192.660 (1) (e)—Real Property Transaction

XI. ADJOURNMENT

City of Brookings
Events Calendar

March 2003

March 2003							April 2003						
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												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	March 1
2	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	10:00am CC-Subdivision Committee meeting-John Bischoff 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Car	10:00am CC-Plan Review-LauraLee 1:30pm CC-PD Reserves-Fingerprint Class-Cliff Weeks-412-8217		
9	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)	2:30pm FH-SafetyComMtg/ HThmpson	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			
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)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Performing Arts/Comm Center Oversite Committee-Ieroy	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		Beachcombers Festival-High School	
23	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)	6:30pm CC-Seat Belt Class-Det. Palicki-PD	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC-CEP-Citizens for Emergency Prepare 7:00pm CC-Parks & Rec Comm/			
30	9:00am CC-Borax Team meeting-Marty Stiven-503 650-8806 7:00pm FH-FireTng/ChShrp (Fire Hall)						

City of Brookings
Events Calendar

April 2003

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		April 1 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	2 9:00am CC-PDT meeting-Jason Franklin-Parametrix-503-96 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 1:30pm CC-SafetyComMtg/ HThmpson 7:00pm FH-PoliceReserves	3 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm Library-Sewer Rate Special Council meeting	4 9:00am CC-Sam Dotson retirement gathering-Police Dpartmnet 5:00pm FH-CPR/1st aid class-VIPS-Clint Crane	5
6 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carptner-Laurie Calef-469-3132	7 9:30am CC- VIPS/Volunteers in Police Service/BPalicki 7:00pm CC-work study session for Council, Parks and Rec, PC re Harris Beach Park Masterplan 7:00pm FH-FireTng/ChShrp (Fire Hall)	8 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	9 6:30pm CC-Citizen's Academy-Marvin Parker	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)	16 6:30pm CC-Citizen's Academy-Marvin Parker	17 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 11:30am FH-Suburban Fire District meeting-Rex Atwell 2:00pm CC-CEP (Citizens for Emergency Preparedness): MArreil-469-5731, JRupert	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 Degenais 7:00pm FH-FireTng/ChShrp (Fire Hall)	22 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Brookings Events Center Committee meeting-Leroy Blodgett	23 6:30pm FH-Citizen's Academy-Marvin Parker 7:00pm CC-Budget Committee meeting	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 6:30pm FH-Citizen's Academy-Marvin Parker 7:00pm CC-hold for second budget committee meeting if need be			

PROCLAMATION

WHEREAS, the Brookings-Harbor area has attained wide recognition for its natural beauty and friendliness; and

WHEREAS, the citizens of the Brookings-Harbor area are known for their civic pride; and

WHEREAS, a large number of visitors visit our area during the spring;

NOW, THEREFORE, I, Bob Hagbom, Mayor of the City of Brookings, do hereby proclaim the months of April and May as

"SPRING CLEAN-UP TIME IN BROOKINGS-HARBOR"

And ask all citizens to pitch-in,
join the Community Pride Partnership Clean-Up Program
and show pride in our community.

IN WITNESS WHEREOF, I have hereunto set
my hand and caused the seal of the City of
Brookings to be affixed this 24th day of
March, 2003.




Bob Hagbom
Mayor



SERVING OUR COMMUNITY
WITH PRIDE



March 5, 2003

Mayor Bob Hagbom
CITY OF BROOKINGS

Vietnam Veterans of America, Chapter 757, request \$750.00 from the City of Brookings with which to purchase fireworks for our 8th annual sponsorship of the 4th of July Fireworks display at the port of Brookings-Harbor.

Respectfully,

A handwritten signature in black ink that reads "Steven A. Dryden".

Steven A. Dryden,
Committee Chair
4th of July Fireworks

SD/ja

"Never again will one generation of veterans abandon another"

Vietnam Veterans Of America

Brookings-Harbor Chapter 757 PO Box 4056 Brookings, OR. 97415

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



STAFF REPORT

To: Mayor and City Council through City Manager Leroy Blodgett

From: Chief Chris Wallace 27813/201

Date: March 12, 2003

Subject: Copier Lease for Police Department

REPORT:

The Brookings Police Department has been using a leased copier for the past five years from Xerox. The lease ended two years ago and we have been on a month to month basis since. Due to being off the lease the department has to purchase all of the supplies for the copier creating additional expense. The copier is now deteriorating to the point a new one is needed.

Two companies have bid on a new lease using the State of Oregon bid. The lowest lease quote would be \$70.73 a month for 60 months, plus \$.0129 a copy charge. This will bring the average monthly bill to \$96.27. (Refer to attached quote). We are currently paying approximately \$102.00 a month plus supplies. All City of Brookings purchase/lease policies have been met by using this vendor which was awarded the State purchase contract.

RECOMMENDATIONS:

Staff recommends a 60 month lease be signed with Xerox (Our current lease company). The new lease price will be lower than what we are currently paying and all supplies will be provided.



898 ELK DRIVE
Brookings, Or. 97415
www.brookings.or.us

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

America's
Wild Rivers
Coast
100 MILES OF HISTORIC BEST

Pacific Office Systems, Inc.

598 N. Broadway
Coos Bay, Oregon 97420
Phone: 541-269-7833
Fax: 541-269-7920



Xerox
Authorized
Sales Agent

FAX Cover Sheet

DATE	3 / 11 / 03
Number of Pages + Cover Letter:	3


TO:	LT. BISHOP

FROM:	SCOTT ROBINSON

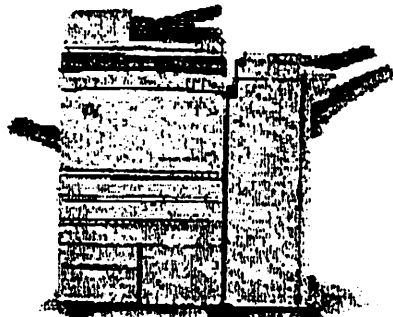
REMARKS:

HERE IS PRICING FOR A SUITABLE REPLACEMENT COPIER. THE PRICING IS TAKEN FROM THE SAME STATE CONTRACT THAT YOU ARE CURRENTLY USING. THE DC 420 IS A BRAND NEW, DIGITAL COPIER AVAILABLE WITH AUTO 2-SIDED COPYING OR MANUAL 2-SIDED COPYING.

PLEASE CALL WITH QUESTIONS,



**Lease a Xerox copier,
Fax, or laser printer
For no money down!**



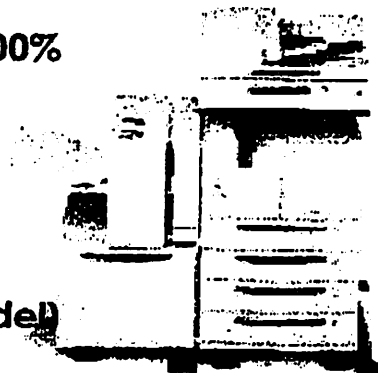
Call Pacific Office Systems, Inc.
at: 541-269-7833
or Xerox at: 1-800-ASK-XEROX

Ask About Our:
"Total Satisfaction Guarantee"

THE DOCUMENT COMPANY
XEROX

THE XEROX DC420

- 20 pages per minute
- Zoom reduction / enlargement from 25% to 400%
- From 5.5" x 8.5" to 11" x 17" paper sizes
- Automatic Document Feeder
- 600 x 600 dpi
- 1,000 sheet paper capacity
 - Additional 500 sheet Paper Trays Available
- Automatic Double Sided Copying (On C2 model)
- Digital Copy Quality
- Offset Stacking (Unlimited Sorting)



And ...

THE XEROX TOTAL SATISFACTION GUARANTEE

Free replacement policy
Customer driven

SPECIAL PRICING FOR: **BROOKINGS POLICE DEPARTMENT**

60 MONTH LEASE: \$70.73

60 MONTH LEASE: WITH AUTO 2-SIDED COPYING (DUPLEX) \$79.32

END OF LEASE PURCHASE OPTION: FMV

Maintenance Agreement:

Includes all parts, service calls, labor and supplies (except paper).

	Current Equipment	Proposed Equipment
Xerox Model	Xerox 5624	DC420
Monthly Lease Payment	\$70.00	\$70.73
Average Copies	1,980	1,980
Cost Per Copy (supply charge)	\$.0135	\$.0129
Average Overage (1,980 x cost per copy)	\$26.73	\$25.54
Total Average Monthly Cost	\$96.73	\$96.27

INCLUDE
CARTRIDGES

0012

THE DOCUMENT COMPANY

XEROX



PRODUCT SPECIFICATIONS

Document Centre 420 Digital Copier

Copying Speed

8.5 x 11" (216 x 279mm/A4)	20/20 ppm (1-sided/2-sided)
8.5 x 14" (216 x 358mm/B4)	12 ppm
11 x 17" (279 x 432mm/A3)	10 ppm
First-copy-out-time(8.5 x 11" /216 x 279mm/A4 from platen)	4.7 seconds

Originals

Document Handler

- Duplex automatic document handler with 50-sheet capacity.
- Scans each original to memory only once per job.
- No precount for copying one-sided originals to two-sided prints.

Paper sizes sensed by document handler

8.5 x 5.5" LEF, 8.5 x 5.5" SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.5 x 14" SEF, 11 x 17" SEF (216 x 138mm/A5 LEF, 216 x 138mm/ A5 SEF, 216 x 279mm/A4 LEF, 216 x 279mm/A4 SEF, 216 x 356mm/B4 SEF, 279 x 432mm/A3 SEF)

Platen Originals

Any size up to 11 x 17" (279 x 432mm/A3), including bound

Paper Handling Input

Settable tray priorities, Automatic tray switching, Load paper while running

Front Loading Paper Trays

Up to 4 trays, 500 sheets each, adjustable from 5.5 x 8.5" to 11 x 17", 16-24 lb. weights (138 x 216mm/A5 to 279 x 432mm/A3, 60-90gsm). Pre-drilled and pre-printed stocks, labels, and transparencies. 5.5 x 8.5" (138 x 216mm/A5) in Tray 1 only.

Bypass Tray, Duplex(Optional)

50 sheets, 4 x 6" to 11 x 17", 16-110 lb. weights (100 x 148mm to 297 x 420mm/A3, 60-200gsm).

High Capacity Feeder (Optional)

2,000 sheets, 8.5 x 11", 16-110 lb. weights (210 x 297mm/A4, 60-200gsm).

Envelope Tray (Optional)

75 envelopes, 3.87 x 7.5", 4.12 x 9.5", 110mm x 220mm, 162mm x 229mm (16-110 lb.)

Output

Offsetting Center Tray

500-sheet capacity, 4 x 6" to 11 x 17" (100 x 148mm to 297 x 420mm/A3), 16-110 lb.

Side Tray

200-sheet capacity, 4 x 6" to 11 x 17" (100 x 148mm to 297 x 420mm/A3), 16-110 lb.

Finisher (optional)

1,000-sheet capacity, 5.5 x 8.5" to 11 x 17", 16-110 lb. weights (148 x 210mm/A5 to 297 x 420mm/A3, 60-200gsm). 50-sheet staple capacity, 8.5 x 11" and 11 x 17" but not 8.5 x 14", 8.5 x 13", and 8.5 x 5.5"; 210 x 297mm/A4 and 297 x 420mm/A3

Finisher Stand (optional)

Only used if HCF not fitted

Convenience Stapler and Work Surface (optional)

- Staples up to 50 sheets of 20 lb.
- 5,000 staples per cartridge (common with finisher cartridge)

Note: Paper capacities are based on 20 lb. (80gsm) stock; capacities will vary with different stock weights.

Copying Services

Automatic and operator-selectable enhancements for copying.

Resolution

- 400 x 400 dpi
- Xerox-patented AutoIQ used to optimize capture of mixed text, graphics, and photos.

Copy Sets

Scan once, print many with 1-N processing

Copy Quantity

1 to 260

Additional Features

25-400% Reduction/Enlargement, Isomorphic R/E, Image Rotation, 90° and 180° Rotation, Image Shift, Auto Registration, Auto Center, Auto Paper Selection, Auto Tray Switching, Booklet Creation, Bound Document Copying, Sample Set, Store/Recall Job Programming, Inserts, 2-up, 4-up, Transparency Interleave, Edge Erase, Mixed-Size Originals, Build Job, Covers Insertion—blank/printed, Inserts from a second and third tray, Annotation (Top/Bottom, Left/Center/Right, Portrait/Landscape, Opaque/Transparent, Start on Page "N," Large/Small Fonts)

Foreign Device Interface (optional)

Third-party accounting devices (copy).

Environmental Requirements

Noise < 38 dBA standby; < 51 dBA operating

Dimensions and Weight

W x D x H 39.8" x 29.2" x 43.1"

Weight (fully configured) <250 lbs.

Electrical Requirements

115/230 VAC, 50/60 Hz. Standard single phase 15 amp power source

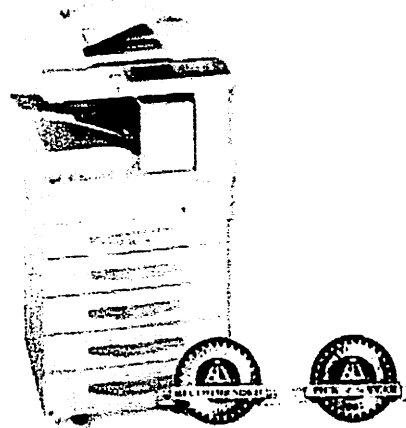


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COPY & PRINT: BLACK & WHITE DIGITAL

MODEL DL200

Packed with Power!
Eliminate the need for multiple pieces of office equipment with this small but powerful digital device. The Imagistics DL200 combines the multifunctional features of a copier, facsimile, network printer and scanner all in one compact body. Dramatically improve workflow and boost your office's overall productivity by putting indispensable time- and cost-saving features at your fingertips.



Specifications

Multi Copy/Print Speed (8.5 x 11)	21 cpm
Maximum Monthly Volume	100000
Network Printing	PCL5e, PCL6, PS2 & PS3
Network Connectivity	Connex
Network Support	Token Ring, 10/100 Base T
Walk-up Faxing	Yes
Network Faxing	Yes (FaxConnex)
Scan-To-File	Yes (PS/Scanning)
Scan-To-Email	Yes (PS/Scanning)
Scan-To-URL	Yes (PS/Scanning)
Digital Scan Once / Print Many	Yes
Job Programs	10
Large Capacity Tray (Sheets)	No
Maximum Paper Capacity	2,476 Sheets
Maximum Copy Size	11 x 17
Duplex Functions	1:2, 2:2, 2:1
Document Feeder	Optional RADF or ADF; 50/70 Originals
Toner Yield	11000
Developer/Drum Yield	62000
Wheelchair Accessible	yes
Power Requirements:	
Coin-Op Supported	

TESTIMONIALS

Finishing options for DL200 range from a single position stapling finisher, to a Multi-position Stapling Finisher with 2 to 3-hole punch, and even a 5-bin Mailbin Finisher with stapling, 2 or 3-hole punch. And reap the benefits of increased efficiency of Cluster Printing by adding a Connex print controller.

- Black &
- DL15
- DL17
- DL18
- DL20
- DL27
- DL37
- DL46
- DL55
- DL65
- DL75
- DL85
- im35
- im45
- Color Dig
- Network
- Analog
- Tried &
- Downloa
- Product
- View Ou

- Awards
- Award
- Test R

Download

Sales/P1
800.290
To order
supplies
800.462



Fax Transmittal Form

To Name: <u>John Bishop</u>	From Name: _____
Company: <u>City of Brookings</u>	Phone: <u>541-772-9174</u>
Fax Number: <u>541-412-0283</u>	Fax: <u>541-772-1862</u>
	E-Mail: _____

Urgent For Review Please Comment Please Reply

Date Sent: _____ Number of pages including cover sheet _____

Message: John, The following is an actual print out of ~~the~~ our State bid pricing.

<u>DL 20</u>	<u>20 copies per minute</u>	<u>\$53.29</u>
<u>Reversing automatic document feeder</u>		<u>\$17.52</u>
<u>Duplex Unit</u>		<u>4.20</u>
<u>5.50 sheet Cassette</u>		<u>5.22</u>
<u>Copy desk or stand</u>		<u>3.66</u>
<u>Total</u>		<u>83.96</u>
<u>Service .0072 No mins. 1500 =</u>		<u>\$10.80</u>
		<u>94.76</u>

9M60	32MB Printer Memory	\$ 6.75	\$ 5.40	\$ 1.94	\$ 1.94	\$ 1.50
9M70	64MB Printer Memory	\$ 8.43	\$ 6.75	\$ 2.42	\$ 2.42	\$ 1.88
9M80	128MB Printer Memory	\$ 13.86	\$ 11.08	\$ 3.97	\$ 3.97	\$ 3.09
9MNB	Network Interface	\$ 27.83	\$ 22.27	\$ 7.98	\$ 7.98	\$ 6.20
9MPB	PCL6 Printer Controller	\$ 45.42	\$ 36.34	\$ 13.03	\$ 13.03	\$ 10.12
9783	Plain Stand	\$ 15.83	\$ 12.67	\$ 4.54	\$ 4.54	\$ 3.53

CATEGORY 1 DIGITAL: IMAGISTICS DL 200 20 COPIES PER MINUTE

PRODUCT:	RENTAL				
	MONTHLY	12-MONTH	24-MONTH	36-MONTH	48-MONTH
DL20	\$239.10	\$191.28	\$ 68.58	\$ 68.58	\$ 53.29

SERVICE AND SUPPLIES PER COPY: .0072

ACCESSORIES:	RENTAL				
	MONTHLY	12MO	24MO	36MO	48MO
97PL Platen Cover	\$ 5.31	\$ 4.25	\$ 1.52	\$ 1.52	\$ 1.18
9721 ADF	\$ 66.04	\$ 52.83	\$ 18.94	\$ 18.94	\$ 14.72
9729 RADE	\$ 78.62	\$ 62.89	\$ 22.55	\$ 22.55	\$ 17.52
9752 Duplex Unit	\$ 18.87	\$ 15.09	\$ 5.41	\$ 5.41	\$ 4.21
9753 550 Sheet Cassette	\$ 17.73	\$ 14.18	\$ 5.08	\$ 5.08	\$ 3.95
9867 550 Sheet Universal Cassette	\$ 23.42	\$ 18.73	\$ 6.72	\$ 6.72	\$ 5.22
9866 2500 Sheet Drawer	\$ 60.72	\$ 48.58	\$ 17.42	\$ 17.42	\$ 13.53
9748 Single Position Stapler Finisher	\$101.20	\$ 80.96	\$ 29.03	\$ 29.03	\$ 22.56
96TJ Exit Tray For 9748	\$ 12.70	\$ 10.16	\$ 3.64	\$ 3.64	\$ 2.83
9747 Multi-Position Stapler Finisher	\$145.52	\$116.42	\$ 41.74	\$ 41.74	\$ 32.44
96TJ Exit Tray For 9747	\$ 12.70	\$ 10.16	\$ 3.64	\$ 3.64	\$ 2.83
9749 Mailbin Finisher w/3 Hole punch	\$164.44	\$131.55	\$ 47.16	\$ 47.16	\$ 36.65
96PK 2 Hole Punch For 9749	\$ 15.21	\$ 12.17	\$ 4.36	\$ 4.36	\$ 3.39
9916 Copy Table	\$ 7.54	\$ 6.03	\$ 2.16	\$ 2.16	\$ 1.68
9917 Copy Desk	\$ 16.40	\$ 13.12	\$ 4.70	\$ 4.70	\$ 3.65
9667 Copy Stand	\$ 12.30	\$ 9.84	\$ 3.53	\$ 3.53	\$ 2.74
9751 Job Tray	\$ 26.59	\$ 21.27	\$ 7.63	\$ 7.63	\$ 5.93
9750 Shift Tray	\$ 43.00	\$ 34.40	\$ 12.33	\$ 12.33	\$ 9.58
9FM0 8MB Memory Upgrade	\$ 11.38	\$ 9.10	\$ 3.26	\$ 3.26	\$ 2.54
9FM1 16MB Memory Upgrade	\$ 20.24	\$ 16.19	\$ 5.81	\$ 5.81	\$ 4.51
9FM2 32MB Memory Upgrade	\$ 40.61	\$ 32.49	\$ 11.65	\$ 11.65	\$ 9.05

TOTAL P.02



Fax Transmittal Form

To Name:	<u>John Bishop</u>	From Name:	<u>James Hein</u>
Company:	<u>City of Brookings</u>	Phone:	<u>541-772-9174</u>
Fax Number:	<u>541-469- 912-0253</u>	Fax:	<u>541-772-1862</u>
		E-Mail:	

Urgent For Review Please Comment Please Reply

Date Sent: 3/11/03 Number of pages including cover sheet _____

Message: "Thanks John"

Here is a copy of the lease program summary for the city of Brookings. I circled the payment terms #1 60 months

Monthly Payment #2	\$70.00
Monthly Service #3	\$30.00
Copies Included #4	1,500 per month
Total Cost lease & service #5	\$100.00

Thanks James Hein

Please sign & Return

Should you have any further questions please call 1-800-466-4444 x 603



Lease Program Summary For City of brookings

This summary is based on the following system(s) and service(s)

<p>Minimum Program Term 36 months 48 months 7 <u>60 months</u></p> <p>Additional Service Billed <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually</p>	<p>Monthly Equipment Investment \$0.00 \$0.00 #2 <u>\$70.00</u></p> <p>Charge For Additional Copies 0.02</p>	<p>#3 Monthly Service <u>\$30.00</u></p> <p>#4 Copies Included <u>1,500</u></p> <p>Total Monthly Includes <input checked="" type="checkbox"/> System Hardware <input checked="" type="checkbox"/> Hardware Maintenance <input checked="" type="checkbox"/> Supplies (except paper) & Staples</p>	<p>Total Monthly Investment \$30.00 \$30.00 #3 <u>\$100.00</u></p> <p>Purchase Options <input type="checkbox"/> Fair Market Value <input type="checkbox"/> Fixed <input type="checkbox"/> \$1.00 Buyout</p>
---	--	--	---

GENERAL PROGRAM TERMS

1. There is a minimum documentation fee of \$49.00
2. The client is responsible to secure and maintain insurance against loss of equipment during this program.
3. Client options at program maturity are as follows:
 - Purchase the equipment at the Purchase Option shown above.
 - Continue the program on a month to month basis.
 - Return the equipment according to the terms of the original agreement with 30 days advance written notice.
4. All current and future programs are subject to prevailing terms and prior approval.
5. The Technology Management Program is non-cancelable during the Program Term.

System Approval

I would like to initiate this Lease Program as proposed above.

Client Order Authorization

 Authorized Signature /Print Name /Date

Any trade-in consideration includes all existing equipment and supplies.
 This proposal will be valid for thirty days from Mar-11-03

CITY OF BROOKINGS



STAFF REPORT

Date: March 17, 2003

To: Mayor Hagbom and Councilors

From: Leroy Blodgett, City Manager

Subject: Chamber of Commerce Azalea Festival Request

The Brookings-Harbor Chamber of Commerce has made their usual request for permits and waivers of certain requirements for the upcoming Azalea Festival. This is the 64th year for the annual event. This event affords entertainment to local citizens and brings many visitors to the area to enjoy the activities.

The requests made by the Chamber are ones that have been approved for past Azalea Festivals and have not caused any problems. Two provisions are recommended as a condition of approval.

- Brookings-Harbor Chamber of Commerce should obtain a City Business License in its name to cover all event participants.

- Brookings-Harbor Chamber of Commerce should contact Ray's, and other affected businesses as to when streets will be closed and parking areas used.

Staff Recommendation

Approve the requests made by the Brookings-Harbor Chamber of Commerce with the conditions that the Chamber of Commerce obtain a business license from the City and inform affected merchants of street closures and/or use of parking area.



In the heart of
America's
Wild Rivers
Coast.
101 MILES OF NATURE'S BEST

February 20, 2003

Mr. Leroy Blodgett
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Leroy:

In anticipation of the 64th Azalea Festival, scheduled for the Memorial Day Weekend, May 23rd through the 26th, 2003, 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, Video and More and Washington Mutual Bank (see attached map), from 5 p.m., Friday, May 23 to 7:00 p.m., Monday, May 26, 2003.

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.

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. Waiving requirement for the need for a Brookings Business License for Azalea Festival Street and Crafts Fair participants.

6. Waving the fee for the use of the Azalea Park Garden Area on Friday, May 23, 2003, for the Azalea Festival Mixer, and "Stage Under The Stars" for the Park Program component of the festival on Saturday, May 24, 2003 (please see attached "Park Use Application Form").

7. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 24, 2003, to coincide with the parade.

8. Use of parking area south of City Hall (between City Hall and the Elks Lodge). Access for emergency vehicles will be maintained.

9. 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 64th, with its theme of "Sea Treasures and Mountain Pleasures" will again be a big success.

Sincerely,

A handwritten signature in black ink, appearing to read "Les Cohen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Les Cohen
Executive Director

enclosures

xc: Chris Wallace, Chief, Brookings Police Department



APPLICATION TO POSSESS AND CONSUME ALCOHOLIC BEVERAGES ON CITY OF BROOKINGS PUBLIC PROPERTY

- ◆ GROUP OR ORGANIZATION NAME Brookings - Harbor Chamber of Commerce
- ◆ CONTACT PERSON Les Cohen
- ◆ DAYTIME PHONE NUMBER 469-3181
- ◆ ADDRESS P.O. Box 940 - Brookings 97415
- ◆ PUBLIC LOCATION REQUESTED Azalea Park Gardens
- ◆ DATE REQUESTED Friday, May 23, 2003
- ◆ TIME REQUESTED 5:00 - 8:00 p.m.
- ◆ TYPE OF ALCOHOLIC BEVERAGES INVOLVED Beer & Wine
- ◆ PURPOSE OF GATHERING Azalea Festival After Hours Business Mixer

As an official representative of the above named group I request a temporary permit to possess and consume alcoholic beverages on public premises in accordance with Brookings Ordinance No. 79-0-315, Sec. 4., which I have reviewed. I understand our organization must meet all State of Oregon requirements for serving alcohol and must provide insurance as shown on the attachment.

[Signature]
Representative Signature

Date Signed

FOR CITY PERSONNEL USE ONLY: Completed App. received: 2/24/03

Forwarded to:	Date Sent - <u>2/27/03</u> to <input checked="" type="checkbox"/> Community Dev/PubWrks:	(circle one) APPROVE / DO NOT APPROVE-date/initials: _____
	Date Sent - <u>2-28-03</u> to <input checked="" type="checkbox"/> Chief of Police:	(circle one) APPROVE / DO NOT APPROVE-date/initials: <u>LCW/MS 2-28-03</u>
	Date Sent - <u>2-29-03</u> to <input checked="" type="checkbox"/> Fire Chief	(circle one) APPROVE / DO NOT APPROVE-date/initials: _____
	Date Sent - <u>2-28-03</u> to <input checked="" type="checkbox"/> Finance Dept	(circle one) APPROVE / DO NOT APPROVE-date/initials: <u>2-28-03</u>
	Date Sent - <u>3-3-03</u> to <input checked="" type="checkbox"/> City Manager	

DEPARTMENT HEADS: Please consider any applicable City ordinance requirements, initial, & date; PC's to follow after final approval.

As City Manager, I, Lenny Bledsoe, having reviewed the aforementioned application do hereby recommend / do not recommend to the common council of the City of Brookings approval of said application in the name of Brookings Harbor Chamber of Commerce for purposes of possessing and consuming alcoholic beverages on City property as provided on application.

[Signature]
City Manager

3-3-03
Date Signed

CITY COUNCIL: APPROVED DISAPPROVED on _____ day of _____, 20__



PARK USE APPLICATION FORM

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

FOR CITY PERSONNEL USE ONLY: Completed App. received: 2/24/03
 Forwarded to: Date Sent - 2/27/03 to Community Dev/PubWrks
 Date Sent - _____ to Chief of Police
 Date Sent - 2-28-03 to Fire Chief
 Date Sent - 2-28-03 to Finance Dept
 Date Sent - _____ to City Manager

APPROVAL ON BACK SIDE: Please consider any applicable City ordinance requirements; Make notations, sign & date; PC's to follow after final approval.

SPECIFIC PARK/LOCATION: (Circle One)

- Azalea Park
- Bud Cross Park
- Chetco Point Park
- Stout Park
- Easy Manor Park
- Other: _____

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

- Gazebo
- Bandshell/Stage
- Kidtown
- Picnic-Area
- Lawn-ONLY/Area: _____
- Little League Field(s)
- Softball/Soccer Field(s)
- Tennis Courts
- Other: _____

Event Date(s): Saturday, May 24, 2003 Time: From - 11:00 am/pm To - 5:00 am/pm

Approximate Number expected to attend event (each day): 300

Nature of Event: Azalea Festival Program

Name of Organization: Brookings-Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44 DrLic#&State 4892139

Mailing Address: P.O. Box 940 Phone: 469-3181 (Day/Night)

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

Is this event free to the public? 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? _____

Will alcohol be sold? Yes No

OR consumed? Yes No - SEE alcohol use permit/application information

→→ THESE ACTIVITIES may require **SPECIAL** licenses/permits/applications! Contact City Hall ←←

SPECIAL REQUESTS BY ORGANIZATION (Print or Type) Deeply 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 refunded to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Les Cohen Date: _____

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

APPLICANT - Review Attached Procedures and consider any requirements that might apply.

FOR CITY USE ONLY

but applicant is to review as obtaining any required permits and/or license is the responsibility of the applicant

 SITE PLAN (Required for certain events)
 To be provided with complete application.
 Contact the City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

INSURANCE (Required for Certain Events)
 Applicant must provide proof of insurance for this event as shown on attached Park Use Insurance Requirements information page.

SPECIAL LICENSES OR PERMITS REQUIRED (Required for certain events)

City Business License required: YES NO Reason for event participants

City Alcohol Permit & Ins. for same required: YES NO Reason _____

OLCC Alcohol Permit required: YES NO Reason _____

Proof of Insurance required: YES NO Reason on file

City Dance License required: YES NO Reason _____

Security Officer(s) required: YES NO # of officers _____ /Reason _____

SIGNS - Identify quantity, location, and type: w/ description

Use Fee: \$ _____, by applicant's check # _____ and City Paid Receipt # _____

Deposit: \$ 200, by applicant's check # _____ and City Paid Receipt # _____

Comments or restrictions on reservation: _____

Community Development Approval <u>HW NBB</u>	Date: <u>2-28-03</u>
Police Department Approval <u>gaw/201</u>	Date: <u>2-28-03</u>
Fire Department Approval <u>WES</u>	Date: <u>2-28-03</u>
Finance Department <u>BA</u>	Date: <u>2-28-03</u>
City Manager Approval <u>DL</u>	Date: <u>3-3-03</u>

AFTER APPROVAL & PROCESSING-Copy To:

- Police Dept
- Fire Dept
- Public Work
- Community Development
- Finance Dept (Accounts Rec/Accounts Payable)
- VIPS (Volunteers In Police Service)
- Applicant w/letter
- Original to Admin. Sec (file w/letter copy)

After Event, set for _____, Deposit WAS / WAS NOT returned/refunded: Date- _____ / _____ : _____ (date) (initials) (why)



PARK USE APPLICATION FORM

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

FOR CITY PERSONNEL USE ONLY: Completed App. received: 2/24/03
Forwarded to: Date Sent - 2/11/03 to Community Dev/PubWrks
Date Sent - _____ to Chief of Police
Date Sent - 2-29-03 to Fire Chief
Date Sent - 3-4-03 to Finance Dept
Date Sent - _____ to City Manager
APPROVAL ON BACK SIDE: Please consider any applicable City ordinance requirements; Make notations, sign & date; PC's to follow after final approval.

SPECIFIC PARK/LOCATION: (Circle One)

- Azalea Park
- Bud Cross Park
- Chetco Point Park
- Stout Park
- Easy Manor Park
- Other: _____

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

- Gazebo
- Bandshell/Stage
- Kidtown
- Picnic-Area
- Lawn-ONLY/Area: _____
- Little League Field(s)
- Softball/Soccer Field(s)
- Tennis Courts
- Other: Garden

Event Date(s): May 23, 2003

Time: From - 5:00 am/pm To - 8:00 am/pm

Approximate Number expected to attend event (each day): 100 - 150

Nature of Event: Azalea Festival After Hours Mixer

Name of Organization: Brookings - Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44 Dr Lic#&State 4892139

Mailing Address: P.O. Box 940 Phone: 469-3181 (Day/Night)

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

- Is this event free to the public? 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? _____
 - Will alcohol be sold? Yes No
 - OR consumed? Yes No - SEE alcohol use permit/application information
- THESE ACTIVITIES may require SPECIAL licenses/permits/applications! Contact City Hall ←←

SPECIAL REQUESTS BY ORGANIZATION (Print or Type): _____

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 refunded to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: [Signature] Date: _____

Print name of person completing this application: _____

REVIEW BACK PAGE

APPLICANT - Review Attached Procedures and consider any requirements that might apply.

FOR CITY USE ONLY

but applicant is to review as obtaining any required permits and/or license is the responsibility of the applicant

____ SITE PLAN (Required for certain events)
To be provided with complete application.
Contact the City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

✓ INSURANCE (Required for Certain Events)
Applicant must provide proof of insurance for this event as shown on attached Park Use Insurance Requirements information page.

✓ SPECIAL LICENSES OR PERMITS REQUIRED (Required for certain events)

- City Business License required: YES NO Reason use affect
- City Alcohol Permit & Ins. for same required: YES NO Reason to permit 2-24-03
- OLCC Alcohol Permit required: YES NO Reason _____
- Proof of Insurance required: YES NO Reason on file
- City Dance License required: YES NO Reason _____
- Security Officer(s) required: YES NO # of officers _____ /Reason _____

____ SIGNS - Identify quantity, location, and type: _____

Use Fee: \$ _____, by applicant's check # _____ and City Paid Receipt # _____

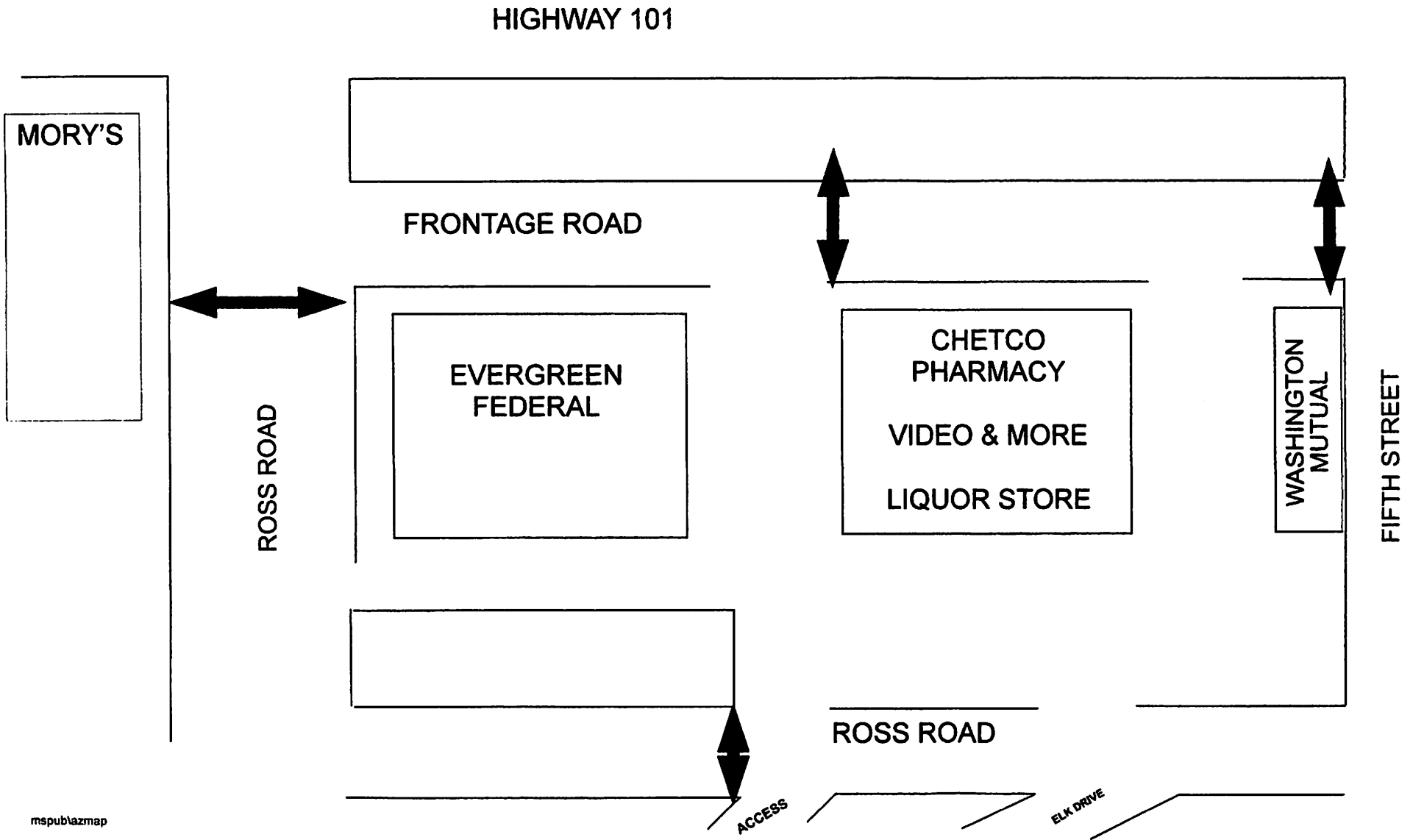
Deposit: \$ _____, by applicant's check # _____ and City Paid Receipt # _____

Comments or restrictions on reservation: _____

Community Development Approval <u>Plu NAB</u>	Date: <u>2-28-03</u>
Police Department Approval <u>CAW/201</u>	Date: <u>2-28-03</u>
Fire Department Approval <u>[Signature]</u>	Date: <u>2-28-03</u>
Finance Department <u>[Signature]</u>	Date: <u>2-28-03</u>
City Manager Approval <u>[Signature]</u>	Date: <u>3-3-03</u>

- AFTER APPROVAL & PROCESSING-Copy To:
- Police Dept
 - Fire Dept
 - Public Work
 - Community Development
 - Finance Dept (Accounts Rec/Accounts Payable)
 - VIPS (Volunteers In Police Service)
 - Applicant w/letter
 - Original to Admin. Sec (file w/letter copy)

After Event, set for _____, Deposit WAS / WAS NOT returned/refunded: Date-_____/_____: _____ (date) (initials) (why)



MORY'S

FRONTAGE ROAD

EVERGREEN
FEDERAL

CHETCO
PHARMACY
VIDEO & MORE
LIQUOR STORE

WASHINGTON
MUTUAL

ROSS ROAD

FIFTH STREET

ROSS ROAD

ACCESS

ELK DRIVE

msspublazmap

CITY OF BROOKINGS



STAFF REPORT

Date: March 20, 2003
To: Mayor Hagbom & City Councilor
From: Leroy Blodgett, City Manager
Subject: Urban Development Director Job Description

REPORT

In January, 2003, City Council adopted a goal to create and fill the position of Urban Development Director. A proposed job description is included in your council packet. The job description emphasizes that much of the duties of the job is related to revitalization of downtown. Having this position will be an asset to community.

Staff recommends the position be created with a "Grade 19", salary classification. Grade 19 has a monthly salary range of \$3,532 - \$4,733. As budgets are prepared a portion of the salary for this position will be considered paid by Urban Renewal. The position will be filled soon after the beginning of next fiscal year (July 1, 2003).

STAFF RECOMMENDATION

Create the position of Urban Development Director for the City of Brookings, as described in the attached job description, assign a salary classification of Grade 19 for the position, and authorize the City Manager to fill the position after June 30, 2003.



JOB DESCRIPTION

Urban Development Director

NATURE OF WORK:

Plans, organizes and directs activities to enhance economic development in Brookings with an emphasis on revitalization of the downtown commercial area. The Urban Development Director is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the City goals and objectives to ensure the economic health and vitality of the city. The Director reports to the City Manager and coordinates with all city departments. (This is an exempt position under FLSA regulations.)

ESSENTIAL DUTIES:

Develops and implements short and long term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses. Recommends adjustments in programs, activities, policies and procedures to further development goals.

Develops and implements a business recruitment and retention campaign and marketing strategy.

Develops and implements a downtown revitalization program incorporating concepts identified in the Downtown Brookings Master Plan and the City of Brookings Urban Renewal Plan.

Serves as a "broker" in recruiting and assisting businesses interested in locating in Brookings to identify suitable properties for their enterprises.

Negotiates for the acquisition/disposition or lease of properties needed for economic development and urban renewal projects. Meets with affected property owners in potential economic development urban renewal areas to assess and coordinate the City's economic development efforts.

Develops, implements and participates in special community events to promote business development and vitality.

Serves as the City liaison to the business community, chamber of commerce, urban renewal planning advisory boards, economic development agencies, and governmental agencies in furthering the City's development policies.

Presents proposed programs and projects to business community groups, State and local governmental agencies, Urban Renewal Agency and the City Council.

Builds and maintains effective relationships with the business community, advisory groups, governmental agencies, citizen groups and citizens.

Researches, analyzes and reports on economic and market trends.

Proposes and writes resolutions, proclamations, ordinances, staff reports and other official documents as required related to economic development.

Identifies funding sources, writes and negotiates grants and loans for development projects.

KNOWLEDGE, ABILITIES AND SKILLS:

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Considerable knowledge of modern principles and practices of economic development and urban renewal.

Considerable knowledge of governmental agencies and processes related to community development, land-use, long range planning, urban design, and building construction.

Knowledge of structure and operation of municipal government principles, practices, procedures and legal requirements.

Knowledge of organizational and management practices as applied to the analysis and evaluation of economic development programs, policies and operational needs.

Knowledge of real estate practices, management, organization, and legal practices pertaining to real property, right-of-way, acquisition, and relocation; survey laws, land transaction methods, title records and instruments.

Knowledge of grant research and preparation.

Knowledge of methods and techniques for business and community involvement. Ability to motivate others to gain support for new initiatives.

Thorough understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

Knowledge of modern office practices, procedures, systems and equipment. Ability to operate computer equipment and programs to produce publishable reports and documents.

Ability to interpret pertinent legal documents, laws, and land use regulations.

Ability to cultivate and maintain cooperative and effective working relationships with elected officials, advisory bodies, the business community, department heads, employees, the media and the general public.

Ability to accurately analyze problem situations and adopt an effective course of action.

Ability to communicate effectively in written and oral form to a diverse audience, and to prepare and analyze technical and administrative reports, statements and correspondence.

SUPERVISORY RESPONSIBILITIES:

May be required to supervise staff, which could include permanent part-time or full-time staff, volunteers or student interns in accordance with the City's policies and applicable laws. May assist in interviewing, hiring recommendations, and training, planning, and assigning work.

MINIMUM QUALIFICATIONS:

Bachelor's degree in economics, marketing, planning, public or business administration or related field, and five years of increasingly responsible work experience in any combination of public or private business, real estate or economic development, including a minimum of two years managing complex projects. Masters Degree preferred. Public relations experience highly desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed outdoors, and in the office environment, and may involve travel to a variety of locations to perform site visit work and/or attend meetings. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast-paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 25 pounds. Duties are performed both individually and as part of a work team. Attendance at night meetings may be required, and meeting project deadlines may require working more than 40 hours per week. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.



Staff Report

To: Mayor and City Councilors
From: Leroy Blodgett, City Manager
Date: March 18, 2003
Re: Trashcans-Downtown Development Plan

Report

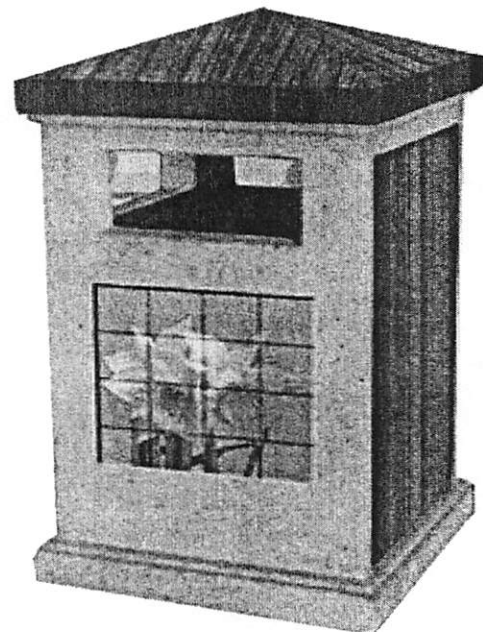
In the Downtown Masterplan adopted by the Council in January, a recommended trashcan for the downtown area was the Santa Clara Series (pictured below) manufactured by QuickCrete Products Corporation. At their meetings the Urban Renewal Advisory Committee (Downtown Development Committee) recognized litter in the downtown area as a major distraction and supported the purchase of ten of these cans.

The trash can features a lockable powdered coated side-opening door for easy trash pickup and a small entry port to discourage individuals from placing large bags of trash in the cans. The cans will be locally personalized with ceramic tiles on two sides, hand painted by local artists. Brian Scott is coordinating the artist's work. Each can costs \$750 which includes manufacture, delivery and the cost of the tile inserts.

Four business people have come forward to purchase cans: Brian Scott, Dr. Jay Patel, Tom Kerr and Tim Patterson. The Brookings-Harbor Chamber of Commerce has agreed to purchase a can. A flyer has been prepared asking other businesses and individuals to purchase a can or donate towards a can.

Recommendation

The City Council authorize the purchase of two Santa Clara Series trash cans from QuickCrete Products to be placed in the downtown area and direct the Public Works Department to pick up trash from the cans once installed.



**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
March 10, 2003**

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

Led by Buzz Hansen

III. ROLL CALL

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

Council Absent: None

Staff Present:

City Manager Leroy Blodgett, City Planner John Bischoff, Finance Director/Recorder Paul Hughes and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter David Courtland

Other:

Chamber of Commerce Executive Director Les Cohen, and approximately 14 other citizens

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Ceremonies

1. Recognition of Lorraine Williams, Parks and Recreation Commission, Position #3

Mayor Hagbom presented a certificate to Williams, thanking her for her dedication to the Parks and Recreation Commission. He stated there was not enough room on the certificate to list all the long hours and hard work she had given to Azalea Park. Williams said she will stay on the Azalea Park Foundation board.

B. Appointments

1. Appointment of Planning Commission Positions No. 1 and 7
Two openings were announced for the Planning Commission. Mayor Hagbom said Positions No. 7 and 1 will become vacant on April 1 when the terms of Ted Freeman, Jr. and Randy Gorman

expire. Letters have been received from both requesting reappointment to the Commission. Applications were received from five other persons. The Mayor recommended reappointment for both Commissioners.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to reappoint Ted Freeman, Jr. to Position No. 1 on the Planning Commission, term expiring April 1, 2007.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to reappoint Randy Freeman to Position No. 7 on the Planning Commission, term expiring April 1, 2007.

Mayor Hagbom stated that all the applicants had excellent qualifications and asked them not to be disillusioned if they had not been appointed for these positions currently open. Adding there will be other appointments as time goes by and other special committees that would be filled, he promised to put these applicants to work.

V. PUBLIC HEARING

- A. In the matter of CPZ-1-03, a request for a change of zone on 5 parcels of land located within Harris Beach State Park, from R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) to P/OS (Public Open Space) and a corresponding Comprehensive Plan change from Residential to Open Space, Assessor's Map No. 40-14-36 & Index, Tax Lot 400; 40-14-36BC, Tax Lots 4200 and 4300; 40-14-36BD, Tax Lots 1400 and 1500; Oregon Parks and Recreation Department, applicant. This is a quasi-judicial hearing and the Council will make a decision on this request.

Mayor Hagbom opened the public hearing at 7:15 p.m. Procedural guidelines were read into the record. When asked if any Councilor had ex parte contact, Rick Dentino declared he did via a site visit. No Councilor had any personal bias or interest and no one in the audience objected to the jurisdiction of the Council to hear this matter.

City Planner Bischoff gave his staff report explaining that when the Dawson Tract was annexed everything above a reference line was given an R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) designation. Oregon Parks Department is now requesting a change of zone to the proper P/OS (Public/Open Space) zoning for the five lots at the northerly edge of Harris Beach State Park. The rezoned area may be used for hiking trails but no other particular use is planned. Staff recommended approval to the zone and Comprehensive Plan Change.

Speaking to the Council about this request were:
Andy LaTomme, Oregon State Parks Department, Coos Bay, Oregon
William Jasper, 17153 Ocean Park Court, Brookings Oregon

There were no opponents to the request.

No one requested additional time to present written evidence and the public hearing was closed at 7:27 p.m.

City Manager Blodgett suggested changing the order of the agenda and taking care of the Ordinance and Final Order for this request at this time. The Council concurred.

Blodgett read Ordinance 03-O-556 in its entirety.

Councilor Dentino moved, a second followed, and the Council voted unanimously to have the second reading of 03-O-556 by title only.

Blodgett read Ordinance 03-O-556 by title only.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to adopt Ordinance 03-O-556, an Ordinance amending the Comprehensive Plan designation on 5 parcels of land located within Harris Beach State Park adjacent to the northerly boundary from Residential to Open Space and the zoning from R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) to P/OS (Public Open Space).

Councilor Dentino moved, a second followed, and the Council voted unanimously to approved the Final Order and Finding of Facts for CZP-1-03, an application for a Comprehensive Plan and Zone Change on 5 parcel of land located within Harris Beach State Park adjacent to the northerly boundary; Oregon Parks and Recreation Department, applicant.

VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce

Following reports by the Council Liaisons, Chamber Executive Director Les Cohen gave a report of activities upcoming in the area. He said he had attended, along with Councilor Dentino and CEDAC Director Dean Webb, the South Coast Telecommunications Strategic Planning Committee meeting which gave Curry County representation on this committee. He also went to a Northwest Chamber Leaders conference that had participants

from the northwestern United States and Canada. And lastly, he attended the Oregon Chamber Executives meeting. He is a past president of that organization. He invited people to join in festivities during the Beachcombers Festival March 22 and 23 and the Home Show March 29 and 30. Both of these activities will be at Brookings-Harbor High School. The 64th annual Azalea Festival, held in late May, will feature Buzz and Hope Hansen as Grand Marshals. The Chamber will be an exhibitor at the Governor's Conference on Tourism in April in Lincoln City. They will represent both the Chamber and America's Wild River Coast. Cohen reminded Councilors of the Chamber forum on Thursday, March 13 which will feature Terri Moffitt, aid to Senator Gordon Smith, and Senator Smith's Natural Resources Representative. There will be an After-Hours Mixer at Daryn Farmer's State Farm office on March 14.

2. Council Liaisons

This item was handled before Cohen gave his report above.

Councilor Mickelson attend a SWOCC task force.

Councilor Johns Kern attended the Community Agencies meeting.

Councilor Dentino attended two meetings held by ODOT on the rebuilding of Chetco Avenue; a couple of AMF meetings and the historic ribbon cutting at the bug station opening both sides of the state border to cooperation between the counties and states. He participated in a Curry County Vets sponsored walk in support of our troops; a teleconference on communications and the Community Agencies meeting.

Councilor Curry attended the Community Agencies meeting and a Chetco Watershed Council meeting. He reported the National Marine Fisheries has changed its name to NOAA Fisheries and will have a booth at the upcoming Home Show. Water sampling at the Port of Brookings Harbor and on 16 sites on major rivers in the area is continuing. He stated the Jack Creek dam will be removed even though there is opposition to this by local fishermen. Also on the agenda was a representative from Salmon Run Golf Course who detailed chemicals use at the golf course. In April the Watershed Council will hear Frank Burris speaking on Sudden Oak Death.

Mayor Hagbom said he had attended most of major meetings listed above.

- B. **Unscheduled**
Barbara Nysted, 427 Buena Vista Loop, spoke to the Council about concerns she has with what she sees as a disparity between sewer rates for single-family dwellings and multiple-family dwellings. She stated single-family dwelling rates are \$5 per month higher than multiple-family dwelling rates even though they are often less people living in the single-family residence, particularly in Brookings.

City Manager Blodgett responded that he had asked these same questions from the City's consultants, Brown and Caldwell, and that rates are set using an industry average that shows smaller families typically live in apartments. Nysted stated that even if we hire consultants they need proper demographics as our community is different from other communities. Blodgett said there is more about this subject further into the agenda. He said later in the meeting he would be asking to schedule a date of a public meeting for public input on sewer rates.

Councilor Johns Kern said the reason for a public meeting is to receive more public input on this subject and thanked Ms. Nysted for coming forth.

At this point the agenda order was changed to continue with this subject. Blodgett gave information on preliminary sewer rates and explained charts included in the packet. He recommended a public meeting April 3 at 7:00 p.m. in the large meeting room at the Chetco Community Library.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to hold a public meeting April 3, 2003, beginning at 7:00 p.m. at the Chetco Community Library to take public input on sewer rates.

VII. STAFF REPORTS

- A. **City Manager**
1. **Yard of the Month, Most Improved Property of the Month Program**

City Manager Blodgett stated the program objectives and gave staff's recommendation to continue the program this year. Councilor Johns Kern added this program generates a lot of good will throughout the community.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to continue the Yard of the Month/Most Improved Property of the Month during 2003.

3. Memorandum of Understanding-Southern Oregon Coast Housing Opportunities Providers (SOC-HOP)

City Manager Blodgett said SOC-HOP provides programs for low income housing improvements. It does not provide money to purchase homes. This year SOC-HOP wants to make one application for Community Development Block Grant funds for the Coos/Curry counties region and needs all cities in the area as well as the counties to sign a Memorandum of Understanding. Coos and Curry Counties as well as all the cities in the area except Port Orford and Brookings have signed the MOU.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the signing of the Memorandum of Understanding between Southern Oregon Coast Housing Opportunities Provider and the City of Brookings.

3. Sewer Rates

This item was handled previously in the meeting.

4. Other

City Manager Blodgett reported applications have been made to Community Incentives Fund (\$750,000) and the Regional Investment Board (\$35,000) for monies for the Brookings Events Center project.

VIII. CONSENT

- A. Approval of Council Meeting Minutes
 - 1. Minutes of February 24, 2003, regular Council Meeting
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of January 23, 2003, regular Commission Meeting
- C. Acceptance of Planning Commission Minutes
 - 1. Minutes of February 4, 2003, regular Commission Meeting
- D. Approval of Vouchers for February, 2003 (\$190,285.55)
(end Consent Calendar)

Councilor Dentino noted that his address was listed incorrectly in the Planning Commission minutes of February 4, 2003. The correct address, 1230 Ransom Avenue, will be listed in the minutes.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve the Consent Calendar as corrected.

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

Items in this section were handled earlier in the meeting.

A. Ordinances

1. In the Matter of Ordinance No. 03-O-556, an Ordinance amending the Comprehensive Plan designation on 5 parcels of land located within Harris Beach State Park adjacent to the northerly boundary from Residential to Open Space and the zoning from R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) to P/OS (Public Open Space).

B. Final Orders

1. In the matter of Planning Commission File No. CPZ-1-03; an application for a Comprehensive Plan and Zone Change on 5 parcel of land located within Harris Beach State Park adjacent to the northerly boundary; Oregon Parks and Recreation Department, applicant.

X. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
- B. Mayor

XI. ADJOURNMENT

With no further business before them, the Council adjourned the meeting at 8:05 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: March 17, 2003

To: Mayor Hagbom and City Council

From: Paul Hughes, Finance Director

Subject: Resolution 03-R-712 authorizing the League of Oregon Cities to coordinate the filing of an appeal on the City of Brookings behalf, through outside counsel, from the rate increase received from PERS.

BACKGROUND

On February 11, 2003, the Public Employee Retirement System Board (PERB) adopted new employer rates effective July 1, 2003. PERB chose to adopt these new rates using current practices, contrary to the October 7, 2002 opinion of Marion County Judge Paul Lipscomb in response to a lawsuit filed by a number of public employers. Judge Lipscomb's opinion declared that PERB violated its statutory duties in administering the Public Employees Retirement Fund in several ways, including distributing earnings to employee accounts without maintaining proper reserves and using outdated mortality tables which prescribe higher monthly retirement payments than are actually justifies. PERB was also ordered to recalculate the employer contribution rates for 1998 and 2000, yet those rates have not been recalculated, and issues identified by the judge were not corrected before calculation of the 2003 employer rates. Therefore, the 2003 employer rate orders are inaccurate and likely inflated.

The Oregon League of Cities has retained the services of attorneys John W. Osburn and Peter W. Mersereau to file appeals of the employer rate orders for any member cities who elect to participate. The flat fee of \$150.00 was negotiated by the League for any member city who elects to file an appeal. Participation is strongly encouraged in order to show broad multi-employer objection to the current practices of the PERB, and to establish a legal trail for the cities in opposition to the rate order.

RECOMMENDATION

Staff recommends Council approval of Resolution 03-R-712, authorizing the League of Oregon Cities to coordinate the filing of an appeal on the City of Brookings' behalf, through outside counsel, from the 2003 rate increase received from PERS.

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

In the Matter of a Resolution authorizing the) *Resolution 03-R-712*
League of Oregon Cities to coordinate the)
filing of an appeal on the City of Brookings)
behalf, through outside counsel, from the 2003)
rate increase received from PERS)

WHEREAS, eight public employers brought suit against the Oregon Public Employee Retirement System in Marion County Circuit Court; *and*

WHEREAS, those employers claimed they were being overcharged in the calculation of employer contribution rates; *and*

WHEREAS, Judge Paul Lipscomb has returned the case to the Oregon Public Employee Retirement System Board with instructions to update employee mortality tables, issue new employer rate orders for 1998 and 2000 and make a new earnings allocation order for the 1999 investment year; *and*

WHEREAS, the Oregon Public Employee Retirement System Board has yet to comply with these instructions; *and*

WHEREAS, the Oregon Public Employee Retirement System Board adopted the proposed employer rate increases at its February 2003 regular meeting; *and*

WHEREAS, the proposed employer rate increases would be less if the board had complied with Judge Lipscomb's instructions;

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that the League of Oregon Cities be authorized to coordinate the filing of an appeal on the City's behalf, through outside counsel, from the 2003 rate increases received from PERS.

DATED and signed this _____ day of March, 2003

Bob Hagbom
MAYOR

ATTEST:

Paul Hughes
City Finance Director/Recorder