

Agenda
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, OR 97415
June 26, 2000
7:00pm

HAPPY SUMMERTIME



from beautiful Brookings, Oregon



Don's Retirement Party

Date: Saturday, June 24, 2000

Place: Loeb State Park Day Use
(If rain - 15887 Hwy. 101 S., Harbor)

Time: 5:30 p.m.

Dinner: ***\$8.50 per person***
Sandwich bar, salad bar, condiments
If you would like something other than
punch to drink, please bring it with you.

PLEASE RSVP:
Denise Bottoms or Deane Roppe
at 469-0224 on or before
Friday, June 16th, 12:00 p.m.

We are also looking into purchasing a retirement
gift for Don. Anyone wishing to "chip in"
can let Denise or Deane know.

Council Chambers

and Fire Hall Use - as of June 21, 2000

pc: Council Chambers, Fire Hall, Police Dispatch;

JUNE 2000

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers		
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Comm reg mtg/JBischoff	12:00pm Comnity Agencies mtg @ Chetco Sr.Center 3:30pm CC-AMF Mtg/TWeldon 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle		
1:00pm AzPrk Bndshll/lawn: Catishun Concert/FREE AMF 2000 Summer Music Concert Series	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg		2:30pm FH-SafetyComMtg/ HThmpson	8:15am CC-CmtyDevDpt Staff mtg/LLightle	1:00pm CC-HOPE Mtg 1pm to 5pm	
WhitSunday	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 11:00am CC-Municipal Court/ JdgHarper 7:00pm FH-FireTrng/ChShrp	8:00am CC-New Councilor Orientation w/LKuhn-TW & Dept Heads	Flag Day 6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC-Parks & Rec Comm/ CMickelson	8:00am CC-New Councilor Orientation w/LKuhn-TW & Dept Heads	
Father's Day 1:00pm AzPrk Bndshll& Lwn: FREE AMF 2000 Summer Concert Series-The Loons & Sylvester Trio	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	8:00am CC-US Census Training/Christi-541/465-6410	5:45pm CC-Victim Impact Panel/Joan-247-2412	8:15am CC-CmtyDevDpt Staff mtg/LLightle 2:00pm CC-DLCD & Co.Plngg Mtg/JBischoff		

MAY 2000

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
					19	20
					26	27

JULY 2000

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
23/30	24/31	25	26	27	28	29

CC= Council Chambers or City Council

FH=Fire Hall

VIPS=Volunteers in Police Service

PROUD=Pstive Revltztn of Urban Dwtwn Com

PC=Planning Comm

BPD=BrkgsPolice Dept

Muni=Municipal

HOPE=Healthy Opportunity for Positive Environment

SDC=Systems Devlpt Charge Review Brd

AMF=American Music Festival

CDD=Community Development Dept

JULY 2000

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	8:00am City Hall CLOSED - 4th of July Holiday.....	12:00pm Comnity Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves 7:00pm CC-Planning Comm reg mtg/JBischoff	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers		
2	3	4	5	6	7	8
1:00pm AzPrkBndshll/Lawn: OrLabBand & SwanDance-AMF FREE 2000 Summer Concert Series	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	Independence Day 7:00pm CC-Comnty Family Picnic Strng Comm-HOPE: SCalta 469-0358	1:30pm CC-Or St Fire Marshall/Juv Fire Setter Program/Chf Sharp hosting 2:30pm FH-SafetyComMtg/HThmpson 7:00pm "Curry Govts" Mtg @ Gold Beach City Hall-2nd Wed of May, Jul,Sep,Nov,Jan, Mar	8:15am CC-CmtyDevDpt Staff mtg/LLightle		
9	10	11	12	13	14	15
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 11:00am CC-Municipal Court/ JdgHarper 7:00pm FH-FireTrng/ChShrp	7:00pm CC-Senate Bill 1010-Water Quality Act Infrtmn Mtg/ Linda Smith-541/ 348-2262	6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	8:15am CC-CmtyDevDpt Staff mtg/LLightle 6:30pm CC-Seatbelt Class-PD/BPalicki		
16	17	18	19	20	21	22
1:00pm AzPrk Bndshll/Lawn: Banana Belt Brass Concert-AMF FREE Summer 2000 Concert Series	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg			8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC-Parks & Rec Comm/ CMickelson		
23	24	25	26	27	28	29
	7:00pm FH-FireTrng/ChShrp		JUNE 2000		AUGUST 2000	
			S M T W T F S		S M T W T F S	
			1 2 3		1 2 3 4 5	
			4 5 6 7 8 9 10		6 7 8 9 10 11 12	
			11 12 13 14 15 16 17		13 14 15 16 17 18 19	
			18 19 20 21 22 23 24		20 21 22 23 24 25 26	
			25 26 27 28 29 30		27 28 29 30 31	
30	31					

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
June 26, 2000
7:00 p.m.

- I. CALL TO ORDER - pink
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS - green
 - A. Ceremonies
 - 1. Special recognition to Don Higginson, Parks and Recreation Commission
 - B. Announcements
 - 1. 3-Flags Campaign - Barbara Palicki
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
 - A. Committee and Liaison reports
 - 1. Chamber of Commerce
 - 2. Businesses for a Better Brookings
 - 3. Port of Brookings-Harbor
 - 4. Parks & Recreation Commission
 - a. Stout Park Memorial
 - 5. Council Liaisons
 - B. New Liaison Assignments - canary
 - C. Unscheduled
- VIII. STAFF REPORTS
 - A. Finance Department - cherry
 - 1. Second 1999/2000 Supplemental Budget
 - 2. Janitorial service for City Hall Offices

- B. City Manager - lilac
 - 1. Hiring a new City Manager
 - 2. Changing Annual Volunteer Dinner
 - 3. Council/Community Relations expenditures
 - 4. Tourism promotion agreement with Chamber of Commerce

IX. CONSENT CALENDAR - white

- A. Approval of Council Meeting Minutes
 - 1. Minutes of June 12, 2000,, Regular Council Meeting
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of April 27, 2000, Regular Commission Meeting

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS - buff

- A. Ordinances
- B. Resolutions
 - 1. No. 00-R-680 - in the matter of a resolution adopting a supplemental budget for the 1999/2000 Fiscal Year
 - 2. No. 00-R-681 - in the matter of hiring a City Manager

XI. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
- B. Mayor

XII. ADJOURNMENT

Certificate of Appreciation

awarded to:

Don Higginson

Beginning his service to the Citizens
of Brookings on February 1, 1992, and
honored as of the 26th day of June, 2000,
for 8-YEARS and 4-MONTHS of dedicated service
to the City of Brookings on the

Parks and Recreation Commission.

Tom Weldon
City Manager

Bob Hagbom
MAYOR

Proclamation

WHEREAS, since increasing seat belt use is still the single most effective way to save lives and reduce injuries in crashes on America's roadways; and,

WHEREAS, inpatient hospital care costs for unbuckled crash victims are 50 percent higher than for those who were buckled, and 85 percent of those medical cost are borne by society which signifies the degree to which we will pay for unbelted occupants; and,

WHEREAS, by increasing the seat belt use rate from 68 percent to 90 percent an estimated 5,536 fatalities and 132,670 injuries would be prevented, child fatalities would be reduced by 25 percent, and the nation would save \$8.8 billion annually; and,

WHEREAS, since research shows that if a driver is unbuckled, 70 percent of the time children in that car are also unbuckled; and,

WHEREAS, a study by the National Highway Traffic Administration has affirmed that states with standard enforcement laws have significantly higher seat belt and child safety seat use , and that the correct use of seat belts has contributed to a decrease in the number of fatalities by up to 45 percent, and that the effectiveness of correctly installed child safety seats reduces fatal injury by 69 percent for infants and children; now therefore,

THE BROOKINGS CITY COUNCIL, supports and encourages law enforcement in their efforts to promote and enforce compliance of seat belt and child safety laws of Oregon to save lives, reduce injury, and save Oregon taxpayer money; and

NOW THEREFORE, I, MAYOR BOB HAGBOM, support the 3FLAGS campaign and its enforcement and education programs conducted three times a year as well as year long public education.

IN WITNESS HEREOF, dated this _____ day of June, 2000, in the City of Brookings,

Bob Hagbom
MAYOR

COUNCIL APPOINTMENTS

Printed 6/20/00

ORGANIZATION	MEETING DATES AND TIMES	DATE APPOINTED	MEMBER DESIGNATE	TERM EXPIRES
CITY OF BROOKINGS ORGANIZATIONS				
Council - 4 yrs President Student Representative	Same as Council	January 11, 1999 October 27, 1997	Councilor Curry Shiloh Thom	Dec, 31, 2000 Sept. 1, 1999
Budget Committee - 3 yrs	As set by Council	February 9, 1998 March 13, 1995 February 9, 1998 February 10, 1997 February 12, 1996	Harold Thiesen, #3, Chr Virginia Byrtus, #4 L. Lee Rogers, #5 Reily Smith, #1 Keith Hislop, #2	February 1, 2001 February 1, 2002 February 1, 2002 February 1, 2001 February 1, 2001
Parks & Recreation Commission - 4 yrs	Monthly on fourth Thursday at 7 P.M.	February 23, 1998 January 25, 1991 November 9, 1992 February 10, 1997 February 9, 1998 February 22, 1999 February 22, 1999 October 14, 1996 Sept. 28, 1998	Councilor Pepper, Liaison Don Higginson, #5 Olivia Abbott, #4 Craig Mickelson, #7-Ch Nina Canfield, #1 A.H."Augie"Kofoet, #6 _____, #3 Paul Prevenas, #2 Alyssa Babin & Ashley Thom, Student Reps.	No Specific Term February 1, 2001 February 1, 2000 February 1, 2002 February 1, 2002 February 1, 2001 February 1, 2003 February 1, 2000 Sept. 1, 1999
Planning Commission - 4 yrs	Monthly on first Tuesday at 7 P.M.	January 25, 1993 April 13, 1971 March 16, 1987 March 13, 1989 March 20, 1993 April 10, 1995 February 10, 1997 March 22, 1999 October 27, 1997	Councilor Ciapusci, Liaison Earl Breuer, #2 Ted Freeman, Jr., #1 Judi Krebs, #5 _____, # 6 Marvin Lindsey, #3 Richard Dentino, #7 Vikki Nuss, #4 Mary Ball, Student Rep	No Specific Term April 1, 2000 April 1, 2003 April 1, 2002 April 1, 2001 April 1, 2000 April 1, 1999 April 1, 2001 Sept. 1, 1999

Systems Development Charge Review Board - 4 yrs	Quarterly on Tuesday afternoons	January 25, 1993 October 9, 1989 Nov. 11, 1997 October 9, 1989 October 31, 1998 February 10, 1997	Councilor Pepper, Liaison Jim Collis, #1, Chair Larry Smith, #4 Bob Krebs, #3 Tim Adsit, #5 Russ Fritz, #2	No Specific Term October 31, 1999 October 31, 2001 October 31, 1999 October 31, 2002 October 31, 2000
OTHER ORGANIZATIONS				
Canopy Project		October 26, 1998	Councilor Pepper	No Specific Term
Capital Improvements / Expenditures Committee		October 26, 1998	Mayor Hagbom	No Specific Term
Chamber of Commerce	Board meets monthly on 4 th Wednesday at 7:00 pm at B/W Brkgs Inn Conference Room	February 1, 1993	Councilor Johns	No Specific Term
Chetco River Watershed Council	First Wednesday of month 7:00 P.M., Chetco Ranger Station	September 26, 1994	Councilor Hagbom, Alt: Councilor Curry	No Specific Term
Coos-Curry-Douglas Business Development Corp.	Meet monthly on a Thursday morning in Coquille	June 13, 1994	Councilor Curry	No Specific Term
Curry County Recycling Committee	Meet second Thursday of month in afternoon in Gold Beach	February 10, 1997	Ken Burns	No Specific Term
Curry County Solid Waste Advisory Committee	Meet on Thursday afternoons in Gold Beach		City Manager	No Specific Term
Curry Tri-Cities Council	As needed, location varies between Brookings, Gold Beach and Port Orford	February 23, 1998	Mayor, Full Council and City Manager	No Specific Term
Harbor Sanitary District	Meets monthly on Tuesday evening at HSD at 7:30 P.M.	January 25, 1993	Councilor Pepper Alt: Councilor Hagbom	No Specific Term
LOC Board of Directors	As Set by LOC	November 8, 1997	Councilor Hagbom	No Specific Term

LOC Government Standing Committee	As Set by LOC	November 15, 1995	Councilor Hagbom	No Specific Term
LOC Legislative Committee	As Set by LOC	November 15, 1995	Councilor Hagbom	No Specific Term
OCZMA/ODOT Coastal Policy Advisory Committee on Transportation (CPACT)	As set by CPACT	April 24, 1995	Councilor Curry Alt: Councilor Hagbom	No Specific Term
Oregon Coastal Zone Management Association	Meet on Thursdays and Fridays - usually in Newport or Salem	Sept. 9, 1996	Councilor Curry Alt: Councilor Hagbom	No Specific Term
Port of Brookings-Harbor	Monthly on third Wednesday	February 23, 1998	Councilor Ciapusci	No Specific Term
School Board (District 17C)	Monthly on third Monday	February 23, 1998	Councilor Johns	No Specific Term
Senior Center			Councilor Hagbom	No Specific Term
Southern Oregon Watershed Coordinating Council		January 14, 1994	Councilor Hagbom Alt: Councilor Curry	No Specific Term
Southwestern Oregon Community Action Committee	2 nd Tuesday of the month at 6:30 pm in Coos Bay	February 9, 1998	Gerry Livingston	No Specific Term
Pelican Bay Prison Advisory Council	2 nd Wednesday of every other even numbered month	February 22, 1999	Councilor Johns	No Specific Term

Memorandum

TO: Mayor & Council
THRU: Tom Weldon, City Manager *Tom*
FROM: Gail L. Hedding, Finance Director/Recorder *Gail*
DATE: June 15, 2000
RE: 1999/2000 Supplemental Budget



Issue:

Due to circumstances not recognized at the time of the last supplemental budget, a second supplemental budget is required.

Background:

The unforeseen expenditures and revenues proposed for this second supplemental budget are:

Police Department-Personal Services. During the fiscal year the Brookings Harbor 17C School District requested we supply a second School Resource Officer. The agreement was they would reimburse all costs of the officer. The reimbursement revenue and salary expense of \$12,600 needs to be included in the supplemental budget. Due to staffing needs and workload requirements, overtime and the related benefit costs of \$9,400 also need to be added to the supplemental budget. There is sufficient cash carryover to cover this increased expense.

Legislative/Administrative-Personal Services. Due to an error in preparing the budget for 1999/2000 it is necessary to increase the personal services budget \$5,300. There is sufficient excess carryover to cover the increased expense.

Street Fund-Personal Services. Additional expenditures were necessary in the Street Fund due to work projects, flooding and overlay projects. The 1999/2000 carryover balance is sufficient to support the \$4,500 supplemental budget in Personal Services.

Recommendation:

Approve Resolution 00-R-680 incorporating the above items in a supplemental budget for the fiscal year 1999/2000.

Memorandum

TO: Mayor & Council
THRU: Tom Weldon, City Manager *TW*
FROM: Gail L. Hedding, Finance Director/Recorder *Gail*
DATE: June 22, 2000
RE: Janitorial Services for City Hall Building



Issue:

The current provider of janitorial services, Taplin Janitorial, for City Hall has terminated services effective June 30, 2000.

Background:

Public notice was made announcing the acceptance of bids for janitorial services via the *Curry Coastal Pilot* on May 31 and June 3, 2000. In addition, a mailing of the bid specifications and draft contract was sent to all those cleaning services who hold a business license with the City of Brookings. Two responses were received to the solicitation. The low bidder, Paul's Floor Maintenance, is still significantly above budget.

The low bid complies with all bid specifications and several (7) reference checks revealed excellent service and satisfied customers. I approached Paul Lopez to negotiate his fee to meet our budget constraints. He suggested a 30 day probationary period which would allow him to catch up on needed cleaning and obtain the experience necessary to make a more accurate cost projection. His goal at the end of the 30 period would be to lower the monthly fee and enter into a long term contract with the City for janitorial services.

Recommendation:

Due to the fact, the bid of \$975/month is above the budgeted amount of \$700, I recommend we secure the services of Paul's Floor Maintenance at \$975 for the month of July and negotiate a contract at the end of the probationary period. We will return to Council for approval to enter into the contract with Paul's Floor Maintenance.

Memorandum

TO: Mayor, City Council
FROM: City Manager Tom Weldon
DATE: June 22, 2000



Issue: Hiring a new city manager

Background:

1. In the attached resolution, the recruitment profile, is LOC Executive Director Dick Townsend's impression of what you said you were looking for in a new city manager, at your special meeting May 15, 2000.
2. In order to keep this process moving you need to make certain decisions publicly, by adopting a resolution, see attached.
3. The resolution lays out through an attachment the recruitment profile, standards, criteria, and policy directives to be used in hiring for this positions.

Recommendation: Adopt Resolution No. 00-R-681

Memo



To: Mayor, City Council
From: Tom Weldon, City Manager *Tom*
Date: June 19, 2000
Subject: Changing Volunteer Dinner

Of this event, I think and some others agree, it's time to look at making a change. We've done this five years in a row at the Elks Lodge and while it's always nice, well attended, and appreciated by all, it's getting stale. After discussion with the Department Heads (and Sharon), I propose:

1. MOVE City Volunteer Dinner from the Elks Lodge to Azalea Park - stage area, AND
2. MOVE it from January to August 26, 2000, AND
3. CHANGE the flavor a little - from a celebration of our volunteers to a celebration of our volunteers and employees with both groups' immediate families!

The Volunteer dinner this fiscal year (2000) cost us \$5,522.24, including \$4,161.50 Elks and \$1,363.00 for other things (gifts, stationary, pins, decorations) for 269 meals.

If we made this a BBQ with hot dogs/hamburgers and a full meal buffet, it would cost us approximately \$2.66 per person. Estimating (probably high), we could expect to serve 600 meals for a cost of \$1,896. I believe we could cut other expenses for a total estimated cost of \$2,614 ~ a savings of \$2,908 from this year. Fire Chief Sharp and friends have agreed to do the cooking, on a barbeque unit we would borrow from Winchuck Fire Department.

We could reserve and use softball fields, Kidtown, bathrooms, horseshoe pits, skating rink, water park, and bungee jump rides!

We could do this picnic this August (next fiscal year) because January's dinner was in last fiscal year.

RECOMMENDATION: Direct staff to plan a volunteer picnic for August 26, 2000 at Azalea Park. We would reserve the high school cafeteria and gym in case of rain!

Memorandum

TO: Mayor, City Council

FROM: City Manager Tom Weldon



DATE: June 21, 2000



Issue: "Council/Community Relations" budget line item

- Background:
1. This year's budget for this item is \$10,000. Through last Friday, June 16, 2000, we had spent \$10,339.11. While we try to not overspend any line item, it happens. The really important number to not overspend is the total dollar figure for the department and in this case, there's no problem.
 2. You also budgeted in, a separate line item, \$1,300.00 for the Brookings-Harbor Youth Association's liability insurance premium for next fiscal year.
 3. Next year, you have budgeted \$8,825, for this line item (Council/Community Relations). This amount is less than this year, because the B-H Youth Association liability insurance has been budgeted (as I said above) as a separate line item.
 4. I'm writing this memo primarily for you to consider next year's expenditures from this line item. You'll have all the normal miscellaneous requests, plus you already have outside agency requests (attached) of \$12,812.40 as shown below:

HELPLINE OF THE SOUTH COAST -	\$482.00
BROOKINGS-HARBOR YOUTH ASSOCIATION (rent) -	\$9,000.00
RETIRED & SENIOR VOLUNTEER PROGRAM -	\$1,500.00
KLAMATH MANAGEMENT ZONE FISHERIES COALITION -	\$500.00
PORT OF BROOKINGS HARBOR KITE FESTIVAL -	\$380.40
B-H VIETNAM VETERANS OF AMERICA (Last year)-	\$750.00
FRIENDS OF MUSIC-	<u>\$200.00</u>

TOTAL: \$12,812.40

5. This list does not include the \$12,000 requested from Businesses for a Better Brookings (from Transient Room Tax) for downtown beautification projects. Also, it does not include the Chamber of Commerce's request for \$15,000, to repair, refurbish and replace the downtown holiday street lights. I believe both of these requests (as I've recommended before) should be considered when the

“PROUD” study is completed and funding for its recommendations is considered. Remember, we have also budgeted \$20,000, for downtown revitalization.

6. The most significant expense charged to this line item this year that needs funding next fiscal year, is our volunteer dinner.

If my proposal to change the City’s volunteer dinner to a picnic in Azalea Park is accepted, this next fiscal year’s expense for this event would be \$2,614, instead of this year’s \$5,524.

If you reserve this \$2,614 (for the picnic) that leaves \$6,211 for other community relation expenses. Excluding the B-H Youth’s Association’s request for \$9,000, for rent, you have \$3,812.40 of requests now.

This means, there would still be money available for such items as: flowers for a death or serious illness of a City official, awards for recognition for a City official retiring or the Mayor’s Choice Award at the Azalea Festival Art Show, or for help sponsoring events such as the Friends of Music concert by the Oregon Symphony, etc.

Recommendation:

1. Reserve \$2,614, for your annual volunteer recognition event.
2. Authorize the following expenditures:

▶ Helpline of the South Coast -	\$480.00
▶ Retired & Senior Volunteer Program -	\$750.00
▶ Klamath Management Zone Fisheries Coalition -	\$500.00
▶ Port of Brookings Harbor Kite Festival -	\$380.40
▶ 4 th of July Fireworks	<u>\$750.00</u>
3. This would leave a balance of \$3,350.60 remaining in this line item.

\$2,860.40

Mayor Bob Hagbom
898 Elk Dr
Brookings OR 97415

January , 2000

BOARD of DIRECTORS

Patricia Borchert
Kim Chamberlin
Nancy Connell
Marcia Jensen
Georgia Martin
James Moore
John Vaagen

Dear Mayor Bob Hagbom

This is the time of year when city budget committees meet to make your next fiscal year budget. Helpline of the South Coast would like to be considered on your budget.

During FY 1998-1999 our volunteers documented that 74 calls or 1.96 % of the total calls were from Brookings. We have attached our call sheet statistics for this time period.

Without Helpline, city offices, schools, libraries and essential services would be burdened with these calls. It is for this reason that we are asking for your financial support. We feel that we are providing a service to citizens in your area.

Our operating budget is \$24,643.00 per year. This is "bare bones". We have only one paid staff member who is part time and paid minimum wage.

We are requesting \$482.00, which is 1.96% of the \$ 24,634.00 we need to keep the doors open. We will of course, gratefully accept any amount you can give us.

One of our board members will be happy to come to your meeting to answer your questions.

Sincerely

PARTIAL FUNDING FROM

- United Way of SW Oregon
- Oregon Community Foundation:
 - McCulloch Fund
 - Nothman Fund

Patricia Ann Borchert, Board Chair

Community Relations

received
2-2-00

**HELPLINE OF THE SOUTH COAST
ANNUAL STATISTICS REPORT
HELPLINE CALLS INFORMATION
FY 98-99**

TYPE OF CALLS:

Information:	3510	Crisis Intervention:	272
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SEX OF CALLER:

Female:	2873	Male:	909
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AGE OF CALLER:

Youth:	71	Adult:	2671	Senior:	1040
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LOCATION OF CALLER:

<u>Coos County</u>		<u>Western Douglas County</u>	
Allegany	2	Reedsport:	70
Bandon:	210		
Coos Bay:	2245	<u>Curry County</u>	
Coquille:	171	Brookings:	74
Lakeside:	67	Gold Beach:	28
Myrtle Point:	110	Langlois:	7
North Bend:	654	Port Orford:	25
Powers:	30	<u>Other:</u>	89

TOTAL FOR COUNTIES

Coos County	3489	Curry County	134	W. Douglas Co.	70
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TOTAL CALLS: 3782

TYPE OF CALLS

911 EMERGENCIES

3

ABUSE:

Animal.....	3
Child.....	19
Domestic.....	28
Mental.....	15
Parenting.....	
Physical.....	11
Rape.....	
Sex Related.....	11
Senior	
Spousal.....	16

ADDICTIONS:

Alcohol.....	94
Co-Dependency.....	53
Drug.....	61
Gambling.....	17
Sex.....	

ADOPTIONS:

14

ANIMAL:

Adoption.....	72
Basic Information.....	182
Birds.....	180
Injured.....	116
Insects.....	
Lost & Found.....	32
Medical Services.....	27
Wild Animals.....	94

BASIC NEEDS:

Clothing.....	33
Donations of Basic Needs.....	50
Food.....	321
Household Goods.....	16
Money.....	161
Prescriptions / RX.....	40
Transportation.....	93
Utilities.....	438

BUSINESS:

Development.....	6
Education.....	4
Fraud.....	

CONSUMER:

Information.....	182
Complaints.....	22

DISABILITIES:

Blind.....	62
Deaf.....	7
Emotional.....	6
Learning.....	10
Mental.....	22
Physical.....	42

EDUCATION:

Adult.....	23
Senior.....	4
Youth.....	5

EMPLOYMENT:

Employment.....	47
Unemployment.....	

GOVERNMENT:

Complaints.....	9
Elections.....	
Contact Information.....	87

HEALTH:

Abortion.....	19
ADD.....	
Basic Concerns.....	219
Dental.....	10
HIV/AIDS.....	10
Pregnancy.....	29

HOUSING SITUATIONS:

Disabled.....	3
Discrimination.....	
Evictions.....	31
Fire.....	2
Homeless.....	97
Low Income.....	46
Natural Disaster.....	5
Rental Assistance.....	93
Repairs, (Senior).....	20

INSURANCE:

Health.....	56
House.....	
Vehicle.....	8

TYPE OF CALLS

LEGAL CONCERNS:

Bankruptcy.....	2
Basic Information.....	101
Child Support.....	13
Courts.....	9
Discrimination.....	2
Employment.....	5
Family Law.....	21
Immigration.....	2
Landlord/Tenant Disputes.....	27
Wills.....	4

MENTAL HEALTH:

Anger.....	37
Anxiety.....	24
Counselor.....	164
Depression.....	25
Emotional.....	50
Grief.....	10
Medication.....	14
Phobias/Fears.....	20
PROTOCOL.....	24
Reassurance.....	43
Suicide.....	55
Veterans.....	

RECREATION:

Activities.....	8
Information.....	34

SENIOR SERVICES:

Activities.....	13
Care Givers Information.....	25
Companionship.....	4
General Information.....	223
Grandparent Concerns.....	10
Health.....	37
Housing.....	13
Information.....	223
Insurance.....	31
Legal Problems.....	26
Meals.....	65
Telephone Reassurance.....	386
Transportation.....	182
Utilities.....	97

SUPPORT GROUPS:

Eating Disorders.....	14
Emotional.....	3
Gay & Lesbian.....	7
Grief.....	32
Health.....	22
Information.....	43
Mental Health.....	4
Parenting.....	11
Substance Abuse.....	34

TAX INFORMATION:..... 28

VETERAN SERVICES:

Health.....	5
Homeless.....	47
Information.....	17
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WALK-IN:

Information.....	4
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YOUTH:

Child Care.....	16
Employment.....	
Information.....	93
Missing.....	2
Parenting.....	17
Pregnancy.....	

MISCELLANEOUS:..... 8

TOTAL REFERRALS..... 5645

Retired & Senior Volunteer Program

Curry County R.S.V.P.
Sharon Mather, Director
541-247-2422
FAX 541-247-2705



94235 Moore Street
P.O. Box 746
Gold Beach, OR 97444
E-Mail rsvpsharon@wave.net

April 28, 2000

City of Brookings
898 Elk Drive
Brookings, OR 97415

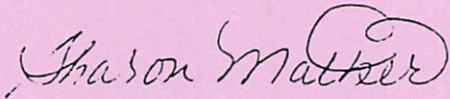
City of Brookings Budget Committee;

In these times of budget cutbacks and escalating gas prices we at RSVP (Retired & Senior Volunteer Program) are forced to look for extra funding for our volunteers. This year is the first year that we have asked City Governments for funding to support the Senior Volunteer program. We have had to make more than \$3,000 in budget cuts for the 2000-2001 fiscal year. The biggest chunk, \$2000 was cut from our mileage reimbursement program. Only about a third of the active volunteers request mileage reimbursement, but some of our volunteers depend on the reimbursement of \$.22 per mile to be able to volunteer. Without the money they could not afford to drive to their volunteer work site. Considering the gas prices at this point, \$.22 per mile is not very much. With the reduction of \$2000 to the mileage budget our reimbursement will go down to \$.17 per mile.

In the last eight months volunteers have donated over 39,000 hours and 17,073.07 miles to the communities of Curry County. These volunteers are placed throughout the three main communities of Curry County, Port Orford/Langlois, Gold Beach/Wedderburn and Brookings/Harbor. Some of our volunteer stations in your area include the Senior Center, Food Bank, Star of the Sea Thrift Store, Schools, Mentoring Programs, Chamber of Commerce, Library, Search and Rescue, Tax Aide, 55 Alive Classes, Respite Care, Vets Medical Van, City Police, Welcome Center, Red Cross and many many more.

RSVP is asking the City of Brookings to consider a minimum donation of \$1,500 to keep the reimbursement amount at \$.22 per mile, for these valuable volunteers that serve our residents of Curry County, for the 2000-2001 fiscal budget year. Our senior volunteers offer their experience and resources which are valuable to all the citizens of Curry County. We appreciate your consideration of this request, our program depends on the cooperation of everyone in the county.

Thank you,

A handwritten signature in cursive script that reads "Sharon Mather". The signature is written in dark ink and is positioned above the typed name.

Sharon Mather, RSVP Director
Curry County RSVP
P.O. Box 746
Gold Beach, OR 97444

Phone: 541-247-2422
FAX: 541-247-2705

enc: 1

Curry County RSVP Retired & Senior Volunteer Program



Serving Curry County for 16 years

Curry County RSVP has placed 370 volunteers throughout its three main Communities, Port Orford/Langlois, Gold Beach and Brookings/Harbor, so far this fiscal year. These volunteers have donated 39,093.22 hours and 17,073.07 miles bringing a savings to these communities of \$492,421.00 in an eight month period. Our RSVP volunteers provide experience and resources to these communities that would be lost to our children if not for the programs staffed by senior volunteers. The RSVP Senior volunteers of the county work at several County agencies that would need to hire extra staff to provide the services that these volunteers provide. The RSVP program is run with a staff of two, one Director and a part time employee that is funded by the Government Green Thumb Program. These are the County agencies that RSVP provides volunteers for on a regular basis:

Curry County.....

Health Department
Fairgrounds
Human Services
Veterans Services
Historical Society

Home Health Hospice
Search and Rescue
Juvenile Department
Extension Office

We have volunteers placed in all of these programs throughout the County.....

Chambers of Commerce
Food Banks
Police Departments
Welcome Centers
Senior Center
Libraries
Respite Care
Nursing Homes
Meals on Wheels
CASA
Mentoring Programs
Schools
Hospital Auxiliary
Fish Hatcheries
Disabled Parking Patrol
Port of Gold Beach
Senior Health Insurance Benefits Program
Money Management Program

Hammond Project
Oasis Shelter Home
Christian Help
Thrift Stores
55 Alive Classes
Cities Offices
Red Cross
Area Agency on Ageing
Emergency Services
AYA Young Parent Program
Fire Departments
DHR Community Partnership Program
Blood Drives
Neighborhood Watch
Employment Office
Summer Recreation
And many more.....

RSVP, 94235 Moore Street, Gold Beach, OR 97444. Phone 541-247-2422. FAX 247-2705

Curry County Retired & Senior Volunteer Program



Serving Curry County for 16 years

This is a list of volunteer opportunities through out the County:

Brookings/Harbor

Driving the Vets medical van	Food Bank
Welcome Center	Thrift Store
Mentoring Children	Chamber of Commerce
Volunteers for Police Service	Nickel Paper
Chetco Senior Center	
Dinning room	Reception Desk
Meals-on-Wheels	Recreation
Respite Care	Maintenance
Chetco Community Public Library	
Chamber of Commerce	

Gold Beach

Historical Museum	Chamber of Commerce
Hospital Auxiliary	
Gift Shop	Office work
Meetings	Handmade items
Mentoring Children	Neighborhood Watch
Curry County Fairgrounds	Home Health
Senior Corps (Senior Helpers)	
Transportation	Friendly Visitation
Misc. Chores (shopping, Dr. appointments etc.)	
Health Department	Oasis Shelter Home
Christian Help and Food Bank	
Gold Beach Senior Center	Indian Crk Fish Hatchery
Nutrition	Recreation
Kitchen	Maintenance

Port Orford

Chamber of Commerce	Common Good Thrift & Food Bank
Port Orford Library	Mentoring Children
Port Orford Senior Center	
Nutrition	Recreation
Maintenance	Thrift
Kitchen	Reception

RSVP, 94235 Moore Street, Gold Beach, OR 97444, (541)247-2422, FAX 247-2705

KMZFC

Klamath Management Zone Fisheries Coalition

P. O. Box 848
Brookings, OR 97415
(541) 469-2218

Chair:

Sandie Crockett
(707) 465-6499

Vice-Chairman:

Russ Crabtree
(541) 469-2218

California

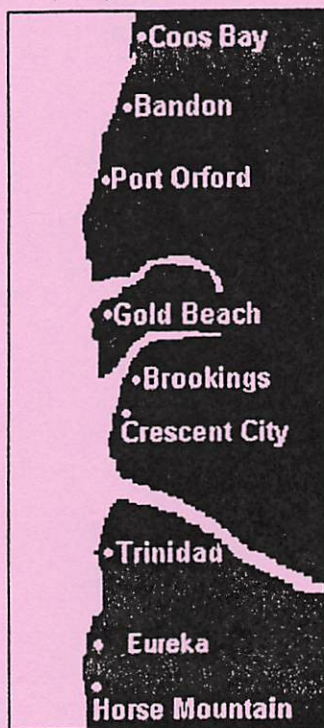
Representative:

Paul Kirk
(707) 476-2395

Oregon

Representative:

Nita Rolfe
(541) 469-2218



March 14, 2000

Mr. Tom Weldon
City Manager
City of Brookings
898 Elk Drive
Brookings, Or 97415

Re: Introduction of the Klamath Management Zone Fisheries Coalition

Dear Mr. Weldon:

The purpose of this letter is to introduce the Klamath Management Zone Fisheries Coalition, and to request the City of Brookings become a \$500.00 member.

The Coalition is a bi-state organization comprised of six ports from Humboldt Bay to Port Orford and associated Chambers of Commerce. If the City of Brookings should deem it appropriate to join the Coalition, we would welcome your membership.

The preliminary objectives of the Coalition are to sustain the ocean salmon sport fishing season, improve the commercial salmon fishing options within the Klamath Management Zone and to achieve marketability of the Klamath Management Zone Communities by continuity of the season.

The Coalition believes that fishery management must be a flexible process over time and is committed to restoration enhancement of the resource for the maximum benefit of all user groups. This Coalition benefits the economy by bringing fishing dollars to local communities.

Thank you for the opportunity to introduce the Klamath Management Zone Fisheries Coalition. We look forward to your reply.

Sincerely,

Russ Crabtree
Vice-Chairman

RC/nr

Bridging the Gap





**PORT
OF BROOKINGS
HARBOR**

June 2, 2000

Board of Commissioners:

Chairman
Lloyd D. Whaley
Vice Chairman
S. John Zia
Secretary/Treasurer
Kenneth L. Byrtus
Board Members
Edmund G. Gray
Norma H. Fitzgerald

Executive Director:

C. Russ Crabtree

Port Legal Counsel:

Christopher Keusink

Financial Director:

Merle E. Mehlhoff

Marketing/Communications:

Nita J. Rolfe

Office Manager:

Betty A. Sumner

Harbormaster:

Daniel L. Thompson

Operations Supervisor:

Greg T. Chandler

RV Park Manager:

Viola M. LaVigne

Mr. Tom Weldon
City Manager
The City of Brookings
898 Elk Drive
Brookings, OR 97415

Re: The Southern Oregon Kite Festival – 2000

Dear Mr. Weldon:

Once again The Port Of Brookings Harbor asks for the City's assistance with the community kite festival, July 15th and 16th.

It is our understanding that you were kind enough to arrange for the delivery of four Sanicans and a 6 yard dumpster last year, which warranted a Gold Sponsorship.

Delivery would be preferred for Friday afternoon/evening July 14th, pick up on the evening of Sunday the 16th, or early Monday morning, whichever is more convenient for the supplier, Curry Transfer.

If you would be able to help us out in the same manner again this year, you would most certainly be a great help in keeping the town neat, clean and sanitary for our visitors.

We thank you for your consideration of our request.

Sincerely,

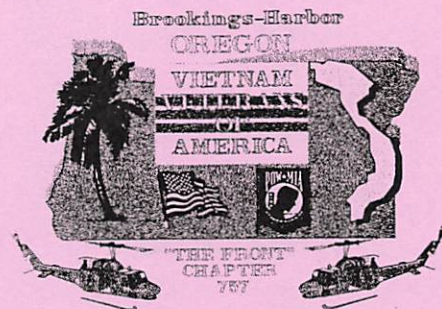
For The Port of Brookings Harbor

Lynn Goodman
cc: Russ Crabtree

received

6-3-00

Serving Our Community With Pride



City Of Brookings

Once again the 4th of July is fast approaching. The VIETNAM VETERANS OF AMERICA, Inc. Chapter 757 of Brookings-Harbor are proud to be coordinating this years FIREWORKS spectacular. We hope to carry on the fine tradition in raising enough funds to keep up the quality and integrity of our local salute to Independence Day. As you know, this FIREWORKS show draws in thousands of visitors to our local area which translates into more dollars circulating throughout our community during the summer months.

This year the cost of the FIREWORKS show has NOT INCREASED but we have obtained a more varied collection of pyrotechnics for your enjoyment. We can't do it without the help of your generous donations. All monies raised go into a restricted account at the Chetco Federal Credit Union. Make donation checks payable to V.V.A. FIREWORKS, PO Box 4056, Brookings 97415. We the VIETNAM VETERANS look forward to helping you make this the best Independence Day celebration ever.

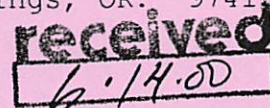
Thank you,
Jerry Hartzell

Jerry Hartzell
President Chapter 757

"Never again will one generation of veterans abandon another"

Vietnam Veterans Of America. Inc.

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



P. O. Box 7893
Brookings, OR 97415

Friends of Music

June 2000

Dear Good Friends,

When he was a student, Johann Sebastian Bach once walked fifty kilometers to Hamburg just to hear a famous organist play. Returning penniless and hungry, he stopped outside an inn. Someone had thrown two herring heads onto the rubbish heap. Hoping to find some part that was edible, he found a coin in each head. So he not only had a meal but also was able to return to Hamburg on another pilgrimage.

And from that small beginning came a majesty of music that goes on and on.

Friends of Music started in 1986 with a small beginning too. Going door to door soliciting funds to purchase a piano, a small civic-minded group of volunteers began their quest to bring quality music to our community. Since then, through the years, in difficult times and good ones, a series of splendid concerts have been made possible by the generosity of all of you who not only appreciate fine music but who support us financially. The recent concert by the Oregon Symphony seemed somehow to make us realize that it is important—even here in Brookings-Harbor—that the music goes on and on--

So once again we ask for your continuing support--only, please, no coins in herring heads.

Name: _____

Address: _____

My Gift to FRIENDS OF MUSIC: \$ _____


NOTE: We are sure you must be aware that the costs of our Concert Series have risen and continue to do so. We very much appreciate any donation you can send. And, for the first time, we have established a Patron's List for those who can contribute \$200.00 or more. THANK YOU!

Received
6-19-00

Your support is appreciated. Sue Gold President

Memorandum

TO: Mayor, City Council

FROM: City Manager Tom Weldon 

DATE: June 21, 2000



Issue: Tourism promotion agreement with Brookings-Harbor Chamber of Commerce

Background:

1. This agreement has been in effect since August 10, 1993.
2. As I have said before, as recently as a month ago when we changed our bank, agreements/contracts should be reviewed regularly and changed when appropriate.
3. I believe it's time to review this agreement and the Transient Room Tax Ordinance.

Recommendation: Appoint Mayor Hagbom, Councilor Pepper, and myself to review this agreement and ordinance and come back to you with recommendations.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 12, 2000
7:00PM**

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:04 PM.

II. PLEDGE OF ALLEGIANCE

Led by Brookings Municipal Court Judge Richard Harper

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, Frances Johns, and Ex-Officio Shiloh Thom, a quorum present.

Council Absent: Ex-Officio Councilor Cindi Peterson

Staff Present: City Manager Tom Weldon, City Attorney John Trew, Finance Director/Recorder Gail Hedding, Police Chief Ken Lewis, Municipal Court Judge Richard Harper, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen and Chamber President Richard Gyuro, Augie Kofoet-Vice President Businesses for a Better Brookings, Planning Commissioners Rick Dentino and Judi Krebs, Parks and Recreation Commissioner Russ Fritz, Brookings-Harbor Youth Association Director Heather Weckler, and approximately 30 other citizens, including retired City Councilor George Ciapusci.

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Ceremonies

1. Special recognition to George Ciapusci

Mayor Hagbom honored retired Councilor George Ciapusci for all his

many hours given in service to the citizens of Brookings and presented him with a framed Certificate of Appreciation for his service on the City Council, Planning Commission and Capital Improvements Plan Committee.

2. *Special recognition to Cindi Peterson*
Ex-Officio Councilor Cindi Peterson was not in attendance.

B. Announcements

1. *Proclamations*

- a. *Proclamation Safety City - Dan Palicki*

Mayor Hagbom recognized Dan Palicki, Marilyn Wood, and all companies, agencies, and volunteers who have and continue to make Brookings Police Department's Safety City Program a "Community Treasure". Hagbom continued by urging all citizens to keep the safety of our children as a priority and all parents of children going into kindergarten to send their children to one of the safety city programs this summer!

- b. *"Americanism Week" June 11th through 17th, 2000 - Brookings Emblem Club #265*

Mayor Hagbom proclaimed the week of June 11th through June 17th, 2000, as "Supreme Emblem Club Americanism Week in Brookings," based on the club's citizenship principles, which include the strengthening of Unity of the United States of America. Six club members and including Councilor Frances Johns received the proclamation from Mayor Hagbom.

C. Interview Council Position No. 4 applicants

Mayor Hagbom asked each candidate for Council Position No. 4, to come forward with the balance of applicants (4) remaining outside of Council Chambers at each question and answer session. The applicants were interviewed in the following order: Rick Dentino, Russ Fritz, Augie Kofoet, Lorraine Kuhn, and Cherie Mitchell.

D. Selection, appointment and swearing in of applicant for Council Position No. 4

All applicants returned into the Council Chambers. Mayor Hagbom asked for ballots from the Council. Lorraine Kuhn was selected by the Council and sworn into office by Municipal Court Judge Richard Harper.

AGENDA ORDER CHANGE:

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

B. Unscheduled

Due to a long agenda and time restraints, Mayor Hagbom asked City Manager Tom Weldon to introduce technology and science teacher Mike Gordon and three students regarding the issue of closing the lower part of Old County Road for a middle school class, which came to staff after Council packets had been completed. Gordon and students presented their class project incorporating science and technology to create down hill racing cars, learning about physics, aerodynamics, construction, development of team working skills, and how a car is designed and built for racing. Thus, there was a need for a location to test these skills and Old County Road was suggested.

Weldon explained he had talked with Community Development Director Lightle and Police Chief Lewis about this request and they saw no significant problem with closing the road for an hour and twenty minutes on Tuesday and Wednesday morning of this week. The closure would be from the intersection at Azalea Park Road and Old County Road to the intersection of Old County Road and Constitution Way. Public Works will provide barriers and the Police Department will send a patrol car to the area. He explained the only inconvenience would be to those people who want to use this section of Old County Road at that time, and they would be redirected to use Oak Street. After a few questions from the Council to Mr. Gordon and the students, Weldon recommended the Council authorize the closing of Old County Road June 13 and 14, 2000, as requested by the science and technology departments at Azalea Middle School.

Councilor Pepper moved, Councilor Johns seconded, Councilor Kuhn abstained, and the balance of the Council voted unanimously to add the closure of Old County Road to the agenda.

Councilor Pepper moved, Councilor Curry seconded, and the Council voted unanimously to authorize the closure of Old County Road June 13 and 14, 2000, from approximately 8:20AM to approximately 9:40AM for the Azalea Middle School class soap box car race.

AGENDA ORDER RETURNED AS PRINTED

V. PUBLIC HEARING

There was none.

VI. SCHEDULED PUBLIC APPEARANCES

There was none.

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. *Committee and Liaison reports*

1. *Chamber of Commerce*

Executive Director Les Cohen met with field representatives for Senators Gordon Smith and Ron Wyden regarding the lack of signage on interstate highway I-5, and U.S. Hwy 199 to indicate ocean beaches and Brookings, Oregon. He also discussed with the representatives the need, work, and progress being made to improve commercial air service between Crescent City and Medford and the need for direct flight service to Portland and points north. Cohen thanked the Council and staff for their efforts and assistance with the 61st Annual Azalea Festival.

Discussion ensued between Councilor Pepper and Cohen regarding air service into Crescent City from the San Francisco Airport. Pepper applauded the Chamber and all the other volunteers regarding their fortitude in continuing with the Azalea Festival's Saturday parade through all the rain.

2. *Businesses for a Better Brookings*

Vice President Augie Kofoet advised there were now 300 flags sponsored with a goal of 400. Kofoet advised he had been informed of many compliments on the display of flags throughout the weekend, and asked for confirmation from the Council on flags.

Mayor Hagbom said the Council supported the Businesses for a Better Brookings' "test program for the display of welcome flags" on city property (sidewalks) in downtown Brookings. He said they could add other businesses to this test area.

3. *Port of Brookings-Harbor*

No report.

4. *Planning Commission*

No report.

5. *Council Liaisons*

Council Johns advised the Council of the retirement of the Warden at Pelican Bay State Prison the first part of July and that there will be a picnic for him on July 8, 2000.

Mayor Hagbom advised Council and new Councilor Kuhn that liaison assignments will be discussed in the next week or so, and reassignments made at the next Council meeting.

B. Unscheduled

Don Nuss of 808 Pioneer Road, Brookings, presented questions regarding funds requested from the Port of Brookings Harbor as to the kite festival. He continued by asking the Council to look at a different way to handle bed tax.

Mayor Hagbom declared a recess at 8:38PM.

Council reconvened at 8:45PM.

Mayor Hagbom gave special recognition to Student Ex-Officio Shiloh Thom for her accomplishments as a Senior and graduate of Brookings-Harbor High School, and thanked her for her help and accomplishments. Thom thanked the Council and was allowed to leave the meeting early.

AGENDA ORDER CHANGED:

VIII. STAFF REPORTS

B. City Manager

2. Salmon Run Golf Course

City Manager Weldon explained, along with comments and written explanations from City Attorney John Trew, the need of a Landlord's consent agreement presented on behalf of the golf course for a loan from Family Security Bank. Further, Trew advised the agreement would not impact the City's position as Lessor. Golf course General Manager Pete Pavich and Family Security Bank President Genie Gilliam were present for questions. The final copy of the Landlord's Consent assignment was presented for signature by the Mayor and resolution for consideration. There was minimal discussion.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve the new Landlord's Consent authorizing Mayor Hagbom to sign on the City's behalf, and to approve Resolution No. 00-R-675, in the matter of granting consent under golf course lease.

AGENDA ORDER RETURNED AS PRINTED:

VIII. STAFF REPORTS

A. Finance Department

1. 1999-2000 Fiscal Year Supplemental Budget

Finance Director/Recorder Gail Hedding reviewed the unforeseen expenditures and revenues proposed for the supplemental budget. Hedding asked the council to approve Resolution No. 00-R-678.

Councilor Pepper moved, Councilor Curry seconded, and the Council voted unanimously to approve Resolution No. 00-R-678, in the matter of adopting a supplemental budget for 1999/2000 fiscal year.

AGENDA ORDER CHANGED:

VIII. STAFF REPORTS

C. Police Department

1. Buy or lease new police cars

Finance Director Hedding asked to take this agenda item out of order as it impacts following agenda items.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to add the approval of Resolution No. 00-R-679 to the agenda.

Police Chief Ken Lewis explained the request and quotations for leasing four vehicles for the Police Department, and recommended the Council approve a lease purchase option and the resolution. Discussion ensued.

Councilor Pepper moved, Councilor Kuhn seconded, and the Council voted unanimously to approve Resolution No. 00-R-679, in the matter of exempting from competitive bidding the lease purchase of four new police patrol vehicles.

A. Finance Department

3. 2000-2001 Fiscal Year State Revenue Sharing

Mayor Hagbom asked Finance Director Hedding to review and discuss the state revenue sharing and proposed ordinance. There was minimal discussion. Mayor Hagbom called for the ordinance to be read in full. Hedding read Ordinance No. 00-O-538, in full.

Councilor Pepper moved and Councilor Johns seconded to have the second reading of Ordinance No. 00-O-538, be read by title only.

Mayor Hagbom stated a motion had been made and seconded and asked for discussion. There was none. He called for the question.

The Council voted unanimously to have Ordinance No. 00-O-538 read by title only.

Finance Director Hedding read the ordinance by title only. There was no further discussion.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to adopt Ordinance No. 00-O-538, in the matter of declaring the City's election to receive State Revenues and declaring an emergency.

Mayor Hagbom advised the motion was adopted.

City Attorney Trew clarified the procedures for announcing and voting on ordinances.

AGENDA ORDER RETURNED AS PRINTED:

VIII. STAFF REPORTS

A. Finance Department

- 2. 2000-2001 Fiscal Year Budget Adoption, Tax Levy and Appropriation**
Finance Director Gail Hedding reviewed the background and requests for funds for Public Works shop and other line items for the Fiscal Year 2000/2001 budget, prior to adoption of said budget. Hedding concluded with her recommendations. There was no discussion.

Councilor Pepper moved, Councilor Curry seconded, and the Council voted unanimously to approve the changes in the aforementioned lines items, as necessary for adoption of the 2000-20001 Fiscal Year Budget, Tax Levy and Appropriation.

Hedding continued by reviewing Resolution No. 00-R-677, and asked for approval.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve Resolution No. 00-R-677, in the matter

of adopting the budget, declaring tax levied, making appropriations for the 2000-2001 fiscal year and to categorize the levy as provided in ORS 294.435.

3. *2000-2001 Fiscal Year Budget Adoption, Tax Levy and Appropriation*
Previously addressed.

4. *Authorized Disbursement Signatories*
Finance Director Hedding provided background on the necessity for a resolution to document the authorized signatories for City financial activities. She continued with a request to approved Resolution No. 00-R-676.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve Resolution No. 00-R-676, in the matter of naming a City Recorder/Treasurer and naming authorized signatories.

5. *Lease for primary copy machine in City Hall*
After explaining the background of the City's current primary copy machine, lease, and associated costs, Finance Director Hedding recommend the Council authorize staff to enter into a lease arrangement with CMI Business Systems for leasing a new photocopy machine. There were no discussion.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to authorize staff to enter into lease arrangement for a four year period of a Toshiba Digital 5570 copier with CMI Business Systems effective immediately.

B. *City Manager*

1. *Sale of tobacco to minors*
City Manager Tom Weldon presented background and a copy of a prepared ordinance which he delivered to all motels, restaurants, and stores which might be effected by the ordinance. To date, no one had called his office and no one was at the meeting tonight regarding the matter. Councilor Johns commented in favor of the ordinance plan.

Councilor Curry advised he was not in favor of this ordinance. He commented this issue should be at the voters' level, not the City Council's, due to fines and enforcement of ordinance. Discussion ensued regarding a correct title for the ordinance, possible public hearings, and enforcement.

Mayor Hagbom asked for delayed action on this matter, as he would be attending a meeting for the League of Oregon Cities in the next two weeks and would secure input from them and any legislative issues.

Dave Manzella from the Curry County Health Department and coordinator on tobacco education commented on the Council's reactions to this suggested ordinance and argued in favor of passing it. He noted the idea of the ordinance is to ban self service displays in stores, not to address the sell of tobacco to minors. Manzella continued further with detailed information on the issues of youths' access to tobacco, a plan to curbing youths smoking, and over 400 small communities in state of California passing these types of laws before the state took on the issue. He closed by advising in a community like ours, the age when a youth is willing to take that first cigarette can be pushed back and should be a priority, when \$13.7 million in our county is spent as a result of cigarette smoking costs.

By consensus the Council placed this matter on the July 24, 2000, agenda for further action.

2. *Salmon Run Golf Course*
Previously addressed on agenda.

C. *Police Department*

1. *Buy or lease new police cars*
Agenda Item addressed previously, after Agenda Item No. VIII.A.1.

IX. CONSENT CALENDAR

- A. *Approval of Council Meeting Minutes*
 1. *Minutes of May 22, 2000, Regular Council Meeting*
- B. *Acceptance of Planning Commission Meeting Minutes*
 1. *Minutes of May 2, 2000, Regular Commission Meeting*
- C. *Approval of Vouchers (\$459,900.06)*
(end Consent Calendar)

Councilor Johns moved, Councilor Curry seconded, Councilor Kuhn abstained, and the balance of the Council voted unanimously to approve the consent calendar.

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. *Ordinances*
 1. *No. 00-O-538 - in the matter of declaring the City's election to receive State Revenues and declaring an emergency*
Previously addressed on agenda.

2. *No. 00-O-537 - in the matter of the sale of Tobacco to Minors*
Previously addressed on agenda.
3. *No. 00-O-482.B - An ordinance amending Ordinance No. 93-0-482A, adopted June 8, 1993.*
City Manager Weldon presented the Parks and Recreation Commission request to delete the term limits of its officers by resolution which were previously discussed at May 22, 2000, meeting. There was minimal discussion. Mayor Hagbom called for the ordinance to be read in full. Weldon read Ordinance No. 00-O-482.B, in it's entirety.

Councilor Pepper moved and Councilor Johns seconded to have the second reading of Ordinance No. 00-O-482.B, be read by title only.

Mayor Hagbom stated the a motion had been made and seconded and asked for discussion. There was none. He called for the question.

The Council voted unanimously to have Ordinance No. 00-O-482.B read by title only.

City Manager Weldon read the ordinance by title only. There was no further discussion.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to adopt Ordinance No. 00-O-482.B, in the matter of amending Ordinance No. 91-O-482 (creating a Parks and Recreation Commission), adopted December 18, 1991.

Mayor Hagbom advised the motion was adopted.

B. Resolutions

1. *No. 00-R-678 - in the matter of adopting a supplemental budget for 1999/2000 fiscal year*
Previously addressed on agenda.
2. *No. 00-R-677 - in the matter of adopting the budget, declaring tax levied, making appropriations for the 2000-2001 Fiscal Year and to categorize the levy as provided in ORS 294.435*
Previously addressed on agenda.
3. *No. 00-R-676 - in the matter of naming a City Recorder/Treasurer and naming authorized signatories*
Previously addressed on agenda.
- ~~4. *No. 00-R-679 - in the matter of approving a lease agreement for the*~~

~~primary copy machine in City Hall.~~

CANCELLED ON AGENDA, as not necessary, according to City Attorney.

5. *No. 00-R-675, in the matter of granting consent under golf course lease agreement*
Previously addressed on agenda.

XI. REMARKS FROM MAYOR AND COUNCILORS

A. Council

Councilor Pepper asked for the status of the PROUD recommendations. Weldon advised the report was almost to conclusion.

Councilor Kuhn thanked the Council for her appointment. Weldon welcomed Kuhn and advised of the need to schedule an orientation to meet staff and have tours of City's facilities.

B. Mayor

Hagbom advised he will be at League of Oregon Cities meetings during the later part of next week and asked the Council to inform him if there are any issues they would like him to take to the meeting(s) as to legislature/league activity this fall. He also asked the City Manager and staff to confirm the LOC annual conference reservations.

City Attorney John Trew suggested checking with corporate offices and/or out-of-town owners for businesses regarding the anti-smoking ordinance/issues.

XII. ADJOURNMENT

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to adjourn the meeting at 10:14PM.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST:

Gail L. Hedding
Finance Director/Recorder

PARK AND RECREATION COMMISSION MEETING

April 27, 2000

ROLL CALL

Present: Mickelson, Higginson, Prevanus, Fritz, Kofoet, L. Williams, Canfield, Nowlin. Absent Weldon.

MINUTES

Minutes of March 23, 2000 meeting approved as written.

PUBLIC APPEARANCES

Julie Jordan appeared as a representative of the volleyball league. The league is looking for a site, possibly in Azalea Park, for 50'x80' sand volleyball court with possible expansion to 2 courts. The league will look and report back to the Park and Recreation commission later.

E. Williams appeared as a representative of the Azalea Park Foundation. Elmo addressed the issue of another site for holding area of debris that accumulates after weeding party. He is proposing the area at the far end of the lower parking lot and the work of creating it would be done by the Azalea Park Foundation. A motion to recommend to the City Council was made (m-s-p 8 to 0) Next Elmo said he wish to place two items which he felt would be classed as pieces of sculpture. One was a pole with multicolored birdhouses and the other was a pole with lights. Both items are patterned after similar attractions in the Bouchart Gardens in Canada. The Azalea Park Foundation would be responsible for the maintenance for both items. One item would be placed close to Kids Town in an area where nothing grows and the other item would be placed at the foot of Gazebo hill near the lower garden. After some discussion a motion was made to recommend this proposal to the city council (m-s-p 7 to 1). Handouts with drawings given out.

Lonny Drahein appeared as a representative of the softball league. A handout was given listing the work left to be done at the 2 fields. The most pressing item is in regards to the installing the fencing at field #2. The league has the monies to do the fencing and want to get started. It was brought up that in the original agreement with the city and the softball league that fences were not to be permanent. It was suggested that perhaps the fences could be put up at the beginning of the baseball season and taken down at the end of the baseball season. In a memo from Leo Lightle and Dennis Barlow, the staff recommends that the Parks and Recreation Commission authorizes the permanent fencing of the North Bank Ballfield. A motion was made to recommend to the City Council that a permanent 7' - 350 degree fence be put in place at the North Bank Ballfield (m-s-p 8 to 0).

STOUT PARK

City Councilman Pepper reported that flowers are coming up and some conifers planted in lower garden. Some work needs to be done in upper garden.

CHETCO POINT PARK

Nothing to report.

PARKS MASTER PLAN

Rus Fritz reported that all of the materials that have been obtained need to be gotten together in one place.

SKATE PARK

Craig Mickelson reported there is nothing to report at this time.

SWIMMING POOL

Augie Kofoet reported that the \$8000., the preliminary funding, has been gotten.

LIAISON REPORT

L. Williams reported that weeding parties on 4/8/00 and 4/22/00 have the park looking good. Over 260 dahlias bulbs have been planted. A handicap visitor was very upset about the lack of a handicap restroom. She also reported that signing needs to be addressed inside the park because she found it very easy to get lost in the park. Lower parking lot needs to have some handicap parking spaces striped.

COMMISSIONERS COMMENT

L. Williams questioned having master signs at the entrances to the park.

R. Fritz questioned if any action has been taken in regards to P & R positions being held for longer than 2 years.

Motion to adjourn: passed.

Respectfully submitted--N. Canfield

5/10/00 - per Leo Lightle & Dennis Barlow

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

In the Matter of a Resolution Adopting)
A Supplemental Budget for)
the 1999/2000 Fiscal Year) *RESOLUTION NO. 00-R-680*

WHEREAS, two of the General Fund departments experienced unanticipated expenditures in the 1999/2000 fiscal year; *and*

WHEREAS, the General Fund carryover from the prior fiscal year was in excess of the anticipated amount and unanticipated revenues were received in reimbursement for the expenditure; *and*

WHEREAS, the Street Fund had unanticipated overtime expenditures; *and*

WHEREAS, the Street Fund carryover from the prior fiscal year was in excess of the anticipated amount; *and*

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 funds totaling \$31,800 to the 1999/2000 fiscal year budget as follows:

<u>General Fund - Revenue</u>	
Unanticipated Fund Carryover	\$ 14,700
Other Revenue	<u>12,600</u>
Total Revenues	<u>\$ 27,300</u>

<u>General Fund - Expenditures</u>	
Police Department - Personal Services	\$ 22,000
Legislative/Admin - Personal Services	<u>5,300</u>
Total Expenditures	<u>\$ 27,300</u>

<u>Street Fund-Revenue</u>	
Unanticipated Fund Carryover	<u>\$ 4,500</u>

<u>Street Fund-Expenditures</u>	
Personal Services	<u>\$4,500</u>

DATED and signed this _____ day of June, 2000,

Bob Hagbom
MAYOR

ATTEST:

Gail L. Hedding
City Finance Director/Recorder

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

In the matter of a resolution)
adopting criteria, standards,)
and policy directives for the)
hiring of a city manager)

Resolution No. 00-R-681

WHEREAS, the Brookings City Council, in hiring a city manager, will do so in an organized, public and logical manner, and

WHEREAS, the City Council desires to adopt regularized procedures for the hiring of a City manager, and

WHEREAS, the City Council held a special council meeting May 15, 2000, and heard testimony from the public regarding this matter, and

WHEREAS, the Council desires to adopt the following Criteria, Standards, Policy Directives, Recruitment Profile and Timeline (attached as Exhibit "A") for this position.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS THAT:

The aforementioned Criteria, Standards, Policy Directives, Recruitment Profile and Timeline are hereby adopted.

PASSED by the Brookings Common Council and signed by the Mayor this _____ day of June, 2000.

Bob Hagbom
MAYOR

ATTEST:

Gail Hedding
Finance Director/Recorder

Exhibit "A"

CRITERIA, STANDARDS AND POLICY DIRECTIVES

General Statement of Job Functions: The Brookings City Manager is responsible for the effective and efficient administration of the City, including direct or indirect supervision of all employees, with the exception of the Municipal Judge, City Recorder and City Attorney. The position's specific duties, responsibilities and authorities are outlined in the City Charter and further defined by ordinance. The City Manager acts as purchasing agent and personnel director for the City. The City Manager serves at the pleasure of the Mayor and Council and is held accountable for achieving policies, goals and objections established by the Council.

Education and Experience: A Bachelor's degree in public administration or a related field and five years of municipal management experience are desired. Experience in economic development strategics, public works projects, budgeting, and land use planning is desired. Management experience in Oregon and some background in a small rural community setting would be beneficial.

Additional Criteria: The City Manager must establish residency in the City within six months of appointment. Prior to employment, the candidate will be required to have a drug screen and physical exam. Although the work hours for the position are 8:00 a.m. to 5:00 p.m., the City Manager is expected to attend various City meetings and functions outside of normal work hours. General computer skills are desired. The City of Brookings is seeking a candidate who will commit themselves to living in the community for an extended period of time.

Public Input: The City Council held a public hearing on May 5, 2000, for the purpose of receiving public input into the employment of a City Manager. The Council and the community identified several personal attributes for the City Manager position. A candidate should have strong ethical standards such as honesty and integrity. Consideration will be given to candidates who have demonstrated an ability to work closely with community members. A candidate should be open minded, be a team player, and have the capacity to create and articulate a vision for the community. An independent, self starter is desired.

Several "intangible" characteristics or personal attributes were also discussed at the meeting. They include: humor and someone who can think and work "outside the box". The successful candidate should be someone who has the ability to separate professional viewpoints from personal feelings. The person must be available and visible to staff at all levels and be a consensus builder.

Personnel Management: The ability to be an effective communicator is critical. A candidate should possess strong workforce management skills and have the ability to

candidate should be able to act as mentor to the staff and provide team building skills and leadership. The City Manager must be someone who can listen to the staff and then articulate common goals. Being available and visible to staff at all levels is important. Understanding both labor and management positions as a backdrop to labor negotiations is desired.

Administrative Talents: Demonstrated prior performance in managing a full scope of municipal government services is a must. Having a capacity for vision and seeing the "big picture" as well as having a general knowledge of issues/operations affecting the City is desired. The successful candidate should have a solid understanding of the following: public works functions, including funding mechanisms; budgeting laws and processes; grant identification and application preparation; land use planning; downtown redevelopment; personnel management and management of parks and recreation programs (with a special emphasis on youth activities). Long range planning skills, such as seeking interim financing to assist in economic ventures, is needed.

The City Manager must be comfortable with an open door policy and treat everyone equally regardless of the issue or status of the person approaching city hall. In dealing with the Council, the population at large and City staff, the successful candidate must be able to demonstrate the ability to listen to, understand and convey ideas. The candidate must be able to think systematically and understand the interplay that exists between various interests.

The City Manager must be someone who can demonstrate fiscal astuteness with budgets and grants and have an appreciation for the importance of economic development efforts within the community of Brookings.

Council Relations: The successful candidate must have the ability to assist the Council, and other public boards and commissions, in the development of short and long range goals. The person should be able to deal with Council members in a tactful, straightforward and friendly manner. The ability to say what is on one's mind and give the council his/her ideas for consideration is desired. The candidate should be able to discuss both sides of an issue affecting the City and give options and recommendations to the Council. Once given direction by the Council, he/she should demonstrate a willingness to carry out the Council's direction. The candidate should possess the ability to analyze data and prepare materials for the Council. He/she must be able to review contracts, agreements, resolutions and ordinances.

External Contacts: Strong attention will be given to candidates who can work well with the community at large. An example of the need for this can be seen in a review of the 1995 Brookings - Harbor *Strategic Goals for Community and Economic Development*. The Community Vision Overview section of that document states in part: "The community...blends a thriving economy with a quality of life that is truly outstanding.....The effects of steady growth in the Brookings-Harbor area have been moderated by thoughtful planning that takes into account the carrying capacity of local

resources, the demand for public services, and the public's willingness to pay for those services." The City Manager must possess the ability and talent to move forward with this vision. The candidate must display the ability to collaborate and cooperate with others. He/she should be able to seek and initiate coalitions and partnerships including the business community and business volunteers. Past demonstration of the person's interest in community affairs, events and functions, both on and off the job is needed. The person must be someone who responds to citizen complaints, inquiries, or problems with fairness and in a courteous, timely manner.

Numerous intergovernmental relationships exist with Brookings. These include: the school district, special districts, the County, other cities, state agencies such as ODOT (transportation), wildlife and fisheries (ODF&W), and federal entities such as the Army Corp of Engineers and National Marine Fisheries. Therefore, collaborative skills and the ability to sit with decision makers and give meaningful input during discussions is needed. The ability to adapt to and work within varied political and social environments is needed. A person who lives in the community and feels a part of the community is essential. Previous experience working in a retirement community and community which has a strong tourist industry would be useful.

RECRUITMENT PROFILE

General Statement of Duties:

The City Manager is the chief administrative officer and head of the administrative branch of the City of Brookings.

Distinguishing Features of the Classification:

The City Manager, acting as the chief administrative officer and head of the administrative branch of the City, shall have control and general supervision over all city employees and all appointive City officers unless specifically excluded herein. The City Manager operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council.

Supervision Received:

Works under the general supervision of the City Council.

Supervision Exercised:

The City Manager is responsible for delegating the assignment and evaluating the work for all City employees. All Department and Division heads report to this position and are under its general supervision. The City Manager directly supervises the Administrative Secretary position.

The City Manager shall supervise the departments to the end of attaining the utmost efficiency in each of them. Therefore, the City Manager shall have the power to employ, discipline, dismiss, or transfer an employee from one department to another, pursuant to the personnel rules adopted by the City Council; providing, however, that any department head dismissed by the City Manager may appeal that dismissal to the City Council, and that prior notification of such action must be given to the City Council.

Specific Exclusions to City Manager's Authority:

The City Manager shall not impinge on the City Attorney's ethical obligations to the City Council; shall have no control over the judicial activities of the Municipal Judge; and shall have no power of appointment or removal of the Municipal Judge, City Recorder or City Attorney.

The power of appointment and removal of the Municipal Judge, City Recorder or City Attorney remains strictly within the prerogative of the Mayor and Council, pursuant to the City Charter.

Principal Duties and Responsibilities:

Most duties of this classification involve working with community leaders, department or division heads of the City, and the general public. Actions taken are on broad policy, planning, and budget problems of the City operations as directed by the City Council.

Key Performance Areas:

The City Manager shall:

1. Devote his/her entire time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.
2. Enforce all the ordinances of the City including the provisions of all franchises, leases, contracts, permits and privileges granted by, or running to the city.
3. Act as purchasing agent for all departments of the City. All purchases be made by requisition signed by the City Manager.
4. Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such other reports as the City Council may request.
5. Supervise all public utilities owned and operated by the city and shall have general supervision over all city real or personal property.
6. Act as business agent of the Council for the sale of real estate and other matters relating to franchises and leases.
7. Supervise the expenditures of all departments, divisions or services of the City and analyze and supervise the functions, duties and activities of the various departments, boards and services of the City, and all employees thereof; make recommendations to the Mayor and City Council which, if adopted, will result in greater efficiency of the overall operation of the City of Brookings government.
8. When authorized by the City Council, the City Manager shall develop and organize improvement projects and programs, and aid and assist the Mayor and City Council in carrying the same through to a successful conclusion.
9. Make and keep an inventory of all personal and real property owned by the City and advise the Mayor and Council concerning the purchase of new machinery, equipment, supplies, or services which can be obtained under terms and conditions most advantageous to the City.

10. Make, or cause to be made, studies and surveys of the responsibilities, duties and work of the personnel employed by the City; inform and update the Mayor and Council in regards to his/her decisions on abolition, consolidation, transfer, removal of positions or personnel, or any other administrative decisions made by the City Manager which is his/her judgment will increase administrative efficiency.
11. Endeavor at all times to exercise the highest degree of tact, patience, and professional courtesy in his/her contacts with the public, personnel employed by the City and all elected and appointed officials, to the end that the highest possible standards of public service shall be maintained.
12. Perform such other duties as may be required of him/her by the Mayor and Council, not inconsistent with the laws of the State of Oregon and the Charter and Ordinances of the City of Brookings.

Employment Standards:

1. The City Manager shall be appointed by the Common Council of the City of Brookings, shall serve for an indefinite term and may be removed with or without cause by a majority vote of the members of the City Council presently holding office at the time of such vote.
2. The City Manager shall receive such compensation as the Mayor and Common Council shall fix from time to time by motion noted in the minutes of the Council.
3. At the time of appointment the person so appointed as City Manager need not be a resident of the City of Brookings, Oregon, or of the State of Oregon but within six months of the date of appointment shall reside within said City and State for the balance of the individual's tenure in office.
4. The City Manager shall be required to carry a bond for the faithful performance of the duties of office in an amount to be determined by the City Council. The expense of said bond shall be paid from the budget of the City Manager's office.

Essential Functions:

Knowledge of: Thorough knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions. Thorough knowledge of the principals and practices of public budgeting, finance, reporting, and personnel management, assigning and supervising the work of others. Thorough knowledge of principles and methods used in finance, budgeting, banking.

Familiar with all office equipment, including word processing programs. Have extensive knowledge of office practices, procedures and methods, and of legal requirements and procedures involved in conducting elections.

Skill in: Have considerable skill in establishing and maintaining cooperative and harmonious working relationships with City employees, representatives of business, legislative/administrative officials, governmental organizations, and the general public.

Ability to: Supervise and evaluate the activities of a wide variety of employees; properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall success of City services; develop and prepare effective, readily understandable correspondence, administrative reports, and public relations information.

Educational Requirements:

Master's Degree in Business/Public Administration or closely related field.

Experience:

Ten years progressively responsible public or business management experience affording a knowledge of local and state laws.

Pre-employment Requirements:

Drug screen, physical exam, bondability, educational and experience verification. Demonstrated ability to perform essential functions.

Compensation Type: Monthly

Exemption Status: Exempt

Job Grade: Entry level through Step 6

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Administration
 Job Title: City Manager
 Reports To: City Council

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions				
<u>Designated Function</u>	<u>Reach (Inches)</u>	<u>Distance (Feet)</u>	<u>Weight (Pounds)</u>	<u>Time (%)</u>
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			5
WALKING				10
WORD PROCESSING	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

Mental Aptitudes Table			
<u>Designated Function</u>	<u>% Time</u>	<u>Aptitude Level</u>	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	30	1	
REASONING	100	1	
MATHEMATICS	25	1	
VERBAL	60	1	

<u>Designated Function</u>	Basic Acuities	<u>Acuity Level</u>
VISION		1
HEARING		1
TOUCH		2
TASTE		3
SMELL		2

Note: Acuities levels are: High = 1 Medium = 2 Low = 3

Acuity levels are established after reasonable accommodations are provided.

TIMELINE

Meeting with Council to discuss and approve timeline and finalize advertisement	May 22, 2000
Advertisements placed in:	
<i>LOC Newsletter</i> (no charge)	(deadline 5/27, publish 6/14)
<i>ICMA Newsletter</i> (\$150-\$200)	(deadline 5/28, publish 6/5)
<i>Jobs Available</i> (\$60-\$80)	(deadline 5/17, publish 5/22)
The Oregonian (\$300-\$400)	(deadline Friday 9AM for Sunday publication-5/21)
Other Newspaper(s):	
America's Job Bank Internet site - no charge	
LOC Website - no charge	
Application deadline (LOC acknowledges all applications)	June 20, 2000
LOC screens resumes and recommends top candidates to Council	July 7, 2000
Council screens applicants and identifies candidates for background investigation (LOC sends regret letters to those applicants no longer under consideration)	July 18, 2000
Background checks completed and packets prepared and mailed to Council	August 1, 2000
Council selects candidates and arranges for interviews	August 15, 2000
Council interviews and selects new City Manager	August 29, 2000

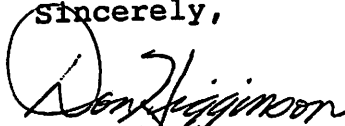
June 21, 2000

Tom Weldon
Brookings City Manager
898 Elk Drive
Brookings, Or. 97415

Dear Tom,

Since I will be retiring at the end of June and moving out of state, please accept this letter of resignation of my position #5 on the Parks and Recreation Commission effective as of June 22, 2000.

Sincerely,


Don Higginson

cc: Craig Mickelson, Chairperson,
Parks & Recreation Commission

6/23/00 - pc - Mayor & Council
P & R file



City of Brookings
Phone (541) 469-2163
FAX (541) 469-3650
E-mail - www.brookingsor.org
898 Elk Drive ♦ Brookings, OR 97415

6/26
Council
Pkt
Vault
Copy

A PROPOSAL FOR THE CITY TO SUPPORT A NEW (TO THE CITY) PROJECT OR SERVICE OR USE OF CITY LAND THROUGH VOLUNTEERS AND/OR DONATIONS

The City of Brookings works with hundreds of volunteers. Every year people suggest new, volunteer projects or services or uses of City property and want the City to support them in one way or another. Please see attached Resolution No. 98-R-648 explaining Council-City Policy regarding proposed new volunteer projects or services.

Below is a form that must be completed and returned to the City Manager before any new volunteer projects or services will be supported by the City. This form and policy is not intended to stifle creativity or the City's support of worthwhile projects. It is intended to give the City Council and City Staff an accurate long term picture of proposed new projects/services before committing any type of City resources to their support.

The City Manager is available to discuss this policy and review the form and process.

Name of Group making proposal: Kenneth Horn Date: 6/20/00
Contact person or individual making proposal: Kenneth Horn
Residence Address(Street/City/State/Zip): 232 4th St.
Mailing Address: P.O. Box 4145 Phone: (541) 469-4881

1. What is the name of your new project or service? Eagle Scout Project -
Stout Park Memorial
2. Please briefly explain your project or service: Build a trellis over the
bench facing the sundial in Stout Park

(continued on back)

3. What will this new project or service cost? 500⁰⁰-600⁰⁰ (no cost to City for materials)
4. Exactly what do you want the City to do to support this new project or service? Supervise & verify that proposed building site is free from utilities. City Liability Insurance.
5. What resources do you (or your group) have committed to this project or service? ALL materials and Labor
6. Name any other organizations that support this project or service. Boy Scouts, Nature's Coastal Holiday

Signature & title, if applicable
Please Print Name: Kenneth Horn

6/20/00
Date

FOR CITY PERSONNEL USE ONLY:		Completed App. received: _____
Forwarded to:		APPROVED:
Date Sent - _____	to <input type="checkbox"/> Community Dev.	_____
Date Sent - _____	to <input type="checkbox"/> Chief of Police.	_____
Date Sent - _____	to <input type="checkbox"/> Fire Chief.	_____
Date Sent - _____	to <input type="checkbox"/> Finance Director.	_____
Date Sent - _____	to <input type="checkbox"/> City Manager.	_____
<input type="checkbox"/> Planning Commission Action		_____
<input type="checkbox"/> Parks & Rec. Commission Action		_____
<input type="checkbox"/> City Council Action		_____
pc's: _____		

RESOLUTION NO. 98-R-648

A RESOLUTION ADOPTING A POLICY ON VOLUNTEER PROJECTS AND/OR SERVICES SPONSORED BY THE CITY .

WHEREAS, the Brookings volunteer City Council is elected to oversee City assets and City provided services; and

WHEREAS, Brookings has a wealth of volunteers and volunteer groups. Hundreds of these individuals and many groups have been associated with the city and have provided wonderful things-projects and services the citizens of this community would not have enjoyed without these volunteers; and

WHEREAS, the City of Brookings' insurance covers volunteers working on City property and those volunteers working under the name of the City of Brookings while providing services; and

WHEREAS, all City-related volunteer projects/services take some City staff time, as volunteer efforts need to be coordinated with other City activities; and

WHEREAS, before new projects or services are implemented, potential future resource requirements must be addressed. Projects or services provided by volunteers oftentimes become a permanent part of what the City does. Volunteer efforts are not always permanent as funding or volunteer worker time may stop. This may put the City in the difficult position of having to continue the service/maintain the project improvements or discontinue funding maintenance of a project or providing a service the community likes and assumed was permanent.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS THAT:


- 1. Volunteer projects on city-owned property or services provided in the name of the City must be approved by the City before work begins. This includes changes to existing projects or services and projects or services funded by grants or donations.**
- 2. All grants must be approved by the City Council before they are applied for.**

3. **New minor projects or services or changes may be approved by the City Manager.**
4. **Other projects or services or changes must be approved by the City Council and this requires that volunteers work with the City Manager (or other designated staff) and any appropriate city volunteer advisory committee, such as the Planning Commission or Parks and Recreation Commission before being considered by the City Council.**

PASSED by the Council and signed by the Mayor this 23rd day of November, 1998.


Nancy Brendlinger
Mayor

ATTEST:


Beverly Adams
Finance Director/Recorder

PLEASE PRINT

DATE

5/20/00

**CITY OF BROOKINGS
PARKS AND RECREATION DEPARTMENT
REQUEST FOR SITE DEVELOPMENT**

Fill out form completely and submit to City of Brookings for Parks and Recreation Commission review and City Council approval. Parks and Recreation Commission meets every fourth Wednesday at 7:00 PM in city hall. Approval from both the Parks and Recreation Commission and the City Council is required prior to any site development project commencement.

1. ORGANIZATION/INDIVIDUAL(S) NAME: Kenneth Horn
 ADDRESS: P.O. Box 445
 CONTACT PERSON AND TELEPHONE: Kenneth Horn 469-4881
2. PARK SELECTED FOR SITE DEVELOPMENT:

☐ BUD CROSS

☐ AZALEA

☐ RICHARD ST.

☒ STOUT

☐ EASY MANOR

☐ OTHER _____
3. IDENTIFY SPECIFIC AREA WITHIN SELECTED PARK: Sundial/Walkway between parking lot and Manley Art Center
4. DEVELOPMENT PROPOSAL: Build a trellis over the bench facing the sundial as an Eagle Scout Project.
5. USE BACK OF FORM FOR SKETCH OF DEVELOPMENT DESIGN - copy attached
6. PARKING SPACES REQUIRED: 2
7. DEVELOPMENT RESOURCES (i.e. funding, manpower, materials, etc.): ALL materials and labor provided
8. DEVELOPMENT SUPERVISOR:
 CONTACT PERSON AND TELEPHONE: Kenneth Horn 469-4881
9. APPROXIMATE ANNUAL MAINTENANCE COST: _____
10. LIABILITY INSURANCE CARRIER:
 NAME: Provided by City of Brookings
 ADDRESS: _____
 CONTACT PERSON AND TELEPHONE: _____

FOR OFFICIAL USE ONLY

PRC RECOMMENDATION: CONCEPTUAL
FINAL

☐ APPROVED
☐ APPROVED

☐ DISAPPROVED
☐ DISAPPROVED

DATE: _____
DATE: _____

REASONS: _____

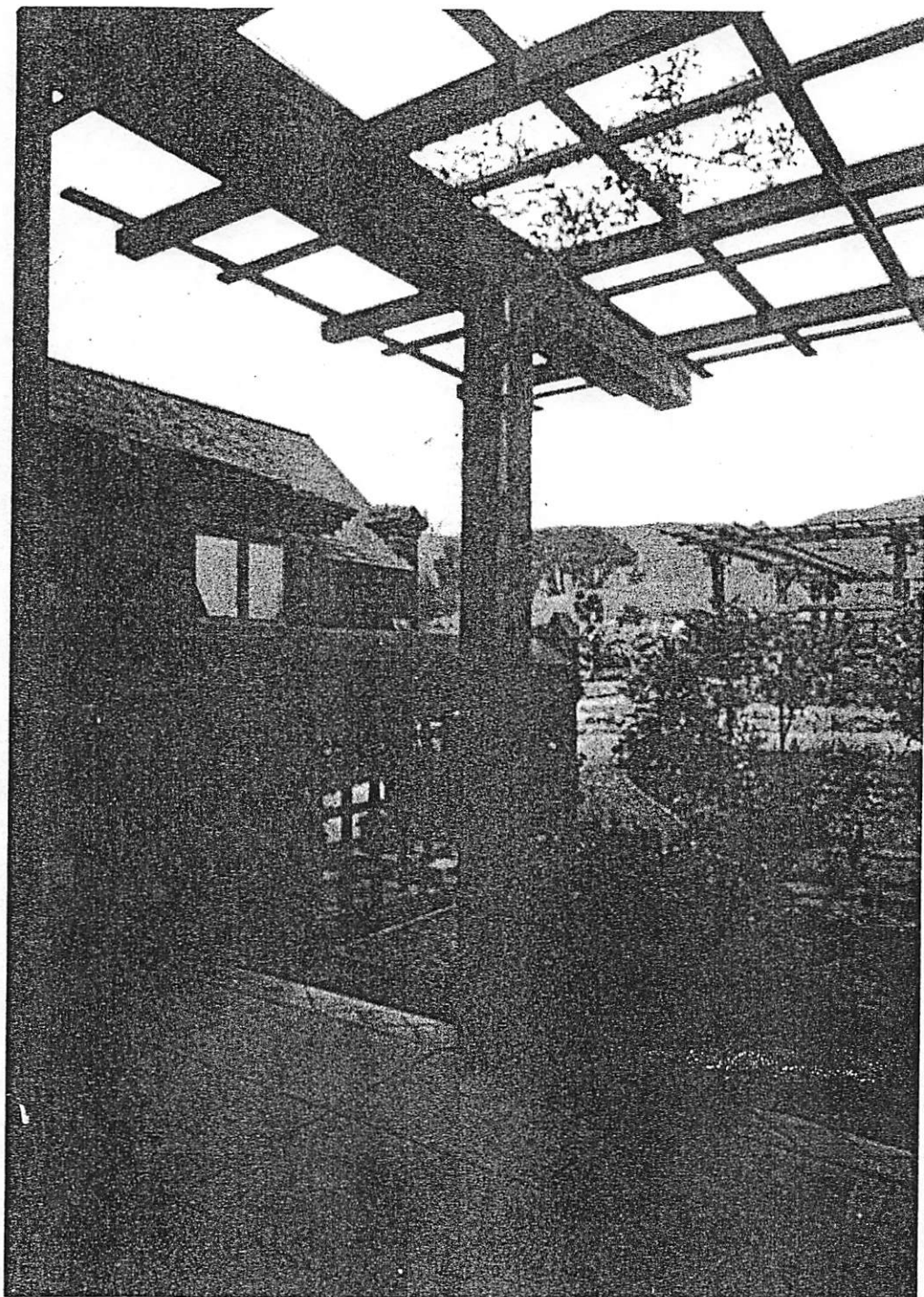
CITY COUNCIL: CONCEPTUAL
FINAL

☐ APPROVED
☐ APPROVED

☐ DISAPPROVED
☐ DISAPPROVED

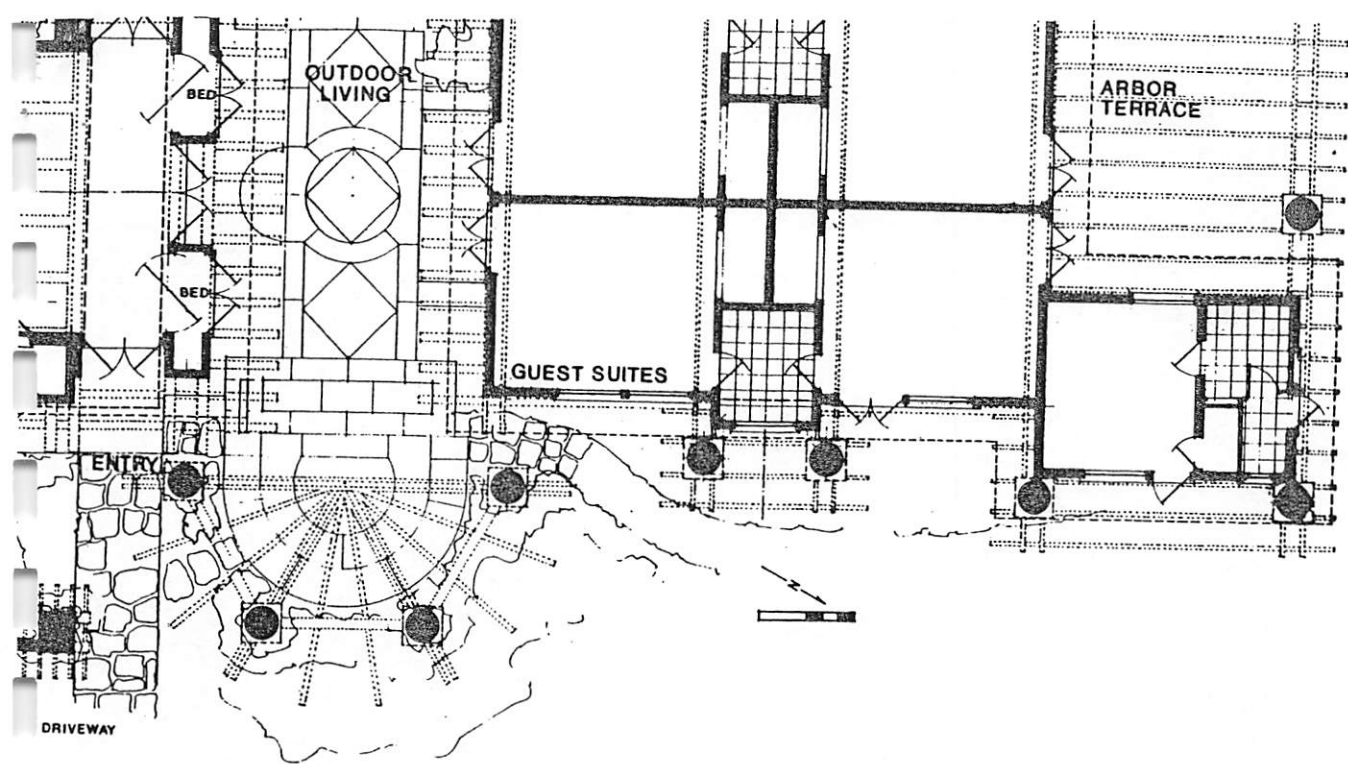
DATE: _____
DATE: _____

REASONS: _____



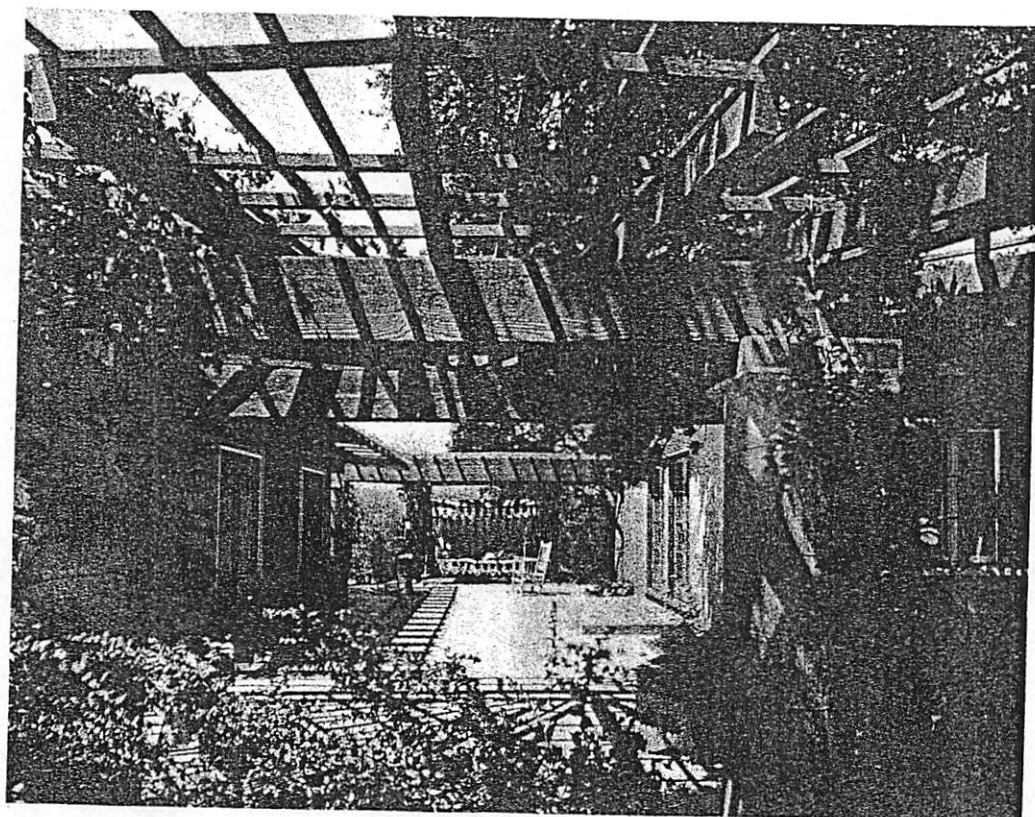
J. H. Senger house, view from terrace to garden.
Documents Collection, C.E.D.

The plan and interior of the Senger house were successful in integrating the living area with the terraces and gardens, revealing Maybeck's sensitivity to the natural surroundings.



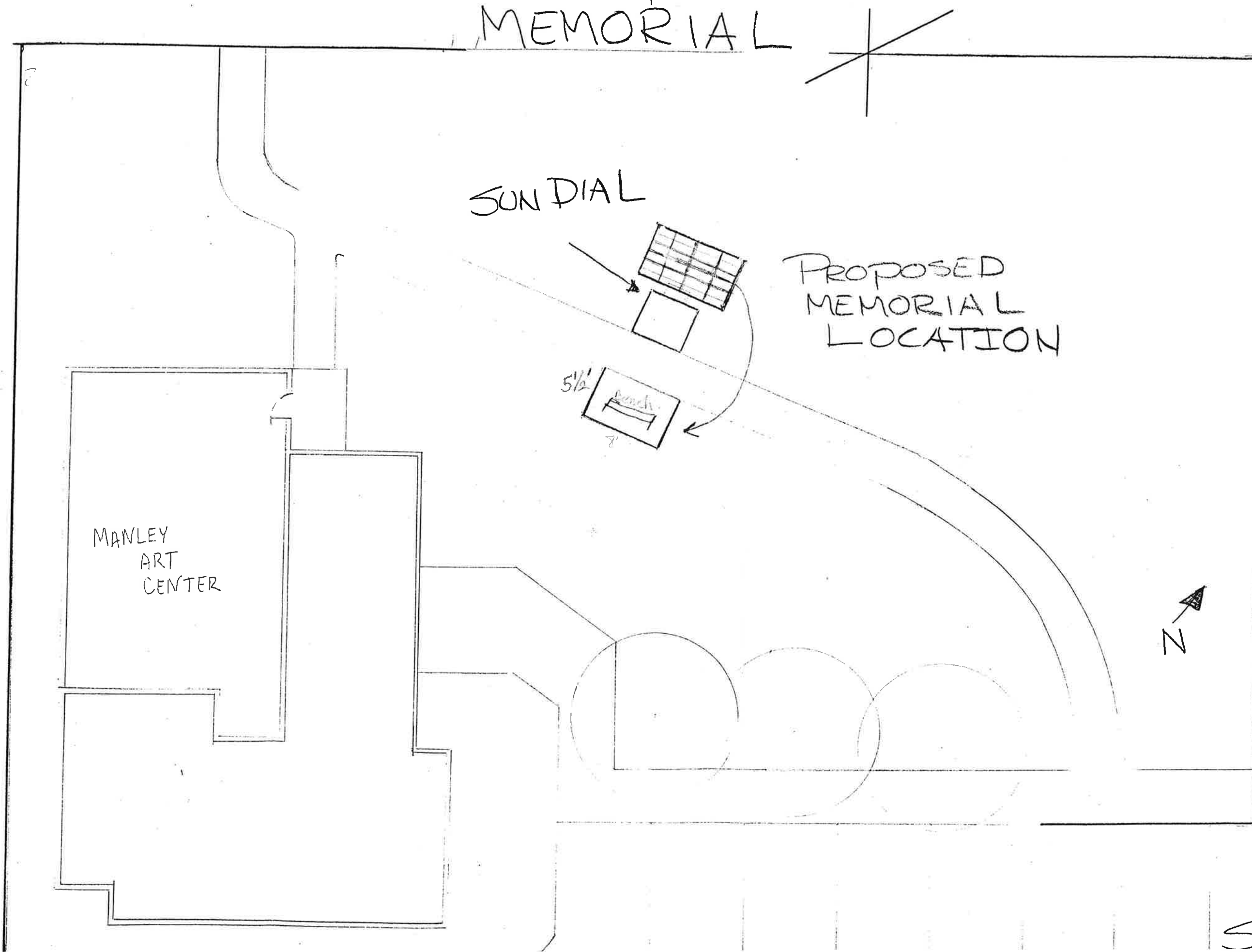
ams.

bits to each
room features



floor sleeping.

STOUT PARK MEMORIAL

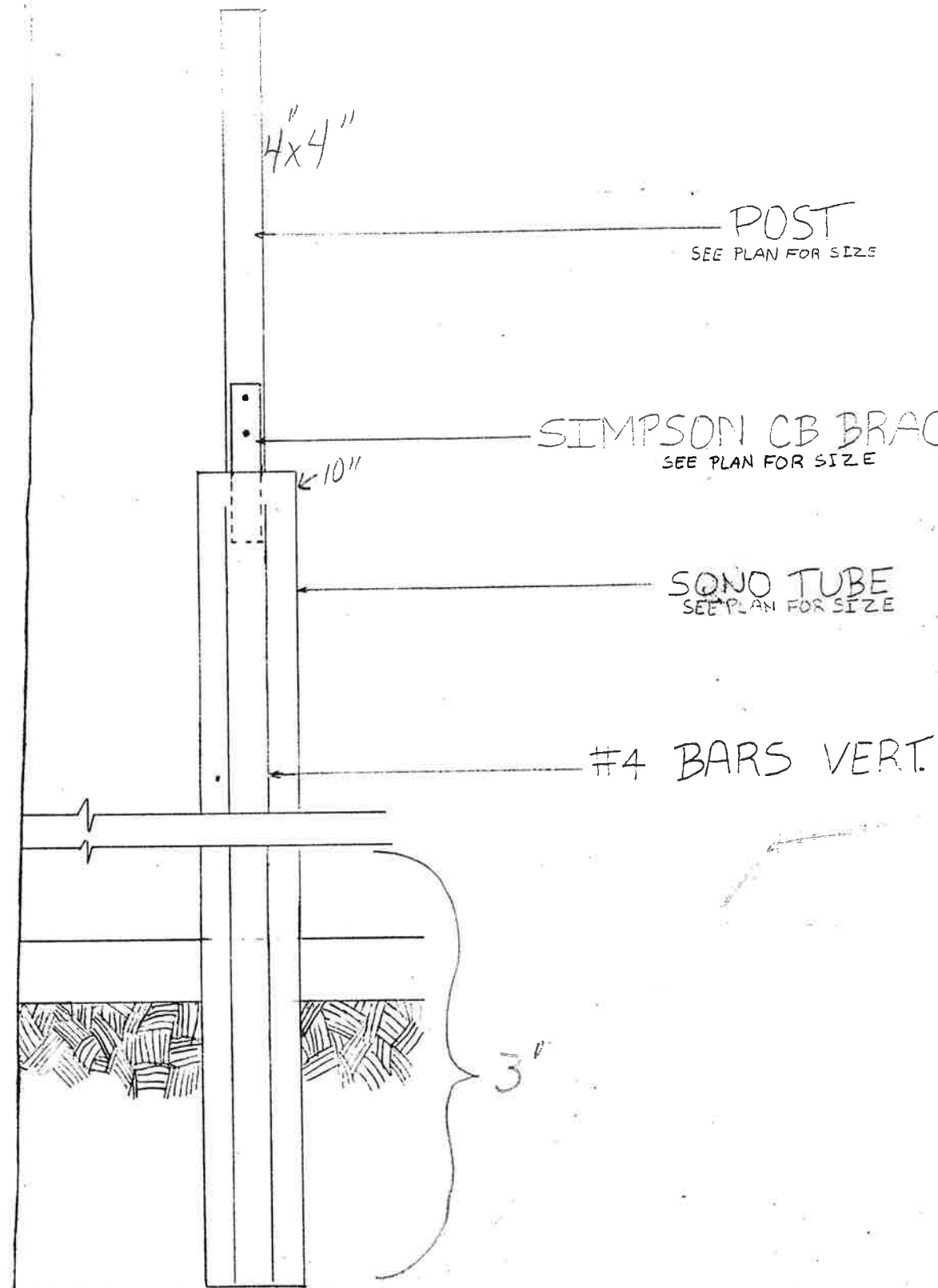


KENNETH HORN
541-469-4881

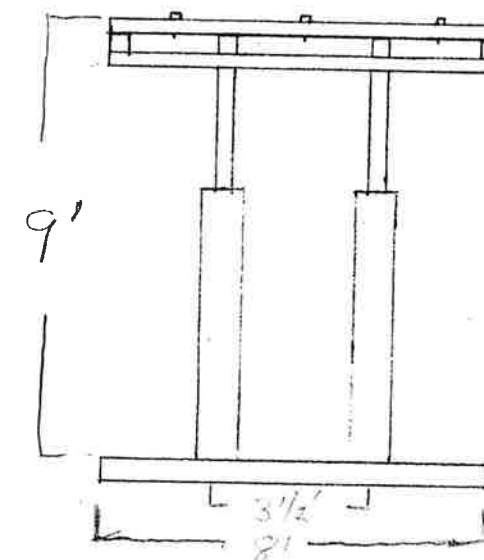
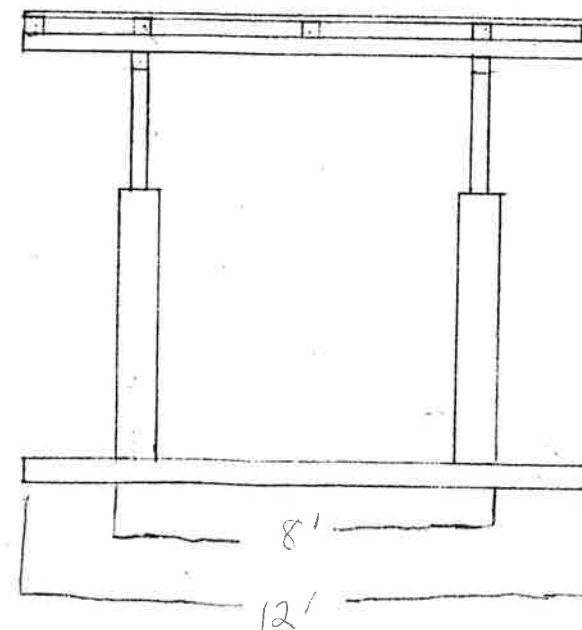
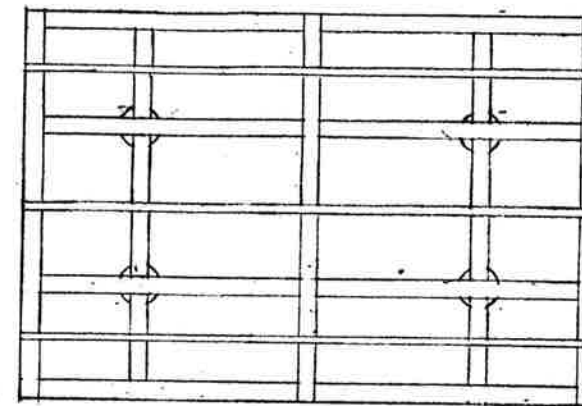
SCALE 1' = 10'

OPTION #1 STOUT PARK MEMORIAL PROJECT

KENNETH HORN
541-469-4881

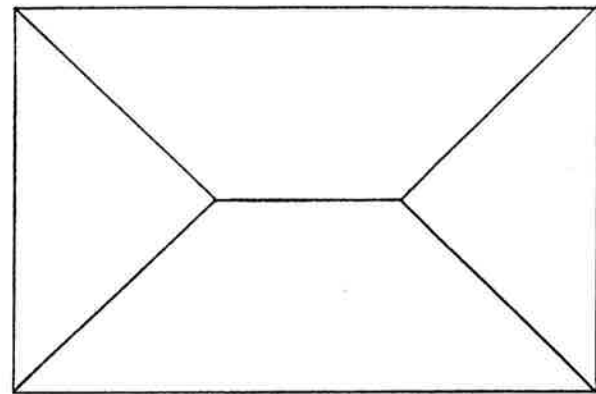


TYP. WALL SECTION
3/4" = 1'

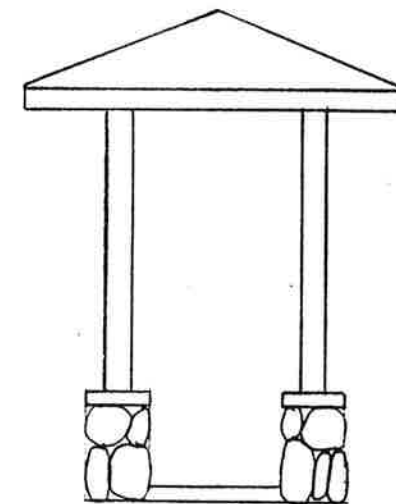
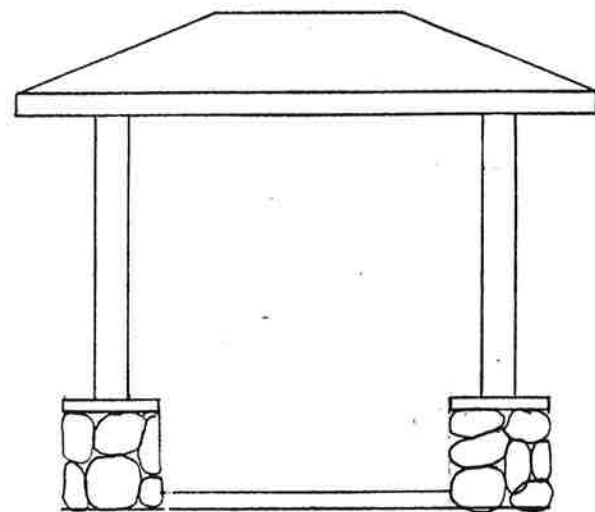


ELEVATION
1/4" = 1"

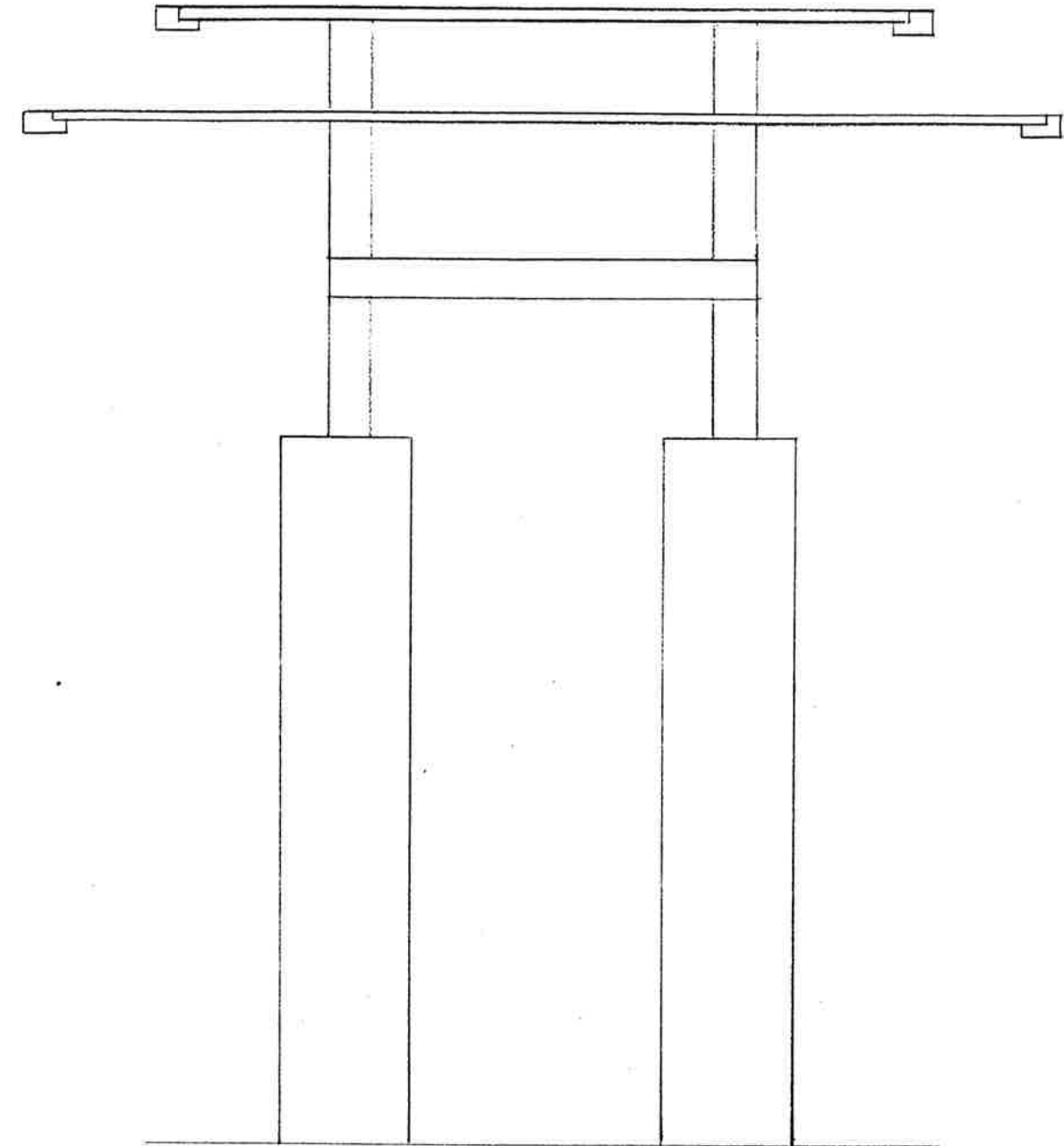
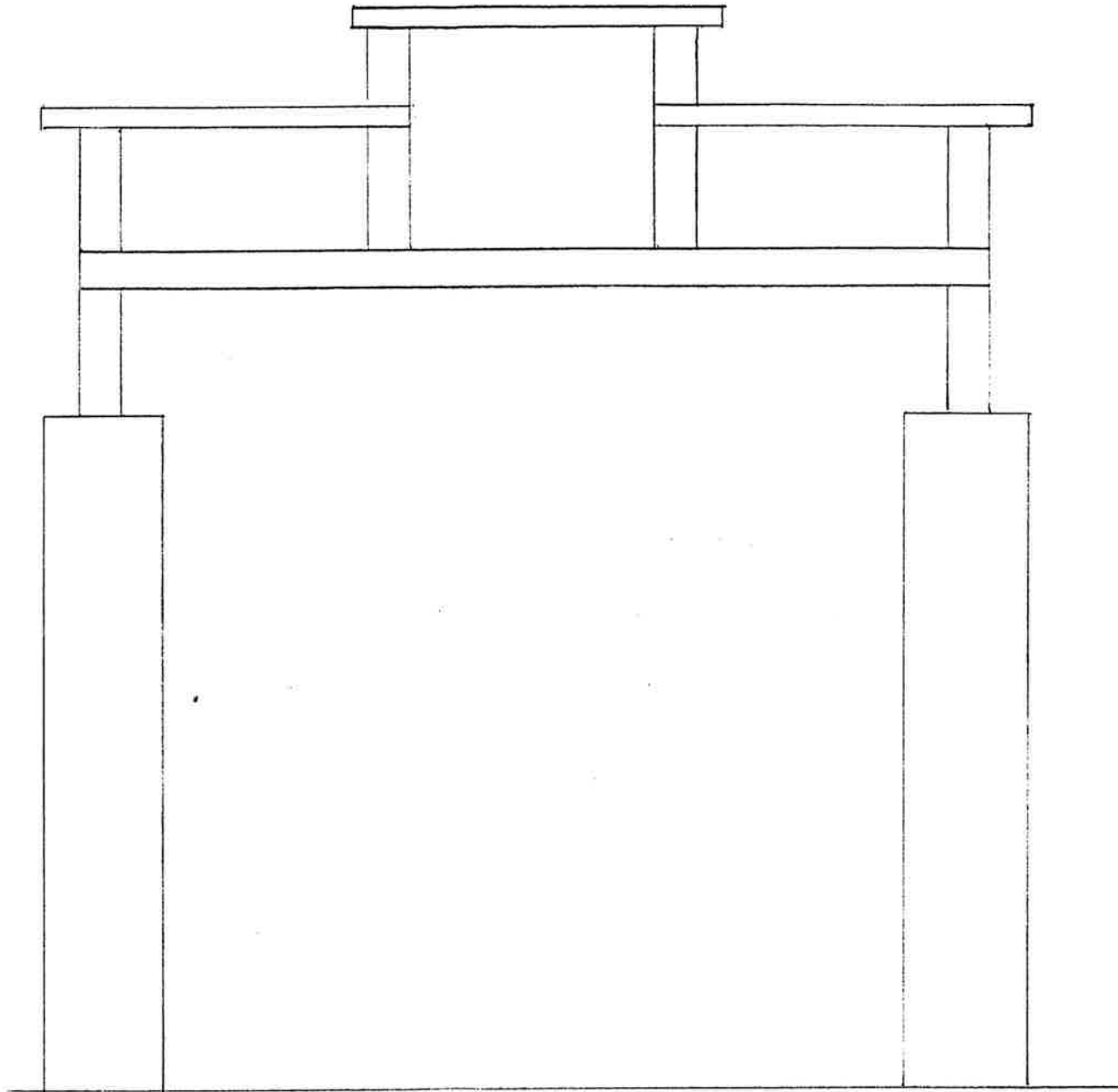
MATERIALS COST 530.00



OPTION #2
STOUT PARK PROJECT



MATERIALS 7/19/00
SCALE 1/4" = 1'



MATERIALS COST 576.⁰⁰

STOUT PARK MONUMENT	
PROPOSAL # 3	SCALE 3/4"=1'
5-12-00	