

MINUTES
SPECIAL COUNCIL MEETING
BROOKINGS COMMON COUNCIL
CITY OF BROOKINGS
JUNE 16, 1976

The meeting was called to order at 2:15 p.m. by Mayor Robert L. Kerr. Members present were Councilmen William Guthrie, Jack Ross, and Darrell Allsup. Also present was City Manager Al R. Hooten. Councilman Ellis Dowden was absent.

Members of the Council of the City of Brookings consented to this special meeting and a signed statement is made a part of these minutes.

LEGISLATIVE ACTION:

1. RESOLUTION NO. 189 - RESOLUTION AUTHORIZING AMENDMENT OF THE BYLAWS OF THE COOS-CURRY COUNCIL OF GOVERNMENTS.

Resolution was read in full.

MOTION was made by Councilman Allsup, seconded by Councilman Guthrie and carried unanimously that Resolution No. 189 be adopted.

2. RESOLUTION NO. 190 - TO PETITION THE STATE OF OREGON, BY LEGISLATIVE AND CONCURRING EXECUTIVE ACTION, TO ENTER INTO A PROGRAM FOR SHARING STATE INCOME TAX REVENUES WITH OREGON CITIES.

Resolution No. 190 was read in full.

MOTION was made by Councilman Ross, seconded by Councilman Allsup and carried unanimously that Resolution No. 190 be adopted.

3. LIBRARY BOARD - RESIGNATIONS AND APPOINTMENTS.

MOTION was made by Councilman Guthrie, seconded by Councilman Ross and carried unanimously that the following resignations be accepted:

Jean Cunningham, effective date June 9, 1976

Pat Franklin, effective date June 10, 1976

Ken Black, effective date June 11, 1976

Wilma Kemp, effective date June 14, 1976

Mayor Kerr appointed Mrs. Margaret Zeps to the Chetco Community Library Board of Trustees, effective June 16, 1976.

Mayor Kerr appointed Shirley Kellis to the Chetco Community Library Board of Trustees, effective June 16, 1976.

INFORMATIONAL:

Al Hooten, City Manager, advised the Council that the Harbor Interceptor had been inspected by Leo Baton, DEQ and Bill Sobolewski, EPA.

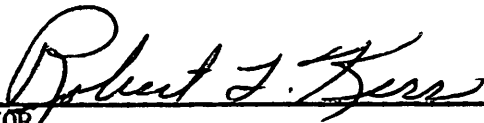
Page 2 - Minutes
Special Council Meeting
Brookings Common Council
City of Brookings
June 16, 1976

Bob Higbie, Area Aging Planner, discussed the proposal on busing program for this area with Brookings named as sponsor.

ADJOURNMENT:

MOTION was made by Councilman Guthrie, seconded by Councilman Allsup and carried unanimously that the meeting be adjourned. The meeting then adjourned at 3:05 p.m.

This meeting was recorded on tape and is on file in the Recorder's Office.



MAYOR

ATTEST:

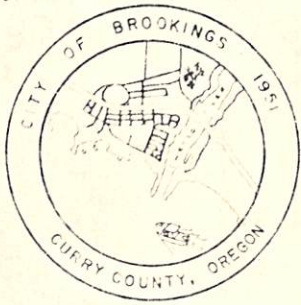


RECORDER-TREASURER

We, the undersigned members of the Council of the City of Brookings, hereby consent to a special meeting to be held at 2:00 p.m. o'clock, Wednesday, June 16, 1976, at the City Hall in Brookings, Oregon:

Robert L. Kerr
Walter D. Butler
Jack R. Van
David Allard

Witnessed by: Marjorie B. McKernan
Recorder-Treasurer



CITY OF BROOKINGS

The Home of Winter Flowers

Phone (503) 469-2163

898 Elk Drive
P. O. Box 'C'
Brookings, Oregon 97415

To: The Budget Committee

From: The City Manager

THE BUDGET MESSAGE FOR THE 1976-77 PROPOSED BUDGET

I. INTRODUCTION

Contained herein is the proposed 1976-77 annual budget for the City of Brookings. This set of materials has been prepared in accordance with the Charter of the City of Brookings and the Oregon State Budget Law.

II. GENERAL INFORMATION

The document you are about to review is presented in a somewhat slightly different manner from earlier budgets. I feel that in all too many cases, the budget is something that is only understood by those who work with it on a daily basis. It is therefore my personal desire that the following information will be an explanatory document which outlines City functions and their attendant costs and does so in a fashion that can be readily understood by anyone. By "understood" I mean not simply the ability to see that the income and outgo are balanced but rather that one can determine the basic services the City provides and how much that specific service costs.

The budget materials have been reviewed extensively and one fact is very plain: The City's ability to generate revenues is limited; therefore the various department proposals are geared to the amount of service required and the cost of that service to the public. Each department has developed its resource areas and the on-going expenditures with the thought of how much can be provided in service and how much the people actually want. There are many activities presently going on and these in turn require that other programs be implemented. The City of Brookings is not in a stagnated condition, in fact we are at the threshold of a growth situation that, from all appearances, will not be restricted. Water, sewer, and drainage facilities are being demanded on all points together with the need

Page 2 - Budget Message for the 1976-77 Proposed Budget

for general street improvements becoming more evident daily.

With these facts in mind the budget has been reviewed in detail keeping in mind that the City has gone outside the 6% limitation figure only two times in its 25 year history.

This means that the revenues and other resources that make up the total budget figure currently do not relate accordingly to the tax levy of the City. The water bonds are paid for the most part by revenues provided through user fees and additional tax monies while the sewer system bonds are paid for through taxation approved through vote of the people.

Many of these facilities and much of the equipment now in service were provided through Federal Grant programs and other resources such as Revenue Sharing rather than tax dollars levied by the City. This fact must be considered by each of us when we look at our budget document.

The various City Departments have all been extremely helpful in reviewing this year's operational budget. Each service has been analyzed and projections have been made so that your actions will be directly and visibly transmitted into action on each department's level.

Because of this fact your review of this document is much more than one of agreeing upon dollar amounts. It is a request by staff for you to review present activities in light of what you believe should be our general areas of endeavor - given the funds you feel the community is willing to contribute.

III. FORMAT

The first and obvious physical change to the budget is that each department shows its own financial resource and expenditure sheet as well as brief explanatory information and recapitulation figures on facing page. You may evaluate fully the services being given as well as that particular service cost as related to the tax levy currently and as proposed.

Additionally, you will note a list of activities relating to what each department believes to be its primary functions. Your comments and suggestions are asked for and we would hope you realize that because of space limitations these lists are not all inclusive.

- IV. Inasmuch as the City of Brookings has no specific or established system of compensation it has been the policy to make whatever adjustments that could be made through the years in wages and benefits.

Page 3 - Budget Message for the 1976-77 Proposed Budget

It is my feeling that the personnel are in need of a wage adjustment this year and that a straight across the board increase would be the proper approach.

A 7.5% increase is being proposed which has been approved through each department and which falls well within the League of Oregon Cities average wage increase figures which range from 5% to 10%.

This total wage package will be divided equally among the personnel actually resulting in a lower percentage increase for the higher paid staff and a higher percentage increase for the lower pay employees. A general feeling of approval of this proposal was given by the employees and this fact is a great encouragement to management in the employee relations here in Brookings.

There are 22 positions that are directly effected by this proposal. The other positions are either re-titled or new positions and are included in the total personal services package in each department.

There is a direct attempt to show in each department a cost of the labor provided by that department for services rendered and yet one must realize that certain time is spent by the sewer department people for example, in projects done by the water department as well as street crew people spending time helping in sewer projects, etc.

We must realize that important services are performed by lower paid employees and yet most municipal employee turnover occurs at that level, which, when calculated, results in very high costs to the City in re-hiring, training, equipping, etc., to maintain the service level.

Consideration throughout this budget review of personnel wages reflects the desire to help eliminate this turnover factor.

V. SUMMARY

This proposed budget addresses the fact that the City has accumulated many service type problems over the past few years and the normal growth demands have not been met on a year to year basis.

These demands that relate to water drainage, street improvements, increased sewerage needs, etc., all of which do not come from direct property assessment, leaves the City with little resource to draw

from other than taxation or a special levy.

Currently the City's tax rate of \$4.40/thousand true cash value (TCV) is broken down into three areas: (See Summary Sheet.)

(1)	Levy within 6% limitation	or	\$2.41/thous. (TCV)
(2)	Levy outside 6% limitation	or	.24/thous. (TCV)
(3)	Bond requirements not subject to 6% limitation	or	1.75/thous. (TCV)
	Total		\$4.40/thous.

This means that of the \$4,376,661.61 total budget only \$170,646.61 is raised through taxes. An evaluation of \$38,854,800 is used to compute this rate.

The Bond requirements, or the \$1.75/thousand, are fixed by election of the people. This leaves \$2.65/thousand to run the City under current tax levy.

This means that for:

Police service	the tax is:	.225%	or	\$.60
Fire service	" " "	.053%	or	.14
The Swimming Pool	" " "	.043%	or	.13
Legal (Municipal Court)	" " "	.018%	or	.04
Planning & Zoning	" " "	.037%	or	.08
Engineering (Consultant)	" " "	.004%	or	<u>.01</u>
				\$1.00
Administration:				
Personal services	" " "	.11%	or	.30
General control	" " "	<u>.51%</u>	or	<u>1.35</u>
	Total	1.000%		\$2.65

The Water Department, Sewer Department, and Street Department do not represent any taxation other than user fees under current 1975-76 budget procedure.

This actually means that unless there were outside revenue sources such as Federal Grants, Revenue Sharing, County Aid in various types, State Highway Funds, etc., the City would be hard pressed to maintain services.

The equipment that has been acquired with these aids together with that which has been provided through Federal Grants cannot be replaced or maintained in functional order unless there are resources provided; in fact, equipment operation and maintenance was actually deleted from the street fund this current budget year.

Page 5 - Budget Message for the 1976-77 Proposed Budget

The current demands that are heard on a daily basis for more services speak to the need for a very real look at our City taxing levels.

This budget proposal examines some of the priorities of the various departments and reflects those added costs for meeting those priorities.

Millions could be spent to improve our City and I would encourage you to now help prioritize those City needs so that existing funds can be directed towards the most productive goals.

I would also encourage you as a Budget Committee to consider new and different sources of funds other than the property tax for use in providing a better community for all of us together.

Staff has completed its initial obligation in preparing this budget proposal and will advise and help you in any way as you now address your task.

Respectfully submitted,



Al R. Hooten, City Manager

ARH:cc

1976-77

ANNUAL BUDGET

CITY OF BROOKINGS

Members of Budget Committee

City Council

Robert L. Kerr, Mayor
Jack Ross, Council President
Bill Guthrie, Councilman
Ellis Dowden, Councilman
Darrell Allsup, Councilman

Citizen Members

Carl Rust, Committeeman
Ron Smith, Committeeman
Fred Fox, Committeeman
Gil Batty, Committeeman
Cy Zeigler, Committeeman

City Manager

Al R. Hooten

City Recorder-Treasurer

Marge McKernan