

City of Brookings

MEETING AGENDA – MODIFIED

CITY COUNCIL

Monday, February 11, 2019, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Appointments

1. Reappointment of Trace Kather to Parks and Recreation Commission [Pg. 3]
2. Appointment of Brad Alcorn to Parks and Recreation Commission [Pg. 6]
3. Appointment of Mathew Honeycutt to TPAC Committee [Pg. 9]
4. Appointment of Jennifer Feliciano to Budget Committee [Pg. 12]
5. Appointment of Bridgette Eszlinger to Budget Committee [Pg. 15]

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. Connie Hunter – Brookings Harbor Community Helpers

F. Oral Requests and Communications from the audience

(Public Comments on non-agenda items – 5 minute limit per person.*)

G. Consent Calendar

1. Approve Council minutes for January 28, 2019 [Pg. 18]
2. Accept Parks and Recreation minutes for November 29, 2018 [Pg. 22]
3. Accept Planning Commission minutes for January 8, 2019 [Pg. 23]

H. Staff Reports Public Hearings

1. Creation of School Resource Officer (SRO) [Public Safety, Pg. 25]
 - a. 2019 SRO Draft Agreement [Pg. 26]
2. Police Vehicle Purchase and Outfitting [F&A, Pg. 35]
 - a. Quotes [Pg. 36]
3. Spruce Drive Half Street Improvements [PWDS, Pg. 43]
 - a. Propose Street Improvements [Pg. 44]
4. Council Liaisons [F&A, Pg. 46]
 - a. Council Liaison List [Pg. 47]

I. Informational Non-Action Items

1. January Vouchers [Pg. 48]
2. Vacant Committee Positions [Pg. 52]

J. Remarks from Mayor and Councilors

K. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

JAN 28 2019



City of Brookings BROOKINGS

898 Elk Drive, Brookings, OR 97415
Phone: (541) 469-2163 Fax: (541) 469-3650
www.brookings.or.us

APPLICATION TO SERVE ON A CITY OF BROOKINGS COMMISSION, COMMITTEE OR BOARD

PART I. Contact Information:

Name: Trace Kather Date: 1/28/19
Physical Address: 17300 LaBonte Ln
Mailing Address: PO BOX 44 Brookings, OR 97415
Email Address: tracekather@yahoo.com Phone: 541 251 1010

PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)

Table with 3 columns: Commission/Committee applying for, Composition (i), Term (ii). Rows include Planning Commission, Budget Committee, Parks and Recreation Commission (checked), Public Art Committee, Traffic Safety Committee, and Other.

2. City residents: How long have you lived in the City of Brookings? 10+ (yrs/mths)

Are you a City elector (registered voter)? [X] Yes [] No

3. UGB residents: How long have you lived in the UGB?: 10+ (yrs/mths)

4. What is your current occupation? Nurse Practitioner

NOTES:

(i) Membership requirements:

- Resident and UGB status are determined by physical address.
Residents must reside within the City limits.
Electors are registered voters of the City of Brookings (verified by County Elections Officer)
UGB members must reside within the Brookings Urban Growth Boundary or Area.

(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) Other restrictions:

- No more than two (2) Planning Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit.
Three (3) Public Art Committee members must have an art background

PART III. Background Information : *Attach additional pages if needed:*

1. List your position-related experience and/or background:

Nature - Movement - Health Conscious

2. List your work history and educational background, as well as any unrelated volunteer experience:

Helping people find health & happiness through improving environment that supports joyful expression.

3. Briefly describe your interest in this position and what you hope to accomplish:

work to improve quality of life for community members and attract visitors to enjoy the outdoors

PART IV Volunteer Agreement: Please read and check off the following before signing:

- I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Trace Kather
Applicant (print name)

Trace Kather
Applicant's Signature

1/28/19
Date

**Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGEC). You may view a sample form at <http://www.oregon.gov/ogec/docs/sei/sei-11 form sample only for website.pdf>. Official forms provided by OGEC.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - lziemer@brookings.or.us
- Budget Committee: 541-469-1123 - jhoward@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us
- Tourism Promotion Advisory Committee: 541-469-1102 – tdavis@brookings.or.us

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CITY OF BROOKINGS

City of Brookings

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www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: BRAD ALCORN
Physical Address: 17199 S PASSLEY, BROOKINGS, OR, 97415
Mailing Address: 17199 S PASSLEY, BROOKINGS, OR, 97415
Email Address: BRADALCORN541@GMAIL.COM Phone: 559-978-7595

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- 1. Commission/Committee applying for: Composition (i) Term (ii)
[] Planning Commission/Commission for Citizen Involvement (iii) 5 Electors, 2 UGB 4 years
[] Budget Committee 5 Electors 3 years
[X] Parks and Recreation Commission 4 Residents, 1 UGB 2 years
[] Tourism Promotion Advisory Committee (TPAC) (iii) 4 Residents, 3 Curry Co. 3 years
[] Other (please specify):

- 2. City residents: How long have you lived in the City of Brookings? 1 years 7 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? [X] Yes [] No
3. UGB residents: How long have you lived in the UGB? N/A years N/A months
4. What is your current occupation? RETIRED POLICE OFFICER

NOTES:

- (i) Membership requirements:
• Residents must reside inside City limits; resident/UGB status determined by physical address.
• Electors are registered voters of the City of Brookings (verified by County Elections Office).
• UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).
(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.
(iii) Other restrictions:
• Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
• TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I HAVE SERVED ON SEVERAL LOCAL AND FEDERAL COMMITTEES RELATED TO NEIGHBORHOOD WATCH AND COMMUNITY BASED POLICING

2. List any unrelated work history, educational background, and volunteer experience you may have:

35 YEARS OF LAW ENFORCEMENT EXPERIENCE TO INCLUDE SWAT, HOMICIDE, CAREER CRIMINAL INVESTIGATIONS, K-9, NARCOTICS, AND PATROL

3. Briefly describe your interest in this position and what you hope to accomplish:

TO PROVIDE INPUT THAT WILL BETTER THIS COMMUNITY

PART IV Volunteer Agreement: Please read and check off the following before signing:

- I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

BRAD ALGORN

Applicant (print name)

Brad Alcorn

Applicant's Signature

2/5/19
Date

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 - Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us
- Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

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CITY OF BROOKINGS



Return to

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Matthew Honeycutt

Physical Address: 817 Kevin Pl, Brookings, OR

Mailing Address: Same

Email Address: mhcutt@gmail.com Phone: 2095965202

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

1. Commission/Committee applying for:	Composition (i)	Term (ii)
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 years
<input type="checkbox"/> Budget Committee	5 Electors	3 years
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 years
<input checked="" type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)	4 Residents, 3 Curry Co.	3 years
<input type="checkbox"/> Other (please specify):		

2. City residents: How long have you lived in the City of Brookings? _____ years >1 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? Yes No

3. UGB residents: How long have you lived in the UGB? _____ years _____ months

4. What is your current occupation? Realtor

NOTES:

(i) Membership requirements:

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) Other restrictions:

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

- Marketing
- Networking
- Media
- Public Service
- Business Management
- Problem solving

2. List any unrelated work history, educational background, and volunteer experience you may have:

- Coaching children's sports
- CCBR SAC
- Vounteer church work
- CRT/SERT Tactical team

3. Briefly describe your interest in this position and what you hope to accomplish:

Looking to get involved in the community. I love Brookings and interested to help with tourism attraction and promotion. I hope to apply my ideas, strengths, positive attitude, and problem solving skills to assist where needed.

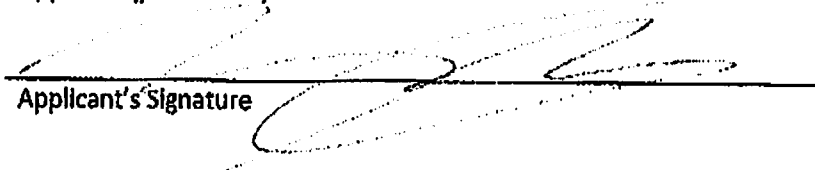
PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. *(Planning Commission applicants, see ** below)*
- I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Matthew Honeycutt

Applicant (print name)

Applicant's Signature



7/25/18
Date

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CITY OF BROOKINGS



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www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Jennifer Feliciano
Physical Address: 511 D Pine St. Brookings, Or 97415
Mailing Address: P.O. Box 128 Brookings, Or 97415
Email Address: feliciano_j@rocketmail.com Phone: 5412510921

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|---|--------------------------|------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input checked="" type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 6 years 2 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? Yes No
3. UGB residents: How long have you lived in the UGB? _____ years _____ months
4. What is your current occupation? Activities Director

NOTES:

- (i) *Membership requirements:*
 - Residents must reside inside City limits; resident/UGB status determined by physical address.
 - Electors are registered voters of the City of Brookings (verified by County Elections Office).
 - UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).
- (ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.
- (iii) *Other restrictions:*
 - Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
 - TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I manage budgets for my department at my current position.

2. List any unrelated work history, educational background, and volunteer experience you may have:

8 years at Good Samaritan Curry Village

3. Briefly describe your interest in this position and what you hope to accomplish:

I'm interested in learning more about how the city and it's infrastructure. I would hope to help the city spend money wisely.

PART IV Volunteer Agreement: Please read and check off the following before signing:

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- I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. *(Planning Commission applicants, see ** below)*
- I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Jennifer Feliciano

Applicant (print name)

Jennifer Feliciano

Digitally signed by Jennifer Feliciano
Date: 2019.02.07 11:26:09 -08'00'

2/7/19

Applicant's Signature

Date

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Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

FEB 07 2019

City of Brookings

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CITY OF BROOKINGS Phone: 541-469-2163 Fax: 541-469-3650

www.brookings.or.us



APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Bridgette Eszlinger
Physical Address: 349 Spruce Dr., Brookings, OR 97415
Mailing Address: same
Email Address: julie.eszlinger@gmail.com Phone: 541-661-2183

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- 1. Commission/Committee applying for: Composition (i) Term (ii)
[] Planning Commission/Commission for Citizen Involvement (iii) 5 Electors, 2 UGB 4 years
[X] Budget Committee 5 Electors 3 years
[] Parks and Recreation Commission 4 Residents, 1 UGB 2 years
[] Tourism Promotion Advisory Committee (TPAC) (iii) 4 Residents, 3 Curry Co. 3 years
[] Other (please specify):
2. City residents: How long have you lived in the City of Brookings? 5 years 11 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? [X] Yes [] No
3. UGB residents: How long have you lived in the UGB?
4. What is your current occupation? Universal Banker at Umpqua Bank

NOTES:

- (i) Membership requirements:
• Residents must reside inside City limits; resident/UGB status determined by physical address.
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• UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).
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• TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

Currently enrolled in classes to obtain my bachelor's degree in Accounting. Received my Associate's degree in Accounting in 2017.

2. List any unrelated work history, educational background, and volunteer experience you may have:

3. Briefly describe your interest in this position and what you hope to accomplish:

I am hoping to learn more about budgeting and hearing other people's thoughts on it.

PART IV Volunteer Agreement: Please read and check off the following before signing:

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- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Bridgette Eszlinger
Applicant (print name)

[Signature]
Applicant's Signature

2/7/19
Date

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City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, January 28, 2019

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM.

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Ron Hedenskog, and John McKinney present; a quorum present.

Staff present: City Manager Janell Howard, City Attorney Martha Rice, Public Works & Development Services Director Tony Baron, Deputy Public Works & Development Services Director Jay Trost and Administrative Aide Rita Ritz.

Media Present: Jane Stebbins of Curry Pilot present

Others Present: Approximately fifteen audience members

Announcements

Removal of Bryan Tillung from Planning Commission

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to remove Bryan Tillung from Planning Commission.

Scheduled Public Appearances

Luke Pyke, Curry Transfer & Recycling

Luke informed the Council that CTR will be changing trash pickup time from 5:00 a.m. until 2:30 p.m. He also mentioned that CTR will be releasing an APP to help customer check what can be recycled and what should be thrown away.

Mayor Pieper commented that this will make a lot of people happy.

Randy Hooper, Border Coast Regional Airport Authority

City Manager Emeritus Gary Milliman introduced Randy Hooper as the new Executive Director of the Border Coast Regional Airport Authority. Randy announced that the new passenger terminal will be completed next month. He invited the Council to the Ribbon cutting ceremony that will take place at 4:00 p.m. on February 22nd and thanked them for their participation with BRCCA.

Mayor Pieper commented that it will be nice to see the terminal come to fruition.

Oral Requests and Communications from the audience

- Joseph "Pat" Gallagher of 717 Old County Rd, addressed the Council regarding the condition and problems at 750 Old County Rd.

- Lucie La Bonte' of Gold Beach, addressed the Council regarding the League of Women Voters of Oregon and introduced Debra Worth as their observer. She also asked the Council to adopt a proclamation promoting Civil discourse for the Month of March.
- Jean Soderman of 1724 Arch Lane, addressed the Council regarding her encounter with Indivisibles of 97415.
- William Farrell of 19366 Carpenterville Rd, addressed the Council regarding moving the homeless shelter to a referendum vote.

Consent Calendar

1. Approve Council minutes for January 14, 2019 [Pg. 3]
2. Accept TPAC Committee minutes for November 8, 2019
3. Receive monthly financial report for December 2018
4. Brookings Monarch Festival Event Evaluation
5. Coastal Christmas Event Evaluation
6. Fund Allocation for Elmo Williams Day

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve the Consent Calendar.

Staff Reports

Award of Contract for the Engineer of Record for the Brookings Airport (KBOK)

Deputy Public Works and Development Services Director Trost presented the staff report.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously to authorize the City Manager to execute a contract with Century West as the engineer of record for the Brookings Airport.

Dedication and Vacation of Right of Ways

Public Works and Development Services Director Baron presented the staff report.

Bill Dundom of 96829 East Harris Heights, spoke in favor of the right of way. He also noted the transition between Donna Hanks and Tony Baron was seamless. He thanked the Council, Tony Baron and Tim Rettke for all of their help.

Mayor Pieper congratulated Mr. Dundom for getting it done.

Councilor Hedenskog asked the City Councilors to be aware that sometime these things get dropped and that is why the Council needs to keep their eyes on them.

Councilor Hedenskog moved, Councilor Hodges seconded and the Council voted unanimously to authorize the City Manager to execute documents to accept a right of way from Bill Dundom for a street right of way at the end of East Harris Heights Road.

Councilor Hedenskog moved, Councilor Hodges seconded and the Council voted unanimously to authorize the City Manager to execute documents to accept a dedication of right of way from James Walker for the installation of sidewalks on Oak Street.

Councilor Hedenskog moved, Councilor Hodges seconded and the Council voted unanimously to authorize the City Manager to execute documents to vacate a portion of right of way to corner of Oak and Railroad to James Walker, Trustee of the Walker Residual Trust.

Planning Commission's 2018 Annual Report

Public Works and Development Services Director Baron presented the staff report.

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to accept the City of Brookings Planning Commission's Annual Report for 2018.

Direction on planning/zoning Changes and formation of Task Force on Homelessness

City Manager Janell Howard presented the staff report.

Councilors discussed the January 22nd Workshop meeting and the direction it seemed to be heading. They all agreed for the need to form a group to address the homelessness.

Mayor Pieper asked for staff to move forward with Ordinance regarding alcohol consumption.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to ask for the creation of an ad hoc committee; to receive staff support as needed; to make a selection of set groups from stakeholders in the community and to appoint Councilor Hedenskog as liaison to the committee.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to direct staff to continue present proposal for the planning/zoning changes to the Planning Commission.

Remarks from Mayor and Councilors

Councilor Hedenskog remarked that the Council had covered a lot of ground in the last couple of weeks.

Mayor Pieper commented on Mr. Gallagher pictures regarding the condition and problems at 750 Old County Rd.

Adjournment

Councilor Hedenskog moved, all Councilors in favor, and Mayor Pieper adjourned the meeting at 8:23 p.m.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2019:

Jake Pieper, Mayor

Janell K Howard, Interim City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
November 29, 2018

CALL TO ORDER

Chair Trace Kather called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Tom Bozack, Patt Brown, Holly Beyer, and Chair Trace Kather

Also present: Deputy PWDS Director Jay Trost

APPROVAL OF MINUTES

Motion made by Commissioner Bozack to approve the minutes of October 18, 2018; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

REGULAR AGENDA –

A. Capella Parking Lot - Natures Coastal Holiday Grant App – Jay Trost presented PARC report, Leslie Wilkinson NCH Representative unable to attend. Commission questioned if NCH was going to put up the whole 40% match, the structure details/costs and site location. **Motion made by Commissioner Beyer to recommend City Council consider directing staff to apply for an Oregon Parks and Recreation Local Government Grant to develop the Capella parking lot and picnic area with the provision the detailed plan be brought to the Parks & Rec commission in the future; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**

B. Park Facility Closure Policy – Jay Trost presented PARC report and explained policy was broadened to cover all park facilities. Commission discussed park closure duration and installing signage to advise of the policy and to encourage vandalism reporting. **Motion made by Commissioner Bozack that the proposed park facility closure policy for City Park Property/ Vandalism be moved forward to Council for consideration; seconded by Commissioner Beyer and Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Homeless 9th Circuit Court Decision** – Jay Trost provided an update on how the City is interpreting the courts decision. Advised that individuals are allowed in the park from dawn to dusk for sleeping only and must vacate by dawn. Park staff does do a morning patrol and has not had to remove anyone. Trace Kather suggested the possibility of community volunteers patrolling parks to alleviate some of the impact on the Police Department.
- B. Azalea Park Update** – The parking lot lights have been installed and are working. Jay Trost advised that with the ball fields complete and to encourage field useage he will be considering starting up a City Community Rec Program.
- C. Chetco Point Trail Update** – The trail is open and 90% complete. It has been widened, paved and the footbridge replaced. Hand railing is still needed at the point and an informational kiosk is planned. A dedication plaque will also be placed to commemorate the trail grant sponsor.

D. ADJOURNMENT

With no further business, meeting adjourned at 7:52 pm. Next meeting scheduled for January 24, 2019.

Respectfully submitted,



Trace Kather, Chair - approved at January 24, 2019 meeting

BROOKINGS PLANNING COMMISSION MINUTES
January 8, 2019

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Vice Chair Wulkowicz at 7:03 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

2.1 Introduction of new Commissioner Clayton Malmberg

Commissioners Present: Tim Hartzell, Skip Hunter, Clayton Malmberg, Cheryl McMahan, Gerry Wulkowicz

Commissioners Absent: Bryan Tillung

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer

Others Present: 1 audience member

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS – None

PUBLIC HEARINGS

4.1 In the matter of the File No. CUP-1-19, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 222 Del Norte Lane #5, located on Assessor's Map No. 41-13-05CD; Tax Lot 40002, zoned R-3.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:07 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative Holly Hatch was present and available for questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:15 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Hartzell to authorize a Conditional Use Permit to operate a Short Term Rental facility at 222 Del Norte Lane #5, located on Assessor's Map No. 41-13-05CD; Tax Lot 40002, zoned R-3 based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded by Commissioner Wulkowicz. By a 5-0 vote the motion carried.**

Motion made Commissioner Wulkowicz to approve the Final Order as presented; motion seconded by Commissioner McMahan. By a 5-0 vote the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of November 6, 2018. **Motion made by Commissioner McMahan to approve the minutes as presented; motion seconded by Commissioner Hunter. By a 4-0 vote the motion carried (Commissioner Malmberg abstaining).**

UNSCHEDULED PUBLIC APPEARANCES - None

REPORT FROM THE PLANNING STAFF – Tony Baron updated the Commission on the progress of the Riparian Ordinance that is going to City Council on January 14, 2019, advising that LCOG made clarifications and ODFW made adjustments to the inventory map.

PLANNING COMMISSION BUSINESS –

- 8.1 Annual Report – 2018. Annual report summarizing the Commissions activities for 2018 was presented. **Motion made by Commissioner Wulkowicz to approve the Planning Commission Annual Report for 2018 and forward to the City Council; motion seconded by Commissioner Hunter. By a 4-0 vote the motion carried (Commissioner Malmberg abstaining).**

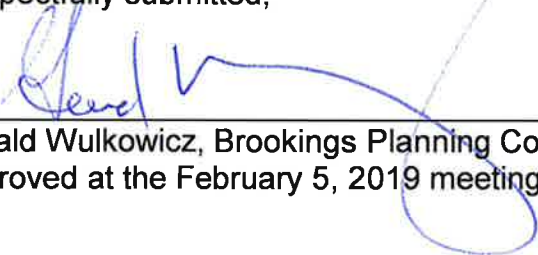
- 8.2 Election: Chair and Vice Chair. **Commissioner Hunter nominated Vice Chair Wulkowicz as chair for 2019; seconded by Commissioner Malmberg. By a 5-0 vote the motion carried. Commissioner Hartzell volunteered as Vice Chair for 2019; seconded by Commissioner Wulkowicz. By a 5-0 vote the motion carried.**

COMMISSION FINAL COMMENTS - None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:22 pm.

Respectfully submitted,

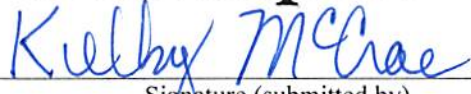


Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the February 5, 2019 meeting

CITY OF BROOKINGS

Council AGENDA Report

Workshop Date: February 11, 2019



Signature (submitted by)

Originating Dept: Police Department



City Manager Approval

Subject:

Creation of the School Resource Officer (SRO) position.

Recommendation:

Authorize the City Manager to sign the memorandum of understanding (MOU) with the Brookings-Harbor School District.

Financial Impact:

Approximately \$55,000 annual cost for each entity.

Background/Discussion:

Following Brookings-Harbor School Board approval on December 12th, 2018 and City Council consensus on January 7th, 2019 to develop a Memorandum of Understanding (MOU) with the school district, staff has met with Superintendent Sean Gallagher several times. Together, we created an MOU outlining the responsibilities of each entity as well as that of the SRO.

An SRO can be a deterrent to criminals entering our schools as well as criminal behavior by those on campus. They are a liaison who builds a relationship with the students, parents, and staff and someone the students can learn to turn to with questions. The SRO acts as a counselor, role model and a mentor who embodies someone that can be trusted. The building of this image and relationship can hopefully translate to all Brookings Police Department officers outside of the schools to develop good working relationships with the youth so officers are seen as someone who can help.

Attachments:

a. 2019 SRO draft agreement between the City of Brookings and the Brookings-Harbor School District outlining duties, responsibilities and financial obligations for each entity.

Memorandum of Understanding

Between
City of Brookings, through the Brookings Police Department
And
Brookings Harbor School District 17C

This Memorandum of Understanding (MOU) is entered into between the City of Brookings, through the Brookings Police Department (“CITY” or “BPD”), and Brookings Harbor School District 17C (“BHSD”). In the effort to co-produce strategies and practices that lead to a respectful, inclusive and safe environment for all students, staff, community and police, this MOU outlines expectations and understandings related to School Resource Officers (“SRO”) assigned to work with BHSD.

I. Purpose

The framework of the BPD and BHSD SRO program is provided by guidance from the United States Department of Justice (DOJ). Accordingly, this agreement is entered into in the interest of creating a sustainable partnership, ensuring that constitutional and statutory civil rights requirements are met, effective SRO and school staff recruiting and hiring takes place, relevant training is provided to personnel, good performance is recognized, and that SROs and school staff are continually evaluated. The main purpose of assigning SROs in schools is to maintain a safe and secure learning environment for students, staff and families.

This agreement is meant to provide the parameters for the working relationship between the parties during times when daily school district operations or district sponsored events or activities are concerned. The Parties recognize that in the event of a public safety threat or crisis event, first responders will respond according to their department policies and state law.

SROs are not hired to augment school discipline policies or practices. SROs provide a law enforcement resource within the schools to ensure the safety of students, staff and school communities. At the request of school site administrators, SROs have the authority to assist school officials with maintaining school discipline but will only exercise this authority at their discretion in cases concerning safety. SROs will not be used to participate in minor disciplinary matters or enforcement of administrative school rules.

II. Definitions

a. School Resource Officer: An SRO is a sworn law enforcement officer who performs three primary and equally-important duties: as a public safety officer, a mentor/informal counselor, and a guest lecturer/informal educator. SROs are police officers employed by the City of Brookings who have undergone and are continually trained in restorative justice and trauma-informed practices. SROs are not to be used for school discipline.

III. Term of Agreement/Modifications/Termination

The term of this agreement will commence March 1, 2019. Unless terminated sooner in accordance with paragraph (e) of this section, this agreement is valid for 5 years, ending on June 30, the last day of 2024. The parties agree to review this document on a quarterly basis during its' first year for any possible modifications. After the first year, it shall be reviewed by the parties at least once annually for the purposes of adjustments, as necessary.

- a. All parties agree to work together to attempt to overcome challenges and resolve issues and to strive to maintain a sustainable partnership throughout this review and renewal process.
- b. Modifications to this agreement may be made at any time upon mutual agreement between BHSD and BPD.
- c. Either party may terminate this agreement by providing written notice to the other party no later than January 1 of the school year in which the notice of termination is given.

IV. Duties and Responsibilities of BPD and SROs

- a. Officers assigned to SRO duties fall under the command, supervision and direction of the Brookings Police Department and are subject to all policies and directives of the BPD. SROs shall remain employees of the City of Brookings for all purposes at all times and are not employees of BHSD for any purpose.
- b. BPD is solely responsible for the recruitment, employment and assignment of officers to SRO positions and for the provision of necessary training and equipment to SROs. BHSD stakeholders, including but not limited to school site administrators and student representatives, may be invited by BPD to participate as panelists during the process of interviewing SRO candidates.
- c. BPD will strive to assign officers to SRO positions who have demonstrated experience, training and capacity for work in areas of community policing, youth engagement, trauma-informed practice, the multidisciplinary threat assessment process, and restorative justice.
- d. The SRO and any BPD officers, working with or interacting with a school in BHSD, shall comply with BPD directives and all applicable state, local and federal laws and ordinances, including the Family Educational Rights and Privacy Act (FERPA) and Criminal Justice Information Services (CJIS) guidelines and requirements.
- e. The BPD Chief (or designee) shall consult with BHSD administrators prior to the assignment of an SRO to identify any special needs or concerns to be taken into consideration during the selection process.

f. BPD will ensure that all SROs are familiar with the BHSD multi-hazard emergency response plan and that, whenever possible, SROs will participate in the mandatory emergency drills.

g. The BPD Chief (or designee) will coordinate the planning, budgeting, management and agency leadership for the SRO program, provide program monitoring and assistance with problem solving, and will handle overall coordination and communication between BHSD and BPD as a whole. As such, the BPD Chief (or designee) will attempt to resolve disputes that may arise between SROs and school staff, which may include reassignment of the SRO. The input and feedback of administrators, students and school staff is valued and an important consideration in SRO deployment. The BPD Chief (or designee) will consult with BHSD staff regarding the assignment of SROs, and the final placement of SROs will ultimately be at the discretion of the BPD Chief.

h. BHSD recognizes the importance of building positive relationships between police officers and the youth they serve. Accordingly, and to the extent possible, SROs will participate in positive student activities in the school community in order to build trusting and respectful relationships with students, families and staff. Based on availability of time and resources, SROs may offer the following to BHSD schools:

- i. Attendance at staff meetings
- ii. Classroom instruction as an informal instructor or guest teacher in subjects mutually agreed upon by BHSD staff and BPD staff. Appropriate curriculum constantly changes based on each community's needs and is commonly provided through government as well as private programs
- iii. Tailor-made classroom engagement opportunities after a needs assessment with school staff
- iv. Attendance at parent-teacher organization meetings
- v. Attendance at student functions such as talent shows, assemblies and field trips
- vi. Participation in positive relationship-building events and opportunities with the school communities at large
- vii. Public safety services for after-hours BHSD events, to include sports, dances, and other school activities.
- viii. The SRO will help to establish and maintain a sense of security and order on school campuses by being a visible presence. The SRO shall not, however, act in the capacity of a private security officer. The SRO will not be required to give prior notification of his presence on any District property to the campus administration while performing his duties as SRO.

- ix. The SRO will know and comply with District policies and rules that govern school personnel's work with students in the areas of student confidentiality and rights.
- j. SROs will be trained in, use, and maintain current knowledge of criminal justice alternatives such as referrals, prevention and mentoring programs and other pro-social activities to improve successful outcomes for youth.
- k. BPD will maintain an SRO with current nationally recognized SRO certifications, case law updates, and threat assessment processes.

V. Duties and Responsibilities of BHSD

- a. BHSD holds the primary responsibility of enforcement of school policies, rules, and the disciplinary role on school sites. SROs augment school staffing and work onsite at schools but discipline is the sole responsibility of school administrators. Participation by an SRO in a disciplinary matter that is requested by school administration will only be in cases involving criminal activity and/or public safety. School officials will not relegate their responsibility in disciplinary matters to onsite SROs or police.
- b. BHSD recognizes that students that are very young (i.e. under the age of 12) and/or experiencing a mental health crisis are better served by resources offered by Curry Community Health, Health and Wellness Services Staff, Crisis Lines, parents and guardians, and not law enforcement.
- c. BHSD will ensure that school staff are trained on the roles, responsibilities and the limitations of SROs.
- d. BHSD will provide training to SROs on the Culturally Responsive Positive Behavioral Interventions and Supports (PBIS) framework in recognition of the critical role in the overall promotion of a healthy school climate.
- e. SROs will augment school site administrators, faculty, and security staff to keep schools safe from intruders. As practicable, the SRO will work with school security to identify security issues and take reasonable steps to create a safer environment for students. However, the SRO is neither a member of security staff nor a supervisor of security officers, who report to the BHSD Safety Coordinator. SROs report to the command structure of BPD. SROs are expected to handle calls for police service at the school site. It is understood that the SRO is responsible for all district schools which require the SRO's attention. In the event of an immediate emergency, if the SRO is unavailable, the primary responding officers may be a non-SRO.
- f. Staff members and site administrators shall request police assistance when necessary to protect the physical safety of students and staff, when required by law, or when appropriate to address criminal activity. Emergency police assistance will be requested by calling 911 and non-emergent criminal activity can be reported via non-emergency dispatch (541-469-3118). Police dispatch services are provided by the City of Brookings Emergency Management Services. It is understood that calls for police assistance at or involving schools normally will be dispatched to designated SRO

whenever possible and will only be dispatched to patrol units in the event of SRO unavailability or emergency, consistent with City of Brookings protocols and policy.

g. BHSD administrators, staff, and the SRO will adhere to Board Policy KN; Relations with Law Enforcement and related AR's.

i. The overall responsibility for safety and security planning at BHSD sites and events lies with BHSD administration. BPD staff are an important strategic partner in this process, will share information and provide expertise in an advisory capacity. BHSD administrators have the legal authority and responsibility to exclude and/or trespass individuals that engage in problematic behavior on school property during both routine operations and after-hours events. BPD officers have the power to override this authority of school staff in emergency and crisis situations.

VI. Mutual Duties and Responsibilities

a. BPD members are obligated to follow BPD Directives and Standard Operating Procedures (SOPs), as well as state, local and federal laws. BHSD employees are similarly obligated to follow district policies and procedures as well as local, state and federal laws.

b. In an effort to maintain an atmosphere of mutual cooperation, it is understood by all parties that BHSD staff is responsible for maintaining a safe school environment, and that SROs will augment these efforts through their police roles and responsibilities and following best practices in trauma-informed responses and restorative justice principles. The responsibility for maintaining positive relationships with staff, police, students, parents and the community is a mutual responsibility of both SROs and BHSD staff alike.

c. For the purposes of this MOU, a school campus includes buildings, grounds, parking lots, lockers, and other school district property or sites used for the purpose of official BHSD duties and functions.

d. The SRO, like all BPD Officers, is a sworn member of the BPD assigned to provide law enforcement expertise and resources to school site staff in maintaining safety within their assigned schools. Although the SRO and any other BPD Officers are supervised by BPD, and not BHSD, the SRO and BPD Officers working with or interacting with a school in BHSD shall, when feasible, take reasonable steps to work cooperatively with school administrators consistent with his/her responsibilities and perform the duties outlined in this MOU in accordance with the policies, rules and regulations of BHSD and BPD.

e. BPD and BHSD will exchange information as necessary to carry out their functions under this MOU in accordance with all applicable laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), and subject to the requirements and limitations of access to Criminal Justice Information System (CJIS) records and information. BHSD may not provide FERPA protected information to the BPD except as provided under 34 CFR 99.36. Any shared data, records or information will not be re-disseminated without the express permission of the

originating entity. For purposes of the Oregon Public Records Law, any shared records remain the records of the originating entity and will be subject to all applicable prohibitions against or exemptions from public disclosure under the Public Records Law.

f. Notwithstanding paragraph (e), the parties to this agreement recognize that the Family Educational Rights and Privacy Act (FERPA) imposes strict penalties for improper disclosure of confidential student information, including but not limited to denial of access to personally identifiable information from education records (34 CFR 99.33; 34 CFR 99.67). Consistent with FERPA's requirements, personally identifiable information obtained by the BPD in the performance of this agreement may not be disclosed to third parties without written consent from both a student's parent or guardian and the District, and must be used only for the purposes identified in this agreement. Student education records may be released to DHS and the investigating agency during the course of a child abuse investigation.

g. SROs who respond to and investigate reports of criminal behavior on school grounds or during school sponsored activities will employ a holistic and trauma-informed approach. When determining a course of action, officers shall consider the seriousness of the offense, the impact on the victim, and the willingness of the offender to take responsibility and try make the situation whole. Officers are cognizant of and sensitive to the potential implications for youth regarding their involvement in the justice system and will use their best judgement when considering whether to make an arrest or referral for prosecution. Whenever possible, officers will encourage the use of restorative justice process in response to lower-level crimes as an alternative to referral to the justice system.

h. The Chief of Police (or designee) will make reasonable efforts to meet at least once per year with the SRO and site principal of each high school and may be invited by the BHSD Superintendent (or designee) to one or more meetings for school site principals per year. If possible, the meeting shall occur prior to the school year to review expectations, roles, requirements and operational procedures with the SRO, principals and security staff. During the second semester, another meeting should be held to address any issues or concerns that may have arisen since the last meeting. It is expected that the Chief of Police (or designee), SRO, and site principal or other BHSD administrators will work together to resolve issues or concerns documented by either party. In the event a mutually agreed outcome cannot be resolved, the issue will be elevated to the Chief of Police and BHSD Superintendent for resolution.

i. As consistent with the recommendations of the Oregon Task Force on School Safety, both BPD and BHSD shall:

- i. Work cooperatively with the Statewide Tip Line (Safe Oregon);
- ii. Establish and maintain a Student Threat Assessment System;
- iii. Establish and maintain accurate floorplans for all sites;
- iv. Utilize standardized terminology (Lockdown; Lockout; Shelter in Place; Evacuate).

- j. BHSD and BPD will work collaboratively to build strong leadership and engage best practices in regards to student and school safety. The Chief of Police or designee and BHSD Director of Security will coordinate joint trainings to be held quarterly in the form of a partnership meeting, where relevant topics and trends will be discussed, subject-matter experts may be invited to speak, and experiential learning processes will be utilized (such as tabletop exercises and critical incident reviews).
- k. One goal of this MOU, with regard to language, is to create an environment of mutual respect between BPD Officers and BHSD students, parents, guardians, teachers and administrators. All members of the school community shall treat each other with respect and follow their applicable policies and directives.
- l. In the event of a critical incident at a BHSD Campus, BHSD and BPD will work in unified command to oversee the management of the incident. While operating under the Incident Command System model, a set of objectives and strategies will be developed that considers student, staff and officer safety the top priority. While BHSD will manage the school threat assessment process, BPD will participate in this process as a partner. BHSD's Director of Security (or designee) and the Chief of Police (or designee) regularly evaluate the need for, and arrange, for training in high-risk, low-frequency emergencies such as Active Shooter training.
- m. Both parties shall involve stakeholders in the revision process to implement policies that address constitutional, privacy or civil rights-related concerns.
- n. The parties shall ensure that their staff are trained on the expectations and responsibilities outlined in this document.

VII. Indemnification

- a. Subject to the provisions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, BHSD shall defend, indemnify and hold harmless the City of Brookings, and each of the City's elected officials, officers, employees and agents, from and against any and all claims, suits, actions or expenses of any kind or nature resulting from or arising out of any intentional or negligent act, error or omission of any officer, employee or agent of BHSD.
- b. Subject to the provisions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, the City of Brookings shall defend, indemnify and hold harmless BHSD, and each of BHSD's elected officials, officers, employees and agents, from and against any and all claims, suits, actions or expenses of any kind or nature resulting from or arising out of any intentional or negligent act, error or omission of any officer, employee or agent of the City or BPD arising out of or related to the performance of duties by BPD SRO under this MOU.

VIII. Choice of Law and Forum

This agreement shall be governed by and interpreted under the laws of the State of Oregon. Any litigation under this agreement shall be resolved in the trial court of Curry County, State of Oregon.

IX. Insurance

Each party agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this agreement at levels necessary to protect against public body liability as specified in ORS 30.260, *et. seq.*

X. Reimbursement by BHSD

- a. It is understood for purposes of this agreement that an SRO is defined in accordance with the Labor Agreement between the (BPA) and the City of Brookings as a full-time Police Officer compensated at the top step of their classification, including annual Cost of Living Adjustments (COLA).
- b. The SRO will spend a minimum of 90% of their on-duty time during the school year engaged in work related to BHSD campus safety, excluding officer training hours and Brookings Police Association (BPA) contractual considerations (such as sick and/or discretionary time off).
- c. Except as provided for in this contract, the City shall pay the cost of selection, training, salary, benefits, vehicle and equipment.
- d. BHSD agrees to reimburse the City for 50% of the total weighted cost of the SRO, as defined in Section X(a) above. Full weighted cost includes salary and all taxes and benefits required by law and the BPA Labor Agreement (including, but not limited to PERS, Health Insurance, Life Insurance, Worker's Compensation Insurance, Worker's Compensation Assessment, and Unemployment Insurance).
- e. BHSD agrees to reimburse the City for any overtime expenses on specific requests, i.e., dances and athletic events outside the SRO's normal duty hours. Any overtime expenses generated by the investigation of criminal activity shall be paid by the City.
- f. BHSD agrees to reimburse the City for 50% of the total cost of any training attended by the SRO that is specific to their duties as SRO.
- g. City shall invoice the BHSD annually, at the beginning of each fiscal year, for the amount due under Section X(d).
- h. City shall invoice the BHSD regularly, but not less than quarterly, for other amounts included in Section X(e) and (f).
- i. BHSD agrees to pay invoices within 25 days of billing.

Signatures of Parties to this Memorandum of Understanding, dated February ____, 2019.

Sean Gallagher, Superintendent
Brookings Harbor School District

Janell K. Howard, City Manager
City of Brookings

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 11, 2019

Originating Dept: Finance and Admin

Signature (submitted by)



City Manager Approval

Subject: Police vehicle purchase and outfitting

Recommended Motion:

Motion to authorize the purchase of six police vehicles from Withnell Motor Company for \$152,718 and the outfitting of these vehicles with LEHR for \$81,072.

Financial Impact:

The cost of purchasing these vehicles and outfitting them for law enforcement is \$233,790. The annual payments were budgeted from the General Fund, Public Safety budget. These vehicles are being financed over five years, as they have in the past, at an interest rate of 3.5%.

Background/Discussion:

The City has consistently purchased six vehicles every five years for the Police Department, and financed these over a five year period. This has allowed for a relatively equal expense annually, and the ability for the Police Department to maintain a reliable fleet of vehicles. The Council discussed during the budget process and direction was given to order the vehicles.

The Police Department solicited bids to purchase and outfit six Dodge Durangos. Each of these companies use Withnell Motor Company of Salem, Oregon. They have the State of Oregon Purchasing Contract for these police vehicles. Three bids were received:

LEHR	\$ 38,964.92	\$ 233,789.52
Day Wireless	\$ 39,626.37	\$ 237,758.22
Wire Works	\$ 40,174.37	\$ 241,046.22

The City has contracted with LEHR (previously Auto Additions) for at least 18 years. We know their work and it is of good quality; and they were the low bidder.

Attachment(s):

Quotes



Sales Quote

Page: 1

3925 Fairview Industrial Dr SE Salem, OR 97302
 Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 15847
 Document Date: 3/12/2018
 Terms: Net 30
 Payment Method:

Sell To: Brookings Police Department
 Kelby Mccrae
 898 Elk Drive
 Brookings, OR 97415
 Phone: 541-469-3118

Ship To: Brookings Police Department
 Kelby Mccrae
 898 Elk Drive
 Brookings, OR 97415
 Phone:

Ship Via: Ship from Warehouse
 Location: Lehr - Salem
 Blanket PO:

Customer ID: 5599
 SalesPerson: Mike Ebel

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
VEHICLE	2018 Durango Patrol 2018 DURANGO V6 SS AWD - (TBB)* *Paid direct to Withnell Auto	OTHER	1	25,453.00	25,453.00
04-0108	Power distribution UNIVERSAL HARNESS	PATROLPO	1	550.00	550.00
IONJ	Front lighting ION LED SPLIT RED/BLUE (Grill lights)	WHELEN	2	86.50	173.00
IONJ	Side lighting ION LED SPLIT RED/BLUE (Side cargo window)	WHELEN	2	86.50	173.00
VTX609B	Rear lighting VERTEX SUPER LED-BLUE (Backup housings)	WHELEN	2	78.00	156.00
11.1005SF	FLASHER (OEM LED backflash module)	ABLE2	1	29.51	29.51
E-123	30 AMP RELAY	MISC	6	5.95	35.70
IONJ	ION LED SPLIT RED/BLUE (Rear hatch window)	WHELEN	2	86.50	173.00
IB8DEDE	Roof mounted lighting 48" Liberty II Duo, RW/BW C&F, RA/BA REAR TA	WHELENLB	1	1,795.00	1,795.00
STPKT85	STRAP KIT DURAN	WHELEN	1		
795H	EMITTER	WHELEN	1	1,191.93	1,191.93
IJ795HT	795 MNT W/ TDS	WHELEN	1	87.77	87.77
SA315P	Siren speaker SIREN SPEAKER (Behind fascia)	WHELEN	1	150.00	150.00
SAK54	SPEAKER BRACKET	WHELEN	1		
GRAPHICS	Graphics GRAPHIC PACKAGES	OTHER	1	625.00	625.00
425-6655	Officer area Dodge Durango PPV (2019+) 12" Contour Console	JOTTODES	1	524.70	524.70



Sales Quote

Page: 2

3925 Fairview Industrial Dr SE Salem, OR 97302
 Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 15847
 Document Date: 3/12/2018
 Terms: Net 30
 Payment Method:

Sell To: Brookings Police Department
 Kelby Mccrae
 898 Elk Drive
 Brookings, OR 97415
 Phone: 541-469-3118

Ship To: Brookings Police Department
 Kelby Mccrae
 898 Elk Drive
 Brookings, OR 97415
 Phone:

Ship Via: Ship from Warehouse
 Location: Lehr - Salem
 Blanket PO:

Customer ID: 5599
 SalesPerson: Mike Ebel

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
425-6260	UPPER ARM REST	JOTTODES	1	68.11	68.11
425-6101	FACE PLATE 4" CENCOM	JOTTODES	1		
425-6619	FACE PLATE 3" HRS XG-75M	JOTTODES	1		
J6054-PWR	FACE PLATE 2" 3 PWR OUTLET CUTOUTS	MISC	1	12.95	12.95
CM216560	12V LIGHTER PLUG SOCKET & CAP	HAVIS	3	10.38333	31.15
MH3X	H-DTY MIC CLP	MISC	2	4.00	8.00
AA-MP	MIC PLATE	AUTOADDI	2	8.00	16.00
F	Shipping Charges (Jotto Console swap from Havis)	OTHER	1	30.00	30.00
8060	LED FLASHLIGHT	MISC	1	155.00	155.00
75432	STNGR LED HL DC	STRMLIGH	1	121.06	121.06
CCSRNT5	Carbide Siren Amp. w/Canport	WHELEN	1	750.00	750.00
CANCTL6	ROTARY KNOB CONTROL HEAD	WHELEN	1		
CC5K3	Installation Kit for CANWCT3 Series for 2018 Dodge	WHELEN	1		
E-123	30 AMP RELAY	MISC	2	5.95	11.90
GK10342UHKSVSCAXL	D-T-RAIL 2UNXL	SETINA	1	329.25	329.25
335GM-0002	Spot light				
189	LED SPOTLIGHT	UNITY	1	244.93	244.93
	MOUNT KIT (DRIVER SIDE MOUNT)	UNITY	1	30.80	30.80
	Radio equipment				
NMOKHFUD	ANTENNA MOUNT	RADIO	2	15.04	30.08
MHB1520	ANTENNA	RADIO	1	11.95	11.95
MRC	RAIN CAP	RADIO	1	10.95	10.95
MMGSK	NMO GASKET	RADIO	1	1.95	1.95
C-MC	CON,ACSY,MICLIP	HAVIS	1	9.24	9.24
C-MCB	MICLIP BRACKET	HAVIS	1	11.76	11.76
	Computer equipment				
RAM-GDS-SKIN-SAM19U	INTELLISKIN FOR GALAXY TAB S2 9.7"	RAM MOU	1	46.40	46.40
RAM-GDSDOCKLV2SAM19U	LOCKING DOCK FOR GALAXY TAB S2 9.7"	RAM MOU	1	97.74	97.74
RAM-VB-186	MOUNT PLATE	RAM MOU	1	43.50	43.50
RAM-VP-SW1-89	DBLE SWING ARM	RAM MOU	1	82.50	82.50



Sales Quote

Page: 3

3925 Fairview Industrial Dr SE Salem, OR 97302
 Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 15847
 Document Date: 3/12/2018
 Terms: Net 30
 Payment Method:

Sell Brookings Police Department
 To: Kelby Mccrae
 898 Elk Drive
 Brookings, OR 97415
 Phone: 541-469-3118

Ship Brookings Police Department
 To: Kelby Mccrae
 898 Elk Drive
 Brookings, OR 97415
 Phone:

Ship Via Ship from Warehouse
 Location: Lehr - Salem
 Blanket PO:

Customer ID 5599
 SalesPerson Mike Ebel

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
	Vehicle has Factory Bluetooth				
	Prisoner equipment				
PSSP6714D18A	RP PART. POLY CENTER SLIDER W/SCREEN 18 DURANGO	PROGARD	1	661.50	661.50
S6705D18OSB	ABS STD. TRANSPORT SEAT W/ REAR SCREEN & OSB KIT	PROGARD	1	1,233.00	1,233.00
FP67D18	ABS FLOOR PAN 18 DURANGO	PROGARD	1	162.40	162.40
WK0514DUR11	WINDOW ARMOR	SETINA	1	164.25	164.25
61161	GROTE 6" WHITE ROUND DOME LIGHT	LIGHTHOU	1	13.99	13.99
AA-DURANGO-EQUIP-TRA	REAR EQUIPMENT TRAY FORWARD COMPARTMENT DURANGO	MISC	1	69.95	69.95
	Install				
INSTALL	INSTALL MATERIALS	OTHER	1	80.00	80.00
L	LABOR CHARGES	LABOR	1	2,982.00	2,982.00
F	Shipping Charges	OTHER	1	325.00	325.00
	Total for all 6 vehicles \$233,789.52				

Amount Subject to Sales Tax 0
 Amount Exempt from Sales Tax 38,964.92

Subtotal: \$38,964.92
 Total Sales Tax: \$0.00
Total: \$38,964.92



Quote

Quote # TS-071917-3
 Date: 7/19/2017
 Expiration Date: 10/17/2017

To: Brookings PD

Kelby McCrae

Day Wireless Contact Todd Simmons	Project Name Brookings PD Durango	Payment Terms Net 30
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Parts & Materials			
QTY	Description	Price	Extended Price
1	POWER	\$0.00	\$0.00
1	Dodge Durango Power Panel	\$500.00	\$500.00
1	FORWARD FACING LIGHTS	\$0.00	\$0.00
2	LED Headlight inserts (Red/Blue)	\$60.00	\$120.00
1	SoundOff 48" Lightbar Red/Blue W/TD's	\$1,317.50	\$1,317.50
1	SoundOff 48" Lightbar Red/Blue W/TD's W/Amber Traffic Controller in Rear	\$1,502.50	\$1,502.50
1	Headlight Flasher	\$42.53	\$42.53
1	SIDE LIGHTING	\$0.00	\$0.00
1	Whelen Side Mirror Lights	\$296.25	\$296.25
1	REAR LIGHTING	\$0.00	\$0.00
2	LED Rear Taillight inserts (Red/Blue)	\$60.00	\$120.00
1	Interior Traffic Controller (Red/Blue/Amber)	\$661.25	\$661.25
1	Interior Traffic Controller (Amber)	\$472.50	\$472.50
2	nForce Rear Window Lights (Red/Blue)	\$108.15	\$216.30
1	PRISONER AREA	\$0.00	\$0.00
1	Setina #10XL Poly W/Expanded metal Screen Front Partition	\$667.50	\$667.50
1	Aedec Prisoner Seat	\$1,097.45	\$1,097.45
1	Setina Window Bars	\$172.50	\$172.50
1	Setina Door Panel	\$192.94	\$192.94
1	LIGHTING SIREN CONTROLLER/SPEAKER	\$0.00	\$0.00
1	Whelen Single Unit Siren W/9-Switch	\$367.95	\$367.95
1	100w Siren Speaker	\$150.00	\$150.00
1	OFFICER AREA	\$0.00	\$0.00
1	Ford SUV Console	\$250.00	\$250.00
1	Dual Cup Holder	\$51.33	\$51.33
1	Arm Rest	\$42.67	\$42.67
3	12v Cig plug	\$9.00	\$27.00
1	Cig Plug Face Plate	\$15.00	\$15.00
1	USB/Aux Plug	\$10.00	\$10.00
1	Radio Face Plate	\$25.00	\$25.00
1	Setina Dual Gun Mount	\$345.71	\$345.71
1	MISC	\$0.00	\$0.00
1	Setina Cargo Box Lift top W/combo lock Slide bottom drawer	\$983.59	\$983.59
1	Setina Electronics tray	\$288.90	\$288.90
1	2017 Dodge Durango	\$26,690.00	\$26,690.00
Equipment Total:			\$36,626.37

Labor	
Description of Work	Total
INSTALLATION OF EQUIPMENT	\$2,730.00
Labor Total:	\$2,730.00

Other Expenses	
Description	Total
EQUIPMENT SHIPPING	\$170.00
SHOP SUPPLIES	\$100.00
Other Total:	\$270.00

Grand Total: \$39,626.37

Notes

Quotation for goods and services named.
 To Accept this quotation, sign here and return: _____ Date: _____

Thank you for your Business



Wire Works LLC
 4775 Portland Rd
 Suite 200
 Salem, Or 97305

Estimate

Date	Estimate #
11/6/2017	7709

Brookings Police Department
 898 Elk Drive
 Brookings Or 97415

Job	P.O. No.	Rep
	Dustin/Verbal	

Item	Description	Qty	Rate	Total
Vehicle Transfers	2017 Dodge Durango 2WD PPV			
	2018 Dodge Durango V6 ***Customer to pay dealership directly for vehicle***	1	26,690.00	26,690.00
PAR28J	Front of vehicle: Whelen 3.5" Round Super-LED® Lighthead with Clear Extended Lens. Red and Blue color.	2	129.83	259.66T
IONJ	Whelen ION series LED light head. Split Red/Blue.	2	79.20	158.40T
VTX609C	Whelen Vertex Super LED lighthead. White.	2	72.00	144.00T
WWSS-002	Wire Works siren speaker and universal bracket. 100 watt	1	156.00	156.00T
IONJ	Side facing lights: Whelen ION series LED light head. Split Red/Blue.	2	79.20	158.40T
330GM-0002	Unity 6" spotlight. Black housing. Verify application.	1	114.12	114.12T
189	Unity post mount install kit and	1	31.92	31.92T
VTX609J	Rear of vehicle: Whelen Vertex Super LED lighthead. Split colors. Red/Blue	2	72.00	144.00T
VTX609C	Whelen Vertex Super LED lighthead. White.	2	72.00	144.00T
WWLB-002	Wire Works License plate mounting bracket. Aluminum.	1	32.50	32.50T
IONSMJ	Whelen ION surface mount LED lighthead. Red/Blue split.	2	119.23	238.46T
ULF44	Whelen four outlet LED flasher.	1	61.58	61.58T
VF4	40/60AMP relay	3	4.95	14.85T
	Top of vehicle:			

Thank you for the opportunity!	Subtotal
	Sales Tax (0.0%)
	Total



Wire Works LLC
 4775 Portland Rd
 Suite 200
 Salem, Or 97305

Estimate

Date	Estimate #
11/6/2017	7709

Brookings Police Department
 898 Elk Drive
 Brookings Or 97415

Job	P.O. No.	Rep
	Dustin/Verbal	

Item	Description	Qty	Rate	Total
KBLB Liberty 2 #3	Whelen Liberty II light bar. 50" or 55" bar with large 12 LED takedowns and single color.-	1	1,595.95	1,595.95T
795H	Whelen GTT Self-Contained LED IR Opticom™ Emitter.	1	1,179.90	1,179.90T
LARNMOKHFU...	Larsen high frequency coax. RG58/U Dual Shield cable. 25 foot length. No connector.	2	22.50	45.00T
C-VS-1600-DUR-2	Officer area: Havis 2014-2017 Dodge Durango Vehicle Specific 16" Console	1	332.12	332.12T
295SLSA6	Whelen full feature siren and lighting controller. Includes 1- 3 position slide switch and 6 programmable push buttons, park kill input, back lighting input, horn ring feature and selectable siren tones.	1	345.16	345.16T
C-CUP2-I	Havis Cup holder, Internal mount, 4" Mounting space, Dual.	1	31.75	31.75T
C-ARM-102	Havis Arm rest, External mount, Small arm rest pad, Height adjustable, Side mount	1	52.16	52.16T
C-EB25-KNX-1P	Havis faceplate 1-Piece Equipment Mounting Bracket, 2.5" Mounting Space	1	21.17	21.17T
C-EB40-WS2-1P	Havis 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen 295HFS Series	1	23.44	23.44T
C-LP2-PS1-USB	Havis 2 Lighter Plug Outlet W/ 1 USB Cut Outs	1	76.10	76.10T
PKG-PSM-345	Havis Premium Passenger Side Mount Package for 2011-2017 Dodge Durango and Jeep Grand Cherokee	1	489.79	489.79T
ECVDMLTAL00	Customer to provide docking station for MDT			
475-0849	Sound Off Universal mount dome light. Red/White LED's.	1	45.68	45.68T
	Patriot Products Dual Weapon Vertical Mount with handcuff style locks. New style mount with independently adjustable locks.	1	429.98	429.98T
	Flashlight??			

Thank you for the opportunity!	Subtotal
	Sales Tax (0.0%)
	Total



Wire Works LLC
 4775 Portland Rd
 Suite 200
 Salem, Or 97305

Estimate

Date	Estimate #
11/6/2017	7709

Brookings Police Department
 898 Elk Drive
 Brookings Or 97415

Job	P.O. No.	Rep
	Dustin/Verbal	


Item	Description	Qty	Rate	Total
	Prisoner area:		0.00	0.00
PK1186DUR11	Setina #10XL C2 Coated Polycarbonate With Slotted Polycarbonate Window Security Screen. Fits Dodge Durango 11-17'.	1	649.40	649.40T
PK0316DUR112...	Setina #12VS 2ND Coated Polycarbonate Partition. Fits 11-17' Dodge Durango	1	339.44	339.44T
WK0595DUR11	Setina Window Barrier VS Polycarbonate-Compatible with stock & TPO door panels. Fits 11-17' Dodge Durango	1	180.68	180.68T
SUVDG111210	Aedec Prisoner Seat 2011-2017 Dodge Durango	1	1,053.07	1,053.07T
	Cargo area:			
Misc	OPS box with a single drawer. Measures 12"x40"x24".	1	1,080.00	1,080.00
3SC0CDCR	Whelen 3" white LED dome light.	1	49.68	49.68T
6402	Round rocker switch. Non-lighted.	1	8.95	8.95T
Labor	Labor required to complete the build of a vehicle	42	75.00	3,150.00T
Shop Supplies	Shop supplies to complete job. Includes zip ties, connectors, loom, etc.	1	250.00	250.00T
Freight out	Freight to customer.	1	397.06	397.06T

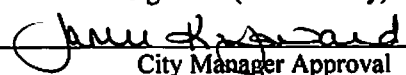
Thank you for the opportunity!	Subtotal	\$40,174.37
	Sales Tax (0.0%)	\$0.00
	Total	\$40,174.37

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 11, 2019



 Signature (submitted by)


 City Manager Approval

Originating Dept: PWDS

Subject: Spruce Drive Half Street Improvements

Recommended Motion: Authorize City Manager to enter into a contract with Tidewater in the amount of \$37,150 for half street improvements on Spruce Drive near the intersection of Alder Street.

Financial Impact: Funding for this project is budgeted through the City of Brookings Fuel Tax.

Reviewed by Finance & Human Resources Director: _____

Background/Discussion: Staff engaged with Dew Engineering last Spring to design half street improvements on Spruce Drive near the intersection of Alder Street. The project was prompted by the development of a new Dairy Queen which also required half street improvements on Spruce Drive at the intersection of Alder Street.

Tidewater Contractors were awarded the excavation contract for Dairy Queen project and will add our side of the street to the work while mobilized. Tidewater was the low bidder of the three contractors solicited.

Bidder	Bid
Engineer Estimate (Dew Engineering)	\$31,692
Tidewater Contracting Inc.	\$37,150
McLennan Excavation Inc.	Declined
Freeman Contracting	\$70,865

Staff recommends accepting Tidewater's bid of \$37,150 for the half street improvements on Spruce Drive near the intersection of Alder Street.

Attachment(s):

- a. Proposed Street Improvements (Dew Engineering)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 11, 2019

Originating Dept: Finance and Admin

Signature (submitted by)



City Manager Approval

Subject:

Council Liaisons

Financial Impact:

No immediate cost. Potential travel costs to those who have meetings out of the area.

Background/Discussion:

The Mayor and City Councilors are members and/or liaisons to other organizations and committees. Some of these are vacant due to turnover on the Council.

Staff recommends that the Mayor consider filling vacancies.

Attachments:

Council Liaison list

Organization	Member	Liaison	Appointee	Alternate	When	Where
Brookings/Harbor School District 17C		X	B Hodges		Monthly/3rd Wed, 6pm	K-School
Curry County Commission		X	J Pieper		1st & 3rd Wed/10am	Courthouse Annex, GB
Curry County Recycling		X		T Baron	3rd Tues, 1st month of each quarter, 10 a.m. - 12 p.m.	Curry County Commissioners Hearing Room
Harbor Sanitary District	X		J Pieper	J Howard	No set dates/times	No set location
Household Hazardous Waste (HHW) Steering Committee	X			T Baron	As Needed	Coos County (can be attended via phone)
League of Oregon Cities Voting Delegate	X				Annual	NA
Parks and Recreation Commission		X	B Hodges		Bi-monthly/3rd Thurs, 7pm	Chambers
Planning Commission		X	J Pieper		Monthly/1st Tues, 7pm	Chambers
Port of Brookings Harbor		X			Monthly/3rd Tues, 7pm	Port Office
Sudden Oak Death Task Force	X				As Needed	Varies/Statewide
Tourism Promotion Advisory Committee		X	B Hamilton		Monthly/3rd Thurs, 4pm	Chambers

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/03/2019	82448	4859	Brookings Harbor Garden Club	10-00-2005	1,500.00
01/19	01/03/2019	82449	313	Brookings Vol Firefighters	10-00-2005	2,250.00
01/19	01/03/2019	82450	715	Budge McHugh Supply	20-00-2005	2,487.86
01/19	01/03/2019	82451	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
01/19	01/03/2019	82452	3834	Clean Sweep Janitorial Service	25-00-2005	1,930.00
01/19	01/03/2019	82453	5827	Coastal Investments LLC	10-00-2005	1,130.00
01/19	01/03/2019	82454	1745	Coastal Paper & Supply, Inc	10-00-2005	154.72
01/19	01/03/2019	82455	182	Coos-Curry Electric	10-00-2005	4,340.52
01/19	01/03/2019	82456	1620	Curry County	50-00-2005	1,705.43
01/19	01/03/2019	82457	173	Curry Equipment	10-00-2005	93.46
01/19	01/03/2019	82458	166	Dan's Auto & Marine Electric	10-00-2005	261.99
01/19	01/03/2019	82459	1	Wm Paul Jones	20-00-2005	201.60
01/19	01/03/2019	82460	1	Melinda Stark	20-00-2005	194.43
01/19	01/03/2019	82461	1	Ashley White	20-00-2005	24.17
01/19	01/03/2019	82462	3342	Fastenal	20-00-2005	142.03
01/19	01/03/2019	82463	5432	First Community Credit Union	25-00-2005	812.99
01/19	01/03/2019	82464	298	Freeman Rock, Inc	50-00-2005	4,385.01
01/19	01/03/2019	82465	4646	Frontier	30-00-2005	264.65
01/19	01/03/2019	82466	5065	Gold Beach Lumber	50-00-2005	5,303.02
01/19	01/03/2019	82467	139	Harbor Logging Supply	10-00-2005	243.36
01/19	01/03/2019	82468	199	Richard Harper	10-00-2005	400.00
01/19	01/03/2019	82469	4171	In-Motion Graphics	10-00-2005	42.00
01/19	01/03/2019	82470	162	Kerr Hardware	10-00-2005	650.45
01/19	01/03/2019	82471	328	Les Schwab Tire Center	10-00-2005	533.00
01/19	01/03/2019	82472	123	Motorola	30-00-2005	114,390.05
01/19	01/03/2019	82473	5886	Office Depot Inc	10-00-2005	68.00
01/19	01/03/2019	82474	279	One Call Concepts, Inc	20-00-2005	15.84
01/19	01/03/2019	82475	5703	PacWest Machinery	15-00-2005	58.23
01/19	01/03/2019	82476	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
01/19	01/03/2019	82477	322	Postmaster	25-00-2005	850.00
01/19	01/03/2019	82478	3	Pam & Claude Cooke	20-00-2005	63.50
01/19	01/03/2019	82479	3	Arvid & Wanda Iverson	20-00-2005	15.02
01/19	01/03/2019	82480	3	Dan & Lark Saurman	20-00-2005	1.21
01/19	01/03/2019	82481	1840	Rogue Credit Union	15-00-2005	2,497.61
01/19	01/03/2019	82482	5910	Starfish Aquatics Institute	10-00-2005	350.00
01/19	01/03/2019	82483	4542	Umpqua Bank	10-00-2005	8,484.19
01/19	01/03/2019	82484	2863	Verizon Wireless	10-00-2005	497.44
01/19	01/03/2019	82485	5788	Vikki's Custom Alterations	10-00-2005	72.00
01/19	01/03/2019	82486	2122	Cardmember Service	10-00-2005	5,346.87
01/19	01/03/2019	82487	551	Western Pacific Tree Serv Inc	10-00-2005	11,435.00
01/19	01/03/2019	82488	4220	Woof's Dog Bakery	61-00-2005	10.00
01/19	01/10/2019	82489	4802	ASCAP	10-00-2005	357.00
01/19	01/10/2019	82490	5704	Azalea Society of America	10-00-2005	90.00
01/19	01/10/2019	82491	4767	Brookings Harbor Chamber of Commerc	10-00-2005	600.00
01/19	01/10/2019	82492	193	Central Equipment Co, Inc	10-00-2005	147.17
01/19	01/10/2019	82493	3015	Charter Communications	30-00-2005	495.00
01/19	01/10/2019	82494	5822	Chaves Consulting Inc	49-00-2005	370.20
01/19	01/10/2019	82495	183	Colvin Oil Company	10-00-2005	1,762.43
01/19	01/10/2019	82496	4746	Curry County Treasurer	10-00-2005	206.00
01/19	01/10/2019	82497	317	DCBS - Fiscal Services	10-00-2005	171.07
01/19	01/10/2019	82498	185	Del Cur Supply	50-00-2005	102.15
01/19	01/10/2019	82499	1	Erin Anderson	20-00-2005	184.13
01/19	01/10/2019	82500	1	Laura Ramirez	20-00-2005	250.82

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/10/2019	82501	1	Dan Sawyer	20-00-2005	194.45
01/19	01/10/2019	82502	3342	Fastenal	25-00-2005	1,053.98
01/19	01/10/2019	82503	153	Ferrellgas	25-00-2005	493.12
01/19	01/10/2019	82504	4646	Frontier	30-00-2005	117.97
01/19	01/10/2019	82505	5657	Gold Form & Label Company	25-00-2005	2,033.73
01/19	01/10/2019	82506	4171	In-Motion Graphics	25-00-2005	90.00
01/19	01/10/2019	82507	202	League of Oregon Cities	10-00-2005	20.00
01/19	01/10/2019	82508	5789	Moss Adams LLP	75-00-2005	8,345.00
01/19	01/10/2019	82509	4443	Napa Auto Parts-Golder's	10-00-2005	629.64
01/19	01/10/2019	82510	4487	Net Assets Corporation	10-00-2005	420.00
01/19	01/10/2019	82511	329	New Hope Plumbing	10-00-2005	182.50
01/19	01/10/2019	82512	340	NFPA	10-00-2005	175.00
01/19	01/10/2019	82513	3789	Oak Street Health Care Center	10-00-2005	389.00
01/19	01/10/2019	82514	5783	ONCAIC	10-00-2005	175.00
01/19	01/10/2019	82515	5008	Online Information Services	10-00-2005	118.38
01/19	01/10/2019	82516	5155	Oregon Department of Revenue	10-00-2005	490.00
01/19	01/10/2019	82517	5390	O'Reilly Automotive, Inc	10-00-2005	27.98
01/19	01/10/2019	82518	5703	PacWest Machinery	15-00-2005	762.76
01/19	01/10/2019	82519	252	Paramount Pest Control	10-00-2005	50.00
01/19	01/10/2019	82520	5768	Proficient Auto Center Inc	10-00-2005	200.50
01/19	01/10/2019	82521	570	State of Oregon	10-00-2005	40.00
01/19	01/10/2019	82522	861	Village Express Mail Center	10-00-2005	84.11
01/19	01/10/2019	82523	169	Waste Connections Inc	15-00-2005	1,485.78
01/19	01/10/2019	82524	4475	Dustin Watson	25-00-2005	7,925.00
01/19	01/10/2019	82525	151	Western Communications, Inc.	10-00-2005	145.63
01/19	01/17/2019	82526	5908	Amazon Capital Services	33-00-2005	306.00
01/19	01/17/2019	82527	4734	Aramark Uniform Services	10-00-2005	120.00
01/19	01/17/2019	82528	4363	Black & Rice LLP	10-00-2005	480.00
01/19	01/17/2019	82529	2407	Blue Star Gas	10-00-2005	102.00
01/19	01/17/2019	82530	5070	Canon Solutions America	10-00-2005	189.88
01/19	01/17/2019	82531	193	Central Equipment Co, Inc	58-00-2005	4,000.00
01/19	01/17/2019	82532	5858	CH2M Hill OMI	25-00-2005	107,604.13
01/19	01/17/2019	82533	3015	Charter Communications	10-00-2005	224.96
01/19	01/17/2019	82534	1	A+ Water	20-00-2005	55.13
01/19	01/17/2019	82535	1	J Aaron Denham	20-00-2005	266.66
01/19	01/17/2019	82536	1	David & Deanna Frates	20-00-2005	173.69
01/19	01/17/2019	82537	1	Katherine Johnson	20-00-2005	10.17
01/19	01/17/2019	82538	1	Marshall Maze	20-00-2005	42.22
01/19	01/17/2019	82539	3342	Fastenal	10-00-2005	47.94
01/19	01/17/2019	82540	2186	Ferguson Enterprises Inc #3011	20-00-2005	4,228.16
01/19	01/17/2019	82541	4646	Frontier	25-00-2005	868.35
01/19	01/17/2019	82542	4357	Hemlock Street Properties LLC	10-00-2005	375.00
01/19	01/17/2019	82543	2834	Kelby McCrae	10-00-2005	94.00
01/19	01/17/2019	82544	4269	Gary Milliman	10-00-2005	133.16
01/19	01/17/2019	82545	5789	Moss Adams LLP	10-00-2005	245.00
01/19	01/17/2019	82546	5603	Oregon Assoc of Municipal Recorders	10-00-2005	150.00
01/19	01/17/2019	82547	5389	Pape Kenworth	15-00-2005	3,550.29
01/19	01/17/2019	82548	4	Larissa Ezell	10-00-2005	218.00
01/19	01/17/2019	82549	5768	Proficient Auto Center Inc	10-00-2005	215.00
01/19	01/17/2019	82550	3	Joanne Hubler	20-00-2005	60.00
01/19	01/17/2019	82551	3	Harold Strutz	20-00-2005	143.95
01/19	01/17/2019	82552	5413	Southern Computer Warehouse	10-00-2005	920.64
01/19	01/17/2019	82553	5730	Spectrum Reach	32-00-2005	500.00
01/19	01/17/2019	82554	5457	Speer Hoyt LLC	10-00-2005	370.50
01/19	01/17/2019	82555	380	Stadelman Electric Inc	10-00-2005	72.00
01/19	01/17/2019	82556	5900	Wells Fargo Equipment Finance	25-00-2005	1,291.67

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/24/2019	82557	2578	Action Trophies	10-00-2005	6.00
01/19	01/24/2019	82558	5908	Amazon Capital Services	33-00-2005	1,066.92
01/19	01/24/2019	82559	5070	Canon Solutions America	10-00-2005	145.27
01/19	01/24/2019	82560	1740	Code Publishing Company Inc	10-00-2005	349.50
01/19	01/24/2019	82561	183	Colvin Oil Company	10-00-2005	1,827.46
01/19	01/24/2019	82562	1	Valerie Alvarez	20-00-2005	144.08
01/19	01/24/2019	82563	1	Nanette Blair	20-00-2005	300.00
01/19	01/24/2019	82564	1	Cheryl Sorrels	20-00-2005	248.44
01/19	01/24/2019	82565	1	Nathan & Desiree Wettengel	20-00-2005	90.00
01/19	01/24/2019	82566	371	Dept. of Environmental Quality	25-00-2005	9,422.00
01/19	01/24/2019	82567	2640	Dyer Partnership Inc., The	55-00-2005	16,327.50
01/19	01/24/2019	82568	4357	Hemlock Street Properties LLC	10-00-2005	405.00
01/19	01/24/2019	82569	5915	Christine Kesse	33-00-2005	1,666.98
01/19	01/24/2019	82570	5886	Office Depot Inc	10-00-2005	505.69
01/19	01/24/2019	82571	4	John Canalin	10-00-2005	218.00
01/19	01/24/2019	82572	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
01/19	01/24/2019	82573	3	John Strahan	20-00-2005	13.88
01/19	01/24/2019	82574	5914	SonicWall Services	49-00-2005	345.00
01/19	01/31/2019	82575	4477	Alpine Products, Inc	15-00-2005	588.78
01/19	01/31/2019	82576	5908	Amazon Capital Services	10-00-2005	419.99
01/19	01/31/2019	82577	1745	Coastal Paper & Supply, Inc	10-00-2005	747.39
01/19	01/31/2019	82578	182	Coos-Curry Electric	10-00-2005	4,729.13
01/19	01/31/2019	82579	259	Da-Tone Rock Products	15-00-2005	960.18
01/19	01/31/2019	82580	1	Lorie Facinelli	20-00-2005	108.23
01/19	01/31/2019	82581	1	Steffen Lassen	20-00-2005	137.85
01/19	01/31/2019	82582	1	Timothy Lourash	20-00-2005	219.82
01/19	01/31/2019	82583	1	Jesus Medina	20-00-2005	38.53
01/19	01/31/2019	82584	5804	Early Management Team Inc	50-00-2005	1,055.62
01/19	01/31/2019	82585	3342	Fastenal	25-00-2005	407.99
01/19	01/31/2019	82586	298	Freeman Rock, Inc	50-00-2005	6,798.76
01/19	01/31/2019	82587	5065	Gold Beach Lumber	10-00-2005	3,331.29
01/19	01/31/2019	82588	1130	H.D. Fowler	20-00-2005	154.79
01/19	01/31/2019	82589	4171	In-Motion Graphics	10-00-2005	51.50
01/19	01/31/2019	82590	4980	iSecure	10-00-2005	70.00
01/19	01/31/2019	82591	3781	Tracy LeJeune	10-00-2005	68.00
01/19	01/31/2019	82592	2834	Kelby McCrae	10-00-2005	4,860.00
01/19	01/31/2019	82593	5442	OACA Treasurer	10-00-2005	75.00
01/19	01/31/2019	82594	5886	Office Depot Inc	10-00-2005	56.20
01/19	01/31/2019	82595	4324	OGFOA	10-00-2005	25.00
01/19	01/31/2019	82596	4324	OGFOA	10-00-2005	50.00
01/19	01/31/2019	82597	5916	Oregon Department of Aviation	33-00-2005	50.00
01/19	01/31/2019	82598	4	Nicole Campbell	10-00-2005	218.00
01/19	01/31/2019	82599	1840	Rogue Credit Union	25-00-2005	742.70
01/19	01/31/2019	82600	5840	SESAC	10-00-2005	388.50
01/19	01/31/2019	82601	2125	State of OR Water Resources Dept	20-00-2005	670.00
01/19	01/31/2019	82602	142	Tidewater Contractors Inc	20-00-2005	747.24
01/19	01/31/2019	82603	5882	Jessica VanZelf	10-00-2005	68.00

Grand Totals:

393,253.19

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1102 Fax (541) 469-3650
rritz@brookings.or.us

Committee Vacancies

Date: February 11, 2019

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Budget #1	VACANT	2/1	2021	3
Budget #2	VACANT	2/1	2022	3
Budget #3	VACANT	2/1	2022	3
Parks & Rec #2	VACANT	2/1	2022	2
Parks & Rec #5	VACANT	2/1	2022	2
TPAC #4	VACANT	7/1	2019	3
Planning Commission #3	VACANT	4/1	2020	4
Planning Commission #5	VACANT	4/1	2021	4

\$24.89 per hour

Oregon's Estimated Value of Each Volunteer Hour in 2018

"If you want to lift yourself up, lift up someone else." — Booker T. Washington

Volunteers in the United States are 63 million strong and hold up the foundation of civil society. They help their neighbors, serve their communities, and provide their expertise. No matter what kind of volunteer work they do, they are contributing in invaluable ways.

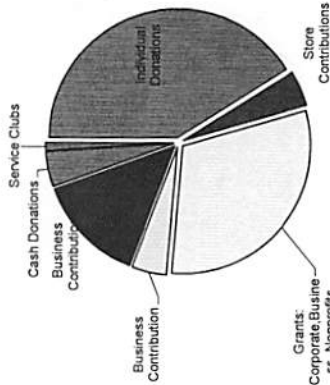
So why do we calculate a value of volunteer time?

We know putting numbers to volunteer hours will never do them justice, but it is just one way for us to show the contributions individuals and organizations have made in our communities. The estimate helps acknowledge the millions of individuals who dedicate their time, talents, and energy to making a difference. Charitable organizations frequently use this estimate to quantify the enormous value volunteers provide.

Additionally, each state has a unique value. You can explore in-depth state and historical data by filling out the form below.

INDEPENDENT SECTOR – LINK: <https://independentsector.org/value-of-volunteer-time-2018/>

BHCH Food Bank Budget 2019



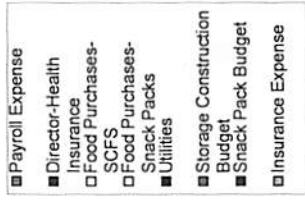
Total Budgeted Income
\$145,000

Total Budgeted Expenses
\$153,421

Projected Support and Revenue

Individual Donations	\$146,000.00
Store Contributions	\$60,000.00
Grants: Corporate, Business, Nonprofits	\$6,500.00
Churches	\$45,000.00
Business Contributions	\$6,500.00
Cash Donations	\$20,000.00
Service Clubs	\$6,500.00
Projected Annual Expenses	\$1,500.00
Payroll Expense	\$153,420.60
Director-Health Insurance	\$43,200.00
Food Purchases-SCFS	\$9,252.60
Food Purchases-Snack Packs	\$36,000.00
Utilities	\$29,518.00
Storage Construction Budget	\$7,500.00
Snack Pack Budget	\$8,000.00
Insurance Expense	\$7,250.00
Marketing Expense	\$4,000.00
Equipment Rental / Maintenance	\$200.00
Warehouse Supplies	\$1,500.00
Office Supplies, Postage	\$3,000.00
Travel, Meetings & Conferences	\$1,500.00
Projected Investment/Savings	\$2,500.00
Umpqua Money Market Account	\$155,300.00
Umpqua Checking Account	\$5,000.00
Umpqua Petty Cash Account	\$30,000.00
Wild Rivers Community Foundation	\$300.00
	\$120,000.00

2019 Budget Expenses



\$4,000

\$200

\$7,250

\$8,000

\$7,500

\$1,500

\$3,000

\$1,500

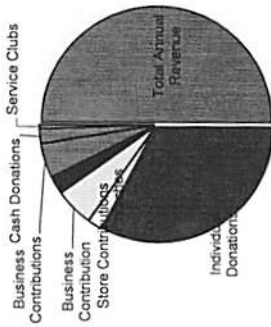
\$43,200

\$9,253

\$36,000

\$29,518

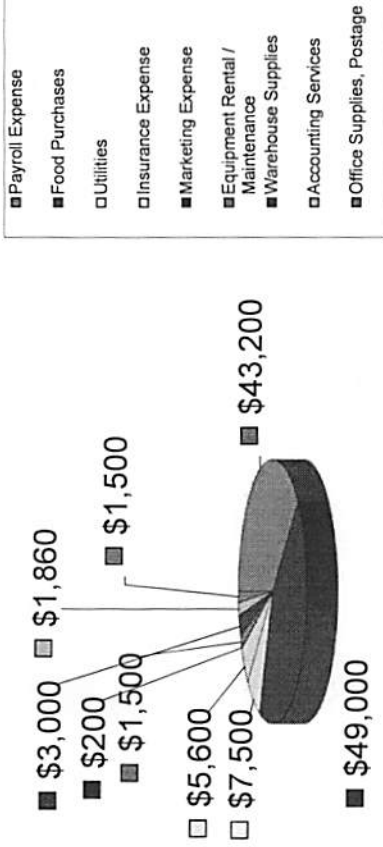
BHCH Food Bank Budget 2018



Total Budgeted Income	
Projected	Actual
\$119,156	\$151,678.59
Total Budgeted Expenses	
Projected	Actual
\$114,860	\$137,227.22

<u>Total Annual Revenue</u>	
Individual Donations	\$82,619.00
Store Contributions	\$5,000.00
Grants: Corporate, Business, Nonprofits	\$13,432.00
Churches	\$6,105.00
Business Contributions	\$12,000.00
Cash Donations	\$55,000.00
Service Clubs	\$1,500.00
Annual Expenses	\$114,860.00
Payroll Expense	\$43,200.00
Food Purchases	\$49,000.00
Utilities	\$7,500.00
Insurance Expense	\$9,245.59
Marketing Expense	\$3,835.34
Equipment Rental / Maintenance	\$200.00
Warehouse Supplies	\$275.00
Accounting Services	\$1,500.00
Office Supplies, Postage	\$3,000.00
Travel, Meetings & Conferences	\$6,559.58
Assets: Investment/Bank Accounts	\$2,200.00
	\$1,860.00
	\$1,500.00
	\$2,254.54
	\$1,500.00
	\$3,686.03
	Jan-18
	Dec-18
Total Assets	\$176,801.77
Humboldt Area Foundation	\$142,510.38
Money Market Account #9418	\$117,943.71
Checking Account Balance #9400	\$25,185.33
Petty Cash Account Balance #8359	\$36,138.61
	\$1,474.44
	\$283.44

2018 Budget Expenses



Food Bank Statistics 2018

Month	Boxes Served	People Served-Boxes	People-Daily Counter	Children-Snack Pack	Total People Served	Volunteers	Volunteer Hours	Total Pounds	Total \$\$\$ Donations
Jan-18	420	1,199	907	267	2,373	19	442	20,611	\$7,079.94
Feb-18	349	1,024	852	242	2,118	17	388	17,326	\$21,690.00
Mar-18	341	978	808	429	2,215	16	305	22,558	\$17,848.81
Apr-18	292	799	826	665	2,290	20	358	19,756	\$7,836.66
May-18	354	973	917	802	2,692	22	441	28,056	\$7,803.90
Jun-18	359	1,486	967	668	3,121	17	343	22,452	\$13,059.98
Jul-18	362	1,064	966	752	2,782	16	286	22,273	\$5,075.87
Aug-18	379	1,011	1,021	686	2,718	19	442	24,716	\$10,857.98
Sep-18	297	1,324	871	959	3,154	20	339	16,800	\$9,660.57
Oct-18	403	1,168	963	966	3,097	18	325	24,022	\$8,836.27
Nov-18	438	1,202	1,112	1,033	3,347	22	373	25,241	\$26,885.38
Dec-18	297	750	1,043	997	2,790	20	439	22,747	\$15,043.23
2018 Yearly	4,291	12,978	11,253	8,466	32,697	226	4,481	266,558	\$151,678.59
2017 Yearly	4,942	15,266	10,456	3,962	25,722	218	4,850	194,676	\$168,949.25
2016 Yearly	4,528	12,655	10,356	No Data	27,688	No Data	No Data	No Data	\$126,785.19

2018 Volunteer Value 4481@24.69

Volunteer Value \$110,635.89

Storage Solution Capital Campaign 2019

Phase 1

Grant Writing
Identify Project
Project Planning
Strategic Plan

Projected Cost \$180,000

BHCH Projected Contribution
\$15,000 Investment

Projected Grants Needed

\$162,000

Phase 1.5

Removal of Green House & Tree and plants
Bid for Concrete pad

Ford Family Foundation Phase 2,3,4

Meyer Memorial Trust Phase 2,3,4

Phase 2

Construction of Concrete pad & walk way
Installation of Storage Container

Home Depot Phase 3

Oregon Community Foundation Phase 2,3,4

Phase 3

Staging Prep for Storage Container
Installation of Storage Container
Electric for Storage Container
Insulation & Walls
Shelving
Cooling System

Phase 1-3 : Projected Cost \$15,000

Phase 4

Renovation of Office space, Conference room,
Bathroom and storage

Phase 4 Projected Cost \$165,000

11 FEB 2019 BROOKINGS CITY COUNCIL PRESENTATION

BROOKINGS-HARBOR COMMUNITY HELPERS EMERGENCY FOODBANK

DOING THE MATH... Additional Budget Narrative

PLEASE SEE FOOD BANK STATISTICS 2018 HANDOUT:

Please note that 2017 was the year of the Chetco Bar Fire. We had over \$21,000 added costs to the food bank as a result of that natural disaster. To offset those expenses, we were able to “cost account” that amount, present info to the Wild Rivers Community Foundation’s “Chetco Strong” fund, and were so granted.

Please see the “**Total \$\$\$ Donations**” column. Under FY2017, is the amount of \$168,949.25. Since the WRCF grant of \$21,000 was to cover “out of budget expenses” of the Chetco Bar Fire, our “in budget” fundraised donations totaled \$147,949.25. This is important to note as the “in budget” fundraising capacity of the B-H Foodbank has steadily increased, annually, as follows:

2016 -- \$126,785.19

2017 -- \$147,949.24

2018 -- \$151,678.59

TOTAL FUNDRAISING GOAL FOR FY 2019: \$345,421.00

\$153,421 -- Projected Total Budgeted Expense, In Budget Fundraising Goal

\$ 30,000 -- Projected “Out of Budget Expense” Snack Pack program

\$162,000 -- Projected “Out of Budget Expense” Storage Solution Capital Campaign

\$345,421 -- Total Projected Expenses, “In Budget” and “Out of Budget”

THE VALUE OF VOLUNTEERS – VALUED AT \$24.69 P/H, NATIONALLY

2018 Volunteer hours 4,481 X \$24.69 = Total Value of \$110,635.89

**BROOKINGS-HARBOR COMMUNITY HELPERS
EMERGENCY FOOD BANK SERVES OUR COMMUNITY!**

2018 STATISTICS

FOOD BOXES:

91 Food Boxes per week (usually feeds more than 1 person); 358 Food Boxes per month;

12,968 2018 Total # of Food Boxes in 2018.

DAILY COUNTER:

216 people per week; 936 people per month;

11,253 Total # of Daily Counter meals in 2018.

SNACK PACK PROGRAM:

163 Snack Packs (by design, feeds more than one person); 705 Snack Packs per month;

8,466 Total # of Snack Packs in 2018.

BROOKINGS HARBOR COMMUNITY HELPERS EMERGENCY FOODBANK

The Foodbank has seen a steady increase in people using our services—monthly food boxes, supplemental food in between food boxes/daily food counter and our Snack Pack program for high school students.

In 2010, the food bank distributed 3,016 boxes containing nutritious food clients. An additional 10,356 clients were given supplemental food between monthly boxes. We served 1,568 new clients during 2017 who requested service.

In 2012, 9,713 Regular clients and the Food Bank distributed 3,105 boxes containing nutritious food to 9,713 clients. 1,126 new clients during 2012 who requested service.

In 2017, the food bank distributed 4,942 boxes containing nutritious food to 15,266 clients. An additional 10,356 clients were given supplemental food between monthly boxes. We served 1,568 new clients during 2017 who requested service.

In 2018, we are seeing 2,200 – 2,400 food boxes go out the door on a monthly basis (up to 400 more during emergencies such as cold snaps, when utility rates go up in the winter, for example).

Our daily food counter distributes upwards of 30-40 people per day, five days per week. The daily food counter clients are those who are most likely to be our unhoused folks—a combination of our local homeless residents and migratory homeless. A significant number of our migratory homeless are veterans who have served in the U.S. Military.

STUDENT SNACK PACK PROGRAM:

In a four-month period, (March through June), the Extended Day Program at Brookings Harbor High School, 7,920 snacks were provided from this program. An average of 754 students per month receive this supplemental food assistance through a partnership between the High School and the Food Bank.

The first semester of this school year, an average of 50 students per day received an average of four snacks per day. The reason for the multiple snacks in Snack Packs is to provide for other family members, in particular siblings. The estimated 2018 school year from September through December it is our estimate that the total program expense for Snack Packs is \$3,840 for that time frame.

Double Snack Packs are sent home with students over the weekends. Again, an average of 50 students means 200 Snack Packs per month at a total cost of \$612 just for these double Snack Packs.

For more information regarding the Brookings-Harbor Community Helpers Food Bank, please call 541-469-6988 at 539 Hemlock St., Brookings (office hours are 9 a.m. – 1 p.m. Monday through Friday), or visit our Facebook page or our website: www.brookingsharborfoodbank.org