

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, June 22, 2020, 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. Ceremonies/Appointments/Announcements

1. City of Brookings and City of Brookings Police Department Proclamation [Pg.3]
2. Yard of the Month – May
  - a. Best Residential – Philip & Linda Cox, 913 Helen
  - b. Best Commercial – Tiffani Nevaeh, 519 Chetco Ave

#### E. Oral Requests and Communications from the audience

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### F. Consent Calendar

1. Approve Council minutes for June 8, 2020 [Pg. 5]
2. Receive monthly financial report for May 2020 [Pg. 7]

#### G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Discussion on Disbanding Tourism Promotion Advisory Committee (TPAC)[City Manager Pg. 13]
  - a. Resolution 20-R-1191 [Pg. 14]
  - b. May 27, 2014, Council Agenda Report [Pg. 15]
2. Hold Public hearing on State Revenue Sharing and Adopt Resolution [F&A, Pg.19]
  - a. Resolution 20-R-1184 State Revenue Sharing [Pg. 20]
3. Hold Public hearing and Approval of Appropriations for FY 2020-21 Budget [F&A Pg. 21]
  - a. Resolution 20-R-1185 Adopt Budget [Pg. 22]
4. Approve Water and Sewer Rates and System Replacement Fees for 2020-21 [F&A Pg. 25]
  - a. Resolution 20-R-1186 Water Rates [Pg. 26]
  - b. Resolution 20-R-1187 Sewer Rates [Pg. 28]
  - c. Resolution 20-R-1188 System Replacement Fees [Pg. 30]
5. Approve Public Safety Fee for 2020-21 [F&A Pg. 31]
  - a. Resolution 20-R-1189 Public Safety Fee [Pg. 32]

#### H. Informational Non-Action Items

#### I. Remarks from Mayor and Councilors

## **J. Adjournment**

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **B. Roll Call**

## **C. Consent Calendar**

1. Approve URA minutes for May 11, 2020 [Pg. 33]

## **D. Public Comments**

## **E. Staff Reports**

1. Hold Public Hearing and Approval of Appropriations for FY 2020-21 Budget [F&A Pg. 34]
  - a. Resolution 20-R-1190 Adopt Budget [Pg. 35]

## **F. Agency Remarks**

## **G. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the 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.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

- Television – Charter Channel 181
- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: <mms://68.185.2.46:8080>

# City of Brookings *Proclamation*

The seal of the City of Brookings Police Department is located in the upper right corner. It features a circular design with a blue border containing the word "BROOKINGS" at the bottom and three stars at the top. The center of the seal depicts a white eagle with its wings spread, perched on a shield.

**WHEREAS**, the City of Brookings and the Brookings Police Department do not condone any form of police brutality; and

**WHEREAS**, the City of Brookings and the Brookings Police Department do not condone discrimination of any kind; and

**WHEREAS**, the Brookings Police Department has used Lexipol as our policy and procedure manual since 2008; and

**WHEREAS**, the Brookings City Council has adopted annual budgets that include funds for Brookings Police Department employees to participate in annual training, including but not limited to Ethics, Proper Use of Force, Anti-Harassment, De-escalation techniques, and Implicit Bias; and

**WHEREAS**, the Brookings Police Department restricts the use of chokeholds and strangleholds; and

**WHEREAS**, the Brookings Police Department requires the use of de-escalation and conflict resolution techniques in potentially dangerous or threatening situations; and

**WHEREAS**, the Brookings Police Department believes life is sacred and will use any available alternatives and verbal warnings when possible before using deadly force; and

**WHEREAS**, the Brookings Police Department enforces a duty to intervene for any officer present who is observing another officer using force that is beyond that which is objectively reasonable; and

**WHEREAS**, the Brookings Police Department restricts officers from shooting at moving vehicles; and

**WHEREAS**, the Brookings Police Department requires comprehensive Use of Force reporting; and

**WHEREAS,** the City of Brookings supports community partnerships, and has a partnership agreement between the Brookings Police Department and Brookings-Harbor School District for a School Resources Officer (SRO), and

**WHEREAS,** the City of Brookings has a partnership agreement between the Brookings Police Department and Curry Health Network to provide police services, and

**NOW, THEREFORE BE IT RESOLVED,** that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim the City Council's full support for the City of Brookings Police Department.

**BE IT FURTHER RESOLVED,** that all citizens are encouraged to support the Brookings Police Department, both officers, and dispatchers; and for citizens to treat all individuals equitably, fairly, and without bias.

***In Witness Whereof,*** I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor Jake Pieper

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, June 8, 2020**

**Call to Order**

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

**Roll Call**

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, Deputy Finance & Human Resources Director Lu Ehlers, and Deputy Recorder Amber Nalls.

Media Present: No media present

Others Present: Approximately 10 audience members

**Ceremonies**

1. Brookings-Harbor High School Girls' Basketball Team
  - a. Resolution 20-R-1183 - Mayor Pieper presented the resolution and introduced the team members.

**Councilor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to adopt Resolution 20-R-1183 commending the 2019-2020 Girls' Basketball team.**

**Consent Calendar**

1. Approve Council minutes for May 26, 2020
2. Accept Parks and Recreation minutes for January 23, 2020

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

**Staff Reports**

*Park Use Fee waiver for Brookings Harbor High School Class of 2020 Safe & Sober event.*

This was removed from the agenda. The event was moved indoors.

*Transfer of Appropriations for FY 2019-20 Budget*

Deputy Finance & Human Resources Director Lu Ehlers presented the staff report.

**Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 20-R-1179 accepting specific purpose grants and donations in the General Fund, Capital Projects Reserve Fund, Parks SDC Fund, and Special Police Fund.**

**Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 20-R-1180 approving appropriation transfers in the General Fund for insurance proceeds received.**

**Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 20-R-1181 approving appropriation transfers in the Water Loan Fund and Water SRF Fund.**

**Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 20-R-1182 approving appropriation transfers in the General Fund.**

*Dine & Stay Brookings gift card pilot program and new picnic tables for event use*

City Manager Janell Howard presented the staff report.

**Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to authorize City Manager to allocate \$5000 to the Dine & Stay Brookings gift card pilot program and purchase picnic tables for \$4000, from the Transient Occupancy Tax (TOT) Funds.**

*Update on Plans to reopen Public Life and Business*

City Manager Janell Howard presented the staff report.

The City Manager gave updates and guidelines on COVID-19 Phase II. The City of Brookings and Curry County moved into Phase II on June 5, 2020. City Manager informed the Council that the City pool has opened under Phase II.

### **Remarks from Mayor and Councilors**

Councilor Hedenskog commented on how nice Azalea Park is looking.

Mayor Pieper offered condolences to the family of George Floyd.

Mayor Pieper commented on how he has been contacted by several people in the community to participate in a Mayor's Pledge. Mayor Pieper said that he would not take the pledge without city council approval. Mayor Pieper asked the council if they would agree to place the Mayor's Pledge on the next City Council meeting agenda. Council agreed to have the pledge on the agenda for June 22, 2020, meeting.

### **Adjournment**

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adjourn the meeting at 7:32 PM.

Respectfully submitted:

ATTESTED:  
this                      day of                      , 2020:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>REVENUE</b>					
TAXES	3,236,390.00	75,958.21	3,176,510.91	59,879.09	98.2
LICENSES AND PERMITS	128,000.00	10,907.17	151,561.43	( 23,561.43)	118.4
INTERGOVERNMENTAL	286,800.00	26,438.70	178,993.03	107,806.97	62.4
CHARGES FOR SERVICES	246,000.00	8,832.20	257,632.67	( 11,632.67)	104.7
OTHER REVENUE	197,383.00	6,210.85	144,134.08	53,248.92	73.0
TRANSFERS IN	517,067.00	.00	.00	517,067.00	.0
	<b>4,611,640.00</b>	<b>128,347.13</b>	<b>3,908,832.12</b>	<b>702,807.88</b>	<b>84.8</b>
<b>EXPENDITURES</b>					
<b>JUDICIAL:</b>					
PERSONAL SERVICES	31,872.00	.00	15,971.98	15,900.02	50.1
MATERIAL AND SERVICES	12,850.00	400.00	5,273.43	7,576.57	41.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<b>44,722.00</b>	<b>400.00</b>	<b>21,245.41</b>	<b>23,476.59</b>	<b>47.5</b>
<b>FINANCE AND ADMINISTRATION:</b>					
PERSONAL SERVICES	349,616.00	27,383.15	308,940.77	40,675.23	88.4
MATERIAL AND SERVICES	175,200.00	1,766.78	105,734.52	69,465.48	60.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<b>524,816.00</b>	<b>29,149.93</b>	<b>414,675.29</b>	<b>110,140.71</b>	<b>79.0</b>
<b>POLICE:</b>					
PERSONAL SERVICES	2,240,968.00	189,472.81	2,070,375.66	170,592.34	92.4
MATERIAL AND SERVICES	183,300.00	16,431.60	132,582.74	50,717.26	72.3
CAPITAL OUTLAY	.00	.00	13,000.00	( 13,000.00)	.0
DEBT SERVICE	67,867.00	4,452.31	63,282.34	4,584.66	93.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	<b>2,492,135.00</b>	<b>210,356.72</b>	<b>2,279,240.74</b>	<b>212,894.26</b>	<b>91.5</b>
<b>FIRE:</b>					
PERSONAL SERVICES	207,351.00	17,023.05	189,680.94	17,670.06	91.5
MATERIAL AND SERVICES	100,000.00	5,923.46	81,780.44	18,219.56	81.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,579.00	.00	30,579.01	( .01)	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<b>337,930.00</b>	<b>22,946.51</b>	<b>302,040.39</b>	<b>35,889.61</b>	<b>89.4</b>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>PLANNING AND BUILDING:</b>					
PERSONAL SERVICES	228,662.00	16,125.08	186,920.41	41,741.59	81.8
MATERIAL AND SERVICES	90,800.00	2,696.87	18,703.76	72,096.24	20.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>319,462.00</u>	<u>18,821.95</u>	<u>205,624.17</u>	<u>113,837.83</u>	<u>64.4</u>
<b>PARKS &amp; RECREATION:</b>					
PERSONAL SERVICES	270,876.00	19,039.67	216,681.84	54,194.16	80.0
MATERIAL AND SERVICES	105,500.00	4,199.85	105,647.19	( 147.19)	100.1
CAPITAL OUTLAY	35,000.00	.00	24,068.82	10,931.18	68.8
DEBT SERVICE	74,384.00	4,031.88	44,350.68	30,033.32	59.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>485,760.00</u>	<u>27,271.40</u>	<u>390,748.53</u>	<u>95,011.47</u>	<u>80.4</u>
<b>FINANCE AND HUMAN RESOURCES:</b>					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
<b>SWIMMING POOL:</b>					
PERSONAL SERVICES	71,087.00	.00	67,385.97	3,701.03	94.8
MATERIAL AND SERVICES	39,000.00	1,267.87	26,393.88	12,606.12	67.7
CAPITAL OUTLAY	.00	( 919.97)	.00	.00	.0
	<u>110,087.00</u>	<u>347.90</u>	<u>93,779.85</u>	<u>16,307.15</u>	<u>85.2</u>
<b>NON-DEPARTMENTAL:</b>					
MATERIAL AND SERVICES	161,600.00	6,585.21	86,752.75	74,847.25	53.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	622,239.00	.00	.00	622,239.00	.0
CONTINGENCIES AND RESERVES	632,889.00	.00	.00	632,889.00	.0
	<u>1,416,728.00</u>	<u>6,585.21</u>	<u>86,752.75</u>	<u>1,329,975.25</u>	<u>6.1</u>
	<u>5,731,640.00</u>	<u>315,879.62</u>	<u>3,794,107.13</u>	<u>1,937,532.87</u>	<u>66.2</u>
	<u>( 1,120,000.00)</u>	<u>( 187,532.49)</u>	<u>114,724.99</u>	<u>( 1,234,724.99)</u>	<u>10.2</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2020

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	795,000.00	41,679.12	399,614.64	395,385.36	50.3
OTHER REVENUE	14,650.00	4,575.00	17,604.99	( 2,954.99)	120.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>809,650.00</u>	<u>46,254.12</u>	<u>417,219.63</u>	<u>392,430.37</u>	<u>51.5</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	208,899.00	15,862.60	181,023.24	27,875.76	86.7
MATERIAL AND SERVICES	208,000.00	3,749.16	96,504.66	111,495.34	46.4
CAPITAL OUTLAY	329,450.00	395.00	3,871.00	325,579.00	1.2
DEBT SERVICE	22,149.00	1,356.89	16,121.15	6,027.85	72.8
TRANSFERS OUT	156,747.00	.00	.00	156,747.00	.0
CONTINGENCIES AND RESERVES	119,405.00	.00	.00	119,405.00	.0
	<u>1,044,650.00</u>	<u>21,363.65</u>	<u>297,520.05</u>	<u>747,129.95</u>	<u>28.5</u>
	<u>1,044,650.00</u>	<u>21,363.65</u>	<u>297,520.05</u>	<u>747,129.95</u>	<u>28.5</u>
	<u>( 235,000.00)</u>	<u>24,890.47</u>	<u>119,699.58</u>	<u>( 354,699.58)</u>	<u>50.9</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2020

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,725,000.00	137,440.10	1,576,141.30	148,858.70	91.4
OTHER INCOME	53,000.00	2,715.00	59,120.90	( 6,120.90)	111.6
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,778,000.00</u>	<u>140,155.10</u>	<u>1,635,262.20</u>	<u>142,737.80</u>	<u>92.0</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	372,792.00	30,261.56	332,393.01	40,398.99	89.2
MATERIAL AND SERVICES	173,900.00	18,956.67	153,860.66	20,039.34	88.5
CAPITAL OUTLAY	50,000.00	( 165.34)	35,049.38	14,950.62	70.1
DEBT SERVICE	8,378.00	.00	3,706.82	4,671.18	44.2
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>629,070.00</u>	<u>49,052.89</u>	<u>525,009.87</u>	<u>104,060.13</u>	<u>83.5</u>
WATER TREATMENT:					
PERSONAL SERVICES	25,442.00	1,993.53	22,494.03	2,947.97	88.4
MATERIAL AND SERVICES	470,608.00	37,956.55	395,261.45	75,346.55	84.0
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	3,712.00	.00	3,706.82	5.18	99.9
TRANSFERS OUT	939,649.00	.00	.00	939,649.00	.0
CONTINGENCIES AND RESERVES	179,519.00	.00	.00	179,519.00	.0
	<u>1,628,930.00</u>	<u>39,950.08</u>	<u>421,462.30</u>	<u>1,207,467.70</u>	<u>25.9</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,258,000.00</u>	<u>89,002.97</u>	<u>946,472.17</u>	<u>1,311,527.83</u>	<u>41.9</u>
	<u>( 480,000.00)</u>	<u>51,152.13</u>	<u>688,790.03</u>	<u>( 1,168,790.03)</u>	<u>143.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2020

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>REVENUE</b>					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,220,300.00	263,736.56	2,895,817.87	324,482.13	89.9
OTHER REVENUE	20,000.00	.00	27,090.43	( 7,090.43)	135.5
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,235,800.00</u>	<u>263,736.56</u>	<u>2,922,908.30</u>	<u>312,891.70</u>	<u>90.3</u>
<b>EXPENDITURES</b>					
<b>WASTEWATER COLLECTION:</b>					
PERSONAL SERVICES	572,588.00	41,976.74	491,377.09	81,210.91	85.8
MATERIAL AND SERVICES	218,900.00	52,195.78	138,104.53	80,795.47	63.1
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	8,378.00	.00	3,706.82	4,671.18	44.2
TRANSFERS OUT	189,319.00	.00	.00	189,319.00	.0
	<u>1,004,185.00</u>	<u>94,172.52</u>	<u>633,188.44</u>	<u>370,996.56</u>	<u>63.1</u>
<b>WASTEWATER TREATMENT:</b>					
PERSONAL SERVICES	38,478.00	2,990.51	33,743.70	4,734.30	87.7
MATERIAL AND SERVICES	929,139.00	72,758.32	777,707.63	151,431.37	83.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	3,712.00	.00	3,706.82	5.18	99.9
TRANSFERS OUT	1,446,118.00	.00	.00	1,446,118.00	.0
CONTINGENCIES AND RESERVES	318,668.00	.00	.00	318,668.00	.0
	<u>2,736,115.00</u>	<u>75,748.83</u>	<u>815,158.15</u>	<u>1,920,956.85</u>	<u>29.8</u>
	<u>3,740,300.00</u>	<u>169,921.35</u>	<u>1,448,346.59</u>	<u>2,291,953.41</u>	<u>38.7</u>
	<u>( 504,500.00)</u>	<u>93,815.21</u>	<u>1,474,561.71</u>	<u>( 1,979,061.71)</u>	<u>292.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2020

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	608,795.00	3,176.48	550,376.30	58,418.70	90.4
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	1,000.04	9,500.40	( 7,500.40)	475.0
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>610,795.00</u>	<u>4,176.52</u>	<u>559,876.70</u>	<u>50,918.30</u>	<u>91.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	.00	3,684.32	31,315.68	10.5
CAPITAL OUTLAY	310,056.00	2,950.00	2,950.00	307,106.00	1.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	450,739.00	.00	.00	450,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>795,795.00</u>	<u>2,950.00</u>	<u>6,634.32</u>	<u>789,160.68</u>	<u>.8</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>795,795.00</u>	<u>2,950.00</u>	<u>6,634.32</u>	<u>789,160.68</u>	<u>.8</u>
	<u>( 185,000.00)</u>	<u>1,226.52</u>	<u>553,242.38</u>	<u>( 738,242.38)</u>	<u>299.1</u>

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 22, 2020

Originating Dept: Finance and Admin

Signature (submitted by)

  
City Manager Approval

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Subject: Discussion on Disbanding Tourism Promotion Advisory Committee (TPAC)

Recommended Motion:

Motion to adopt Resolution 20-R-1191 disbanding the Tourism Promotion Advisory Committee, and request the City Manager bring back related ordinance changes.

Financial Impact:

N/A

Background/Discussion:

City Council created the Tourism Promotion Advisory Committee (TPAC) in May 2014 by the adoption of Ordinance 14-O-732, adding Chapter 2.57 to the Brookings Municipal Code (BMC).

TPAC is made up of seven (7) positions, each having three (3) year terms. All members must reside in Curry County. Four (4) of those positions must be residents of Brookings. There are three current positions expiring on June 30, 2020.

There have been less items on the agenda for the last couple of years, and of course even less after COVID. Committee members have often voiced concerns that the Committee is only advisory.

Staff is grateful for the input and recommendations provided by TPAC over the years; and believes this has been valuable as the City began tourism promotions activities, separate from the Chamber. Staff recommends that we disband TPAC, and look to prior TPAC members and other interested citizens as stakeholders and hold stakeholder meetings, annually or as needed. This would be similar to what we have done with Urban Renewal. I felt the Urban Renewal Workshop held in January with stakeholders was beneficial.

Attachment(s):

- a. Resolution 20-R-1191
- b. May 27, 2014 Council Agenda Report

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1191**

**A RESOLUTION OF THE CITY OF BROOKINGS DISBANDING TOURISM PROMOTIONS ADVISORY COMMITTEE.**

**WHEREAS**, the Tourism Promotions Advisory Committee was created by Ordinance 14-O-732, adding Chapter 2.57 to the Brookings Municipal Code, and

**WHEREAS**, in the last year the number of items on the agenda has significantly decreased, and

**WHEREAS**, the tasks performed by the Tourism Promotions Advisory Committee can be performed at the staff level, and

**WHEREAS**, it is determined the services of a Tourism Promotions Advisory Committee are no longer essential;

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings, Curry County, Oregon, that the Tourism Promotions Advisory Committee is hereby disbanded.

Passed by the City Council June 22, 2020, and made effective the same date.

Attest:

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Mayor Jake Pieper

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City Recorder Janell K Howard

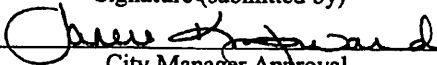
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: City Manager

  
Signature (submitted by)

  
City Manager Approval

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**Subject:** Ordinance formally creating the Tourism Promotion Advisory Commission.

**Recommended Motion:** Adopt Ordinance 14-O-732, adding Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code, Title 2, Administration and Personnel.

**Background/Discussion:**

In August 2012, The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to “work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program.”

In August 2013 the City Council indicated that they wanted TPAC to “explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.”

At its April 7 workshop, the City Council discussed staff’s concerns that TPAC was doing more than making recommendations and directed staff to draft an ordinance formally creating the committee and defining its role. Council met again on May 5, in a joint workshop with TPAC members, to discuss the draft ordinance.

Ordinance 14-O-732 is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion. Adoption of the attached ordinance will formally create the Tourism Promotion Advisory Committee in the Brookings Municipal Code.

**Attachment(s):**

- a. Ordinance adding Chapter 2.57 to the BMC.
- b. April 7 and May 5 Council Workshop reports.

**IN AND FOR THE CITY OF BROOKINGS**

**STATE OF OREGON**

**ORDINANCE 14-O-732**

**IN THE MATTER OF ORDINANCE 14-O-732, AN ORDINANCE ADDING CHAPTER 2.57, TOURISM PROMOTION ADVISORY COMMITTEE, TO BROOKINGS MUNICIPAL CODE TITLE 2, ADMINISTRATION AND PERSONNEL.**

**Sections:**

- Section 1. Ordinance identified.
- Section 2. Adds Chapter 2.57

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance adds Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code Title 2, Administration and Personnel.

Section 2. Adds Chapter 2.57 : Chapter 2.57 is added to read as follows:

**Chapter 2.57**  
**TOURISM PROMOTION ADVISORY COMMITTEE**

**Sections:**

- 2.57.010 Name.
- 2.57.020 Mission and goals.
- 2.57.030 Powers and duties.
- 2.57.040 Organization.

**2.57.010 Name.**

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

**2.57.020 Mission and goals**

- A. The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.
- B. Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.
- C. It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.

**2.57.030 Powers and duties.**

**A. Duties and Responsibilities.**

- 1. The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.



2. Committee members shall serve at the pleasure of the City Council.
3. Committee membership is honorary and without compensation.
4. All Committee meetings shall be open to the public and held in a place that is handicapped accessible.
5. Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.

## **2.57.040 Organization.**

### **A. Membership.**

1. The Committee shall consist of seven voting members to be appointed by the Mayor with approval of the City Council.
2. Insofar as possible, City residents shall have precedence over other applicants.
  - a. All members of the Committee shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or employment, within the City. These members shall not be officials or employees of the city.
  - b. No member of any other City Council-appointed board, Committee or committee shall simultaneously serve on the Tourism Promotion Advisory Committee.
3. Meeting minutes shall be recorded by the City Manager, or his/her designee.

### **B. Terms of Appointment/Removal/Vacancies.**

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.
2. No member shall be eligible to serve for more than two full terms on the Committee.
3. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.040 (A)(1).
4. Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend at least 50 percent of regularly scheduled meetings during a 12 month period, shall result in automatic termination, unless the absences have been excused by the Committee's chair.

### **C. Election of Officers.**

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the Committee to serve a one-year term.
2. Newly elected officers shall take their seats at the first meeting of the next calendar year.
3. No member shall serve more than two consecutive years in any one office.

### **D. Quorum/Rules/Meetings.**

1. A majority of appointed Committee members shall constitute a quorum.

2. The Committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the City Manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under BMC 2.05.160, with the exception that the staff member taking the minutes shall call the names of each member and record the votes.
4. Recommendations made by the Committee shall be submitted to the City Council in the manner prescribed by City administrative regulation.

E. Staffing

1. The City Manager or his/her designee, shall provide staff support to the Committee in the same manner as staff provides support to other committees and commissions to include;
  - a. Preparation of reports containing recommendations for projects to achieve the goal of promoting tourism.
  - b. Review and make recommendations for funding special events.
  - c. Transmitting recommendations from the Committee to the City Council.
2. All projects, programs and contracts funded through allocation of TOT funds shall be administered by the City Manager or his/her designee.

First Reading: May 27, 2014      Passage: May 27, 2014  
Second Reading: May 27, 2014      Effective Date: June 26, 2014

Signed by me in authentication of its passage this 28<sup>th</sup>, day of May, 2014

ATTEST:

Ron Hedenskog  
Mayor Ron Hedenskog

Joyce Heffington  
City Recorder Joyce Heffington

# CITY OF BROOKINGS

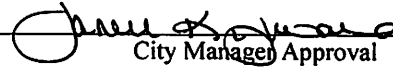
## COUNCIL AGENDA REPORT

Meeting Date: June 22, 2020

Originating Dept: Finance & Admin



Signature (submitted by)



City Manager Approval

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### Subject:

Hold Public Hearing on State Revenue Sharing and Adopt Resolution.

### Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 20-R-1184 declaring the City's election to receive state revenues for 2020-21 fiscal year.

### Financial Impact:

Estimated State Revenue Sharing for 2020-21 is \$64,000.

### Background /Discussion:

The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing funds before the Budget Committee and City Council. The hearing before the Budget Committee was held on May 21, 2020. A second hearing is to be held at this City Council meeting.

### Attachments:

- a. Resolution 20-R-1184 State Revenue Sharing

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1184**

**A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2020-21 FISCAL YEAR.**

**WHEREAS**, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2020-21, and

**WHEREAS**, the Budget Committee of the City of Brookings held a public hearing on May 21, 2020 and the City Council of the City of Brookings held a public hearing on June 22, 2020, giving citizens an opportunity to comment on the use of State Revenue Sharing;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 22<sup>nd</sup> of June, 2020.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Attest:

\_\_\_\_\_  
Jake Pieper, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

I certify that a public hearing before the Budget Committee was held on May 21, 2020 and a public hearing before the City Council was held on June 22, 2020, giving citizens an opportunity to comment on the use of State Revenue Sharing.


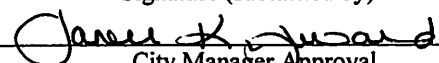
\_\_\_\_\_  
Anella Ehlers, Deputy Finance Director

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 22, 2020

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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### Subject:

Hold Public Hearing and Approval of Appropriations for FY 2020-21 Budget.

### Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 20-R-1185, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2020-21 fiscal year, and to categorize the levy.

### Financial Impact:

The total approved fiscal year 2020-21 budget, for the City of Brookings is \$27,440,329. The General Fund operating expenditures total \$6,035,412 with revenues projected at \$4,985,412, with the Contingency projected to increase slightly by \$7,756.

### Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the City can implement the 2020-21 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council.

### Budget highlights include:

- \$9.9 million in capital expenditures in water, sewer, storm drain, street, and parks improvements.
- No increase in the water utility rate and no increase in the sewer utility rate.

The only change proposed by staff to the Budget Committees' approved budget is increasing the Capital Outlay line in the Street Fund, Water Fund and Wastewater Fund by a total of \$53,820, due to the delay in production of the public works vehicles carrying over into next year. The Loan Proceeds line will increase by the same amount, therefore not changing the ending balance.

### Attachments:

- a. Resolution 20-R-1185 Adopt Budget

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1185**

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2020-21 FISCAL YEAR AND TO CATEGORIZE THE LEVY.

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2020-21 in the sum of \$27,440,329 now on file at the Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below, are hereby appropriated as follows:

<b>GENERAL FUND</b>		
Judicial	\$45,588	
Finance and Administration	520,668	
Police	2,798,605	
Fire	319,421	
Planning & Building	339,333	
Parks & Recreation	383,211	
Finance & Human Resources	0	
Swimming Pool	113,064	
Non-Departmental	162,600	
Special Appropriations:		
Debt Service	156,777	
Transfers	555,500	
Contingency	640,645	
TOTAL GENERAL FUND APPROPRIATION		\$6,035,412
<b>STREET FUND</b>		
Streets Maintenance	584,589	
Special Appropriations:		
Debt Service	21,084	
Transfers	61,775	
Contingencies	158,002	
TOTAL STREET FUND APPROPRIATION		825,450
<b>WATER FUND</b>		
Water Distribution	614,904	
Water Treatment	527,744	
Special Appropriations:		
Debt Service	9,572	
Transfers	838,903	
Contingencies	186,877	
TOTAL WATER FUND APPROPRIATION		2,178,000
<b>WASTEWATER FUND</b>		
Wastewater Collection	820,533	
Wastewater Treatment	978,169	
Special Appropriations:		
Debt Service	9,572	
Transfers	1,551,447	
Contingencies	324,579	
TOTAL WASTEWATER FUND APPROPRIATION		3,684,300
<b>9-1-1 FUND</b>		
9-1-1 Division	108,900	
Special Appropriations:		
Debt Service	23,846	
Transfers	157,100	
Contingencies	104,854	
TOTAL 9-1-1 FUND APPROPRIATION		394,700
<b>TOURISM FUND</b>		
Tourism Division	81,840	
Special Appropriations:		
Transfers	15,360	
TOTAL TOURISM FUND APPROPRIATION		97,200

<b>AIRPORT FUND</b>		
Airport Division		403,600
<b>WATER LOAN FUND OECD</b>		
Debt Service		514,033
<b>STORM LOAN FUND</b>		
Debt Service		97,013
<b>WASTEWATER LOAN FUND</b>		
Debt Service		1,236,679
<b>TECHNOLOGY RESERVE FUND</b>		
Technology Program	57,000	
Special Appropriations:		
Transfers	50,200	
Contingencies	13,000	
TOTAL FUND APPROPRIATION		120,200
<b>CAPITAL PROJECTS RESERVE FUND</b>		
Park and Recreation Program	124,000	
Public Safety	100,000	
Special Appropriations:		
Capital Outlay	757,000	
TOTAL RESERVE FUND APPROPRIATION		981,000
<b>STREET SYSTEM REPLACEMENT FUND</b>		
Street Maintenance	687,086	
Special Appropriations:		
Transfers	4,914	
TOTAL STREET SRF FUND APPROPRIATIONS		692,000
<b>WATER SYSTEM REPLACEMENT FUND</b>		
Water System Maintenance	649,140	
Special Appropriations:		
Transfers	185,860	
TOTAL WATER SRF FUND APPROPRIATIONS		835,000
<b>WASTEWATER SYSTEM REPLACEMENT FUND</b>		
Wastewater System Maintenance	1,627,297	
Special Appropriations:		
Transfers	148,203	
TOTAL WASTEWATER SRF FUND APPROPRIATIONS		1,775,500
<b>STORMWATER SYSTEM REPLACEMENT FUND</b>		
Stormwater System Maintenance	645,994	
Special Appropriations:		
Transfers	55,006	
TOTAL STORMWATER SRF FUND APPROPRIATIONS		701,000
<b>STREET SYSTEM DEVELOPMENT FUND</b>		
Street Program		3,459,600
<b>WATER SYSTEM DEVELOPMENT FUND</b>		
Water System		171,000
<b>WASTEWATER COLLECTIONS SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		1,438,000
<b>PARKS &amp; REC SYSTEM DEVELOPMENT FUND</b>		
Parks and Recreation Program		70,200
<b>STORMWATER SYSTEM DEVELOPMENT FUND</b>		
Stormwater System		178,000
<b>WASTEWATER TREATMENT SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		0
<b>SPECIAL POLICE</b>		

K-9	40,600	
Safety City	10,600	
Police Reserves	16,700	
Police VIPS	100	
Range	2,600	
Grants Program	12,200	82,800
<b>HEALTH FAIR FUND</b>		
Health Fair Program	2,300	
Special Appropriations:		
Contingency		
TOTAL HEALTH FAIR FUND		2,300
<b>SPECIAL FIRE FUND</b>		
Fire Program		13,600
TOTAL CITY OF BROOKINGS APPROPRIATIONS		25,986,587
<b>RESERVED AMOUNTS</b>		
Water Loan Fund	331,026	
Wastewater Loan Fund	1,122,716	
		1,453,742
TOTAL ADOPTED BUDGET		<u><u>\$27,440,329</u></u>

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the district as follows:

<b>CATEGORIZING THE TAX</b>		
	General Government	Excluded from
		Limitation
General Fund	\$3.7630/1000	

ADOPTED by the City Council for the City of Brookings this 22nd of June, 2020.

\_\_\_\_\_  
Jake Pieper, Mayor

ATTEST by:

\_\_\_\_\_  
Janell K. Howard, City Recorder





# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 22, 2020

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Approve Water and Sewer Rates, and System Replacement Fees for 2020-21

Recommended Motion:

1. Adopt Resolution 20-R-1186, adopting Water rates for 2020-21.
2. Adopt Resolution 20-R-1187, adopting Sewer rates for 2020-21.
3. Adopt Resolution 20-R-1188, adopting System Replacement Fees for 2020-21.

Financial Impact:

The above rates are necessary to balance the budget as approved by the Budget Committee.

Background /Discussion:

The rate increases included in the attached resolutions are as approved by the Budget Committee.

There is no rate increase proposed for water, therefore a rate increase of 0.0% for water was approved by the budget committee.

There is no rate increase proposed for sewer, therefore a rate increase of 0.0% for sewer was approved by the budget committee.

System Replacement Fees (SRF) are adjusted by the CPI-U, which increased 1.5%. As a reminder, there is currently no Streets SRF, as it was eliminated due to voters approving a local fuel tax, effective July 1, 2015. The local fuel tax was renewed by voters in 2018.

Attachment(s):

Resolution 20-R-1186 Water Rates  
Resolution 20-R-1187 Sewer Rates  
Resolution 20-R-1188 System Replacement Fees

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1186**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS WATER SUPPLY SERVICES AND REPEALING RESOLUTION 19-R-1156.**

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that no increase is necessary to balance resources and requirements for 2020-21;

*NOW THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2020, the following rates, fees and charges are hereby adopted which remains the same as the 2019-20 rates:

Account setup/Administrative reconnect fee:      \$20.00 Nonrefundable

Monthly User Charges	Inside City Limits	\$12.76 Base Fee \$2.76 per 100 cu ft of usage
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	Outside City Limits	\$25.52 Base Fee \$5.52 per 100 cu ft of usage
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**Service Deposit**

High risk	\$	300.00
Medium risk	\$	200.00
Low Risk	\$	0.00

Temporary Construction Service	\$	90.00
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*(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$90)*

Non-occupant water usage	\$	40.00
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Res 20-R-1186, Water Rates

(14 calendar day maximum)

Vacation Turn – On	\$	35.00
-Outside City Limits	\$	45.00
Vacation Turn – Off	\$	35.00
-Outside City Limits	\$	45.00
Late Fee	\$	15.00
Shut off Fee	\$	35.00
After Hours Call Out Fee	\$	130.00
Meter Test	\$	52.00

BE IT FURTHER RESOLVED that Resolution 19-R-1156 is repealed in its entirety.

Passed by the City Council June 22, 2020, and made effective July 1, 2020.

Attest:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1187**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS SEWER SERVICES AND REPEALING RESOLUTION 19-R-1157.**

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee agree that no increase is necessary to balance resources and requirements for 2020-21;

*NOW THEREFORE BE IT RESOLVED* by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted, which remains the same as the 2019-20 rates:

Account setup/Administrative reconnect fee:      Included with water fee

Service deposit      Included with water deposit

Monthly user charges for:

Single family residential:      \$61.86

Multi-family residential:      \$61.86

Commercial      \$3.48 monthly service charge  
plus \$6.78/ccf of water use

Restaurants:      \$3.48 monthly service charge  
plus \$7.69/ccf of water use

Schools:      \$3.48 monthly service charge  
plus \$4.03/ccf of water use

Churches	\$3.48 monthly service charge plus \$3.91/ccf of water use
Industrial:	\$3.48 monthly service charge plus \$12.02/ccf of water use
Harbor Sanitary District:	As established by agreement

BE IT FURTHER RESOLVED that Resolution 19-R-1157 is repealed in its entirety.

Passed by the City Council June 22, 2020, and made effective July 1, 2020.

Attest:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1188**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES, REPEALING RESOLUTION 19-R-1158.**

**WHEREAS**, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

**WHEREAS**, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

**WHEREAS**, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March; and

**WHEREAS**, the CPI-U increased 1.5% from March 2019 to March 2020;

**NOW, THEREFORE, BE IT RESOLVED:** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2020, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<b><u>CHARGE</u></b>	<b><u>RATE</u></b>
Street System Replacement	\$0.00
Water System Replacement	\$3.22
Wastewater System Replacement	\$4.12
Stormwater System Replacement	\$4.49

**BE IT FURTHER RESOLVED** that Resolution 19-R-1158 is repealed in its entirety.

**PASSED** by the City Council June 22, 2020.

Attest:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 22, 2020

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

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Subject:

Approve Public Safety Fee for 2020-21

Recommended Motion:

- Adopt Resolution 20-R-1189, adopting Public Safety Fee for 2020-21.
- OR
- Request the City Manager to bring back a similar resolution in August.

Financial Impact:

Estimated revenue of \$120,000 is included in the 2020-2021 budget

Background /Discussion:

The budget committee discussed the addition of a Community Resource Officer at the budget workshops in February and March of this year. It was also presented in the proposed budget in May.

One of the primary duties of the Community Resource Officer is a homeless liaison that collaborates with community partners and stakeholders to provide initial outreach to homeless individuals and families throughout Brookings with the intent of pairing them with available housing and mental health resources. This officer is budgeted to be funded by a Public Safety fee, to be included on the utility bill of \$3.00 per connection/unit.

The implementation of the Public Safety Fee included in the attached resolution was also included in the budget approved by the Budget Committee.

Attachment(s):

Resolution 20-R-1189 Public Safety Fee

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1189**

**A RESOLUTION ADOPTING A PUBLIC SAFETY FEE**

**WHEREAS**, Chapter 1.10, Fees and Charges, of the Brookings Municipal Code provides for the establishment of a schedule of a Master Fee resolution for Administrative and other City services not otherwise defined by ordinance; and

**WHEREAS**, the collection of fees is necessary to recover the cost of providing such services through rates, fees and charges; and

**WHEREAS**, the collection of a reasonable fee is necessary to fund an additional officer in the Police Department designated as a Community Resource Officer whose primary purpose is as a homeless liaison that collaborates with community partners and stakeholders to provide initial outreach to homeless individuals and families throughout Brookings; and

**WHEREAS**, it is necessary to adjust and/or establish certain fees from time to time to recover the cost of providing services, and

**WHEREAS**, the full cost of an officer is estimated at \$120,000, and

**WHEREAS**, the estimated fee of \$3 per connection/unit will produce estimated annual revenue of \$120,000;

**NOW, THEREFORE, BE IT RESOLVED:** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2020, a Public Safety Fee of \$3.00 per connection/unit will be adopted, and shall be incorporated into the Master Fee Resolution.

**PASSED** by the City Council June 22, 2020.

Attest:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder



# City of Brookings

## URBAN RENEWAL AGENCY MEETING MINUTES

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

**Monday, May 11, 2020**

### **Call to Order**

Mayor Pieper called the meeting to order at 7:32 PM

### **Roll Call**

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Deputy Finance Director Lu Ehlers and Deputy Recorder Amber Nalls

Media Present: None

Others Present: Approximately 2 audience members

### **Consent Calendar**

Approve URA minutes for February 24, 2020

**Director Hedenskog moved, Director McKinney seconded, and Council voted unanimously to approve the Consent Calendar.**

### **Staff Reports**

*Audit Services Contract Extension*

Deputy Finance Director Lu Ehlers

**Director McKinney moved, Director Hodges seconded, and Council voted unanimously to authorize the City Manager to execute an amendment to the audit contract with Moss Adams LLP for a two-year extension.**

*Urban Renewal District Projects*

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

Discussion took place in regards to Capella Parking Lot- Azalea Park, Alder Street parking lot, Remaining infill sidewalks within the district (Hemlock, Spruce, Railroad Street), Downtown Way Finding Enhancements per Downtown Master Plan Update, Reinstatement of the Façade Program, City Hall Renovations, and Performing Arts or Community Recreation Centers with the UR District.

### **Adjournment**

Director Hedenskog moved, Director Hodges seconded and Council voted unanimously to adjourn the meeting at 7:49 PM.

Respectfully submitted:

ATTESTED:  
this                      day of                      , 2020:

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Jake Pieper, Mayor

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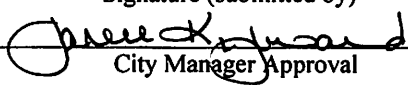
Janell K. Howard, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## AGENDA REPORT

Meeting Date: June 22, 2020

Originating Dept: Finance & Admin

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Hold Public Hearing and Approval of Appropriations for FY 2020-21 Budget.

Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 20-R-1190, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2020-21 fiscal year.

Financial Impact:

The fiscal year 2020-21 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$1,484,539.

Background /Discussion:

Oregon local budget law requires the Agency's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the Urban Renewal Agency can implement the 2020-21 budget and receive tax money necessary for operations, these resolutions must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachment:

Resolution 20-R-1190 Adopt Budget

**URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS**

**RESOLUTION 20-R-1190**

A RESOLUTION ADOPTING THE BUDGET FOR THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS, DECLARING TAX INCREMENT FUNDING AS PROVIDED UNDER SECTION 1C, Article IX OF THE OREGON CONSTITUTION AND ORS CHAPTER 457, AND MAKING APPROPRIATIONS FOR THE 2020-21 FISCAL YEAR.

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Brookings hereby adopts the budget for 2020-21 in the sum of \$1,484,539 now on file in the Office of the City Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2020, and for the

**GENERAL FUND**

Urban Renewal Program	924,539	
Special Appropriations:		
Transfers	130,000	
TOTAL GENERAL FUND APPROPRIATIONS		\$1,054,539

**DEBT SERVICE FUND**

Special Appropriations:		
Debt Service	130,000	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		130,000

TOTAL RESERVE AMOUNTS		300,000
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TOTAL ADOPTED BUDGET		<u>\$1,484,539</u>
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BE IT FURTHER RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 22nd day of June, 2020.

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Jake Pieper, Chair

ATTEST by:

\_\_\_\_\_  
Janell K. Howard, City Recorder