

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, March 28, 2022, 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. Reappoint Skip Watwood to Planning Commission [Pg. 1]
2. Red Cross Month Proclamation [Pg. 5]

#### **E. Scheduled Public Appearances**

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

1. ADAPT – Jerry O’Sullivan

#### **F. 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)

#### **G. Consent Calendar**

1. Approve City Council minutes for February 28, 2022 [Pg. 6]
2. Approve City Council minutes for March 7, 2022 [Pg. 8]
3. Accept Planning Commission minutes for February 1, 2022 [Pg. 9]
4. Accept Financials for February 2022 [Pg. 12]

#### **H. Informational Non-Action Items**

1. February Vouchers [Pg. 18]

#### **I. Remarks from Mayor and Councilors**

#### **J. 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 and at Chetco Community Public Library. 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.

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.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: March 28, 2022

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Reappointing Skip Watwood to the Planning Committee.

Recommended Motion:

Move to reappoint Skip Watwood to the Planning Committee in position number 5 to expire April 1, 2027.

Financial Impact:

None

Background/Discussion:

Skip Watwood has submitted an application for reappointment to the Planning Committee; The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application



## City of Brookings

898 Elk Drive, Brookings, OR 97415

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

[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: George B "Skip" Watwood III

Physical Address: 97050 Dodge Ave

Mailing Address: PO Box 6067, Brookings, OR, 97415

Email Address: skip@century21agate.com Phone: (541)661-1504

#### 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 checked="" 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 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 \_\_\_\_\_ 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? 21 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:

**I have 15 years experience working for general engineering contractors.s**

**I have previously been a licensed contractor in the state of Oregon for approximatley 10 years.**

**I have been a licensed Real Estate Broker in the State of Oregon since 2003**

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

**I have previously volunteered coaching & refereeing youth sports.**

**I have been a past TPAC member for the City of Brookings.**

**I have served on the Curry County Board of Realtors board of directors in multiple capacities including Treasurer and President.**

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


**I would like to see Brookings continue to be developed according to the comprehensive plan set forth by the former planning commssions and city councils.**

**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.

**George B "Skip" Watwood III**

Applicant (print name)

  
Applicant's Signature

*2-1-2022*

Date

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

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](mailto:lziemer@brookings.or.us)
- Budget Committee: 541-469-1123 - [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
- Parks and Recreation Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)

Tourism Promotion Advisory Committee: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)

# City of Brookings *Proclamation*

**WHEREAS,** In times of crisis, people in Brookings come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross Cascades Region volunteers and donors

**WHEREAS,** In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in Brookings, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially or learn vital life-preserving skills through the Red Cross.

**WHEREAS,** In the Cascades Region, serving Oregon and SW Washington, the contributions of more than 2,500 local Red Cross volunteers give hope to the most vulnerable in their darkest hours. The Red Cross does so by providing more than 1,600 emergency overnight shelter stays, along with food and comfort for families devastated by more than 680 local disasters, like home fires. Through the generosity of those donating more than 182,000 units of essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease. Or by supporting service members and veterans an average of eight times a day, along with their families and caregivers through the unique challenges of military life. And by helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid.

**WHEREAS,** Their work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

**NOW, THEREFORE,** that I, Ron Hedenskog, Mayor of the City of Brookings, do hereby proclaim the month of March 2022 to be

## *Red Cross Month*

I encourage all citizens of Brookings to reach out and support its humanitarian mission.

***In Witness Whereof,*** I, Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 28<sup>th</sup> day of March, 2022.

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Mayor Ron Hedenskog

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, February 28, 2022**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:01 PM

**Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Councilor Ed Schreiber, John McKinney; Councilor Morosky absent; a quorum present.

Staff present: City Manager Janell Howard, Public Works Director Tony Baron, Deputy Public Works Director Jay Trost and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: audience members

**Scheduled Public Appearances**

1. Bonnie Ell – Every Child Curry
2. Lee Finkel – Salmon Run Golf Course

**Consent Calendar**

1. Approve Council minutes for February 14, 2022
2. Accept Financials for January 2022

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

**Staff Reports**

**1. Parks and Recreation – Kidtown Playground**

*Staff report presented by Jay Trost*

**Councilor McKinney moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 22-R-1216 authorizing submission of a Local Government Grant application to the Oregon Parks and Recreation Department for Kidtown Playground replacement and improvement project.**

**2. Curry Transfer and Recycling Rate Increase**

*Staff report presented by Tony Baron*

**Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to approve a new rate schedule for Curry Transfer and Recycling (CTR) for refuse collection and recycling services per attached letter and exhibit, effective April 1, 2022.**

**3. 2021-2022 Street Paving Projects – Change Order**

*Staff report presented by Tony Baron*

**Councilor McKinney moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to sign Change Order #2 with Tidewater Contractors, to add the paving of Hemlock Street from Oak to Fern to the 2021-22 Street paving projects.**

#### **4. Legal Services Contract**

*Staff report presented by Janell Howard*

**Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to authorize the City Manager to enter into an agreement for legal services with Bullard Law.**

#### **5. Loan Agreement #OTIF-0057 with ODOT**

*Staff report presented by Janell Howard*

**Councilor Schreiber moved, Councilor Alcorn seconded, and Council voted unanimously to authorize the City Manager to sign Amendment #2 to Loan Agreement #OTIF-0057 with ODOT and related documents.**

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

None

#### **Adjournment**

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:00 PM

Respectfully submitted:

ATTESTED:  
this 28th day of March, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

# City of Brookings CITY COUNCIL SPECIAL MEETING MINUTES

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

**Monday, March 7, 2022**

## **Call to Order**

Mayor Hedenskog called the meeting to order at 4:00 PM

## **Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Councilor Ed Schreiber, John McKinney; Councilor Morosky absent; a quorum present.

Staff present: City Manager Janell Howard, Public Works Director Tony Baron, and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 0 audience members

## **Staff Reports**

### **1. Award Water Line Projects**

*Staff report presented by Tony Baron*

**Councilor McKinney moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to enter into an agreement with McLennan Excavation Inc. in the amount of \$1,114,000 for the Dodge, Memory, and Alder Street Water Line Project.**

## **Adjournment**

Mayor Hedenskog moved, Councilor Schreiber seconded and Council voted unanimously to adjourn the meeting at 4:05 PM

Respectfully submitted:

ATTESTED:

this 28th day of March, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

## **BROOKINGS PLANNING COMMISSION MINUTES**

**February 1, 2022**

### **CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:01 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

### **ROLL CALL**

Commissioners Present: Cody Coons, Skip Hunter (by phone), Clayton Malmberg, Skip Watwood, Chair Gerald Wulkowicz

Commissioners Absent: Anthony Bond, Bill Hamilton

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

Audience - 10

### **PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None**

### **PUBLIC HEARINGS**

- 4.1 In the matter of File No. CUP-2-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 386 Tanbark Road

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 was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-2-22, a request for a Conditional Use Permit to operate a short term rental at 386 Tanbark Road based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-2-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

- 4.2 In the matter of File No. CUP-3-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 734 First Street

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 7:12 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative, Holly Hatch, Paragon Property Management was present to answer any 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 discussed and deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. CUP-3-22, a request for a Conditional Use Permit to operate a short term rental at 734 First Street based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-3-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

4.3 In the matter of File No. CUP-4-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 1228 Hub Street

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 7:18 pm. PWDS Director Tony Baron reviewed the staff report. Neighbors written concerns were entered into the public record.

The applicant, Daryn Farmer, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:22 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. CUP-4-22, a request for a Conditional Use Permit to operate a short term rental at 1228 Hub Street based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-4-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

4.4 In the matter of File No. CUP-5-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 309 Memory Lane

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 7:26 pm. PWDS Director Tony Baron reviewed the staff report. Neighbors written concerns and applicants written response were entered into the public record.

The applicant, Ben Anderson, was present to answer any questions.

Dave Shough, 227 Memory Lane, Brookings spoke in regards to the letter submitted by neighbors requesting limited lighting and advised he thought the driveway did need lighting for safety.

No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:32 pm.

The Commission discussed and deliberated on the matter. Believe applicant addressed signage and lighting in his written response, no additional conditions of approval recommended. **Motion made by Commissioner Coons to approve File No. CUP-5-22, a request for a Conditional Use Permit to operate a short term rental at 309 Memory Lane based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-5-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

## **MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of January 4, 2022

**Motion made by Chair Wulkowicz to approve the Planning Commission minutes of January 4, 2022; motion seconded, with no further discussion by a 5-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES** – None

**REPORT FROM THE PLANNING STAFF** – PWDS Director Tony Baron provided information on complaints that have been received by the Police Department on Short Term Rentals advising that between 2016 and 2021 four complaints were received for loud disturbances, one for removal of the recycle bin and one by the property manager to remove a tenant.

**COMMISSION FINAL COMMENTS** – Commissioner Watwood questioned if there were any safety inspections required for short term rentals. PWDS Director Tony Baron advised they are required to have working smoke detectors, but no building safety inspections are required. Planning Commission requested he research if other municipalities require building safety inspections.

## **ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 7:44 pm.

Respectfully submitted,



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Gerald Wulkowicz, Brookings Planning Commission  
Approved at the March 1, 2022 meeting

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,507,011.00	13,854.77	3,286,411.50	220,599.50	93.7
LICENSES AND PERMITS	276,500.00	37,400.90	204,366.56	72,133.44	73.9
INTERGOVERNMENTAL	295,000.00	52,002.85	847,062.67	( 552,062.67)	287.1
CHARGES FOR SERVICES	318,500.00	40,534.56	311,784.54	6,715.46	97.9
OTHER REVENUE	122,500.00	37,730.66	113,466.35	9,033.65	92.6
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	5,114,759.00	181,523.74	4,763,091.62	351,667.38	93.1
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	3,018.34	22,919.38	10,758.62	68.1
MATERIAL AND SERVICES	12,850.00	327.14	2,898.49	9,951.51	22.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	46,528.00	3,345.48	25,817.87	20,710.13	55.5
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	29,643.14	243,763.35	124,138.65	66.3
MATERIAL AND SERVICES	155,000.00	4,857.86	79,447.60	75,552.40	51.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	522,902.00	34,501.00	323,210.95	199,691.05	61.8
POLICE:					
PERSONAL SERVICES	2,916,160.00	224,602.60	1,896,158.97	1,020,001.03	65.0
MATERIAL AND SERVICES	192,000.00	13,940.39	138,271.89	53,728.11	72.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	49,925.41	17,941.59	73.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,176,027.00	242,995.30	2,084,356.27	1,091,670.73	65.6
FIRE:					
PERSONAL SERVICES	229,448.00	17,959.49	151,703.66	77,744.34	66.1
MATERIAL AND SERVICES	103,000.00	5,289.43	67,926.82	35,073.18	66.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	30,579.01	.99	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	363,028.00	23,248.92	250,209.49	112,818.51	68.9

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	15,174.11	125,351.03	138,013.97	47.6
MATERIAL AND SERVICES	92,100.00	1,874.79	21,065.87	71,034.13	22.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	355,465.00	17,048.90	146,416.90	209,048.10	41.2
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	22,816.29	172,766.86	109,828.14	61.1
MATERIAL AND SERVICES	114,600.00	8,846.06	75,261.71	39,338.29	65.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	407,176.00	31,662.35	258,008.57	149,167.43	63.4
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	84,000.00	84,688.00	122,688.00	( 38,688.00)	146.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	84,000.00	84,688.00	122,688.00	( 38,688.00)	146.1
SWIMMING POOL:					
PERSONAL SERVICES	83,730.00	.00	67,935.72	15,794.28	81.1
MATERIAL AND SERVICES	49,100.00	13.52	41,922.54	7,177.46	85.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	132,830.00	13.52	109,858.26	22,971.74	82.7
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	168,600.00	5,892.98	57,490.19	111,109.81	34.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	555,350.00	.00	.00	555,350.00	.0
CONTINGENCIES AND RESERVES	656,853.00	.00	.00	656,853.00	.0
	1,380,803.00	5,892.98	57,490.19	1,323,312.81	4.2
	6,468,759.00	443,396.45	3,378,056.50	3,090,702.50	52.2
	( 1,354,000.00)	( 261,872.71)	1,385,035.12	( 2,739,035.12)	102.3

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	48,204.21	319,902.28	285,097.72	52.9
OTHER REVENUE	14,700.00	1,213.26	3,266.25	11,433.75	22.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>49,417.47</u>	<u>323,168.53</u>	<u>296,531.47</u>	<u>52.2</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	17,368.45	142,901.52	86,634.48	62.3
MATERIAL AND SERVICES	212,000.00	19,939.67	123,530.93	88,469.07	58.3
CAPITAL OUTLAY	187,940.00	.00	.00	187,940.00	.0
DEBT SERVICE	12,551.00	.00	8,038.90	4,512.10	64.1
TRANSFERS OUT	65,391.00	.00	.00	65,391.00	.0
CONTINGENCIES AND RESERVES	162,282.00	.00	.00	162,282.00	.0
	<u>869,700.00</u>	<u>37,308.12</u>	<u>274,471.35</u>	<u>595,228.65</u>	<u>31.6</u>
	<u>869,700.00</u>	<u>37,308.12</u>	<u>274,471.35</u>	<u>595,228.65</u>	<u>31.6</u>
	<u>( 250,000.00)</u>	<u>12,109.35</u>	<u>48,697.18</u>	<u>( 298,697.18)</u>	<u>19.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,815,000.00	128,779.86	1,216,646.43	598,353.57	67.0
OTHER INCOME	48,000.00	4,701.71	34,798.82	13,201.18	72.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,863,000.00</u>	<u>133,481.57</u>	<u>1,251,445.25</u>	<u>611,554.75</u>	<u>67.2</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	403,704.00	35,686.38	259,214.74	144,489.26	64.2
MATERIAL AND SERVICES	189,800.00	20,917.54	139,742.69	50,057.31	73.6
CAPITAL OUTLAY	50,000.00	1,553.10	14,789.37	35,210.63	29.6
DEBT SERVICE	6,793.00	551.00	6,792.76	.24	100.0
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>674,297.00</u>	<u>58,708.02</u>	<u>420,539.56</u>	<u>253,757.44</u>	<u>62.4</u>
WATER TREATMENT:					
PERSONAL SERVICES	27,603.00	2,216.16	18,343.34	9,259.66	66.5
MATERIAL AND SERVICES	511,869.00	39,628.64	308,596.72	203,272.28	60.3
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
TRANSFERS OUT	718,494.00	.00	.00	718,494.00	.0
CONTINGENCIES AND RESERVES	198,352.00	.00	.00	198,352.00	.0
	<u>1,468,703.00</u>	<u>41,844.80</u>	<u>329,324.55</u>	<u>1,139,378.45</u>	<u>22.4</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>2,143,000.00</u>	<u>100,552.82</u>	<u>749,864.11</u>	<u>1,393,135.89</u>	<u>35.0</u>
	<u>( 280,000.00)</u>	<u>32,928.75</u>	<u>501,581.14</u>	<u>( 781,581.14)</u>	<u>179.1</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,240,300.00	274,473.22	2,231,334.62	1,008,965.38	68.9
OTHER REVENUE	10,000.00	620.43	5,774.97	4,225.03	57.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,245,800.00</u>	<u>275,093.65</u>	<u>2,237,109.59</u>	<u>1,008,690.41</u>	<u>68.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	627,735.00	46,909.31	382,443.46	245,291.54	60.9
MATERIAL AND SERVICES	229,500.00	6,842.97	90,492.81	139,007.19	39.4
CAPITAL OUTLAY	15,000.00	.00	4,681.97	10,318.03	31.2
DEBT SERVICE	6,793.00	551.00	6,792.22	.78	100.0
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	<u>1,076,834.00</u>	<u>54,303.28</u>	<u>484,410.46</u>	<u>592,423.54</u>	<u>45.0</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	41,732.00	3,324.22	27,514.89	14,217.11	65.9
MATERIAL AND SERVICES	975,833.00	79,395.60	592,388.70	383,444.30	60.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
TRANSFERS OUT	1,357,525.00	.00	.00	1,357,525.00	.0
CONTINGENCIES AND RESERVES	315,991.00	.00	.00	315,991.00	.0
	<u>2,693,466.00</u>	<u>82,719.82</u>	<u>622,288.08</u>	<u>2,071,177.92</u>	<u>23.1</u>
	<u>3,770,300.00</u>	<u>137,023.10</u>	<u>1,106,698.54</u>	<u>2,663,601.46</u>	<u>29.4</u>
	<u>( 524,500.00)</u>	<u>138,070.55</u>	<u>1,130,411.05</u>	<u>( 1,654,911.05)</u>	<u>215.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	5,293.40	604,373.14	55,790.86	91.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	591.05	4,334.74	( 2,334.74)	216.7
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>5,884.45</u>	<u>608,707.88</u>	<u>53,456.12</u>	<u>91.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	.00	3,839.30	56,160.70	6.4
CAPITAL OUTLAY	1,332,164.00	25,000.00	25,000.00	1,307,164.00	1.9
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	130,000.00	.00	.00	130,000.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,522,164.00</u>	<u>25,000.00</u>	<u>28,839.30</u>	<u>1,493,324.70</u>	<u>1.9</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>1,522,164.00</u>	<u>25,000.00</u>	<u>28,839.30</u>	<u>1,493,324.70</u>	<u>1.9</u>
	<u>( 860,000.00)</u>	<u>( 19,115.55)</u>	<u>579,868.58</u>	<u>( 1,439,868.58)</u>	<u>67.4</u>

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/03/2022	87973	5876	Advanced Reporting LLC	25-00-2005	101.17
02/22	02/03/2022	87974	5908	Amazon Capital Services	10-00-2005	26.59
02/22	02/03/2022	87975	6130	Apex Fencing	10-00-2005	1,250.00
02/22	02/03/2022	87976	4939	BI- Mart Corporation	10-00-2005	78.93
02/22	02/03/2022	87977	5727	Blue Line K9 LLC	61-00-2005	10,500.00
02/22	02/03/2022	87978	6072	Salmon Run Golf Course	10-00-2005	84,688.00
02/22	02/03/2022	87979	313	Brookings Vol Firefighters	10-00-2005	2,250.00
02/22	02/03/2022	87980	715	Budge McHugh Supply	15-00-2005	3,703.30
02/22	02/03/2022	87981	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
02/22	02/03/2022	87982	5070	Canon Solutions America	10-00-2005	6.63
02/22	02/03/2022	87983	6031	Cascade Home Center	10-00-2005	970.17
02/22	02/03/2022	87984	5570	CDW Government LLC	10-00-2005	299.20
02/22	02/03/2022	87985	5822	Chaves Consulting Inc	49-00-2005	370.20
02/22	02/03/2022	87986	5952	Chetco Auto Marine & Industrial Supply	25-00-2005	346.44
02/22	02/03/2022	87987	3834	Clean Sweep Janitorial Service	25-00-2005	1,855.00
02/22	02/03/2022	87988	5827	Coastal Investments LLC	10-00-2005	1,130.00
02/22	02/03/2022	87989	1745	Coastal Paper & Supply, Inc	10-00-2005	246.70
02/22	02/03/2022	87990	4746	Curry County Treasurer	10-00-2005	320.00
02/22	02/03/2022	87991	317	DCBS - Fiscal Services	10-00-2005	357.36
02/22	02/03/2022	87992	1	William Hauer	20-00-2005	13.84
02/22	02/03/2022	87993	1	Marleen Randazzo	20-00-2005	29.41
02/22	02/03/2022	87994	5432	First Community Credit Union	25-00-2005	1,102.00
02/22	02/03/2022	87995	298	Freeman Rock, Inc	15-00-2005	398.13
02/22	02/03/2022	87996	6097	GP Energy	10-00-2005	2,993.90
02/22	02/03/2022	87997	5932	Harden Psychological Associates PC	10-00-2005	190.00
02/22	02/03/2022	87998	6030	Hartwick Automotive LLC	10-00-2005	1,673.30
02/22	02/03/2022	87999	4171	In-Motion Graphics	10-00-2005	30.00
02/22	02/03/2022	88000	328	Les Schwab Tire Center	10-00-2005	1,027.84
02/22	02/03/2022	88001	4741	M & J Glazebrook Construction	50-00-2005	10,103.57
02/22	02/03/2022	88002	6132	Magic With Hart Entertainment LLC	32-00-2005	1,250.00
02/22	02/03/2022	88003	4269	Gary Milliman	10-00-2005	300.00
02/22	02/03/2022	88004	685	Neilson Research Corporation	25-00-2005	1,795.50
02/22	02/03/2022	88005	4487	Net Assets Corporation	10-00-2005	444.00
02/22	02/03/2022	88006	4324	OGFOA	10-00-2005	340.00
02/22	02/03/2022	88007	5008	Online Information Services	10-00-2005	104.58
02/22	02/03/2022	88008	5155	Oregon Department of Revenue	10-00-2005	1,165.00
02/22	02/03/2022	88009	4	Wayne Walker	10-00-2005	343.50
02/22	02/03/2022	88010	322	Postmaster	25-00-2005	850.00
02/22	02/03/2022	88011	4105	Precision Eyecare PC	10-00-2005	50.00
02/22	02/03/2022	88012	207	Quill Corporation	10-00-2005	47.57
02/22	02/03/2022	88013	6102	South Coast Shopper	10-00-2005	182.00
02/22	02/03/2022	88014	380	Stadelman Electric Inc	10-00-2005	4,919.05
02/22	02/03/2022	88015	142	Tidewater Contractors Inc	51-00-2005	120,000.00
02/22	02/03/2022	88016	2863	Verizon Wireless	10-00-2005	670.54
02/22	02/03/2022	88017	861	Village Express Mail Center	10-00-2005	138.39
02/22	02/10/2022	88018	5876	Advanced Reporting LLC	10-00-2005	50.00
02/22	02/10/2022	88019	5908	Amazon Capital Services	49-00-2005	162.09
02/22	02/10/2022	88020	6130	Apex Fencing	10-00-2005	1,200.00
02/22	02/10/2022	88021	4734	Aramark Uniform Services	10-00-2005	90.00
02/22	02/10/2022	88022	2407	Blue Star Gas	10-00-2005	1.00
02/22	02/10/2022	88023	5070	Canon Solutions America	10-00-2005	46.16
02/22	02/10/2022	88024	6073	Carpenter Point S	10-00-2005	726.88
02/22	02/10/2022	88025	193	Central Equipment Co, Inc	10-00-2005	141.18

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/10/2022	88026	5939	Country Media Inc	52-00-2005	547.36
02/22	02/10/2022	88027	1620	Curry County Community Development	10-00-2005	165.00
02/22	02/10/2022	88028	259	Da-Tone Rock Products	15-00-2005	496.51
02/22	02/10/2022	88029	1	Donald Cathey	20-00-2005	94.90
02/22	02/10/2022	88030	1	Sai Lao	20-00-2005	101.45
02/22	02/10/2022	88031	6115	Douglas A Bergstrom, Ph.D.	10-00-2005	350.00
02/22	02/10/2022	88032	3342	Fastenal	25-00-2005	323.45
02/22	02/10/2022	88033	153	Ferrellgas	25-00-2005	1,212.05
02/22	02/10/2022	88034	139	Harbor Logging Supply	25-00-2005	85.21
02/22	02/10/2022	88035	6133	Michael Horgan	75-00-2005	25,000.00
02/22	02/10/2022	88036	4171	In-Motion Graphics	32-00-2005	2,025.00
02/22	02/10/2022	88037	4980	iSecure	10-00-2005	123.00
02/22	02/10/2022	88038	5858	Jacobs Engineering Group Inc	25-00-2005	116,266.82
02/22	02/10/2022	88039	5860	Lane Council of Governments	10-00-2005	1,200.64
02/22	02/10/2022	88040	6131	Middle Fork Construction LLC	50-00-2005	24,967.03
02/22	02/10/2022	88041	4443	Napa Auto Parts-Golder's	25-00-2005	438.76
02/22	02/10/2022	88042	685	Neilson Research Corporation	25-00-2005	727.20
02/22	02/10/2022	88043	329	New Hope Plumbing	50-00-2005	159.50
02/22	02/10/2022	88044	3159	NorthCoast Health Screening	10-00-2005	45.00
02/22	02/10/2022	88045	3789	Oak Street Health Care Center	10-00-2005	150.00
02/22	02/10/2022	88046	5886	Office Depot Inc	10-00-2005	38.48
02/22	02/10/2022	88047	3561	Oil Can Henry's	10-00-2005	304.00
02/22	02/10/2022	88048	279	One Call Concepts, Inc	25-00-2005	144.06
02/22	02/10/2022	88049	5230	Oregon Legislative Counsel	10-00-2005	925.00
02/22	02/10/2022	88050	4	Rachel George	10-00-2005	234.00
02/22	02/10/2022	88051	207	Quill Corporation	10-00-2005	731.13
02/22	02/10/2022	88052	3	Adam Briggs	20-00-2005	46.62
02/22	02/10/2022	88053	3	Dos Mil LLC	20-00-2005	87.11
02/22	02/10/2022	88054	380	Stadelman Electric Inc	10-00-2005	1,897.82
02/22	02/10/2022	88055	2125	State of OR Water Resources Dept	20-00-2005	790.00
02/22	02/10/2022	88056	956	Suiter's Paint & Body	10-00-2005	500.00
02/22	02/10/2022	88057	4542	Umpqua Bank	45-00-2005	9,774.31
02/22	02/10/2022	88058	2122	Cardmember Service	10-00-2005	5,314.19
02/22	02/10/2022	88059	169	Waste Connections Inc	25-00-2005	637.97
02/22	02/10/2022	88060	5992	Ziply Fiber	30-00-2005	332.12
02/22	02/17/2022	88061	5048	Brookings Harbor Medical Center	15-00-2005	150.00
02/22	02/17/2022	88062	3015	Charter Communications	30-00-2005	599.98
02/22	02/17/2022	88063	6135	City of Beaverton	61-00-2005	3,000.00
02/22	02/17/2022	88064	1620	Curry County Community Development	10-00-2005	110.00
02/22	02/17/2022	88065	1	J Trinidad Aguilar Leal	20-00-2005	300.00
02/22	02/17/2022	88066	1	Teira Barrera	20-00-2005	193.28
02/22	02/17/2022	88067	1	Cheryl Clines	20-00-2005	9.99
02/22	02/17/2022	88068	1	Brook Hendricks	20-00-2005	110.79
02/22	02/17/2022	88069	1	John & Hazel Rush	20-00-2005	200.00
02/22	02/17/2022	88070	5951	Executech Utah LLC	49-00-2005	30.65
02/22	02/17/2022	88071	2186	Ferguson Waterworks #3011	20-00-2005	1,358.10
02/22	02/17/2022	88072	6065	Local Government Law Group PC	10-00-2005	2,462.00
02/22	02/17/2022	88073	4105	Precision Eyecare PC	10-00-2005	200.00
02/22	02/17/2022	88074	207	Quill Corporation	10-00-2005	132.56
02/22	02/17/2022	88075	3	Donald McElfresh	20-00-2005	35.60
02/22	02/17/2022	88076	6134	Patrick Smith	10-00-2005	58.00
02/22	02/17/2022	88077	169	Waste Connections Inc	15-00-2005	769.81
02/22	02/17/2022	88078	5992	Ziply Fiber	25-00-2005	915.79
02/22	02/24/2022	88079	5908	Amazon Capital Services	49-00-2005	119.99
02/22	02/24/2022	88080	5048	Brookings Harbor Medical Center	25-00-2005	200.00
02/22	02/24/2022	88081	5070	Canon Solutions America	10-00-2005	266.85

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/24/2022	88082	259	Da-Tone Rock Products	20-00-2005	728.58
02/22	02/24/2022	88083	2640	Dyer Partnership, The	53-00-2005	53,063.44
02/22	02/24/2022	88084	6097	GP Energy	10-00-2005	3,477.94
02/22	02/24/2022	88085	4171	In-Motion Graphics	10-00-2005	9.00
02/22	02/24/2022	88086	4980	iSecure	10-00-2005	33.00
02/22	02/24/2022	88087	5447	John's Portable Welding	50-00-2005	412.50
02/22	02/24/2022	88088	329	New Hope Plumbing	10-00-2005	380.00
02/22	02/24/2022	88089	5886	Office Depot Inc	10-00-2005	37.64
02/22	02/24/2022	88090	4324	OGFOA	10-00-2005	340.00
02/22	02/24/2022	88091	2089	OVFA	10-00-2005	205.00
02/22	02/24/2022	88092	4105	Precision Eyecare PC	10-00-2005	50.00
02/22	02/24/2022	88093	4815	Platt	15-00-2005	7,201.62
02/22	02/24/2022	88094	3369	Schwabe Williamson & Wyatt PC	20-00-2005	12,985.50
02/22	02/24/2022	88095	6124	Silke Communications Solutions Inc	10-00-2005	212.47
02/22	02/24/2022	88096	6136	Western Display Fireworks LTD	32-00-2005	6,125.00
Grand Totals:						<u>554,483.22</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Summary