City Council Meeting Agenda

Monday, August 22, 2016, 7:00 PM

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

1. Call To Order

2. Pledge Of Allegiance

3. Roll Call

4. Oral Requests And Communications From The Audience

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

5. Staff Reports

   a. Mural At 654 Chetco Avenue

      Documents:

      MURAL CHETCO. CAR.PDF
      MURAL CHETCO.ATT.A.APPLICATION.PDF
      MURAL CHETCO.ATT.B.MAP.PDF

   b. Mural At 630 Fleet Street

      Documents:

      MURAL FLEET. CAR.PDF
      MURAL FLEET.ATT.A.APPLICATION.PDF
      MURAL FLEET.ATT.B.LOCATION IMAGE.PDF

   c. Sale Of Water To Wiley Swearingen

      Documents:

      SALE OF WATER. CAR.PDF
      SALE OF WATER.ATT.A.LETTER.PDF

   d. Management Compensation Plan

      Documents:

      MANAGEMENT COMP. CAR.PDF
      MANAGEMENT COMP.ATT.A.REVISIONS.PDF

   e. Strategic Plan Update

      Documents:

      STRAT PLAN. CAR.PDF
      STRAT PLAN.ATT.A.REDLINE.PDF

6. Consent Calendar

   - Approve Council minutes for August 8, 2016
   - Accept Public Art Committee minutes for July 13, 2016
   - Accept Bryan Tillung resignation from Planning Commission

- Reschedule September workshop to September 6

Documents:

1.8-8-16 CC MINUTES.PDF
2.7-13-16 PAC MINUTES.PDF
3.TILLUNG RESIGNATION 7-21-16.PDF

7. Remarks From Mayor And Councilors

8. Adjournment

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

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

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 22, 2016

Originating Dept: Parks

Signature (submitted by)

City Manager Approval

Subject: Mural at 654 Chetco Avenue

Recommended Motion: to approve a mural application at 654 Chetco Avenue.

Financial Impact: None

Approved by Finance & Human Resources Director: _____

Background/Discussion: The Public Art Committee (PAC) reviewed an application submitted by local artist Spencer Reynolds for a mural to be placed at 654 Chetco Avenue. PAC is forwarding its recommendation to Council for the approval of the mural application.

Attachment(s):

a. application
b. location map

M-2-16

RECEIVED
$78.00
AUG 02 2016
R#2.193203
CITY OF BROOKINGS

CITY OF BROOKINGS
Site Plan Committee/Public Art Committee

APPLICATION — Exterior Mural
FEE - $78

1. Proposed Mural Location

Address: 654 Chetco Avenue, Brookings

Tax Map & Lot Number: #41-13-06DA; Tax Lot 9400

2. Brief description of mural, including its artistic concept and theme

Ocean wave 75% of wall* done in Spencer's Style.
Semi Aquatic Signage 25% of wall*

*See Attached

Attach a scaled color rendering of the proposed artwork on a sheet no larger than 11" x 17" or a CD as a JPEG or PDF file with maximum resolution of 200 PPI. Also attach a photo or digital image of the building surface where the mural is to be applied.

3. Dates of Project

Planned start date of mural: August 22, 2016*

Planned completion date: September 19, 2016*
*weather dependent

4. Maintenance Program Details and Property Owner Information

By signing this agreement, the building owner acknowledges future responsibility for maintenance of the mural. If the mural is not maintained and falls into disrepair, the City will notify the owner in writing to make all necessary repairs (or repaint) within 60 days. If the repairs are not made in the specified time frame, the city reserves the right to repair or repaint over the mural at the owners expense as described in BMC 8.15.090 abatement procedures.

Name: Spencer & Stacey Reynolds

Address: 16754 Thompson Road spence@artandsurf.com

City/State/Zip: Brookings OR 97415

Phone – Work: 541-251-1495 Stacey's Cell Home: Cell: 503-504-2861 Spencer's Cell

5. Applicant, if other than property owner

Name: _____ Signature: _____

Address: _____

City/State/Zip: _____

Phone – Work: _____ Home: _____ Cell: _____

6. Artist information and Qualifications (If more than one artist, attach additional sheets)

Name: Spencer Reynolds

Address: 16754 Thompson Road

City/State/Zip: Brookings, OR 97415

Phone – Work: 503.504.2861 Home: _____ Cell: _____
Cell

7. Certification By Property Owner

The owner certifies that to the best of his/her knowledge all information provided in this application is true and complete.

Property Owner Name: _____

Property Owner Signature: _____ Date: _____

Note: Property owner's signature is required if applicant is not owner.

8. Artist Acknowledgement

By my signature below, I acknowledge that the mural will be under the ownership of the property owner. The mural may be replaced or repainted at the building owner's discretion.

Artist Signature: _____

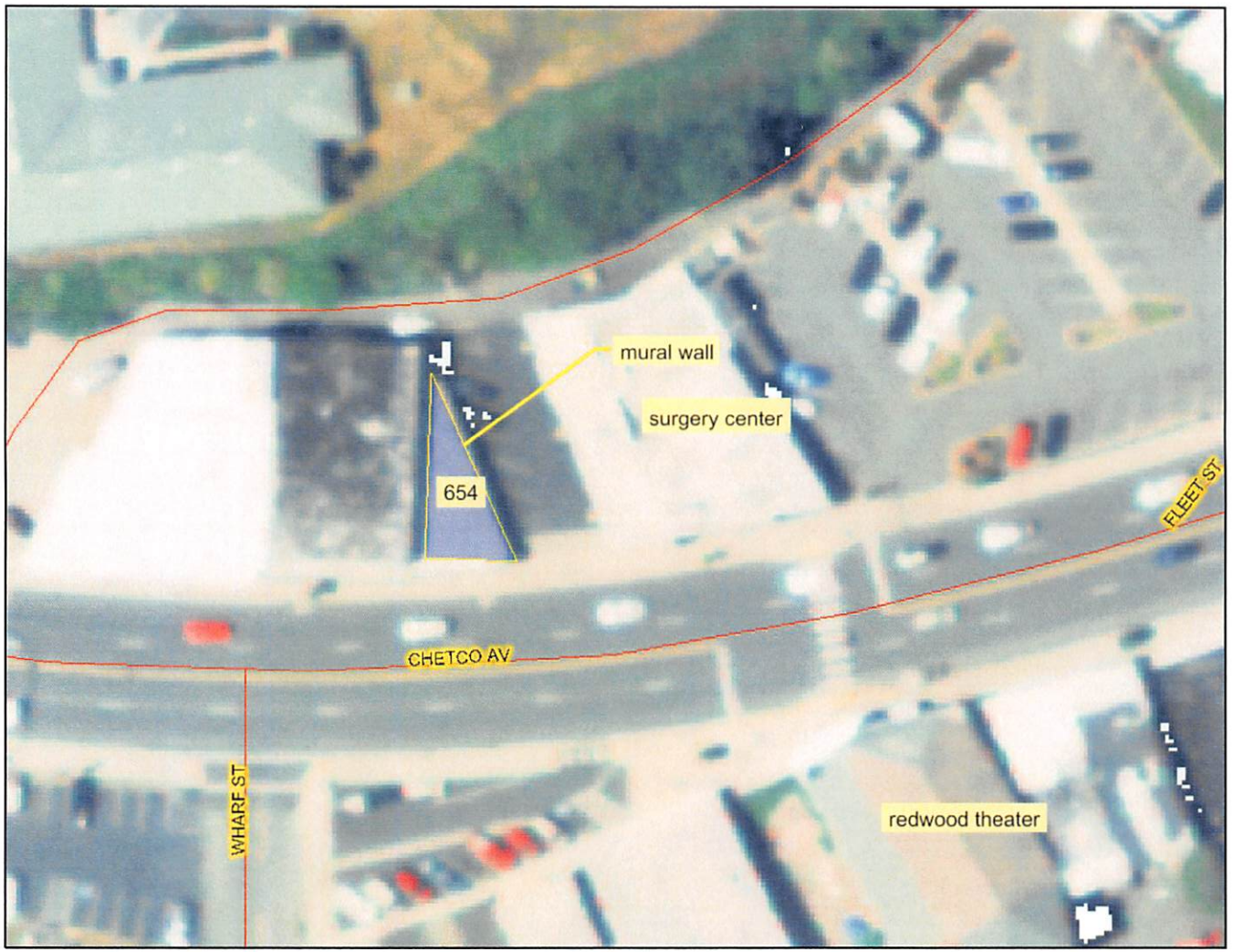
Date: 8/2/16

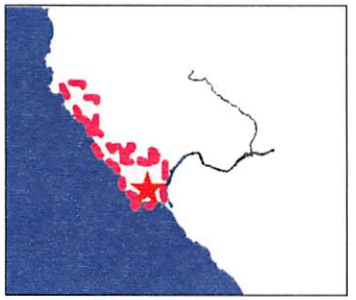
Return application with required attachments to:

City of Brookings
898 Elk Drive
Brookings, OR 97415

SEMI
AQUATIC

654 Mural





Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN

0 70 140 210 ft.

Map center: 42° 3' 9.2" N, 124° 16' 57.0" W

Scale: 1:737

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CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 22, 2016

Originating Dept: Parks

Signature (submitted by)

City Manager Approval

Subject: Mural at 630 Fleet Street

Recommended Motion: to approve an application submitted by artist Kathleen Kresa for a second mural at 630 Fleet Street.

Financial Impact: None

Approved by Finance & Human Resources Director: _____

Background/Discussion: The Public Art Committee (PAC) reviewed an application submitted by local artist Kathleen Kresa for a second mural to be placed at 630 Fleet Street. PAC denied the application based on the following criteria:

1. Location - a mural application is currently open for this address
2. Mural proposal is not culturally or scenically accurate or appropriate for Brookings

The PAC decision was appealed to the Planning Commission and the denial was overturned.

Attachment(s):

a. application
b. location image

CITY OF BROOKINGS
Site Plan Committee/Public Art Committee

APPLICATION — Exterior Mural
FEE - $77

1. Proposed Mural Location

Address: 630 FLEET ST BUILDING B BROOKINGS OR 97415

Tax Map & Lot Number: 4113 - 06DA - 10100 - 00

2. Brief description of mural, including its artistic concept and theme

16 X 20 FEET SURFER AS IN ATTACHED PICTURE EXCEPT SURFER WILL BE WEARING A WETSUIT, HIS FACE WILL BE CHANGED AND THE COLORS OF THE WAVE WILL HAVE MORE GREEN ADDED TO MATCH LOCAL WATER COLORS

Attach a scaled color rendering of the proposed artwork on a sheet no larger than 11" x 17" or a CD as a JPEG or PDF file with maximum resolution of 200 PPI. Also attach a photo or digital image of the building surface where the mural is to be applied.

3. Dates of Project

Planned start date of mural: IMMEDIATELY AFTER FUNDING IS RECEIVED FOR PANELS ~~$950.00~~

Planned completion date: 6 MOS FROM START DATE

see pg 2 for funds requested

4. Maintenance Program Details and Property Owner Information

By signing this agreement, the building owner acknowledges future responsibility for maintenance of the mural. If the mural is not maintained and falls into disrepair, the City will notify the owner in writing to make all necessary repairs (or repaint) within 60 days. If the repairs are not made in the specified time frame, the city reserves the right to repair or repaint over the mural at the owners expense as described in BMC 8.15.090 abatement procedures.

Name: Robert Lovell

Address: 630 FLEET ST PoBox 568 Brookings OR 97415

City/State/Zip: Brookings OR 97415

Phone – Work: 541 469 5131 Home: _____ Cell: _____

5. Applicant, if other than property owner

Name: KATHLEEN KRESA Signature: Kathleen A. Kresa

Address: 110 MORRISON

City/State/Zip: SMITH RIVER, CA 95567

Phone – Work: (707) 218-5529 Home: _____ Cell: _____

6. Artist information and Qualifications (If more than one artist, attach additional sheets)

Name: KATHLEEN KRESA

Address: SAME AS ABOVE

City/State/Zip: QUALIFICATIONS: HAVE COMPLETED APPROX 60 MURALS IN CRESCENT CITY, BROOKINGS HARBOR, AND SANTA CRUZ

Phone – Work: _____ Home: _____ Cell: _____

WEBSITE: WWW.kkmurals.faso.com

7. Certification By Property Owner

The owner certifies that to the best of his/her knowledge all information provided in this application is true and complete.

Property Owner Name: Robert Lovell

Property Owner Signature: [signature] Date: 10.20.15

Note: Property owner's signature is required if applicant is not owner.

8. Artist Acknowledgement

By my signature below, I acknowledge that the mural will be under the ownership of the property owner. The mural may be replaced or repainted at the building owner's discretion.

Artist Signature: Kathleen A. Kresa

Date: 10/27/15

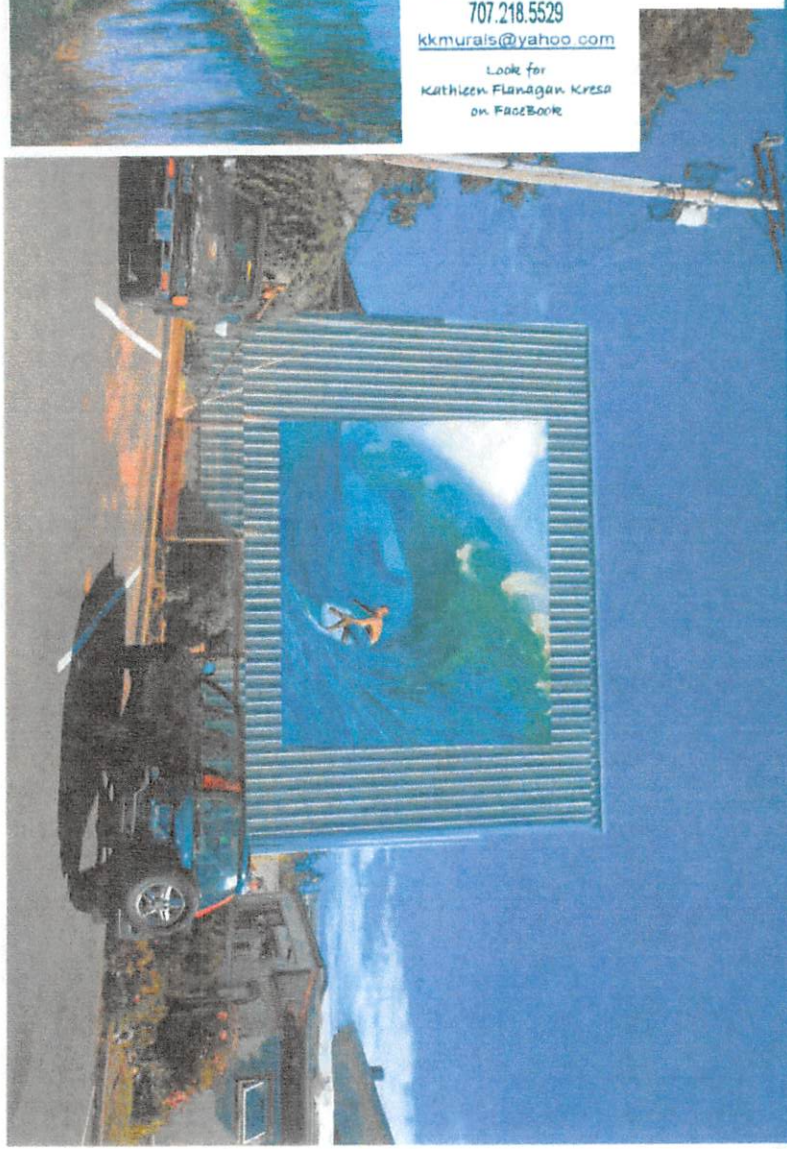
From: Kathleen Kresa
Sent: Thursday, November 12, 2015 5:07 PM
To: Lauri Ziemer
Subject: Cost breakdown for mural

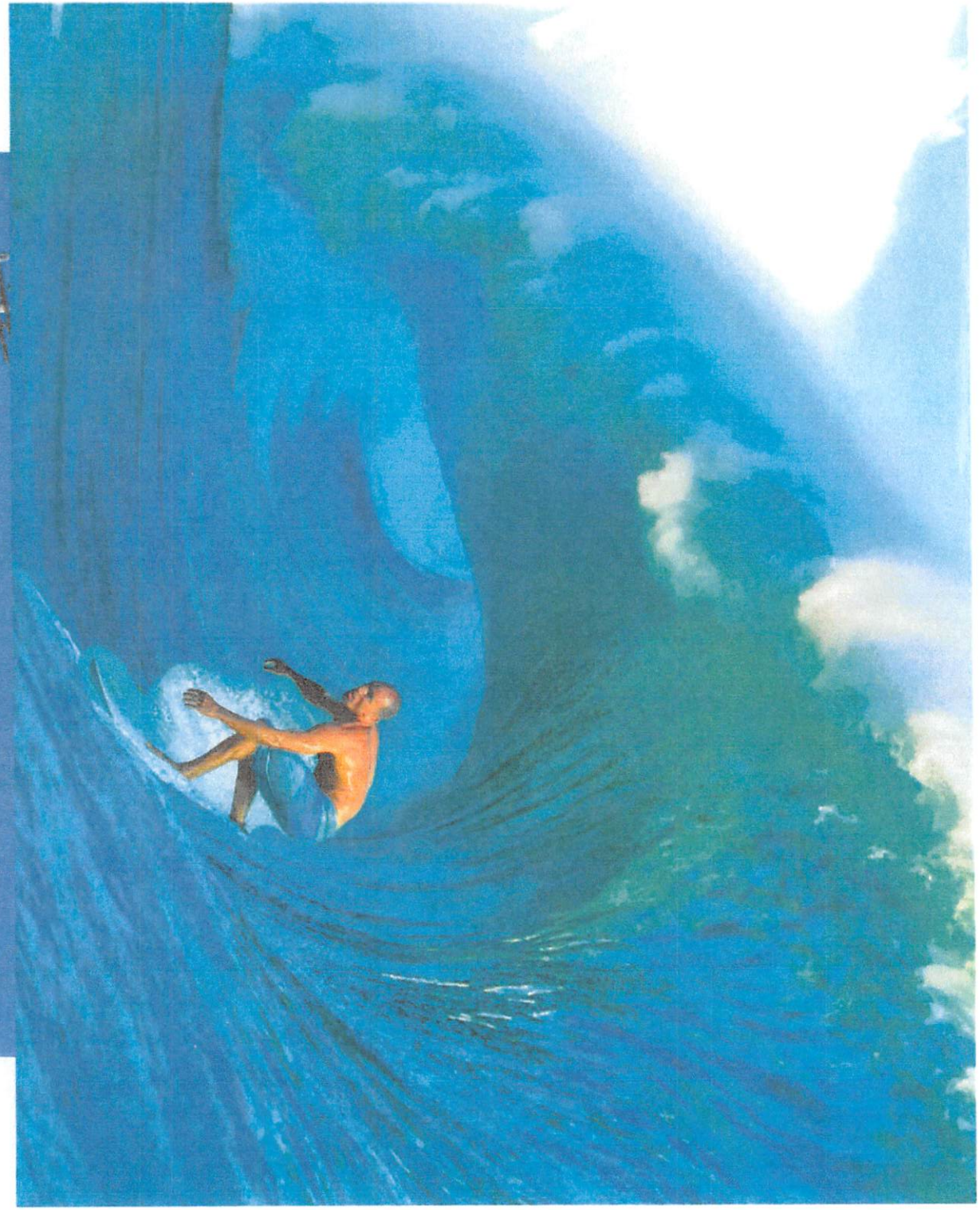
10 Epanels 8x4' @ $60 each	$600.00
Tax	46.50
Shipping	110.00
Brushes and supplies (paint and gloss coat to be donated by artist)	200.00
Total	$956.50

KKMurals

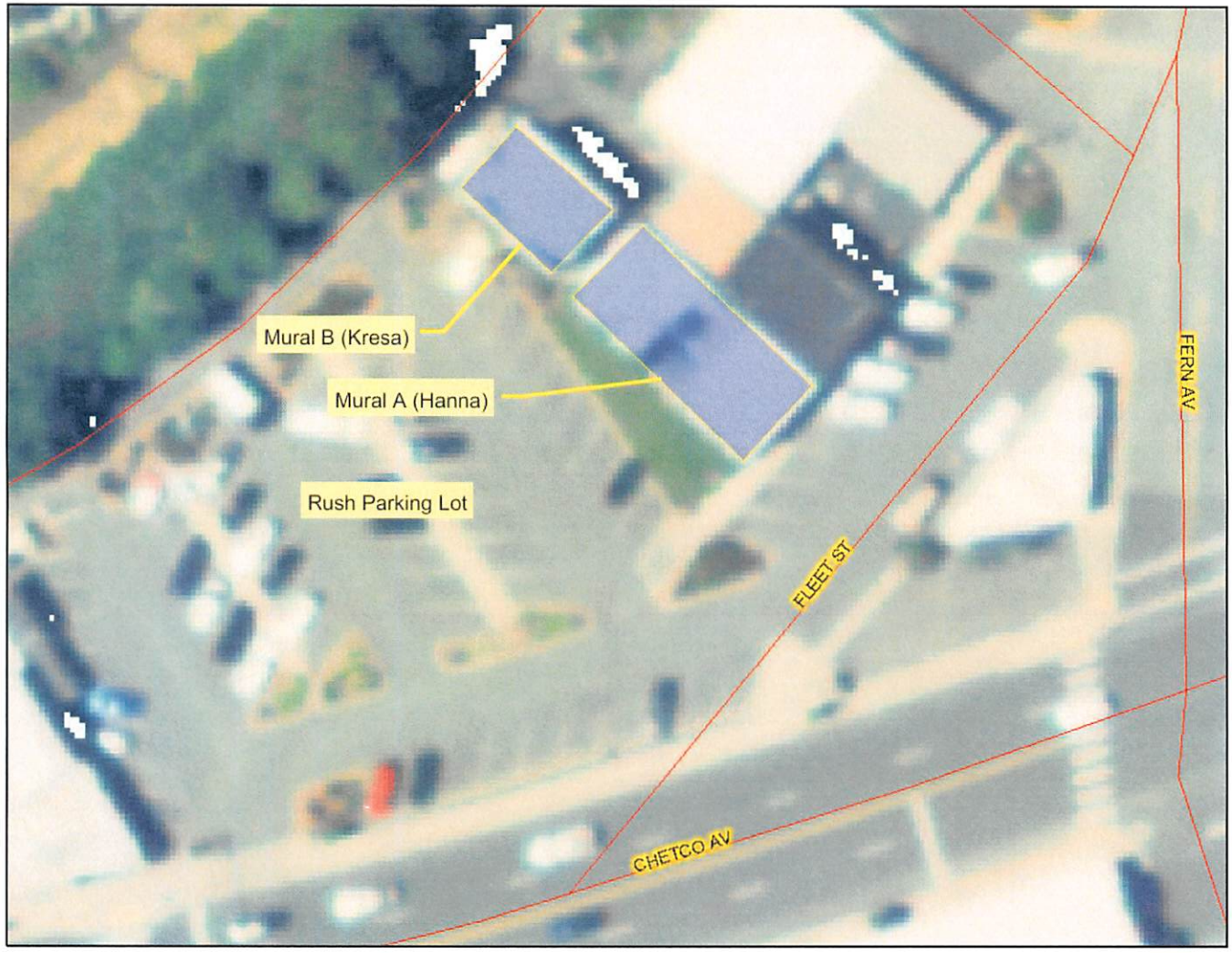
110 Morrison
Smith River, CA 95567
707.218.5529
kkmurals@yahoo.com

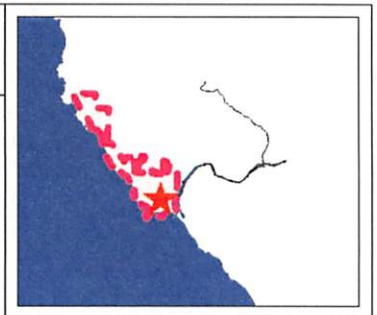
Look for
Kathleen Flanagan Kresa
on FaceBook





Kresa Mural Map





Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN

0 55 110 165 ft.

Map center: 42° 3' 10.14" N, 124° 16' 54.17" W

N

Scale: 1:590

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CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 22, 2016

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Sale of Water to Wiley Swearingen

Recommended Motion:

1) Motion to authorize City Manager to enter into an agreement to sell water to Wiley Swearingen.
2) Direction to staff on handling future water purchase requests.

:

Background/Discussion:

The City received a letter from Wiley Swearingen, 17676 Gardner Ridge Road, seeking to purchase water from the City.

In July 2015, the City Council adopted a Resolution acknowledging a drought emergency in Curry County and directing that all requests for water purchase from outside of the City's water service area be referred to Curry County, who is responsible for assisting drought victims. According to County Counsel John Huttl, the drought emergency declaration has not been renewed for 2016. Water flows in the Chetco River are higher than for the same period in 2015, although approaching voluntary conservation levels.

Management is seeking direction from the City Council as to whether each request for the purchase of water from the City should be reviewed by the City Council, or whether a new Resolution should be developed setting forth a process for City staff to act on such requests.

At this time, staff is recommending approval of the Swearingen request. If authorized by the City Council, staff will prepare a written agreement setting forth the water rates, procedure for securing water and hold harmless provisions.

Attachment(s):

a. Letter from Swearingen

8-5-16

RECEIVED

AUG 05 2016

CITY OF BROOKINGS

City of Brookings Water and Utilities

898 Elk Dr.

Brookings, OR 97415

Subject: Purchase water from City.

To whom it may concern,

My name is Wiley S. Swearingen. I own a 4.5 acre ranch with a small home and barn. Our ranch is located at 17676 Gardner Ridge Rd. During the hot, dry months late in summer, around August and September, our water suppy needs to be supplemented. We have 3 horses and dogs and cats, in addition to ourselves, my wife and I, that require water. We have a 7,000 gallon storage capacity. I would like to petition the City of Brookings to be able to buy water directly from the city and transport it home via a 500 gallon potable water container that fits in my truck bed. My 1 ton Ford truck is set up to handle heavy loads. This would help us greatly during the dry season.

I am aware that there is one outfit that hauls water in a potable water truck, and that is good. But it is very expensive and what if this truck is no longer available?

I request the ability to buy water directly from the city so that I have the option to haul my own water.

Respectfully,

Wiley S. Swearingen

17676 Gardner Ridge Rd.

Brookings, OR. 97415

602-721-9382

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 22, 2016

Originating Dept: City Manager

Signature (Submitted by)

City Manager Approval

Subject: Management Compensation Plan

Recommended Motion:
Motion to adopt the 2016 Management Compensation Plan.

Financial Impact:
All changes have been reflected in the City's budget.

Background/Discussion:
The City Council first adopted a "Management Compensation Plan" which provides for the compensation of management supervisory, exempt, confidential and non-represented employees in 2014. Prior to that time, the City applied the same basic employee benefit package and cost-of-living adjustments received by bargaining unit employees to this group of unrepresented employees, and applied some benefits through an "Employee Handbook." In 2014, the City removed compensation matters from the "Employee Handbook" which provides employment policies applicable to all employees, including bargaining unit employees.

An updated Management Compensation Plan is presented for Council consideration. Changes in this Plan (highlighted in red) from the 2014 Plan include:

1. Applies the 1.0 per cent annual salary COLA to this group of employees in the same manner that it is applied to bargaining unit employees.
2. Makes corrections to a variety of job titles and adds new job titles.
3. Eliminates the provision for utilizing market studies for determining compensation. This provision was never implemented.
4. Adds an education enhancement pay for Sergeants who obtained an Advanced Certificate issued by the Oregon Department of Safety Standards and Training.
5. Adjusts the employee share of health insurance premiums from 7.0 per cent to 10.0 per cent, which is consistent with bargaining unit agreements.
6. Makes minor changes in the provision of bereavement leave.
7. Clarifies that part time employees are not eligible for holiday pay or vacation pay.
8. Adds a new provision with respect to part time employee sick leave consistent with a change in Oregon law.
9. Revises the pay scale for Building Official in recognition of a change in duties and responsibilities upon the retirement of the current Building Official.

Attachment(s):

a. Management Compensation Plan

City of Brookings

Management Compensation Plan

(Management, Supervisory, Exempt, Confidential and Non-represented Employees)

Adopted by City Council – April 28, 2014

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Appendix A: Monthly Salary Range for Management

Section 1. The Management Team

1.1 Management Team

The City of Brookings's (City's) Management Team is comprised of the Executive Management Team, Middle Management and Supervisory Employees. The Management Team's job duties include: city governance and management of governmental accounting; budget; records management; public safety and law enforcement; public works including street construction, water treatment/distribution, wastewater treatment/collection, storm water and flood hazard; land use and urban planning; municipal code management; building code administration; website management; parks maintenance; human resources management; risk management and facilities management.

The City's Management Team is comprised of professional employees who have a number of years of experience working in their profession or in local government. At a minimum, most positions in the management team require a bachelor's degree or equivalent experience and training. These jobs are professional level positions that require specialized training, certification and/or extensive knowledge and experience.

1.2 Executive Management Team members report directly to the City Manager and include the Finance and Human Resource Director, Public Safety Director, and Public Works and Development Services Director~~, and City Recorder~~.

1.3 Middle Management Employees report to a Department Director and include the positions of Police Lieutenant, Building Official/Project Manager, Planning Manager, Management Analyst, GIS/EOC Coordinator, Parks and Technical Services Supervisor, Treatment Supervisor, Public Works Supervisor, Human Resources/Accountant, ~~and~~ Fire Operations Chief and City Recorder.

1.4 Supervisory Employees report to Middle Management employees and include the positions of Police Sergeant and Fire Captain.

1.5 Non-represented, Non-management Employees include the Payroll/Account Payable Specialist, ~~and~~ Public Works Administrative Assistant and Municipal Court Clerk.

This Plan shall not cover any position in a collective bargaining unit or anyone with an individual employment agreement.

Section 2. Management Compensation

2.1 Management Compensation Plan – Strategic Purpose

The purpose of having a written management compensation plan is to develop a compensation strategy that is tied to the mission and the goals of the City of Brookings (City) and the Strategic Plan. The compensation plan must be fair, legal, consistent, and understood by all. Having a written compensation plan should minimize the likelihood of inconsistencies, or perceived or real discrimination.

2.2 Compensation Philosophy

The City's management compensation program is designed to provide adequate pay for all management employees. The goal of the City's total management compensation program is to foster and reward performance and dedication, while at the same time attracting suitable candidates, when needed, to fill vacancies.

2.2.1 Principles

- Management pay ranges will be determined, in part, by using the market average for the appropriate labor market as a target. Individual pay within the range will be merit-based and performance-driven.
- Benefits will include adequate health insurance at a reasonable cost to employees, and other benefits that promote a comfortable, secure workforce and encourage dedication to the City.
- Incentives will include deferred compensation, health reimbursement arrangements, and paid time off.

2.2.2 Strategies

- Because the City's success is dependent on capable and dedicated employees, our compensation goals will strive to attract and retain individuals who share the mission and vision of the City.
- Our total compensation will be industry competitive and appeal to the type of professional employees we wish to attract and retain.
- We will adequately pay all management employees but we will reward those who go above and beyond in the furtherance of our mission.
- We will hold management employees accountable for the duties and responsibilities of their positions. Regular and meaningful evaluations will be conducted to gauge accomplishments and assess deficiencies.
- We will endeavor to provide benefits that offer the most value to, and are appreciated by, our employees.

- We will promote dedication by providing growth and development opportunities to employees at all levels.
- We will strive to cultivate and promote future management employees from within the organization whenever it is practicable to do so.
- We will embrace an organizational culture that rewards excellent service to the citizens of Brookings.

2.3 This compensation plan is NOT A CONTRACT. This plan and the salary and benefits outlined herein may be changed at anytime with approval of the City Council.

Section 3. Plan Structure

3.1 Salaries

Management pay is determined by the position, individual qualifications, and market comparisons. The City Manager sets the parameters of a salary range established for each position or position class. The City Council approves the salary ranges. All management employees receive pay in the form of monthly salary which will be within the approved minimum and maximum set for the position or position class.

3.2 Establishing Ranges

Each management employee's pay will be established on a scale that includes a minimum and maximum range for the position or position class. Ranges will be proposed by the City Manager~~, with average salaries for comparable positions in comparable cities (as determined by a wage study of the appropriate labor market) being considered a "target" point. The market will be surveyed not less than every three years. Factors to be considered in determining the range for each position or position class include:~~.

- ~~**Market Survey:** average minimum and maximum pay for comparable positions in comparable cities and cost of living changes~~
- ~~**Scope of the position:** duties and responsibilities, authority, liability, number of employees supervised, size and complexity of budget administered~~
- ~~**Total compensation value:** takes into consideration the comparability of total compensation and benefits.~~

The salary range for each position or position class may be adjusted by the City Manager not more than once each fiscal year and, generally, any change in either the minimum or maximum of the range shall not cause the range to deviate from the average minimum or maximum by more than 10%. Any changes to the salary ranges shall be brought to the City Council for approval in the form of a resolution setting forth the employee compensation plan.

3.3 New Positions

Any new management positions shall be brought before the City Council. The Council shall be provided a job description and proposed salary range for the new position and Council approval shall be required prior to filling the position. New positions that are designated as management positions will be covered under this Plan and shall be incorporated into the Plan in the first revision of the Plan following Council approval of the position.

3.4 Initial Placement on Salary Ranges

Management employees will be placed within the approved salary ranges for their position according to their qualifications, competencies, and the relative value of those qualifications and competencies to the position and to the City, as determined by the City Manager. Factors to be considered in determining individual pay within the established range include, but are not limited to:

- **Competency:** demonstrated level of relevant knowledge, skills and abilities and training
- **Credentials:** formal education degrees and certifications
- **Experience:** job performance and relevant work history in comparable position(s)
- **Responsibility:** authority, liability, or other responsibility not already considered in establishing the range for the position
- **Performance:** performance of the duties and responsibilities of the position as documented in an annual performance evaluation
- Any **other relevant factor**(s) that warrant consideration

Placement on the salary range shall be at the discretion of the City Manager, except that such decision shall not be arbitrary or discriminatory.

3.4.1 Initial Placement upon Promotion

In the event an employee is promoted from a non-management position to a management position, the employee shall be placed on the salary range for the new position in accordance with this plan. The employee's pay at the time of promotion, including any incentive pay, shall be considered when determining the initial placement on the salary range for the new position, but in all cases, no initial placement shall cause the manager's pay to fall outside of the approved salary range for that position or position class. Incentive pay received by a bargaining unit employee prior to promotion shall be considered in respect to competency, credentials, and experience as set forth above, but shall not be continued as incentive pay.

3.4.2 Advancement within Salary Range

Employees are eligible for advancement in their salary range upon completion of one year of employment and/or successful completion of the probationary period, whichever occurs first. Salary reviews occur annually on the anniversary of the first date of employment. If the anniversary date is the 15th of the month or earlier, the pay change shall be effective the first day of said month. If the anniversary date is the 16th of the month or later, the pay change shall be effective the first day of the following month.

3.5. Compensation

The City recognizes the value of an experienced and well trained management team. To enhance the City's ability to recruit and retain well qualified and high performing managers, the following compensation program is provided:

3.5.1 Salary Classifications

Classification	Position
NR	Public Works Administrative Assistant
NR	Payroll/Accounts Payable Specialist
NR	Municipal Court Clerk
~~EM~~MM	City Recorder
SE	Fire Captain
MM	Fire Operations Chief
MM	Human Resources/Accountant
MM	Planning Manager
MM	Parks and Technical Services Supervisor
MM	Treatment Supervisor
MM	Management Analyst
MM	GIS/EOC Coordinator
MM	Public Works Supervisor
SE	Police Sergeant
MM	Building Official/Project Manager
MM	Police Lieutenant
EM	Public Works and Development Director
EM	Finance and Human Resource Director
EM	Public Safety Director

Formatted Table

"EM = Executive Management Team
"MM" = Middle Management Employee
"SE" = Supervisory Employee
"NR" = Non-represented, Non-management Employee

Salary Ranges tied to the above classifications are contained in Appendix A.

Benefit accruals based upon seniority may be increased and/or an initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement as needed.

3.5.2 Education And Experience Enhancements

Education and experience enhancements shall only be provided when the listed education and/or experience criteria exceeds that which is included in the basic requirements for holding a position of employment. All enhancements must be approved by the City Manager before being implemented.

Management employees may receive additional compensation of 2.5 percent for each training, education and experience enhancement listed below, not to exceed 10 percent of base salary:

- Backflow Specialist Certificate
- Certified Municipal Clerk Certificate issued by the International Institute of Municipal Recorders.
- Licensed Land Surveyor
- Local Government Management Certificate issued by the League of Oregon Cities
- Oregon Municipal Auditors License
- Professional Finance Officer Certification issued by the Oregon Municipal Finance Officers Association
- Wastewater Treatment Certificate Grade IV
- Wastewater Collection Certificate Grade IV
- Water Treatment Certificate Grade III
- Water Distribution Certificate Grade III

Management employees may receive additional compensation of 5 percent for each training, education and experience enhancement listed below, not to exceed 15 percent of base salary:

- Advanced Certificate issued by the Oregon Department of Public Safety Standards and Training.
- American Institute of Certified Planners Certificate
- Certified Public Accountant
- Advanced Certificate issued by Oregon Dept. of Public Safety Standards and Training (Sergeants)
- Executive Management Certificate issued by Oregon Department of Public Safety Standards and Training
- Fire Protective Executive Certificate issued by the Oregon Department of Public Safety Standards and Training.
- Licensed Architect
- Masters degree from an accredited college or university in public administration, business administration, or field appropriate to job assignment and development

- Registered Civil Engineer

In no event shall a combination of additional compensation under A and B above exceed 15 per cent of base salary.

3.6 Performance Recognition

Management employees, who achieve the top step in salary grade and have been compensated in said grade for at least 24 months, shall be eligible for a performance recognition. A performance recognition is a lump sum payment of up to five percent (5.0%) of base salary. To qualify for a performance recognition, the City Manager shall consider factors including exceeding annual performance goals, completing major projects under budget, development of new techniques that result in greater efficiency and quality of service, keeping overall department annual expenditures to less than the budgeted amount, securing additional revenues through grants and other sources, and/or other special achievements. The payment of a performance recognition is subject to an annual budget appropriation by the City Council for this program. The City Manager will inform the City Council of the amount and criteria used for any and all performance recognition under this section.

3.7 Substantiation of Performance-Driven Pay Changes

Performance-driven pay changes will be based, in part, on the outcome of an annual performance evaluation. To qualify for any performance-driven pay increase, the management employee's final, annual performance evaluation score must be "above average" in all areas[1]. However, receiving above average scores alone shall not be an automatic basis for a pay increase. The City Manager shall be the sole grantor of pay changes for any manager, but the recommendation of the Department Director shall be considered prior to the City Manager making any pay changes. Any changes in pay must be justified in writing via the Personnel Action Form (PAF), and supported by the evaluation documentation.

3.8 Probationary Period

The probationary period is designed to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and, in the case of new employees, to determine whether the new position meets their expectations. ~~In some cases, probation of employees represented by a collective bargaining agreement is addressed in the agreements, in which case the provisions in the agreements control.~~

The length of the probationary period is the first 12 continuous months of employment. Periods of temporary employment do not count towards satisfying probationary requirements. When an employee is transferred or promoted, a new 12 month probationary period is required for that new position.

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For Public Safety employees

Employees may be placed on disciplinary probation as an alternative to termination in a final attempt to resolve problems with employees who appear to have the ability to become valuable employees to the City. Employees on disciplinary probation may be terminated at any time at the City's discretion in the same manner as new probationary employees, regardless of the length of the disciplinary probation period.

A probationary employee may be terminated at the discretion of the City at any time for any or no reason during the probationary period. Similarly, probationary employees may resign at any time without notice. Employees serving probationary periods as a result of transfer or promotion will be allowed to return to their former position or to a comparable position for which the employee is qualified, depending on the availability of the positions and the City's need, and if the employee is not otherwise terminated. A position is not considered available if it is or has been filled.

Probationary employees are not entitled to the full set of rights and privileges available to regular employees, except if the employee is probationary solely for purposes of transfer or promotion from another regular position. Specific exclusions vary depending on the benefit program and employment category. Probationary employees do not have the right to grieve termination, apply for personal leaves of absence, or receive educational assistance.

During any probationary period, the supervisor will observe the employee's performance. Prior to the end of the period a formal performance evaluation will be conducted by the supervisor recommending one of the following actions:

- Termination/return to previous position in accordance with this subsection
- Extension of probation
- Promotion to regular status

Any extension of probationary time must be established at the time of evaluation.

Section 4. Total Compensation Package

In addition to the pay outlined in Section 3, the total management compensation package will consist of other benefits as detailed below.

4.1 Additional Compensation

4.1.1 Retirement – PERS: The City will pay both the employer's and employee's contribution to the Public Employee Retirement System

4.1.2 Deferred Compensation: Management employees may participate in the City's deferred compensation "Section 457" program through participating vendors by having any or all monetary compensation contributed, pre-tax, into deferred compensation, subject to IRS rules.

At the discretion of the City Manager, management employees may receive as additional compensation a contribution by the City to their deferred compensation account. Such contributions may be one-time or ongoing, in recognition of exceptional performance or assuming additional duties.

4.1.3 Initial Benefit Bank: Benefit accruals based upon seniority may be increased and/or initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement.

4.1.4 Relocation Assistance At the sole discretion of the City Manager, relocation assistance may be negotiated during the job offer phase of hiring a new management employee from out of the area. Only those individuals who are relocating from more than 50 miles shall be eligible for relocation assistance, and the amount of the assistance benefit shall be limited to $5,000. The maximum amount of relocation assistance shall only be made available to an individual who relocates to within City limits or within the City's Urban Growth Boundary (UGB). The maximum amount of relocation assistance for a new management employee relocating to an area outside of City limits or City's UGB shall be $2,500. In the event a management employee receives relocation assistance and subsequently resigns from the position or is terminated for cause within two years of

receiving the assistance, the assistance benefit amount shall be refunded to the City on a prorated basis as follows:

Less than 6 months of service	100% refunded to City
6 months to 1 year of service	75% refunded to the City
1 year to 2 years of service	50% refunded to the City

Refunding of relocation assistance shall apply only in the event of a voluntary resignation or termination for cause. Additionally, if relocation assistance is provided to relocate within the City limits or the City's UGB and, within 2 years, the management employee subsequently moves outside the City limits or the City's UGB, but remains in their management position, the amount of relocation assistance paid beyond $2,500 shall be refunded to the City using the above pro rata scale. The management employee will be required to sign a relocation assistance agreement stipulating to this reimbursement arrangement as a condition of employment. Under certain circumstances, the City Manager may elect to not institute the reimbursement provision of this section of the Plan.

4.1.5 Health Insurance The City's health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. All regular and probationary employees are eligible to participate in the health insurance plan after a waiting period. Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

All health insurance become effective on the first of the month the employee is employed on the first day of the month (i.e. If employee starts on November 5th, insurance starts December 1st).

The City pays ~~93~~90% of the total premium (high deductible health plan (HDHP), dental, and vision), and the employee pays ~~7~~10%. ~~Effective June 30, 2014, the City will pay 90% of the total premium, and the employee will pay 10%.~~ In addition to the employer portion of the premium, the City will pay the amount of the respective deductible into each employee's Health Savings Account (HSA). Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee or dependent for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Other common events qualifying for COBRA are death of an employee, an employee's divorce or legal separation, or dependent children no longer meeting eligibility requirements.

Because COBRA applies to events and dependents not related to the employee's employment, it is the employee's responsibility to notify the Finance and Human Resources Director of any qualifying events.

Questions regarding COBRA and any other questions regarding the health insurance plans and eligibility should be directed to appropriate Finance and Human Resources Department personnel.

4.1.6 Life Insurance The City pays the premium for $20,000.00 of life and AD & D (Accidental Death and Dismemberment) at no cost to the employee with ~~no~~ an option ~~for~~ to purchase for dependents. Coverage begins on the first day of the month following hire date. Part-time employees are not eligible for life insurance coverage.

Eligible employees may participate in the life insurance and AD&D plans subject to all terms and conditions of the agreement between the City and the insurance carrier.

4.1.7 Bereavement Leave Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Immediate family member is defined as spouse, eligible domestic partner, child, parent, ~~spouse's or domestic partner's parent,~~ sister, brother, grandchild, ~~or~~ grandparent or spouse's or domestic partner's parent for the purpose of bereavement leave. Up to three (3) days of paid bereavement leave will be provided to employees working in regular, full-time~~, and part-time~~ positions, and who have successfully completed their initial probation period. Part-time employees (30 hours or more/week) will be on a prorated basis. Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary.

4.1.8 Compensatory Time (Overtime) Nonexempt employees not covered by a collective bargaining agreement are compensated for all hours worked over 40 in a work week. Compensatory time is paid at the rate of time and one-half. It may be accumulated or received as a cash payment. Compensatory time that has been accumulated may not be converted to cash without prior approval of the Department Director, and then only in those instances where there are sufficient funds to cover the additional cost. An employee may not accumulate more than 120 hours of compensatory time. All accumulated time in excess of 120 hours will be paid to the employee in the paycheck for that pay period. Regular breaks that are not taken cannot be used to accumulate compensatory time.

Compensatory time off must be arranged by mutual agreement between the employee and the Department Director.

4.1.9 Cell phone allowance A monthly stipend may be paid to management

employees who are required to be available by phone while away from the office or outside of business hours, in accordance with City policy. Management employees who elect to use a City-owned cell phone are not eligible for this stipend.

4.1.10 Use of Car At the sole discretion of the City Manager, the use of an assigned City vehicle may be negotiated for a management employee. Any such use shall be based solely on appropriateness for the position and subject to applicable I.R.S. rules.

4.1.11 Other Benefits for Police Employees The Public Safety Director, Police Lieutenant, and Police Sergeants may participate in the "gun buy" program, will be provided City-prescribed uniform and equipment including protective bullet resistant vest, and practice and duty ammunition.

Sergeants will receive miscellaneous benefits that other police officers receive based on their current Collective Bargaining Agreement (CBA). Examples include Boot Allowance, Bereavement Leave, K-9 Handler certification pay, and Language Differential Pay.

4.1.12 De minimus use of City resources De minimus use of City resources on a limited and occasional basis shall be considered part of the management employee's total salary and compensation. Examples of such use may include photocopiers, printers, computers, phones and other technology, provided such use does not violate the acceptable use policy. Additionally, except for items such as portable information technology (i.e., laptop, iPad, etc.) such use of City resources shall not include taking items off of City premises (i.e., this provision does not allow for taking tools or equipment home).

4.2 Paid Time Off

The City recognizes the importance of time away from work for personal lives, and believes management employees should receive paid time off for certain holidays, vacations, personal time, and for when they are unable to come to work due to illness or injury. To this end, management employees shall be granted time off under the following provisions.

4.2.1 Holidays The City grants paid holiday time off to all regular and probationary full time employees on the holidays listed below. Probationary employees must have been employed and due compensation by the City for at least the day prior to the holiday to receive the holiday as a paid holiday:

New Year's Day (January 1)	Labor Day (1st Monday in September)
Martin Luther King Birthday (3rd Monday in January)	Veterans Day (November 11)
President's Day (3rd Monday in February)	Thanksgiving Day (4th Thursday in November)

Memorial Day (~~3rd~~ Last Monday in May)	Day after Thanksgiving
Independence Day (July 4)	Christmas Day (December 25)

Part-time EEs are not eligible for holiday pay.

A holiday listed above that falls on a Saturday will be observed on the preceding Friday; and a holiday that falls on a Sunday will be observed on the following Monday. City Administrative offices will be closed on the listed holidays.

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Police Sergeants do not get paid holiday time off. In lieu of time off, ~~they have~~ 80 additional hours are included in their annual vacation accrual (as demonstrated in table 4.2.2.a.

4.2.2 Paid Vacation Regular employees are eligible for vacation based on the schedule below. However, vacation time is earned, but not compensated, until after completion of the twelve (12) month probation period. No vacation time will be authorized during the probationary period, unless specific arrangements have been made at the time of hire.

The purpose of vacation time is to allow employees to enjoy periods of time away from work and have time available for personal use. Vacation time is intended to provide time away from work for rest and recreation.

4.2.2.a. *Accrual Rates* Employees will accrue vacation at the following rate:

Completed Years of Continuous Service	Vacation Earned Non-Shift Work	Vacation Earned Shift Work (Sergeant)
1 - 4	112 hours	192 hours
5 - 9	136 hours	216 hours
10 - 14	160 hours	240 hours
15 - 19	184 hours	264 hours
20 +	216 hours	296 hours

Employees shall advance to the next bracketed vacation accrual rate at the completion of the specified number of years of service, i.e. an employee hired on March 1, 2004 would start accruing vacation at the 136 hour rate beginning March 1, 2009. However, no employee shall be eligible to take vacation leave or pay therefore prior to completion of twelve (12) months of service. Part-time employees (30 hours~~/~~ or ~~more~~ more/per week) shall be credited with prorata vacation credits based on the accrual of a full-time employee. Part-time employees with less than 30 hours/week are not eligible for vacation pay.

4.2.2.b. *Death or Termination.* Upon termination of a regular employee, said employee shall be paid for all earned but unused vacation time. In case of death,

compensation for accrued vacation leave shall be paid in the same manner that any salary due the decedent is paid.

4.2.2.c. *Accrual.* Employees shall be permitted and encouraged to take a portion of, or all of their vacation time depending upon service requirements as determined by the City, but no more than forty (40) hours more than can be earned in a one year period may be accrued at any time without prior approval of the Department Director and City Manager.

Vacation time cannot be banked and then never used; therefore, annual accrual cannot exceed a maximum of 480 hours at~~ the end of any fiscal year~~. Vacation benefits will not stop accruing once the maximum has been reached but hours in excess of 480 hours will be forfeited, unless otherwise approved by the City Manager. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation shall be accrued while the employee is on a leave of absence without pay.

Vacation may not be taken prior to being earned, however, exceptions may be made on a case by case basis by the Department Director and the Finance and Human Resources Director in extenuating circumstances (i.e. vacations planned during the probation period, prior to being hired). When a paid holiday falls within an employee's vacation, the holiday will not be deducted from the vacation balance.

Vacations must be taken at a time mutually agreed upon by the Department Director and employee.

Vacations may be taken only with the advance approval of the employee's immediate supervisor and Department Director.

4.2.2.d *Conversion of paid leave.* Employees may request payment up to 40 hours per occasion twice per fiscal year for accrued vacation. Employee must provide two weeks' notice. (Payment may include employee election towards HSA contribution per payroll forms).

4.2.3 Sick Leave

4.2.3.a *Accrual*. Full-time employees will earn eight (8) hours of sick leave with pay for each full month worked from date of hire. ~~Part-time employees shall accrue sick leave on a pro-rata basis.~~ A total of 960 hours of sick leave may be accrued by each employee. Upon termination of employment with the City, one-half of the employee's unused accrued sick leave hours will be converted to the Public Employees Retirement System (PERS) in accordance with PERS rules or its successor as determined by the State of Oregon. In addition, employees with twenty (20) years, or more, of continuous service with the City and who separate from City employment shall be compensated for one-quarter of their unused accrued sick leave at their base rate of pay at separation.

4.2.3.b *Utilization.* Sick leave with pay is intended to be utilized when employees are unable to work due to illness or off the job injury and to obtain dental, medical or vision care not covered by worker's compensation. Employees shall notify their supervisor of absence due to illness or injury as early as possible prior to the time they would otherwise report to work.

The City may require proof of the reason for utilization of sick leave, and may require a physician's verification after more than three (3) consecutive days.

4.2.3.c *Family Illness.* Sick leave of three days per occurrence may be used in the event of serious illness or injury to a member of the employee's immediate family living in the employee's household which requires the employee's presence to either care for or arrange for the care of said family member. The employee may request additional time providing the Department Director with a written request prior to taking said leave.

In the event of use of leaves in excess of three (3) days to care for family members under applicable medical leave law, the employee will first use all compensatory time, vacation time, and then sick leave. Employees with sick leave accumulation above 480 hours may use sick leave prior to other leaves first as long as the 300 hours accumulation is maintained.

4.2.3.d *Immediate Family.* For purpose of this Article, the employee's immediate family shall include the employee's spouse, domestic partner, children, parents, mother-in-law, father-in-law, brothers, sisters, grandparents or other dependents living in the employee's household.

4.2.3.e *Integration With Worker's Compensation.* When an employee must take time off from work as a result of an on the job injury or illness he shall receive compensation as scheduled by the City's worker's compensation benefit provider, and may supplement it with sick leave or vacation pay to equal regular take home pay. Such supplemental pay shall be deducted from the sick or vacation pay entitlement of the employee at the employee's choice. Employees must submit a copy of their worker's compensation pay stub to receive integration of compensation.

4.2.3.f *Sick Leave Without Pay.* Any full-time employee in need of an extended amount of time off due to illness or injury may apply for leave without pay for up to ninety (90) calendar days once all other accrued leave with pay has been depleted.

4.2.3.g *Transfer of Sick Leave*. Employees who have exhausted all accrued leave benefits may obtain sick leave from other City employees (with their written consent) if they require extended time off for an illness or injury. Only employees with more than 480 hours of accumulated sick leave may make contributions, and no employee may contribute more than 40 hours per year to any other employee. No employee can receive more than 240

hours of contributed sick leave in any one calendar year. Employees receiving leave transfers from other employees must provide written documentation from an attending physician that such leave is required.

4.2.3.h *Part-time Employees.* Part-time employees shall accrue sick leave based on Oregon's sick time law.

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4.3 Changes in Benefits Upon Moving to a Management Position

Management employees shall only receive benefits that are afforded to employees under this management compensation plan or approved City personnel policy. At any given time, an employee shall only have accrued time "on the books" that other employees in the same employee group accrue. When an employee changes from a bargaining unit position to a management position, accrued compensatory time and any leaves not also accrued in the new management position shall be paid out at the previous hourly rate at the time of the change and in accordance with the applicable bargaining agreement or policy. By way of example, a sworn employee in the police bargaining unit who changes to an exempt, management position shall have all accrued comp time and holiday leave bank time paid out upon changing positions because exempt management employees do not accrue comp time or holiday bank time. This provision shall apply to management employees appointed after adoption of this plan but shall not be applied retroactively to any current management employee.

4.4 Work Time / FLSA Exemption

Positions covered by this plan that are exempt under the Fair Labor Standards Act are not subject to, or eligible for overtime compensation for hours worked in excess of 40 in a week or any specific amount in a given day. Exempt management employees are paid on a monthly salary basis to perform the duties of their position and are not required, nor expected, to keep track of the number of hours they work. However, it is expected that exempt management employees will work sufficient hours to complete their job duties in a timely manner and that they will generally be available during working hours. Additionally, exempt management employees are expected to attend meetings, conferences and other functions appropriate to their work assignment, which may fall outside the typical Monday through Friday, 8 to 5 schedule.

Although exempt management employees are not required to keep track of their hours worked for the purpose of pay, they are required to keep track of their use of accrued or banked leaves. The general practice shall be that if the exempt employee is absent from work for more than a partial day, accrued or banked leave shall be used to account for all of the time away. It is understood that exempt management employees may, on occasion, trade time where appropriate, but this practice shall not result in an hour-for-hour trade of

all time worked beyond a 40-hour workweek and shall be done only infrequently and under exceptional circumstances.

Any non-exempt position covered under this plan shall be eligible for overtime or compensatory time in accordance with the Fair Labor Standards Act and state law. Non-exempt management employees must record all hours worked and leave taken on an approved timesheet.

Although allowed, management employees utilizing flex time will notify a Department Director and or Middle Manager of the specific time to be flexed. This requirement is to assure adequate coverage and scheduled tasks will be completed with limited or no impact to operations.

~~Section 5. Comparable Market Defined~~

~~The cities selected for the market comparison shall be determined at the time any market survey is done based on criteria set forth in this document. The "comps" may vary from year to year as a city may meet the criteria one year but not the next, or a city that did not meet the criteria one year may meet it the next.~~

~~5.1 Defining the Market~~ ~~The criteria for market comparables will be:~~

- ~~Six Oregon cities, three with populations above that of Brookings and three with a population less than Brookings;~~
- ~~Located outside a metropolitan area;~~
- ~~Median housing prices within 25% of Brookings's median housing prices at the time of the survey;~~
- ~~Other units of government in the Brookings area or similarly sized special districts.~~

~~5.2 Additional Considerations~~

~~Additionally, the total compensation package, including monetary compensation and non-monetary benefits such as PERS contributions, health insurance premium sharing, and HSA contributions, should be considered in determining the relative comparability of the cities meeting the market comparables criteria.~~

~~Within the cities that meet all of the above criteria, only those positions that are legitimately analogous will be compared. Criteria to determine the comparability of positions will include, but not necessarily be limited to, the following:~~

- ~~Reporting structure (both up and down)~~
- ~~Scope of position as set forth in the position description~~
- ~~Department budget~~
- ~~Other criteria as described in ORS 243.746(4)~~

Appendix A

Monthly Salary Ranges for Management, Supervisory, Exempt, Confidential and non-represented Positions (proposed) effective July 1, ~~2014~~2016:

Grade	Classification	Position	From	To
7	NR	Municipal Court Clerk	2725	3649
~~B~~7	NR	Public Works Administrative Assistant	~~2619~~2725	~~3508~~3649
11	NR	Payroll/Accounts Payable Specialist	~~3151~~3215	~~4323~~4308
11	MM	GIS/EOC Coordinator	3215	4308
12	~~EM~~MM	City Recorder	~~3309~~3376	~~4434~~4523
13	SE	Fire Captain	3550	~~4757~~4758
14	MM	Fire Operations Chief	~~3648~~3722	~~4888~~4986
14	MM	Building Official	3722	4986
15	MM	Management Analyst	3986	5341
15	MM	Human Resources/Accountant	~~3909~~3986	~~5236~~5341
15	MM	Planning Manager	~~3909~~3986	~~5236~~5341
15	MM	Parks and Technical Services Supervisor	~~3909~~3986	~~5236~~5341
15	MM	Treatment Supervisor	~~3909~~3986	~~5236~~5341
15	MM	Public Works Supervisor	~~3909~~3986	~~5236~~5341
16	SE	Police Sergeant	~~4190~~4274	~~5615~~5728
~~17~~	~~MM~~	~~Building Official/Project Manager~~	~~4483~~	~~6006~~
18	MM	Police Lieutenant	~~4851~~4991	~~6502~~6633
20B	EM	Public Works and Development Director	~~5616~~5728	~~7526~~7677
20B	EM	Finance and Human Resource Director	~~5616~~5728	~~7526~~7677
20B	EM	Public Safety Director	~~5616~~5728	~~7526~~7677

"EM = Executive Management Team
"MM" = Middle Management Employee
"SE" = Supervisory Employee
"NR" = Non-represented, Non-management Employee

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 22, 2016

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Strategic Plan Update

Recommended Motion:
Motion to approve revised 2015-17 Strategic Plan

Financial Impact:
None.

Background/Discussion:
The City Council discussed an update to the City Strategic Plan at its workshop of August 2. Staff has reviewed notes from that meeting and is recommending the adoption of a revised Short Term Strategic Plan. Attached are revisions indicated in red.

A number of action items have been completed and are proposed for deletion. It is recommended that some action items be moved to the Long Range Plan as it is infeasible to complete them within a 24-month period. There are several items that have been added as a result of Council comments.

Staff is also preparing a Strategic Plan summary document which will be submitted for Council review and approval.

The Strategic Plan is utilized by staff as a part of the budget development and priority-setting process.

Attachment(s):

a. Strategic Plan redline.

City of Brookings 2015-17 Strategic Plan - Short Term (24 months)

GOAL 1: *An Effective, Responsive, Ethical City Government That Is Fiscally Sustainable.*

Objectives		Action Items		Resp Party	Status/Notes
1	Sufficient revenue to sustain City services at appropriate levels.	1.1	~~Review/update s~~ Storm water fees.	PWD/FHD	~~Master plan update; budgeted - in progress~~ Need Council direction
		1.2	~~Maximize non-City revenue resources to pay for services provided to unincorporated area.~~	~~FHD~~	
		1.3	Encourage new private investment in the community	CM	Working to improve community services (i.e,. health care) before developing marketing strategy
		1.4	Maintain General Fund reserve at 5 percent of operating budget.	BC	Included in ~~2014-15~~ 2016-17 budget
		1.5	Conduct conservation improvements at water and wastewater plants.	PWD	~~Baseline energy use documented; improvement implemented. Further improvements would be to replace old equipment.~~ Completed
		1.6	Significantly reduce vehicle fuel consumption.	PWD	Purchasing the most fuel efficient vehicles possible; reducing travel through combination of carpooling and on-line/in-house trainings
		1.7	Balanced revenue system that recognizes demands on City services by residents, businesses and visitors.	~~PWD~~ FHD	Reauthorize Fuel Tax. Enact Recreational Marijuana Tax.
		1.8	Assure internal consistency and efficiency.	~~PWD~~ CM	
		1.9	Re-enact Fuel Tax	CM/CR	Deadline for ballot: March 8, 2018 ; Info video in progress
2	Stable, effective and accountable management. Sustain positive workplace environment and employee morale.	2.1	Provide competitive employee compensation through a merit-based system.	CM/CC	Next compensation review in 2017
		2.2	Succession planning	~~PWD~~ CM	
			Complete infrastructure GIS project	PWD	GIS framework complete; adding new information as it comes in
			~~Implement alternative energy program~~	~~PWD~~	
			Develop plan for recruiting and sustaining volunteers	PWD	Assigned to Parks Supervisor
3		3.1	Keep project scope scalable; use informal process; utilize local contractors	PWD	Ongoing

GOAL 2: *A Safe Community*

Objectives		Action Items		Resp Party	Status/Notes
1	Adequately staff, equipped and housed police/fire departments.	1.1	Grant application for seismic retrofit in progress	CM/CC	~~Grant application for seismic retrofit in progress~~
2	Provide clean drinking water and compliant waste water treatment.			PWD	Goal achieved
3	Improve community health care.	3.1	Establish Emergency Department at Brookings clinic.	CM	State authorized/ $1.0 million needed by CHN to open
4	Improve personal/family preparedness.	~~4.1~~	~~Promote "Map your Neighborhood" preparedness program.~~	~~PSD~~	~~Several neighborhood meetings held; little public interest.~~
5	Maintain streets in safe/serviceable condition.	5.1	Allocate $250,000 annually for street reconstruction and major maintenance.	BC	Annual program. $282,000 in fuel tax revenues
		5.2	Improve pedestrian/vehicle safety; replace hazardous storm drain grate; make pedestrian facilities more accessible.	PWD	~~ODOT signage request; work w/Vision Council;~~ TSP update underway; N. Chetco sidewalk application, Easy Street
		5.3	Develop multi-year street/sidewalk improvement plan to include developing bicycle plan & pursuing funding for improvements.	PWD	Bicycle Plan Adopted - Harris/Dawson Project completed 2015; more grants in progress. TSP update underway; includes bike amenities.
		5.4	~~Develop bicycle plan & pursue funding for improvements.~~	~~PWD~~	~~Bicycle Plan Adopted - Harris/Dawson Project completed 2015; more grants in progress. TSP update underway; includes bike amenities.~~
		5.5	Curb cut at Port office	PWD	Fall 2016
		5.6	Pacific Avenue sidewalk (Move to Long term)	PWD	
6	Improve pedestrian safety				
7	A disaster resilient community	7.1	Pursue resilience projects	CM/PSD	System improvements to EOC

GOAL 3: *Influence Economic Growth / Improve Quality of Life*

Objectives		Action Items		Resp Party	Status/Notes
1	Establish pro-growth policy	1.1	Develop business and resident attraction program.	CM	Video library promoting City on website, YouTube and Facebook. In-house distribution of packets

KEY: BC=Budget Comm. BLD=Bldg. Ofc. CA=City Atty. CC=City Council CM=City Mgr. FHD=Fin. HR Dir.
PM=Planning Mgr. PTS=Parks Tech Svcs. Sup. PSD=Police Safety Dir. PWD=Public Works Dev. Dir. YELLOW CELLS=Move to long range plan?

City of Brookings 2015-17 Strategic Plan - Short Term (24 months)

GOAL 3: *Influence Economic Growth / Improve Quality of Life (Continued)*

Objectives		Action Items		Resp Party	Status/Notes
		1.2	Develop business retention strategy	CM	Create regional SOREDI type agency. Meet with key businesses.
2	Establish development policies and public improvements/standards that	2.1	Develop comprehensive plan for addressing wastewater I&I issue	PWD	Annual program to correct I & I; Projects in progress
		2.2	Prepare annexation pros/cons and fiscal analysis.	CM	Completed; Portland State report
		2.3	Develop program to "cash out" DIA's.	PWD/FHD	~~Long term; requires substantial staff resources~~ Identify properties to be released
		2.4	Adopt ordinance to implement Downtown Master Plan 2002; Work with private interests to improve appearance of downtown through building & streetscape improvements	PM	~~Need further direction~~ Develop updated plan
		~~2.5~~	~~Implement a Main Street Program~~	~~CM~~	~~Efforts to gain merchant/owner interest unsuccessful~~
		~~2.6~~	~~Work with private interests to improve appearance of downtown through building & streetscape improvements~~ Added to 2.4	~~BLD~~	
		2.7	Develop UGB transition agreements with special districts.	PWD	Delayed by HSD; County not pursuing.
3	Improve quality of life, longevity, address chronic health issues	3.1	Establish 97415 zip code area as a Blue Zone	CM	New project; needs resources
4	Provide infrastructure to support economic growth.	~~4.1~~	~~Develop schedule to review/update infrastructure master plans and development standards; consolidate implementation plan for infrastructure; existing SDC credit inventory and exchange program.~~	~~PWD~~	~~SDC inventory added to GIS; exchange program deemed infeasible; Council to adopt exemption for all existing buildings~~
5	Complete approved capital projects in a timely and cost efficient manner.	5.1	Reconstruct uncompleted block of Hemlock Street (Move to Long term)	PWD	Plan/budget developed
		5.2	Complete Railroad reconstruction project	PWD	~~Plan being finalized~~ Construction scheduled for 2017
		5.3	Complete Airport Infrastructure project	PWD	~~In progress~~ Completion 2017
		5.4	Pursue pedestrian improvement funding: Hwy101 north of Lucky Lane	PWD	Tentatively approved by State for 2019
		5.5	Pursue State/Federal grants to fund economic development and infrastructure improvements	CM	
		5.6	Develop public restrooms in the downtown area (Move to Long term)	PWD	
6	Maintain and enhance quality of coastal experience.	6.1	Develop coastal access (Move to Long term)	PWD	Tanbark next candidate; need budget appropriation
7	Attract tourists to stop in downtown.	7.1	Landscaping along South Chetco	PWD/PTS	Obtained cost; not in budget.
		7.2	Improve downtown directional/parking signs	PWD/PTS	Need further direction
		7.3	Central Building historic landmark sign	PWD/PTS	Issues with ODOT approval
		7.4	Incentive program for downtown shops	PWD/BLD	Need further direction; workshop needed
		7.5	More bears	CM	~~Ongoing visits~~ Delete?
		~~7.6~~	~~Traffic study to improve parking downtown~~	~~PWD~~	~~Need budget and funding~~
		7.7	Limit retail commercial land supply to encourage retail infill & redevelopment to areas within existing UGB, especially downtown	PM	Implemented through current zoning
		7.8	Promote downtown public art	PWD	Public Art Committee active
		6.9	Develop RV parking along Frontage Road	PWD/PTS	TPAC/TSP; proposed Frontage budget 14-15; murals/weeding/flower baskets; ~~proposed blight policy~~
8	Conserve open space and protect natural, scenic resources and cultural and historic areas while providing for orderly growth and development.	8.1	Work with Curry County & Harbor Water District to develop alternatives to water withdrawals from Chetco River during late summer months	CM	
		~~8.2~~	~~Provide opportunities for public access to reduce crowding & overuse of any individual access point~~	~~PTS~~	
		~~8.3~~	~~Provide access signage to direct & clearly define State park boundaries.~~	~~PTS~~	
9	Provide additional recreational opportunities and facilities to include	~~9.1~~	~~Lighting at Stout Park~~	~~PWD/PTS~~	
		9.2	Reconfigure Azalea Park Athletic Fields	PWD/PTS	Plan/budget completed. In progress.
		9.3	Install restrooms at Chetco Point and Stout Parks	PWD/PTS	Plan/budget developed. Chetco Point budgeted 2016-17. Reconsider Stout Park.
		9.4	Develop Aquatics & Recreation Center (Move to Long Term)	PTS	Preliminary plan in progress

KEY: BC=Budget Comm. BLD=Bldg. Ofc. CA=City Atty. CC=City Council CM=City Mgr. FHD=Fin. HR Dir.
PM=Planning Mgr. PTS=Parks Tech Svcs. Sup. PSD=Police Safety Dir. PWD=Public Works Dev. Dir. YELLOW CELLS=Move to long range plan?

City of Brookings 2015-17 Strategic Plan - Short Term (24 months)

GOAL 3: *Influence Economic Growth / Improve Quality of Life (Continued)*

Objectives		Action Items		Resp Party	Status/Notes
		9.5	Develop Community Center (Move to Long term)	PTS	Develop Community Center
10	Implement policies and implementation items included under economic section of Comprehensive Plan.	~~10.1~~	~~Recognize/support Port Master Plan of Development; work with Port to develop land within its jurisdiction.~~	~~CM~~	~~Contact made with Port officials. No interest.~~
		10.2	Utilize zoning ordinance to provide commercial/industrial lands for development; Form organization to initiate, coordinate & help implement an industrial and employment expansion program; Develop an overall economic development plan	PM	~~EOA identified deficiency in size/number of commercial/industrial sites; adopted in Comp Plan (CP) Goal 9. Annexation/zone changes require CP compliance. Requests addressing deficiencies receive strong City support (i.e.,airport annexation satisfied deficiency by rezoning commercial to light industrial)~~
		10.3	~~Form organization to initiate, coordinate & help implement an industrial and employment expansion program~~ Added to 10.2	CM	CM has requested funding for staff to assist in developing
		10.4	Work with landowners to create larger development opportunity sites	CM	
		10.5	Encourage cottage industry/professional service home occupations	PM	Code adopted for cottage industries
		10.6	Provide development opportunities for senior housing ranging from single-family detached dwellings to nursing facilities.	PM	Code revised to include workforce housing (smaller, low rent housing) and nursing/assisted living housing as CUP in all residential zones.
		10.7	~~Develop an overall economic development plan~~ Added to 10.2	CM	

GOAL 4: *Effective Intergovernmental Relations*

Objectives		Action Items		Resp Party	Status/Notes
1	Influence regional, state, national policy on issues important to achieving City goals.			~~CC~~	
2	Secure grant funding.			~~CM/PWD~~	
3	Achieve City goals through strategic partnerships.			~~CC/CM~~	
4	Prepare for potential County fiscal failure.	4.1	Evaluate possible assumption of County services on cost recovery basis.	CM/FHD	Reviewed & identified as infeasible for Planning/Building. Provided Port District
		4.2	Complete UGB annexation study	CM	Contracted with PSU; study scheduled for November 2015

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City of Brookings
CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, August 8, 2016

Call to Order

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

Roll Call

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

Staff present: City Manager Gary Milliman, City Attorney Martha Rice, Public Works & Development Director LauraLee Snook, Planning Manager Donna Colby-Hanks, Parks Supervisor Tony Baron and City Recorder Teri Davis.

Others Present: Fifteen audience members.

Ceremonies/Appointments/Announcements

Yard of the Month

Mayor Hedenskog announced that the August Yard of the Month award recipients were Best Residential – Nina Bowman of 913 Timberline Drive and Best Commercial – True Elegance Antiques at 513 Chetco Avenue.

City Manager Gary Milliman said both properties were very nicely done.

Oral Requests and Communications from the audience

There were no requests to speak to Council regarding non-agenda items.

Staff Reports

Approve purchase of a new street sweeper

Public Works & Development Director Snook presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to approve the purchase of a Tymco 2016 street sweeper from Pac West Machinery.

Support for funds to restore Coastal Zone Management Grant

Planning Manager Colby-Hanks presented the staff report. Staff requested authorization to be included on a revised letter to Governor Brown supporting funds to restore the Coastal Zone Management Grants.

Councilor Triglia indicated he supports the letter but feels the funding source is incorrect.

Council Hodges moved, a second followed and Council voted unanimously to authorize the City of Brookings to be included on a letter to Governor Brown supporting funds to restore the Coastal Zone Management Grants.

Memorandum of Understanding with Brookings Harbor Garden Club

Parks Supervisor Tony Baron presented the staff report.

Council Pieper moved, a second followed and Council voted unanimously to authorize the Mayor to execute a new Memorandum of Understanding with the Brookings Harbor Garden Club with respect to City property landscape maintenance.

TPAC funding for Vet Fest

City Manager Gary Milliman presented the staff report.

Connie Hunter addressed Council. She provided an explanation of the event and promotional activities which have occurred to date.

Bill Farrell addressed Council. He explained the organizational make-up of the groups involved.

Council Triglia moved, a second followed and Council voted unanimously to authorize the City Manager to enter into an agreement with the Vietnam Veterans of America to provide $3,000 in Transient Occupancy Tax funds in the form of a $1,000 grant and a $2,000 advance to be repaid if sufficient funds are available in support of the Second Annual Vet Fest.

Park Fees Waiver

City Manager Gary Milliman presented the staff report.

Council Hodges moved, a second followed and Council voted unanimously to waive all park use and Capella use fees associated with Vet Fest II and with the special event honoring women veterans held on August 26 and 27 in Azalea Park.

Indian Home Agreement

City Manager Gary Milliman presented the staff report. Mr. Milliman advised that the agreement authorizes direct payment from U.S. Department of Health and Human Services Indian Health Services to the City of Brookings.

Council Hodges moved, a second followed and Council voted unanimously to execute letter agreement between U.S. Department of Health and Human Services, the Harbor Sanitary District, the Coquille Indian Tribe and the City concerning the furnishing of sewer service to residential parcel within the HSD boundaries and acceptance of SDC payment directly from DHHS Indian Health Services.

Blue Zones Agreement

City Manager Gary Milliman presented the staff report. Mr. Milliman indicated that the issue was brought to Council at the request of Councilor Triglia.

Council debated the costs and merits of the Blue Zone Demonstration Community designation.

Jean Soderman addressed Council to speak against the designation. She provided documents to be entered into public record.

Ellouise Carroll addressed Council to speak in favor of the designation.

Council Triglia moved, a second followed and Council voted three to two (3 to 2) with Councilors Triglia and Hodges and Mayor Hedenskog voting Yea and Councilors Hamilton and Pieper voting Nay to execute the Blue Zones Project commitment letter and prepare the letter for the Mayor's signature.

Notice to Harbor Sanitary District of New Rate Schedule

City Manager Gary Milliman presented the staff report. Resolution 16-R-1090 was added to the agenda with the new rate schedule included as Attachment A.

City Attorney Martha Rice advised that the City has the authority to set rates.

Council Pieper moved, a second followed and Council voted unanimously to adopt Resolution 16-R-1090 adopting the new rate schedule for the Harbor Sanitary District and directing the City Manager to notify the District of the changes.

Consent Calendar

1. Approve Council minutes for July 11, 2016
2. Approve Council minutes for July 25, 2016
3. Accept Parks and Recreation minutes for May 26, 2016
4. Accept TPAC minutes for June 16, 2016
5. Accept Planning Commission minutes for July 5, 2016

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar.

Informational Non-Action Items

1. July Invoices were made available for review

Remarks from Mayor and Councilors

Mayor Hedenskog spoke about his participation in the memorial service held last week for the victims of the Cal Or Life Flight Crash. He indicated it was the most emotional ceremony he had ever attended.

Councilor Hamilton said he was relieved to hear about the recovery of the third victim of the July 4 plane crash and hoped that the family could now move forward with healing.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:30 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2016:

_____
Ron Hedenskog, Mayor

_____
Teri Davis, City Recorder

CITY OF BROOKINGS
Public Art Committee – July 13, 2016

To inspire art through visual presence and community education.

Members present: Chair Judy May-Lopez, Scott Clapson, Jane Opiat
Also present: Tony Baron
Meeting called to order at 4:13 p.m.
Motion made, seconded, and approved PAC minutes for April 13, 2016.

Old Business:

Account Reminder – Balance $731.49

Mural/Art Updates:

Chetco Ave./Salon Dolce – mural is installed, have had a number of great comments that the mural looks great.

Fleet Street: Work in progress, project completed and up this summer.

Pilot Building Mural – Judy is checking if this is still a viable project – will report back.

Chalk Art Project: Date is set for Saturday, July 23rd, Stout Park. Jane and Judy will meet at 8:30am on 7/23 to set up the chalk area (measure off 3'square feet with dotted line). Lon Goddard will be playing music from 12noon to 2pm.

City Hall photographs: No action from Curry County Historical Society on photo possibilities.

Discussion on bear statue in pocket park.

Meeting adjourned.

Action Items:

Judy – Talk with Cindy Vosberg/Pilot on building mural installation
Check with Dan Nachel and Eldon Gossett on old historical photos for City Hall.

Next meeting: August 10, 4pm, City Council Chambers.

Respectfully submitted,

Judy May-Lopez, Committee Chair

Bryan Tillung
7173 Vista Ridge Drive
Brookings, OR 97415
541-254-1973
btillung@gmail.com

July 21, 2016

Ron Hedenskog
Mayor
Brookings City Council
898 Elk Drive
Brookings, OR 97415

Dear Mr. Hedenskog and Council:

Please accept this letter as notice of my resignation from my position #5 as Planner Commissioner. I am leaving my position effective on July 21, 2016.

Thank you for the opportunities you have provided me during my time with the Planning Commission. If I can be of any further assistance, please let me know.

Sincerely,

Bryan Tillung

Bryan Tillung

Cc: Donna Colby-Hanks, Planning Manager
Teri Davis, City Recorder / Elections Officer