City Council Meeting Agenda

Monday, October 24, 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. Scheduled Public Appearances

    1. Introduction of new employees

5. Public Hearings/Final Orders/Ordinances/Resolutions

    a. A Continued Public Hearing On File LDC-2-16 For Consideration Of Revisions To Allow Approval Of A One Room Bed And Breakfast With A Home Occupation Permit
    ADVANCE PACKET

    b. Ordinance 16-O-763 Amending Sub-Section C Of Brookings Municipal Code Section 9.10.345, Abusive Solicitation, Definitions
    ADVANCE PACKET

    c. Ordinance 16-O-764 Amending Sub-Section B-4 Of Brookings Municipal Code Section 5.10.050, Taxicabs, Operator Requirements
    ADVANCE PACKET

6. Oral Requests And Communications From The Audience

7. Staff Reports

    a. Support Letter For County/Health District Intergovernmental Agreement

    Documents:

    CHD IGA SUPPORT. CAR.PDF
    CHD IGA SUPPORT.ATT.A.DRAFT IGA.PDF
    CHD IGA.ATT.B.DRAFT LETTER.PDF

8. Consent Calendar

    1. Approve Council Minutes for October 10, 2016
    2. Accept TPAC Minutes for August 18, 2016
    3. Accept TPAC Minutes for August 26, 2016
    4. Cancel November 28 and December 26, 2016 City Council meetings
    5. Receive monthly financial report for October, 2016

    Documents:

    1.10-10-16 MINUTES.PDF
    2.8-18-16 TPAC MINUTES.PDF
    3.8-26-16 TPAC MINUTES.PDF
    5.OCTOBER FINANCIALS.PDF

9. Remarks From Mayor And Councilors

10. Adjournment

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

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

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 24, 2016

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Support Letter for County/Health District Intergovernmental Agreement

Recommended Motion:
Motion to authorize Mayor to execute a letter of support for the proposed Intergovernmental Agreement for Curry County Health District Capital Improvements.

Financial Impact:
No direct financial impact to the City; but significant impact to the local economy through job creation, capturing health care funds now escaping to California and overcoming major hurdle in attracting new residents.

Background/Discussion:
Mayor Hedenskog, Curry Commissioner David Brock Smith and Curry Health District (CHD) Administrator Virginia Razo have developed a proposal for an intergovernmental agreement between Curry County and CHD to provide the operating capital needed to support the opening of the Emergency Department (ED) at the Curry Medical Center (CMC) in Brookings.

The concept is that the County would authorize the use of up to $6.0 million of its $29.0 million County Road Fund reserve invested with the State Treasurer as a form of "line of credit" by CHD for specific purposes including capital improvement and opening the ED.

Construction to create an ED at CMC has been completed for some time, and CHD has delayed opening the facility due to a shortage of operating capital. Any funds used from the County Road Fund must be paid back, with interest, within five years.

Policy Considerations:
The City and CHD jointly funded the effort to secure a change in the Oregon Administrative Rules to provide a mechanism for establishing a stand-alone Emergency Department in Brookings. CHD has funded building modifications and equipment at CMC to accommodate the ED. All permits needed to proceed with opening the ED are reportedly now in place. CHD states that some $1.5 million is needed for to cover operating expenses (i.e. hiring staff, operations supplies and materials, etc) for a period of several weeks before revenues can be generated by the new ED operation. CHD does not have sufficient funds on hand to undertake the capitalization of these initial operating expenses.

Securing a functioning ED in Brookings is the major building block for economic development in Brookings. The City has established recruiting new residents as a cornerstone of its economic strategy. Realtors have advised the City that the number one hurdle to securing new investment

in housing and recruiting new residents is the lack of basic health care services in the community. The ED alone is anticipated to create 30+ family-wage jobs. Additionally, the ED will spur economic activity at the Brookings Airport by allowing air ambulance flights to operate at that facility. Cal Ore Life Flight has indicated that it would develop a new training and operations facility at the airport, creating an estimated 14 new jobs.

The use of inactive County funds would spur economic development and address a pressing health care need in the Brookings community.

Attachment(s):

a. County agenda report and draft IGA.
b. Draft letter.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

AGENDA ITEM TITLE: Discussion of InterFund Loan InterGovernmental Agreement (IGA)

AGENDA DATE[a]: 10-19-2016 **DEPARTMENT:** Commissioner **TIME NEEDED:** 20min

[a]Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)

CONTACT PERSON: Smith **PHONE/EXT:** 3260 **TODAY'S DATE:** 10-12-2016

BRIEF BACKGROUND OR NOTE[b]:

[b]Indicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: Agreement**

(1)
(2)

Are there originals in route (paper copies with pre-existing signatures) **Yes** ☐ **No** ☐

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? **Yes** ☐ **No** ☐
   (If Yes, brief detail)
2. Does this agenda item impact any other County department? **Yes** ☐ **No** ☐
   (If Yes, brief detail)
3. If Land Transaction, filed with the clerk? **Yes** ☐ **No** ☐ **N/A** ☐

INSTRUCTIONS ONCE SIGNED:

☐ No Additional Activity Required

OR

☐ File with County Clerk
☐ Send Printed Copy to:
☐ Email a Digital Copy to:
☐ Other

Name:
Address:
City/State/Zip:
Phone:
Email:

Due date to send: / /

[c]**Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** ☐ **No** ☐ **N/A** ☒
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses **Yes** ☐ **No** ☐
   Comment:
2. Confirmed Submitting Department's personnel-related materials **Yes** ☐ **No** ☐ **N/A** ☒
   Comment:
3. If job description, Salary Committee reviewed: **Yes** ☐ **No** ☐ **N/A** ☒
4. If hire order requires an UA, is it approved? **Yes** ☐ **No** ☐ **Pending** ☐ **N/A** ☒

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: **New Business**

LEGAL ASSESSMENT: Does this agenda item have a legal impact? **Yes** ☒ **No** ☐
(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** ☐ **No** ☐
Commissioner Thomas Huxley **Yes** ☐ **No** ☐
Commissioner David Brock Smith **Yes** ☒ **No** ☐
Not applicable to Sheriff's Department since they do not have a liaison ☐

INTERGOVERNMENTAL AGREEMENT
FOR CURRY COUNTY HEALTH DISTRICT CAPITAL IMPROVEMENTS

This Intergovernmental Agreement (IGA) is entered into between Curry County, a General Law County and Political Subdivision of the State of Oregon (County) and Curry Health Network, an Oregon Special District Local Government organized under ORS 440.305 to ORS 440.410 (District/ Health Network); (together: Parties).

PURPOSE

The purpose of this agreement is for Curry County to invest funds into the Curry Health Network to jointly finance capital equipment for services to residents and working capital for Curry Health Networks Emergency Department in Brookings, Oregon.

RECITALS

A. County, by and through the Curry County Roads Department currently administers the Curry County Roads Fund.
B. The Curry County Road Fund is restricted in its spending by statute for use on County Road Purposes.
C. Curry County Road Funds may be used for non-restricted uses so long as they are replenished.
D. As set forth below, the parties will replenish the Curry County Road Funds on the terms and conditions agreed hereto.
E. This agreement establishes a County Fund within the Local Government Investment Pool (LGIP) to be known as the Curry County Curry Health Network Capital Improvement Fund.
F. This agreement establishes inter-fund loans between the Curry County Road Capital Improvement Reserve Fund and the Curry County Curry Health Network Capital Improvement Fund.
G. This agreement establishes terms and conditions under which the loan from the Curry County Road Capital Improvement Reserve Fund to the Curry County Curry Health Network Capital Improvement Fund will be repaid by Curry Health Network revenues and anticipated savings on future interest payments on Curry Health Network Capital Projects
H. ORS 190.010 and ORS 190.110 authorize the parties to enter into an agreement for cooperative performance for any function or activity that a party to the cooperative agreement has authority to perform.
I. ORS 294.468 allows a local government to make an inter-fund loan for lawful purposes of restricted funds.

J. Nothing in this agreement creates a new governmental entity or intergovernmental entity.
K. Nothing in this agreement creates an obligation on the part of Curry County to pay for the debts of the Curry Health Network.

Now therefore, the Parties agree as follows:

///

SECTION 1 AGREEMENT

The above Recitals, Purpose statement and introductory information are included as terms of this agreement.

SECTION 2 TERM AND TERMINATION

The term of this agreement shall be from December 15th, 2016 until December 15th, 2021.

A. Establishment of Curry County Curry Health Network Capital Improvement Fund and Amount
   1. The Board of Commissioners for Curry County hereby creates the Curry County Curry Health Network Capital Improvement Fund within LGIP.
   2. Amount of Curry County's allocation to the Curry County Curry Health Network Capital Improvement Fund shall not exceed $6,000,000.00
   3. Purpose of Curry County Curry Health Network Capital Improvement Fund is to invest funds into the Curry Health Network to jointly finance capital equipment for services to residents and working capital for Curry Health Networks Emergency Department in Brookings, Oregon.

B. Inter-fund loan from the Curry County Road Capital Improvement Reserve Fund to the Curry County Curry Health Network Capital Improvement Fund

   1. Pursuant to ORS 294.468, Curry County shall make inter-fund loans from the Curry County Road Capital Improvement Reserve Fund to the Curry County Curry Health Network Capital Improvement Fund to invest in the Curry Health Network to jointly finance capital equipment for services to residents and working capital for Curry Health Networks Emergency Department in Brookings, Oregon in the amount not to exceed $6,000,000.00.
      a. With respect to such purposes, Capital Improvements also includes refinancing of existing debts for capital equipment and working capital for operations and equipment made in connection therewith.
   2. The terms of the inter-fund loan from the Curry County Road Capital Improvement Reserve Fund to the Curry County Curry Health Network Capital Improvement Fund

are that Curry County will charge monthly.25% simple interest above the Local Government Investment Pool (LGIP) rate on the average previous fiscal quarter interest rate based on the loan balance within the Curry County Curry Health Network Capital Improvement Fund.

a. The balance of the inter-fund loan must be paid back within five years with full amount of principle and interest loan due and payable in its entirety by December 15th , 2021.
    i. Curry Health Network may pre-pay any or all of the principal of the loan to the Curry County Curry Health Network Capital Improvement Fund before that date.
    ii. Nothing withstanding prohibits Curry County and Curry Health Network from entering into or extending an Intergovernmental Agreement.

Default

Should the amount of the debt be not paid, Curry County can declare default.

(Negotiate Default Terms)

SECTION 8 HOLD HARMLESS

To the extent permitted by law, the parties shall hold each other harmless and indemnify the other from any and all causes of action, judgments, claims or damages arising out of its sole and solitary acts under this agreement.

SECTION 9 INCORPORATION OF FULL TERMS

This Intergovernmental Agreement incorporates and is inclusive of all terms and conditions between the parties hereto, either oral or written, expressed or implied, relating to the subject matter of this agreement.

SECTION 10 PRIOR AGREEMENTS

This Agreement, upon its effective date, supersedes any prior intergovernmental agreements over the same subject matter.

SECTION 12 SEVERABILITY

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results on the invalidity of any part, shall not affect the remainder of the Agreement.

SECTION 13 INTERPRETATION

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement.

SECTION 14 REMEDIES

In the event that Curry County files litigation to enforce this Agreement, or any portion thereof, Curry Health Network shall be responsible for the attorney fees and costs, including attorney fees and costs upon appeal.

SECTION 15 EXECUTION AND COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, and such counterparts together will constitute only one instrument. Any one counterpart will be sufficient for the purpose of proving the existence and terms of this Agreement, and no party will be required to produce an original or all of the counterparts in making such proof.

The purpose of this letter is to support the proposed Intergovernmental Agreement for Curry County Health District Capital Improvements between Curry County and the Curry Health District.

As you know, the City of Brookings and Curry Health District jointly funded the $100,000 cost of securing a change in Oregon Administrative Rules which authorizes a stand-alone Emergency Department (ED) at Curry Medical Center.

This ED is vital to the residents of Brookings and southern Curry County for several reasons.

First, it will save lives. Currently, residents suffering from traumatic illness or injury must travel by ground ambulance to Gold Beach or Crescent City where they first receive emergency treatment and are often then transported by air ambulance to a trauma center. You may recall the case of one former County Commissioner who noted that for his wife, a heart attack victim, this trip to a Medford trauma center took 2.5 hours. We have all learned from the medical community that trauma treatment during the first hour following the event is critical to survivability and limiting post event impairment.

You may also recall the case of the brother of a Brookings city employee who died in the parking lot at CMC while waiting for an ambulance after seeking medical attention there for a heart attack. This is simply unacceptable.

The ED will bring air ambulance service to Brookings Airport, cutting the post-event time to a trauma care center in Medford to less than one hour.

Second, a functioning ED is critical to the economic future of Brookings and south County. As we make efforts to attract new residents and business investment to our community, we are advised by the real estate community that the number one impediment is the lack of basic medical services...lack of an ED.

While the ED will in itself create many new family-wage jobs, it will also spur additional economic activity and private investment. This would include an expansion of the Cal Ore Life Flight presence in Brookings, who expect to add some 14 new jobs and build a new facility at the Brookings Airport.

Finally, we are informed that tens-of-millions-of health care dollars are leaving Curry County and Oregon every year to California as patients make their way into the California-based Sutter Health Care system through their ED in Crescent City. We need to bring those dollars back to Oregon, to create health care jobs here, on our community.

Curry County and CHD now have an opportunity to use local dollars to make this happen by using County Road Fund reserves to finance the opening of the ED at CMC. It's an investment that also makes financial sense for the County as it would receive a higher rate of return than is currently paid from the State Treasurer pool.

Please move forward with the proposed Intergovernmental Agreement as soon as possible. Make critical health care services a priority.

City of Brookings
CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, October 10, 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, Management Analyst Chrissy Bevens and City Recorder Teri Davis.

Others Present: Three new employee and approximately ten audience members.

Scheduled Public Appearances

Introduction of new employees

City Manager Milliman introduced Garrett Thomson as the new Building Official.

City Manager Milliman asked Sgt. Kelby McCrae to introduce two new members of the Police Department.

Sgt. McCrae introduced Mallory Morrison, new dispatcher and Maia Mello, new police officer.

Oral Requests and Communications from the audience

- Gary Klein of 7179 Vista Ridge, Brookings addressed Council to request a change to BMC Chapter 5.10 regarding Taxicabs.
- Penny Nelson of 2101 Poplar Dr., #37, Brookings addressed Council to provide an update regarding the status of the Pacific Coast Trolley.

Staff Reports

Oregon Water Resources Dept. Grant, Ferry Creek Dam & Reservoir

Management Analyst Bevens presented the staff report.

Council discussed the current status of the reservoir and the costs associated with repair versus removal.

Audience member Jan Barber asked to address Council; he asked about salt intrusion in the water.

City Manager Gary Milliman advised that there is no indication of salt water intrusion in the City's water.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize a City Council letter of support for the Oregon Water Resources Department grant application to perform a feasibility study for the rehabilitation of Ferry Creek Dam and Reservoir.

Pavement Program

City Manager Milliman presented the staff report. Tidewater Contractors was the only company that bid the 2016-17 Street Pavement Program project. The bid ($189,606.25) was significantly less than the engineer's estimate of $350,000.

Councilor Triglia moved, a second followed and Council voted unanimously to authorize the City Manager to enter into a contract with Tidewater Contractors Inc. to repair streets in accordance with the Street Pavement Program 2016-17 Fiscal Year bid documents.

Tourism Promotion Advisory Committee (TPAC) funding for Nature's Coastal Christmas

City Manager Milliman presented the staff report. TPAC recommends funding totaling $3,000.

Council deliberated the merits of further funding to this program which has been in place for three years and has received $6500 in previous years.

Councilor Pieper moved, a second followed and Council voted 4-1 with Councilor Hodges voting nay to authorize the City Manager to execute an agreement with Kathy Breshears and allocate $3,000 from Transient Occupancy Tax revenues for Coastal Christmas in Brookings.

TPAC funding for the Nutcracker Ballet

City Manager Milliman presented the staff report. TPAC recommends funding of $5,000 for the event.

Jan Barber, Sky-Marie McDonald and Crissy Cooper, representing Wild Rivers Coast Foundation for Dance, addressed Council to provide further background information.

Councilor Triglia moved, a second followed and Council voted unanimously to authorize the City Manager to execute an agreement with Wild Rivers Coast Foundation for Dance and allocate $5,000 in Transient Occupancy Tax revenue for the Nutcracker Ballet event.

Long-term Strategic Plan

City Manager Milliman presented the staff report. Mr. Milliman noted that Councilor Pieper had requested an addition to the plan after the conclusion of the October 3 Workshop and it was notated in red on the provided attachment. The addition is Goal 3, #9.4 to "make Azalea Park available for evening activities."

Councilor Pieper asked for Council support with regard to making evening access to Azalea Park a priority.

Councilor Hamilton suggested the formation of a Recreation District. Mayor Hedenskog asked that this idea be discussed at a future Workshop.

Councilor Triglia asked that another addition be made to the long-term strategic plan, adding Goal 1, #9.1 Prioritize then digitize searchable paper documents using ORMS to provide public document retrieval efficiency and transparency.

Councilor Triglia moved, a second followed and Council voted unanimously to adopt the updated 2016 Long Term Strategic Plan with the addition of Goal 3, #9.4 to make Azalea Park available for evening activities and for the addition under Goal 1, objective 9, to add action item 9.1 to prioritize then digitize searchable paper documents using ORMS to provide public document retrieval efficiency and transparency.

Harbor Sanitary District (HSD) Failure to Pay

City Manager Milliman presented the staff report. The item was for Council information only and was not an action item.

Mayor Hedenskog requested confirmation that no payment had been received to date. Mr. Milliman confirmed.

Mayor Hedenskog asked if negotiations are moving forward. Mr. Milliman advised that the negotiating teams are scheduled to meet in November.

Consent Calendar

1. Approve Council Minutes for September 26, 2016
2. Accept Parks & Rec Committee Minutes for July 28, 2016
3. Accept Public Arts Committee Minutes for August 10, 2016
4. Accept Planning Commission Minutes for August 2, 2016

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

Non-action Items

1. September Vouchers

Remarks from Mayor and Councilors

Councilor Hamilton urged residents to resist the impulse to participate in the scary clowns incidents which he considers bullying. He added that “this town is better than that.”

Mayor Hedenskog spoke about attending the Cider event at the Chetco Museum and thanked the McVays for sponsoring it.

Councilor Hodges noted that the Chetco Museum is in need of a great deal of repairs and renovations and encouraged residents to volunteer to get involved in that project.

Councilor Triglia encouraged residents to make sure their voter registrations are current.

City Manager Milliman advised that a major storm is predicted for Thursday, possibility of up to 14 inches of rain; the City if making preparations.

City Manager Milliman also advised that the Easy Street sidewalk work is underway.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:33 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2016:

_____
Ron Hedenskog, Mayor

_____
Teri Davis, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – August 18, 2016

CALL TO ORDER
Meeting called to order at 4:00 PM

1. ROLL CALL
Present: Committee members Angie Christian, Candice Michel, Mary Geyer, Bob Pieper, and Chair Tim Patterson
Absent: Committee member Skip Watwood
Also present: Gary Milliman, City Manager

2. APPROVAL OF MINUTES –
a. **Motion made by Candice Michel to approve the minutes of July 28, 2016, motion seconded and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT
a. None

Note – Agenda order was changed to accommodate audience members participation

4. ACTION ITEMS
a. **Wild Rivers Music Festival Evaluation Report –** Scott Graves provided financial report and reported that moving the event from the ball fields and changing to a one day event was very successful. He thanked TPAC for the $2,000 grant and $2,000 advance. Their overall event income was $2,000, which they are planning to use as seed money for next years' event. Committee did not request repayment of advance funds.

b. **Beat the Brewers Evaluation Report –** Mike Frederick provided financial report and reported the event was well attended and successful. TPAC provided them $3,000 advance funds. The event lost @$1,500. Committee did not request any repayment of advance funds.

Following items were tabled form the previous meeting

c. **Fun on 101 Event Proposal –** no further discussion until more detail proposal provided by applicant.

d. **KOBI Digital Advertising –** matter tabled until TPAC budget developed.

e. **101 Things to Do Print Advertising –** Committee discussed purchasing ½ page print ad to promote yearly events and local area features including golf, kayaking, whale watching. City staff to compose ad. **Motion made by Candice Michel to take out ½ page ad in 101 Things to Do magazine for yearly ad price of $2959; motion seconded by Angie Christian and committee voted; the motion carried unanimously.**

f. **Curry Coastal Pilot Mobile Advertising –** Committee discussed. Matter tabled until TPAC Budget developed.

g. **Coastal Christmas in Brookings Event Proposal -** Kathy Breshears presented proposal for third annual Christmas event which includes advertising, purchasing blow up displays, a ladder, a canopy, replacement parts and hanging wreaths on lamp posts. Committee discussed proposal not being a new event but an annual event. **Motion made by Bob Pieper to fund the proposal $3010; motion seconded by Mary Geyer.** Candice would like TPAC budget

determined before deciding and Angie would like to know more on what the focus of the TPAC group is. **Motion made by Tim Patterson to table matter until after a TPAC committee workshop to determine budget and goals; motion seconded by Candice Michel and committee voted; Angie, Candice, Tim voted in favor, Bob and Mary dissented, motion passes.** First motion withdrawn.

h. **Raining Cats & Dogs Event Proposal -** Keffe Dillon presented proposal for annual Rotary Raining Cats & Dogs event scheduled for October 1st. Funds would help pay set up costs for the event which raises funds to help support Rotary programs year round. **Motion made by Bob Pieper to fund the proposal $500, no second; motion died.** Tim Patterson discussed $500 loan advance to the group. **Motion made by Tim Patterson to fund the proposal with a $500 loan advance, no second; motion died.** Keffe advised the event will still be held.

i. **Oktoberfest Event Proposal -** Alex Carr-Frederick presented proposal for Oktoberfest planned September 17 in Azalea Park with vendors and brewers. **Motion made by Bob Pieper to fund the event $3000, motion seconded by Mary Geyer.** Discussion about funding the event as a partial grant/loan advance, with loan advance repayable if event profits exceed actual costs. **Substitute motion made by Candice Michel to fund the event in the form of a $1000 grant and a $2,000 loan advance. Motion seconded by Mary Geyer and committee voted; the motion carried unanimously.**

j. **Oregon Coast Magazine Print Advertising** – Matter tabled until TPAC budget developed.

k. **American Road Magazine Print Advertising -** Matter tabled until TPAC budget developed.

l. **Workshop Scheduled –** committee to discuss strategy, goal setting and creating a budget for direction. Also to determine if committee would like to concentrate on off season events, but not rule out new events in season. Workshop scheduled for Friday, August 26th at 4 pm.

m. **Dining Video –** Gary advised the dining video has been distributed and requested committee members reviews and comments which he will forward on the Xplore Film. Initial reviews thought there was a lot of video with the host and questioned clothing attire. Candice believed they would have extra shots and footage to edit in. Gary to forward reviews to Xplore Film.

5. **INFORMATIONAL ITEMS**
   a. **Budget and Internet Hit Info - Budget and Internet Hit Info**

6. **SCHEDULE NEXT MEETING –** Next meeting rescheduled to Thursday, September 29th at 4 pm to ensure a quorum.

7. **ADJOURNMENT -** no further business before the Committee, the meeting adjourned at 5:46 pm.

Respectfully submitted,

_____

Tim Patterson, Chair
(approved at __September 29, 2016_ meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Friday – August 26, 2016

CALL TO ORDER
Meeting called to order at 4:00 PM

1. ROLL CALL
Present: Committee members Angie Christian, Candice Michel, Mary Geyer, Bob Pieper, Skip Watwood, and Chair Tim Patterson
Also present: Gary Milliman, City Manager and Teri Davis, City Recorder

2. ACTION ITEMS

a. TPAC Mission and Goals – Committee discussed committee goals and mission. Mary suggested hiring a marketing consultant to determine effective advertising.

Basic Goal – Increase overnight stays with emphasis on October thru April. Committee requested monthly motel occupancy rates.

b. Who is the target market?

c. How to spend budgeted monies? Target 25% on summer events, 75% on off season events. Committee discussed many separate percentage budgets for events, media advertising (social, print, video), consultant and capital (tent, attractions). Committee voted and agreed to budget 60% on events, 30% on media advertising, and 10% on capital.

Motion made by Candice Michel to adopt the mission goals and budget as presented, seconded by Mary Geyer; motion seconded and Committee voted; the motion carried unanimously.

3. ADJOURNMENT - no further business before the Committee, the meeting adjourned at 5:00 pm.

Respectfully submitted,

_____
Tim Patterson, Chair
(approved at September 29, 2016 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,765,595.00	40,502.93	160,093.10	2,605,501.90	5.8
LICENSES AND PERMITS	106,000.00	8,910.77	22,492.58	83,507.42	21.2
INTERGOVERNMENTAL	218,000.00	12,030.65	56,488.04	161,511.96	25.9
CHARGES FOR SERVICES	159,500.00	7,852.74	50,744.75	108,755.25	31.8
OTHER REVENUE	132,100.00	12,156.90	35,444.86	96,655.14	26.8
TRANSFERS IN	338,456.00	.00	.00	338,456.00	.0
	3,719,651.00	81,453.99	325,263.33	3,394,387.67	8.7
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	22,394.00	1,941.82	5,402.55	16,991.45	24.1
MATERIAL AND SERVICES	14,000.00	2,098.44	3,088.03	10,911.97	22.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	36,394.00	4,040.26	8,490.58	27,903.42	23.3
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	184,393.00	14,841.21	44,449.00	139,944.00	24.1
MATERIAL AND SERVICES	93,800.00	16,035.00	37,951.30	55,848.70	40.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	278,193.00	30,876.21	82,400.30	195,792.70	29.6
POLICE:					
PERSONAL SERVICES	2,047,855.00	164,328.91	491,397.99	1,556,457.01	24.0
MATERIAL AND SERVICES	166,400.00	13,120.14	48,485.18	117,914.82	29.1
CAPITAL OUTLAY	55,150.00	14,306.93	14,306.93	40,843.07	25.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	2,269,405.00	191,755.98	554,190.10	1,715,214.90	24.4
FIRE:					
PERSONAL SERVICES	174,117.00	13,913.10	41,577.47	132,539.53	23.9
MATERIAL AND SERVICES	103,500.00	5,830.94	23,825.28	79,674.72	23.0
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	323,136.00	19,744.04	65,402.75	257,733.25	20.2
PLANNING AND BUILDING:					
PERSONAL SERVICES	202,191.00	19,498.38	50,823.62	151,367.38	25.1
MATERIAL AND SERVICES	89,600.00	1,817.66	7,214.36	82,385.64	8.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	291,791.00	21,316.04	58,037.98	233,753.02	19.9

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	172,655.00	17,260.02	55,241.65	117,413.35	32.0
MATERIAL AND SERVICES	70,400.00	16,215.89	91,973.72	(21,573.72)	130.6
CAPITAL OUTLAY	650.00	4,031.88	12,710.64	(12,060.64)	1955.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	243,705.00	37,507.79	159,926.01	83,778.99	65.6
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	180,610.00	14,433.48	43,328.19	137,281.81	24.0
MATERIAL AND SERVICES	33,000.00	1,066.49	7,518.04	25,481.96	22.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	213,610.00	15,499.97	50,846.23	162,763.77	23.8
SWIMMING POOL:					
PERSONAL SERVICES	54,263.00	4,984.62	48,200.53	6,062.47	88.8
MATERIAL AND SERVICES	36,000.00	5,854.26	14,246.56	21,753.44	39.6
CAPITAL OUTLAY	4,300.00	.00	.00	4,300.00	.0
	94,563.00	10,838.88	62,447.09	32,115.91	66.0
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	144,000.00	10,649.21	19,909.48	124,090.52	13.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	227,500.00	.00	.00	227,500.00	.0
CONTINGENCIES AND RESERVES	627,354.00	.00	.00	627,354.00	.0
	998,854.00	10,649.21	19,909.48	978,944.52	2.0
	4,749,651.00	342,228.38	1,061,650.52	3,688,000.48	22.4
	(1,030,000.00)	(260,774.39)	(736,387.19)	(293,612.81)	(71.5)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
INTERGOVERNMENTAL	467,000.00	36,465.37	170,285.75	296,714.25	36.5
OTHER REVENUE	12,750.00	2,054.86	8,923.46	3,826.54	70.0
TRANSFER IN	.00	.00	.00	.00	.0
	479,750.00	38,520.23	179,209.21	300,540.79	37.4
EXPENDITURES					
EXPENDITURES:					
PERSONAL SERVICES	201,432.00	19,269.71	48,887.08	152,544.92	24.3
MATERIAL AND SERVICES	193,400.00	8,665.48	33,049.61	160,350.39	17.1
CAPITAL OUTLAY	101,300.00	360.15	1,080.45	100,219.55	1.1
TRANSFERS OUT	49,954.00	.00	.00	49,954.00	.0
CONTINGENCIES AND RESERVES	118,664.00	.00	.00	118,664.00	.0
	664,750.00	28,295.34	83,017.14	581,732.86	12.5
	664,750.00	28,295.34	83,017.14	581,732.86	12.5
	(185,000.00)	10,224.89	96,192.07	(281,192.07)	52.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	21,044.31	21,044.31	(21,044.31)	.0
CHARGES FOR SERVICES	1,607,000.00	166,241.93	515,165.49	1,091,834.51	32.1
OTHER INCOME	42,000.00	8,828.37	14,953.37	27,046.63	35.6
TRANSFERS IN	.00	.00	.00	.00	.0
	1,649,000.00	196,114.61	551,163.17	1,097,836.83	33.4
EXPENDITURES					
WATER DISTRIBUTION:					
PERSONAL SERVICES	369,885.00	30,036.56	83,501.12	286,383.88	22.6
MATERIAL AND SERVICES	201,900.00	20,115.82	58,545.56	143,354.44	29.0
CAPITAL OUTLAY	59,900.00	5,821.50	22,071.25	37,828.75	36.9
	631,685.00	55,973.88	164,117.93	467,567.07	26.0
WATER TREATMENT:					
PERSONAL SERVICES	299,564.00	26,965.92	74,857.72	224,706.28	25.0
MATERIAL AND SERVICES	195,300.00	31,329.29	73,437.69	121,862.31	37.6
CAPITAL OUTLAY	35,400.00	2,782.88	3,579.66	31,820.34	10.1
TRANSFERS OUT	417,829.00	.00	.00	417,829.00	.0
CONTINGENCIES AND RESERVES	179,222.00	.00	.00	179,222.00	.0
	1,127,315.00	61,078.09	151,875.07	975,439.93	13.5
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	1,759,000.00	117,051.97	315,993.00	1,443,007.00	18.0
	(110,000.00)	79,062.64	235,170.17	(345,170.17)	213.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	13,661.53	13,661.53	(18,161.53)	303.6
CHARGES FOR SERVICES	3,004,000.00	322,577.46	825,027.84	2,178,972.16	27.5
OTHER REVENUE	5,000.00	842.87	1,052.87	3,947.13	21.1
TRANSFER IN	.00	.00	.00	.00	.0
	3,004,500.00	337,081.86	839,742.24	2,164,757.76	28.0
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	522,442.00	48,329.26	135,108.74	387,333.26	25.9
MATERIAL AND SERVICES	227,700.00	10,034.11	42,159.81	185,540.19	18.5
CAPITAL OUTLAY	40,900.00	2,782.88	3,579.66	37,320.34	8.8
	791,042.00	61,146.25	180,848.21	610,193.79	22.9
WASTEWATER TREATMENT:					
PERSONAL SERVICES	511,268.00	43,238.62	123,076.65	388,191.35	24.1
MATERIAL AND SERVICES	583,400.00	58,238.47	129,148.77	454,251.23	22.1
CAPITAL OUTLAY	24,900.00	2,782.88	3,579.66	21,320.34	14.4
TRANSFERS OUT	1,591,503.00	.00	.00	1,591,503.00	.0
CONTINGENCIES AND RESERVES	306,887.00	.00	.00	306,887.00	.0
	3,017,958.00	104,259.97	255,805.08	2,762,152.92	8.5
	3,809,000.00	165,406.22	436,653.29	3,372,346.71	11.5
	(804,500.00)	171,675.64	403,088.95	(1,207,588.95)	50.1

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

URBAN RENEWAL AGENCY FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	478,671.00	1,694.98	9,150.95	469,520.05	1.9
	INTERGOVERNMENTAL	.00	.00	.00	.00	.0
	OTHER REVENUE	500.00	.15	.96	499.04	.2
		479,171.00	1,695.13	9,151.91	470,019.09	1.9
	EXPENDITURES					
GENERAL:						
	PERSONAL SERVICES	.00	.00	.00	.00	.0
	MATERIAL AND SERVICES	35,000.00	.00	.00	35,000.00	.0
	CAPITAL OUTLAY	198,632.00	.00	.00	198,632.00	.0
	DEBT SERVICE	.00	.00	.00	.00	.0
	TRANSFERS OUT	435,539.00	.00	.00	435,539.00	.0
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		669,171.00	.00	.00	669,171.00	.0
DEPARTMENT 20:						
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 22:						
	MATERIAL AND SERVICES	.00	.00	.00	.00	.0
	DEBT SERVICE	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 24:						
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
		669,171.00	.00	.00	669,171.00	.0
		(190,000.00)	1,695.13	9,151.91	(199,151.91)	4.8