

**City of Brookings**  
**WORKSHOP Agenda**

**CITY COUNCIL**

Tuesday, July 6, 2010, 4:00pm

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

---

**1. Call to Order**

---

**2. Roll Call**

---

**3. Topics**

**Page**

- Install accessibility ramp in Council Chambers
  - Fir Street Preliminary Plan
  - Annexation to Curry Health District
  - Council Technology Implementation Plan
- 

**4. Council Member Requests for Workshop Topics**

---

**5. Adjournment**

---

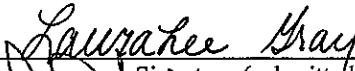
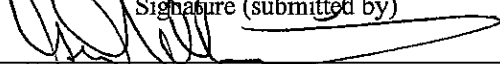
All public City meetings are held in accessible locations. Auxiliary aids will be provided upon request with advance notification. Please contact 469-1102 if you have any questions regarding this notice.

# CITY OF BROOKINGS

## Council WORKSHOP Report

Workshop Date: July 06, 10

Originating Dept: Building

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

---

---

Subject:

Provide an accessible route to the Council Chambers dais

Recommendation:

Install an accessible ramp and route to provide wheelchair access

Financial Impact:

\$5,000 - \$6,000

Background/Discussion:

Title II of the Americans with Disabilities Act (ADA) requires all public buildings to make their programs and buildings accessible. Providing an accessible route to the Council Chambers dais is necessary to ensure that disabled individuals are not discouraged from participating in City government. Options for access were explored:

- Purchase and installation of a platform lift, \$15,000 - \$20,000
- A ramp through the Chambers would remove approximately 1/3 of the existing floor area; cost was not pursued as this is not a feasible option.
- Provide a new doorway and door into storage room and accessible ramp to main corridor, widen existing doorway from storage room to corridor, \$5,000 - \$6,000

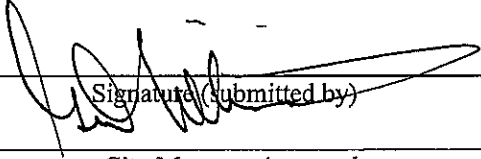
Policy Considerations:

This is consistent with our policy and transition plan to continue to provide improved access to all City of Brookings facilities.

**CITY OF BROOKINGS**  
**Council WORKSHOP Report**

Workshop Date: July 6, 2010

Originating Dept: City Manager

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

---

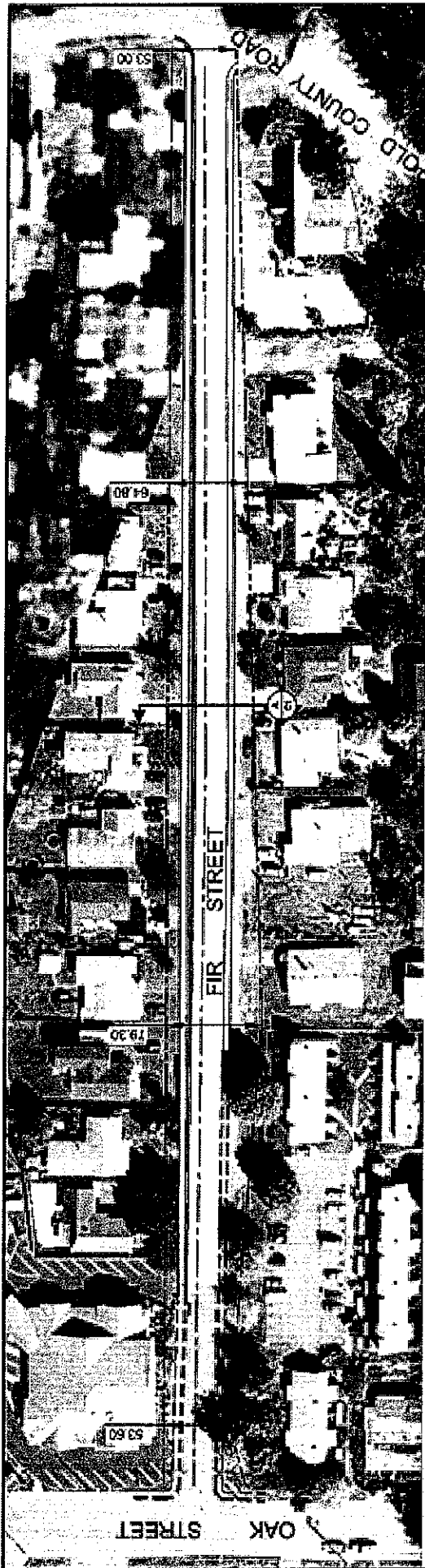
Subject: Fir Street Preliminary Plan

Background/Discussion:

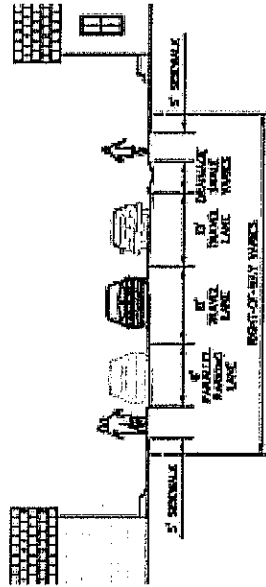
The City Council requested the preparation of a preliminary road alignment for Fir Street between Oak Street and Azalea Park Drive, showing how the street would fit within the existing road right-of-way. The City Engineer prepared the attached exhibit.

The road section includes a drainage swale on the north side which will likely be variable width due to the tie-ins at each end.

Attachment(s): Preliminary alignment for Fir Street.



FIR STREET - PLAN VIEW  
SCALE: 1" = 40'



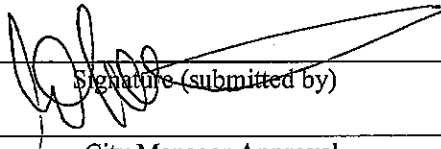
STREET SECTION A  
REFLECT

DRAWN BY: _____ CHECKED BY: _____		THE RIVER PARTNERSHIP ENGINEERS & ARCHITECTS, INC. 1000 KENNEDY AVENUE SUITE 200 BOSTON, MA 02118 TEL: 617-552-1234 FAX: 617-552-1235		PROJECT NO: 148.00A	DRAWING NO: C1
DATE: JUNE 2008		SHEET NO: 1 OF 1		PROJECT TITLE: FIR STREET IMPROVEMENTS CITY OF BROOKINGS	
SCALE: 1" = 40'		NORTH ARROW		PLAN VIEW	

**CITY OF BROOKINGS**  
**Council WORKSHOP Report**

Workshop Date: July 6, 2010

Originating Dept: City Manager

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

---

Subject: Annexation to Curry Health District

Recommendation:

Discussion of possible City annexation to Curry Health District

Financial Impact: Property tax increase to City residents if the ballot measure is approved.

Background/Discussion:

The Curry Health District is proposing to annex the City of Brookings into the District. They have requested that the City Council adopt the attached Resolution calling for an election on the proposal (note: the Resolution has been modified by City staff; see bold/strike-out language).

See attached letter from District CEO Bill McMillan.

Attachment(s): Draft Resolution

**CITY OF BROOKINGS**  
**RESOLUTION**

**A RESOLUTION APPROVING PLACING THE PROPOSAL MADE BY THE CURRY HEALTH DISTRICT TO ANNEX TERRITORY THE CITY OF BROOKINGS INTO THE DISTRICT BEFORE THE VOTERS ON THE \_\_\_\_\_ ELECTION BALLOT.**

**WHEREAS**, the Curry Health District (CHD) is a health district duly formed pursuant to ORS 440.305-440.420; and

**WHEREAS**, CHD has continuously provided services to the *City of Brookings (the City)* and surrounding areas since its inception in 1983; and

**WHEREAS**, CHD ~~wants~~ *seeks* to annex the territory within the city limits of ~~the City~~ into CHD for the purpose of providing health services pursuant to ORS 198.850-198.860; and

**WHEREAS**, *CHD has filed an application with \_\_\_\_\_ seeking designation of the CHD facility at \_\_\_\_\_ Fifth Street in the City as a satellite hospital to include an emergency room; and*

**WHEREAS**, such annexation is consistent with the *City of Brookings* Comprehensive Plan, Goal 9, Economy, in which the City has adopted an implementation strategy in its comprehensive plan, specifically Implementation Measure 20, that it will "facilitate the development of a hospital facility in Brookings;" and

**WHEREAS**, the annexation proposal of CHD should be placed before the voters of Brookings for them to decide if it is in the best interests of the citizens of the City and is consistent with the timely and efficient provision of health services to its citizens:

**NOW THEREFORE BE IT RESOLVED;**

1. That pursuant to ORS 198.835(3), the City of Brookings hereby ~~resolves to approve placing the proposed~~ *authorizes placement of a measure proposing* annexation of the territory within the City to CHD ~~on a ballot and recommends to the Curry County Board of Commissioners that it also approve the annexation request of the CHD-the~~ \_\_\_\_\_ *election ballot.*
2. *That* a certified copy of this resolution and the annexation resolution of the Curry Health District shall be filed with the Curry County Board of Commissioners who shall then order a hearing thereon to be held no earlier than 30 days, and no later than 50 days, after the filing of the resolutions.

Approved and adopted by the ~~Brookings~~ City Council *of the City of Brookings* on \_\_\_\_\_, \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Mayor Larry Anderson

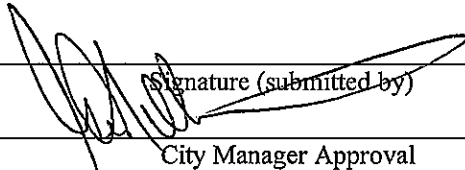
\_\_\_\_\_  
City Recorder Joyce Heffington

# CITY OF BROOKINGS

## Council WORKSHOP Report

Workshop Date: July 6, 2010

Originating Dept: City Manager

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

---

Subject: Council Technology Implementation Plan

Financial Impact: City has budgeted \$12,000 to implement this program in 2010-11.

Background/Discussion:

The City Council directed in 2009 that the City begin moving toward implementation of a “paperless” system for accessing Council Agenda Packets and other Council related information.

In FY 2009-10, the City Recorder began posting the City Council agenda packets on the web. The URL link to the packet is emailed to all Councilors, the media and others. This enables Councilor and others to view the packet electronically. The City Recorder also makes a paper copy of the packet for all Councilors. Also during 2009-10 the City solicited proposals for a color copier that will enable staff to scan color documents, photographs, maps and other graphics for inclusion in the electronic packets and for other purposes, as needed. This copier is on order, and will also be used to replace several less-capable, and more costly, color copiers now being used by staff in various locations.

The adopted 2010-11 budget includes \$12,000 for continued implementation of this program. Staff proposes to proceed as follows:

### LAPTOPS

Staff will select a WIFI capable laptop, to be the “standard issue” laptop available to each Councilor. Each laptop would have Windows 2007, Microsoft Office 2007, Internet Explorer and Adobe reader installed as standard applications.

Staff is evaluating the iPad to determine if it might prove more efficient for this application; at least one other City is exploring this alternative. Staff would like to receive Councilor comments on whether an iPad would meet your needs and your level of comfort in using an iPad versus a laptop.

Each Councilor wishing to have a laptop would notify the Administrative Services Director, who would then order the laptop, arrange for training and issue the device to the Councilor.

As we shift to electronic viewing of the agenda packet and other documents at City Council meetings, staff will also need similar devices. Devices would be ordered for the City Manager, City Attorney, a shared staff unit for making presentations, and possibly for the City Recorder, although the existing Apple in Council Chambers may suffice for the limited purpose of viewing the agenda during a meeting.

The estimated cost per laptop is \$960.

#### WIFI COUNCIL CHAMBERS

Additional equipment is necessary to make the City Council Chambers WIFI capable. This will enable Councilors to access the Internet and the City's website during a Council meeting. The estimated cost is \$200.

#### SUBMISSION OF AGENDA REPORTS ELECTRONICALLY

Staff will be required to submit all agenda reports and related exhibits to the City Recorder electronically. Each agenda will be created on the web, with a link to each agenda item (in pdf format). This will allow users to click on the pertinent file and access materials for each agenda report, or other agenda item (Proclamations, Consent Calendar items, etc.) without having to download and page-through the entire agenda packet. This will require a few changes in internal procedure and some minimal staff training as well as additional effort on the City Recorder's part, as she will have to post and link each agenda item individually, as opposed to just posting and linking a single agenda packet. We anticipate that this could be implemented with the first Council Agenda in September.

#### COUNCIL ACCESS TO CITY FILES

The great majority of City records are not available electronically. The City does not have a system of scanning and retaining electronic copies of all contracts, correspondence and other documents. Electronic files do exist for most documents created by City staff. Currently, however, there is no single drive or location where the bulk of these records are retained. Instead, most records are maintained in drive spaces allocated to individuals or departments.

Staff proposes to create a dedicated drive space where Council documents, correspondence, and other reports not already available on the web, could be posted and accessed by staff and individual Council members.

#### ELECTRONIC/HARD COPY CONFLICTS

As not all members of the City Council, or the public, utilize electronic technology or have the necessary software/hardware to access information we will still need to produce printed materials. Also, different users may download Council agenda packets and other documents in different formats. This may result, for example, in inconsistent numbering of pages.