

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, February 25, 2013, 7:00pm

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

The City Council will meet in **Executive Session at 6:30pm**, in the City Manager's office under authority of ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Proclamation – "Catch the Wave Month." [pg. 2]

E. Oral Requests and Communications from the audience.

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

F. Staff Reports

1. Authorization to contract with Pace Engineers, Inc. to update the Brookings Water Master Plan and conduct SCADA/Telemetry Feasibility Study in an amount not to exceed \$65,000. [Public Works, pg. 3]
 - a. Proposal [pg. 5]
2. Authorization to contract with the Dyer Partnership to update the Brookings Storm Water Master Plan in an amount not to exceed \$55,000. [Public Works, pg. 12]
 - a. Task Order 41 [pg. 13]
 - b. January 28, 2013 "Emergency Repair Chart" [pg. 15]
3. Approval of Tourism Promotion Advisory Committee recommendations with respect to 2012-13 Transient Occupancy Tax (TOT) Revenues and refer non-TOT recommendations to a Council Workshop. [City Manager, pg. 16]
4. Adoption of 2013 City of Brookings Strategic Plan. [City Manager, pg. 18]
 - a. Strategic Plan [pg. 19]

G. Consent Calendar

1. Approve Council minutes for February 11, 2013. [pg. 21]
2. Receive monthly financial report for January, 2013. [pg. 24]

H. Remarks from Mayor and Councilors

I. 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 ten (10) days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings *Proclamation*

WHEREAS, the Brookings Vision Council is a community-minded organization, led by volunteers, that provides a forum and opportunity for local civic visionaries to gather; and

WHEREAS, the Brookings Vision Council has examined community needs research, conducted primary fact-finding and surveyed Brookings residents to determine key community quality of life issues; and

WHEREAS, the Brookings Vision Council has created and implemented a campaign named **"Catch the Wave"** to gather public input, interest and commitment; and

WHEREAS, the Brookings Vision Council is dedicated to gathering the people of our community together to contribute their talents, skills and knowledge toward achieving their dreams and visions of what Brookings can be, and then to render those dreams a reality;

NOW, THEREFORE, I, Ron Hedenskog, Mayor of the City of Brookings, Oregon, do hereby proclaim March 2013, as

Catch the Wave Month

And hereby urge every citizen of Brookings to recognize the past, present and future contributions of the Brookings Vision Council and to give their support generously to the **Catch the Wave** campaign for continued community development.

In Witness Whereof, I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 25th day of February, 2013.



Mayor Ron Hedenskog

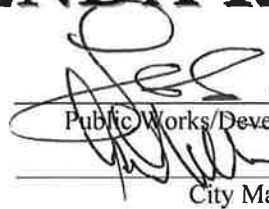



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2013

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: 2013 Water Master Plan Update

Recommended Motion: Authorize the City Manager to execute a professional services contract with Pace Engineering to update the City's Water Master Plan and conduct a SCADA/telemetry feasibility study, in an amount not to exceed \$65,000.

Financial Impact: The water master plan update and SCADA/telemetry feasibility study were approved by the budget committee as capital improvement projects (CIP) for fiscal year 2012-13. The budget committee approved \$50,000 and \$15,000 for both projects respectively. The professional service fee schedule provided by Pace Engineering is within budget.

Background/Discussion: The last water master plan update was completed and adopted by City Council in 2007. A master plan update is critical for future capital improvement project budgeting, and evaluating system development charge updates (SDC). A water master plan provides a currently comprehensive evaluation of the water distribution network and evaluates capacities and conditions of infrastructure. The City can then take this information and prioritize what the needs are to maintain the water distribution and treatment system. Master planning documents also evaluate future planning and growth projections by modeling the performance of the water system under future growth scenarios. The master plan provides a list of recommended improvements and cost estimates which staff can then further prioritize for budgeting purposes. The Department of Human Services regulating public drinking water purveyors, highly recommends a master plan update every five years.

The second component of this evaluation is a SCADA/telemetry feasibility study. SCADA is an acronym for supervisory control and data acquisition. SCADA and telemetry are ways to automate the water treatment and distribution system, so staff can monitor tank levels, control the opening and closing of valves and pumps, or manage water quality data via a computer. Many agencies have already transitioned to this type of operational system since it allows for the operator to be fully aware of the operations of the entire system, reduces staff time in travelling to sites to manually operate equipment, and provides a quicker response by being able to understand the operational issues remotely. Currently, the City does not have SCADA on the water treatment plant, and has limited alarms on tanks and pumps.

Four firms were solicited to submit proposals for this project based on references from the International City Managers Association (ICMA); Dyer Engineering, Kennedy/Jenks, Westech Engineering, and Pace Engineering. Pace Engineering was the only firm who submitted a

proposal. The proposal called for an aggressive schedule to provide a preliminary capital improvement list by April 2013 so as to include a priority project in fiscal year 2013-14 budget. Dyer's workload was not able to accommodate an aggressive schedule for these services.

Pace Engineering located in Lake Oswego, Oregon, and the project manager is Bill Pavlovich. Bill was responsible for all three of our master plan updates when he formerly was employed by HGE. Bill is extremely knowledgeable in the City's water distribution hydraulics which will be a tremendous asset to this update.

Policy Considerations: None.

Attachment(s):

- a. Fee Schedule



February 6, 2013

City of Brookings
Public Works/Development Services Department
898 Elk Drive
Brookings, OR 97415

Subject: *Brookings Water Master Plan Update*
Contract for Professional Engineering Services
PACE Proposal No. P12-545

Dear Ms. Pryce and Mr. Milliman:

PACE Engineers, Inc. appreciates the opportunity to submit this contract to the City of Brookings for providing Professional Engineering Services for the preparation of a Water Master Plan Update based on the requirements noted in the "City of Brookings Request for Proposals (RFP) for Water Master Plan Update" dated December 26, 2012, and on the proposed scope of work provided in PACE's proposal to the City dated January 30, 2013 (PROPOSAL).

Scope of Work

In general, the project scope entails the development of a Water Master Plan Update consistent with the scope of work noted in the RFP, the PROPOSAL, and the specific requirements noted in OAR 333-061-0060 to allow the City to obtain OHA approval of the document. The scope of work also includes a SCADA/telemetry feasibility study. For convenience, pages 8-9 of the PROPOSAL describing the project approach, scope, and schedule are attached. Also attached is the referenced OAR section.

As noted in the PROPOSAL, the full scope of the SCADA/telemetry Feasibility Study will be determined as the project progresses; consequently, we have segregated this element to be compensated on an hourly basis with a not-to-exceed cost in recognition of the City's budget for this element of the project and the possibility, depending on final scope, of completing the SCADA/telemetry elements for less than the budgeted amount.

Deliverables

Deliverables include 5 copies each of the draft and final Water Master Plan Update (and SCADA/Telemetry Feasibility Study) in hardcopy format plus one digital copy of the draft and final. Updated GIS water mapping shall be provided. Additional hardcopies can be provided at cost.

Fee Estimate

We propose to provide the services noted above on a lump sum basis for a fee of **\$50,000.00** for the water master plan elements of the project; and an hourly, not-to-exceed **\$15,000.00** for the SCADA/telemetry elements of the project. This amount is not to be exceeded without prior authorization for revised or additional scope of service. Additions, if authorized, shall be compensated in accordance with the attached rate schedule for services and reimbursables, or by a mutually agreed to lump sum amount.

City of Brookings
February 6, 2013
Page 2

The following services are not included in this contract.

Subsurface field investigations; water quality testing or other lab work; environmental field work; legal work; real estate appraisals (for identified properties or easements); or agency review fees.

Preparation of a Water Management and Conservation Plan (WMCP), or elements of OAR 690-086-0120 that are over and beyond the requirements for a master plan, are not included in this project's scope. This could affect the approvability of the document by OHA if the additional information is required as a condition included in a water use permit issued by the Oregon Water Resources Department. A revised scope of work and mutually agreed fee adjustment will be required if the City elects to have PACE complete any additional work.

Project Schedule

The project schedule shall conform to the described timeline included in the PROPOSAL to the extent practicable (see attached). Reasonable extensions of the schedule shall be made for: City deliberations or further consideration of project related issues; delays associated with materials, review comments, or other items provided by the City or others; changes, if any, in project scope; and other items if mutually agreed to by the City and PACE.

Terms and Conditions

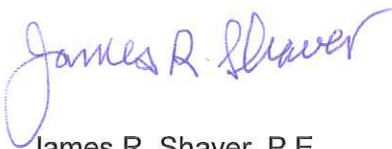
See attached Terms and Conditions.

In summary, we have developed a scope of work and budget based on our present knowledge of the project. We have tried to cover all aspects of the project; however, if you feel that additional areas of work require our attention if you have any questions or if you desire additional information please do not hesitate to contact us.

Again, we are pleased to submit this contract to accomplish the Professional Engineering tasks for the subject project, and look forward to working with you. If you concur with this contract, please sign below and forward one copy back to our office. Receipt of that copy will serve as our Notice to Proceed.

Sincerely,

PACE Engineers, Inc.



James R. Shaver, P.E.
Principal Engineer

Attachments

Name/Signature

Title

Date





III. PROJECT APPROACH

UNDERSTANDING OF THE PROJECT

Summary | The City desires to update the 2007 Water Master Plan (WMP) and develop a SCADA/telemetry Feasibility Study (SFS).

Background | Bill Pavlich is quite familiar with the City of Brookings and the issues related to this plan. He prepared the City's previous Water Master Plan (2007) as well as the 2008 Wastewater Facilities Plan and the 2007 Storm and Surface Water Plan. He was also highly involved with development of the City's 2000 Water Master Plan. Bill has discussed the City's anticipated water master plan update with Loree Pryce several times since June 2012.

2007 Water Master Plan | The 2007 plan focused heavily on supply and capacity improvements. In particular, expansion of the Chetco water supply was critical given the level of usage and the recent (at that time) and anticipated rate of City growth. The plan was completed prior to the economic downturn and does not reflect recent trends. It also incorporated elements related to ongoing design and construction projects that had been developed by the City's engineer and Brookings staff – some of which were modified or abandoned. Critical water rights negotiations were ongoing at the time and have only recently been resolved.

Implications | The updated plan needs a revised planning basis that better reflects recent and anticipated trends (the 2007 Plan utilized the same growth figure (3% AAGR) that was used in the City's Comp Plan and Public Facilities Plan). Anticipated downward revisions will also reduce projected water supply and volumetric storage needs. Mapping needs to be updated to reflect what has actually been constructed. Water rights and supply issues and opportunities need to be updated and reevaluated in the context of the recent Chetco water rights resolution. Distribution and storage needs to be reevaluated in light of what has been constructed, current needs, and incorporation of anticipated construction (the EDA funded Airport Water project). Several problem areas need to be assessed including the new 1.6 MG reservoir that was constructed with a lower-than-designed overflow elevation resulting in poor circulation and water quality issues. The CIP needs revision to reflect current City needs and priorities.

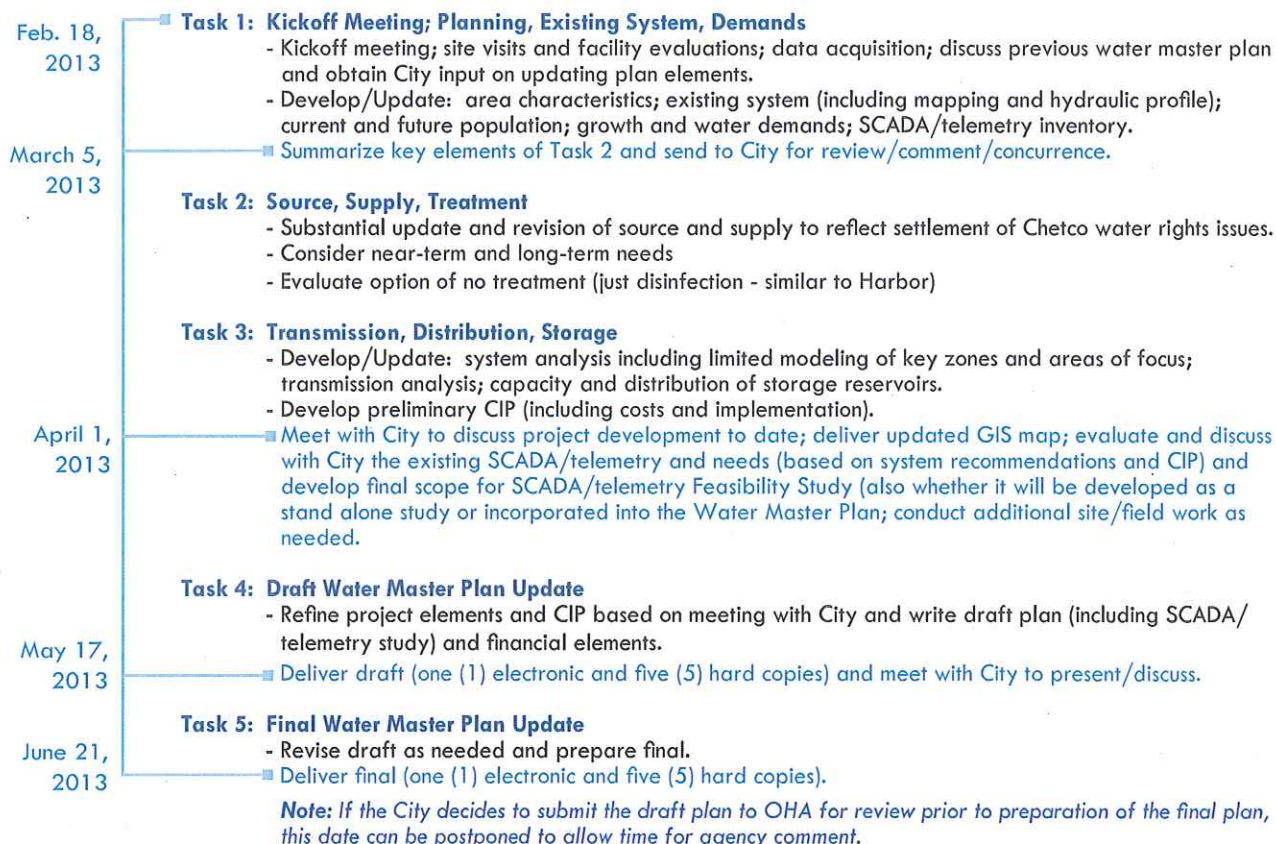
APPROACH & PROJECT SCHEDULE

Our overall approach and schedule is summarized on the following page. Additional notes on the project, scope, and approach are listed below:

- The WMP will be prepared in general conformance with OAR 333-061-0060 to allow the City to obtain OHA approval of the document. However, our proposal does not include an updated Water Management and Conservation Plan that may be required for OHA approval if it has been noted as a requirement of a water right permit issued to the City.
- We can utilize either a 30 year or a 20+ year planning basis. We will discuss the relative merits of each at the kickoff meeting and utilize the City's preference.
- We expect to work closely with City staff throughout the course of the project.
- Modeling will necessarily be limited because of the available budget, but will be targeted to assess transmission, zonal interactions, and selected improvements.
- We have budgeted for some survey work to establish/verify selected key elevations.
- Task 1 includes an inventory and assessment of existing SCADA and telemetry. We propose to develop the final scope of the SCADA/telemetry study with City input after the initial assessment and the preliminary CIP is complete. Benefits of incorporating the study as part of the WMP or developing it as a standalone document can be discussed and a decision made at that time.

APPROACH SUMMARY & TIMELINE

The following **work plan summary and timeline** is intended to provide you with an overview of the key tasks and meetings (with the City of Brookings) that are associated with the project. We also incorporated into our scope of work, by reference, all elements noted under "Scope of Work" in the RFP.



STAFF ASSIGNMENT SCHEDULE

(Estimated Project Hours)

	Bill P.	Jim S.	Andy R.	Tom F.	Blaine M.	Tim S.	Drafting/Clerical
Task 1: Kickoff Meeting; Planning, Existing System, Demands	40	1	32	32	32	16	32
Task 2: Source, Supply, Treatment	40	8	-	12	-	-	8
Task 3: Transmission, Distribution, Storage	48	8	-	48	16	8	8
Task 4: Draft Water Master Plan Update	60	4	-	8	-	32	24
Task 5: Final Water Master Plan Update	16	1	-	4	-	-	12
Total Hours	204	22	32	104	48	56	84

Location Considerations | Bill Pavlich will not be charging his travel time to/from this project, since we have on-going marketing efforts and some strong project possibilities in the area. Bill will coordinate as practicable. His visits will involve multi-day stays in Brookings in order to minimize travel and maximize the utility of his time on-site. We are also using a local subconsultant, Tim Stadelman.

Plan Submission and Review Requirements

(5) Master plans.

(a) Community water systems with 300 or more service connections shall maintain a current master plan. Master plans shall be prepared by a professional engineer registered in Oregon and submitted to the Authority for review and approval.

(b) Each master plan shall evaluate the needs of the water system for at least a twenty year period and shall include but is not limited to the following elements:

(A) A summary of the overall plan that includes the water quality and service goals, identified present and future water system deficiencies, the engineer's recommended alternative for achieving the goals and correcting the deficiencies, and the recommended implementation schedule and financing program for constructing improvements.

(B) A description of the existing water system which includes the service area, source(s) of supply, status of water rights, current status of drinking water quality and compliance with regulatory standards, maps or schematics of the water system showing size and location of facilities, estimates of water use, and operation and maintenance requirements.

(C) A description of water quality and level of service goals for the water system, considering, as appropriate, existing and future regulatory requirements, nonregulatory water quality needs of water users, flow and pressure requirements, and capacity needs related to water use and fire flow needs.

(D) An estimate of the projected growth of the water system during the master plan period and the impacts on the service area boundaries, water supply source(s) and availability, and customer water use.

(E) An engineering evaluation of the ability of the existing water system facilities to meet the water quality and level of service goals, identification of any existing water system deficiencies, and deficiencies likely to develop within the master plan period. The evaluation shall include the water supply source, water treatment, storage, distribution facilities, and operation and maintenance requirements. The evaluation shall also include a description of the water rights with a determination of additional water availability, and the impacts of present and probable future drinking water quality regulations.

(F) Identification of alternative engineering solutions, environmental impacts, and associated capital and operation and maintenance costs, to correct water system deficiencies and achieve system expansion to meet anticipated growth, including identification of available options for cooperative or coordinated water system improvements with other local water suppliers.

(G) A description of alternatives to finance water system improvements including local financing (such as user rates and system development charges) and financing assistance programs.

(H) A recommended water system improvement program including the recommended engineering alternative and associated costs, maps or schematics showing size and location of proposed facilities, the recommended financing alternative, and a recommended schedule for water system design and construction.

(I) If required as a condition of a water use permit issued by the Water Resources Department, the Master Plan shall address the requirements of OAR 690-086-0120 (Water Management and Conservation Plans).

(c) The implementation of any portion of a water system master plan must be consistent with OAR 333-061 (Public Drinking Water Systems, Oregon Health Authority), OAR 660-011 (Public Facilities Planning, Department of Land Conservation and Development) and OAR 690-086 (Water Management and Conservation Plans, Water Resources Department).



**2013 LAKE OSWEGO, OREGON
HOURLY RATE SCHEDULE**

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
1. Office Tech I, Expediter I	\$ 45.00
2. Office Tech II, Expediter II	\$ 55.00
3. Jr. Instrument Person, Office Tech III, Intern	\$ 65.00
4. Instrument Person, GPS Assistant, Jr. CAD Drafter, Sr. Office Tech, Inspector	\$ 75.00
5. Jr. Engineer, Designer I, Jr. Planner, Party Chief, CAD Drafter I, GIS Tech, Inspector I, Project Administrator	\$ 85.00
6. Engineer I, Designer II, Planner I, Survey Tech I, CAD Drafter II, GIS Analyst I, Inspector II	\$ 95.00
7. Engineer II, Sr. Designer, Planner II, Sr. Party Chief, Survey Technician II, CAD Drafter III, GIS Analyst II, Inspector III	\$ 105.00
8. Sr. Engineer, Project Designer I, Sr. Planner, Project Surveyor, Sr. CAD Drafter, GIS Analyst III, Sr. Inspector	\$ 115.00
9. Project Engineer, Project Designer II, Project Planner, Sr. Project Surveyor, GIS IV GIS/CAD Manager	\$ 125.00
10. Sr. Project Engineer, Structural Engineer, Sr. Project Designer, Sr. Project Planner, Survey Project Manager, Robotic/GPS & Operator	\$ 135.00
11. Project Manager, Principal Surveyor	\$ 145.00
12. Sr. Project Manager, Sr. Principal Surveyor, 3D Scanning & Operator	\$ 155.00
13. Principal Engineer, Principal Planner	\$ 165.00
14. Senior Principal	\$ 175.00

REIMBURSABLES

A. Sub-Consultants, Professional and Technical	Cost + 12%
B. Maps, reports, materials, permit fees, express delivery and messenger, pass-thru bills and similar items necessary for work in progress	Cost + 12%
C. Technology expenses associated with computers, software, electronic distance measuring devices, telephone, cell phone, photo copies, standard survey supplies and transportation and standard postage will be invoiced as a Technology Charge	2% of labor billing
D. Out-of-Town travel per diem and cost of commercial transportation	Cost + 10%
E. Transportation within 30 Mile Radius *	No Charge
Transportation beyond 30 Mile Radius – Automobile	\$.60 per mile
* On job inspection mileage will be billed	\$.60 per mile
F. Special Equipment/Software	
Special Software for Modeling/Analysis	\$ 10/hour
Large Format Blueprints and Reproduction – Bond	\$.50/sq foot
Large Format Blueprints and Reproduction – Mylar	\$ 1.50/sq foot
Color Copies – In-house (8½ x 11)	\$.25/page
G. Expert Witness	Rate x 1.5

Note: ¹ All payment is due within 30 days from date of invoice. A monthly service charge of 2% will be added on all accounts older than 30 days.

² The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2013. After December 31, 2013, invoices will reflect the schedule of charges in effect at that time.



PACE Engineers, Inc.
Terms and Conditions for Professional Services
Oregon

January 1, 2013

CLIENT: City of BrookingsContract/Proposal Date: February 6, 2013**TERMS AND CONDITIONS OF AGREEMENT**

CLIENT and PACE ENGINEERS, INC., (PACE) agree that the following provisions shall be a part of their agreement.

1. **STANDARD OF CARE.** PACE's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of PACE are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of PACE's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services, or by furnishing oral or written reports of findings made. No entity other than CLIENT or PACE shall be construed as a beneficiary to this Agreement.
2. **INSURANCE COVERAGE.** PACE is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage. During the performance of this Agreement PACE will maintain professional liability insurance with a limit of not less than \$1 million on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1 million on an occurrence basis.
3. **RISK ALLOCATION.** In recognition of the relative risks, rewards, and benefits of the project to both the CLIENT and PACE, the risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, PACE's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes, shall not exceed ten times our fee or \$500,000, whichever is less. Such causes include, but are not limited to, PACE's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
4. **INDEMNIFICATION.** The CLIENT shall indemnify and hold harmless PACE and all of its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, or expense is caused in whole or in part by the negligent acts, errors, omissions, and/or strict liability of the CLIENT, or anyone directly or indirectly employed by the CLIENT (except PACE).
5. **CLIENT** shall absolve the Engineer of any liability arising from any design changes, design interpretations, or answers to Contractor questions to which PACE is not a party.
6. **LIENS.** PACE reserves the right to file a Notice of Intent to Lien and/or Lien throughout the life of the project. This action protects PACE's right of payment for services rendered.
7. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, and provide all legal services in connection with the project. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work.
8. **ADDITIONAL SCOPE OF WORK.** From time to time the CLIENT may request PACE to perform additional services that are not included in the original Scope of Work. It is understood the CLIENT will pay for all services provided that are outside the original Scope that have been requested by the CLIENT or the CLIENT's representative. PACE will provide written notice as soon as possible on work being requested that is outside the original Agreement. Upon receipt of written notification of work being performed by PACE that PACE feels is outside the original Agreement, the CLIENT shall immediately notify PACE in writing if the CLIENT takes exception to the extra work being done or that the work is outside the original scope. Otherwise, it is understood that the CLIENT agrees to pay a reasonable cost for all extra work being performed by PACE. If PACE's professional services are suspended for longer than six months, PACE is entitled to the additional costs associated with that delay. In addition, if the project duration extends significantly longer than the project duration identified in the Scope of Work, PACE is entitled to additional compensation associated with the increased project duration. If the project is required to meet new code requirements after the submittal is complete, PACE is entitled to additional compensation to meet those requirements.
9. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by PACE is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that PACE will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. PACE shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods, or appliances used by any contractor, nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. Any Punch List created is not intended to be inclusive of all potential items and does not relieve the Contractor of their obligation. If services during construction are required, the CLIENT shall have PACE listed as an additional insured on the Contractor's insurance policy.
10. **TERMINATION OF SERVICES.** This agreement may be terminated by the CLIENT or PACE with ten (10) days' notification. In the event of termination, the CLIENT shall pay PACE for all the services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses. In the event of termination by PACE, PACE will transfer copies of all work to date to the CLIENT and provide a summary of the status of the project so the client may retain another company to continue the work.
11. **OWNERSHIP OF DOCUMENTS.** All documents, electronic or otherwise, produced by PACE under this agreement are protected and shall remain the property of PACE and may not be used by the CLIENT for any other endeavor without the written consent of PACE.
12. **PROPOSALS, FEES, AND BUDGETS.** PACE shall honor proposals and budgets for 60 days from the date the proposal was issued unless otherwise specified in the proposal.
13. **TERMS OF PAYMENT.** CLIENT will be invoiced each month following commencement of work. Payment in full of an invoice must be received by PACE within thirty (30) days of the date of such invoice. Any retainers shall be credited on the final invoice.
14. **LATE PAYMENTS.** Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 2.0% on the then unpaid balance. In the event that collection proceedings are required, CLIENT will also be responsible to pay the costs and attorneys' fees incurred by PACE, whether or not suit is brought, in both trial and appellate courts, and in connection with any bankruptcy or reorganization proceedings. It is PACE's policy to utilize Professional Service Liens to help secure payment of accounts that are unpaid 60 days or more. CLIENT will be responsible to pay the fees incurred in securing and releasing Liens filed on late payments.
15. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice, specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
16. **SUSPENSION OF WORK / WITHHOLDING OF WORK PRODUCT.** Failure of CLIENT to submit full payment of an invoice within thirty (30) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at PACE's discretion. PACE, without any liability to PACE, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment if required by PACE. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. PACE is not obligated to provide services in excess of the authorized budget.
17. **APPLICABLE LAWS.** Unless otherwise specified, this agreement shall be governed by the laws of the State of Oregon. Any legal proceedings arising from this Agreement shall be filed in Clackamas County.
18. **DISPUTE RESOLUTION.** All disputes arising out of, or related to, this Agreement, except those related to nonpayment of invoices in amounts under the local Small Claims Court limits, shall be submitted first to nonbinding mediation as a condition precedent to litigation. If any dispute submitted to mediation is not successfully resolved, the matter may be resolved through litigation in accordance with Item 17. APPLICABLE LAWS.

Signature

PACE Engineers, Inc.
5000 Meadows Road | Suite 345
Lake Oswego, Oregon 97035-2232
p 503.597.3222 | f 503.597.7655
www.paceengrs.com

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2013

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: 2013 Storm Water Master Plan Update

Recommended Motion: Authorize the City Manager to execute a professional services contract with Dyer Engineering to update the City's Storm Water Master Plan in an amount not to exceed \$55,000.

Financial Impact: The storm water master plan update funding was adopted by Resolution 13-R-996 by City Council at the January 28, 2013 meeting. The emergency repair chart listed identified \$150,000 for system wide inspection, mapping and a storm water master plan update to be paid from wastewater system replacement funds and wastewater system development funds. The fee proposal submitted by Dyer is within budget.

Background/Discussion: The last storm water master plan update was completed and adopted by City Council in 2008. When this update was conducted, it lacked adequate storm drain mapping and is difficult and outdated to use as a tool for designing future storm drain improvements. There are still several areas needing improvements after the extensive storm damage from last year's significant storm event such as the failed pipe at Oil Can Henry's, Buena Vista Loop catch basin and Napa Auto parts drainage among others. The data provided from the storm water master plan update will provide the civil engineers the data to safely and appropriately size failed or inadequate infrastructure.

A master plan update is critical for future capital improvement project budgeting, and evaluating system development charge updates (SDC). A master plan provides a currently comprehensive evaluation of the storm water distribution network and evaluates capacities and conditions of infrastructure.

Staff is also concurrently soliciting TV inspection bids for 5 miles of the storm system, as well as actively GIS mapping the storm water infrastructure. The City Engineer will provide this update by June/July 2013 which will include the condition assessment identified from the TV inspection. Staff will then expedite the design and construction of the necessary improvements before November 2013.

Policy Considerations: None.

Attachment(s):

- a. Fee Schedule
- b. Page 29 from January 28, 2013 "Emergency Repair Chart"

TASK ORDER 41

City of Brookings

Storm Drain Master Plan Update

SCOPE OF WORK: Provide a Master Plan Update to the City's Overall Storm Drain System.

FOUNDATION: The City has experienced several significant storm drain collapses in the past couple years during winter storm events. These collapses and resultant overland flooding have caused significant damage to both public and personal properties throughout the City. By having to complete emergency repairs during the winter months, this has required the City to expend significant resources and funds. To help the City outline a proactive solution to the address the aging and deficient storm drain system, the City is having several key storm drain systems televised and inspected. The storm drain master plan will utilize the results of the television inspection to outline needed improvements to the core system as well as outlining needed improvements for the City's overall storm drain system. The master plan update will also provide a basis for future development areas within the City.

SCOPE OF ENGINEERING SERVICES

The City needs engineering services for developing the storm drain master plan. Engineering services include:

Coordination

- Coordinate with City staff, ODOT and affected agencies.
- Conduct onsite review meeting with City staff and council. Arrive at concurrence on such things as priority areas, possible re-direction of storm water flows to other basins to alleviate deficient downstream components.

Overall Study Parameters

- Chapter 1 – Introduction: provide background and need.
- Chapter 2 - Study area: includes climate, drainage courses, topography and soils and flooding hazards.
- Chapter 3 - Existing system: describe overall system including utilizing the City's GIS database.
 - Subtask for Chapter 3: Assist City in obtaining data on overall existing system. Provide up to 50 hours of engineer tech time to gather pipe sizes, type and depths as directed by City staff.
- Chapter 4 – Planning Criteria: include federal and state regulations that pertain to storm water systems, local ordinances, storm drain ordinances for development. Review pretreatment needs for city-wide implementation.

- Chapter 5 – Hydrological Analysis: provide storm frequency, channelization, analysis method, runoff coefficients, rainfall intensity, time to concentration / peak, unit hydrograph and runoff generation reports, hydrograph routing and computer modeling for a 25-year storm event.
- Chapter 6 – Storm Drain Model: Evaluate storm drain system for present and built-out conditions. Provide discharge estimates and review possible re-direction of storm water flows away from deficient areas. Provide storm drain alternatives.
- Chapter 7 – Recommended Plan: outline storm drain improvements, provide basis for cost estimates including construction-engineering-permitting-legal / administrative; prioritize improvements and provide cost estimates. Provide possible pre-treatment areas and methods that can be incorporated into the improvements.

Schedule (anticipated)

- Authorized to begin task order –End of February 2013
- Complete draft report – 4 months (End of June 2013).
- Review period by City – 1 month (Comments by end of July 2013).
- Complete final report – 1 month (End of August 2013).

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum \$49,550 including all professional services and reimbursable expenses. If the City elects to include Subtask – Data Acquisition, then the fee for these services will be increased by \$5,950 for a not to exceed maximum of \$55,500 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Brookings

The Dyer Partnership
Engineers & Planners, Inc.

Gary Milliman, City Manager

Michael W. Erickson, Sr. V.P.

Date: _____

Date: _____

Category	Project	Description	Fund/Payment Method				
Emergency Repair/Clean Up	Mill Beach Culvert Beach Lift Station Ransom Culvert Oil Can Water Mains Eastwood Storm Supplies Earthwork Clean-up Ransom Drain Inlet Engineering	Replace failed 48" culvert/restore road Temporary repairs, portable pumps Replace failed 60" culvert/restore road Storm drain failure/clean & shore up Water main repairs, various locations Slope failure/temporary bypass 2,500 sand bags, repair Vactor, etc. Repair damaged slopes, various locations Street sweep, clean debris Install storm drain inlet Dyer, Roberts, GRT, etc	Fund Balance				
			SWSRF	WWSRF	WSRF	SSRF	GFR
			\$ 338,347	\$ 875,647	\$ 400,052	\$ 424,433	\$ 282,652
			60,000				
				25,000			
			110,000				
			35,000				
					4,500		
					25,000		
							18,000
							25,000
							15,000
			6,800				
			1,450				
Fund Totals		213,250	25,000	29,500	0	58,000	
Category Total		\$325,750					
Restoration	Mill Beach Culvert Ransom Ransom Beach LS Oil Can Eastwood Master Plan	Restore Pavement Restore Pavement, sidewalk Restore fence/wall Restore pavement, electrical, stabilize hillside Restore pipe Relocate pipe from slope failure area Systemwide inspection/mapping/improv. Plan	Surcharges				
			Total Cost	SWSRF	WWSRF	WSRF	SSRF
			8,500				8,500
			34,550				34,550
			15,000	15,000			
			350,000		350,000		
			312,000	312,000			
			25,000			25,000	
			150,000	150,000			
			Category Total		\$895,050	\$477,000	\$350,000
Rate Totals per month		\$2.35					
Mitigation	Old County Rd @ Fir Napa/Lucky Lane City Hall Alley Buena Vista Loop	Re-route stormwater through Azaela Park Upsize/replace storm drain Consolidate City/clinic system Modify catch basin/new catch basin	Bond Rate				
			Per \$1,000 AV	10 years =	\$0.26	6 years =	\$0.39
			250,000				
			176,000				
			75,000				
			12,000				
			Category Total		\$513,000		

SWSRF = Storm Water System Replacment Fund
WWSRF = Wastewater System Replacement Fund
WSRF = Water System Replacement Fund

SSRF = Streets System Replacment Fund
GRF = General Fund Reserve

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Tourism Promotion Advisory Committee recommendations for 2012-13 and 2013-14 fiscal years.

Recommended Motion:

Motion to approve the recommendations of the Tourism Promotion Advisory Committee with respect to the utilization of 2012-13 Transient Occupancy Tax revenues and refer non-TOT recommendations to a City Council workshop.

Financial Impact:

Utilization of \$35,000 in Transient Occupancy Tax revenues budgeted in fiscal 2012-13 for tourism promotion.

Background/Discussion:

The Tourism Promotion Advisory Committee has recommended the following utilization of the City's Transient Occupancy Tax revenues for fiscal 2012-13.

ADVERTISING CAMPAIGN (A) (50% - \$17,500)

The Committee recommends that the City contract with a group or individual to develop and undertake a year-long series of "donut" style television spots shown on Charter. The specifications would require that at a minimum, the "donut" would change monthly and the donut content would be "events," or things to do in Brookings. The City should issue a Request for Proposals (RFP) for this service; RFP's would be evaluated by the Committee which would recommend the contract award.

ADVERTISING CAMPAIGN (B) (30% - \$10,500)

The Committee recommends that the City contract with a group or individual to develop 20 minutes of video in four or more segments depicting Brookings area tourism and to place the videos on YouTube and Viemo. The City should issue an RFP for this service; RFP's would be evaluated by the Committee which would recommend the contract award.

INCENTIVES FOR OFF-SEASON EVENTS (20% - \$6,000)

Events such as the Slam'n Salmon Derby and the Slippery Banana softball tournament bring significant numbers of visitors to Brookings. Most events are conducted by private parties. Many current events are held during the peak summer tourist season. Additional events are needed during the "off season" months.

The Committee recommends that the City offer incentives to groups and individuals who organize new, sustainable events, or expand existing events, during the off-season. This might include basketball tournaments and other events that can be held inside, running marathons or other activities which can be conducted during inclement weather. The City should issue an RFP

for events; RFP's would be evaluated by the Committee which would recommend awards to assist the event organizers with start-up costs and advertising. Awards would only be made to events that the Committee finds have potential for sustainability. The event organizers would also be required to repay the grant within three years.

ADDITIONAL RECOMMENDATIONS

The committee recommends that the City issue an RFP for a social media based promotional campaign; RFP's would be evaluated by the Committee which would recommend grant awards for this activity.

The Committee also recommends that the City Council consider taking action to:

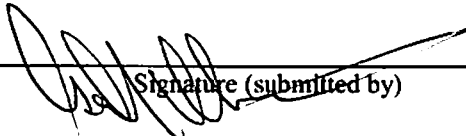
- Provide convenient parking for recreational vehicles.
- Participate in the development of a master calendar for community events. There has been some conflict between scheduled events in Brookings, Harbor and Gold Beach. The City Parks Department currently works with local athletic associations in coordinating the use of City athletic fields. The Friends of the Library hosts an annual meeting of community-based organization representatives to share information on activities planned during the course of the year in an effort to coordinate schedules. The Committee recommends that the City work with the Port District, Gold Beach, Crescent City and other stakeholders in coordinating events into a master calendar.
- Include within the RFP process a methodology for evaluating the effectiveness of the above referenced expenditures in order to improve future decision making.
- Allocate URA and/or Parks SDCs, partner with community based organizations and seek grant funding to redevelop City-owned athletic fields with "all weather" surfaces. The Committee finds that improvements to park sports venues would serve to enhance the ability to attract sports tournaments, which generate multi-day stay visitors.
- Endorse the effort to create a port-based convention center. While no tax revenue expenditure is recommended, the Committee found that converting an existing unused Port-owned building into a convention center targeted to the 100-200 attendee range would result in a significant increase in tourism.
- Improve downtown directional signing.
- Install and maintain downtown improvements such as flower baskets.
- Lift "sandwich board" sign regulations. From May 15 to October 15 approximately 22,000 cars per day pass through Brookings. A sizable portion of the tourists in this group do not STOP. The Committee found that the virtually unlimited use of sandwich boards during this time could vastly increase the number of "STOPS," thus creating business revenue.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 25, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: 2013 Strategic Plan

Recommended Motion:

Motion to adopt the City of Brookings 2013 Strategic Plan

Background/Discussion:

The City Council conducts an annual workshop to develop a strategic plan for the calendar year. This strategic plan is used as a guidance document for budget preparation and prioritization of work/services. The 2013 strategic plan was developed at a workshop conducted on February 4, 2013. Progress on the strategic plan will be reviewed at a City Council workshop on a quarterly basis.

Attachment(s):

- a. City of Brookings 2013 Strategic Plan

City of Brookings 2013 Strategic Plan

GOAL 1: An Effective, Responsive, Ethical City Government That Is Fiscally Sustainable.				
Objectives	Priority/Action Items		Resp Party	Status/Notes
<ul style="list-style-type: none"> Sufficient revenue to sustain City services at appropriate levels. Provide competitive employee compensation through a merit-based system. Balanced revenue system that recognizes demands on City services by residents, businesses and visitors. Stable, effective and accountable management. Maximize non-City revenue resources to pay for services provided to unincorporated area. Encourage new private investment. Expedite development plan implementation. Sustain positive workplace environment and employee morale. Assure internal consistency and efficiency. Utilize local contractors. Succession planning. 	1	Maintain General Fund reserve at 5 percent of operating budget.	BC	Included in 2012-13 budget
	2	Review/update storm water fees.	PWD/FHD	Need master plan update; budgeted for
	3	Conduct conservation improvements at water and wastewater plants.	PWD	\$15,000 estimate for WWTP project; not budgeted - 2013-14 budget.
	4	Significantly reduce vehicle fuel consumption.	PWD	Evaluate fuel use/alternate energy for vehicle replacement/smaller vehicles for PW supervisors
	5	Develop plan for recruiting and sustaining volunteers.	PWD	Parks/Tech Services Coordinator. Recognition program.
	6	Complete infrastructure GIS project.	PWD	Workshop spring
	7	Evaluate outsourcing services and cross training to reduce operating costs	CM	
GOAL 2: A Safe Community				
Objectives	Priority/Action Items		Resp Party	Status/Notes
<ul style="list-style-type: none"> Adequately staff, equipped and housed police and fire departments Maintain streets in safe/serviceable condition. Provide clean drinking water and compliant waste water treatment. Improve personal/family preparedness. 	1	Build and equip an Emergency Operating Center.	CM/PWD	Complete by March 2013
	2	Exercise emergency plan.	PSD	Hold for EOC completion
	3	Develop bicycle plan & pursue funding for improvements.	PWD	Bicycle Plan Adopted - Harris/Dawson Project to begin 2013. More grants in progress
	4	Promote "Map your Neighborhood" preparedness program.	PSD	Developing program through VIPS & VFD
	5	Allocate \$250,000 annually for street reconstruction and major maintenance.	BC	
	6	All employees & City Council members complete NIMS training at level required to perform their disaster assignment.	CM/CC	All employees have completed.
	7	Improve pedestrian/vehicle safety; replace hazardous storm drain grate; make pedestrian facilities more accessible.	PWD	

KEY: BC = Budget Committee CA = City Attorney CC = City Council CE = City Engineer CM = City Manager
 FHD = Finance & Human Resources Director PSD = Police Safety Director PWD = Public Works & Development Director

City of Brookings 2013 Strategic Plan

GOAL 3: Influence Economic Growth / Improve Quality of Life				
Objectives	Priority/Action Items		Resp Party	Status/Notes
<ul style="list-style-type: none"> Complete approved capital projects in a timely and cost efficient manner. Provide infrastructure to support economic growth. Develop coastal access. Establish development policies and public improvements/standards that recognize economic trends. Secure needed resources. Establish policy that City is pro-growth. 	1	Develop UGB transition agreements with special districts.	PWD	Delayed by HSD/County not pursuing.
	2	Develop business and resident attraction program.	CM	
	3	Develop schedule to review/update infrastructure master plans and development standards; consolidated implementation plan for infrastructure; existing SDC credit inventory and exchange program.	PWD	Every 5 years. Most plans are >5 years old. Propose Master Plan updates in FY 12/13
	4	Downtown Master Plan implementation schedule.	CM/FHD	Railroad Street a priority.
	5	Develop long term plan for Public Works shop.	CM	Completed purchase of old County yard; pursue airport property/ plan long-term
	6	Develop comprehensive plan for addressing wastewater I&I issue	PWD	In progress. Some projects underway
	7	Wastewater plant slide stabilization strategy.	CE/PWD	Two phases; First phase completed - seeking grant funding for Phase II
	8	Prepare annexation pros/cons and fiscal analysis.	CM	
	9	Develop program to “cash out” DIA program	PWD/FHD	Long term; requires substantial staff resources
	10	Reduce I & I	PWD	In progress
	11	Downtown beautification	CM	Bears, flower baskets
	12	Expand bike paths 6- 10 miles beyond City	PWD	Initiate discussion with ODOT
	13	Attract tourists to stop in downtown Brookings	CM	Tourism Promotion Advisory Committee
GOAL 4: Effective Intergovernmental Relations				
Objectives	Priority/Action Items		Resp Party	Status/Notes
<ul style="list-style-type: none"> Influence regional, state, national policy on issues important to achieving City goals. Secure grant funding. Achieve City goals through strategic partnerships. Prepare for potential County fiscal failure. 	1	Evaluate possible assumption of County services on a cost recovery basis.	CM/FHD	Reviewed Planning/Building; not feasible.

KEY: BC = Budget Committee CA = City Attorney CC = City Council CE = City Engineer CM = City Manager
 FHD = Finance & Human Resources Director PSD = Police Safety Director PWD = Public Works & Development Director

City of Brookings

MEETING Minutes

CITY COUNCIL

Monday, February 11, 2013, 7:00pm

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

The City Council met in Executive Session at 6:30pm, in the City Manager's office, under authority of ORS 192.660 (2) (h) to consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Call to Order

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

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Bill Hamilton, Brent Hodges, Jake Pieper and Kelly McClain; a quorum present.

Staff Present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, Public Works & Development Director Loree Pryce, Building Official LauraLee Snook, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and approximately 4 others.

Ceremonies/Appointments/Announcements

Approval to reappoint Garth Richey to Parks & Recreation Commission.

Councilor Hodges moved, a second followed and Council voted unanimously to reappoint Garth Richey to Parks & Recreation Commission.

Approval to appoint Betty Pomerleau to the Planning Commission.

Councilor Pieper moved, a second followed and Council voted unanimously to appoint Betty Pomerleau to the Planning Commission.

Staff Reports

Authorization to proceed with Phase I study of the Wastewater System Development Charges.

Building Official Snook gave the staff report.

In response to questions from Councilor Hodges, Snook said in 26 years the City had received only \$60,000 from conversions and that removing SDC fees for conversions might encourage new businesses to locate here that might otherwise be discouraged by the fees. The administrative fee charged by the City, Snook said, was to pay for staff's processing time, including financial assessments.

Councilor McClain asked if the City could eliminate the SDC fee for conversion of existing buildings without justification and Mayor Hedenskog questioned the legality of doing so.

City Attorney Rice said she would need to research the process, but thought it could definitely be done if that was the direction Council wanted to go.

Director Pryce said Phase II would be an update of the Wastewater Master Plan identifying future capital improvement projects to later be incorporated into the SDC study.

Mayor Hedenskog said that whatever the City decided to charge needed to be defensible.

Councilor Pieper said that the study determines a maximum amount the City could charge, not a minimum; whatever the City decided to charge within that limitation was a policy decision.

Councilor McClain asked if a study was actually needed to determine the maximum SDC when the goal was to reduce certain fees.

Mayor Hedenskog said it was best to update the study every five years and after the study was completed, Council could make its policies decision.

Councilor Pieper said he was looking for good, factual data upon which to make decisions.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize staff to proceed with Phase I of the Wastewater System Development Charge Study.

Authorization to investigate and prepare preliminary budget for implementation of an alternative plan for providing law enforcement, prosecution and prisoner services.

City Manager Milliman provided the staff report.

In response to questions from Councilor Hodges, Milliman said the Road Department receives state funding which, over the years, it had built up as a "rainy day" fund and that he didn't know if the state could mandate an increase in property taxes should the tax levy fail.

Mayor Hedenskog asked how the City would go about handling legal processes, such as hiring a District Attorney, and Milliman said it would be far less costly to work with the existing structure.

Council Pieper said he wanted to see a budget for handling only legally required law enforcement services.

Councilor McClain said he didn't want to see Brookings citizens "carry the County," and that in talking to people he didn't think there was any confidence that a tax increase was going to solve anything. "It's just kind of feeding the beast," he said.

Councilor Hamilton wondered why he hadn't heard anything about the County considering salary reductions for Commissioners or key staff, but said he was glad to see the County combining departments.

Councilor Hodges said the figures proposed in the tax levy didn't seem to be "a good balance of costs across the board."

Councilor Pieper said the City can't "build up a mote," around itself, and related waiting 45 minutes for someone from the County to show up after his family had been involved in a car accident. The City's decision to have more officers, Pieper added, ultimately resulted in a heavier use of the County's criminal justice system. "I can't fault Harbor residents for my decision to have more cops," Pieper said, and added that Council was going to have some hard decisions to make after looking at a budget, including possibly accepting lower law enforcement levels.

In response to questions from Councilor McClain, Milliman said the state didn't seem to have a plan for handling law enforcement in absence of the County providing it and that state regulations limited the length of time the City could hold detainees in its holding cells to four hours.

Councilor McClain said the County needed to move to a Commissioner/Administrator model, similar to the City's. The County, he said, has three paid Commissioners with no particular experience in running County government and without this change the problems will never be

solved. "It makes me sick," McClain said, in reference to the County's inaction toward implementing any of the ideas it had been presented.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize staff to investigate and prepare a preliminary budget for implementation of an alternative plan for providing law enforcement, prosecution and prisoner services as described in the Plan B discussion section of the Council Agenda Report dated February 11, 2013.

Consent Calendar

1. Approve Council minutes for January 28, 2013.
2. Accept Parks & Recreation minutes for December 13, 2013.
3. Accept January 2013, Vouchers in the amount of \$378,931.03.

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

Adjournment

Councilor Hodges moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:35pm.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2013:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2013

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,537,268.00	6,730.54	209,075.51	2,328,192.49	8.2
LICENSES AND PERMITS	94,500.00	32,883.37	74,444.63	20,055.37	78.8
INTERGOVERNMENTAL	589,500.00	27,628.92	115,943.59	473,556.41	19.7
CHARGES FOR SERVICES	177,500.00	18,610.63	97,173.89	80,326.11	54.8
OTHER REVENUE	86,000.00	2,985.76	54,944.70	31,055.30	63.9
TRANSFERS IN	193,929.00	.00	.00	193,929.00	.0
	<u>3,678,697.00</u>	<u>88,839.22</u>	<u>551,582.32</u>	<u>3,127,114.68</u>	<u>15.0</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	14,048.00	1,304.51	6,743.58	7,304.42	48.0
MATERIAL AND SERVICES	8,300.00	398.75	2,454.95	5,845.05	29.6
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
	<u>24,348.00</u>	<u>1,703.26</u>	<u>9,198.53</u>	<u>15,149.47</u>	<u>37.8</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	158,373.00	14,640.75	107,707.48	50,665.52	68.0
MATERIAL AND SERVICES	81,800.00	18,603.93	74,279.72	7,520.28	90.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>240,173.00</u>	<u>33,244.68</u>	<u>181,987.20</u>	<u>58,185.80</u>	<u>75.8</u>
POLICE:					
PERSONAL SERVICES	1,779,367.00	165,209.44	1,052,179.41	727,187.59	59.1
MATERIAL AND SERVICES	150,740.00	7,896.75	68,686.58	82,053.42	45.6
CAPITAL OUTLAY	401,100.00	68,723.65	316,118.91	84,981.09	78.8
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	<u>2,346,207.00</u>	<u>241,829.84</u>	<u>1,436,984.90</u>	<u>909,222.10</u>	<u>61.3</u>
FIRE:					
PERSONAL SERVICES	168,625.00	12,164.63	98,738.92	69,886.08	58.6
MATERIAL AND SERVICES	122,500.00	7,418.86	39,626.83	82,873.17	32.4
CAPITAL OUTLAY	79,580.00	.00	30,579.01	49,000.99	38.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>370,705.00</u>	<u>19,583.49</u>	<u>168,944.76</u>	<u>201,760.24</u>	<u>45.6</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	191,352.00	15,816.29	108,914.48	82,437.52	56.9
MATERIAL AND SERVICES	66,000.00	324.71	7,291.01	58,708.99	11.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>257,352.00</u>	<u>16,141.00</u>	<u>116,205.49</u>	<u>141,146.51</u>	<u>45.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2013

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	54,854.00	15,018.43	88,561.44	(33,707.44)	161.5
MATERIAL AND SERVICES	78,900.00	6,699.73	39,873.73	39,026.27	50.5
CAPITAL OUTLAY	10,000.00	221.02	1,953.01	8,046.99	19.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	143,754.00	21,939.18	130,388.18	13,365.82	90.7
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	114,228.00	13,662.38	107,908.77	6,319.23	94.5
MATERIAL AND SERVICES	32,600.00	1,333.58	14,899.55	17,700.45	45.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	146,828.00	14,995.96	122,808.32	24,019.68	83.6
SWIMMING POOL:					
PERSONAL SERVICES	56,449.00	.00	40,248.53	16,200.47	71.3
MATERIAL AND SERVICES	41,180.00	864.71	24,122.85	17,057.15	58.6
CAPITAL OUTLAY	10,000.00	.00	3,879.02	6,120.98	38.8
	107,629.00	864.71	68,250.40	39,378.60	63.4
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	157,500.00	10,606.33	44,905.01	112,594.99	28.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	690,201.00	.00	.00	690,201.00	.0
	914,701.00	10,606.33	44,905.01	869,795.99	4.9
	4,551,697.00	360,908.45	2,279,672.79	2,272,024.21	50.1
	(873,000.00)	(272,069.23)	(1,728,090.47)	855,090.47	(198.0)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2013

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	510,000.00	30,130.21	210,336.19	299,663.81	41.2
OTHER REVENUE	300.00	1,898.09	2,238.33	(1,938.33)	746.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>510,300.00</u>	<u>32,028.30</u>	<u>212,574.52</u>	<u>297,725.48</u>	<u>41.7</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	121,992.00	11,312.37	66,708.32	55,283.68	54.7
MATERIAL AND SERVICES	195,600.00	8,333.22	49,041.65	146,558.35	25.1
CAPITAL OUTLAY	208,300.00	46,677.15	110,483.79	97,816.21	53.0
TRANSFERS OUT	24,610.00	.00	.00	24,610.00	.0
CONTINGENCIES AND RESERVES	65,798.00	.00	.00	65,798.00	.0
	<u>616,300.00</u>	<u>66,322.74</u>	<u>226,233.76</u>	<u>390,066.24</u>	<u>36.7</u>
	<u>616,300.00</u>	<u>66,322.74</u>	<u>226,233.76</u>	<u>390,066.24</u>	<u>36.7</u>
	<u>(106,000.00)</u>	<u>(34,294.44)</u>	<u>(13,659.24)</u>	<u>(92,340.76)</u>	<u>(12.9)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2013

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,395,000.00	215,144.73	923,804.68	471,195.32	66.2
OTHER INCOME	2,000.00	10,347.21	38,942.54	(36,942.54)	1947.1
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,397,000.00</u>	<u>225,491.94</u>	<u>962,747.22</u>	<u>434,252.78</u>	<u>68.9</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	596,281.00	46,337.49	304,941.51	291,339.49	51.1
MATERIAL AND SERVICES	325,250.00	22,248.47	206,497.97	118,752.03	63.5
CAPITAL OUTLAY	68,300.00	.00	12,759.42	55,540.58	18.7
	<u>989,831.00</u>	<u>68,585.96</u>	<u>524,198.90</u>	<u>465,632.10</u>	<u>53.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	379,002.00	.00	.00	379,002.00	.0
CONTINGENCIES AND RESERVES	138,667.00	.00	.00	138,667.00	.0
	<u>517,669.00</u>	<u>.00</u>	<u>.00</u>	<u>517,669.00</u>	<u>.0</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,507,500.00</u>	<u>68,585.96</u>	<u>524,198.90</u>	<u>983,301.10</u>	<u>34.8</u>
	<u>(110,500.00)</u>	<u>156,905.98</u>	<u>438,548.32</u>	<u>(549,048.32)</u>	<u>396.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2013

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,650,500.00	522,805.60	1,858,411.07	792,088.93	70.1
OTHER REVENUE	3,000.00	.00	420,279.18	(417,279.18)	14009.
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,653,500.00</u>	<u>522,805.60</u>	<u>2,278,690.25</u>	<u>374,809.75</u>	<u>85.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	426,141.00	43,170.78	262,622.38	163,518.62	61.6
MATERIAL AND SERVICES	250,100.00	6,338.05	77,813.09	172,286.91	31.1
CAPITAL OUTLAY	24,900.00	.00	2,384.49	22,515.51	9.6
	<u>701,141.00</u>	<u>49,508.83</u>	<u>342,819.96</u>	<u>358,321.04</u>	<u>48.9</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	436,275.00	35,239.73	227,526.86	208,748.14	52.2
MATERIAL AND SERVICES	466,600.00	42,930.56	254,903.00	211,697.00	54.6
CAPITAL OUTLAY	302,400.00	19,696.83	66,575.41	235,824.59	22.0
TRANSFERS OUT	1,075,705.00	.00	.00	1,075,705.00	.0
CONTINGENCIES AND RESERVES	239,379.00	.00	.00	239,379.00	.0
	<u>2,520,359.00</u>	<u>97,867.12</u>	<u>549,005.27</u>	<u>1,971,353.73</u>	<u>21.8</u>
	<u>3,221,500.00</u>	<u>147,375.95</u>	<u>891,825.23</u>	<u>2,329,674.77</u>	<u>27.7</u>
	<u>(568,000.00)</u>	<u>375,429.65</u>	<u>1,386,865.02</u>	<u>(1,954,865.02)</u>	<u>244.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2013

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	509,838.00	.00	13,191.91	496,646.09	2.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	329.05	1,000,170.95	.0
	<u>1,510,338.00</u>	<u>.00</u>	<u>13,520.96</u>	<u>1,496,817.04</u>	<u>.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	675.00	12,652.22	57,347.78	18.1
CAPITAL OUTLAY	1,372,397.00	.00	.00	1,372,397.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	417,941.00	.00	.00	417,941.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,860,338.00</u>	<u>675.00</u>	<u>12,652.22</u>	<u>1,847,685.78</u>	<u>.7</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,860,338.00</u>	<u>675.00</u>	<u>12,652.22</u>	<u>1,847,685.78</u>	<u>.7</u>
	<u>(350,000.00)</u>	<u>(675.00)</u>	<u>868.74</u>	<u>(350,868.74)</u>	<u>.3</u>

February 2013

February 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Monday	Tuesday	Wednesday	Thursday	Friday
	Jan 28	29	30	31	Feb 1
Jan 28 - Feb 1					4:00pm 5:00pm CC - Staff
Feb 4 - 8	4 11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng	5 9:00am 10:00am CC - Site Plan 4:00pm 5:00pm CC - Staff	6 12:00pm 1:00pm CC - Stout Park 7:00pm 9:00pm FH-PoliceResrvs	7 10:00am 4:00pm CC - Muni Court	8
Feb 11 - 15	11 7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council	12 3:00pm 4:00pm CC - Site Plan 4:00pm 6:00pm CC - TPAC	13 10:00am 11:00am FH-BRFD	14 9:00am 10:30am CC-Crm Stoppers 10:30am 12:00pm CC - staff 3:00pm 4:00pm CC - Staff	15
Feb 18 - 22	18 Presidents Day - Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	19 9:00am 10:00am CC - Site Plan 6:00pm 8:00pm CC - CityCounty Meeting	20 6:00pm 8:00pm CC - Budget Workshop	21 11:00am 12:00pm CC- Public Art Comm 7:00pm 9:00pm CC - Parks & Rec	22
Feb 25 - Mar 1	25 7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	26 9:00am 10:00am CC - Site Plan 6:00pm 8:00pm CC-Budget Workshop	27	28	Mar 1

March 2013

March 2013							April 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	1	2	3	4	5	6
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
Feb 25 - Mar 1	Feb 25	26	27	28	Mar 1
Mar 4 - 8	4	5	6	7	8
	11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng	9:00am 10:00am CC - Site Plan 7:00pm 10:00pm CC-Planning Comm	12:00pm 1:00pm CC - Stout Park 6:00pm 8:00pm CC-Budget Workshop 7:00pm 9:00pm FH-PoliceResrvs	10:00am 4:00pm CC - Muni Court	
Mar 11 - 15	11	12	13	14	15
	7:00pm 10:00pm FH-FireTrng 8:00pm 10:30pm CC-Council	9:00am 10:00am CC - Site Plan	10:00am 11:00am FH-BRFD 5:30pm 7:30pm CC - Victims Impact	9:00am 10:30am CC-Crm Stoppers 3:00pm 4:00pm CC - Staff	
Mar 18 - 22	18	19	20	21	22
	11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	9:00am 10:00am CC - Site Plan		11:00am 12:00pm CC- Public Art Comm	
Mar 25 - 29	25	26	27	28	29
	7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	9:00am 10:00am CC - Site Plan		7:00pm 9:00pm CC-Parks & Rec	