City of Brookings

WORKSHOP Agenda

CITY COUNCIL

Tuesday, September 3, 2013, 4:00pm

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

A. Call to Order

B. Roll Call

C. Topics

1. Storm Mitigation Update. [PWDS, pg. 2]
   a. Buena Vista Loop Storm Drain Summary [pg. 5]
2. Treatment Plant Energy Conservation Update. [PWDS, pg. 13]
   a. Commitment letter to ACWA [pg. 15]
   b. Kennedy/Jenks Energy Scoping Audit [pg. 17]
   c. Sustainable Energy Management Training Schedule [pg. 25]
   d. Energy Mission Statement [pg. 26]
3. Strategic Plan Update. [City Manager, pg.27]
4. Capella Income/Expense Report and review of use fees. [City Manager, pg.29]
   a. Income and expense statement [pg. 30]
5. Streaming live video of City Council and Planning Commission meetings. [City Manager, pg. 31]
6. Alcoholic beverages in City parks. [Councilor Hamilton, pg. 32]
7. Street lights at Stout Park. [Councilor Hamilton, pg. 33]

D. Council Member Requests for Workshop Topics

E. 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: September 3, 2013

Originating Dept: PW/DS

Public Works/Development Services Director

City Manager Approval

Subject: Storm Mitigation Update

Recommendation: Implement three (3) additional storm mitigation projects for construction this year based on cost savings from current storm water mitigation projects. A fourth (4) storm drain project is currently being evaluated for costs.

Financial Impact: Staff has worked extensively with the City Engineer and Chris Ell, a contracted geotechnical engineer, to explore cost effective options for storm mitigation projects. The results of these efforts resulted in creative cost effective solutions to Beach Lift Station Slope Stabilization project and Oil Can Henry pipe replacement. Additionally, staff has utilized in house staff to provide specification and bidding services, project management, inspection, drafting, GIS, municipal code updates and civil engineering practice to further reduce costs. The results of these efforts yielded substantial cost savings as show in Table 1 as follows;

Table 1 - Approved Budget per Resolution 13-R-997 and Actual Costs

Location	*Description*	*Estimated cost*	*Actual cost*	*Difference*
Mill Beach Culvert	Restore Pavement	8,500	$5,777	(2,723) under budget SSRF
Ransom	Restore Pavement, sidewalk	34,550	$40,770	$6,220 over budget SSRF
Ransom	Restore fence/wall	15,000	$11,925	(3,075) under budget SWSRF
Beach LS	Restore pavement, electrical, stabilize hillside	300,000	$85,000 emergency work and design+$125,000 construction – ($14,925.75 reimbursement from insurance)	(104,925) under budget WWSRF
Oil Can	Restore pipe	312,000	$75,000 construction + $37,420 Dyer + $40,000 emergency work	(159,580) under budget SWSRF
Eastwood water main	Relocate pipe from slope failure area	25,000	Expect construction bid to be $25,000. All engineering design and drafting conducted in house.	$0

Master Plan	System wide inspection/mapping/improv. Plan	150,000	$55,500 Dyer + $56,955 TV inspection+$30,000 mapping = $142,455	(7,545) under budget SWSRF
		Total budget	**Est. actual costs to date**	**Total Savings**
	Category Total	**$845,050**	**$573,421**	**$271,628**
	Rate Totals per month	**$2.31**		

Table 2- Not budgeted and recommend completion before winter 2013

Project	*Anticipated cost*	*Fund*
1) Memory Lane Improvements	$64,500	SWSRF
2) 5th Street sewer rehabilitation from Easy Street to Elk Drive	$70,000	WWSRF
3) Ransom Street Storm drain replacement- 170' East of Hwy 101	$20,000	SWSRF
4) Ross Road - Replace 400' pipe, install new manholes and catch basin	To be determined	SWSRF
Total	**$154,500 +**	

Table 3 – Difference between budget and (3) proposed projects

	SSRF	SWSRF	WWSRF	WSRF
Summary of remaining balance per fund	-3,497	(170,200)	(104,925)	0
Summary of additional work per fund	0	-84,500	-70,000	0
Balance remaining	**-3,497**	**85,500**	**34,925**	**0**

There are adequate funds due to cost savings in the storm water system replacement (SWSRF) and wastewater system replacement (WWSRF) Resolution 13-R-997 budget to implement the three (3) additional projects identified from the recent TV inspection. The storm water master plan is not yet complete so long range project costs have not yet been identified. Recently the TV inspection indicated that the storm drain downstream of Ross Insurance along Henry Way to the manhole at Chetco Avenue (project 4) is in severe condition and in need of replacement. Staff is exploring whether rehabilitation liner can be installed as a short term repair to extend the life of the pipe until the City can design a pipe replacement and appropriate funds.

Background/Discussion: The extensive damage from last November's storm event has been on a critical path for mitigation efforts and a staff priority since the date of the storm. There has

been a flurry of activities from staff, consultants and contractors to identify and proactively mitigate drainage issues before this year's rainy season.

Last year's storm event was significant. The National Oceanic and Atmospheric Administration (NOAA) recently confirmed the rain event of November 20, 2013 met the definition of a 50-year storm event, or a rain event that is expected to happen only once in 50 years. Current industry standard of practice is to design for 25-year storm event conveyance. A 50-year storm event quite literally would overwhelm any typical City's storm conveyance system.

Following is a summary of current mitigation efforts underway or already completed;

a) Beach Lift Station Slope Stabilization – Project is under construction and expected to be complete by late September, 2013.
b) Memory Lane Improvements – Attached is a summary of findings from the Dyer Partnership. A town hall meeting was hosted for area residents to discuss the master plan evaluation of this area.
c) Eastwood Lane Water Main – The project is currently in bid phase.
d) Old County Road – Project has been awarded for construction and will start construction in September.
e) Oil Can Henry – Project is in design and will be bid for construction by early September. Award of construction may need to be handled as an emergency in order to complete construction before winter.
f) Storm and Sewer point repair rehabilitation – An open contract is in place for the contractor responsible for TV inspection (C-More pipe) to point repair rehabilitate pipe discovered during TV inspection evaluation.
g) Private drainage letters - In an effort to educate the public regarding responsibility for private storm drain conveyances, staff has mailed out over 100 notifications to property owners. The majority of the mailings are informative only and advising that City Staff will do a follow up inspection the week of September 16th to ensure that all open drainages are in compliance. A small number of notifications (7), were targeted for property owners who have underground storm systems which were determined to be in need of repair.
h) Storm Water Master Plan Update - Currently underway and will be completed before budget timeframe.
i) The Brookings Municipal Code (BMC) code revisions were adopted August 26, 2013 at the City Council meeting which will allow staff to abate private drainage issues.
j) TV inspection - Five (5) miles of storm drain and three (3) miles of sewer main have been videotaped and the record of damages summarized.

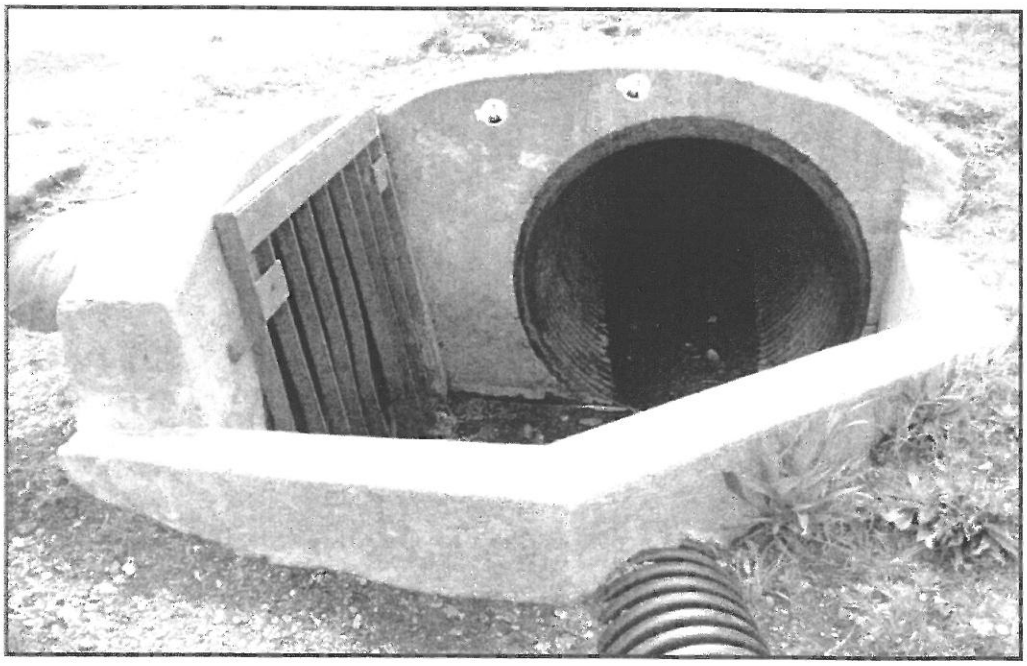
Policy Considerations: Upon completion of the master plan, staff will evaluate the temporary tax rate and whether there is a need for further funding by a bond measure.

Attachment(s): a) Buena Vista Loop Storm Drain Summary

City of Brookings
Curry County, Oregon

BUENA VISTA LOOP STORM DRAIN SUMMARY REPORT

AUGUST 2013



The Dyer Partnership Engineers & Planners, Inc.

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Project No. 145.00B

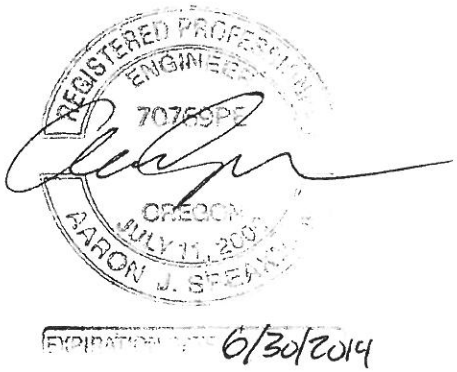
City of Brookings

Curry County, Oregon

Buena Vista Loop Storm Drain Summary Report

August 2013

Project No. 145.00B



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City of Brookings
Buena Vista Loop Storm Drain
Summary Report

1.1 BACKGROUND

During the November 20, 2012 storm event, the city of Brookings and nearby property owners of Buena Vista Loop experienced significant flooding and damage. The Dyer Partnership Engineers and Planners, Inc. was retained to review the existing storm drain system serving the Buena Vista Loop area.

The storm drain area impacting the Buena Vista Loop area begins just south of Chetco Avenue (Highway 101) and extends southeast to the Pacific Ocean. Storm water drains across the surface of properties, into and through drain pipes, and is ultimately conveyed southeast to a 48-inch outfall pipe at the northeast entrance to Buena Vista Loop. The 48-inch outfall pipe then discharges storm water to the Pacific Ocean.

The 48-inch inlet is where flooding was observed to start during the November 20, 2012 storm event. The majority of the storm drain piping affecting Buena Vista Loop is located on private property, and is not owned or maintained by the City. Figure A-1 at the end of this report shows the drainage area impacting the Buena Vista Loop 48-inch outfall.

In addition to the 48-inch outfall on the northeast side of Buena Vista Loop, there are two additional storm water outfalls that are located on the southwest side of Buena Vista Loop. The first outfall is located at 429 Buena Vista Loop and the second is located at 431 Buena Vista Loop. Both of these outfalls have catch basins located in the public right-of way, and the outfall piping is located on private property. The City does not have ownership or easements for the private storm drain outfall lines.

1.2 RAINFALL ANALYSIS

Precipitation events for Brookings were mapped by the National Oceanic and Atmospheric Administration (NOAA) and are summarized in Table 1.1. This data is also presented in the *City of Brookings Storm and Surface Water Facilities Plan*, HGE, Inc, Architects, Engineers, Surveyors & Planners, dated December 2006.

TABLE 1.2 Precipitation Events by NOAA

Frequency Events	Rainfall Accumulated Depth
2-yr, 24-hour	5.0 inches
5-yr, 24-hour	6.0 inches
10-yr, 24-hour	7.0 inches
25-yr, 24-hour	8.0 inches
50-yr, 24-hour	9.0 inches
100-yr, 24-hour	9.5 inches

The rainfall data for the storm event on November 20, 2012 was extracted from NOAA rainfall databases within close proximity of Memory Lane and Buena Vista Loop. Four rainfall stations were located within a 4-mile radius of Memory Lane and Buena Vista. Stations Brookings 0.1 NNE, OR US, Brookings 2.8 SE, OR US, and Brookings, OR US were all within 2 miles of the site and had an average rainfall of 7 inches of rain. The fourth station, Brooking 4.2 ENE, OR US is located approximately four miles up the Chetco River, and this station recorded 9.84 inches of rainfall. In summary, the three gauges within a two-mile radius of Memory Lane show an average of 7 inches of rainfall over a 24-hour period, which is equivalent to a 10-year rainfall event per Table 1.2 above.

The City contacted NOAA directly and asked that they calculate what rainfall event occurred on November 20, 2012. NOAA had 68 years of full rainfall data available for statistical analysis. The data was from year 1912 to year 2002. The City reported a daily station precipitation reading of 6.72 inches of rainfall over a 24-hour period. NOAA reported that a rainfall event of 6.72 inches of rain over a 24-hour period was a 1 in 45-year rainfall event for maximum daily precipitation. A copy of the correspondence between the City and NOAA is included within the Appendix.

For modeling and analysis in this report, a 25-year storm event was modeled and evaluated assuming 8.0 inches of rainfall over a 24-hour period. This volume of rainfall is in excess of what NOAA statistically calculated (See above.) as a 45-year rainfall event, but is conservative and in line with past studies conducted in Brookings.

1.3 HYDRAULIC MODELING AND ANALYSIS

Storm drain modeling and analysis was performed to determine the storm water runoff volumes impacting the Buena Vista Loop area. The modeling software used was HydroCad™. In addition to calculating the peak discharge, the Soil Conservation Service (SCS) method selected in the model also calculates the total quantity of runoff produced from the 24-hour storm. This information is useful to determine the required storm drain infrastructure sizes to contain and convey storm water runoff. Data sheets from the computer model are included in the Appendix under Storm Drain Model Results.

Selection of the storm frequency for this analysis is based on the State of Oregon Department of Transportation Hydraulics Manual. The manual states a 50-year recurrent storm should be utilized for facilities draining through state highways and a 25-year storm can be used for smaller city streets. The Buena Vista Loop area is a smaller city street area, with little or no anticipated growth. For the development anticipated, a storm with a recurrent interval of 25 years is adequate for Buena Vista Loop. The rainfall total for a 25-year storm event is approximately 8-inches of rain in a 24-hour period per Table 1.2.

1.4 ANALYSIS RESULTS

Hydraulic modeling, site visits, and City input were used to evaluate actual operating conditions of the pipes and inlet structures. The following results were obtained:

- The existing 48-inch high density polyethylene (HDPE) outfall running down Buena Vista Loop has adequate capacity for a 25-year, 24-hour storm event. An existing invert pipe slope of 1.5 percent was obtained from Roberts & Associates Land Surveying Inc. and the pipe was reported in fair condition. The existing inlet structure is prone to clogging with debris and materials, and has been a high-maintenance inlet structure for City staff. Figure 1.4.1 shows the inlet structure on the 48-inch pipe.

Figure 1.4.1: 48-inch HDPE Culvert Inlet Structure

- The 48-inch corrugated metal pipe (CMP) on Memory Lane meets capacity for a 25-year, 24-hour storm event. An existing invert pipe slope of 2.4 percent was obtained from Roberts & Associates Land Surveying Inc. and the pipe was reported to be in fair condition with minor debris in the pipe. The existing inlet structure is in poor condition without an inlet grate or screen.

- The 24-inch CMP conveying water south toward Memory Lane and into the 48-inch culvert downstream is a primarily a private storm drain line located on private property. The pipe is approximately 107-feet in length, and the slope is unknown. Assuming that the existing pipe slope is approximately 2 percent, the 24-inch line would be undersized for gravity flow conditions. The overall condition of the pipe is fair; however, the last four feet of each end of the pipe has rusted through. The majority of this culvert is located on private property and is not owned or maintained by the City. Surcharging of this line has not been reported or observed by the City. Figure 1.4.2 shows the terminal end of the 24-inch CMP pipe and its entrance into the 48-inch CMP pipe. Upstream of the 24-inch CMP piping is an open ditch running north to south, parallel to the east side of Cypress Street. This ditching is located on private property and is not maintained by the City. The condition of the ditch is unknown, however the City has been notified of rubbish and debris being dumped into the ditch.

Figure 1.4.2: 48-inch CMP Culvert Inlet Structure

- The existing 12-inch HDPE pipe (black pipe) conveying water down Memory Lane toward the 48-inch downstream is not sufficiently sized to accommodate a 25-year rainfall event. An existing invert pipe slope was approximated at 1.5 percent based on existing contour information. The existing 12-inch HDPE pipe is located within the city right-of-way and is maintained by the City. The overall condition of the pipe is unknown. The 12-inch HDPE pipe can be seen in Figure 1.3.2 above.

- The existing 12-inch culvert crossing Alder Street on Memory Lane is undersized to accommodate 25-year storm water flows through the culvert. The storm water appears to overflow the culvert and flows across Alder Street and into a ditch that carries the water to the 48-inch outfall. The secondary collection ditches running north and south on Alder Street need to be cleaned due to sediment and vegetation in the ditch line.

- The outfall at 429 Buena Vista Loop is in poor condition. The existing 12-inch diameter concrete outfall pipe transitions down to 8-inch concrete pipe. The reduction in pipe diameters creates a bottleneck in the storm drain outlet, reducing flow capacity. The overall condition of the 8-inch diameter line is unknown. The majority of the 12-inch and 8-inch diameter lines are on private property and are not owned or maintained by the City. The catch basins are located within the public right-of-way and are maintained by the City. Figure 1.4.3 is a photo showing the separated joint in the outfall pipe.

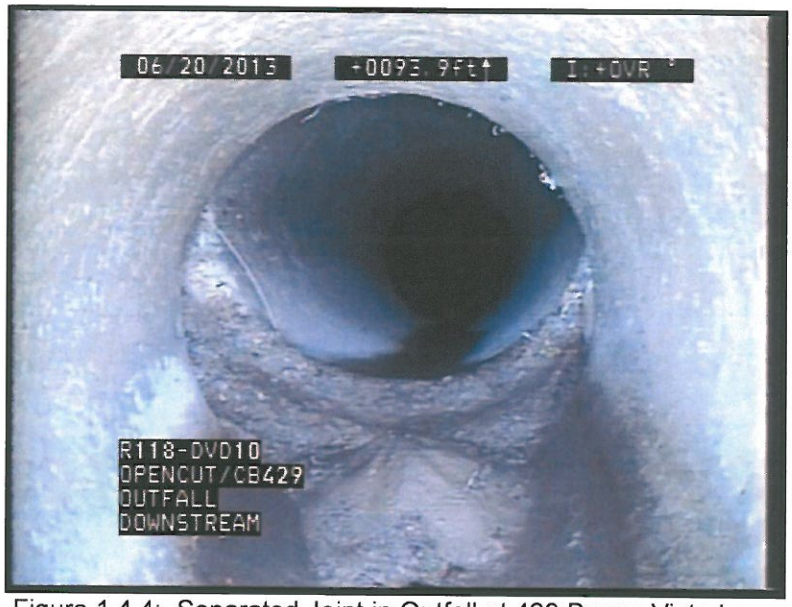


Figure 1.4.4: Separated Joint in Outfall at 429 Buena Vista Loop

- The outfall at 431 Buena Vista Loop is in need of repair. There is a separated/broken joint within the outfall pipe. The outfall collects runoff from approximately three properties. The majority of the piping, including the separated joint in the pipe, is on private property and is not owned or maintained by the City. The catch basins are located within the public right-of-way and are maintained by the City. Figure 1.4.4 is a photo showing the broken joint in the outfall pipe.

Figure 1.4.4: Separated/Broken Joint in Outfall at 431 Buena Vista Loop

1.5 ALTERNAVE OUTFALL/STORM DRAIN REROUTE

Currently The Dyer Partnership is updating the City's Storm Drain Master Plan. The plan is evaluating alternative storm drainage routes that may reduce the volumes of water that are conveyed through the Buena Vista Loop area. Rerouting of the storm water around Buena Vista Loop would be a very large construction project, with culvert lengths in excess of 3,000 lineal feet. Currently this project is not budgeted for construction, but alternatives are being evaluated to reduce storm drainage impacts to private property and infrastructure.

1.6 CONCLUSION

It isn't known if the inlet to the 48-inch pipe was clogged during the storm event on November 20, 2012. If the inlet was partially clogged or blocked with debris, the result would be ponding in front of the pipe inlet, which would appear to look like a surcharged pipe. If the pipe was clogged for a long period of time, the ponding could rise to a depth allowing water to flow across Memory Lane and down Buena Vista Loop. The pipe was most likely only partially full, having a clogged inlet, limiting flow into the pipe during the November 20, 2012 storm event.

In addition to the 48-inch outlet ponding as a result of a clogged inlet, sheet flows across Alder Street and along Memory Lane would also be present. Once the storm water surcharged, it most likely backed up the entire basin. Without detailed site surveys and topographical information, the exact overland flow path is unknown.

The 48-inch outfall pipes that collect water on Memory Lane and conveys it to Buena Vista Loop is adequately sized to accommodate a 25-year rainfall event. Both inlet structures for the 48-inch pipes are being redesigned by the City and reconstruction is planned in 2013. The inlet structures are being reconstructed in an effort to provide inlets that are easier to clean and that are less prone to collecting debris during a storm event such as the 45-year storm event which occurred on November 20, 2012.

The existing private property storm drain lines at 429 and 431 Buena Vista Loop should be repaired. The City should continue to send abatement letters and work with the property owners in an effort to see that these pipes are repaired. When the lines are repaired and improved, the City should plan to replace the existing culvert inlets and infrastructure located within the public rights-of-way with maintenance-friendly inlets.

All collection pipes and ditches within the storm drain basin should be cleaned annually by the infrastructure Owner. Private property Owners should be send abatement letters by the City to ensure the ditches and storm drain piping is adequate to accommodate storm events. During significant rainfall events, City staff should monitor and clean critical inlet structures such as the 48-inch outfall grating.

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: September 3, 2013

Originating Dept: PW/DS

Public Works/Development Services Director

City Manager Approval

Subject: Treatment Plant Energy Conservation Update

Recommendation: This item is an update only and opportunity for City Council feedback on staff's approach to energy conservation at the treatment plants.

Financial Impact: Not at this time.

Background/Discussion: City Council's Strategic Goal 1.3 *"Conduct conservation improvements at the water and wastewater treatment plant,"* is a general goal in which staff has been evaluating options for a recommended approach. The following report is an update on measures staff has taken to evaluate conservation at the treatment plants.

In 2012, staff received a free energy audit from Energy Smart Industrial which is a program funded by Bonneville Power Administration (BPA) who provides power to Coos Curry Electric Company (CCEC). There are currently financial incentives from CCEC via BPA to conserve power as an offset to new demand. The free audit was limited to typical recommendations, namely the aeration blower. The aeration blower consumes roughly 16% of the overall plant's electrical use, and the report recommended the installation of variable frequency drives (VFD) on the blower to reduce energy demand with a price tag of $30,800 - $34,848 with a potential rebate of $21,560 - $24,394 (70%). The project was approved by City Council just before the major storm event in November 2012 which in turn resulted in these funds being reassigned to storm damage relief. The aeration blower VFD project was put on hold. It was later discovered that the best application for a VFD in this capacity will be in conjunction with installation of new blowers.

In 2013, the City Manager authorized the Public Works Director to hire the engineering services of Kennedy/Jenks Consultants (K/J) to conduct a comprehensive energy study at the wastewater treatment plant. K/J is one of the top consulting firms in the US implementing energy recovery and conservation projects. K/J sent key staff in wastewater treatment processes and energy recovery to Brookings WWTP. Attachment (b) is a summary of K/J's recommendations. The report recommended improvements to the snail removal system which is an approved CIP project this fiscal year. The report offered "just do it" operational adjustments. One such suggestion involved reducing the temperature of the anaerobic digester a few degrees would save energy with no capital investment. When adjusting operations, Operators must comply with all regulatory discharge requirements. Altering a process must be closely monitored as well as measurable in obtaining the desired result. Staffing has been challenged with the retirement of a seasoned operator and recent medical leave of another operator thus conservation efforts may or may not be coordinated during summer low flows.

The K/J report confirmed the City's WWTP is a potential candidate for a FOG (fat's oils and grease) anaerobic digester injection and gas storage project. The existing anaerobic digestion process produces methane gas which in turn is used to heat the anaerobic digester. The digester is oversized for the current application and the excess storage could be used for increased methane production via introducing FOG. FOG is usually a nuisance in a collection system but is an asset for energy production when injected into an anaerobic digester. Under the right conditions FOG injection collected from commercial grease traps will increase methane production by up to 30%. CIP budget to conduct a FOG feasibility study is in place for this year.

The Treatment Supervisor and Public Works Director are actively participating in a collaborative interagency sustainability workshop meeting regularly for the next several months. The goal is to reduce energy consumption by at least 10 percent by the end of the class, and develop an energy management plan to pursue future sustainable projects and long term energy reductions. This group includes other agencies with similar sized wastewater treatment plants including Florence, Shady Cove, North Bend, Coos Bay, and Ashland. This sustainability group also includes funding agencies for energy recovery projects. By being a member, the City of Brookings will have better opportunities for grants and rebates. Membership also requires active participation and attachment (a) is a commitment letter from City of Brookings Management.

The sustainability group has requested us to meet with Coos Curry Electric for a clear understanding of our bills. Staff is tracking baseline energy use so any current or future conservation measures can be compared to past use. Staff will continue to implement B&C and Sustainability group recommendations and will provide City Council updates bi-annually or as requested.

Policy Considerations: Informational update only

Attachment(s):
a) Commitment Letter to ACWA Sustainable Energy Management Training Program
b) Kennedy/Jenks Energy Scoping Audit
c) Sustainable Energy Management Training Schedule
d) Energy Mission Statement

July 18, 2013

Janet Gillaspie

Executive Director

Oregon Association of Clean Water Agencies

107 SE Washington, Suite 242

Portland, OR 97214

e-mail at gillaspie@oracwa.org

Letter Commitment – ACWA Sustainable Energy Management Training Program-Round III

Dear Janet:

The City of Brookings is pleased to be participating in the ACWA **Sustainable Energy Management Training Program**, organized by ACWA, and financially supported by the Energy Trust of Oregon and Bonneville Power Administration.

We understand that as project participants our staff will be attending five (5) day-long workshops at locations in Southern Oregon. Our utility will be working internally between these training sessions to develop a systematic approach to managing energy at our treatment plant, and working to evaluate appropriate energy conservation and renewable energy power opportunities at our treatment plant.

At the end of the project, we will prepare a simple final report using a master reporting template to summarize our utilities energy metrics and actions including:

- Baseline energy consumption and project conclusion energy consumption
- Inventory of efficiency projects completed or underway
- Renewable power opportunities identified, scheduled, or implemented
- Two year energy plan outline
- Key lessons learned
- Opportunity register
- Communications program highlights, and
- Brief summary of how your utility will maintain your energy program over time

We commit to completing our final report and submitting it to ACWA by April 30, 2014 - - approximately one month after the conclusion of the project.

Attachment A

We understand there is a $2,000 fee for joining the project.

Very truly yours,

Loree Pryce, PE

Public Works/Development Services Director

Kennedy/Jenks Consultants

Engineers & Scientists

240 Country Club Road, Suite A
Eugene, Oregon 97401
541-338-8135
FAX: 541-338-8180

23 May 2013

Ms. Loree Pryce
Director of Public Works and Development Services
898 Elk Drive
Brookings, Oregon 97415

Subject: Wastewater Treatment Plant Energy Scoping Audit
K/J:1376004*00

Dear Ms. Pryce:

Kennedy/Jenks Consultants was contracted by the City of Brookings to provide an energy related audit of the Brookings Wastewater Treatment Plant (WWTP) focused on identifying energy reduction and renewable energy recovery opportunities for further study and potential implementation. The recommendations are based on a review of recent plant operating data and observations made during an April 4, 2013 site visit. Funding opportunities are also summarized in this letter report. We also reviewed the recommendations from the Scoping Assessment Report prepared for the Brookings WWTP sponsored by the Coos Curry Electric Cooperative (Coos Curry) and the Bonneville Power Administration (BPA) Energy Smart Industrial (ESI) program dated February 1, 2012.

Overview of Existing Facilities

The WWTP has a design flow of 1.7 MGD (million gallons per day) average dry weather flow, and a 15.5 MGD peak wet weather flow with effluent discharge to the Pacific Ocean. Figure 1 illustrates the plant liquid treatment process stream and Figure 2 illustrates the solids treatment process.

Headworks

The headworks consists of two mechanically raked bar screens followed by two vortex grit removal units. Headworks screenings are deposited in a dumpster and landfilled. Grit is pumped approximately 5 minutes per hour with the associated grit classifier operating approximately 10 minutes per hour. When operating, the vortex grit mechanism runs continuously.

Primary Clarification

Two rectangular primary clarifiers, each 21 feet wide and 82 feet long, provide settling of wastewater solids after screening and degritting. Primary scum and sludge collected in the clarifiers are periodically pumped directly to the anaerobic digester.

Trickling Filter

Primary effluent is pumped to the trickling filter using the tricking filter pumping station. The pumping station is equipped with four pumps; two 40 hp two-speed pumps (4.5 MGD each) and two 60 hp constant-speed pumps (6.5 MGD each). Primary effluent can by bypassed around the trickling filter using a 6-inch bypass line with an approximate capacity of 1 MGD.

The tricking filter distribution mechanism is hydraulically driven using the power generated by the discharge of the flow along the distributer arms. The tricking filter is covered with a geodesic dome and foul air collected from the trickling filter is treated with an odor control unit.

Snail Removal

Trickling filter effluent can be routed through a solids removal tank to remove snails prior to treatment in the solids contact tanks. The snail removal system is similar to the grit removal system at the plant headworks. When in operation, snails are pumped periodically to the headworks where they are collected and disposed with the screenings and grit.

Solids Contact

Air is provided to the solids contact basins using three multi-stage centrifugal blowers that are each 50 hp and manually operated. At any one time, only one of the blowers is operating with the inlet modulated using a butterfly damper. Waste secondary sludge is pumped from the solids contact tanks to sludge thickening using a 7.5 hp variable speed centrifugal pump.

Secondary Clarifiers

Mixed liquor suspended solids are settled in two 80-foot-diameter secondary clarifiers each equipped with 0.5 hp scum and sludge collection motors. Each clarifier has sludge and scum pumps to remove solids to the solids treatment train.

Effluent Disinfection

Secondary effluent is disinfected using a medium pressure ultraviolet (UV) disinfection system. The single channel is equipped with two banks of UV bulbs that can modify their dose intensity based on flows and performance.

Solids Treatment

Primary sludge is thickened in the primary clarifiers and then pumped to the anaerobic digester using 5 hp rotary lobe pumps. Waste secondary sludge is pumped to a gravity belt thickener where it is thickened to about 5 percent solids before it is pumped into the anaerobic digester. Filtrate from the gravity belt thickener is pumped back to the head of the plant using two 5 hp pumps.

Waste solids are digested in a 45-foot-diameter anaerobic digester that is mixed using digester gas. Gas that is collected can be used to operate the boiler that heats the digesters. Gas that is not used for the boiler is flared off. When gas is not available as fuel for the boiler, diesel is used to operate the boiler.

Anaerobically digested solids are initially pumped to two small sludge storage tanks and then to the large two million gallon sludge storage tank. Stored solids are seasonally dewatered and hauled to a landfill for disposal.

Summary of Areas Considered for Energy Related Savings

The audit identified several areas of the plant that energy reduction and renewable energy recovery may be economically beneficial, which include:

1. Primary Gallery Supply Fan. Install a timer and operate based on occupancy. It is not necessary to run the fan 24/7 when the plant is not staffed at all times. Set timer to come on a couple hours before staff arrive and go off a couple hours after day shift.

2. Trickling Filter Odor Fan. A variable frequency drive (VFD) on the blower motor would allow reduced speed and power consumption.

3. Solids Contact Aeration Blowers. The existing centrifugal blowers are most efficient at full output, with limited ability for efficient turndown. Although identified in the Scoping Assessment Audit sponsored by the Coos Curry and the BPA ESI program, variable frequency drives (VFDs) are not practical for these units. Instead, turbo blowers could be investigated as potential replacement for one of the existing centrifugal blowers to save energy and allow better control of dissolved oxygen (DO).

4. Sludge Co-Thickening. Thickening of waste secondary sludge and primary solids in the primary clarifier and pumping directly to the digester could save energy, polymer, and labor associated with gravity belt thickener operation. However, this could also reduce the sludge feed concentration and impact the anaerobic digester.

5. Anaerobic Digester Temperature Setpoint. The WWTP currently operates the digester at 101° F. Mesophilic digestion occurs at temperatures down to 95° F. The City should consider operating the digester at a lower temperature range of 96° F to 98° F to reduce energy consumption and diesel purchases.

6. Digester Gas Storage. The existing digestion system has no gas storage which requires frequent oscillation between burning digester gas and diesel fuel in the boiler. Evaluate digester gas storage options to potentially save money on diesel.

7. Waste-to-Energy. Based on current data, the anaerobic digester has substantial excess capacity. Evaluate opportunities for receiving outside feedstocks for co-digestion, including fats, oils and grease (FOG), food waste, and other high-strength organics. Additional gas production may allow for inclusion of a combined heat and power (cogeneration) system to generate electricity and waste heat.

8. Outdoor lights. There are about 14 sets of large multi-bulb outdoor lights around the treatment plant. These are activated with a light sensor and come on at night/off at daylight. Since the plant is not staffed 24/7, not all these lights are needed for security or safety. Evaluate which lights are critical for non-occupied security and leave the others off.

Summary of Process Improvement Considerations

The audit identified several areas of the plant where equipment repair or process changes could improve effluent quality and in some cases reduce energy usage which include:

1. Snail Removal. The inoperable snail removal system allows snails to settle in the solids contact tanks. The shells can be abrasive and scour pipes/pumps and reduce the active volume and efficiency of the secondary process. The City should consider repair options.

2. Trickling Filter Bypass Line. Consider addition of a second filter bypass line to allow bypass of more primary effluent around filter and optimize treatment and pH control in the solids contact tanks.

3. Return Activated Sludge (RAS) Pump Return Rate. The RAS pumps are equipped with two-speed motors. Consider operating the RAS pumps in the low speed mode as much as possible. Generally RAS flow should be 35 to 100 percent of plant flow. During the April 4th site visit the RAS flow was 135 percent of plant flow. The RAS concentration during the April 4th site visit was approximately 3,500 mg/L which indicates that the RAS flow rate could be reduced by switching to the lower speed mode. Another benefit

of running the RAS pumps at low speed is that it should thicken the RAS sludge, thereby reducing the volume of waste secondary sludge to get the same mass of solids removed from the system. This could mean reduced gravity belt thickener run times, reduced labor, chemicals, and energy.

4. Digester Gas Flow Measurement. A gas meter on the waste gas burner line would be beneficial for monitoring when and how much excess gas the plant is producing. This information is important to determining future digester gas use options.

5. UV Disinfection. Consider a flash mixer on the channel feeding the UV system to break up solids and potentially make the UV light more effective in accessing fecal coliform shielded by solids.

Recommendations for Further Evaluation

The scoping audit identified eight areas of the plant that energy reduction and renewable energy recovery could be further evaluated. Of those, digester gas storage and waste-to-energy options represent the greatest opportunity to recover energy and provide substantive cost savings. Digester gas storage would allow the City to operate the digester boiler without relying heavily on diesel fuel as a backup. This would reduce the diesel fuel cost and the stored gas could also be used as a heat source for other municipal uses like heating the municipal pool.

Digester capacity is evaluated based on two criteria: solids loading and hydraulic loading. Solids loading is typically expressed in terms of pounds of volatile solids per cubic foot of digester volume per day (lbs VS/cf/day), while hydraulic loading is expressed either in terms of mean cell residence time or detention time (DT). Industry standards for digester loading are generally a maximum of 0.15 lbs VS/cf/day and a minimum of 20 days DT, based on use of a well-mixed and heated digester. A summary of the 2012 loadings on the City's digester is included in Table 1.

Table 1: 2012 Digester Loading Summary

	Solids Loading		Hydraulic Loading	
Condition	lbs VS/day	lbs VS/cf/day	gal/day	days DT
Average	1,810	0.038	4,156	85
Peak 20-day	2,125	0.045	5,605	63

A peak 20-day value is included, as this correlates with the minimum detention time anticipated for a digestion system. This results in a conservative value for subsequent sizing and planning activities. By applying the industry standards to the Brookings digester, available excess

digester capacity can be determined. As shown in Table 2, the digester is solids loading limited, as available hydraulic capacity is considerably higher. Essentially the City could add another 4,970 lbs VS/day to the digester without exceeding the uptake capacity of the available biomass, based on a peak 20-day condition.

Table 2: Available Excess Digester Capacity

	Available Solids Loading		Available Hydraulic Loading	
Condition	lbs VS/day	lbs VS/cf/day	gal/day	days DT
Average	5,285	0.112	5,433	65
Peak 20-day	4,970	0.105	8,205	43

Waste-to-energy options could be evaluated to take advantage of spare digester capacity to produce additional gas that would maximize any gas storage approach that is implemented. The additional 4,970 lbs VS/day could result in production of 52,100 cf/day digester gas, in addition to the 22,400 cf/day produced at peak 20-day intervals (as shown in Table 3). The combined 74,500 cf/day (or roughly 50 cubic feet per minute) is equivalent to 140 kW of generating capacity using a cogeneration system in addition to offsetting diesel consumption for the boiler.

Table 3: Estimated Digester Gas Production

Condition	**Current** cf/day	**Maximum** cf/day	**Potential** cf/day
Average	19,100	74,500	55,400
Peak 20-day	22,400	74,500	52,100

In order to maximize gas production in the digester, the City would have to initiate a waste-to-energy program, whereby additional high-strength organic wastes are received at the WWTP and injected directly into the digester. These high-strength wastes could include Fats-oil-grease (FOG), food waste, or food processing waste. In order to maximize gas production, approximately 4,500 gallons of FOG would need to be received and digested per day. Receiving a lower quantity of feedstocks could still be beneficial to the City.

Other options such as reducing the digester operating temperature can be implemented without future study while others, such as VFDs for the odor control fan, would only provide relatively low cost savings each year totaling perhaps a few thousand dollars annually.

It is recommended that the City perform a feasibility study to investigate the details and quantify the estimated cost and related cost savings to determine if gas storage and/or waste-to-energy is cost effective for the City. The estimated costs for these studies are:

Gas Storage and offsite heating: $25,000 to $30,000

Waste-to-Energy Study $15,000 to $20,000

Funding Opportunities

There are several funding opportunities that the City may be able to qualify for to conduct the recommended studies. Unfortunately, the City does not typically qualify for programs offered by the Energy Trust of Oregon (Energy Trust). The Energy Trust provides cash incentives to operators of treatment plants to improve production and energy efficiency and invest in renewable energy technologies. The Energy Trust programs are available to customers who are within the Portland General Electric and Pacific Power service areas. The City is served by the Coos-Curry Electric Cooperative, Inc., therefore the Energy Trust programs are not generally available.

There are three state programs that provide grants and/or low interest loans for renewable energy projects. Of the three, the Oregon Energy Incentive Program is the only one that provides grants.

Oregon Energy Incentive Programs. The former Business Energy Tax Credit program ended and was replaced with the Energy Incentive Programs. The Renewable Energy Grants are capped at $3 million per biennium and are scheduled to end on January 1, 2018. No more than $250,000 will be issued to any one project. The Department of Revenue holds an annual auction of tax credits to raise grant funds for the program. Program information can be found online at *www.Oregon.gov/energy*.

State Energy Loan Program. The State Energy Loan Program provides low-interest loans for Oregon projects that promote energy conservation and renewable energy resource development. The Energy Loan Program can loan to individuals, businesses, schools, cities, counties, special districts, state and federal agencies, public corporations, cooperatives, tribes and nonprofits. Loans will cover up to 100 percent of construction costs, including engineering, fees, and studies. The program offers low-interest loans for projects that:

- Conserve natural gas, electricity, oil, or other source of energy,
- Produce energy from renewable resources such as water, wind, geothermal, solar, biomass, waste materials or waste heat,
- Use recycled materials to create products.

Program information can be found online at *www.oregon.gov/ENERGY/LOANS/selphm.shtml*.

Special Public Works Fund. The Special Public Works Fund provides low interest loans for renewable energy feasibility studies. These low interest loans must be for municipally-owned facilities that generate electricity or heat from a renewable resource or that produce a renewable fuel. Loans for development (construction) projects range from less than $100,000 to $10 million. The Infrastructure Finance Authority offers very attractive interest rates that reflect tax-exempt market rates for highly qualified borrowers. Initial loan terms can be up to 25 years or the useful life of the project, whichever is less. Grants are available for construction projects that create or retain traded-sector jobs. They are limited to $500,000 or 85 percent of the project cost, whichever is less, and are based on up to $5,000 per eligible job created or retained. Limited grants are available to plan industrial site development for publically owned sites and for feasibility studies. Program information can be found online at *www.orinfimtructure.org/ Learn-About-Infrastructure-Programs/Interested-in-a-Special-Project/.*

Kennedy/Jenks appreciates the opportunity to perform this audit for the City of Brookings. We would be happy to assist the City with engineering related information to help obtain funding to perform the recommended digester gas and waste-to-energy feasibility evaluations.

Very truly yours,
KENNEDY/JENKS CONSULTANTS

Ronald Walz, P.E.
Project Manager

Sustainable Energy Management Training

ACWA/Energy Trust of Oregon/BPA Energy Smart Industrial

Round III

Date	*Type of Session*	*Location*
6/24/13	All Day Training Session 9 am – 4 pm	Ashland
7/22/13	Phone check in 8:30 – 9:30 am	Call 1 641 715 3625 ; passcode 193064#
8/26/13	All Day Training Session	Rogue Valley Sanitary Service Central Point
9/23/13	Phone check in 8:30 – 9:30 am	Call 1 641 715 3625 ; passcode 193064#
10/28/13	All Day Training Session	Florence
11/25/13	Phone check in 8:30 – 9:30 am	Call 1 641 715 3625 ; passcode 193064#
12/16/13	Phone check in 8:30 – 9:30 am	Call 1 641 715 3625 ; passcode 193064#
1/27/13	All Day Training Session	Brookings
2/24/14	Phone check in 8:30 – 9:30 am	Call 1 641 715 3625 ; passcode 193064#
3/17/14	All Day Training Session	Coos Bay/North Bend

Attachment C

Energy Mission Statement
The City of Brookings

MISSION STATEMENT:

In order to control the rising costs of energy, the City of Brookings Treatment employees are committed to exploring ways to reduce energy consumption and eliminating waste in a manner consistent with the best interests of the environment and communities in which we live and do business.

SPECIFIC ACTION TO BE TAKEN:

1. Educate employees and empower energy efficiency and environmental responsibility in a manner which promotes quality and safety within the organization.
2. To continuously improve and sustain energy efficiency through employee awareness and teamwork.
3. Educate employees about potential energy savings, track energy use, and communicate employee ideas and progress in a positive manner.
4. Evaluate component energy use, and update with the most efficient equipment and procedures, if it is determined to be cost effective.
5. To develop an internal culture of energy awareness and conservation.

To achieve this we will:

- Establish energy efficiency goals and objectives;
- Use our Energy Management Process to support the City WWTP budget and capital improvement goals;
- Implement monitoring, reporting and a communication processes to promote and sustain an energy management team, process and goals;
- Ensure that energy efficiency considerations are included in all aspects of the WWTP daily operations, maintenance, facility design and long term planning.

WATER AND WASTEWATER TREATMENT GOALS:

To reduce energy consumption by 10% over a three year period.

TRACKING METRICS

The City WWTP employees will establish a baseline energy consumption record through historical electric meter records. The WWTP staff will begin to track continued energy use through meter readings that are entered and graphed on an excel spreadsheet for review and reporting purposes.

Implemented this _____day of _____, 2013

_____ _____

Treatment Supervisor Public Works Director

Attachment D

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
• 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 2013-14 budget
	2	Review/update storm water fees.	PWD/FHD	Need master plan update; budgeted
	3	Conduct conservation improvements at water and wastewater plants.	PWD	$15,000 estimate for WWTP project in13-14 budget
	4	Significantly reduce vehicle fuel consumption.	PWD	Evaluate fuel use/alternate energy for vehicle replacement; smaller vehicles for PW supervisors & City Hall pool car; replace older fire vehicles
	5	Develop plan for recruiting and sustaining volunteers.	PWD	Parks/Tech Services Supervisor developing plan
	6	Complete infrastructure GIS project.	PWD	In progress
	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
• 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	Completed
	2	Exercise emergency plan.	PSD	EOC training in May 2014
	3	Develop bicycle plan & pursue funding for improvements.	PWD	Bicycle Plan Adopted - Harris/Dawson Project to begin 2013; more grants in progress. TSP update to include bike amenities
	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	ODOT signage request; working w/Vision Council

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**
• 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	Contract for video production; $20K in13-14 budget
	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	Water & storm drain plans underway; sewer in 2013-14
	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	CIP 2013-14
	7	Wastewater plant slide stabilization strategy.	CE/PWD	Construction complete in 2014
	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	PWD	Bears installed; flower baskets spring 2014
	12	Expand bike paths 6- 10 miles beyond City	PWD	Initiate discussion with ODOT- TSP update
	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**
• 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

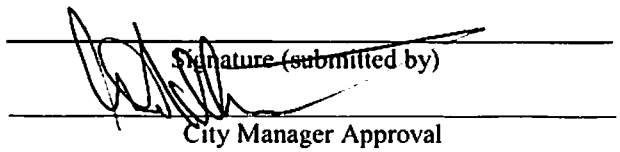
KEY: BC = Budget Committee CA = City Attorney CC = City Council CE = City Engineer CM = City Manager
FHD = Finance & Human Resources Director PSD = Police Safety Director PWD = Public Works & Development Director

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 3, 2013

Originating Dept: City Manager



Subject: Capella Income/Expense Report and Review of Use Fees

Recommended Action:
Discussion and direction to staff.

Background/Discussion:
Please see the attached income and expenditure statement for the Capella by the Sea for the period September 2012-Agugust 2013.

The current fee for use of the Capella by the Sea is $100.00 per hour with a $200.00 minimum. A local musical performance organization, Stagelights, recently rented the Capella for a musical performance by Grammy Award winner Steve Mize. Staff authorized a reduced use fee of $50.00 to determine if the facility could function as a good venue for such events. Stagelights reports they had very positive feedback from both the performer and attendees. A video of the event has been posted on Utube. They would like to schedule a series of similar events at the Capella, but have asked the fee to be reduced to $50.00 in order to keep the ticket price in the $15.00 range.

For the Stagelights event, the City paid a private contractor $45.00 for janitorial/custodial services. The ticket price was $15.00 and all but about $100.00 of the proceeds went to pay the artist.

Another musical performance organization, the American Music Festival (AMF), offers 8-10 free musical performances at Azalea Park during the summer. AMF does collect voluntary contributions at the events and sells sponsorships; the proceeds of which are used to pay the performers. This program was initiated more than 10 years ago and AMF pays no fee to the City. City staff resources are used to set up the band shell, prepare the park for the event, service trash containers and restrooms, and service the snack shack. The Snack Shack is staffed with volunteers and all revenues are contributed to a community based organization (not AMF).

Both of these activities attract both local residents and visitors to Azalea Park; the AMF series is also considered as a visitor amenity.

Attachment(s):

a. Capella income/expense statement.

Gary Milliman

From: Lauri Ziemer
Sent: Monday, August 19, 2013 2:45 PM
To: Gary Milliman
Subject: RE: Capella

Sept. 2012 thru Aug. 2013		
Capella Income		
Rented for 16 events	13 weddings	$ 2,517.00
	2 concerts ($100 Donations/ $50 Fee)	$ 150.00
	1 Family Reunion (Elmos, no charge)	$ 0.00
5 Wedding Deposits for 2013-2014		$ 1,111.00
Donations		$ 669.67
	Total Income	**$ 4,447.67**
Capella Expenses		
Custodian for Private Events		$ 772.00
Window Washing		$ 550.00
Brochure Copying		$ 12.10
Electricity		$ 790.65
Signage		$ 156.00
Repairs/Maintenance (Security Camera)		$ 557.07
	Total Expenses	**$ 2,837.82**

Lauri Ziemer
PW/DS Assistant
City of Brookings
898 Elk Drive
Brookings, OR 97415
541-469-1103

From: Gary Milliman [mailto:gmilliman@brookings.or.us]
Sent: Wednesday, August 14, 2013 12:06 PM
To: Lauri Ziemer; Janell Howard
Cc: Loree Pryce
Subject: Capella

I need a report on Capella use and costs for the past 12 months. Fees collected, custodian fees paid, brochures, window washing, electric cost, repairs, how many rentals by functions type (i.e. weddings).

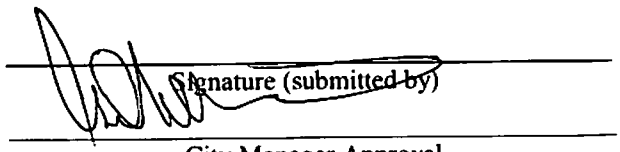
Gary Milliman
City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 3, 2013

Originating Dept: City Manager



City Manager Approval

Subject: Streaming live video of City Council and Planning Commission meetings.

Recommended Action:
Direct staff on how they wish to proceed with regards to streaming live video using the City's website.

Financial Impact:
Unknown at this time.

Background/Discussion:
Prompted by a request from Mayor Hedenskog back in May, staff asked CivicPlus, the City's website provider, if we have the capability to stream live video of City Council and Planning Commission meetings via the website. CivicPlus responded that we can use the website's video center to accomplish this task, provided that we have a "broadcasting computer" set-up and in place to provide the feed.

CivicPlus has provided the necessary technical information to begin streaming live video, upon purchase of a computer with the capability to handle the feed.

Staff is looking for direction from Council on how they wish to proceed in this matter.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 3, 2013

Originating Dept: Councilor Hamilton

Signature (submitted by)

City Manager Approval

Subject: Alcoholic Beverages in City Parks

Recommended Action:
Discussion and direction to staff.

Background/Discussion:
Councilor Bill Hamilton has requested that the City Council consider allowing the service and sale of alcoholic beverages in City parks.

Brookings Municipal Code Section 12.40.010 was enacted in 2008 and provides as follows:

> *"It shall be unlawful for any person to drink, consumes, transport, carry or possess any alcoholic beverage, except in the original package with the seal unbroken, on any public premises."*

Councilor Hamilton would like the City to be able to issue permits for organized events at which alcohol is served, such as wine tastings, picnics and other events hosted by community based organizations. Staff reports that no one has declined renting the Capella by the Sea due to the alcohol restriction.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 3, 2013

Originating Dept: Councilor Hamilton

Signature (submitted by)

City Manager Approval

Subject: Street Lights at Stout Park

Recommended Action:
Discussion and direction to staff.

Background/Discussion:
Councilor Bill Hamilton has requested that the City Council consider authorizing the installation of two street lights at Stout Park for security and safety reasons.

The City has installed security lighting at or near certain facilities in other parks, such as the Capella by the Sea at Azalea Park. Staff would need to determine locations and cost for installation and maintenance of security lighting.

Note that Brookings Municipal Code Section 12.25.010 provides that City parks "shall only be open for use by the public from one-half hour prior to sunrise to one-half hour past sunset." The City has made some exceptions to this provision on a permit basis relating to the annual holiday lights event.