

City of Brookings

MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, December 9, 2013, 7:00pm

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

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Appointment of Jacquie Farr to the Public Art Committee. [pg. 3]
2. Employee Anniversary Recognition (to be announced at meeting)

E. Public Hearings/Ordinances/Resolutions/Final Orders

1. Public Hearing and Ordinance 13-O-719 regarding the vacation of a planting screen dedicated in the Woodland Park Addition. [Planning, Advance Packet]
2. Ordinance 13-O-720, amending Exhibit "A" of Ordinance 13-O-712, to correct metes and bounds descriptions. [Planning, Advance Packet]

F. Oral Requests and Communications from the audience - Public Comments on non-agenda items – 5 minute limit per person.*

G. Staff Reports

1. Allocation of \$500 in Transient Occupancy Tax revenues and authorization to enter into agreement with the Curry County Board of Realtors for the Brookings Community Christmas Tree project. [City Manager, pg. 6]
 - a. Event Proposal [pg. 7]
2. Authorize joint letter with Curry Health Network (CHN) seeking support from Governor Kitzhaber to designate the Brookings clinic as a remote hospital under the existing CHN provider license. [City Manager, pg. 9]
 - a. Proposed letter [pg. 11]
3. Request to eliminate Deferred Improvement Agreement (DIA) requirement at 530 Hassett for Weaver Lane street and drainage improvements. [PWDS, pg. 13]
 - a. Memo request from Glenn Julyan, dated 11/28/2013 [pg. 15]
 - b. Map of existing Weaver Lane DIAs [pg. 16]
 - c. Photo of paving conditions on Weaver Lane [pg. 17]
4. Authorization to proceed with design and bid of priority project paving list and to execute a change order for the Easy Street Water Main Replacement Project to include additional paving. [PWDS, pg. 18]
 - a. Engineering cost estimate for Hassett and Fifth Streets [pg. 20]
 - b. Pavement Management Plan [pg. 21]
 - c. Change Order for Easy Street paving [pg. 39]
 - d. Map of DIAs and PMPs (to be presented at meeting)

5. Authorization to proceed with task order to update the City's Sewer Master Plan. [PWDS, pg. 40]
 - a. Dyer Engineering Task Order [pg. 41]
6. Authorization to execute a Change Order for additional storm drain replacement in an amount not to exceed \$20,000. [PWDS, pg. 48]
7. Approval of City of Brookings Personnel Policy Handbook. [City Manager, pg. 50]
 - a. Personnel Policy Handbook [pg. 51]
8. Authorization to execute Legal Services Agreement with Black and Rice, LLP. [City Manager, pg. 104]
 - a. Agreement [pg. 105]
9. Audit report for fiscal year ended June 30, 2013. [F&HR, pg. 108]
 - a. Audit Report - *see December 2nd Workshop Packet*

H. Consent Calendar

1. Approve Council minutes for November 12, 2013. [pg. 109]
2. Accept Parks and Recreation minutes for September 26, 2013. [pg. 112]
3. Accept Tourism Promotion Advisory minutes for August 15, August 27, September 10 and October 24, 2013. [pg. 114]
4. Accept November 2013 Vouchers in the amount of \$402,992.63. [pg. 123]
5. Receive October 2013 monthly financial report. [pg. 127]

I. Remarks from Mayor and Councilors

J. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Consent Calendar

1. Approve Urban Renewal Agency minutes for August 12, 2013. [pg. 133]

D. Public Comments

E. Staff Reports

1. Agency Audit report for fiscal year ended June 30, 2013. [F&HR, pg. 134]
 - a. Audit Report – *see December 2nd Workshop Packet*

F. Agency Remarks

G. Adjournment

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

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



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: (541) 469-2163 Fax: (541) 469-3650
www.brookings.or.us

APPLICATION TO SERVE ON A CITY OF BROOKINGS COMMISSION, COMMITTEE OR BOARD

PART I. Contact Information:

Name: JACQUIE FARR Date: 11-12-13
Physical Address: 746 1ST ST
Mailing Address: SAME
Email Address: flyfarr2003@yahoo Phone: 208-704-5529

PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)

1. Commission/Committee applying for:

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input checked="" type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee	TBD	TBD
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? 1 yr (yrs/mths)

Are you a City elector (registered voter)? ☐ Yes ☒ No

3. **UGB residents:** How long have you lived in the UGB?: _____ (yrs/mths)

4. **What is your current occupation?** CARE GIVER

NOTES:

(i) *Membership requirements:*

- Resident and UGB status are determined by physical address.
- Residents must reside within the City limits.
- Electors are registered voters of the City of Brookings (verified by County Elections Officer)
- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at 541-469-1137 to determine if you are in the UGB).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

- No more than two (2) Planning Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- Three (3) Public Art Committee members must have an art background

PART III. Background Information : *Attach additional pages if needed:*

1. List your related experience and/or background to the position you are applying for:

RAN MY OWN SIGN/GRAPHICS/PRINTING & FRAMING SHOP FOR 26 YRS. I HAVE BEEN IN MORE THAN 100 ART SHOWS, I AM COMPUTER LITERATE IN OVER 30 GRAPHIC/PLOTTING PROGRAMS. I HAVE SERVED ON NUMEROUS CIVIC & COMMUNITY COMMITTEES, VOLUNTEERED AT THE SCHOOLS AND SERVED AS A LIBRARY BOARD MEMBER FOR SEVERAL YEARS.

2. List your work history and educational background, as well as any volunteer experience that is not related to the position for which you are applying:

I HAVE A DEGREE IN VISUAL COMMUNICATIONS FROM MSU. AND HAVE BEEN INVOLVED IN ART MY ENTIRE LIFE. I RAN MY OWN SIGN/GRAPHICS SHOP IN MONTANA FOR 26 YEARS. AND HAVE A VAST AMOUNT OF KNOWLEDGE IN THE ART FIELD. I WAS THE PRESIDENT OF S.A.S.S., STEVENSVILLE ART & SCULPTURE SOCIETY AS WELL AS A FOUNDED MEMBER. I WAS A MEMBER OF MAIN STREET ASSOCIATION & SERVED ON MANY ART/SIGN/GRAPHICS COMMITTEES. I HAVE PAINTED/MADE LITERALLY THOUSANDS OF SIGNS/MURALS.

3. Briefly describe your interest in this position and what you hope to accomplish:

I AM NOW IN TOWN AND WOULD LIKE TO BECOME INVOLVED IN THE COMMUNITY

PART IV. Volunteer Agreement : *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☐ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

JACQUIE FARRER
Applicant (print name)


Applicant's Signature

11-12-13
Date


Witness (print name)

Joyce Hefington
Witness's Signature

11-12-13
Date

****Planning Commissioners** holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGEC). You may view a sample form at http://www.oregon.gov/OGEC/forms_publications.shtml. Official forms are provided by OGEC.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

Commission and Committee contact information:

Planning Commission: 541-469-1135
Parks and Recreation Commission: 541-469-1103
Traffic Safety Committee: 541-469-1103

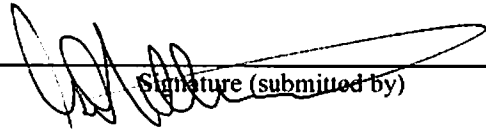
Public Art Committee: 541-469-1135
Budget Committee: 541-469-1123
Tourism Promotion Advisory Committee
541-469-1101

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Allocation of Transient Occupancy Tax funding to Curry County Board of Realtors for Brookings Community Christmas Tree project.

Recommended Motion:

Motion to allocate \$500 from Transient Occupancy Tax revenues for the Brookings community Christmas Tree project and authorize the City Manager to enter into an agreement with the Curry County Board of Realtors for said project; funding to be used for paying electric power costs and purchasing ornaments.

Financial Impact: \$500 allocation from TOT funding

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended that the City Council allocate \$500 to the Curry County Board of Realtors to assist in funding the Brookings Community Christmas Tree project. The amount requested was \$1,000.

In making its recommendation, TPAC included in their motion that funds would be used only for the payment of electric power costs and the purchase of ornaments for the tree.

The Brookings Community Christmas Tree project was initiated by several community groups and individual business owners in 2012. The tree will be located at the pocket park at the southeast corner of Chetco Avenue and Hillside Drive. The City has installed a permanent base structure in which the tree trunk can be inserted.

The tree is scheduled for installation on December 3; scheduled for decoration December 3-5 and the organizers are planning three events at the site on December 8, 14 and 21. Total cost of the project is estimated, by the organizers, at \$1,500. No other specific contributors were identified in the application. The TPAC vote on the recommendation was 5-1.

Policy Considerations:

The Brookings Municipal Code provides that TOT funds are to be used for tourism promotion. The TPAC discussion indicated that this event would be complementary to other holiday activities, such as the Festival of Lights, and lend to the creation of a more attractive holiday atmosphere in the downtown area for local residents and tourists.

Attachment(s):

- a. Proposal from Curry County Board of Realtors.



REQUEST FOR PROPOSALS

CITY OF BROOKINGS TOURISM EVENT INCENTIVES

The City of Brookings (City) requests proposals from individuals and/or organizations interested in undertaking events with the purpose of increasing tourism.

Specifically, the City is interested in the development of new events or the addition of events to current events that would increase out of area visitor attendance. The City is offering incentives to assist event organizers in promoting and advertising their events.

Submission Deadline

To be considered, respondents must submit in person, regular mail or email a cover letter and this proposal to:

"Tourism Event Proposal"

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

email: gmilliman@brookings.or.us

Proposals will be accepted on an ongoing basis and must be received at least **60 days prior** to the date of the proposed event. Incomplete submittals will not be considered.

Process

The City will consider proposals from all interested parties presenting the requested information and otherwise demonstrating the ability to fully fund, manage and execute the proposed event. All proposals will be reviewed by the City's Tourism Promotion Advisory Committee. Proposals will be evaluated based upon event sustainability. Priority will be given to first time events.

Right to Reject All Proposals

The City reserves the right to accept, reject, withdraw, or amend any and/or all proposals, or any component part thereof, deemed to be in the best interest of the City or in the best interest of the desired outcome. All costs incurred in the preparation and presentation of a response to this RFP, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract shall be the sole responsibility of the respondent/proposer. The City also reserves the right to request additional information or clarification from all respondents/proposers until all funding has been awarded.

Once submitted, the proposal and supporting materials become the property of the City of Brookings and are available to the public.

Permitting/Insurance Requirements

Events to be held on City property will require an approved Event Permit and/or Parks Use Application, as applicable. Certificates of Insurance are also a requirement for events held on City property. Permits may be obtained following the award of funding and are available at the Visitor's Office window in City Hall and on the City's website under "Forms & Guidelines."

Questions

Please direct questions to Lauri Ziemer, 541-469-1103; lziemer@brookings.or.us

Event Title: Brookings Community Xmas tree Amount Requested \$ 1000

Event Description: a series of event revolving around a community Christmas tree that includes fund raising

Event Date/s: 12/8, 12/14, 12/21 12/3 - 12/5 (decorate)

Location: Chetco Ave + Hillside Location secured? Yes ☐ No ☒

Event Goals: to create a place where the Brookings Community can gather to celebrate the season while doing top for tops + promoting local business

Please explain how this event will be sustained after the first year: We did this last year using funds from both HBA + CCBR budget + donations. Will do again in future.

Sponsors/Investors: Curry County Board of Realtors Curry County Home Builders Assoc.

Income			Expenses		
Fees Collected	\$ <u>0</u>		Facility/Venue Costs	\$ <u>0</u>	
Admissions	\$ <u>0</u>		Insurance	\$ <u>0</u>	
Concessions	\$ <u>0</u>		Advertising	\$	
	\$		Supplies	\$ <u>1500</u>	
	\$		tree, decorating events	\$	
	\$			\$	
TOTAL	\$ <u>0</u>		TOTAL	\$ <u>1500</u>	

Methodology for evaluating events success in terms of bringing visitors to the Brookings area: By creating a special holiday program annually it will encourage tourism on the off season, much like Ferndale CA.

Contact Person: Roxann Haynes Phone: 541-661-7101

Organization: Curry County Board of Realtors Address: P.O. Box 6307 Brookings

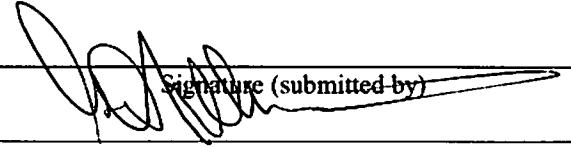
If more space is required please attach additional pages OK 9/24/15

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Letter to Governor Seeking Support for Brookings Hospital

Recommended Motion:

Motion to authorize Mayor Hedenskog to execute a joint letter with Curry Health Network seeking support from Governor Kitzhaber for the designation of the Brookings Clinic as a remote hospital under the existing CHN provider license.

Financial Impact: NA

Background/Discussion:

Curry Health Network (CHN) is seeking to establish a hospital with an emergency room (ER) or a remote hospital with an ER in Brookings. Two methods are available to secure state/federal approval for this proposal: securing a Certificate of Need for a hospital with an emergency room in Brookings, or securing approval to operate a remote hospital associated with the existing CHN hospital in Gold Beach under their current provider license.

According to CHN management, securing a Certificate of Need is an 18-24 month process and is complicated due to the "30 mile rule"; a state/federal standard that hospitals must be at least 30 miles apart in order to be granted a Certificate of Need. Curry General Hospital is located 28 miles from Brookings; Sutter Coast Hospital is located 25 miles from Brookings. There may be a method for securing an exception from the 30-mile rule if it can be demonstrated that the roads between Brookings and Gold Beach/Crescent City can be defined as "mountainous."

Additionally, any entity seeking to establish a hospital and emergency room in Brookings would need to demonstrate that the new facility would not have a significant negative economic impact on the two existing hospitals within the 30-mile radius.

A more expeditious alternative would be for the Governor to support a CHN proposal to establish a remote hospital in Brookings that would be associated with Curry General Hospital under its current provider license. This would enable CHN and the Brookings community to move forward with this project in the most expeditious manner. This action could be taken by the Oregon Health Care Authority.

A stand-alone hospital in Brookings may also be a more costly alternative as it would require an administrative infrastructure that would not be needed if the hospital was affiliated with an existing hospital.

Brookings is the largest community in Oregon without a hospital and an emergency room. More than one half of the Curry County population resides in the greater Brookings area. Travel time to the nearest hospital ER by ambulance in good weather is approximately 30 minutes.

Cal Ore Life Flight could establish a base of operations at the Brookings Airport, but currently cannot fly patients out of Brookings to Medford or Portland or California for cardiac treatment and other treatment for serious injuries or illnesses because the patients have not been stabilized and released for travel at an ER. Flying time from Brookings to Medford is approximately 18 minutes.

*Note: the **travel time** for a Brookings patient needing cardiac care in Medford is now about 50 minutes...longer during period of bad weather...as opposed to about 20 minutes ...regardless of weather...if there was a hospital/ER in Brookings.*

Cal Ore Life Flight reports they transported 2,268 Brookings area residents by ambulance to either Sutter Coast Hospital (25 miles) or Curry General Hospital (28 miles) in 2012. In a few cases, when the Del Norte County Airport is affected by adverse weather, Brookings patients have actually been transported back to Brookings and then flown out to regional medical centers.

Having a hospital and ER in Brookings will:

- Reduce the cost of medical care through earlier intervention in serious cases, reducing travel time to a facility and reducing costs for ambulance and other transportation.
- Save lives by improving making critical care services immediately available, thereby improving the quality of health care.
- Improve access to health care by providing health care services to people in the community in which they live, reducing travel times and enabling critical care patients more immediate access to regional medical services by air ambulance.
- Enhance economic development.

According to local realtors, the lack of adequate health care is the Number 1 deterrent to attracting new residents and business to the area. Many prospective new residents are retirees who have a rising need for health care services, and turn away from Brookings after learning about severely limited access to medical services.

Attachment(s):

- a. Proposed letter.

The purpose of this letter is to request your support for improving the quality and availability of medical care available to the residents of Brookings and adjacent areas in Curry County.

Specifically, we are requesting your support for a proposal to allow the Curry Health Network (CHN) to develop and operate a remote hospital in Brookings under its current provider license associated with Curry General Hospital in Gold Beach.

Brookings is the largest City in Oregon with no hospital and no emergency department. The nearest hospital and emergency department are located some 30+ minutes away by ambulance over what can, at times, be treacherous segments of Highway 101. All highway routes between Brookings and hospitals in either Crescent City, California, or Gold Beach could be considered “mountainous” given their terrain, and because they are subject to frequent slip-outs, slides and other blockages during winter months.

A hospital/ER is urgently needed to address the burgeoning health care needs of our community, which is predominantly a retirement community. More than one-half of the Curry County population resides in the greater Brookings area.

Having a hospital and ER in Brookings will:

- a. Reduce the cost of medical care through earlier intervention in serious cases, reducing travel time to a facility and reducing costs for ambulance and other transportation.
- b. Save lives by improving making critical care services immediately available, thereby improving the quality of health care.
- c. Improve access to health care by providing health care services to people in the community in which they live, reducing travel times and enabling critical care patients more immediate access to regional medical services by air ambulance.
- d. Enhance economic development.

CHN operates a hospital in Gold Beach. CHN voters approved a tax measure to fund a bond for construction of a new hospital in Gold Beach at the November 5, 2013, election. 65 per cent of those voting supported the tax increase.

CCHN constructed a 50,000 square foot clinic in Brookings which opened in February 2011. That facility is self-sustaining and can be modified/expanded to serve as a hospital/ER. CHN is now interested in upgrading the Brookings Clinic to a remote hospital.

In 2012, some 2,200 Brookings area residents needing critical care were transported by land ambulance from Brookings to either Gold Beach (25 miles) or Crescent City (28 miles). Many of those people being transported by ground ambulance were in need of care from physicians and facilities located inland...in

Medford or Portland. Because there is no hospital/ED in Brookings, those patients had to be transported by ground ambulance to Crescent City or Gold Beach before they could be flown inland.

Cal Ore Life Flight has the capacity to fly fixed-wing air ambulances from the Brookings Airport, but cannot fly patients out of Brookings to Medford or Portland for cardiac treatment and other treatment for serious injuries or illnesses because the patients have not been stabilized and released for travel at an ER. Flying time from Brookings to Medford is approximately 18 minutes.

*Note: the **travel time** for a Brookings patient needing cardiac care in Medford is now about 50 minutes...longer during period of bad weather...as opposed to about 20 minutes ...regardless of weather...if there was a hospital/ER in Brookings.*

With a hospital/ED in Brookings, those patients needing critical care could be flown directly from Brookings to an inland hospital, reducing the delay time by over 30 minutes. Cal Ore has stated that they would station a fixed-wing air ambulance at Brookings Airport if there was a hospital/ER in Brookings.

According to Curry Health Network, some \$70 million in health care dollars are leaving the State from Curry County.

The lack of a hospital and emergency room in Brookings is the Number 1 constraint in efforts to boost the Brookings area economy. According to local realtors, the lack of adequate health care is the Number 1 deterrent to attracting new residents and business to the area. Many prospective new residents are retirees who have a rising need for health care services, and turn away from Brookings after learning about severely limited access to medical services.

While the Brookings area is not located within district boundaries of the Curry Health Network, local leaders are supportive of annexing Brookings into the health district to provide a sufficient tax base for the operation of a Brookings hospital/ER. This would also help sustain the overall health district.

The remote hospital concept is not unique to this proposal. A similar arrangement has proven successful in Granby, Colorado. We have included some information concerning the Granby arrangement as an enclosure with this letter.


We request that you actively support the Curry Health Network proposal to establish a remote hospital in Brookings that would be associated with Curry General Hospital under its current provider license. This would enable the District and the Brookings community to move forward with this project in the most expeditious manner. This action could be taken by the Oregon Health Care Authority.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: PW/DS


Public Works/Development Services Director


City Manager Approval

Subject: Eliminate deferred improvement agreement (DIA) for 530 Hassett Street

Recommended Motion: If the City Council agrees with the request, motion to authorize the City Manager to eliminate the DIA requirement at 530 Hassett Street for Weaver Lane improvements for street, sidewalk and drainage improvements

Financial Impact: There is no immediate financial impact to the City. If the DIA is released, under current City municipal code, a local improvement district could still be formed which would require the owner of 530 Hassett Street to participate in street improvements since more than 50% of the parcels on Weaver Lane have recorded DIAs. The City has no immediate plans of calling in any DIAs to Weaver Lane since it is a dead end street. If the City did improve Weaver Lane in the future, paving would be the only likely recommended improvement.

Background/Discussion: DIAs are recorded documents the City of Brookings implemented in the late 1980s which allow a developer to defer a street improvement requirement until the City decides to call them in. Many times a developed lot is not positioned in a way to construct the sidewalk, curb, gutter and mid street paving at the time of the development. DIAs are triggered when a vacant lot is built, a lot is partitioned or subdivided, or the land use/zoning changes.

In 2012, the City proceeded with street improvements along Hassett from Pioneer to Seventh Streets due to deteriorated pavement and lack of sidewalks. This was the first time the City required DIAs to be called in. Almost a year since construction of Hassett St., following is a summary of the balance of the DIA properties;

- 608 Hassett, \$2,548.13, paid in full, 6/25/13
- 600 Hassett, \$6,830.15, paid in full, 7/11/13
- 622 Hassett, \$5,829.91, paid in full, 8/12/13
- 530 Hassett, \$5,992.90, Lien, entered into payment agreement, 5.5%
- 520 Hassett, \$9,410, Lien, accruing interest at 9%
- 523 Hassett, \$36,540.08, Lien, accruing interest at 9%

Glenn Julyan is the owner of 530 Hassett Street which is corner lot on the northwest corner of Hassett Street and Weaver Lane per attachment b. He has written a letter to City Council requesting elimination of the Weaver Lane street improvement due to the excessiveness of requiring one property to improve two streets. Please see Attachment a. Mr. Julyan is requesting the entire DIA to be removed once he has paid his Hassett Street balance in full. Mr. Julyan stated he is interested in clearing his title so he can

place the home for sale at some point. He has suffered considerable loss on this property due to negative equity and the “surprise” of participating in the cost for Hassett Street.

The existing condition of Weaver Lane is shown in Attachment c. Weaver Lane is a gravel road with no sidewalks and open swale drainage. Most of the properties on Weaver Lane have DIAs recorded on the property, as seen as a “star” on Attachment b. If Mr. Julyan’s DIA is eliminated, the City is still able to create a local improvement district without a vote since more than 50% of the properties have DIAs.

Staff recommends City Council to eliminating the DIA at 530 Hassett Street as good faith to Mr. Julyan for paying the Hassett Street portion of debt.

Policy Considerations: Eliminating a DIA would set precedence for other releases of DIAs in the future.

- Attachment(s):
- a. Letter from property owner Glenn Julyan
 - b. Location map and existing DIAs on Weaver Lane
 - c. Picture of paving conditions on Weaver Lane

Attachment a

To: Brookings City Council
CC: Loree Pryce
From: Glenn Julyan
Date: 12/2/2013
Re: Tax Lot No.00304, DIA #33

11/28/13

Dear City Councilors,

I am the owner of 530 Hassett Street who received a deferred improvement letter requiring my participation in costs for recent Hassett Street improvements in the amount of \$5992.90. My lot is adjacent to both Hassett Street and Weaver Lane. The DIA language for my lot includes street and drainage improvements at Hassett Street and Weaver Lane. I am requesting your support in eliminating the Weaver Lane improvements. Weaver Street is a dead end street with little traffic and not an ideal location for sidewalk improvements. I must emphasize that the DIA I am paying on Hassett Street was a hardship for me since my property is in negative equity.

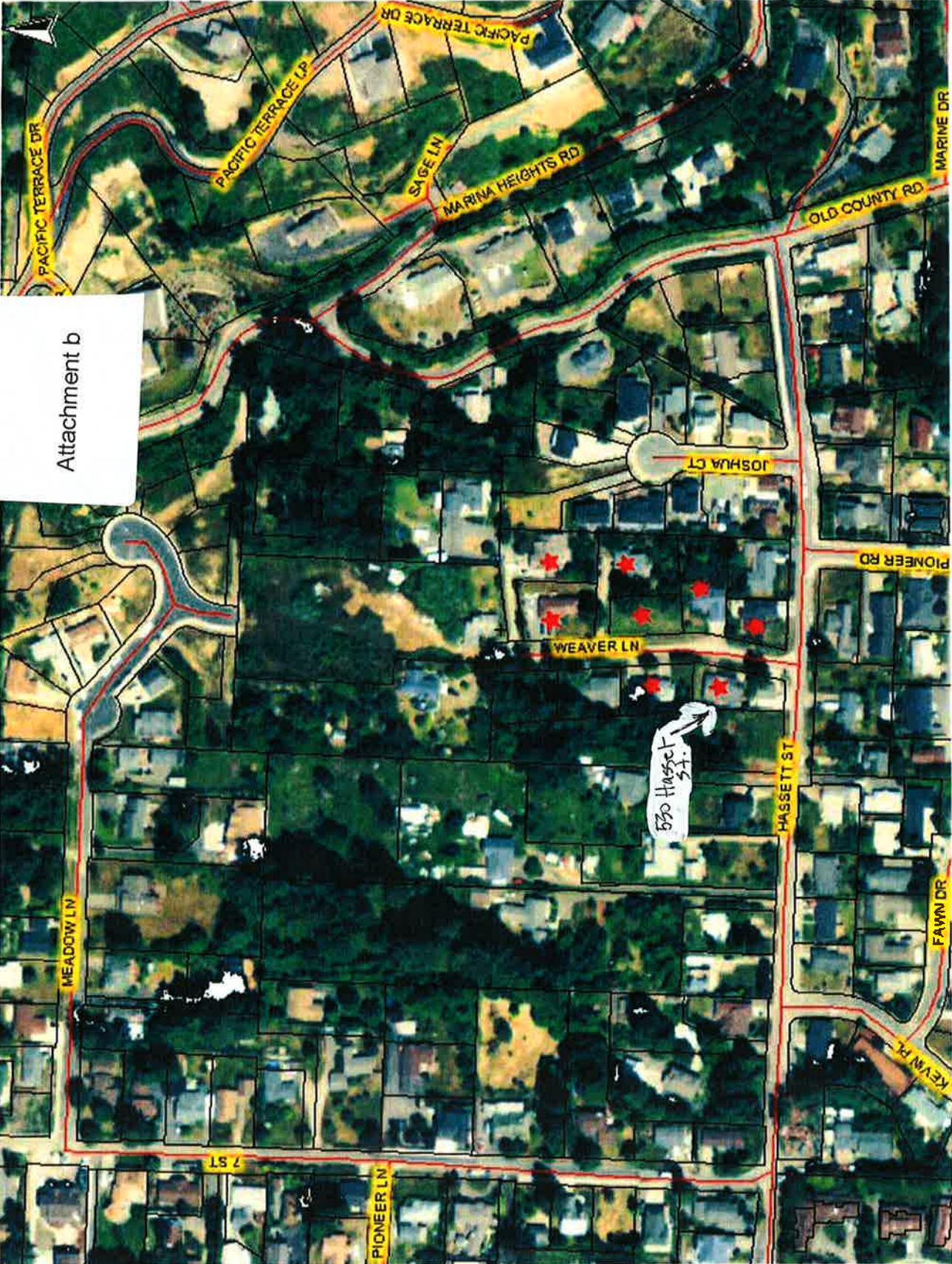
I have signed an agreement with the City of Brookings to pay deferred improvements for 530 Hassett Street in the sum of \$5992.90. As such, I would like for the Council to please consider my debt to the City of Brookings paid in full and allow me to clear the DIA from my title report.

Your consideration and support are greatly appreciated.

Thank you,



Glenn Julyan
218 Jo Dr
Los Gatos, CA 95032
C: 650-387-1200



Attachment b

N
NOT TO
SCALE

Attachment c




CITY OF BROOKINGS

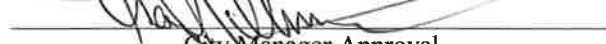
COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: PW/DS



Public Works/Development Services Director



City Manager Approval

Subject: Priority Street Pavement Projects for 2013/14

Recommended Motion: 1) Motion to authorize City staff to proceed with design and bidding a priority paving list which includes Fifth Street, Hassett Street and a City wide pothole repair project to be identified by staff; 2) Motion to authorize the City Manager to execute a change order with McLennan Excavation for additional paving for the Easy Street water main replacement in the amount of \$36,475.

Financial Impact: The 2013/14 capital improvement (CIP) budget includes \$250,000 for design and construction of pavement improvements throughout the City. The proposed street pavement plan (PMP) priority list is within this budget as well as the change order for Easy Street paving. Costs for the priority paving streets of Hassett Street and Fifth Street total \$170,850 and Easy Street cost is \$35,475 for a combined total cost of \$207,326. Staff recommends the remaining balance of \$42,674 be used for City wide pothole repairs.

Background/Discussion: The Easy Street water main replacement was recently constructed by McLennan Excavation. Concurrent with the construction of the Easy Street water main, Willdan Engineering had completed the City wide PMP. A PMP is a comprehensive approach to future paving projects where the engineering consultant evaluates pavement options so annual pavement projects are easily identified to pave each year. It was obvious before and after construction of the Easy Street water main, that the entire width of Easy Street pavement was in need of pavement treatment. The PMP indicated that the structural integrity of the subgrade of Easy Street was in good condition, and the only recommended treatment was a 2-inch overlay for long term maintenance of the entire street. Staff negotiated to have the water main trench section paved with 2-inch rather than 4-inch asphalt and the cost savings further reduced the overall street paving cost to \$36,475. This cost includes full street width paving from Highway 101 to Second Street with a 2-inch asphalt overlay. Staff recommends authorizing the City Manager to approve this change order paid for from the annual street system replacement capital improvement project funds.

Staff will follow up with a City Council workshop report to explain the results of this PMP update and prioritize streets for paving treatment in the 2014/15 budget. Please see Attachment b for the technical memorandum pavement management plan.

There are many factors to consider in a paving project which include; 1) Type of paving method; 2) Calling in deferred improvement agreements during the pavement project; 2) Condition of the

underground utilities and what should be replaced, rehabilitated or upsized prior to paving; 3) A current sewer lateral policy is being considered by City Council which would allow owners to partner with the City to replace the sewer lateral in the streets before paving; 4) Cost benefit analysis to select the paving application with the lowest cost and longest lifespan; 5) All new paving jobs prompt federal Americans with disabilities act (ADA) compliance which requires sidewalks and driveway approaches to comply with current ADA guidelines; 6) Upsize or rehabilitate utilities based on the master plan updates for water, sewer and storm drain; and 7) Cost.

Staff is recommending the following priority streets for 2013/14 as a priority based on the following criteria;

- 1) Streets are more frequently traveled.
- 2) Existing underground utilities are in good condition or affordable to address within current CIP budget.
- 3) A current open project such as the Easy Street water main replacement is a cost effective opportunity to pave the rest of the street as a bid alternative or change order.

The proposed 2013-14 priority paving projects are as follows;

- Install 2" asphalt overlay at;
 - 1) Fifth Street from Chetco Avenue to Easy Street
 - 2) Easy Street from Highway 101 to Second Street
- Install 1.5" asphalt overlay at;
 - 1) Hassett Street from Pioneer to vicinity of Old County Road
- Pothole Repairs/Dig outs at various locations to complete as many as possible within remaining budget.

Attachment(s):

- a. Engineering cost estimate for Hassett and Fifth Street
- b. PMP
- c. Change order cost for additional paving at Easy Street
- d. Map of DIAs and PMPs to be presented at City Council meeting

**CITY OF BROOKINGS
ENGINEER'S COST ESTIMATE FOR:
PAVEMENT REHAB FY 2013/2014
2" Overlay 5th and 1" Overlay Hassett**

ITEM No.	ITEM DESCRIPTION	Payment Reference	QUANTITY	UNIT	UNIT PRICE	TOTAL BID PRICE
1	Mobilization		1	LS	N/A	\$ 15,000.00
2	Traffic Control		1	LS	N/A	\$ 2,500.00
3	HMAC Overlay		685	TN	\$120.00	\$ 82,166.40
4	Cold Milling (Tapered)		17,640	SF	\$0.25	\$ 4,410.00
5	Cold Milling (1" Depth)		43,320	SF	\$0.35	\$ 15,162.00
6	AC Patch Repair		1,900	SF	\$6.00	\$ 11,400.00
7	Base Stabilization		640	SF	\$4.00	\$ 2,560.00
8	Adjust Manhole Covers to Grade		5	EA	\$350.00	\$ 1,750.00
9	Adjust Water Valve Covers to Grade (non-slip)		5	EA	\$250.00	\$ 1,250.00
10	Striping, Pavement Markings and Markers		1	LS	N/A	\$ 5,000.00
11	Release of Contract		1	LS	N/A	\$ 1.00

TOTAL = \$ 141,199.40
 10% Contingency = \$14,119.94
TOTAL ESTIMATED CONSTRUCTION COST = \$155,319.34

CM and Inspection (10%) = \$ 15,531.93
 Total Budget = \$ 170,851.27



Memorandum

TO: Loree Pryce, Public Works Director
City of Brookings

FROM: Roxanne Hughes

DATE: 11/5/13

SUBJECT: Revised 2012 PMS Update Technical Memo

This Technical Memorandum summarizes the City of Brookings 2012 Pavement Management System Update. There are now 31.71 miles of paved streets in the Brookings PMS system, covering 4,475,650 square feet of roadway surface. It should be noted that, with respect to street condition assessment, the 2012 PMS Update was limited to adding construction history to update PCI/SI values on streets that were paved since the 2009 PMS was prepared. Therefore, the distress data and related PCI/SI values listed are based on the 2009 street rating survey. In addition, the PMS is a network-level tool that is designed to prioritize needs relative to the overall street system. This update includes preparation of the following documents for use by the City in implementing capital improvements projects for targeting street repairs that will make the best use of the public works funds:

- 1) Identification of street repair backlog and potential for "catch-up" using \$250K annual budget for street repair and maintenance.
- 2) Logic Tree: Identifies 9 different strategies, including "do nothing" and minor maintenance (slurry seal) and 7 different overlay alternatives.
- 3) Cost Matrix: Provides unit cost calculation for each strategy, documenting assumptions and detailing what work is included in each repair alternative.
- 4) Example Unit Price Breakdown: Provides examples of how the Cost Matrix calculates the unit prices
- 5) Overall List of Streets: Alphabetical index of all City streets in the PMS network, including segment details, PCI and SI value, and identified repair strategy with estimated cost.
- 6) Slurry Street List: Alphabetical index of the City streets recommended for Slurry Seal (Strategy 2)
- 7) Major Maintenance Lists (Alpha and Priority): Index of City streets recommended for Overlay strategies; one sorted alphabetically and the other sorted by SI in ascending order.
- 8) The Treatment Strategy Map: GIS-based map that highlights all of the recommended strategies in different colors per the legend. The mapped data also includes Section ID and SI values adjacent to each segment for quick reference back to the street indexes.

The logic tree and strategy assignments indicate that there is a \$2.157 million backlog in street repair and maintenance needs. The major maintenance backlog includes \$1.07M, while the rest is minor maintenance consisting of \$868K of Cape Seal and \$219K of Slurry Seal. Using \$250K per year to address these needs is possible, given that the structural sections are in good condition and the majority of the backlog in minor maintenance needed to improve PCI values as opposed to SI values. It is recommended that the minor maintenance begin to be implemented within the first 2 to 3 budget cycles to prevent these streets slipping into structural needs.

It is important that upon implementation of recommended street repairs, a project-level analysis is performed along with appropriate engineering for preparation of the Plans, Technical Specifications and Estimate of Cost (PS&E) in order to advertise a construction bid. The project scoping will include incorporating knowledge of other CIP projects, community events and priorities, funding mechanisms such as DIAs, and specific quantification of necessary repairs based on a current field review of the selected street segments.

There are two condition indexes utilized to gauge the relative condition of the streets in this report. One index is the PCI (pavement condition index), which is the conventional overall deterioration index provided in conformance with

Memorandum

standard protocols of the U.S. Army Corps of Engineers (USACOE). The other is the SI (structural index), which is similar to the PCI but focused solely on structural conditions. The SI provides a different perspective on street condition; it is a useful way to evaluate the cracking that usually drives the final decision to provide a structural upgrade (which normally takes the form of an overlay). The structural index often does not correspond very closely with the PCI because other distresses—such as surface texture, bumps, and utility cuts—can have a disproportionate impact on the PCI as compared to the SI. For example, a street with a midrange SI value of 68 may have a very low PCI value of 19. This means that this street segment does not have a lot of structural cracking; however it has significant levels of utility patching, surface raveling and/or poor ride quality which have lowered the PCI value. Using both PCI and SI indexes together in our decision process, it is apparent that a structural upgrade is a lower priority for this segment over another segment that has both a low SI and a low PCI.

SI values are computed by starting with a nominal value of 100 to represent a street with no cracking in the wheel path area, then subtracting the percentage of cracked wheel paths in a target segment. The results are arrayed as follows:

SI	From	To
Excellent	100	98
Very Good	97	95
Good	94	90
Fair	89	70
Poor	69	30
Very Poor	29	11
Failed	10	0

The current structural conditions of pavements in the street network can be represented by an average SI that ranges 0 to 100, and is normalized among all the streets in Brookings by area of pavement. The overall average SI for the streets in Brookings is at 89.7, which is considered at the very bottom of “Good” condition. The more cracking that occurs, the lower the structural index becomes. In comparison, the overall weighted average PCI is at 56.7 (Good) for the current conditions, which is reflective of the incorporation of non-structural distresses that are prevalent in the street system today. For the 2012 PMS Update, a Logic Tree was prepared that utilizes the SI value to assign repair Strategies. Of note; the Logic Tree establishes an overlay cut-off value at SI=70. This means that streets can have up to 30% of the wheel path areas cracked, and still be scheduled for a slurry seal or a cape seal. Streets exhibiting SI values above 70 and also with PCI values above 40 are scheduled for slurry seal, whereas if the PCI value is below 40 it is then scheduled for cape seal. The cape seal is a cost effective way to improve PCI when the road structure is in good condition, however it utilizes a 3/8” chip seal with a slurry seal on top and therefore will not look as nice nor ride as smoothly as an overlay. It is recommended that the City implement a cape seal project and see how it is received by the community, and then adjust the strategy to thin overlay if needed.

Given the years that have elapsed since the last field rating of the streets, it is recommended that the streets that are listed with SI values between 71 and 79 be reviewed in the field before a final decision is made to limit repairs to a cape or slurry seal. If the cracking has expanded significantly in the last few years, the streets may need to be scheduled for overlay instead. The following table provides a list of these streets (alphabetically).

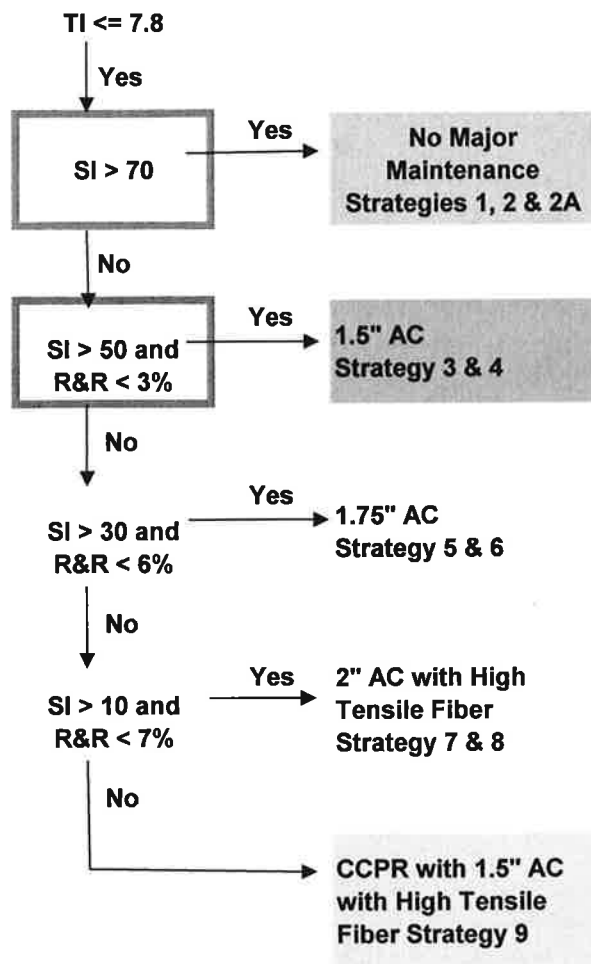
Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI
1013	5 ST	5TH ST FORK	BARBRA LN DIRT	210	32	2	6.5	27	72
1019	5 ST	HELEN LN	ARCH LN	1690	33	2	6.5	35	71
1030	ALDER ST	PINE ST	REDWOOD ST	290	26	2	5	1	73
1032	ALDER ST	SPRUCE DR	RAILROAD ST	230	36	2	5	29	73
1088	DAWSON RD	HWY 101	PASSLEY RD DIRT	320	26	2	6	11	73
1099	EASY ST	FERN AV	PIONEER RD	1170	45	2	6.5	12	71

Memorandum

1101	ELK DR	FRONTAGE RD	FERN AV	1190	34	2	5	31	72
1122	GLENWOOD DR	HARRIS HTS RD	SEACREST LN	240	36	2	5	30	78
1157	HIGHLAND WY	HASSETT ST	RANSOM AV	720	32	2	5	12	74
1160	HOMESTEAD RD	RANSOM AV	VIEW CT	500	32	2	5	13	79
1161	HUB ST	ARNOLD LN	CULDESAC	890	13	2	4.5	2	73
1170	KINDEL	MEMORY LN	CULDESAC	230	19	2	4.5	12	77
1237	PACIFIC AV	COTTAGE ST	RAILROAD ST	520	45	2	5	40	76
1241	PACIFIC AV	AZALEA PK RD	FERN AV	1240	42	2	6	26	73
1267	RAILROAD ST	WHARF ST	OAK ST	1630	27	2	5.5	34	78
1287	RICHARD ST	EASY ST	RICHARD ST	160	21	2	5	2	72
1314	SPRUCE DR	SPRUCE ST	LINDEN LN	1570	30	2	5	11	78
1331	TRUMAN LN	BARCLAY LN	CULDESAC	180	9	2	4.5	1	78

CITY OF BROOKINGS 2012 PAVEMENT MANAGEMENT SYSTEM UPDATE STRATEGY AND LOGIC TREE

STRATEGY LOGIC TREE FOR MAJOR MAINTENANCE



LEGEND

TI = Traffic Index. Indicates level of traffic loading. Typical range is 4.5 (low loading/cul-de-sac) to 11 (high loading/arterial).

PCI = Pavement Condition Index
Indicates overall pavement condition based on observed distresses.
0 = Failed to 100 = Excellent

SI = Structural Index
Indicates amount of wheelpath that is cracked.
100 = no wheelpath cracking.
Calculation: 100-% wheelpath cracked
Example: SI =60 indicates that 40% of the wheelpath is cracked (100-40 = 60)

LC = 1/2" Leveling Course

High Tensile Fiber= Reinforcing fibers added to hot mix at AC plant during production. Fibers strengthen pavement matrix, extending pavement life. (ie: Forta-fi)

CCPR = Cold Central Plant Recycling which includes grinding, cold recycling and repaving existing AC section only in place. Does not

**CITY OF BROOKINGS
PAVEMENT MANAGEMENT SYSTEM
2012 COST MATRIX**

Legend:

AC	Conventional Asphalt Concrete hot mix
Slurry	Type II or Recycled Asphalt Pavement (RAP) emulsion aggregate slurry seal
HTF	High Tensile Fiber Reinforcement added to AC matrix as fibers during hot mix production (ie: Forta-fi)
CCPR	Cold In Place Recycling
Geofabric Patch	Removal and replacement of 10" subbase with geofabric and either PMB or asphalt grindings; in addition to regular R&R
R&R	Point repairs for failed pavement, removal and replacement of existing AC and base section
TC, SS, MH's	Traffic Control, Signing/Striping and Manhole raising
Chip	Chip Seal Medium (3/8") gradation aggregate screenings, rolled into Emulsified Asphalt Tack Coat

Base Rates:	\$/sf	Notes
1" AC	\$0.62	Hot Mix Asphalt Concrete: at \$100/ton
Geofabric Patch	\$4.00	Add to R&R for replacement of subbase
R&R	\$6.00	remove and replace - subbase OK
CCPR	\$1.50	cold in place recycling
Chip =	\$0.44	\$4/SY
HTF, per 1" AC	\$0.09	High Tensile Fiber additive: at \$15/Ton
Edge Grind	\$0.08	assume 1/4 sf grind/sf of street
Full Grind	\$0.40	full width grind
Type II or RAP Slurry	\$0.25	\$375/ELT
Crack Seal	\$0.08	Assumes \$7K/day at 90K sf/day
TC, SS, MH's =	\$0.58	Overlays only

Residential, Minor Collectors and Rural (TI ≤7.8)

MAINTENANCE TREATMENT	Treatment	Construction Unit Cost (\$/sf)	Engineering & Inspection	Total Unit Cost (\$/sf)	Total Unit Cost (\$/Lane Mile)	Assumptions
Strategy ISI Value	Street Condition					
1 80-100	AC dry surface.	\$0.00	0%	\$0.00	\$0	
2 70-89	AC raveled or polished aggregate.	\$0.33	20%	\$0.39	\$24,922	No R&R required
2A SI>70 & PCI<40	Severe weathering/patching & cuts with very little alligator cracking or other load related distress	\$0.81	20%	\$0.98	\$61,924	2% R&R Required

REHABILITATION TREATMENT

Strategy ISI Value	Street Condition	Treatment	Construction Unit Cost (\$/sf)	Engineering & Inspection	Total Unit Cost (\$/sf)	Total Unit Cost (\$/Lane Mile)	Assumptions
3		1.5" AC Overlay	\$1.64	25%	\$2.05	\$129,888	1% R&R Required
4 51-69	Wheel Path Alligator Cracking Less Than Approx. 3% of Total Area	1.5" AC Overlay	\$1.74	25%	\$2.18	\$137,808	2% R&R Required + 1% subbase replaced
5	Wheel Path Alligator Cracking <6% of Total Area; Block Cracks smaller than 6" diameter or severe edge cracking over 40%	1.75" AC Overlay	\$1.95	25%	\$2.44	\$154,770	3% R&R Required + 1% subbase replaced
6 31-49		1.75" AC Overlay	\$2.03	25%	\$2.54	\$161,106	3% R&R Required with all subbase replaced
7	Extensive Wheel Path Base Failure > 3.5% But < 7% of Total Area.	2" AC Overlay w/HTF	\$2.37	25%	\$2.97	\$187,968	3% R&R Required w/subbase replaced
8 10-20	Serious Overall Structural Failure; Wheel Path Base Failure Greater Than 7% of Total Area	2" AC Overlay w/HTF	\$2.49	25%	\$3.12	\$197,472	5% R&R Required w/3% subbase replaced
9 0-9		CIPR+1.5" AC w/HTF	\$3.64	25%	\$4.55	\$288,585	1% R&R required w/subbase replaced

CITY OF BROOKINGS PAVEMENT MANAGEMENT SYSTEM - 2012

EXAMPLE UNIT COST BREAKDOWN

The construction unit costs indicated on the "2012 Cost Matrix" spreadsheet combine several cost factors to come up with one price per square foot that includes everything that will be needed to accomplish the chosen treatment strategy. The following are example calculations to show how the Unit Cost figures are obtained:

EXAMPLE NO. 1

Treatment Strategy 7 = 2" AC Overlay w/HTF (SI 10-20)

This strategy includes placement of an overlay of 2" thick asphalt concrete (AC) that is modified to include Forta-fi fiber reinforcement in the hot mix production. The unit cost breakdown includes items for the AC hot mix, addition of the Forta-fi fibers to the hot mix, edge grinding of the street, removal and replacement of failed areas (R&R), geofabric for subbase replacement, traffic control during construction (TC), raising of manholes (MHs) and restriping (SS).

Item Description	Unit Cost \$/sf	Notes
Grinding	\$0.08	Assumes edge grinding, estimated at 25% of street surface
2" AC	\$1.23	2 times the 1" AC \$/sf (based on \$100/ton)
HTF	\$0.19	2 times the HTF, per 1" AC \$/sf (based on \$15/Ton)
3% R&R	\$0.18	Assumes 3% of pavement area is failed and requires removal and replacement (.03 times \$/sf for R&R line item)
Geofabric Patch	\$0.12	Assumes all R&R will require subbase replacement and geofabric installation (.03 times \$/sf for geofabric line item)
TC, SS, MHs	\$0.58	Based on cost of approx. \$16 per linear foot of street
TOTAL =	\$2.37	Estimated construction unit cost per square foot of street pavement

EXAMPLE NO. 2

Treatment Strategy 9 = CIPR+1.5" AC w/Forta-fi (SI 0-9)

This strategy includes performing cold-in-place recycling (CIPR) of the existing failed pavement and adding a 1.5" thick asphalt-concrete with Forta-fi overlay top course. The unit cost breakdown includes items for the CIPR, AC hot mix, addition of the Forta-fi fibers to the hot mix, full width grinding of the street, removal and replacement of failed areas (R&R), geofabric for subbase replacement, traffic control during construction (TC), raising of manholes (MHs) and restriping (SS).

Item Description	Unit Cost \$/sf	Notes
Grinding	\$0.40	Assumes full width grinding, needed to make room for the AC overlay
CIPR	\$1.50	Cold in-place recycling, full street width and length
1.5" AC	\$0.93	1.5 times the 1" AC \$/sf (based on \$100/ton)
HTF	\$0.14	1.5 times the HTF, per 1" AC \$/sf (based on \$15/Ton)
1% R&R	\$0.06	Assumes 3% of pavement area is failed and requires removal and replacement (.03 times \$/sf for R&R line item)
Geofabric Patch	\$0.04	Assumes all R&R will require subbase replacement and geofabric installation (.03 times \$/sf for geofabric line item)
TC, SS, MHs	\$0.58	Based on cost of approx. \$16 per linear foot of street
TOTAL =	\$3.64	Estimated construction unit cost per square foot of street pavement

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1001	1 ST	RANSOM AV	EASY ST	850	18	2	5	3	57	1.5	\$33,278	4
1002	2 ST	MARVISTA	EASY ST	160	22	2	4.5	87	100	0	\$0	1
1003	2 ST	RANSOM AV	MARVISTA	640	22	2	5	87	100	0	\$0	1
1004	2 ST	RANSOM AV	CULDESAC	660	23	2	4.5	20	95	0	\$14,836	2A
1006	2ND ST UNNAMED	2 ST	CULDESAC	120	21	2	4.5	21	100	0	\$2,463	2A
1007	3 ST	CORAL CT	EASY ST	570	30	2	6.5	58	94	0	\$0	1
1008	3 ST	HASSETT ST	MIDLAND ST	750	33	2	6.5	61	96	0	\$0	1
1009	3 ST	HIDDEN CT	TIMBERLINE DR	590	33	2	6.5	82	100	0	\$0	1
1010	3 ST	RANSOM AV	HASSETT ST	720	34	2	6.5	25	81	0	\$23,925	2A
1011	3 ST	RANSOM AV	CORAL CT	200	20	2	5	86	100	0	\$0	1
1012	4 ST	RANSOM AV	EASY ST	780	17	2	5	63	100	0	\$0	1
1013	5 ST	5TH ST FORK	BARBRA LN DIRT	210	32	2	6.5	27	72	0	\$6,568	2A
1014	5 ST	BARBRA LN DIRT	RANSOM AV	360	32	2	6.5	11	15	2	\$35,904	8
1015	5 ST	CHETCO AV	ELK DR	230	34	2	6.5	91	100	0	\$0	1
1016	5 ST	CHETCO AV	RAILROAD ST	750	41	2	6.5	91	100	0	\$0	1
1017	5 ST	EASY ST	5 ST	240	32	2	6.5	91	100	0	\$0	1
1018	5 ST	ELK DR	EASY ST	1320	35	2	6.5	6	31	1.75	\$117,473	6
1019	5 ST	HELEN LN	ARCH LN	1690	33	2	6.5	35	71	0	\$21,936	2
1020	5 ST	RANSOM AV	LIMBAUGH WY	280	25	2	6.5	4	58	1.5	\$15,225	4
1021	6 ST	JASMINE CT	EASY ST	320	24	2	5	100	100	0	\$0	1
1022	6 ST	RANSOM AV	JASMINE CT	470	19	2	5	13	90	0	\$8,728	2A
1023	7 ST	PIONEER LN	MEADOW LN	530	18	2	5	2	54	1.5	\$20,750	4
1354	7 ST	HASSETT ST	PIONEER RD	640	18	2	5	36	87	0	\$4,531	2
1024	ALDER ST	BIRCH ST	MAPLE ST	310	21	2	5	100	100	0	\$0	1
1025	ALDER ST	CHETCO AV	SPRUCE DR	230	35	2	5	64	95	0	\$0	1
1026	ALDER ST	HAZEL ST	MEMORY LN	400	20	2	5	100	100	0	\$0	1
1027	ALDER ST	HEMLOCK ST	SPRUCE DR	90	29	2	5	25	40	1.75	\$6,636	6
1028	ALDER ST	MAPLE ST	NORTH HAZEL ST	260	20	2	5	100	100	0	\$0	1
1029	ALDER ST	NORTH HAZEL ST	HAZEL ST	260	20	2	5	100	100	0	\$0	1
1030	ALDER ST	PINE ST	REDWOOD ST	290	26	2	5	1	73	0	\$7,369	2A
1031	ALDER ST	RAILROAD ST	BIRCH ST	330	21	2	5	62	97	0	\$0	1
1032	ALDER ST	SPRUCE DR	RAILROAD ST	230	36	2	5	29	73	0	\$8,092	2A
1033	ALDER ST	SPRUCE DR	HEMLOCK ST	230	21	2	5	87	100	0	\$0	1
1034	ALLEN LN	MILL BEACH RD	CULDESAC	300	25	2	4.5	24	43	1.75	\$18,320	5
1035	ALTA LN	DEL NORTE	CULDESAC	170	22	2	4.5	47	98	0	\$0	1
1036	ANDRUSS DR	PASSLEY RD	CULDESAC	240	16	2	4.5	100	100	0	\$0	1
1037	ARCH LN	5 ST	ARCH LN	430	20	2	5	91	100	0	\$0	1
1038	ARCH LN	SEACREST LN	UNNAMED DIRT	530	30	2	5	54	94	0	\$0	1
1039	ARNOLD LN	CHETCO AV	MOORE ST	380	19	2	5	74	100	0	\$0	1
1040	ARNOLD LN	MOORE ST	IRIS ST	590	19	2	5	4	80	0	\$10,956	2A
1041	ARNOLD LN	IRIS ST	ROWLAND LN	360	22	2	5	5	69	1.5	\$16,236	3
1044	AZALEA PARK RD	PACIFIC AV	OLD COUNTY RD	850	37	2	6.5	62	95	0	\$0	1
1045	BARCLAY LN	COLLIS LN	CULDESAC	320	9	2	4.5	27	84	0	\$2,815	2A
1049	BIRCH ST	ALDER ST	DEL NORTE	660	20	2	5	58	96	0	\$0	1

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1050	BLUEBERRY DR	DAWSON RD	BLUEBERRY DR	420	28	2	5	91	100	0	\$0	1
1051	BLUEBERRY DR	HOLMES DR	BLUEBERRY DR	290	28	2	5	91	100	0	\$0	1
1053	BOYER CT	2 ST	CULDESAC	250	31	2	4.5	58	100	0	\$0	1
1054	BRIDGE RD	CHETCO AV	CULDESAC	860	22	2	4.5	9	90	0	\$18,491	2A
1055	BROOKE LN	5 ST	3 ST	1030	33	2	5	82	100	0	\$0	1
1056	BUENA VISTA	BUENA VISTA	MEMORY LN	960	28	2	5	22	100	0	\$26,271	2A
1059	CAMEO CT	RANSOM AV	CULDESAC	460	32	2	4.5	20	94	0	\$14,386	2A
1061	CEDAR ST	MAPLE ST	MEMORY LN	910	30	2	5	58	100	0	\$0	1
1062	CENTER ST	CHETCO AV	RAILROAD ST	690	48	2	6	7	56	1.5	\$72,036	4
1071	CHETCO LN	CHETCO AV	CULDESAC	460	30	2	4.5	29	57	1.5	\$30,015	4
1072	CLAIR LN	EASY ST	CULDESAC	240	21	2	4.5	82	100	0	\$0	1
1073	COLLIS LN	ARNOLD LN	ROWLAND LN	140	28	2	5	62	96	0	\$0	1
1074	COLLIS LN	ROWLAND LN	CULDESAC	490	18	2	4.5	38	96	0	\$3,469	2
1079	CORAL CT	3 ST	CULDESAC	240	30	2	4.5	20	100	0	\$7,037	2A
1080	COTTAGE ST	PACIFIC AV	MILL ST	660	27	2	5	32	83	0	\$7,009	2
1081	COVE RD	RAILROAD ST	CULDESAC	1030	33	2	4.5	35	93	0	\$13,369	2
1082	CRESTWOOD PL	RANSOM AV	CULDESAC	410	30	2	4.5	100	100	0	\$0	1
1083	CRISSEY LP	CRISSEY LP	CHETCO AV	650	14	2	5	91	100	0	\$0	1
1084	CUSHING CT	TANBARK RD	CULDESAC	450	21	2	4.5	47	100	0	\$0	1
1085	CYPRESS ST	MAPLE ST	MEMORY LN	920	35	2	5	20	97	0	\$31,470	2A
1086	DAWSON RD	BLUEBERRY DR	GARVIN CT	660	33	2	5	61	96	0	\$0	1
1087	DAWSON RD	HOLMES DR	SPINDRIFT RD	220	25	2	5	48	100	0	\$0	1
1088	DAWSON RD	HWY 101	PASSLEY RD DIRT	320	26	2	6	11	73	0	\$8,131	2A
1089	DAWSON RD	OCEANSIDE DR	OCEAN PARK DR	870	26	2	5	91	100	0	\$0	1
1090	DAWSON RD	PASSLEY RD	ZIA CT	370	26	2	5	89	100	0	\$0	1
1091	DAWSON RD	SPINDRIFT RD	OCEANSIDE DR	630	20	2	5	89	100	0	\$0	1
1094	DEL NORTE	WOODLAND	MEMORY LN	1610	21	2	6.5	100	100	0	\$0	1
1095	EASY MANOR DR	EASY ST	EASY ST	920	21	2	5	1	43	1.75	\$47,193	5
1096	EASY ST	3 ST	FERN AV	2430	24	2	6.5	91	100	0	\$0	1
1097	EASY ST	CHETCO AV	2ND ST	790	20	2	6.5	39	86	0	\$6,215	2
1098	EASY ST	2ND ST	3 ST	590	22	2	6.5	38	95	0	\$5,105	2
1099	EASY ST	FERN AV	PIONEER RD	1170	45	2	6.5	12	71	0	\$51,457	2A
1100	ELK DR	5 ST	FRONTAGE RD	250	33	2	5	61	96	0	\$0	1
1101	ELK DR	FRONTAGE RD	FERN AV	1190	34	2	5	31	72	0	\$15,914	2
1102	ENGLISH CT	1 ST	CULDESAC	250	32	2	4.5	20	100	0	\$7,819	2A
1103	FAWN DR	MECHELLE LN	KEVIN PL	720	32	2	5	100	100	0	\$0	1
1104	FERN AV	CHETCO AV	SPRUCE ST	200	39	2	5	100	100	0	\$0	1
1105	FERN AV	EASY ST	RANSOM AV	770	23	2	5	79	100	0	\$0	1
1106	FERN AV	ELK DR	EASY ST	850	28	2	5	10	62	1.5	\$48,790	3
1107	FERN AV	HEMLOCK ST	RAILROAD ST	210	29	2	5	100	100	0	\$0	1
1108	FERN AV	PACIFIC AV	ELK DR	910	25	2	5	64	97	0	\$0	1
1109	FERN AV	PINE ST	FLEET ST	740	42	2	5	18	91	0	\$30,376	2A
1110	FERN AV	SPRUCE ST	HEMLOCK ST	230	29	2	5	100	100	0	\$0	1
1111	FIFIELD ST	DIRT	SMITH DR	1130	20	2	5	100	100	0	\$0	1

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1112	FIR ST	OAK ST	OLD COUNTY RD	1230	25	2	5	100	100	0	\$0	1
1116	FOUNTAIN	DEL NORTE	CULDESAC	130	24	2	4.5	79	98	0	\$0	1
1117	FRONTAGE RD	CHETCO AV	ROSS RD	570	50	2	5	91	100	0	\$0	1
1118	FRONTAGE RD	ROSS RD	ELK DR	90	30	2	5	1	5	1.5	\$12,298	9
1119	GARVIN CT	DAWSON RD	CULDESAC	550	22	2	4.5	91	100	0	\$0	1
1121	GLENWOOD DR	HWY 101	SEACREST LN	130	30	2	6	80	100	0	\$0	1
1122	GLENWOOD DR	HARRIS HTS RD	SEACREST LN	240	36	2	5	30	78	1.5	\$17,712	3
1123	GLENWOOD DR	SEACREST LN	GLENWOOD DR DIRT	980	35	2	5	82	100	0	\$0	1
1125	HAMPTON RD	200' E/HAMPTON RD	CULDESAC	260	11	2	4.5	82	100	0	\$0	1
1126	HAMPTON RD	HAMPTON RD	CULDESAC	320	11	2	4.5	80	100	0	\$0	1
1127	HAMPTON RD	OAKWOOD CT	200' E/HAMPTON RD	200	24	2	5	87	100	0	\$0	1
1128	HAMPTON RD	PARKVIEW DR	OAKWOOD CT	520	20	2	5	68	96	0	\$0	1
1130	HARRIS HGTS RD	UNNAMED DIRT	HARRIS HGTS RD	600	24	2	5	58	96	0	\$0	1
1005	HASSETT ST	MIDLAND ST	3 ST	280	33	2	5	60	94	0	\$0	1
1138	HASSETT ST	3 ST	2ND ST	20	33	2	5	60	94	0	\$0	1
1139	HASSETT ST	5 ST	HIGHLAND WY	820	33	2	5	57	93	0	\$0	1
1140	HASSETT ST	5 ST	CULDESAC	630	33	2	4.5	59	97	0	\$0	1
1141	HASSETT ST	7 ST DIRT	CULDESAC	290	13	2	4.5	49	100	0	\$0	1
1142	HASSETT ST	HIGHLAND WY	MIDLAND ST	260	33	2	5	82	100	0	\$0	1
1143	HASSETT ST	JOSHUA CT	PIONEER RD	150	21	2	5	9	61	1.5	\$6,458	3
1144	HASSETT ST	KEVIN PL	WEAVER LN	1030	21	2	5	10	91	0	\$21,140	2A
1145	HASSETT ST	OLD COUNTY RD	JOSHUA CT	380	32	2	5	35	90	0	\$4,783	2
1146	HASSETT ST	3RD ST	CULDESAC	590	33	2	5	91	100	0	\$0	1
1148	HAZEL ST	DEL NORTE	NORTH HAZEL ST	260	19	2	5	91	100	0	\$0	1
1149	HAZEL ST	NORTH HAZEL ST	ALDER ST	660	20	2	5	96	100	0	\$0	1
1150	HEATHER LN	CHETCO AV	CULDESAC	320	32	2	4.5	22	100	0	\$10,008	2A
1151	HELEN LN	JODEE LN	5 ST	1680	33	2	5	82	100	0	\$0	1
1152	HEMLOCK ST	ALDER ST	OAK ST	400	27	2	5	2	43	1.75	\$26,381	5
1153	HEMLOCK ST	FERN AV	WHARF ST	690	35	2	5	31	80	0	\$9,499	2
1154	HEMLOCK ST	OAK ST	WILLOW ST	400	20	2	5	20	97	0	\$7,819	2A
1155	HEMLOCK ST	WILLOW ST	FERN AV	430	19	2	5	1	50	1.75	\$19,957	5
1156	HIDDEN CT	3 ST	CULDESAC	230	24	2	4.5	91	100	0	\$0	1
1157	HIGHLAND WY	HASSETT ST	RANSOM AV	720	32	2	5	12	74	0	\$22,518	2A
1158	HILLSIDE DR	VALLEY ST	PACIFIC AV	680	40	2	6.5	24	91	0	\$26,583	2A
1159	HOLMES DR	DAWSON RD	BLUEBERRY DR	1390	12	2	5	39	91	0	\$6,561	2
1160	HOMESTEAD RD	RANSOM AV	VIEW CT	500	32	2	5	13	79	0	\$15,637	2A
1161	HUB ST	ARNOLD LN	CULDESAC	890	13	2	4.5	2	73	0	\$11,308	2A
1164	IRIS ST	ARNOLD LN	CULDESAC	830	21	2	4.5	58	97	0	\$0	1
1165	JASMINE CT	6 ST	CULDESAC	180	27	2	4.5	91	100	0	\$0	1
1166	JODEE LN	5 ST	KRISTA LN	1220	33	2	5	82	100	0	\$0	1
1167	JOSHUA CT	HASSETT ST	CULDESAC	230	32	2	4.5	91	100	0	\$0	1
1168	JULIE DR	RANSOM AV	VIEW CT	530	33	2	5	91	100	0	\$0	1
1169	KEVIN PL	HASSETT ST	RANSOM AV	770	32	2	5	3	54	1.5	\$53,592	4
1170	KINDEL	MEMORY LN	CULDESAC	230	19	2	4.5	12	77	0	\$4,271	2A

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1171	KING ST	WHARF ST	RAILROAD ST	960	25	2	5	13	87	0	\$23,456	2A
1172	KNOLL LN	ROWLAND LN	CULDESAC	210	35	2	4.5	24	100	0	\$7,183	2A
1173	KRISTA LN	JODEE LN	5 ST	910	33	2	5	91	100	0	\$0	1
1174	LILAC CT	MEMORY LN	CULDESAC	250	32	2	4.5	22	100	0	\$7,819	2A
1175	LIMBAUGH WY	5 ST	CULDESAC	210	22	2	4.5	91	100	0	\$0	1
1176	LINDA LN	TANBARK RD	CULDESAC	200	20	2	4.5	86	100	0	\$0	1
1177	LINDEN LN	MULBERRY LN	SPRUCE DR	400	30	2	5	82	100	0	\$0	1
1178	LUCKY LN	CHETCO AV	CULDESAC	270	27	2	4.5	91	100	0	\$0	1
1179	LUMBERVIEW DR	PASSLEY RD	CULDESAC	280	18	2	4.5	89	100	0	\$0	1
1180	LUNDEEN RD	OLD COUNTY RD	CULDESAC	960	20	2	4.5	69	100	0	\$0	1
1181	MACKLYN COVE DR	SANDY LN	CULDESAC	420	22	2	4.5	18	82	0	\$9,031	2A
1182	MAGNOLIA CT	EASY ST	CULDESAC	320	33	2	4.5	82	100	0	\$0	1
1183	MAPLE ST	ALDER ST	DEL NORTE	770	20	2	5	88	100	0	\$0	1
1184	MAPLE ST	OXFORD ST	ALDER ST	790	32	2	5	20	100	0	\$24,707	2A
1185	MAR VISTA LN	1 ST	CULDESAC	210	16	2	4.5	84	100	0	\$0	1
1186	MARDON CT	EASY ST	CULDESAC	350	34	2	4.5	20	100	0	\$11,630	2A
1187	MARINA HEIGHTS RD	OLD COUNTY RD	PACIFIC TERRACE DR	2920	20	2	5	39	92	0	\$22,971	2
1188	MARINE DR	MARINE DR	CULDESAC	610	10	2	4.5	27	92	0	\$5,962	2A
1189	MARINE DR	OLD COUNTY RD	MARINE DR	2190	17	2	5	35	93	0	\$14,644	2
1190	MARVISTA	2 ST	CULDESAC	220	12	2	4.5	16	95	0	\$2,580	2A
1191	MATOT ST	RAILROAD ST	CULDESAC	330	21	2	4.5	82	100	0	\$0	1
1192	MEADOW LN	7 ST	MEADOW LN DIRT	960	17	2	5	78	100	0	\$0	1
1193	MECHELLE LN	KEVIN PL	FAWN DR	430	32	2	5	8	55	1.5	\$29,928	4
1194	MEMORY LN	RAILROAD ST	TANBARK RD	810	28	2	6.5	1	32	1.75	\$57,669	6
1195	MEMORY LN	TANBARK RD	ALDER STREET	1540	21	2	6.5	52	93	0	\$0	1
1195a	MEMORY LN	ALDER ST	DEL NORTE	1080	21	2	6.5	100	100	0	\$0	1
1196	MENDY ST	PACIFIC AV	CULDESAC	490	21	2	4.5	3	55	1.5	\$22,381	4
1197	MIDLAND ST	2ND ST	RANSOM AV	720	32	2	5	9	88	0	\$22,518	2A
1198	MIDLAND ST	3 ST	HASSETT ST	1050	27	2	5	56	100	0	\$0	1
1199	MIDLAND ST	MIDLAND ST S	MIDLAND ST S	200	27	2	5	81	100	0	\$0	1
1356	MIDLAND ST	MIDLAND ST N	MIDLAND ST N	200	27	2	5	81	100	0	\$0	1
1200	MILL BEACH RD	ALLEN LN	MACKLYN COVE DR	20	33	2	5	1	1	1.5	\$3,006	9
1201	MILL BEACH RD	CHETCO AV	CULDESAC	480	28	2	4.5	73	100	0	\$0	1
1202	MILL BEACH RD	MILL BEACH RD DIRT	RAILROAD ST	470	28	2	5	49	96	0	\$0	1
1203	MILL BEACH RD	RAILROAD ST	SMITH DR	470	24	2	5	84	100	0	\$0	1
1204	MILL BEACH RD	SMITH DR	ALLEN LN	630	24	2	5	56	95	0	\$0	1
1205	MILL ST	CHETCO AV	RAILROAD ST	580	38	2	5	91	100	0	\$0	1
1206	MOORE ST	ARNOLD LN	CULDESAC	860	36	2	4.5	35	84	0	\$12,178	2
1207	MULBERRY LN	LINDEN LN	SPRUCE DR	420	24	2	5	20	98	0	\$9,852	2A
1208	MUSSER	DEL NORTE	MEMORY LN	580	16	2	5	5	82	0	\$9,070	2A
1211	NO NAME FERN E	FERN AV	NO NAME FERN W	160	34	2	5	89	100	0	\$0	1
1212	NO NAME FERN W	NO NAME FERN E	CHETCO AV	640	17	2	5	91	100	0	\$0	1
1213	NORTH DR	DAWSON RD	CULDESAC	320	20	2	4.5	96	100	0	\$0	1
1214	NORTH HAZEL ST	HAZEL ST	ALDER ST	770	20	2	5	89	100	0	\$0	1

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1215	OAK ST	CHETCO AV	SPRUCE ST	200	38	2	6.5	80	100	0	\$0	1
1216	OAK ST	PACIFIC ST	CHETCO AV	1050	42	2	6.5	64	94	0	\$0	1
1217	OAK ST	HEMLOCK ST	RAILROAD ST	160	39	2	6.5	41	82	0	\$2,454	2
1218	OAK ST	SPRUCE ST	HEMLOCK ST	230	38	2	6.5	91	100	0	\$0	1
1219	OAKWOOD CT	HAMPTON RD	CULDESAC	290	23	2	4.5	91	100	0	\$0	1
1220	OCEAN PARK CT	OCEAN PARK DR	CULDESAC	200	28	2	4.5	91	100	0	\$0	1
1221	OCEAN PARK DR	OCEAN PARK CT	DAWSON RD	350	33	2	5	91	100	0	\$0	1
1222	OCEANSIDE DR	DAWSON RD	CULDESAC	720	19	2	4.5	91	100	0	\$0	1
1223	OLD COUNTY RD	AZALEA PARK RD	LUNDEEN RD	280	27	2	5	24	90	0	\$7,389	2A
1224	OLD COUNTY RD	AZALEA PARK RD	CONSTITUTION WY	1100	27	2	5	61	96	0	\$0	1
1225	OLD COUNTY RD	HASSETT ST	MARINE DR	1840	27	2	6	20	95	0	\$48,554	2A
1226	OLD COUNTY RD	LUNDEEN RD	PACIFIC AV	340	29	2	5	8	69	1.5	\$20,213	3
1227	OLD COUNTY RD	MARINA HEIGHTS RD	PACIFIC TERRACE DR	630	27	2	5	83	100	0	\$0	1
1229	OLD COUNTY RD	PACIFIC AV	ROSICHELLI LN	250	27	2	6	1	1	1.5	\$30,744	9
1230	OLD COUNTY RD UNNAMED	OLD COUNTY RD	CULDESAC	180	20	2	4.5	79	100	0	\$0	1
1233	OVERGLEN CT	TIMBERLINE DR	CULDESAC	210	33	2	4.5	100	100	0	\$0	1
1234	OXFORD ST	FLORAL DR	MAPLE ST	410	32	2	5	20	100	0	\$12,823	2A
1235	OXFORD ST	RAILROAD ST	FLORAL DR	80	32	2	5	20	100	0	\$2,502	2A
1236	PACIFIC AV	CHETCO AV	COTTAGE ST	150	41	2	5	63	93	0	\$0	1
1237	PACIFIC AV	COTTAGE ST	RAILROAD ST	520	45	2	5	40	76	0	\$9,204	2
1238	PACIFIC AV	PARK AV	CHETCO AV	900	24	2	6	84	100	0	\$0	1
1239	PACIFIC AV	AZALEA PK RD	OLD COUNTY RD	1060	21	2	6	89	100	0	\$0	1
1240	PACIFIC AV	PARK AV	FERN AV	340	40	2	6	77	96	0	\$0	1
1241	PACIFIC AV	AZALEA PK RD	FERN AV	1240	42	2	6	26	73	0	\$50,900	2A
1242	PACIFIC HGTS ST	DAWSON RD	RIDGEWAY DR	280	33	2	5	91	100	0	\$0	1
1243	PACIFIC HGTS ST	RIDGEWAY DR	CULDESAC	200	24	2	4.5	91	100	0	\$0	1
1246	PARADISE LN	RANSOM AV	CULDESAC	550	32	2	4.5	22	100	0	\$17,201	2A
1247	PARK AV	PACIFIC AV	FERN AV	540	29	2	5	51	90	0	\$0	1
1252	PARKVIEW DR	HAMPTON RD	VISTA RIDGE RD	3250	22	2	5	100	100	0	\$0	1
1253	PARKVIEW DR	HWY 101	HAMPTON RD	1430	21	2	6	24	82	0	\$29,349	2A
1254	PASSLEY RD	ANDRUSS DR	WEST CLIFF DR	300	22	2	5	91	100	0	\$0	1
1255	PASSLEY RD	PASSLEY RD DIRT	SUSAN PL	290	18	2	5	86	100	0	\$0	1
1256	PASSLEY RD	SUSAN PL	ANDRUSS DR	360	22	2	5	67	100	0	\$0	1
1257	PASSLEY RD	WEST CLIFF DR	OCEAN PARK CT	590	33	2	5	91	100	0	\$0	1
1258	PINE ST	ALDER ST	OAK ST	820	19	2	5	88	100	0	\$0	1
1259	PINE ST	FERN AV	CULDESAC	460	22	2	4.5	89	100	0	\$0	1
1260	PIONEER LN	7 ST	CULDESAC	340	15	2	4.5	11	88	0	\$4,984	2A
1261	PIONEER LN	PACIFIC AV	EASY ST	680	52	2	6.5	100	100	0	\$0	1
1262	PIONEER RD	RANSOM AV	HASSETT ST	1500	21	2	6	34	93	0	\$12,390	2
1263	RAILROAD ST	MILL BEACH RD	PACIFIC AV	1070	41	2	5.5	91	100	0	\$0	1
1264	RAILROAD ST	DEL NORTE	ALDER ST	530	27	2	6.5	100	100	0	\$0	1
1265	RAILROAD ST	OAK ST	ALDER ST	500	27	2	5.5	100	100	0	\$0	1
1266	RAILROAD ST	RAILROAD ST	END	1980	27	2	6.5	20	91	0	\$52,248	2A
1267	RAILROAD ST	WHARF ST	OAK ST	1630	27	2	5.5	34	78	0	\$17,311	2

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1268	RAILROAD ST	PACIFIC AV	CENTER ST	940	26	2	5.5	46	89	0	\$9,613	2
1269	RAILROAD ST	WHARF ST	CENTER ST	340	26	2	6.5	89	100	0	\$0	1
1270	RAILROAD UNNAMED	RAILROAD ST	5 ST	720	24	2	5	100	100	0	\$0	1
1271	RANSOM AV	2 ST	3 ST	470	19	2	6	57	96	0	\$0	1
1272	RANSOM AV	2 ST	2 ST	180	19	2	6	43	89	0	\$1,345	2
1273	RANSOM AV	3 ST	MIDLAND ST	270	23	2	6	100	100	0	\$0	1
1274	RANSOM AV	4 ST	BARBRA LN DIRT	490	35	2	6	100	100	0	\$0	1
1275	RANSOM AV	5 ST	310' E/O 5 ST	310	32	2	6	100	100	0	\$0	1
1276	RANSOM AV	6 ST	FERN AV	520	32	2	6	4	30	2	\$49,365	7
1277	RANSOM AV	BARBRA LN DIRT	5 ST	220	21	2	6	42	89	0	\$1,817	2
1278	RANSOM AV	CHETCO AV	JULIE DR	440	29	2	6	100	100	0	\$0	1
1279	RANSOM AV	FAWN DR	PIONEER RD	580	32	2	6	1	1	1.5	\$84,535	9
1280	RANSOM AV	FERN AV	KEVIN PL	320	32	2	5	1	17	2	\$31,915	8
1281	RANSOM AV	JULIE DR	2 ST	920	29	2	6	57	94	0	\$0	1
1282	RANSOM AV	KEVIN PL	FAWN DR	430	32	2	6	2	70	1.5	\$28,208	3
1283	RANSOM AV	MIDLAND ST	4 ST	360	35	2	6	100	100	0	\$0	1
1275a	RANSOM AV	310' E/O 5 ST	6 ST	310	32	2	6	100	100	0	\$0	1
1284	REDWOOD ST	ALDER ST	MYRTLE ST	410	9	2	5	11	93	0	\$3,606	2A
1285	REDWOOD ST	FERN AV	OAK ST	710	22	2	5	3	81	0	\$15,266	2A
1286	REDWOOD ST	OAK ST	ALDER ST	430	18	2	5	82	100	0	\$0	1
1287	RICHARD ST	EASY ST	RICHARD ST	160	21	2	5	2	72	0	\$3,284	2A
1288	RICHARD ST	RICHARD ST	RICHARD ST	570	12	2	5	80	100	0	\$0	1
1289	RIDGEWAY DR	PACIFIC HGTS ST	CULDESAC	510	27	2	4.5	91	100	0	\$0	1
1290	RIVIERA CT	MARINA HEIGHTS RD	CULDESAC	580	22	2	4.5	91	100	0	\$0	1
1291	ROSICHELLI LN	OLD COUNTY RD	CULDESAC	450	27	2	4.5	91	100	0	\$0	1
1292	ROSS RD	FRONTAGE RD	CULDESAC	380	17	2	4.5	35	88	0	\$2,541	2
1293	ROWLAND LN	COLLINS LN	CULDESAC	660	28	2	4.5	62	96	0	\$0	1
1294	ROWLAND LN	KNOLL LN	ARNOLD LN	330	33	2	5	91	100	0	\$0	1
1295	ROWLAND LN	SMITH DR	KNOLL LN	460	34	2	5	20	100	0	\$15,285	2A
1296	RUTH LN	4 ST	CULDESAC	170	32	2	4.5	91	100	0	\$0	1
1297	SANDY LN	MACKLYN COVE DR	CULDESAC	370	33	2	4.5	1	1	1.5	\$55,613	9
1299	SEACREST LN	ARCH LN	BURGESS LN	690	35	2	5	61	95	0	\$0	1
1300	SEACREST LN	BURGESS LN	CULDESAC	330	35	2	4.5	91	100	0	\$0	1
1301	SEACREST LN	SEACREST LN	CULDESAC	230	35	2	4.5	91	100	0	\$0	1
1302	SEACREST LN	GLENWOOD DR	ARCH LN	100	35	2	5	27	69	1.5	\$7,175	3
1303	SEACREST LN	GLENWOOD DR	HARRIS HGTS RD	630	28	2	5	91	100	0	\$0	1
1308	SEASCAPE CT	TANBARK RD	CULDESAC	430	11	2	4.5	1	66	1.5	\$9,697	3
1309	SHOREWOOD TR	PACIFIC HGTS ST	CULDESAC	760	27	2	4.5	91	100	0	\$0	1
1310	SMITH DR	FIFIELD ST	MILL BEACH RD	690	34	2	5	22	100	0	\$22,928	2A
1312	SPINDRIFT RD	DAWSON RD	CULDESAC	210	14	2	4.5	91	100	0	\$0	1
1313	SPRUCE DR	LINDEN LN	ALDER ST	350	30	2	5	42	98	0	\$0	1
1314	SPRUCE DR	SPRUCE ST	LINDEN LN	1570	30	2	5	11	78	0	\$46,032	2A
1315	SPRUCE ST	ALDER ST	OAK ST	420	25	2	5	3	21	2	\$31,150	7
1316	SPRUCE ST	FERN AV	WHARF ST	620	26	2	5	36	89	0	\$6,341	2

OVERALL LIST OF STREETS

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy
1317	SPRUCE ST	OAK ST	WILLOW ST	410	21	2	5	100	100	0	\$0	1
1318	SPRUCE ST	WHARF ST	CENTER ST	240	35	2	5	100	100	0	\$0	1
1319	SPRUCE ST	WILLOW ST	FERN AV	420	22	2	5	100	100	0	\$0	1
1320	SUNRIDGE TR	PASSLEY RD	CULDESAC	340	16	2	4.5	91	100	0	\$0	1
1321	SUSAN PL	PASSLEY RD	CULDESAC	170	18	2	4.5	82	100	0	\$0	1
1322	TANBARK CR	TANBARK RD	CULDESAC	180	36	2	4.5	91	100	0	\$0	1
1323	TANBARK RD	CUSHING CT	SEASCAPE CT	130	34	2	5	91	100	0	\$0	1
1324	TANBARK RD	MEMORY LN	CUSHING CT	700	20	2	5	81	98	0	\$0	1
1325	TANBARK RD	RAILROAD ST	MEMORY LN	730	26	2	5	89	100	0	\$0	1
1326	TANBARK RD	SEASCAPE CT	TANBARK CR	440	33	2	5	39	82	0	\$5,711	2
1327	TANBARK RD	TANBARK CR	CULDESAC	140	20	2	4.5	91	100	0	\$0	1
1328	TIMBERLINE DR	3 ST	OVERGLEN CT	1160	33	2	5	82	100	0	\$0	1
1329	TIMBERLINE DR	CULDESAC	TIMBERLINE DR	190	23	2	4.5	91	100	0	\$0	1
1330	TIMBERLINE DR	OVERGLEN CT	HASSETT ST	620	33	2	5	82	100	0	\$0	1
1331	TRUMAN LN	BARCLAY LN	CULDESAC	180	9	2	4.5	1	78	0	\$1,583	2A
1332	VALLEY ST	HILLSIDE DR	CHETCO AV	350	14	2	5	1	65	1.5	\$10,045	3
1333	VELOPA CT	TANBARK RD	CULDESAC	380	33	2	4.5	82	100	0	\$0	1
1334	VIEW CT	HOMESTEAD RD	CULDESAC	160	32	2	4.5	33	86	0	\$2,014	2
1335	VIEW CT	JULIE DR	HOMESTEAD RD	380	33	2	5	91	100	0	\$0	1
1336	VISTA CT	VISTA RIDGE RD	CULDESAC	340	33	2	4.5	91	100	0	\$0	1
1337	VISTA RIDGE RD	VISTA CT	GOWMAN LN	1670	33	2	5	84	100	0	\$0	1
1338	W HARRIS HTS	GLENWOOD DR	CULDESAC	1130	17	2	4.5	77	100	0	\$0	1
1355	WEAVER LN	HASSETT	END	450	18	2	4.5	83	100	0	\$0	1
1340	WELCH CT	PARKVIEW DR	CULDESAC	140	27	2	4.5	82	100	0	\$0	1
1341	WEST CLIFF DR	PASSLEY RD	CULDESAC	270	16	2	4.5	91	100	0	\$0	1
1342	WEST PARK CT	PARKVIEW DR	CULDESAC	390	27	2	4.5	91	100	0	\$0	1
1343	WHARF ST	CHETCO AV	SPRUCE ST	280	39	2	5	100	100	0	\$0	1
1345	WHARF ST	RAILROAD ST	WHARF ST	1290	29	2	5	89	100	0	\$0	1
1347	WHARF ST	SPRUCE ST	RAILROAD ST	430	38	2	6	100	100	0	\$0	1
1348	WHITNEY WY	PASSLEY RD	CULDESAC	250	18	2	4.5	51	98	0	\$0	1
1349	WILLOW ST	CHETCO AV	SPRUCE ST	200	26	2	5	100	100	0	\$0	1
1350	WILLOW ST	HEMLOCK ST	RAILROAD ST	210	21	2	5	100	100	0	\$0	1
1351	WILLOW ST	SPRUCE ST	HEMLOCK ST	230	26	2	5	100	100	0	\$0	1
1352	WOODLAND	DEL NORTE	CULDESAC	220	18	2	4.5	100	100	0	\$0	1
1353	ZIA CT	DAWSON RD	CULDESAC	230	27	2	4.5	91	100	0	\$0	1
Weighted Average =											\$2,157,036	
											89.7	

MAJOR MAINTENANCE INVENTORY - Alphabetic Listing

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Overlay	Cost	Strategy	Cumul Cost
1001 1 ST	RANSOM AV		EASY ST	850	18	2	5	3	57	1.5	\$ 33,278	4	\$ 33,278
1014 5 ST	BARBRA LN DIRT		RANSOM AV	360	32	2	6.5	11	15	2	\$ 35,904	8	\$ 69,182
1018 5 ST	ELK DR		EASY ST	1320	35	2	6.5	6	31	1.75	\$ 117,473	6	\$ 186,655
1020 5 ST	RANSOM AV		LIMBAUGH WY	280	25	2	6.5	4	58	1.5	\$ 15,225	4	\$ 201,880
1023 7 ST	PIONEER LN		MEADOW LN	530	18	2	5	2	54	1.5	\$ 20,750	4	\$ 222,629
1027 ALDER ST	HEMLOCK ST		SPRUCE DR	90	29	2	5	25	40	1.75	\$ 6,636	6	\$ 229,266
1034 ALLEN LN	MILL BEACH RD		CULDESAC	300	25	2	4.5	24	43	1.75	\$ 18,320	5	\$ 247,586
1041 ARNOLD LN	IRIS ST		ROWLAND LN	360	22	2	5	5	69	1.5	\$ 16,236	3	\$ 263,822
1062 CENTER ST	CHETCO AV		RAILROAD ST	690	48	2	6	7	56	1.5	\$ 72,036	4	\$ 335,858
1071 CHETCO LN	CHETCO AV		CULDESAC	460	30	2	4.5	29	57	1.5	\$ 30,015	4	\$ 365,873
1095 EASY MANOR DR	EASY ST		EASY ST	920	21	2	5	1	43	1.75	\$ 47,193	5	\$ 413,066
1106 FERN AV	ELK DR		EASY ST	850	28	2	5	10	62	1.5	\$ 48,790	3	\$ 461,856
1118 FRONTAGE RD	ROSS RD		ELK DR	90	30	2	5	1	5	1.5	\$ 12,298	9	\$ 474,154
1122 GLENWOOD DR	HARRIS HTS RD		SEACREST LN	240	36	2	5	30	78	1.5	\$ 17,712	3	\$ 491,866
1143 HASSETT ST	JOSHUA CT		PIONEER RD	150	21	2	5	9	61	1.5	\$ 6,458	3	\$ 498,323
1152 HEMLOCK ST	ALDER ST		OAK ST	400	27	2	5	2	43	1.75	\$ 26,381	5	\$ 524,704
1155 HEMLOCK ST	WILLOW ST		FERN AV	430	19	2	5	1	50	1.75	\$ 19,957	5	\$ 544,661
1169 KEVIN PL	HASSETT ST		RANSOM AV	770	32	2	5	3	54	1.5	\$ 53,592	4	\$ 598,253
1193 MECHELLE LN	KEVIN PL		FAWN DR	430	32	2	5	8	55	1.5	\$ 29,928	4	\$ 628,181
1194 MEMORY LN	RAILROAD ST		TANBARK RD	810	28	2	6.5	1	32	1.75	\$ 57,669	6	\$ 685,850
1196 MENDY ST	PACIFIC AV		CULDESAC	490	21	2	4.5	3	55	1.5	\$ 22,381	4	\$ 708,231
1200 MILL BEACH RD	ALLEN LN		MACKLYN COVE DR	20	33	2	5	1	1	1.5	\$ 3,006	9	\$ 711,237
1226 OLD COUNTY RD	LUNDEEN RD		PACIFIC AV	340	29	2	5	8	69	1.5	\$ 20,213	3	\$ 731,450
1229 OLD COUNTY RD	PACIFIC AV		ROSICHELLI LN	250	27	2	6	1	1	1.5	\$ 30,744	9	\$ 762,194
1276 RANSOM AV	6 ST		FERN AV	520	32	2	6	4	30	2	\$ 49,365	7	\$ 811,559
1279 RANSOM AV	FAWN DR		PIONEER RD	580	32	2	6	1	1	1.5	\$ 84,535	9	\$ 896,094
1280 RANSOM AV	FERN AV		KEVIN PL	320	32	2	5	1	17	2	\$ 31,915	8	\$ 928,009
1282 RANSOM AV	KEVIN PL		FAWN DR	430	32	2	6	2	70	1.5	\$ 28,208	3	\$ 956,217
1297 SANDY LN	MACKLYN COVE DR		CULDESAC	370	33	2	4.5	1	1	1.5	\$ 55,613	9	\$ 1,011,830
1302 SEACREST LN	GLENWOOD DR		ARCH LN	100	35	2	5	27	69	1.5	\$ 7,175	3	\$ 1,019,005
1308 SEASCAPE CT	TANBARK RD		CULDESAC	430	11	2	4.5	1	66	1.5	\$ 9,697	3	\$ 1,028,701
1315 SPRUCE ST	ALDER ST		OAK ST	420	25	2	5	3	21	2	\$ 31,150	7	\$ 1,059,851

MAJOR MAINTENANCE INVENTORY - Priority Listing (SI)

Sec ID	Name	From	To	Length	Width	Lanes	II	PCI	SI	Overlay	Cost	Strategy	Cumul Cost
1200	MILL BEACH RD	ALLEN LN	MACKLYN COVE DR	20	33	2	5	1	1	1.5	\$ 3,006	9	\$ 3,006
1229	OLD COUNTY RD	PACIFIC AV	ROSICHELLI LN	250	27	2	6	1	1	1.5	\$ 30,744	9	\$ 33,750
1279	RANSOM AV	FAWN DR	PIONEER RD	580	32	2	6	1	1	1.5	\$ 84,535	9	\$ 118,285
1297	SANDY LN	MACKLYN COVE DR	CULDESAC	370	33	2	4.5	1	1	1.5	\$ 55,613	9	\$ 173,898
1118	FRONTAGE RD	ROSS RD	ELK DR	90	30	2	5	1	5	1.5	\$ 12,298	9	\$ 186,196
1014	5 ST	BARBRA LN DIRT	RANSOM AV	360	32	2	6.5	11	15	2	\$ 35,904	8	\$ 222,100
1280	RANSOM AV	FERN AV	KEVIN PL	320	32	2	5	1	17	2	\$ 31,915	8	\$ 254,014
1315	SPRUCE ST	ALDER ST	OAK ST	420	25	2	5	3	21	2	\$ 31,150	7	\$ 285,164
1276	RANSOM AV	6 ST	FERN AV	520	32	2	6	4	30	2	\$ 49,365	7	\$ 334,530
1018	5 ST	ELK DR	EASY ST	1320	35	2	6.5	6	31	1.75	\$ 117,473	6	\$ 452,003
1194	MEMORY LN	RAILROAD ST	TANBARK RD	810	28	2	6.5	1	32	1.75	\$ 57,669	6	\$ 509,671
1027	ALDER ST	HEMLOCK ST	SPRUCE DR	90	29	2	5	25	40	1.75	\$ 6,636	6	\$ 516,308
1152	HEMLOCK ST	ALDER ST	OAK ST	400	27	2	5	2	43	1.75	\$ 26,381	5	\$ 542,689
1034	ALLEN LN	MILL BEACH RD	CULDESAC	300	25	2	4.5	24	43	1.75	\$ 18,320	5	\$ 561,009
1095	EASY MANOR DR	EASY ST	EASY ST	920	21	2	5	1	43	1.75	\$ 47,193	5	\$ 608,203
1155	HEMLOCK ST	WILLOW ST	FERN AV	430	19	2	5	1	50	1.75	\$ 19,957	5	\$ 628,159
1023	7 ST	PIONEER LN	MEADOW LN	530	18	2	5	2	54	1.5	\$ 20,750	4	\$ 648,909
1169	KEVIN PL	HASSETT ST	RANSOM AV	770	32	2	5	3	54	1.5	\$ 53,592	4	\$ 702,501
1193	MECHELLE LN	KEVIN PL	FAWN DR	430	32	2	5	8	55	1.5	\$ 29,928	4	\$ 732,429
1196	MENDY ST	PACIFIC AV	CULDESAC	490	21	2	4.5	3	55	1.5	\$ 22,381	4	\$ 754,810
1062	CENTER ST	CHETCO AV	RAILROAD ST	690	48	2	6	7	56	1.5	\$ 72,036	4	\$ 826,846
1001	1 ST	RANSOM AV	EASY ST	850	18	2	5	3	57	1.5	\$ 33,278	4	\$ 860,123
1071	CHETCO LN	CHETCO AV	CULDESAC	460	30	2	4.5	29	57	1.5	\$ 30,015	4	\$ 890,138
1020	5 ST	RANSOM AV	LIMBAUGH WY	280	25	2	6.5	4	58	1.5	\$ 15,225	4	\$ 905,363
1143	HASSETT ST	JOSHUA CT	PIONEER RD	150	21	2	5	9	61	1.5	\$ 6,458	3	\$ 911,821
1106	FERN AV	ELK DR	EASY ST	850	28	2	5	10	62	1.5	\$ 48,790	3	\$ 960,611
1332	VALLEY ST	HILLSIDE DR	CHETCO AV	350	14	2	5	1	65	1.5	\$ 10,045	3	\$ 970,656
1308	SEASCAPE CT	TANBARK RD	CULDESAC	430	11	2	4.5	1	66	1.5	\$ 9,697	3	\$ 980,352
1302	SEAGREST LN	GLENWOOD DR	ARCH LN	100	35	2	5	27	69	1.5	\$ 7,175	3	\$ 987,527
1041	ARNOLD LN	IRIS ST	ROWLAND LN	360	22	2	5	5	69	1.5	\$ 16,236	3	\$ 1,003,763
1226	OLD COUNTY RD	LUNDEEN RD	PACIFIC AV	340	29	2	5	8	69	1.5	\$ 20,213	3	\$ 1,023,976
1282	RANSOM AV	KEVIN PL	FAWN DR	430	32	2	6	2	70	1.5	\$ 28,208	3	\$ 1,052,184

CAPE SEAL INVENTORY - Priority Listing

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Cost	Cumulative Cost	Strategy
1030	ALDER ST	PINE ST	REDWOOD ST	290		26	2	5	1	73	\$ 7,369	\$ 7,369 2A
1331	TRUMAN LN	BARCLAY LN	CULDESAC	180		9	2	4.5	1	78	\$ 1,583	\$ 8,952 2A
1287	RICHARD ST	EASY ST	RICHARD ST	160		21	2	5	2	72	\$ 3,284	\$ 12,236 2A
1161	HUB ST	ARNOLD LN	CULDESAC	890		13	2	4.5	2	73	\$ 11,308	\$ 23,544 2A
1285	REDWOOD ST	FERN AV	OAK ST	710		22	2	5	3	81	\$ 15,266	\$ 38,810 2A
1040	ARNOLD LN	MOORE ST	IRIS ST	590		19	2	5	4	80	\$ 10,956	\$ 49,766 2A
1208	MUSSER	DEL NORTE	MEMORY LN	580		16	2	5	5	82	\$ 9,070	\$ 58,835 2A
1197	MIDLAND ST	2ND ST	RANSOM AV	720		32	2	5	9	88	\$ 22,518	\$ 81,353 2A
1054	BRIDGE RD	CHETCO AV	CULDESAC	860		22	2	4.5	9	90	\$ 18,491	\$ 99,844 2A
1144	HASSETT ST	KEVIN PL	WEAVER LN	1030		21	2	5	10	91	\$ 21,140	\$ 120,984 2A
1088	DAWSON RD	HWY 101	PASSLEY RD DIRT	320		26	2	6	11	73	\$ 8,131	\$ 129,116 2A
1314	SPRUCE DR	SPRUCE ST	LINDEN LN	1570		30	2	5	11	78	\$ 46,032	\$ 175,148 2A
1260	PIONEER LN	7 ST	CULDESAC	340		15	2	4.5	11	88	\$ 4,984	\$ 180,132 2A
1284	REDWOOD ST	ALDER ST	MYRTLE ST	410		9	2	5	11	93	\$ 3,606	\$ 183,739 2A
1099	EASY ST	FERN AV	PIONEER RD	1170		45	2	6.5	12	71	\$ 51,457	\$ 235,195 2A
1157	HIGHLAND WY	HASSETT ST	RANSOM AV	720		32	2	5	12	74	\$ 22,518	\$ 257,713 2A
1170	KINDEL	MEMORY LN	CULDESAC	230		19	2	4.5	12	77	\$ 4,271	\$ 261,984 2A
1160	HOMESTEAD RD	RANSOM AV	VIEW CT	500		32	2	5	13	79	\$ 15,637	\$ 277,621 2A
1171	KING ST	WHARF ST	RAILROAD ST	960		25	2	5	13	87	\$ 23,456	\$ 301,077 2A
1022	6 ST	RANSOM AV	JASMINE CT	470		19	2	5	13	90	\$ 8,728	\$ 309,805 2A
1190	MARVISTA	2 ST	CULDESAC	220		12	2	4.5	16	95	\$ 2,580	\$ 312,385 2A
1181	MACKLYN COVE DR	SANDY LN	CULDESAC	420		22	2	4.5	18	82	\$ 9,031	\$ 321,416 2A
1109	FERN AV	PINE ST	FLEET ST	740		42	2	5	18	91	\$ 30,376	\$ 351,791 2A
1266	RAILROAD ST	RAILROAD ST	END	1980		27	2	6.5	20	91	\$ 52,248	\$ 404,039 2A
1059	CAMEO CT	RANSOM AV	CULDESAC	460		32	2	4.5	20	94	\$ 14,386	\$ 418,426 2A
1225	OLD COUNTY RD	HASSETT ST	MARINE DR	1840		27	2	6	20	95	\$ 48,554	\$ 466,980 2A
1004	2 ST	RANSOM AV	CULDESAC	660		23	2	4.5	20	95	\$ 14,836	\$ 481,816 2A
1085	CYPRESS ST	MAPLE ST	MEMORY LN	920		35	2	5	20	97	\$ 31,470	\$ 513,286 2A
1154	HEMLOCK ST	OAK ST	WILLOW ST	400		20	2	5	20	97	\$ 7,819	\$ 521,104 2A
1207	MULBERRY LN	LINDEN LN	SPRUCE DR	420		24	2	5	20	98	\$ 9,852	\$ 530,956 2A
1079	CORAL CT	3 ST	CULDESAC	240		30	2	4.5	20	100	\$ 7,037	\$ 537,993 2A
1102	ENGLISH CT	1 ST	CULDESAC	250		32	2	4.5	20	100	\$ 7,819	\$ 545,811 2A
1184	MAPLE ST	OXFORD ST	ALDER ST	790		32	2	5	20	100	\$ 24,707	\$ 570,518 2A
1186	MARDON CT	EASY ST	CULDESAC	350		34	2	4.5	20	100	\$ 11,630	\$ 582,149 2A
1234	OXFORD ST	FLORAL DR	MAPLE ST	410		32	2	5	20	100	\$ 12,823	\$ 594,971 2A
1235	OXFORD ST	RAILROAD ST	FLORAL DR	80		32	2	5	20	100	\$ 2,502	\$ 597,473 2A
1295	ROWLAND LN	SMITH DR	KNOLL LN	460		34	2	5	20	100	\$ 15,285	\$ 612,759 2A
1006	2ND ST UNNAMED	2 ST	CULDESAC	120		21	2	4.5	21	100	\$ 2,463	\$ 615,222 2A
1056	BUENA VISTA	BUENA VISTA	MEMORY LN	960		28	2	5	22	100	\$ 26,271	\$ 641,492 2A

CAPE SEAL INVENTORY - Priority Listing

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Cost	Cumulative Cost	Strategy
1150	HEATHER LN	CHETCO AV	CULDESAC	320	32	2	4.5	22	100	\$ 10,008	\$ 651,500	2A
1174	LILAC CT	MEMORY LN	CULDESAC	250	32	2	4.5	22	100	\$ 7,819	\$ 659,319	2A
1246	PARADISE LN	RANSOM AV	CULDESAC	550	32	2	4.5	22	100	\$ 17,201	\$ 676,520	2A
1310	SMITH DR	FIFIELD ST	MILL BEACH RD	690	34	2	5	22	100	\$ 22,928	\$ 699,448	2A
1253	PARKVIEW DR	HWY 101	HAMPTON RD	1430	21	2	6	24	82	\$ 29,349	\$ 728,797	2A
1223	OLD COUNTY RD	AZALEA PARK RD	LUNDEEN RD	280	27	2	5	24	90	\$ 7,389	\$ 736,186	2A
1158	HILLSIDE DR	VALLEY ST	PACIFIC AV	680	40	2	6.5	24	91	\$ 26,583	\$ 762,770	2A
1172	KNOLL LN	ROWLAND LN	CULDESAC	210	35	2	4.5	24	100	\$ 7,183	\$ 769,953	2A
1010	3 ST	RANSOM AV	HASSETT ST	720	34	2	6.5	25	81	\$ 23,925	\$ 793,878	2A
1241	PACIFIC AV	AZALEA PK RD	FERN AV	1240	42	2	6	26	73	\$ 50,900	\$ 844,778	2A
1013	5 ST	5TH ST FORK	BARBRA LN DIRT	210	32	2	6.5	27	72	\$ 6,568	\$ 851,345	2A
1045	BARCLAY LN	COLLIS LN	CULDESAC	320	9	2	4.5	27	84	\$ 2,815	\$ 854,160	2A
1188	MARINE DR	MARINE DR	CULDESAC	610	10	2	4.5	27	92	\$ 5,962	\$ 860,122	2A
1032	ALDER ST	SPRUCE DR	RAILROAD ST	230	36	2	5	29	73	\$ 8,092	\$ 868,214	2A

SLURRY INVENTORY - Alphabetical Listing

Sec ID	Name	From	To	Length	Width	Lanes	TI	PCI	SI	Cost	Cumul Cost	Strategy
1019	5 ST	HELEN LN	ARCH LN	1690	33	2	6.5	35	71	\$ 21,936	\$ 21,936	2
1354	7 ST	HASSETT ST	PIONEER RD	640	18	2	5	36	87	\$ 4,531	\$ 26,467	2
1074	COLLIS LN	ROWLAND LN	CULDESAC	490	18	2	4.5	38	86	\$ 3,489	\$ 29,937	2
1080	COTTAGE ST	PACIFIC AV	MILL ST	660	27	2	5	32	83	\$ 7,009	\$ 36,946	2
1081	COVE RD	RAILROAD ST	CULDESAC	1030	33	2	4.5	35	93	\$ 13,369	\$ 50,315	2
1097	EASY ST	CHETCO AV	2ND ST	790	20	2	6.5	39	86	\$ 6,215	\$ 56,530	2
1098	EASY ST	2ND ST	3 ST	590	22	2	6.5	38	95	\$ 5,105	\$ 61,635	2
1101	ELK DR	FRONTAGE RD	FERN AV	1190	34	2	5	31	72	\$ 15,914	\$ 77,550	2
1145	HASSETT ST	OLD COUNTY RD	JOSHUA CT	380	32	2	5	35	90	\$ 4,783	\$ 82,333	2
1153	HEMLOCK ST	FERN AV	WHARF ST	690	35	2	5	31	80	\$ 9,499	\$ 91,832	2
1159	HOLMES DR	DAWSON RD	BLUEBERRY DR	1390	12	2	5	39	91	\$ 6,561	\$ 98,392	2
1187	MARINA HEIGHTS RD	OLD COUNTY RD	PACIFIC TERRACE DR	2920	20	2	5	39	92	\$ 22,971	\$ 121,363	2
1189	MARINE DR	OLD COUNTY RD	MARINE DR	2190	17	2	5	35	93	\$ 14,644	\$ 136,007	2
1206	MOORE ST	ARNOLD LN	CULDESAC	860	36	2	4.5	35	84	\$ 12,178	\$ 148,184	2
1217	OAK ST	HEMLOCK ST	RAILROAD ST	160	39	2	6.5	41	82	\$ 2,454	\$ 150,639	2
1237	PACIFIC AV	COTTAGE ST	RAILROAD ST	520	45	2	5	40	76	\$ 9,204	\$ 159,843	2
1262	PIONEER RD	RANSOM AV	HASSETT ST	1500	21	2	6	34	93	\$ 12,390	\$ 172,233	2
1267	RAILROAD ST	WHARF ST	OAK ST	1630	27	2	5.5	34	78	\$ 17,311	\$ 189,543	2
1268	RAILROAD ST	PACIFIC AV	CENTER ST	940	26	2	5.5	46	89	\$ 9,613	\$ 199,156	2
1272	RANSOM AV	2 ST	5 ST	180	19	2	6	43	89	\$ 1,345	\$ 200,502	2
1277	RANSOM AV	BARBRA LN DIRT	CULDESAC	220	21	2	6	42	89	\$ 1,817	\$ 202,319	2
1292	ROSS RD	FRONTAGE RD	WHARF ST	380	17	2	4.5	35	88	\$ 2,541	\$ 204,860	2
1316	SPRUCE ST	FERN AV	TANBARK CR	620	26	2	5	36	89	\$ 6,341	\$ 211,200	2
1326	TANBARK RD	SEASCAPE CT	CULDESAC	440	33	2	5	39	82	\$ 5,711	\$ 216,912	2
1334	VIEW CT	HOMESTEAD RD		160	32	2	4.5	33	86	\$ 2,014	\$ 218,925	2
											\$ 1,087,139	

McLennan Excavation Inc.
17990 Gardner Ridge Rd.
Brookings Oregon 97415
CCB#195758, CSLB#982104
Office 541-373-0690 Fax 541-469-6908
mclennanexcavationinc@hotmail.com

Name/Address
City of Brookings 898 Elk Drive Brookings Oregon 97415

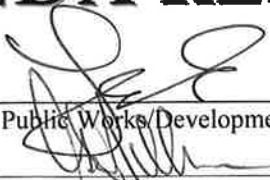
[illegible]

CITY OF BROOKINGS

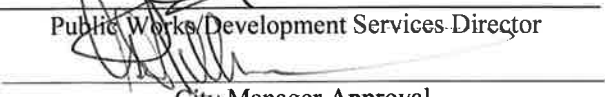
COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: PW/DS



Public Works/Development Services Director



City Manager Approval

Subject: Sewer Master Plan Update

Recommended Motion: Authorize the City Manager to execute a task order with Dyer Engineer to update the City's Sewer Master Plan in an amount not to exceed \$75,000.

Financial Impact: City Council approved \$75,000 during the 2013/14 capital improvement project (CIP) budget for the sewer master plan update.

Background/Discussion: The last sewer master plan updated was completed and adopted on March 10, 2008. A current master plan is an invaluable resource for grant applications, future infrastructure planning, monthly rates study and system development charges (SDC) evaluation. The Department of Environmental Quality (DEQ) recommends an update to occur every five (5) years. Therefore the sewer master plan update is on schedule for an update.

Dyer's scope of services for the current sewer master plan update will include additional evaluation not previously conducted in past updates. These enhanced elements include more emphasis on storm inflow and infiltration (I/I) reduction in the collection system, an asset management assessment of critical infrastructure at the wastewater treatment plant and lift stations, energy evaluations incorporated into the proposed capital improvement list (CIP), a study on sewer strength through BOD and SS evaluation of non residential contributors, and funding mechanisms for future projects. The asset management component will help staff identify the replacement and maintenance needs of major mechanical components so staff can more proactively budget for repairs/replacement. Asset management ultimately could reduce operations and maintenance (O&M) emergency repair costs. The I/I and energy components are consistent with City Council's strategic goals.

Upon City Council authorization, the master plan update will begin promptly with a complete document scheduled for July 1, 2014. After this document is updated, staff will recommend a comprehensive rate study and SDC update. These updates will consider options for billing and options for SDC rates.

Policy Considerations: None

Attachment(s): a. Task order and Dyer scope of work

TASK ORDER 49
City of Brookings
Wastewater Facilities Plan Update

SCOPE OF WORK: Provide an update to the City's Wastewater Facilities Plan (WWFP) dated March 10, 2008.

FOUNDATION: The city of Brookings wastewater treatment facility is a regional facility providing wastewater treatment for the City as well as for the Harbor area through the Harbor Sanitary District (HSD). A small portion of the wastewater collection system has combined use between the two entities. The overwhelming majority of the collection system is for City use only. The City has experienced high flows within their collection system, has a number of pump stations in need of repair and has aging equipment at the wastewater treatment facility. As the facility ages and energy costs increase, an evaluation needs to be completed.

The Engineer will prepare a WWFP for the City's wastewater collection system, treatment facility, biosolids treatment and disposal, and effluent disposal system. The WWFP will provide guidance to address problems in the City's wastewater system, serve as a planning document for the long-range needs (20 years) of the City and also serve as a funding tool. The WWFP will incorporate the results of the smoke testing analysis currently being conducted. The WWFP will be prepared in accordance with *Guidelines for the Preparation of Facilities Plans and Environmental Reports for Community Wastewater Projects* developed by DEQ, Oregon Business Development Department Infrastructure Finance Authority (IFA) and U.S.D.A. Rural Utilities Service (Rural Development).

The following existing information will be used to help with the development of the WWFP:

1. City's Comprehensive Plan
2. City's Wastewater User Ordinance
3. City's 2013-2014 Wastewater Budget
4. Treatment Facility Daily Monitoring Reports, 2009 to present
5. City's current Wastewater Rate structure
6. Record Drawings from past wastewater system improvements, as available
7. Current list of wastewater use accounts
8. Harbor Sanitary District Master Plan and flow data.

SCOPE OF ENGINEERING SERVICES: The City needs engineering services for developing a new Wastewater Facilities plan. Engineering services include:

TASKS:

The work tasks itemized below describe the major tasks for the preparation of the WWFP and are listed in chronological order.

Task 1.0 *Data Gathering & Project Planning*

A Project Kick-off meeting will be held so that all participants will become acquainted and the responsibilities of each will be established during the progress of the project. The criteria and source of all information that form the basis of the Facilities Plan will be discussed and agreed to. A final list and a schedule of key meetings will be established and the proposed project schedule will be discussed and finalized.

This task will also include obtaining available wastewater flow for both dry and wet weather periods and plant performance data for the last several years. Our staff will meet with City's staff to discuss improvements completed on the collection system and their assessment of additional infiltration and inflow (I/I) in the system. In addition, members of our Project Team will meet with City's staff to thoroughly understand the collection system pump stations, plant operation and current deficiencies.

Task 2.0 *Study Area Characteristics*

Background information required for the Facilities Plan will be collected, documented, and verified from past work. The need for the Plan and relevant background system history will be documented and will include the following information:

- A. Summary of previous studies and improvements
- B. Recorded violations and deficiencies

Information to be assembled on the Study Area includes general physical descriptions, environmental documentation, and socioeconomic conditions and trends. An overview of environmental information will be assembled on receiving waters, wetlands, floodplains, agricultural lands, fish and wildlife, threatened and endangered species, historic and cultural resources, and other unique or sensitive resources.

Historical and future population trends for the City and HSD will be developed and included in the plan. The City's population growth will be projected for a 20-year planning period. These projections will be based on the "coordinated population projections" which meet DLCD requirements.

The development of the necessary graphics and mapping for the plan development is also part of this task.

Task 3.0 *Existing Wastewater Facilities*

The focus of this task is to collect, develop and verify, from past work, the necessary data and documentation to evaluate the performance of the existing wastewater collection and treatment systems. This section is important to document and to provide a summary of the City's previous and on-going efforts to correct deficiencies and to operate the wastewater system in a prudent manner.

Data will be reviewed on the existing wastewater facilities from sources such as operating records, conversations with City's staff, on-site investigations, maps, as-built records, past plans and other pertinent documentation. With respect to the wastewater collection system, an inventory of the system will be provided along with the system's condition, capacity, overflows and bypass locations. Each pump station will also be assessed. The operation, performance, capacity, service life, and deficiencies of the existing wastewater treatment facilities will be identified and discussed in detail. Existing design data and description of plant modifications will be summarized.

Maps and/or drawings of the existing wastewater facilities will be developed and/or provided in the plan documentation. The City's new GIS sewer maps and system designations will be used for the base map(s) of the collection system. There will also be a discussion on the City's new standards with regards to service laterals.

Task 3.1 I/I Identification Program

A comprehensive I/I identification program will be performed to determine the quantities and sources of extraneous water that remain in the wastewater collection system. This program will primarily consist of review of existing WWTP influent flow records, flow-mapping, and smoke testing, which is currently being conducted, of the City's collection system. These items are discussed in more detail below.

A. Review of Existing Flow and Other Records

The existing flow records on the WWTP influent and bypass streams and pump run times for the City's pump stations will be compiled to determine any flow trends with respect to such variables as rainfall, high groundwater, and location within the collection system.

Historical flow data for the wet season months will be evaluated to determine if I/I within the City's system is considered "non-excessive" using EPA guidelines.

In addition to the above efforts, the following pertinent records will also be reviewed and evaluated: 1) previous flow mapping; 2) smoke testing; 3) City's actions to eliminate inflow sources; and 4) television inspection tapes, if any.

B. Flow Mapping

This task consists of taking instantaneous flow measurements at selected manholes within the City's collection system. Instantaneous flows will either be measured using "Flow Poke" equipment (<14-inch diameter pipe) or estimated based on liquid levels in the incoming pipe segments and pipe slope (>14-inch diameter pipe). Typically, two crews of three men each, including one man from City's staff, move from manhole to manhole in as short a time as possible between midnight and 5:00 a.m. when domestic and commercial sewage contributions are minimal. Flowmapping will be performed during a major storm and during a winter dry period. Dry period is defined as a period of 7 to 14 days with little or no precipitation.

C. Summary

The results of the I/I Identification Program will be organized and presented in the Facilities Plan. The Plan will summarize the findings and conclusions. It will also contain a system map and the measured data.

Task 3.2 Collection System Evaluation

An evaluation of the collection system will be made based on the results from the following work products:

- I/I Identification Program (Task 3.1)
- On-site evaluation of the City's pump stations
- Discussions with City's staff regarding the operation and maintenance of the collection system.

On-site evaluation of the City's pump stations will include pump drawdown tests to ascertain their current flow capacity and a review of each pump station's operation and maintenance with City's staff.

This system evaluation will form the basis for development of proposed collection system improvements. As part of this task, we will meet with the City to review findings to date, discuss the deficiencies, and present recommendations.

Task 4.0 Wastewater Characteristics

For this task, the historical and projected characteristics of the wastewater generated by the City and HSD will be determined and examined based on operating records. Influent wastewater characteristics will be identified in terms of loads, flows and strengths, BOD and TSS, for both dry and wet period conditions, and unit design values will be identified.

Future wastewater characteristics will be projected over the 20-year planning period based on DEQ's current flow-projection guidelines, the derived unit design values, and the population projections developed under Task 2.

Task 5.0 Regulatory Requirements and Basis of Planning

Under this task, the basis for the Facilities Plan is established. Applicable regulatory requirements are identified and addressed, including management plans, current and future treatment criteria, discharge standards and projected receiving water discharge restrictions. The basis for cost estimates is identified and the general design criteria are described.

Task 6.0 Development and Evaluation of Alternatives

We believe the key to a successful Facilities Plan is the thorough analysis of alternatives. Specific alternatives and recommendations for the collection system cannot be made until identified problem areas are televised. Capacity issues and potential elimination of pump stations will be reviewed. We anticipate that the existing wastewater treatment facility has adequate capacity to treat projected flows for the next 20 years. The focus will be on alternatives for equipment replacement, improvement of plant efficiencies and energy savings. Potential rate of return will also be reviewed with the proposed energy saving options. Options for biosolids and effluent disposal will not be considered. The new outfall relocation project previously evaluated and determined that the new system has more capacity than the existing treatment facility. No further evaluation of the outfall will be conducted.

Alternatives for treatment plant equipment upgrades will be evaluated on initial capital costs, operations and maintenance costs, energy consumption and present worth analysis. The Alternatives evaluated will be presented to the City for information and for gathering comments.

Task 7.0 Recommended Plan

The most viable alternative identified in Task 6 is more fully discussed and developed in the Recommended Plan under this task. This plan will include a discussion of the recommended collection system and wastewater facility improvements, preliminary design data, capital improvement and Operation and Maintenance (O&M) costs, the fate of the existing facilities, a recommended staging, prioritization of improvements, if appropriate, and a project schedule. The information compiled will also form the basis for the recommended Capital Improvement Plan (CIP).

The information compiled and documented under this task will serve as an excellent basis for the Pre-Design Report required by DEQ as the first step in designing plant improvements. The Recommended Plan, including the final cost, will be presented to the City for information and for gathering further comments.

Task 8.0 Financial Information and Rate Analysis

Most communities are unable to finance major wastewater system improvements without some form of government funding assistance, such as low-interest loans or grants. With this task, the major Federal/State funding programs and local funding mechanisms that are appropriate for the recommended improvements will be examined and documented. Particular attention will be given to such grant and loan programs as the following:

- A. Rural Development - Rural Water and Waste Disposal Loans and Grants
- B. Economic Development Administration (EDA) Public Works Program
- C. DEQ - Clean Water State Revolving Fund (CWSRF)
- D. OBDD IFA – Block Grant Program, Special Public Works Fund, and Water/Wastewater Financing Program

Improvements and portions thereof that qualify for funding from the City's System

Development Charge Reimbursement Fee Fund will also be identified.

Task 8.1 Proposed User Rates

Proposed new sewer user rates will be based on the existing user rate structure and anticipated new debt obligation costs for wastewater service. Operation and maintenance (O&M) costs, long-term system replacement costs, and debt obligations will be considered when developing a new proposed user fee. The revised user rates will be presented to the City for review and comment prior to insertion into the final report.

A financial plan will be developed which will include the recommended sources of funding, with anticipated grants and loans, and estimated cost to the system users.

Task 9.0 Reports

The information generated in Tasks 1 through 8 above will be assembled in a Draft Facilities Plan and presented to the City for review. An executive summary of the Plan report will be prepared and included. The draft report will also be submitted to DEQ at the same time. Comments from the review of the Draft Report as well as any required modifications will be incorporated into a Final Report. Drawings, graphs, charts and recommended Facilities Plan Appendices will be finalized. Copies of the Final Report will be prepared and submitted to the City and DEQ, if required.

Five copies of the draft, five hardbound copies of the final WWFP and one electronic copy, in Word format on CD, will be delivered to the City after final City and DEQ approval, if required.

Schedule (anticipated)

- Authorization to begin work - November 26, 2013
- Complete Tasks 1 through 4 - March 14, 2014 (Note that smoke testing of the collection system will not be completed until June 1, 2014.)
- Complete Tasks 5 through 7 – June 2, 2014
- Complete final report – July 1, 2014

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 \$75,000 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Brookings

The Dyer Partnership Engineers & Planners, Inc.

Gary Milliman, City Manager

Date: _____

Steve Major, President

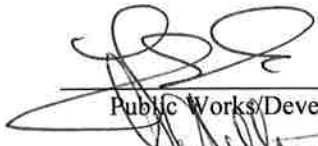
Date: _____

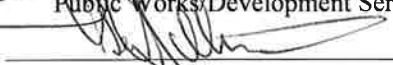
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: PW/DS


Public Works/Development Services Director


City Manager Approval

Subject: Change Order Authorization for Memory Lane Storm Drain Replacement

Recommended Motion: Authorize the City Manager to execute a change order with McLennan Excavation for additional storm drain replacement in an amount not to exceed \$20,000.

Financial Impact: The Memory Lane storm drain project is funded by a remaining balance on Oil Can Henry storm drain repairs adopted by resolution at the January 28, 2013 City Council meeting. In this resolution, \$312,000 was allocated to Oil Can Henry storm drain repairs. Oil Can Henry is complete and the current balance including engineering, construction and change orders is \$107,952; \$70,532 for construction and \$37,420 for engineering. This leaves \$204,048 or 65% of the original budget remaining.

Knowing the Oil Can Henry project was well under budget, staff recommended funding for Memory Lane drainage repairs for \$98,000 at the September 9, 2013 City Council meeting. McLennan was the lowest responsible bidder at \$95,195 and a contract was awarded promptly. Memory Lane has one previous change order in the amount of \$11,847.85 for 153 feet of 48-inch pipe paid directly by the City to the pipe supplier. The current \$20,000 change order is necessary to replace the existing deteriorated storm drain pipe between the new catch basins.

Total change orders for the Memory Lane project including the current \$20,000 change order is \$31,847.85. Total project costs are \$129,837.85 which is well under the \$204,048 remaining budget estimate for Oil Can Henry.

Background/Discussion: The November 20, 2012 storm event resulted in significant drainage failures throughout the City of Brookings. Staff has been on a critical path of deadlines to abate and evaluate the existing storm infrastructure since last year. Construction of Oil Can Henry and Memory Lane projects were contingent on first completing the storm drain master plan update. The master plan confirmed the hydraulics and hydrology, or flow capacity and flow volume, of the existing and proposed storm systems. In other words, staff needed to know that any new drainage improvements would convey a 25 year storm event or larger and the only way to confirm this was to update the storm drain master plan first. It should be commended that all construction work is largely complete due to the dedication of both contracted and in house staff. Fortunately the weather has been favorable during these critical and time sensitive construction projects.

In the effort to rush the projects before winter, a grade error occurred on the new Memory Lane catch basin. Now in order to lower the new catch basin to grade, the existing storm drain pipe between the new catch basins needs to be lowered and replaced. This existing pipe is severely deteriorated and surely would have identified for replacement given normal time for plan review. Staff recommends approval of this second change order so the contractor can replace this pipe promptly. The first change order for \$11,847.85 was paid to a pipe vendor directly. The original design assumed all the existing 48-inch outfall pipe was reusable. Staff recognized the length of lead time to order 48-inch pipe if necessary and did not want to risk delay in case it was not reusable. This decision proved to be accurate and successful at keeping the project within schedule.

It is also noted that the original Oil Can Henry estimate was 65% higher than actual costs. This original estimate considered the cost to rehabilitate the storm drain upstream of Oil Can Henry's failure (in the McDonald's parking lot) before this storm drain was determined to be private. Both McDonalds and City staff confirmed there is no recorded storm drain easement dedicated to the City on the title report for the McDonalds parcel. McDonalds was sent certified mail to advice of the condition and need to abate the storm drain. In last correspondence with McDonalds, the McDonald's construction manager delegate said this private storm drain on their property is not their responsibility and they could "plug" and abandon it if they desired. The McDonalds delegate said he would confirm his opinion with the McDonald's legal counsel and staff has received no further correspondence.

Policy Considerations: None

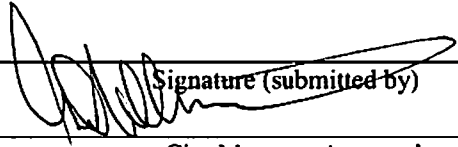
Attachment(s): None

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Personnel Policy Handbook

Recommended Motion:

Motion to approve City of Brookings Personnel Policy Handbook.

Financial Impact:

None.

Background/Discussion:

The City Council last adopted an updated Personnel Policy Handbook in 2009.

The proposed Handbook is similar to the 2009 Handbook, with a number of minor clarifying changes, and contains the following more significant changes:

- Removes references to employee benefits which are established through the collective bargaining process. Employee benefits are now provided in union contracts, and management will be developing separate employee benefit resolutions for management and non-management/non-union employee compensation.
- Updates employee travel and meeting guidelines.
- Establishes a new grievance procedure that requires a collaborative resolution process and establishes time limits.
- Expands the provisions dealing with employee conduct, standards of performance and causes for disciplinary action.
- Provides updates to various sections relating to changes in state and federal law, such as the Oregon Military Family Leave Act (see Section 9.3).

Attachment(s):

- a. City of Brookings Personnel Policy Handbook.

CITY OF BROOKINGS



PERSONNEL POLICY HANDBOOK

Approved by City Council on: _____

TABLE OF CONTENTS

	Page
I. INTRODUCTION	
SCOPE AND PURPOSE	1
II. EMPLOYMENT POLICIES	
2.1 Equal Employment Opportunity/Non-Discrimination	1
2.2 Harassment	2
2.3 Sexual Harassment Responsibilities and Training	3
2.4 Disability Accommodation	3
2.5 Immigration Law Compliance	3
III. RECRUITMENT AND HIRING	
3.1 Job Postings	4
3.2 Employment Application and Reference Checks	4
3.3 Employment Medical Examinations	5
3.4 Employment Motor Vehicle Record Checks	5
3.5 Employment of Relatives	5
3.6 Hiring Procedures	6
IV. EMPLOYEE CATEGORIES	
4.1 Employee Categories	6
4.2 Continuous Employment	7
V. EMPLOYEE RECORDS	
5.1 Personnel Files	7
5.2 Medical Records	8
VI. PERFORMANCE REVIEWS	8
VII. STANDARDS OF CONDUCT/DISCIPLINE	
7.1 Employee Performance and Conduct	8
7.2 Disciplinary Procedures	13
VIII. TERMINATION	
8.1 Resignation	15

8.2	Layoff	15
8.3	Disability	15
8.4	Disciplinary Termination	15
8.5	Termination Procedure/Exit Interview	15
IX.	BENEFITS	
9.1	Family Medical Leave	16
9.2	General Leave of Absence Without Pay	17
9.3	Military Leave	18
9.4	Court Leave	20
9.5	Workers Compensation	21
9.6	Retirement	21
9.7	Deferred Compensation	21
9.8	Leave Donation	22
X.	COMPENSATION AND PAY ADMINISTRATION	
10.1	Compensation Schedule	22
10.2	Pay Changes	22
10.3	Time Sheets	23
10.4	Paydays	24
10.5	Pay Deductions	24
XI.	TRAINING, EDUCATION, TRAVEL, AND EXPENSES	
11.1	Training and Education	24
11.2	Professional Organizations	26
11.3	Travel and Expense Guidelines	26
XII.	WORK SCHEDULE	
12.1	Hours of Work	28
12.2	Rest and Meal Periods	29
XIII.	WORK POLICIES AND PRACTICES	
13.1	Outside Employment	29
13.2	City Equipment and Supplies	29
13.3	Workplace Monitoring	30
13.4	Recycling and Conservation	30

XIV. PERSONAL CONDUCT

14.1	Code of Ethics	30
14.2	Gratuities	31
14.3	Conflict of Interest	31
14.4	Political Activity	31
14.5	Public Information	32
14.6	Personal Appearance	32
14.7	Smoking/Tobacco Products	32

XV. SUBSTANCE ABUSE/DRUG TESTING

15.1	Policy and Rules	33
15.2	Discipline	33
15.3	Drug and Alcohol Testing	33

XVI. RISK MANAGMENT

16.1	Workplace Safety	34
16.2	Workplace Violence	35
16.3	Accident/Incident Reporting	35
16.4	Temporary Light Duty	36
16.5	Motor Vehicle Use Safety	36
16.6	Security Inspections	39
16.7	Emergency Closing	40

XVII. INFORMATION AND COMMUNICATIONS SYSTEMS

17.1	Purpose/Scope	40
17.2	System Security/Safety	40
17.3	Website Guidelines	40
17.4	Internet and Email Guidelines	43
17.5	Cell Phone Guidelines	45

XVIII. SETTLEMENT OF DISPUTES/GRIEVANCE PROCEDURES

18.1	Grievance and Mediation Procedure. Alternative Resolution of Grievance through Collaborative Resolution	46
18.2	Grievance Meetings	47
18.3	Time Limits	47

Employee Acknowledgement Form

This Personnel Policy Handbook describes important information about the City and its employment policies, and I understand that I should consult my supervisor or the Finance and Human Resources Director regarding any questions not answered in the handbook.

Because the information and policies described in this handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur and that I am subject to whatever policy is in effect at the time an event occurs. All changes to the handbook will be communicated through official notices, and I am aware that revised information may supersede, modify, or eliminate existing policies. Only the City Council has the authority to adopt any revisions to the policies in this handbook.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that this handbook is not to be construed by myself, or any employee, as binding terms and conditions of employment.

I acknowledge that some employees of the City of Brookings are covered by collective bargaining agreements. If there is a difference between the policies in this handbook and a collective bargaining agreement clause, I understand that the collective bargaining agreement provisions govern for union represented employees.

I acknowledge that I have received a copy of this handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I further understand that this handbook supersedes any previous handbook, written policy or oral communication.

I acknowledge that I have read and understood the above paragraphs.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____ HANDBOOK DATE: _____

(Please sign and date this acknowledgement and return it to your supervisor for placement in your personnel file).

This page left intentionally blank.

CITY OF BROOKINGS

PERSONNEL POLICY HANDBOOK

I. INTRODUCTION

SCOPE AND PURPOSE

This handbook is designed as a guide to the City's policies, procedures and practices relating to employment matters. Employees should familiarize themselves with its contents and keep it handy as a periodic reference source. This handbook is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of the City. Questions should be directed to the Finance and Human Resources Director.

All references to the Finance and Human Resources Director are considered to be to the City Manager in the absence of a Finance and Human Resources Director.

This handbook covers all employees of the City. Some employees are, however, covered by a collective bargaining agreement, in which case those employees should be aware that if there is a difference between this handbook and a collective bargaining agreement provision, the collective bargaining agreement provision governs those respective union members. Bargaining unit employees should always refer to their collective bargaining agreement as well as this handbook.

The Brookings Police Department Policy Manual is hereby incorporated by reference, and provisions and procedures prescribed therein shall supersede those conflicting provisions of this handbook as to employees assigned to the Police Department. The City subscribes to the Lexipol system of periodic updates to the Police Department Policy Manual. To assure compliance with changes in state and federal law with respect to Police employees, all future updates to the Police Department Policy Manual shall be incorporated by reference as a part of this handbook.

The City Manager's terms and conditions of employment are established by contract, and only the provisions of this handbook referenced in said contract, shall be applicable to the City Manager.

The City reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate at its sole discretion. The Finance and Human Resources Director may adopt policies and guidelines for the implementation of any of the policies in this handbook. Employees will be notified and provided with copies of changes as they occur in writing. Employees are subject to whatever policy is in effect at the time an event occurs. Only the City Council has the ability to adopt revisions to this handbook.

This handbook supersedes all prior versions and any other prior oral or written provisions, descriptions or understandings of the City's policies, rules, procedures and benefits addressed in this handbook. No oral statements or representations can change or alter the provisions of this handbook.

II. EMPLOYMENT POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

The City of Brookings is committed to hiring qualified personnel without regard to sex, race, religion, age, marital status, sexual orientation, disability or any other status protected by law. All employment decisions will be based on the occupational qualifications and essential job functions of the position and the individual's demonstrated skills, knowledge, and ability to succeed in the position being filled.

The City will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, transfer, promotion, compensation, reclassification, discipline, layoff, termination, and access to benefits and training.

Any individual who feels they have experienced employment discrimination in violation of this policy should bring their complaint to the immediate attention of the Finance and Human Resources Director in accordance with Section XVIII, Grievance Procedure, herein. Complaints should be filed in writing and should include: 1) the name and address of the person filing the complaint; 2) a description of the discrimination leading to the complaint; and 3) any other pertinent information that will help in the investigation process. Following receipt of the complaint, the Finance and Human Resources Director will institute an investigation and respond in writing as soon as practicable thereafter. A written record will be kept of the investigation and resolution.

The City prohibits retaliation against any employee for filing a complaint under this policy, or for assisting in a complaint investigation. All employees of the City are required to refrain from any conduct or practice that is in violation of this policy. If you believe there has been a violation of this policy, follow the complaint procedure outlined in this section.

2.2 HARASSMENT

The City of Brookings is committed to providing a work environment for all employees that is free from harassment. Harassment is behavior perceived by the receiver as unwelcome and includes the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of objects and materials that create an offensive environment or interferes with or adversely affects a person's work performance. Actions such as these are prohibited and, if repeated, will be subject to disciplinary action up to and including termination.

Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats the victim differently based on the victim's sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- * Submission to the conduct is made either explicitly or implicitly a term or condition of employment; or
- * Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
- * The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Officials, employees, volunteers or agents of the City may not engage in any conduct that violates this policy. Any retaliation at work or work-related events by an official, employee, volunteer or agent of the City is prohibited.

The City encourages anyone wishing to file a complaint for harassment to follow the complaint process outlined in this section. Employees who believe they have been subjected to harassment should take affirmative action to stop it immediately either by telling the alleged harasser to stop the offensive conduct or by filing a harassment complaint by reporting it immediately to their supervisor or the Finance and Human Resources Director, or to any manager or supervisory employee with whom the person filing the complaint feels comfortable. No employee will suffer

any adverse consequences as a result of acting in good faith to bring the harassment to the City's attention or participate in an investigation.

Harassment complaints shall be documented in writing by the supervisor receiving the complaint. The information provided should specifically state the incident(s) of harassment leading to the complaint and any other pertinent information that will assist in the investigative process. All investigations will be conducted in a prompt, thorough and impartial manner.

The person with whom the complaint is filed will take immediate and appropriate action. In all cases, action must include immediate notification of the Finance and Human Resources Director who will institute the investigation. Confidentiality will be maintained to the extent practical.

A written report will be created documenting the nature of the alleged harassment and the steps taken during the investigative process. The report will be made as soon as practical. At the conclusion of the investigation the Finance and Human Resources Director will make a decision relative to what, if any, immediate, appropriate and corrective action should be taken and the results communicated to the employee and the other parties involved. Appropriate corrective action, up to, and including termination, will be taken against any employee engaging in discrimination and/or harassment. An employee dissatisfied with the Finance and Human Resources Director's report or decision regarding corrective action may file a grievance to the City Manager in accordance with Section XVIII.

2.3 SEXUAL HARASSMENT RESPONSIBILITIES AND TRAINING

All employees are responsible for knowing the City's policy on sexual harassment and following this policy. All Department Directors and supervisors are responsible for maintaining a workplace free of any form of sexual harassment and for enforcing this policy. To ensure this policy is followed, Department Directors shall require all employees to participate in at least one sexual harassment training program every two years. If a department is experiencing any issues with respect to sexual harassment, additional training programs should be added. Department Directors will be required to have each participating employee certify their attendance in writing and to place the written certification in the employee's personnel file. Employees may receive this training in a personally attended workshop, or by viewing a video, as deemed appropriate by management.

2.4 DISABILITY ACCOMMODATION

The City's hiring procedures provide persons with disabilities meaningful employment opportunities. The City will afford reasonable accommodation to qualified applicants and employees with a known disability, unless to provide the accommodation creates an undue hardship on the operation of City business. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

2.5 IMMIGRATION LAW COMPLIANCE

Employees must be citizens of the United States, resident aliens or persons possessing a visa permitting them to work in the United States. The immigration status of an alien will be ascertained by the City prior to consideration for employment. Employment of a permanent nature, whether full-time or part-time, is possible only for those aliens having immigrant status as permanent resident aliens; however, employment of a temporary nature is provided for under certain non-immigrant visa classifications.

III. RECRUITMENT AND HIRING

3.1 JOB POSTINGS

The Finance and Human Resources Director, in consultation with the hiring Department Director, shall determine if there is a sufficient and /or qualified pool of existing employees to meet the needs of the City if an appointment is made through promotion of a current employee.

All position vacancies not filled through promotion shall be advertised sufficiently to obtain a pool of qualified candidates.

Employee applicants for open positions are subject to the same testing and review process as non-employee applicants.

All vacancies in employee positions shall be posted at City Hall for a minimum of three days. The Finance and Human Resources Director shall advertise vacancies as he/she deems appropriate to develop a pool of qualified applicants.

3.2 EMPLOYMENT APPLICATIONS AND REFERENCE CHECKS

Employment applications received by the City become the property of the City and cannot be returned. Misrepresentations, falsifications, or material omissions in any of the information or date may result in the exclusion of the individual from further consideration for employment or, if the person is hired, termination of employment.

To ensure that applicants are well qualified and have a strong potential to be productive and successful, it is the City's policy to check employment references of all applicants being considered for employment. For public safety and financial employees, The City may request a consumer report or investigative consumer report from an applicant only with the applicant's written authorization and upon providing the required disclosure of the employee's rights under the Fair Credit Reporting Act. Pursuant to the Fair Credit Reporting Act, if the City requested and obtained a consumer report or investigative consumer report regarding an applicant and decides not to extend an offer of employment to the applicant, the Finance and Human Resources Director will provide a copy of the report to the applicant as soon as possible before formally notifying the applicant that an offer will not be extended. The formal notification must include notice to the applicant explaining how to contact the reporting agency.

Only the Finance and Human Resources Director is authorized to respond to outside employer reference check inquiries regarding current or former employees. The Finance and Human Resources Director may authorize the supervisor of an employee or former employee to respond to specific reference check questions or provide a letter of reference. The City Manager may respond to reference check inquiries concerning management employees. No one else is authorized to comment on or provide information regarding a current or former employee's employment or departure. Information regarding current employees will be given only if the employee provides a signed Reference Request Release to the Finance and Human Resources Director. Responses to employment reference checks will be limited to dates of employment, position, title, and job location. More detailed responses addressing the employee's job performance and record will be provided only if indicated on the signed Reference Request Release.

3.3 EMPLOYMENT MEDICAL EXAMINATIONS

All prospective employees for safety sensitive positions must pass a pre-employment drug screen after receipt of a conditional offer of employment and prior to becoming an employee of the City.

To help ensure that employees are able to perform their duties safely, medical examinations may be required for some job classifications and satisfactory completion of the examination and appropriate medical clearance will be conditions of employment. Prospective applicants will be notified of medical examination requirements. The examination will be performed by a health professional of the City's choice and at the City's expense.

Current employees may be required to take medical examinations to determine fitness for duty. These examinations will be scheduled at reasonable times and also performed at the City's expense and by a health professional of the City's choice.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained in confidentiality by the Finance and Human Resources Director. Access to this information will be limited to those who have a legitimate need to know and in accordance with the federal Health Insurance Portability Accountability Act (HIPAA).

3.4 EMPLOYMENT MOTOR VEHICLE RECORD CHECKS

Driving is among the most hazardous tasks performed by employees and most employees are required to drive at some point while on duty, whether as part of their job duties, or to attend an education or training program, an event, or meeting. In order to ensure employee safety, the City will conduct a motor vehicle record check for all applicants for employment for positions for which driving is an essential function. Only applicants meeting the guidelines provided under the City's policies on Motor Vehicle Use Safety (see Section 16.5) will be eligible for employment for those positions.

Applicants for positions for which driving is an essential job function will be required to provide, with their application, a five (5) consecutive year driving history, with a beginning date not more than 30 days prior to date of application. . An applicant will not be offered employment if the applicant's five year record does not meet the following standards:

- a. No felony or misdemeanor driving convictions within the past 60 months, class "A" infraction convictions during the past 36 months and no more than one (1) class "A" infraction conviction between the past 36 and 60 months.
- b. No more than two (2) traffic citation convictions within the past 12 months.
Demonstrated ability to maintain a driver's license without suspensions for the past 60 months, or from first issue of license if applicant has possessed a license for less than 60 months.

If out of state, be able to obtain Oregon driving privileges within 30 days of employment.

3.5 EMPLOYMENT OF RELATIVES

The employment of relatives or members of the same household in the same department or in any supervisory relationship may cause conflicts and problems with favoritism and employee morale. For the purposes of this section, a "relative" means the spouse, domestic partner, son, daughter, mother, father, brother, brother in law, sister, sister in law, son in law, daughter in law, mother in law, father in law, aunt, uncle, niece, nephew, stepparent or stepchild of the employee or of the employee's spouse or domestic partner. This applies to all employees without regard to gender or

sexual orientation, or genetic relationship. A member of the household is any person who resides with the employee.

Relatives of a current employee may not occupy a position that will be working directly for, or supervising, the relative. Likewise, a domestic partner involved in a dating relationship with a current employee may not occupy a position that will be working directly for, or supervising, the employee. Members of the same household should not occupy positions in which one member directly works for or supervises the other.

When these situations occur, each situation will be individually evaluated by the Finance and Human Resources Director.

If a relative relationship (a relative relationship includes dating) is established after employment between employees who are in a reporting situation described above, the employee in the supervisory role is responsible to disclose the existence of the relationship to the Department Director or Finance and Human Resources Director.

With respect to a relative or household relationship, the employees and the City will jointly attempt to find an alternative work assignment for one of the two employees. If no alternative work assignment is available one of the employees will be required to resign. If neither agrees to resign, the Finance and Human Resources Director will determine which employee will need to be terminated.

3.6 HIRING PROCEDURES

All recruitment and hiring must be through the Finance and Human Resources Director who is responsible for establishing the appropriate recruitment and hiring procedures. The Department Director will participate in the process and, at the conclusion of the process, will provide recommendations to the Finance and Human Resources Director and City Manager. The City Manager makes the final decision as to hiring. After the final decision is made, either the City Manager or Finance and Human Resources Director may extend an offer of employment. Only written offers of employment are considered valid offers.

IV. EMPLOYEE CATEGORIES

4.1 EMPLOYEE CATEGORIES

Exempt/Nonexempt.

Each employee is designated as either “Exempt” or “Nonexempt” under federal wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. The Finance and Human Resources Director is responsible for determining an employee’s exempt status. At the City of Brookings, exempt employees, and employees classified as confidential employees are also not covered by collective bargaining agreements.

All Department Directors and supervisors are exempt employees and serve at the will of the City Manager. The City Manager is an exempt employee who serves at the will of the City Council. Nonexempt employees can only be terminated in accordance with the termination policy of this handbook or, if subject to a collective bargaining agreement, in accordance with that agreement.

Nonexempt employees are paid only for hours worked or for hours charged to approved and available leave. They are entitled to overtime pay under the specific provisions of federal and state laws (and in some cases, collective bargaining agreements).

Regular Employees (Full Time and Part Time).

Regular employees are those who have successfully completed their probationary period. Regular full time employees are regularly scheduled to work the City's full time schedule.

Regular part time employees are scheduled to work on a regular basis, but less than the full time schedule.

Temporary Employees.

Temporary employees are hired to work less than 20 hours per week and/or 6 months or less in any 12 month period, to temporarily supplement the work force or as interim replacements.

Employment beyond the 6 month period (or other initially stated period) does not convert the employee to a regular employee.

4.2 CONTINUOUS EMPLOYMENT

Continuous employment shall be employment unbroken by separation from service to the City, other than military, Peace Corps, vacation or sick leave. Time spent on other types of authorized leave will not count as time of continuous employment; except that, employees, returning from such leave, or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.

V. EMPLOYEE RECORDS

5.1 PERSONNEL FILES

The Finance and Human Resources Director maintains the personnel records for all City employees. These files are the only authorized record of an employee's status and history with the City. The file may be kept indefinitely, even after termination of employment. Only the Finance and Human Resources Director may authorize removal of documents or information from a personnel file.

The personnel file includes information such as application forms, resumes, transcripts, reference letters, background investigations and other employment related documents submitted to the City for original employment or subsequent position changes, training records, performance appraisals, copies of all official correspondence with the employee regarding commendations, discipline, grievances and employee comments regarding their performance or items in their file, and other employment records.

Personnel files are the property of the City and are considered and kept confidential, with a few exceptions. Only the employee (or a person designated by the employee in writing), the employee's supervisor and management personnel have a legitimate reason to review information in a personnel file and are allowed to do so. Information in a personnel file may also be disclosed in response to a lawfully issued judicial or administrative subpoena, an order of a court of competent jurisdiction, to officials of the U.S. Internal Revenue Service or the Oregon Department of Revenue when authorized by applicable federal or state law or regulation, or City auditors when required by federal rules and regulations. Finally, information in a personnel file may also be disclosed to the degree it is classified as public information by federal and state public records laws.

Materials that may be construed as derogatory toward the employee will not be placed in the personnel file without the employee's written acknowledgement. The employee's written acknowledgement only allows the material to be placed in the file and does not constitute the employee's agreement with the contents of the material. The employee may include their own written statement of explanation or rebuttal with any material placed in the file.

Right to Examine Personnel File.

An employee or former employee may request to view the employee's personnel file or may request a certified copy of the employee's personnel file during normal City Hall business hours. The City must comply with the request within 45 days after receipt of the request. Upon termination, the City must retain the employee's personnel file for at least 6 years. The City may charge an amount to the employee or former employee to recover the actual cost of providing locating, copying, and certifying services.

5.2 MEDICAL RECORDS

All information regarding medical examinations of employees is collected and maintained in separate medical files and treated as a confidential medical record in accordance with applicable federal and state laws and regulations (including HIPAA).

VI. PERFORMANCE REVIEWS

The purposes of the City's performance review program are to enhance the motivation and productivity of each employee and to provide the City with a means by which it can continuously monitor the effectiveness of its operations and the services it provides. Under the City's performance review program, all employees receive regular performance evaluations. The first performance evaluations are conducted at the completion of 6 months of service and 12 months of service, and annually thereafter on the employee's anniversary date of employment.

Performance reviews serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions and retention. Written reports identify specific performance levels as compared to established standards, to acknowledge the merit of above standard performance, and to prescribe the means and methods for correcting performance deficiencies to the required level of performance. Supervisors and managers are accountable for providing employee development actions designed to improve and enhance employee performance.

A copy of the evaluation signed by the employee and supervisor will become part of the employee's personnel record.

VII. STANDARDS OF CONDUCT/DISCIPLINE

7.1 EMPLOYEE PERFORMANCE AND CONDUCT

In order to attain the highest standards of performance and conduct from each employee, all employees are expected to conform to the following standards of performance and conduct and, in accepting a position with the City, each employee accepts responsibility for performance and conduct both on and off the job that reflects and builds a positive image for the City.

The standards of performance and conduct set out in this section serve as the basis for selection, evaluation, and discipline (including termination) of City employees, and are not intended to be exhaustive or exclusive. There may be other types of behavior or conduct that form the basis for performance review or that establishes cause for disciplinary action.

Performance Standards

- a. Achieves and maintains a level of knowledge, skill and ability required by the employee's job classification and assignment.
- b. Is able to carry out assignments with the level of training and supervision appropriate to the employee's job classification and assignment.
- c. Exercises appropriate judgment, decision-making and initiative, including selection of work techniques, procedures and priorities.
- d. Knows and follows all relevant City and departmental policies and procedures.
- e. Carries out work assignments in a diligent, cost effective, efficient and timely fashion.
- f. Expresses disagreements in an appropriate setting and in a manner that is constructive and not disruptive or harmful to the delivery of services.
- g. Maintains required levels of accuracy and quality.
- h. Develops and maintains satisfactory working relationships with others, including the public, as necessary to effectively carry out job responsibilities.
- i. Maintains necessary licenses and certifications.
- j. Acts within proper authority.
- k. Maintains the level of punctuality required in the employee's job assignment.
- l. Maintains an acceptable attendance record and follows required procedures for requesting and reporting absences.

Conduct Subject to Disciplinary Action

The following list of causes for disciplinary action constitutes a portion of the City's disciplinary standards. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to efficient City service.

- a. Attendance
 1. Leaving any assigned job during working hours without reasonable excuse or permission and approval.
 2. Unexcused or unauthorized absence or tardiness on scheduled work days, including failure to return from leave, or taking unauthorized or excessive breaks while on duty.
 3. Failure to report at specified time to work or work assignment location, fully prepared to perform duties without reasonable excuse.
- b. Conduct
 1. Falsification of official records or documents, including applications and pre-employment documents.
 2. Misrepresentation of qualifications for employment.
 3. Insubordination or refusal to obey instructions that pertain to the employee's work or City requirements issued by a supervisor.
 4. Use of force, intimidation, abusive language or mannerisms or other conduct that is inappropriate in a business setting.
 5. Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful

bodily injury on another.

6. Conduct which brings discredit upon the City or gives the appearance of receiving disparate treatment because they are a City employee.
7. Violation of City rules, ordinances and policies, including those set forth in this handbook.
8. Criminal violations that are related to job performance or are of such a nature that to continue as an employee in their position could constitute negligence on the City's part.
9. Misuse or abuse of City or public funds, or theft or misappropriation of another's property.
10. An action or conduct that is a violation of ethical standards and/or conflict of interest rules.
11. The use of profane or abusive language towards superiors, peers, subordinates, and/or the general public.
12. Making false accusations that discredit, embarrass, or abuse supervisors, peers, the governing body, or the general public.
13. Unauthorized destruction of City property and/or equipment.
14. Using department resources in association with any portion of an independent civil action. These resources include but are not limited to; personnel, vehicles, equipment and non-subpoenaed records.
15. Engaging in horseplay resulting in injury or property damage or the reasonable possibility, thereof.
16. Unauthorized possession of, loss of, or damage to City property or the property of others, or endangering it through unreasonable carelessness or maliciousness.
17. Failure to promptly and fully report activities on the employee's part, or on the part of any other employee, where such activities may result in criminal prosecution or discipline under this policy.
18. Using or disclosing one's status as an employee with the City in any way that could reasonably be perceived as an attempt to gain influence or authority for personal business or activity.
19. Discourteous, disrespectful or discriminating treatment of any City employee, volunteer or member of the public.
20. Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
21. Engaging in on-duty sexual relations including, but not limited to, sexual intercourse, excessive displays of public affection, or other sexual contact.
22. Wrongfully loaning, selling, giving away or appropriating any City property for personal use of the employee or any unauthorized person(s).
23. The unauthorized use of any badge, uniform, identification card or other department equipment or property for personal gain or any other improper use.
24. Receiving or accepting a reward, fee, or gift from any person for services associated with the employee's duties.

b. Discrimination

1. Discrimination against any person because of age, race, color, creed, religion, sex, sexual orientation, national origin, ancestry, marital status, physical or mental disability, or medical condition.

c. Intoxication

1. Reporting for work or being at work following the use of intoxicants where such use may impair the employee's ability to perform assigned duties or where there is an immediate suspicion of ineffectiveness during public contact resulting from the use of an intoxicant.
2. Reporting for work or being at work following the use of "controlled substance" or drug, whether legally prescribed or otherwise, where such use may impair the employee's ability to perform assigned duties.
3. Unauthorized possession, use of, or attempt to bring, a controlled substance or other illegal drug, to any work site.

d. Performance

1. Unauthorized sleeping during work hours or on work assignments.
2. Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.
3. Refusal, failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.
4. Concealing, attempting to conceal, removing or destroying defective work without permission.
5. Disobedience or insubordination toward constituted authorities or deliberate refusal to carry out any proper order from any supervisor or employee.
6. The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose.
7. Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the City or its departments or subverts the good order, efficiency and discipline of the City or its departments, or which would tend to discredit any member thereof.
8. Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the City, its elected officials, departments, employees, or volunteers.
9. The falsification of records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any department record, book, paper or document.
10. Any knowing or negligent violation of the provisions of a department manual, operating procedure or other written directive of an authorized supervisor.
11. Work related dishonesty, including attempted or actual theft of department property, services or the property of others.
12. Criminal, dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/employer relationship (on or off-duty).

13. Failure to disclose material facts or the making of any false or misleading statement on any application, examination or other official document, report or form.
14. Offer or acceptance of a bribe or gratuity.
15. Misappropriation or misuse of public funds.
16. Unlawful gambling or unlawful betting on City premises or at any official worksite.
17. Substantiated, active, continuing association on a personal rather than official basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the employee has, or reasonable should have, knowledge of such criminal activities.
18. Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position while at work or on department property except as expressly authorized.
19. Engaging in political activities during assigned working hours.
20. Violating any misdemeanor or felony statute.
21. Any other on duty or off duty conduct which an employee knows, or reasonably should know, is unbecoming or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the City, its officials or employees.
22. Any failure or refusal to properly perform the function and duties of an assigned position.
23. False or misleading statements to a supervisor.

e. Safety

1. Failure to observe posted rules, signs, written and/or oral safety instructions, while on duty and/or within City facilities or to use required protective clothing or equipment as required.
2. Knowingly failing to report and on-the-job or work related accident or injury within 24 hours.
3. Substantiated record of unsafe or improper driving habits or actions in the course of employment.
4. Any personal action contributing to involvement in a preventable traffic collision, or other unsafe or improper driving habits or actions in the course of employment.
5. Violation any departmental safety standard or safe working practices.

f. Security

1. Unauthorized, intentional release, alteration removal of designated confidential information, materials, data, forms or report.

g. Supervisory Responsibility

1. Failure of a supervisor to take appropriate action to ensure that employees adhere to the policies and procedures of the City and the actions of all personnel to comply with all laws.
2. Failure of a supervisor to timely report known misconduct of an employee to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

3. The unequal or disparate exercise of authority on the part of a supervisor toward any employee for malicious or other improper purpose.

7.2 DISCIPLINARY PROCEDURES

Discipline should be considered by supervisors as a constructive means of dealing with unacceptable behavior or performance deficiencies on the part of employees. Disciplinary actions should be appropriate to the seriousness of the infractions or performance deficiency. Department Directors are authorized to take any of the following actions and to recommend termination for cause subject to the guidelines in this section. Other supervisors are authorized only to issue warnings and reprimands. Only the City Manager has the authority to decide whether to discharge an employee.

The corrective action process will not always commence with a verbal warning or include a sequence of steps. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place. There may also be circumstances that are serious enough to justify immediate suspension, or in extreme situations, immediate termination.

Also, in addition to the actions listed below, other non-disciplinary actions may be appropriate as part, or in lieu, of a corrective action program. These include performance evaluation, additional supervision or training, restructuring of job assignment(s), or other actions as deemed appropriate.

All disciplinary actions except warnings must be in writing and must address the following points: 1) the purpose of the action; 2) the specific nature of performance or conduct problems with supporting facts; 3) the corrective action required; 4) the fact that more corrective action will be taken (including termination) if the employee does not correct or improve the performance or conduct problems; and 5) the employee's right to appeal the action by filing a grievance under Section XVIII. The Disciplinary Action Form will be included in the employee's personnel file. Warnings do require documentation, but the documentation does not become part of the personnel file.

Some disciplinary actions may be preceded by an investigatory interview with the employee. Represented employees should refer to their collective bargaining agreements regarding these interviews.

Warnings

A warning, whether oral or written, is an official communication to the employee that performance or conduct improvements need to be made. Supervisors or Department Directors may issue warnings. A written warning should be used when a verbal warning has not produced the necessary corrective action and where the possibility of disciplinary action exists if the improvements are not made. Both types of warnings should indicate to the employee the specific problem, what action is required for correction, and that disciplinary action will follow if the employee does not satisfactorily correct the problem. A warning is not subject to the grievance procedure because no punitive action is taken. A written record of a verbal warning and copies of written warnings are kept by the supervisor but do not go into the employee's personnel file. The Disciplinary Action Form does not need to be completed when issuing a warning.

Administrative Leave With Pay

The City Manager may place employees on administrative leave with pay while investigating allegations made by the employee or about the employee. The employee will suffer no loss of benefits or accruals during this period of administrative leave. Upon completion of the investigation, disciplinary action may be taken, or the employee may be reinstated. If no further disciplinary action is taken, no record of the administrative leave need be made in the employee's personnel file. Administrative leave with pay shall not constitute a disciplinary action.

Written Reprimand

Supervisors or Department Directors may issue written reprimands. A written reprimand is given when oral or written warnings have not lead to the desired conduct or performance improvements. A copy of a written reprimand is placed in the employee's personnel file.

Suspension Without Pay

Department Directors may suspend employees without pay with the prior approval of the Finance and Human Resources Director. Suspension without pay is involuntary leave without pay coupled with formal notice of unsatisfactory performance or conduct. The period of suspension may not exceed 20 working days. At the conclusion of the suspension period, the employee will be reinstated or subject to further disciplinary action, such as demotion, disciplinary probation, or termination.

Demotion

Department Directors may demote employees, with the prior approval of the Finance and Human Resources Director. Demotion is the reassignment of an employee to a lower level classification, with a reduction in pay and title, based on performance or conduct problems unique to the requirements of the higher classification.

Disciplinary Probation

An employee may be placed on disciplinary probation by their Department Director with the prior approval of the Finance and Human Resources Director as a final attempt to improve performance or conduct. The probationary period, and consequences for failing to successfully complete the probationary period, must be specified in writing. As noted herein, an employee on disciplinary probation may be terminated at any time during the probationary period if termination is a consequence of unsatisfactory performance.

"Last Chance Agreement"

At any point in the discipline process a Department Director, with the prior approval of the Finance and Human Resources Director, may draw up a "Last Chance Agreement" which will list all of the conditions that must be met, now, and in the future, for the employee to continue working for the City. If the employee signs the agreement and meets all of the conditions, the employee will be allowed to continue employment as long as conditions of the agreement are met. If the employee does not meet the conditions of the agreement, the employee will be subject to discharge. Only the City Manager may discharge an employee.

Discharge

Discharge is the involuntary termination of employment. Department Directors may only recommend discharge and generally should not do so unless one other form of disciplinary action has been taken previously. However, as noted above, there may also be circumstances or extreme

situations serious enough to warrant immediate termination.

Only the City Manager has the authority to discharge an employee. In some cases, the employee may be offered the option of resigning in lieu of discharge. If the employee chooses to resign, the employee will be required to sign a statement indicating that the resignation was voluntary.

An exit interview will be conducted with all discharged employees. (Refer to Section 8.6).

VIII. TERMINATION

8.1 RESIGNATION

Resignation is a voluntary act by the employee to terminate employment with the City. Employees must provide at least two weeks' written notice specifying the employee's anticipated final day of employment in order to be considered as having resigned in good standing. Employees absent from work without reporting for a period of three days or more, or who fail to return to work following a leave of absence, are considered to have voluntarily resigned. The employee's last day of work will be considered the termination date.

Resigning employees will be asked their reasons for resignation at the exit interview.

8.2 LAYOFF

A layoff is the termination of an employee due to the elimination of a position. A position may be eliminated as part of reorganization, contracting out a program or service, lack of work or funds, or other reasons. Layoff is not an alternative to a disciplinary termination or demotion of an employee.

8.3 DISABILITY

Loss of ability to perform job requirements through illness or injury may result in termination for disability.

8.4 DISCIPLINARY TERMINATION

Disciplinary termination (or discharge) is the termination of an employee for cause as described in Section VII above. When disciplinary termination is recommended by a Department Director, the Department Director will provide a written recommendation to the Finance and Human Resources Director along with supporting documentation. The final decision to discharge is made by the City Manager.

Pre-Termination Hearing.

Pre-termination hearings are not required, but are always recommended. A pre-termination hearing may be required by a collective bargaining agreement. Pre-termination hearings are to be documented in writing by the supervisor in attendance.

8.5 TERMINATION PROCEDURE/EXIT INTERVIEW

An exit interview must be conducted with all terminating employees prior to, or at the time of resignation or termination. The purposes of the interview is to secure forwarding addresses, review final hours accrued and due at termination, complete all retirement and insurance forms, and explain the final check due the employee. In the case of discharge and resignation, the purposes will also include an explanation of reasons for termination. The Finance and Human Resources Director shall conduct the exit interview.

Except as provided through COBRA, all pay and benefits shall cease as of the date an employee terminates. The final check will include compensation for accrued leaves that are payable at termination.

Upon termination, the Department Director is responsible for ensuring that the terminated employee has returned all keys, tools, uniforms, and/or other City property in their possession. Documentation that all City property has been returned shall be placed in the employee's personnel file.

Employees will be asked to sign a Reference Request Release which will allow the City to release only the information specified on the form to anyone seeking information regarding the employee's employment with the City. If the employee requests that the City Manager, Department Director, a supervisor or other employee serve as a reference for the employee, the employee must make the request on the Reference Request Release.

IX. BENEFITS

9.1 FAMILY MEDICAL LEAVE

This policy is intended to comply with applicable federal and state law under the Federal Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA).

The City of Brookings recognizes that employees need support in balancing their work with personal and family responsibilities. Accordingly, eligible employees may take up to twelve weeks of family leave in a twelve month period for their own serious health conditions, or to attend to a family member's serious health condition.

Eligibility

City of Brookings' employees are eligible to take family leave once they have been employed for at least six months and work an average of 25 hours per week or more.

Qualifying Events

- a. When the employee is unable to perform the essential functions of the job because of a serious health condition, including pregnancy-related conditions. In some situations, additional leave may be available for pregnancy-related disability; and/or
- b. In the event of the birth or adoption of a child; and/or
- c. To care for a spouse, parent, or child under the age of 18 who has a serious health condition or a mentally/physically impaired child aged 18 or over.

Request for Leave

- a. **Anticipated Situations**
In situations where the need for family leave is known or anticipated, employees must give thirty (30) days notice to take family leave. If the leave is anticipated less than thirty (30) days in advance, employees must give notice as soon as is practical.
- b. **Unanticipated Situations**
In unanticipated or emergency situations where there is no opportunity to give notice, employees must notify their supervisor verbally within two working days of the emergency situation.

Upon notice, the Finance and Human Resources Director will provide the employee with the required forms. All employees will be required to complete a *Family Leave Request Form* and to have the applicable certification form completed and returned prior to the commencement of family leave.

Medical Certification

Certification of the need for family leave is required. In the event of a personal health condition or that of a family member, the certification must be provided by a medical professional within fifteen (15) days of the request for family leave.

If medically necessary, family leave may be taken on an intermittent or reduced schedule. Details of the proposed schedule should be verified by the certifying medical professional. Employees should discuss the need for intermittent leave with the employer. The employer may require updated medical certifications during intermittent leave periods.

General Provisions

- a. Definition of Year and Week. The City of Brookings uses a *rolling forward* year for purposes of tracking FML/OFL time. A week is an employee's normal workweek schedule. FML/OFL time will be tracked in hours. Employees are entitled to take up to 12 weeks family medical leave during a 12 month period.
- b. Use of Accrued Leave. Accrued leave may be used in accordance with leave policies of the City of Brookings. All accrued balances must be exhausted prior to taking leave without pay.
- c. Reinstatement. Employees returning from family leave will be reinstated to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless their former positions have been eliminated for bona fide business reasons.
- d. Medical Release. Employees returning from family leave taken for their own health condition may be required to provide a medical release to return to work prior to or upon return indicating they are able to return to work and whether there are any restrictions.

9.2 GENERAL LEAVE OF ABSENCE WITHOUT PAY

A general leave of absence without pay may be available to regular full time employees. A general leave of absence is a temporary suspension of employment for a period of not more than 12 months. Only the City Manager may grant general leaves of absence.

Written Request.

A request for a leave of absence must be made in writing to the Department Director (or in the case of a Department Director requesting leave, to the City Manager), who will provide a recommendation to the City Manager. The written request must state the purpose, and beginning and ending dates of the proposed leave.

Benefits.

Employees granted a general leave of absence do not receive any pay while on leave. All benefits will cease to accrue during this period of leave including time earned toward seniority. However, an employee may continue to receive insurance coverage if the employee pays the insurance premiums through COBRA. Arrangements must be made with the Finance and Human Resources Director prior to beginning such leave in order for insurance to continue.

Reinstatement.

Reinstatement following a general leave of absence is not guaranteed. When taking a general leave of absence, the employee should thoroughly understand that their former position may become unavailable. The vacated position may be filled or operating conditions may change during the period of leave to such an extent as to make reinstatement impracticable. An employee must notify

their Department Director of their intention to return to work fifteen days prior to the anticipated date of return. Failure of the employee to return to work on the day following the expiration of the approved general leave will be considered a voluntary termination of employment.

9.3 MILITARY LEAVE

Military leave is granted to an employee who is absent from work because of service in the US uniformed services in accordance with the Uniformed Services Employment and Reemployment Act (USERRA) and the Oregon Military Leave and Reemployment Rights Act, and ORS 408.240 to 408.290.

Federal Annual Active Duty For Training Leave With Pay

When an employee is called to annual active duty for training or active duty in lieu of training, an employee shall be granted military leave with pay for a period not exceeding 15 calendar days or 11 work days (for an employee working 5 – eight hour days) and 9 work days (for an employee working 4 to ten hour days) when the employee:

- a. Has been employed with the City (or the State of Oregon, or its counties, municipalities, or other political subdivisions) for 6 months or more immediately preceding application for military leave;
- b. Is a member of any National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States; and
- c. Has provided advance written or verbal notice of the absence, except in instances involving “military necessity” or where the giving of notice is otherwise impossible or unreasonable.
- d. To receive pay for the annual active duty for training, the employee must provide, before, during, or after the leave, and at the City’s request, confirming documentation which indicates the call-up was for annual active duty for training or active duty in lieu of annual training. The City shall request confirming documentation (military orders, training/drill schedule or other official documents for the absence.
- e. Federal training year for the purpose of this policy is the federal fiscal year (October 1 – September 30).
- f. If the employee is called to active duty for a period longer than 15 calendar days, the employee may be paid for the first 11 or 9 work days (see section A above) only if such time served for the purpose of discharging an obligation of annual active duty for training as described in section A.
- g. A Department Director may alter an employee’s work schedule to provide for the employee’s participation in “weekend” military training.
- h. If the employee has been on military active duty for training leave for 15 days or less, the employee shall return to work at the beginning of the first regular scheduled work period following completion of service, after allowance for safe travel home and an 8 hour rest period.

Federal/State Military Leave Without Pay

- a. An employee shall be entitled to military leave without pay for military duty when an employee is a member of the organized militia of Oregon, or a member of an organized militia of another state, and is called into active service. The City shall grant an employee a leave of absence for military duty that continues through the applicable decompression time. Military duty means training and involuntary or involuntary service performed by an inductee, enlistee, or reservist or an entrant into a temporary component of the Uniform Services of the United States, and

authorized time spent reporting for and returning from such training or service.

- b. Leave shall be granted in accordance with ORS 408.240, 399.065, 399.075 and 399.230. The employee shall provide verbal or written notice of military service to the City. The City shall request confirming documentation (military orders, or other official documents) for the absence. The employee may provide documents prior to, during, or upon completion of the military training leave. In instances involving “military necessity” or where the giving of notice is otherwise impossible or unreasonable, the employee will be relieved of this obligation.
- c. An employee may only be paid during active military leave or applicable decompression time if the employee elects to be paid for accrued vacation leave or compensatory time. Otherwise, military leave and applicable decompression time is without pay (for pay during Federal Active Duty Training Leave see 9.3.1):
 - 1. Accrued leave does not have to be exhausted before leave without pay is granted for military leave or subsequent decompression time.
 - 2. While the employee is on military leave without pay, he/she will not accrue vacation or sick leave but shall receive full credit for time spent on military leave and subsequent decompression time.
- d. Continuation of health and dental insurance benefits is available as required by USERRA based on the length of leave and subject to terms conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Reemployment Rights

- a. State Active Duty. For employees who are members of the Oregon militia and are called into active service of the state by the Governor under ORS 399.065 and 399.075 and for employees who are members of the organized militia of another state and are called into active service of the state by the Governor of the respective state.
 - 1. To be eligible for reemployment an employee shall report back to work within seven calendar days of the last day of state active duty.
 - 2. Upon meeting the requirement for reemployment, the employee shall be restored to the employee’s position or an equivalent position without loss of seniority or other benefits.
- b. Federal Active Duty (other than Federal Annual Active Duty of Training 408.290).
 - 1. To be eligible for reemployment an employee shall:
 - i. Have performed military duty as defined above in Section 9.3.2(A); and
 - ii. Have given proper advance notice of the military duty, unless no notice is required; and
 - iii. Have performed military duty that did not exceed five years; and
 - iv. Have separated from the service with an honorable discharge; and
 - v. Return or make application for reemployment within the applicable decompression time following release from military duty (timelines vary by length of service).
 - vi. Upon meeting the requirements for reemployment, the City shall restore the employee to his/her former position without loss of seniority, status or other benefits as if the employee had remained continuously employed.
 - 2. For an employee reemployed after military leave, his/her vacation accrual rate, salary eligibility date, and service credits shall be treated as though the employee had remained continuously employed. An employee who has not completed their probationary period at the time military leave begins, may under certain circumstances be required to

complete the probationary period upon return from military leave. Contact the Finance and Human Resources Director for information.

3. For the purpose of calculating an employee's eligibility for Family and Medical Leave (under the Federal Family Medical Leave Act and Oregon Family Leave Act), months and hours that the employee would have worked, but for his/her military service, should be combined with the months employed and the hours actually worked to meet the eligibility requirements.
4. Immediately upon reemployment of an employee from military leave or decompression time, the employee should contact the Finance and Human Resources Director to determine eligibility for retroactive retirement benefits.

Oregon Military Family Leave Act (OMFLA):

Per ORS 659A.090-.099, the OMFLA provides employees with protected time off from work to spend time with a spouse or domestic partner who has been called to active duty or notified of an impending call or order to active duty or who is on leave from active duty during a period of military conflict. The leave is counted as leave taken under the OFLA.

For OFLA military leave, employees are entitled to take up to 14 days per deployment. OMFLA leave is not required to be taken in one uninterrupted period, but may be taken intermittently.

The 14 days of unpaid leave are individual days which the employee would work if on the normal schedule. An employee seeking OMFLA leave is required to give the employer notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable in situations where official notice is provided less than five days from commencement of the leave. The employee must provide a photocopy of the service member's orders.

9.4 COURT LEAVE.

The City encourages employees to fulfill their civic responsibilities by serving on jury duty and witness duty when required by subpoena or other order of a court.

When requesting court leave, an employee must provide their Department Director with a copy of the summons documents. All payments to the employee by the court, except mileage, must be turned over the City if the court leave was paid leave. An employee is expected to report to work whenever the court schedule permits or when they are released from service for the remainder of a scheduled work day.

- a. Jury Duty. Regular employees may be granted a leave of absence with pay when required to serve as a juror in Federal, State, County or Municipal Court. In order to receive pay for the time served, the employee must submit an attendance slip from the court verifying the dates and time of service and compensation received. Employees shall request that they receive the customary payment from the court.

Either the City or the employee may request a postponement of jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

Temporary employees are not eligible for paid time off when serving jury duty.

- b. Witness Duty. Regular employees will be granted court leave with pay to appear as a witness in a proceeding only if the summons is required for a City-related matter or as a result of employment with the City. Witness duty does not qualify as on duty time, or for

overtime, unless the employee's appearance has been requested by the City. All other appearances are without pay, but the employee may use any accrued paid leave.

Temporary employees are not eligible for paid time off when serving witness duty.

9.5 WORKER'S COMPENSATION

All employees of the City are covered from their initial date of hire by Worker's Compensation Insurance. Premiums for this protection are paid by the City.

Worker's compensation benefits are paid while an employee is disabled from an injury suffered while on the job from the 3rd day of disability. If disability continues beyond the 14th day, benefits are paid from the date of the disability.

Employees must follow specific procedures in the event of job related accidents resulting in injury to employees. Information and forms to initiate the claims process can be obtained from individual departments or appropriate Finance and Human Resources Department personnel. Failure of an employee to report an accident or injury may result in delay or denial of coverage.

The City will continue to make contributions toward health insurance on behalf of an employee receiving worker's compensation benefits for a work related injury to the extent permitted by the City's health insurance administrator guidelines, after which the employee may be required to obtain COBRA coverage in order to continue to receive benefits. Leave benefits do not continue to accrue beyond 30 days of disability.

When the injured employee receives payment for worker's compensation, the City will pay the difference between the amount paid from workers compensation and the employee's base salary using any paid leave available from the employee's various leave accruals.

9.6 RETIREMENT

The City participates in the retirement system provided through the State of Oregon, known as PERS and OPSRP, which currently provides that employees who have worked more than 6 months in a position requiring 600 hours or more of work a year are eligible to participate in the program. Eligibility for future employees is subject to modification by the Oregon Legislature.

Employees will become fully vested upon meeting the requirements of the plan that applies to their service. Employees who separate from service before vesting forfeit all accrued benefits except for amounts contributed to their member or individual accounts, as provided by the applicable plan.

The City makes contributions toward the employee's retirement benefit in accordance with state law.

Normal retirement age for employees depends on the classification and term of service of the employee, as well as the terms of the retirement plan or tier to which each employee belongs.

For more details, please refer to the PERS handbook, the PERS website at www.oregon.gov/pers or other official sources of information.

9.7 DEFERRED COMPENSATION

Employees may elect to enroll in one or more of the deferred compensation plans in which the City participates. Employees should contact the Finance and Human Resources Department for more detailed information regarding these plans.

9.8 SICK LEAVE DONATION

An employee with more than 480 accumulated sick leave hours may transfer sick leave from their sick leave account to another employee's sick leave account by notifying the Finance and Human Resources Director in writing. Employees receiving donated sick leave must provide written documentation from an attending physician that such leave is necessary. No employee may receive more than 240 hours of donated sick leave in any one calendar year.

X. COMPENSATION AND PAY ADMINISTRATION

10.1 COMPENSATION SCHEDULE

The City compensates employees by providing certain benefits and paying a salary. In addition to salary, employees may receive additional compensation that is not part of the employee's pay and benefit package. Additional compensation may take the form of (1) occasional business-related meals and entertainment of employees and their guests; (2) the ability to take vacation days in conjunction with a conference or meeting requiring out of area travel, provided that no additional cost accrues to the City; (3) the ability to include a non-City employee as a guest in conjunction with a conference or meeting requiring out of area travel, provided that no additional costs accrue to the City beyond that which is allowed the employee. It is the employee's responsibility to recognize when the employee receives additional compensation. Additional compensation is not taxed by the City. Employees receiving these forms of compensation are liable for any tax consequences of this compensation.

Classifications are placed in salary ranges based on several factors, including job analysis and evaluation. New or newly promoted employees generally begin at the first step. However, upon the recommendation of the Department Director and with the approval of the City Manager or the Finance and Human Resources Director, an employee may be hired at any step in the range. The City Manager may make an initial appointment of a Department Director at any step within the approved grade of that position. Whether an employee qualifies for a higher level will depend on the employee's education and experience, market factors, and budget. Employees hired at advanced levels in the range, due to their education and experience, receive increases at the interval appropriate to that level.

It is the City's policy to grant regular employees, who are performing satisfactorily, step increases according to the schedule in their classification. Performance appraisals must be completed prior to receiving a step increase. Review dates for eligibility for step increases will be adjusted by any unpaid leave of absence of more than one full pay period.

Salary is administered within the budgetary constraints of the City. If, in the discretion of the City Council, insufficient funds exist, compensation practices may be altered or suspended.

10.2 PAY CHANGES

Transfer.

An employee who is transferred to a classification in the same salary range as their current classification will remain at the same level in the salary range. Salary review dates will not be changed as a result of a transfer. Employees who are transferred to a classification in a different salary range will serve a probationary period in accordance with the policy on probation, and salary review dates will change as a result.

Reclassification and Reallocation.

Reclassification and reallocation occur as a result of a change or re-evaluation of duties, responsibilities and/or knowledge, skill, and ability requirements of a position. Reclassification or reallocation may occur as a result of reorganization, reduction in workforce, or voluntary reassignment.

The increase and salary review date of an employee holding a position that is reclassified or reallocated to a classification in a higher salary level is handled in the same manner as a promoted employee.

If an employee is in a position that is reclassified or reallocated to a lower salary level, the employee's pay rate will be the highest level in the lower salary range that is less than or equal to the employee's former pay rate. The employee's eligibility for a level increase will be based on the time served in the previous level plus the time served at the new level.

Demotion.

Demotion is a disciplinary action resulting in the employee being reclassified to a lower salary range. A demoted employee will be placed on the level in the lower salary range that is closest to, but not lower than, the employee's current pay rate. The first salary review date will be on the successful completion of the probationary period and successive salary review dates will be on the anniversary of the first date of employment in the reclassified position.

Training, Seminars and Conferences.

City-required outside training will be paid for by the City and time spent in required training will be considered time worked. Similarly, the City will pay for training and/or testing associated with certifications and professional licenses that must be maintained or upgraded solely as a continuing requirement of an employee's current position. With Department Director approval, paid time off may be granted in lieu of considering the time spent in required training or participating in examinations for the required certification as time worked.

Travel Time Pay.

Employees are not entitled to pay for travel between their home, or other off duty location and work for their regular shift, for overtime, or for extra duty assignments.

Employees are entitled to receive pay while engaged in business travel for the purpose of carrying out City business, in accordance with the Fair Labor Standards Act. If more than one employee is engaged in business travel where the use of a single motor vehicle is involved, only the driver of the vehicle is entitled to receive pay.

10.3 TIME SHEETS

All employees are responsible for accurately recording time worked and leave used. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Timesheets are to be completed by the employee, signed, and then turned in to the immediate supervisor for verification and signature. Employee timesheets are due on the 9th and 24th day of each month unless these dates fall on a weekend or holiday, in which case time cards are due on the preceding regular work day.

10.4 PAYDAYS

Employees shall be paid semi-monthly on the 15th and the last day of the month. In the event the regular pay day falls on a recognized holiday or weekend day, employees shall be paid on the preceding regular workday.

Employees may choose to receive a standard paper paycheck or have their wages electronically deposited. Employees who choose to have their wages deposited electronically will receive a report similar to a check stub on payday showing their earnings, deductions, accruals and net pay.

Each paycheck will include earnings for all work performed and reported through the end of the previous payroll period. If time sheets are not provided on time, the employee's pay check will reflect base salary only. Adjustments to base salary will appear on a subsequent pay check for which time sheets were timely received.

Electronic Payroll Deposit

Participation in electronic payroll deposit is voluntary. Employees must complete an authorization form in order to have their payroll funds electronically deposited. Funds deposited electronically are available to the employee on payday. Electronic Payroll Deposit Authorization forms are available from the Finance and Human Resources Department.

10.5 PAY DEDUCTIONS

The City makes certain pay deductions from an employee's earnings in accordance with state and federal law, such as income taxes, social security taxes, and worker's benefit fund assessments. Additional deductions may be authorized by an employee in writing to cover costs of participation in City provided programs, such as insurance.

Court ordered wage withholding or garnishments on an employee's wages will be processed in accordance with applicable law and Section 10.4.

XI. TRAINING, EDUCATION, TRAVEL AND EXPENSES

11.1 TRAINING AND EDUCATION

The City encourages employees to further their training and education in pursuit of improving job skills and enhancing their contribution to the City.

The term "training" as used in this section includes conferences, seminars, workshops, one day courses held at an educational facility or on-line, or for other professional development programs of a similar nature. The term "college course" is used to describe coursework taken at an accredited college, university, and/or business or technical school, either at a facility or on-line.

The policy outlined in this section applies only to training or education programs that:

- Enhance the employee's job performance;
- Serve as a beneficial retention tool in keeping high quality employees; or
- Are required for certification or licensing.

Training and Education.

Each City Department budgets each year for employee training and education. Supervisors should identify their employee's training needs and meet with Department Directors during the annual

budget preparation process to seek an appropriation of funds to meet these needs. Training programs may be mandatory or voluntary.

Training requests should include:

- a. A clear justification for each requested amount. The Department Director should consider whether the proposed training is the best way to acquire the information for the City or to achieve a goal.
- b. An explanation of how the expenditures relate to an employee's performance goals.
- c. A prioritization of requested expenditures in the event not all requests are approved.

Supervisors should discuss training and education goals with the employee in their regular performance evaluation session and these goals should be specifically detailed in the written evaluation form.

Training Classes and Programs.

The City will pay for all registration fees for training classes and programs approved by Department management.

When appropriate, employees may be asked to share/present information received at a training to others in their department.

All arrangements for training must be made in the most cost and time efficient manner as possible.

Only expenses for the employee will be paid. All books and materials paid for by the City will become the property of the city.

Education Classes and Programs (College Courses).

The City will pay for tuition, books and related materials for education classes and programs included as approved by employee's Department Director. Reimbursement for education is made only if the employee receives a grade of "C" or better for undergraduate course work or a grade of "B" or better for graduate course work. Non-graded courses will require a written statement from the instructor indicating the employee successfully completed or passed the course.

The City will provide tuition reimbursement for college coursework not to exceed the tuition level established by the State of Oregon Higher Education Department for State colleges/universities. Department Directors should explore less costly college courses available at other institutions before approving

Prior to participating in a reimbursable education class or program, employees must sign a written authorization to have any costs reimbursed by the City deducted from their final paycheck, should they fail to comply with the following reimbursement guidelines:

The following reimbursement guidelines apply when an employee's employment with the City terminates for any reason:

- If termination is within one year of the completion date of the class, 100% of the amount of reimbursement for the education class or program will be deducted from the employee's final paycheck.

- If termination is within one and two years after the completion date of the class, 50% of the amount of the reimbursement will be deducted from the employee's final paycheck.
- If termination occurs after two years from the completion date of the class, no amount will be deducted.

If the reimbursement amount owed is more than the final paycheck, the employee must pay off the remaining amount. Failure to re-pay the amount owed to the City will result in any outstanding amount being turned over to a collection agency.

11.2 PROFESSIONAL ORGANIZATIONS

The City may authorize membership in professional organizations where the membership is of benefit to the City in terms of keeping the employee abreast of current developments in their field or profession. Additionally, the City recognizes the value of community service through applicable organizations and in membership in those programs. In all cases, membership fees must be approved by the Department Director in advance of payment.

The City encourages attendance at related meetings and the employee's supervisor may approve periodic absences to attend these meetings. If participation in an organization is not part of the employee's Training and Education Plan, the employee must use accrued leave for these purposes.

Miscellaneous expenses associated with the programs conducted by professional organizations (luncheons and seminars) may be reimbursed in accordance with the Travel and Expense Guidelines if there has been prior approval from the Department Director in accordance with this section.

11.3 TRAVEL AND EXPENSE GUIDELINES

Overview

The City will pay an employee for reasonable business travel expenses incurred while on assignment away from the normal work location, but only for expenses that are deemed non-taxable by the IRS. The paid and reimbursed amounts will be determined by IRS guidelines, when applicable, and in accordance to the guidelines provided in this section.

Employees are expected to limit expenses to reasonable and economical amounts and to utilize providers (i.e., airlines and hotels) that result in the lowest cost to the City. Room service is not a reasonable or economic expense and will not be reimbursed. The City retains the right to determine the mode of transportation most appropriate to the type of travel involved.

With prior approval, a family member or friend may accompany employees on business travel when not traveling in a City owned vehicle and when their presence will not interfere with the successful completion of business objectives. Generally, the employee is also permitted to combine personal travel with business travel, so long as time away from work is approved and, once again, a City vehicle is not being used. Additional expenses arising from non-business travel or incurred by the friend or family member are the responsibility of the employee and will not be reimbursed.

Payment Options

The City pays per diem rates to cover meal expenses while employees are away for training based on the standard federal CONUS per diem rates as provided on the Travel Request Form. Department Directors with assigned City Credit Cards should refer to Administration Regulation No. 9 for policy direction.

General Guidelines

The following guidelines are designed to assist employees through the City's travel processes. If you have any questions regarding the following information please contact the Finance and Human Resources Department.

1. Submit a completed Travel Request Form to Department Director for pre-approval. Employees must submit lodging costs with the Travel Request Form at least one (1) week prior to travel. A check for the lodging expense will be made in the name of the hotel/motel.
2. Register for the training or education program and provide confirmation to the Accounts Payable Clerk with the Travel Request Form.

3. Hotel:

If overnight lodging is required, the employee is responsible for booking his/her hotel room.

Employees must book rooms at the lowest available government, or discount rate at the location of the training/meeting, or nearby motel/hotel. The federal per diem rate for lodging will be used as a guideline. Approved lodging expenses are paid at actual cost.

4. Air Travel

If air travel is required, the employee books the flight. The lowest cost flight that will meet the employee's needs must be selected.

In some cases it is important to consider the best use of the employee's time, or the employee's effectiveness upon arrival when selecting travel arrangements. In some cases, the employee can take advantage of the lowest fare only by leaving earlier or returning later than usual for the trip. In such situations, expenses for additional meals and lodging will be reimbursed. These added costs must be considered by both the employee and the employee's Department Director in determining the most economical travel arrangements.

5. Rental Car

If a rental car is required, it is the employee's responsibility to reserve the rental car. The lowest cost rate that will meet the employee's needs must be selected.

The City provides excess liability coverage to supplement the coverage automatically provided by car rental companies. However, the Oregon Tort Claims Act does not apply outside of Oregon. For that reason, drivers shall purchase the offered insurance through the rental company when traveling outside of Oregon. Excess liability coverage, collision coverage deductibles, and other charges not covered by the car rental company insurance will not be paid by the City if an accident occurs when the vehicle is used outside the approved scope of City business, (e.g., on an out-of-state trip where a rental vehicle is used for a non job-related side trip).

6. Vehicle Travel (Mileage)

The City will provide a City vehicle or pay for travel (mileage) expense during business travel, when approved by the employee's Department Director or designee. Employees must submit a completed Travel Request Form, approved by their supervisor. Payment options are:

- a. Drive a City vehicle (take a City gas card; no payment necessary).
- b. If no City vehicle is available, mileage will be calculated at the actual mileage traveled multiplied by the federal mileage rate.
- c. If a City vehicle is available and the employee elects to drive a personal vehicle, and they do not have a city-assigned vehicle, with prior Department Director approval, mileage will be

paid at the IRS mileage “medical or moving purposes” rate.

- d. If a City vehicle is available and the employee elects to drive a personal vehicle, and they have a city-assigned vehicle, with prior Department Director approval, mileage will be paid at the IRS mileage “charitable organizations” rate.
- e. An employee may elect to use a City fuel card, with a personal vehicle, in lieu of payment for mileage, with prior Department Director approval. When using a City fuel card, an employee should fill up your vehicle with their own funds before beginning their travel for City business. While gone, any fuel purchases should be made on the City fuel card. When employee returns to Brookings, they should fill up a final time using the City fuel card.

7. Carpool

Employees are to carpool whenever possible.

8. Fuel Efficiency

The City encourages the use of fuel efficient vehicles. When using a City vehicle for travel, the preferred choice should be the most fuel efficient vehicle.

9. Meals

The City uses a per diem basis for employee meals during travel. Employees will receive a federal standard CONUS destination per diem rate, in advance, of travel. Meals are not allowed to be put on a credit card during travel. The only exception is for emergency travel, in which case the employee will be reimbursed for meals at the standard per diem rate upon the employee’s return and submittal of a Travel Request Form.

Per diem requests should be submitted no later than one week in advance of travel. Accounts Payable will prepare the per diem check based upon this information and deliver it to the employee.

Receipts are not required for per diem expenses.

10. Upon return, complete an Expense Claim Form for any related out of pocket expenses and submit it to Accounts Payable.

11. Travel and expenses paid by City issued credit card are treated the same as other credit card purchases for purposes of completing necessary account coding and descriptions for purchases made via City issued credit cards. The travel and expense receipts must be treated like every other City issued credit card receipt and forwarded to the Finance and Human Resources Department at the end of the month.

12. Travel Request Forms and Expense Claim Forms are available from the Finance and Human Resources Department.

XII. WORK SCHEDULE

12.1 HOURS OF WORK

The standard City work week is a 40-hour week, beginning and ending Saturday at midnight. Most employees work five 8-hour days, but Department Directors may authorize alternative work schedules (AWS). AWS is a schedule that varies from the standard work week, but is not adjustable by the employee on a daily or weekly basis. The City may terminate or alter AWS at any time with reasonable notice.

Employee work schedules vary throughout the City's departments. Supervisors will advise each employee of their individual work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled in each day and week. Work schedules may also be established through a collective bargaining agreement.

12.2 REST AND MEAL PERIODS

Supervisors will advise employees of the regular rest and meal period length and schedule. To the extent possible, a rest period of 15 minutes will be provided at the approximate midpoint of each work period of four hours or longer. This time is counted and paid as time worked. Meal periods may be either one half hour or one hour in length and will be granted during shifts of five hours or longer. Meal periods are not counted or paid as time worked and employees are relieved of all active responsibilities during meal periods.

An employee may not shorten the workday or receive overtime by foregoing a break or meal period. It is important for employees and supervisors to understand that under State law, and unless otherwise provided in a collective bargaining agreement, employees must take all required rest and meal breaks and the breaks cannot be deducted from the beginning or end of the work period. Supervisors will be expected to make sure employees do not skip breaks and to discipline employees who refuse to take required breaks.

Nursing Mothers Accommodation.

The City will provide unpaid rest periods of up to 30 minutes for an employee to express milk for her child if no undue hardship to the City is caused. The employee and City may agree on periods of less than 30 minutes. The employee shall provide reasonable notice to the City of her intent to express milk upon her return to work. The employee shall use other provided rest and meal periods if feasible. The City may allow the employee to temporarily change job duties if the employee's regular duties do not allow her to express milk regularly.

XI11. WORK POLICIES AND PRACTICES

13.1 OUTSIDE EMPLOYMENT

An employee may hold an outside job as long as they meet the performance standards of their job with the City, and so long as the outside employment does not constitute a conflict of interest. Outside employment for purposes of this provision includes volunteer work. If the City determines that outside employment interferes with performance or ability to meet the requirements of the City, the employee may be asked to terminate the outside employment if they wish to remain employed by the City.

Employee must consult and seek approval from their superior before accepting outside employment.

An employee's private business may not be conducted during work hours. An employee may not receive any outside income or material gain for materials produced or services rendered while on the job.

13.2 CITY EQUIPMENT AND SUPPLIES

The City may provide supplies, uniforms, equipment, including vehicles, and other materials necessary for employees to perform their jobs. These items are intended to be used for City business purposes. Each employee is expected to exercise care in the use of City equipment and

property and use City equipment and property only for authorized purposes. Loss, damages, or theft should be reported immediately to a supervisor.

City equipment and property may not be used for non-business or personal purposes. When City-owned vehicles are provided and are available for an employee's City-related use, the employee should use the City-owned vehicle. Reimbursement of mileage for use of a personal vehicle when a City-owned vehicle is available must be approved in advance by the Department Director for reimbursement at a reduced rate. The City's insurance coverage may not extend to the employee's vehicle in all cases.

13.3 WORKPLACE MONITORING

Workplace monitoring may be conducted by the City to ensure quality control, employee safety, security, and customer satisfaction.

An employee who regularly communicates with customers may have telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training.

Computers furnished to an employee are the property of the City. As such, computer usage and files may be monitored or accessed. Refer to Section XVII for detailed information regarding this policy.

13.4 RECYCLING AND CONSERVATION

The City encourages recycling and waste prevention in its business practices and operating procedures. Employees are requested to use the recycling bins that are provided to promote the separation and collection of recyclable materials.

Employees are encouraged to reduce and, when possible, eliminate the use of disposable products to decrease costs and the consumption of valuable resources.

Employees are expected to manage equipment, vehicles and office areas assigned to them in a manner which conserves energy and other resources. Conservation activities would include, for example, turning off office lighting when offices are vacant and turning off computers during non-work hours.

XIV. PERSONAL CONDUCT

14.1 CODE OF ETHICS

The successful operation and reputation of the City of Brookings is based on the ethical conduct of the City's employees. The City's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, regard for the highest standards of conduct and personal integrity, and fairness.

All City employees are considered public officials and are subject to the State of Oregon's Government Standards and Practices (ethics) laws. The City will comply with these and all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, use of good judgment based on high ethical principles will guide you with respect to lines of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed with your immediate supervisor or Department Director, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. If you believe anyone has violated this code of ethics, you should report it to a supervisor immediately.

14.2 GRATUITIES

Employees of the City may not accept any gift from any individual or entity (such as corporations or governmental bodies) engaged in, or attempting to engage in, business transactions with the City, or from any agency of the State or any local government that might affect, or give the appearance of affecting, the employee's judgment in the impartial performance of his/her duties.

Unsolicited "de minimus" gifts, however, such as flowers or candy, may be accepted so long as the gift does not provide the employee with any personal gain.

Questions regarding whether an unsolicited gift falls under "de minimus" should be directed to the immediate supervisor or Department Director.

14.3 CONFLICT OF INTEREST

Employees must conduct the City's business in such a way that it prevents actual or potential conflicts of interest. An actual or potential conflict of interest occurs when, as a result of the City's business dealings, an employee is in a position to influence a decision or gain information that is unavailable to the public, and may result in the personal gain of an employee, or an employee's relative.

For the purpose of this section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The mere existence of a relationship with an outside firm or member of the public seeking a City service does not necessarily create a conflict of interest. However, if an employee has influence on transactions or a decision making process, the employee must immediately disclose the relationship to the employee's supervisor or Department Director so that any necessary safeguards can be established to protect all parties.

14.4. POLITICAL ACTIVITY

Employee involvement in certain political activities is protected under the First Amendment. However, under state and federal law there are some restrictions that employees must observe.

State law (ORS 260.432.2) requires that:

"No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."

Under federal law (Hatch Act), an employee whose principal job responsibilities are financed all or in part from federal loans or grants may not use official influence to interfere with or affect the result of an election or a nomination for office. An employee covered by the Hatch Act may not, directly or indirectly, coerce or advise another employee to contribute anything of value in any form to any person or entity for political purposes.

Employees may, therefore, express their own personal views while on the job by wearing T-shirts, buttons, etc., and may solicit for charitable or service organizations, to the extent that these activities do not interfere with the performance of the employee's duties or another employee's duties. Employees may not otherwise actively solicit or promote political positions or candidates while on the job, which includes activities such as fundraising, soliciting volunteer help on political campaigns, or disseminating partisan election material.

14.5 PUBLIC INFORMATION

Media inquiries or other similar inquiries should always be referred to a Department Director and the City Manager before responding. If an employee has received permission to communicate to others, such as the media, on behalf of the City in the course of their work duties, the employee should remember that they are representing the City and should ensure that any comments made reflect the City's position on the issue being discussed.

The City has an obligation to keep citizens informed about issues of public interest. Citizens will be provided information through a variety of sources such as flyers, public notices, press releases and websites. Citizen request for written information are subject to the Oregon public records law.

All public records requests should be processed through the City Recorder.

14.6 PERSONAL APPEARANCE

The City respects an employee's individuality, and the use of common sense in choosing appropriate clothing to be worn during business hours. Each employee should recognize the importance of personal appearance to the professional image of the City and dress and groom according to the requirements of the position. This is particularly true if the job involves dealing with members of the public.

Generally, neat and casual businesslike or professional apparel is appropriate. Employees performing labor or fieldwork may have additional guidelines and may be given a clothing allowance. In cases where a uniform is required, such as with public safety employees, it will be provided at the City's expense.

If a supervisor feels that an employee's personal appearance is inappropriate, the supervisor may ask the employee to leave the workplace until the employee is properly dressed and groomed. Under these circumstances, the employee will not be compensated for time away from work.

14.7 SMOKING/TOBACCO PRODUCTS

The City seeks to provide a healthy and safe environment. Accordingly, the use of tobacco products is prohibited in all City buildings, vehicles and equipment and within ten feet of all entrances, exits, windows that open, and ventilation intakes as required by State law. Department Directors are responsible for determining appropriate designated employee smoking areas. An employee may utilize the rest and meal periods for the use of tobacco.

XV. SUBSTANCE ABUSE/DRUG TESTING

15.1 POLICY AND RULES

The City is committed to providing its employees a safe work environment and to promoting high standards of employee health and performance. Using or being under the influence of or impaired by drugs or alcohol on the job may pose serious safety and health risks. The policy and rules in this Section cover all City applicants and employees, except those in the Police and Fire Departments when covered by separate drug and alcohol rules.

The City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. An employee who seeks assistance with a drug or alcohol problem may contact the Finance and Human Resources Director for assistance in identifying any City benefits and benefit programs that may be available to help deal with the problem. Employees can be assured that the contact will remain confidential to the extent legally possible. The City will reasonably accommodate an employee's job circumstance as to allow treatment to take place as is necessary and practical.

The possession, transfer, offering, manufacture, use or being under the influence of, or impaired by, alcohol or illegal drugs while on City premises and while conducting business related activities off the City premises is prohibited. The conduct prohibited by this rule includes use of illegal drugs and/or consumption of alcohol prior to reporting to work, during breaks or lunch periods, or on the job, and includes the presence of the odor of alcohol or drugs on the employee's breath when reporting to work. An employee whose breath or blood alcohol level is .02 or greater or whose blood contains the presence of any controlled substance is deemed "under the influence" for the purpose of this policy.

Employees called back to work from being off-duty shall, prior to performing any work, notify their immediate supervisor if they have consumed alcohol or drugs that may impair their performance.

The legal use of prescribed drugs or over-the-counter medications is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The legal use of marijuana may be permitted only if the use is while off-duty and the effects of the off-duty use do not render the employee unqualified for the job, unable to perform essential job duties, and/or unable to work safely. In all cases, clearance from a qualified physician may be required and the City retains the right to make the final determination concerning the employee's fitness to perform work.

Employees must notify their Department Director of any felony drug arrest or conviction and of any drug conviction by the next regularly scheduled workday.

15.2 DISCIPLINE

Employees of the City who violate the provisions of Section XV will be judged on a case-by-case basis. Discipline up to and including discharge may be imposed. Other corrective action may also be imposed as the City deems appropriate. If corrective action includes treatment or counseling, any part of the cost of treatment or counseling not covered by the employee's then existing health insurance policy will be the employee's responsibility.

15.3 DRUG AND ALCOHOL TESTING

Applicant Testing.

All applicants (including current employees) for employment in safety sensitive positions with the

City must consent to testing for drug usage as part of the pre-employment process. As part of the application process, the applicant will be requested to sign an Applicant Consent to Drug Testing form.

All offers of employment for safety sensitive positions are conditioned upon the applicant receiving a negative drug test. In addition, the Finance and Human Resources Director may require an applicant (including a current employee) to consent to testing for drug usage if the Finance and Human Resources Director has individualized suspicion concerning the applicant necessitating a drug screen. In such a case, the applicant will be requested to sign an Applicant Consent to Drug Testing form and any offer of employment will be conditioned upon the applicant receiving a negative drug test.

Employee Testing.

In those instances where an employee's impaired job performance or conduct provides reasonable suspicion of drug or alcohol use, the City may require appropriate testing. An employee in a position that requires a Commercial Driver's License (CDL) will be subject to random drug and alcohol testing pursuant to the federal Department of Transportation (DOT) guidelines.

An employee who is an applicant for another City position and who fails a drug test may be subject to disciplinary action.

Testing Procedures.

All drug and alcohol testing and result validation will be performed by a laboratory selected by the City and in accordance with the then prevailing practices in the medical field. An employee who initially tests positive may request a second verifying test, at the employee's expense. The second test must be conducted at a DOT approved laboratory and in accordance with current federal regulations governing second tests and split samples (49 CFR, Part 40). If the second test is negative, the City will reimburse the employee for the cost of the test.

Laboratory test results will be retained in an employee or applicant's confidential medical file. The test results will be delivered to the Finance and Human Resources Director and the results will be disclosed to the City Manager and appropriate Department Director and supervisor on a need-to-know basis. Disclosure of the written records without the applicant or employee's consent will be made only in accordance with law.

XVI. RISK MANAGEMENT

16.1 WORKPLACE SAFETY

The City is committed to providing its employees with a safe and healthful work environment. To accomplish this goal, everyone must diligently undertake efforts to promote safety. Safety is everybody's responsibility!

The City, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual resides with the Safety Committee Chair who maintains and makes the document available for viewing. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. The City will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

Employees are expected to give their full-time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to their job, and to follow the directions of warning signs or signals and/or directions of supervisory personnel. Safety rules and regulations will be issued or modified from time to time and notice of these changes will be communicated in writing.

16.2 WORKPLACE VIOLENCE

In addition to providing a safe place to work, the City is committed to providing a violence-free place to work. To this end, employees, visitors, or anyone else on City premises or engaging in City-related activities are prohibited from behaving in a violent manner or threatening to behave in a violent manner. In order to prevent any workplace violence before it begins, the City reserves the right to address any behavior suggesting a propensity towards violence, even prior to the occurrence of any violent behavior.

Workplace violence includes the following:

- Threatening words or behavior of any kind;
- Behavior that is threatening, physically aggressive, or violent, such as intimidation or attempts to instill fear in others;
- Belligerent speech, excessive arguing, swearing, threats of sabotage, or any other verbally violent behavior
- Causing physical damage to property; or
- Bringing any form of weapons or firearms onto City premises, including in vehicles on City parking lots, or while conducting City-related activity in any location (this does not apply to employees authorized to carry weapons as part of their job responsibility, such as police officers).

Any employee who believes that workplace violence has occurred should report the circumstances immediately to their supervisor, Department Director, or Finance and Human Resources Director, or any other person in a supervisory position with whom the employee feels comfortable. No employee will suffer any adverse consequences as a result of acting in good faith to bring the violence to the City's attention or participate in an investigation.

Any report of workplace violence will be promptly investigated and prompt corrective action taken to address any workplace violence found to have taken place, including action against the party engaging in workplace violence. If an employee is found to have committed workplace violence, the employee will be subject to discipline, including termination.

16.3 ACCIDENT / INCIDENT REPORTING

Employees should always report accidents as promptly as possible because prompt reporting will help mitigate damage or processing delays after an incident. Each employee is expected to cooperate fully and assist in reporting and gathering accident information. This policy applies equally whether the employee is at work or on business or other City-related travel.

A city accident report should be completed whenever:

- a. An employee is involved in an accident that results in injury or damage to any person or property;

- b. An employee is involved in an accident that may result in injury or damage to any person or property;
- c. City property is lost, damaged or stolen; or
- d. An employee is injured on-the-job.

Medical Assistance.

Employees should render first aid consistent with their first aid/CPR training or seek medical attention as soon as possible for any injured person. Do not render first aid assistance unless you have been trained to do so, and possess a current first aid card.

Accident Reports.

Employees should report accidents to the supervisor immediately. As soon as possible after the accident, the employee and supervisor must complete a City accident report. The accident report is submitted to the Finance and Human Resources Director with the supervisor retaining a copy for the department's records.

Accidents or Incidents Involving Private Parties.

Accidents involving private parties can and do occur. In these situations, *never* discuss who was at fault or who should pay for any costs. Doing so may prejudice the City's rights in any subsequent dispute and ability to recover from insurance companies. Always complete an accident report with as much information as possible and, if possible, take pictures to ensure complete documentation of the incident.

16.4 TEMPORARY LIGHT DUTY

Whenever possible, an employee affected by a work related illness or injury may be offered temporary light duty within the restrictions provided by the employee's treating physician. Temporary light duty may be to any department in the City and will be paid at the employee's regular rate of pay.

Employees unable to perform their regular job duties because of non-work related illness or injury may be offered temporary light duty based on the needs of the department in which the employee works. Temporary light duty is offered only at the discretion of the Department Director and Finance and Human Resources Director. If there is no business need, the employee will be expected to use available leave time.

16.5 MOTOR VEHICLE USE SAFETY

All employees must follow safe driving practices. Failure to follow safe driving practices may result in discipline, including termination.

The following guidelines apply to all City employees in order to be allowed to drive on City business:

- Hold a valid Oregon driver's license
- Be at least 18 years old.
- Possess a valid Commercial Driver's License (CDL) if driving a vehicle requires a CDL.

If driving a personally owned vehicle, provide proof of insurance to the Department Director evidencing liability limits no less than the State required minimums.

Motor Vehicle Record Checks

The City will periodically check all employees' motor vehicle records to make sure they possess a valid driver's license for the classification of vehicles used in the performance of their duties. Motor vehicle licenses verification shall be conducted by the Director of Public Safety for all employees. The Director of Public Safety will provide written notification to the Finance and Human Resources Director that verifications have been completed and of any findings of unlicensed drivers.

Driver Responsibilities.

The following responsibilities apply to anyone who drives any vehicle on City business:

1. Drivers and passengers are required to wear seatbelts at all times when the vehicle is in motion.
2. Drivers shall inspect vehicles at the beginning of each shift or prior to each trip to ensure that the vehicles are in safe operating condition prior to their use. This should include tires properly inflated (i.e., not visibly deflated), clean windows, mirrors properly positioned and all lights in working order.
3. Drivers shall comply with all applicable state and local driving laws, parking regulations, and all City and departmental safety policies and rules.
4. Drivers will drive according to the road conditions during inclement weather. Drivers will know how and be prepared, in advance, of bad weather/adverse weather and road conditions.
5. Drivers shall be held personally responsible and liable for any citations/fines received while driving a vehicle on City business. All violation citations for moving violations and/or parking fines received while driving City vehicles shall be paid or otherwise resolved promptly by the driver. Drivers shall notify their supervisor within 48 hours of receiving any citation while in a City vehicle.
6. For photo radar or other citations issued against the vehicle's registration, the employee's Department Director will complete the "Affidavit of Non-Liability" or similar document issued with the citation to identify the driver. The driver is personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
7. In the event of an accident on City business, drivers shall immediately contact their supervisor, and, if driving a City vehicle, follow all City instructions/procedures for reporting accidents.
8. A driver whose license has been suspended or revoked shall immediately notify their supervisor.
9. For employees who are required to drive or maintain a valid driver's license as part of their official duties, driving record convictions may be considered as grounds for disciplinary action up to and including dismissal, whether the offenses and infractions occurred during or outside work hours.
10. Drivers shall ensure that any passengers who ride with them in a City vehicle or in any vehicle while on City business, other than those defined in the "Passenger" section below, are authorized by their supervisor. Drivers shall not transport passengers unless the passengers are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
11. If an employee on City business encounters a stranded motorist, please be aware: a) there is no obligation to stop and render assistance; b) you should consider all objective

circumstances regarding your own personal safety before choosing to stop; c) the only authorized action is to help connect the motorist with appropriate roadside assistance.

12. Drivers shall not drive City vehicles or private vehicles for City business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee should first obtain approval from their physician that it is safe to drive while taking the medication. If the employee comes to work but due to the medication cannot drive, the employee shall immediately inform their supervisor and ask for an alternate work assignment. If there is no work available, the employee may be placed on paid or unpaid leave.
13. Employees are expected to use good judgment at all times while driving on behalf of the City. In circumstances where the employee is uncertain if they should be operating or continuing to operate a vehicle (such as because of prescription or over-the-counter medication, extended or continuous shifts, end-of-day long distance travel, fatigue, poor weather or road conditions) the employee is expected contact their supervisor to assist in making the safest decision of whether to continue to drive or not.

Cell Phones.

Employees shall comply with the provisions of State law concerning the use of cell phones and personal data devices.

Vehicle Use.

1. City-owned/supplied vehicles

The City provides vehicles for use by qualified drivers to conduct official City business in the course and scope of their job and/or to maintain the ability to respond to City business outside the employee's normal work hours when special equipment or tools are available in or on the vehicle. City vehicles shall not be used for personal business. Use of City vehicles to commute to and from work, except as stated above, is prohibited, unless approved in advance by the Department Director or City Manager.

2. Privately owned motor vehicles

The City allows use of privately owned motor vehicles to conduct official City business. A privately owned motor vehicle used for City business must be a conventional, at least four-wheel vehicle, and be in safe mechanical condition that is adequate to provide safe transport for the road and weather conditions. Vehicle equipment must conform to State of Oregon requirements. Vehicle registration and insurance must be current.

3. Insurance requirements

- a. The driver of a privately owned motor vehicle used to conduct official City business must be insured against liability (person and property) in an amount not less than the minimum requirements of the State of Oregon.

Mileage reimbursement for the use of a privately owned motor vehicle is considered full payment (including deductibles, depreciation, insurance, maintenance, fuel and operating costs) for its use.

- b. The vehicle owner is responsible for any comprehensive and collision coverage the owner may elect to carry.

4. Rental cars

- a. Drivers shall purchase the offered insurance through the rental company when renting vehicles out of state.
- b. Travelers are required to know the driving laws for any state they drive in, apply the criteria of common sense, propriety, and consider the relationship to business purpose to the use of rental vehicles and transporting passengers while on City business.

Passengers.

Only authorized passengers are allowed to ride in City vehicles and other vehicles while in use for City business. Authorized passengers are:

1. City employees conducting City business;
2. Volunteers acting on behalf of the City;
3. Vendors and contractors working on behalf of the City;
4. Participants in official City business, training, tours and programs;
5. Representatives of other governmental agencies working with the City; or
6. Anyone who has prior authorization from a Department Director or the City Manager.

16.6 SECURITY INSPECTIONS

The City provides desks, drawers, lockers, vehicles, appliances, and other spaces to employees to use in the performance of a job. These items remain the property of the City at all times and are subject to search, seizure, transfer, or removal by the City with or without notice at any time. Consequently, employees should have no expectation of privacy when using any property or equipment owned by the City.

The City may search any City property for any reason with or without a legal warrant. The City may retain items found during a search for use in any legal matter, disciplinary process, or for any other lawful purpose.

16.7 EMERGENCY CLOSING

Emergencies, such as severe weather, fires, etc., can disrupt City operations. In extreme circumstances this may require the closing of a City work facility. The City Manager, or his designee, will contact each Department Director who is responsible for contacting affected employees to notify them of the closure.

When the decision to close or cease operations is made after the workday has begun, employees released from work will be paid for the full workday. When the decision to close is made before the workday has begun, employees released from work will be authorized to use any available paid leave or unpaid leave if no paid leave is available. Public safety employees will follow procedures established by their departments.

In cases where extreme weather conditions make coming to work dangerous, employees may choose not to report to work. Employees who choose not to report to work must contact their supervisor as soon as possible. Employees may either make up missed work time within the same work week or use compensatory time, paid leave, or unpaid leave if no accrued paid leave time is available. The option to make up missed work time is available only with the supervisor's approval.

Employees in essential operations may be asked to work on days when some or all City facilities are closed. In these circumstances, employees who work will receive pay in accordance with federal and state wage and hour laws and or applicable collective bargaining agreement.

XVII. INFORMATION AND COMMUNICATIONS SYSTEMS

17.1 PURPOSE/SCOPE

The City owns and provides information and communications systems for the conduct of its official business. All information and communications systems tools purchased by the City are the property of the City. Employees should have no expectation of privacy in connection with the transmission, receipt or storage of information on any of these systems. Any personally owned electronic communication device an employee uses for City business is also governed by this policy.

This chapter was created to advise all users regarding the access to, and the disclosure of, information created, transmitted, received and stored via the use of the Internet, City e-mail, cell phones, and other computer, communications and information systems (collectively referred to as the “information systems”). A Department Director may, in some cases, authorize operations and practices that conflict with this document on a temporary basis as needed.

This policy applies regardless of the location or ownership of the equipment being used: e.g, if an employee uses a private PC and modem connection at home, but accesses the Internet via a service provided by the City; an employee accesses the Internet via service provided by the employee, but through City equipment; or an employee uses a City provided cell phone at home. Information on personal equipment used for City business may be a public record and must not only be kept according to the City’s retention schedule, but the employee’s personal equipment may also be subpoenaed to verify all City information has been provided as requested.

In order to ensure this policy is complied with, the City reserves the right to monitor Internet use, cell phone use, e-mail, and other computer transmissions, as well as any stored information created or received by City employees with or from the City's information systems. The reservation of this right ensures that public resources are not being wasted and that the City's information systems are operating as efficiently as possible in order to protect the public interest. All computer applications, programs and work-related information created or stored by employees on City's information systems, is City property.

The use of public resources for personal gain and/or private use by City employees, such as but not limited to outside employment or for political campaign purposes, is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution depending on the nature and severity of the transgression. Incidental and occasional personal use may be permitted in accordance with rules established by the Oregon Government Ethics Commission. The term public resource as used in this policy includes not only the unauthorized use of equipment, hardware, software or other tangible articles, but also the employee time spent engaging in the unauthorized use while on duty.

The Public Records Law (PRL), Oregon Revised Statutes Section 192.410, *et seq* requires the City to make all public records available for inspection and to provide copies upon request. A public record is any writing (which includes electronic documents), related to the conduct of the public's business prepared, owned, used, or retained by the City. Although PRL includes a

number of exceptions from the disclosure requirement, any information on the City's website may be subject to disclosure under the PRL. If there is some doubt, the employee should contact the City Recorder for advice as to whether the information is a public record.

All requests for public records shall be referred to the City Recorder.

The rest of this chapter addresses general City-wide Internet guidelines, specific issues related to appropriate content and use of departmental pages, and employee use of the Internet, e-mail and cell phones. All departments and employees are required to follow these general guidelines. Specific departments may have unique requirements and are encouraged to develop guidelines to cover those issues. The law and associated policy regarding the use of Internet, e-mail, cell phones and voice-mail is continually evolving. Accordingly, review of the policies and guidelines will occur with regularity, and changes will be made as required.

Each Department Director is responsible for the use of the City's information systems by their employees, and for the contents of their department's communications and information presented using these media.

17.2 SYSTEM SECURITY/ SAFETY

All employees have a responsibility to take reasonable precautions to protect the security and integrity of the City's information systems. Reasonable precautions include updating anti-virus software when requested by the City's Information Technology employee or consultant (IT), not allowing unauthorized access to the computer system, and safeguarding the employee's password.

If an employee becomes aware of a virus, or the threat of a virus, the employee should immediately contact IT with the information.

All employees are responsible for taking reasonable precautions against theft or damage to the City's information systems. Data of a confidential nature must be protected and must not be disclosed without authorization. Unauthorized access, manipulation, disclosure, or secondary release of such data/information constitutes a security breach. Failure on the part of an employee to take reasonable care to prevent such access may be grounds for disciplinary action up to and including termination of employment.

Employees are prohibited from downloading and taking City files, programs, or anything else stored on the City's information system, out of the workplace without prior written approval by the employee's Department Director or the City Manager.

Software installations are to be performed by IT only. Only software owned by the City and approved by IT shall be installed on City computers. Installation of personal software on any City-owned equipment is expressly prohibited.

Computer equipment may not be used to download, copy, or store any copyrighted software, publications, music, video, or other content without permission from the copyright holder.

Any theft or damage to any information systems equipment must be reported immediately to IT and the employee's immediate supervisor.

17.3 WEBSITE GUIDELINES

The City's official website (website) address is www.brookings.or.us.

The website is a communication tool for providing City information to Brookings residents and the world. Its primary role is to encourage increased participation in City government.

The website includes pages for each department. The City encourages its departments to use the City's website, its department's web pages, and other website components available to them to disseminate information to its users (public and employee) in order to improve communications with the public, and to carry out official business when business can be accomplished consistent with the following policies and guidelines:

Reasons to use the Internet. Departments should base decisions on website use upon sound business practices. The conduct of business via the Internet is particularly compelling where costs are reduced and/or the services provided to the City's constituents are improved in measurable ways.

Ease of Use. Information and services presented via the website should emphasize ease of use to reach the broadest audience and impart a friendly manner which would include clear choices, easy navigation, on-screen instruction, etc.

Information Management. Information released via the website is subject to the same official City policies for release of information via other media (such as printed documents), so that the information disclosed avoids potential problems with copyrights, trademarks, and trade secrets.

Accuracy and Timeliness. Users expect the information they find on the website to be both current and accurate. Often, the information found by users on the website will be the first information they receive on a particular subject.

Privacy and Security. Confidential and proprietary information entrusted to the City must be protected. Questions regarding confidential or proprietary information should be directed to the City Recorder, or the City Manager when the City Recorder is unavailable. City management has the right to monitor and log all transactions in or out of the website.

Professional Image. The website should promote a professional image for the City.

Official Use. The City's website is made available to City employees to support and promote official City business. It is inappropriate for employees to use these resources for the following reasons:

- Personal use
- Private gain
- To state as "city positions" those which are not officially endorsed by the City
- For illegal purposes,
- For inappropriate use as defined in these policies and guidelines.

Website Administration. The City Recorder serves as the City's website administrator and is the main point of contact with the City's contracted website provider. The website administrator has the authority to remove or edit content that does not conform to accepted website standards and the City's official website policy and to assign, reassign or remove website permissions as necessary to maintain the website's integrity.

Use of the City website for campaign-related purposes. Use of the City's website for campaign-related purposes is prohibited by state law. Campaign-related purposes include, but are not limited to;

- Statements in support or opposition to any candidate or ballot measure
- Requests for campaign funds or references to any solicitations of campaign funds
- References to the campaign schedule or activities of any candidate.

No campaign-related links may be made to the City's website except as may be found on the City Recorder's election-related pages where general election and candidate filing information may be posted.

17.4 INTERNET & E-MAIL GUIDELINES

The Internet and e-mail are among the most important tools employees need to perform their job.

Internet Sites.

Information used from an Internet site for City business decisions should be evaluated for its accuracy and integrity. The site provider and the current status of the information contained on the site should also be evaluated (the lack of a revision date might indicate out-of-date information). Just because it is on the internet does not mean that it is accurate or valid.

Internet resources are made available to City employees and Departments to support and promote official City business. It is inappropriate for employees and Departments to use these resources for personal use, private gain, to state as "city positions" those which are not officially endorsed by the City, illegal purposes, or for inappropriate use as defined in these policies and guidelines.

Department Use.

Department use of the internet to accomplish official City business should be consistent with the City's mission; should meet or exceed the standards of performance for traditional methods (such as meetings, use of telephone, etc.) and must comply with all statutory requirements as well as standards for integrity, accountability, and legal sufficiency.

Employee Use:

It is important to remember that the use of the Internet and e-mail are privileges in the work environment and require strict adherence to certain rules. Failure to follow these rules can result in disciplinary action. The use of the Internet is restricted to "official City business." Personal use of these tools, or time spent using these tools for personal gain is strictly prohibited, except on a very limited basis as permitted under Ethics Commission rules. No personal use may be made by, or on behalf of, any organization or third party. No publishing is allowed if the content or purpose is personal. No personal soliciting is allowed, except for non-profit fund raising or events in accordance with this handbook.

- Permitted personal use must be done during meals and breaks; not before, during or after work.
- Personal use may not interfere with your work or the work of another employee or have an undue impact on the network.
- The Internet may not be used to access inappropriate sites or to transmit or receive inappropriate information. Pornography, hate groups, and gambling are examples of inappropriate sites and accessing these sites is a misuse of City property.
- Internet games and personal games may not be used.
- Hacking is the unauthorized attempt or entry into any other computer. Never make an unauthorized attempt to enter any computer. Such an action is a violation of the Federal Electronic Communications Privacy Act (ECPA) 18 U.S.C. § 2510.

- Sending threatening, slanderous, racially and/or sexually harassing messages is strictly prohibited. No use shall make rude or hostile reference to race, age, gender, sexual orientation, religious or political beliefs, national origin, health, or disability.
- The City will not be exercising editorial control by assuming responsibility to seek out and eliminate prohibited content—the employee who publishes this type of material remains responsible as the publisher.
- The representation of yourself as someone else, real or fictional, or a message sent anonymously, is prohibited.
- Never copy or transfer copyright protected electronic files without permission.
- Downloading a file from the Internet can bring viruses with it. Make sure all downloaded files are scanned with City standard virus prevention software.
- Never send, post or provide access to any confidential City materials or information.
- Almost all data and software is subject to Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to you. Software which requires purchase or reimbursement for its use, such as shareware, requires strict adherence to the terms and conditions specified by the owner unless written permission for unrestricted use has been obtained. When in doubt consult your Department Director.
- You are obligated to cooperate with any investigation regarding the use of your computer equipment and which your Department Director has authorized.
- Chain letters are illegal and may not be transmitted through e-mail.
- E-mail requires extensive network capacity. Sending unnecessary e-mail, or not exercising constraint when sending very large files, or sending to a large number of recipients consumes network resources that are needed for critical City business. When the City grants an individual employee access to the network, it is the responsibility of the employee to be cognizant and respectful of network resources.

Electronic Mail (E-mail)

The following guidelines apply to the use of e-mail.

- **MAIL ON THE INTERNET IS NOT SECURE.** Never include in an e-mail message anything that you want to keep private and confidential (or don't want in the local newspaper) because e-mail is sent unencrypted and is easily read. Never assume that only you can read or access your e-mail.
- **E-MAILS ARE PUBLIC RECORDS** *subject to the public records retention and disclosure laws.* Because e-mails are subject to disclosure as public records, use the same caution in creating e-mails that you do in creating other written documents in the course of your work.
- **YOUR E-MAIL BOX SHOULD NOT BE USED FOR STORAGE.** Generally, if an e-mail has value, it should be printed out and/or saved in an appropriate file. It is, however, appropriate to retain an e-mail on the system until a project is completed, at which time it should be printed out and/or saved to an appropriate file.
- Management has the right to access all e-mail files created, received or stored on City-funded systems and can access these files without prior notification.

- Be careful when sending replies - make sure you are replying to a group when you want to reply to a group, and to an individual when you want to reply to an individual. It is best to address directly to a sender(s). Check carefully, the "To" and "From" before sending mail. It can prevent unintentional errors.
- Include a signature (an identifier that automatically appends to your e-mail message) that contains the method(s) by which others can contact you. (Include your e-mail address, phone number, and fax number)
- For important items, let senders know you have received their e-mail, even if you cannot respond in depth immediately. They need to know their e-mail is not lost.
- Watch punctuation and spelling. It can reflect on your professionalism. Use automatic checking programs if available.

17.5 CELL PHONE GUIDELINES

Use of Cell Phone Provided by the City

- a. The use of City provided cell phones is restricted to “official” City business. Personal use of or time spent for personal gain on a City provided cell phone is strictly prohibited, except on a very limited basis in accordance with Oregon Government Ethics Commission standards. Examples of such limited use might be:
 - Contacting a spouse or childcare provider to advise that the employee is going to be late getting home.
 - Arranging to have children picked up for a reason directly related to official duties.
 - Receiving an incoming call regarding a family emergency.
- b. No personal use of a City provided cell phone may be made by, or on behalf of, any third party or organization.

Use of Personal Cell Phone with City Allowance

When there is a City benefit to an employee being accessible by cell phone, an employee may have the option of receiving a cell phone allowance and paying for that cell phone privately or through a payroll deduction.

- a. Employees receiving a cell phone allowance are required to maintain a cell phone account and to make the cell phone number available to the City. The employee must also agree to carry the cell phone at all times so that the employee is available for City business calls and emails (if applicable), unless prior arrangements have been made.
- b. Cell phone allowances are included in payroll and the employee is responsible for paying applicable taxes on the amount. Because the allowance is an appropriately taxed benefit the employee may use their cell phone for business and personal calls in compliance with Oregon Government Ethics Commission standards.

Employee’s Personal Use of Cell Phones

- a. Conversations (which include text messages and voice messages) on City provided or subsidized cell phones are neither secure nor private. Employees should not have a conversation on a City provided or subsidized cell phone if it is intended to be private or privileged.
 - An example of a privileged communication is one between an employee and an attorney acting on the City’s or the employee’s behalf.

- While attorney/client communications are confidential and privileged, the privilege can be lost if steps are not taken to ensure that the conversation is confidential.
- b. Personal use of any cell phone during working hours, whether personally owned and maintained or provided or subsidized by the City, should be limited to breaks and meal times.

XVIII. SETTLEMENT OF DISPUTES/GRIEVANCE PROCEDURE

18.1 GRIEVANCE AND MEDIATION PROCEDURE. ALTERNATIVE RESOLUTION OF GRIEVANCE THROUGH COLLABORATIVE RESOLUTION

An employee may file a grievance under this article within the timelines established below. A grievance is a dispute which may arise between the parties concerning the application, interpretation or meaning of the policies contained in this handbook. Oral warnings, oral reprimands reduced to writing and counseling are not subject to the grievance process. Grievances shall be settled in the following manner:

Informal Initial Review: Before filing a written grievance, the employee shall discuss the complaint with their supervisor and/or Department Director in effort to informally resolve the dispute.

Collaborative Resolution Process: At any stage of the grievance process parties may mutually agree in writing to enter into a collaborative resolution process, freezing timelines established in each grievance step. For the purposes of this Article, email correspondence satisfies any writing requirement.

Upon agreeing to this process, parties shall mutually agree upon time frames for completion of the process. The parties may mutually agree to extend those time frames. If the parties are unable to resolve the dispute via collaborative resolution, the grievance may be advanced to the next step. All grievance settlements reached through the collaborative resolution process are non-precedential and shall not be cited by either party or their agents or members in any arbitration or fact-finding proceedings. Grievance settlements reached through this process shall be reduced to writing and signed by the grievant, and a management representative. Actions taken pursuant to the resolution of grievances through the collaborative resolution process shall not be deemed to establish or change practices or policies contained herein.

Step 1: Department Director: The aggrieved employee(s) shall present the complaint, immediately upon discovery of the alleged infraction but no later than fourteen (14) calendar days after it arises or from the date the employee should reasonably have become aware, to the Department Director. The Department Director shall respond to the grievant in writing within 10 calendar days.

Step 2: City Manager: If the grievance remains unadjusted, it may be presented to the City Manager within fourteen (14) calendar days after the response specified in Step 1 is due. A grievant must state specifically it is a grievance being filed at Step 2, the name of the parties involved, recites the essential facts of the dispute, identifies the policy or action underlying the grievance, and states the remedy sought. The City Manager and grievant shall engage in joint discussions in efforts to resolve the dispute and find settlement. In the event a settlement cannot be reached, the City Manager or designee shall respond in writing to the grievant within ten (10) calendar days upon receipt of the Step 2 notice. The decision of the City Manager shall be final.

18.2 GRIEVANCE MEETINGS.

- a. Grievance investigation and processing shall be scheduled in a manner that minimizes disruption to department operations.
- b. When, because of operational reasons, a Union representative is denied participation in a grievance investigation or meeting, the Representative's supervisor shall arrange a meeting time within 48 hours.
- c. Whenever possible, a grievance investigation shall be performed in a confidential setting apart from on-going office operations.
- d. Official grievance activities shall be limited to the affected parties.
- e. All grievance processing and information should be confidential between the parties.
- f. Union Representatives shall not actively seek grievances on City time.

18.3 TIME LIMITS

Any time limits specified this agreement can be extended by mutual agreement in writing.

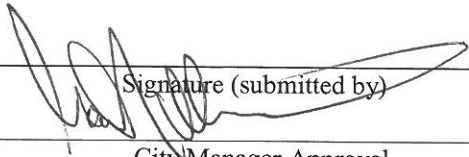
- a. If the Union or grievant fails to adhere to a procedural time limit, the grievance shall end.
- b. Whenever possible, a grievance investigation shall be limited to the affected parties.
All grievance processing and information should be confidential between the parties.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Legal Services Agreement with Black and Rice LLP.

Recommended Motion:

Motion to authorize the Mayor to execute a Legal Services Agreement with Black and Rice LLP

Financial Impact:

Minor (2.86 per cent) increase in hourly rate for legal services; rate was last increased in 2011.

Background/Discussion:

Martha Rice has served as Brookings City Attorney under a legal services agreement between the City and Robert N. Black for the past four years. That agreement has expired. Robert Black and Martha Rice recently restructured their business relationship to create a new Limited Liability Corporation, Black and Rice LLP.

Rice has submitted a new legal services agreement with Black and Rice LLP, under which she would continue to serve as City Attorney. The only other change from the previous agreement is an increase in the hourly rate from \$170 to \$175. Services are provided as-needed.

Attachment(s):

- a. City of Brookings Legal Services Agreement.

CITY OF BROOKINGS LEGAL SERVICES AGREEMENT

This Agreement, effective January 1, 2014, is entered into between the City of Brookings, an Oregon municipal corporation, hereinafter referred to as the "City" and Black & Rice LLP, a law office, hereinafter referred to as the "Attorneys."

WHEREAS, the City has need for legal counsel to advise the City on matters concerning government and municipal affairs in Oregon;

WHEREAS, Martha D. Rice is an attorney and partner at Black & Rice LLP, is licensed to practice law in both California and Oregon, and has a background in government and municipal law;

WHEREAS, Martha D. Rice has served as City Attorney for the past four years; and

WHEREAS, the City desires to re-appoint Martha D. Rice as City Attorney and a formal written agreement is required for audit control purposes.

NOW, THEREFORE, the parties do mutually agree to the following:

1. Scope of services.

The City hereby re-appoints Martha D. Rice as City Attorney. Attorney will perform those legal services authorized from time to time by the City Council, the Mayor, or the City Manager, and by no other person, regardless of such other person's position with the City, and subject to Attorneys' availability and to conflict-of-interest rules.

Services to be performed under this Agreement include, but are not necessarily limited to:

- (a) Rendering of legal advice to and consultation with the City Council and City officers, furnishing of written legal opinions, review or preparation of legal documents, ordinances, leases, contracts and the like which are used by the City and legal review and approval, if appropriate, of City actions and documents;
- (b) Representing the City or specific officers of the City at public hearings or other meetings held or called by the City, as may be requested from time to time;
- (c) Any and all other legal services that the City may deem necessary or may request in connection with its activities, including litigation services.

2. Compensation and method of payment.

The hourly fee payable for the services of Attorneys Martha D. Rice will be \$175.00 per hour. Attorneys will charge the flat rate of \$90.00 for the time and expense of each authorized trip to Brookings to tend to City business.

Attorneys are responsible, without additional compensation, for all general overhead expenses incidental to the operation of their practice, including but not limited to office rent, general secretarial duties, telephone charges, and general supplies, and shall not be entitled to reimbursement therefore.

Attorneys shall be reimbursed for all costs expended by Attorneys to perform and to enhance the performance of the legal services for the City. Those costs include, but are not limited to, deposition costs, expert fees and expenses, investigation costs, if any, photocopy expenses at the rate of 25¢ per page, process servers fees, word processing at \$35/hour, paralegal fees of \$75.00 per hour, messenger service fees, postage, consultant's fees, transportation, meals, and lodging at the rates allowed in the City's Travel Policy, and fees fixed by law, the court or public agencies and any other expense reasonably necessary to provide adequate legal services except general overhead.

To encourage the maintenance and enhancement of the City Attorney's skills, City will provide an annual budget of up to \$2,000.00 per year for the following: (1) continuing legal education, including travel and lodging, reference resources and conference fees, in areas of the law that would benefit the City, and (2) materials or online legal research resources.

Attorneys shall submit itemized bills to City on a monthly basis and City shall pay all or, at a minimum, the undisputed portion of such bills within thirty (30) days of receipt.

3. Time of performance and termination.

This Agreement shall remain in full force and effect for two years from its effective date.

This Agreement may be terminated by City at any time upon written notice to Attorneys. Attorneys may terminate this Agreement upon 60 days written notice to the City.

4. Insurance.

During the term of this Agreement, Attorneys will maintain in full force and effect policies of insurance of the following types in the corresponding minimum amounts:

Professional Liability / Malpractice	\$1,000,000 CSL
Commercial General Liability	\$1,000,000 Per Occurrence

Automobile

\$1,000,000 Per Accident

Workers' Compensation

Per California Law

5. Amendments.

This Agreement may be amended from time to time by the written approval of both parties.

6. Entire Agreement.

This Agreement constitutes the complete and exclusive statement of the Agreement between the City and the Attorneys. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded entirely by this Agreement.

IN WITNESS WHEREOF, the parties have caused this Legal Services Agreement to be executed as indicated below.

Executed on _____, 2013 at Brookings, Oregon.

City of Brookings

By: Mayor Ron Hedenskog

ATTEST:

Joyce Heffington, City Recorder

Black & Rice LLP

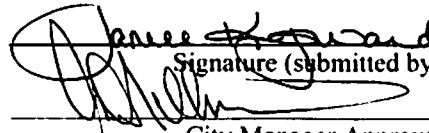
By: Martha D. Rice, Partner

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: Finance & HR


Signature (submitted by)

City Manager Approval

Subject:

Audit Report for the fiscal year ended June 30, 2013

Recommended Motion:

Motion to accept the City's Audit for the fiscal year ended June 30, 2013.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the City's audit for the fiscal year ending June 30, 2013. A copy of the audit report was electronically submitted to City Council on November 27, 2013. A bound copy of the audit report and a copy of the "communications letter" were mailed directly from the audit firm to the City Council.

A budget workshop was held December 2, 2013 to discuss the Audit and related issues with the Auditor. As communicated at that workshop, the City received an unqualified opinion on the June 30, 2013 audit; which means there were no exceptions, findings, or questioned costs.

City of Brookings

CITY COUNCIL MEETING Minutes

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

Tuesday, November 12, 2013

Call to Order

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

Roll Call

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

Staff Present: City Manager Gary Milliman, Public Works & Development Director Loree Pryce, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and approximately 13 others.

Councilor Pieper moved, a second followed and Council voted unanimously to remove Item F.5 [the Staff Report item on Street Pavement Projects] from the agenda.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed every day as Trash Dog Day and the second Sunday in December as Worldwide Candle Lighting Day.

Staff Reports

Agreement to provide \$700 in Transient Occupancy Tax funding for Azalea Festival Car Show expansion.

City Manager Milliman provided the staff report.

Councilor Hamilton said the car show brought visitors who stay in hotels and eat in restaurants and did a lot for the community with net proceeds going to local non-profits, like the Boy Scouts and Food Bank, and he would like to give them \$1,000 if the budget allows as the event receives a lot of out-of-town participation.

Councilor McClain said he liked the idea of the car show becoming a stand-alone event.

Mayor Hedenskog asked if adding an additional \$300 would break the budget and Milliman said it would not.

Bob Pieper, Tourism Promotion Advisory Committee (TPAC) member, said the committee was stretching every dollar and asked if the City would consider splitting the difference.

Councilor McClain said he would like to see TPAC's budget used more for projects like this and take the focus off of TV ads and the like, but would leave the car show funding at \$700.

Councilor Pieper asked if the Cruisers had requested an increase and Mayor Hedenskog said, they had not, but it was an important event.

Councilor Hamilton moved, a second followed and Council voted unanimously to authorize the City Manager to enter into an agreement providing \$1,000 in Transient Occupancy Tax funding to the Curry County Cruisers for the 20th Annual Azalea Festival Car Show expansion.

Agreement to provide \$4,000 in Transient Occupancy Tax (TOT) funding for the Southern Oregon Crabfest event planned for January 15, 2014.

City Manager Milliman gave the staff report.

Councilor Hodges said he was hearing a lot of buzz in the community about the proposed event and was excited to see how it would shake out. He said he had worked with Grosz before and thought the event would be successful.

Robert Grosz, Crabfest event organizer, said he was already getting interest from vendors and had 15-20 people lined up to help out. He said he had a lot of experience organizing events from the San Diego sheriff's department involving from 500 to 1000 people.

Councilor McClain pointed out that TOT funds were only generated by hotels inside the City limits, and asked Grosz to keep that in mind.

Councilor Hamilton asked about the prospects for having crab available for the event and Grosz said the event was planned to coincide with the season.

Councilor McClain moved, a second followed and Council voted unanimously to authorize the City Manager to execute a contract with Robert Grosz to provide \$4,000 in Transient Occupancy Tax funding for the Southern Oregon Crabfest event planned for January 25, 2014.

Modified fund exchange agreement with the Oregon Department of Transportation for the Old County Road Slope Stabilization project.

Director Pryce presented the staff report.

Councilor Hamilton asked if anything was to be attached to the "nails" being used to stabilize the slope and Pryce said a web-like connecting material would be used.

Councilor Hodges moved, a second followed and Council voted unanimously to execute a modified fund exchange agreement with the Oregon Department of Transportation exchanging the Bud Cross Park sidewalk extension project with the Old County Slope Stabilization Project.

Amendment #1, to Task Order 18A for Wastewater Treatment Plan Stabilization Project engineering.

Director Pryce provided the staff report.

Councilor Pieper asked if this would still be funded by the loan and Milliman said it would.

Councilor Pieper moved, a second followed and Council voted unanimously to execute an amended task order with Dyer [Partnership] to provide additional design and contract management service and increase by \$35,900 in an amount not to exceed \$52,040.

Submission of Connect Oregon V grant application for \$400,000 as match for a Runway Safety Area Improvement project at Del Norte County Airport.

City Manager Milliman gave the staff report.

Mayor Hedenskog asked about the mitigation and Milliman said they pertained to a sensitive habitat area which will require the airport to acquire additional property to replace the area to be mitigated, in a larger scale.

Mayor Hedenskog asked if the airport was running in the black and Milliman said Del Norte County had been funding everything to this point.

Councilor McClain asked if this project would be in competition with the City's other *ConnectOregon V* grant application and Milliman said the projects would be scored separately, so either project could end up higher up on the list.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize staff to submit a Connect Oregon V grant application for \$400,000 to provide the local match for a Runway Safety Area improvement project at Del Norte County Airport.

Charter Cable Franchise Negotiations Status Report.

City Manager Milliman provided an update on Charter Cable Franchise negotiations. In particular Milliman pointed out that Charter wanted to add language that would require 4.2 hours a day of original programming, created within the jurisdiction, to be aired on the PEG channel, with an allowance for only three to four repetitions of the same video material. Milliman said there was no federal regulation for this requirement which was an attempt by Charter to regulate the City's use of its PEG channel. Milliman said they were making every attempt to work with Charter, but when it came to the public's ability to view City meetings on the PEG channel, there would be no negotiation.

Mayor Hedenskog said that streaming video over the internet was the way to go, and Milliman said staff was working toward being able to offer that option.

Councilor Pieper said the PEG channel was still needed for those who weren't using advanced technologies.

Consent Calendar

1. Approve Council minutes for October 28, 2013.
2. Accept September 24, 2013 Tourism Promotion Advisory Committee minutes.
3. Accept October 2013 Vouchers in the amount of \$ 393,370.78.

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

Remarks from Mayor and Councilors

Mayor Hedenskog remarked that typhoon in the Philippines served as a reminder for the city to be preparing for such events.

Councilor McClain remarked that adding "winter flowers" to the Welcome Brookings sign might be considered to fill the open sign space that was being defaced.

Councilor Pieper congratulated the Curry Health Network on passage of the bond measure and said he'd heard a lot of positive things about the Network's leaders.

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:15 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2013:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
September 26, 2013

CALL TO ORDER

Chair Patricia Brown called the meeting to order at 7:02pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Garth Richey, Don Vilelle and Chair Patricia Brown

Also present: Parks/Tech Services Supervisor Tony Baron

Tony Baron called for a motion to move information Update/Discussion item 7F to Regular Agenda item 6C. **Motion made to move item 7F to 6C; motion seconded and Commission voted; the motion carried unanimously.**

APPROVAL OF MINUTES

A. Motion made to approve the minutes of July 25, 2013 with names corrected; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. **Bullying Signs** - Parks/Tech Services Supervisor Tony Baron introduced Gordon Clay, a representative of the Anti-Bullying Campaign who provided statistics and information on bullying in the local schools. He is requesting "Bully Free Zone" signs be installed in local city parks in October in time for anti-bullying month. Commissioner Vilelle expressed concerns that the signs would not be effective unless the schools and parents were involved and Mr. Clay advised they are trying to get the whole community involved in the effort. **Commissioner Richey made a motion to recommend to the City Council the support of placement of the "Bully Free Zone" signs in certain designated park areas; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.** Matter to be forwarded to the City Council.
- B. **Community Garden - Fleet Street** - Tony Baron introduced Scott Clapson, a representative of the VISION Council who is interested in establishing a community garden in the city-owned south facing grassy area on Fleet Street with the support and cooperation of the neighboring businesses and the local food bank. Plan to build raised beds; water and maintenance to be provided by adjacent property owners and VISION Council volunteers. **Commissioner Vilelle made a motion to recommend to the City Council to support the idea of the development of a community garden on Fleet Street; motion seconded by Chair Richey and Commission voted; the motion carried unanimously.** Matter to be forwarded to the City Council.
- C. **Bus Shelter/No Smoking in Bankus Park** - Tony Baron advised that the City had received a request for changes to the bus shelter at Bankus Park, which included a sign asking users to allow those who need to sit on a bench be allowed, installation of a shelf, and a No Smoking sign. Bench seating sign and shelving were not considered necessary. Commissioner Vilelle liked the idea of making the whole Bankus Park non-smoking as it would make less litter to pick up. Tony explained the process of enforcement is difficult as it is currently a health ordinance and not in the Brookings Municipal Code (BMC). Tony would like to make all the parks consistent and make the no smoking ban be within 20 feet of the bus shelter, which would be consistent with the other park regulations of no smoking within 20 feet of concessions stands, restrooms, and bleachers by revising the BMC to include "bus shelters",

which would also make it possible for the Police Department to enforce. **Commissioner Vilelle made a motion to forward a recommendation to the City Council supporting a revision to the Brookings Municipal Code (BMC) 12.25.017 to add "public transit facilities within City parks and public open spaces" to the list of prohibited areas for smoking; motion seconded by Chair Richey and Commission voted; the motion carried unanimously.** Matter to be forwarded to the City Council.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Unleashed Dog Area - Stout Park - Tony Baron advised that the City Council approved an unleashed dog area at Stout Park but with the condition that fencing be installed on the remaining two unfenced sides, as there was concern about the area not being completely fenced in. Tony to pursue the cost of fencing.
- B. Mill Beach Access - Tony advised the Mill Beach Access Area is progressing and restrooms will be installed shortly and then an access ramp.
- C. Bud Cross Park Backstops - backstops have been removed and over the next 30 days new backstops to be installed.
- D. Pool Building Painting – Volunteers from the VISION Council and a local contractor have volunteered to paint the pool building, including painting over the mural. A new mural is to be planned.
- E. Volunteer Appreciation Day - City staff organizing a volunteer appreciation picnic on October 12th to recognize and thank volunteers. City developing a volunteer program "MADE" - Make a Difference Everyday - and provide volunteers with t-shirts so they are easily recognized and appreciated.
- F. November Meeting Date changed to Nov. 21, 2013.

STAFF UPDATES

- None

COMMISSIONER REPORTS/COMMENTS

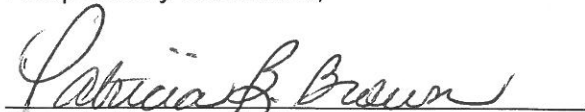
Commissioner Richey - advised he has attended some of the County Finance meetings and was surprised to learn the County did not have any knowledge of the Bike Path planned to be built in Brookings and believes it will bring in biking tourist dollars to the City. Tony Baron advised that the City has received a grant for a bike kiosk and is still determining its location.

Commissioner Vilelle - Don wondered if a trashcan has yet to be approved for the Chetco Overlook area. He is willing to stay on the P & R Commission for two more years if one could be located there. Tony advised trashcan is planned to be installed shortly.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:58pm.

Respectfully submitted,



Patricia Brown, Chair

(approved at November 21, 2013 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE
MINUTES
Thursday, August 15, 2013

CALL TO ORDER

Meeting called to order at 4:02 PM.

1. ROLL CALL

Present: Committee members Candice Michel, Peter Spratt, Joe Willett, Barbara Ciaramella

Absent: Tim Patterson

Also present: City Manager Gary Milliman, Councilor Jake Pieper

2. APPROVAL OF MINUTES

Motion made to approve the minutes of July 30, 2013 as written; motion seconded and Commission voted; the motion carried unanimously.

3. INFORMATIONAL ITEMS

A. KOBI Update - Peter advised that he liked the format and that for the Fall would like to see images of fishing, walking, hiking, golfing, fall colors, Stout Park Railway, pumpkin patch, keep it different enough to attract all types for the seasonal events. Change out the kayak image, include sports fishing, farmers market. Peter willing to relay changes to KOBI.

B. Apple Box Update - Candice advised that the contract is signed, and would like committee members to put in writing what they would like to see or not see in the videos. Four or more spots, focus in each spot to be on items unique to Brookings with people and scenery. Question arose if this was to be a promotional video widely distributed with basic generic photo shots of the City to be used when stations needed footage video, determined that was not the general purpose, the concept City Council approved was an internet advertising campaign.

4. ACTION ITEMS

A. Appoint Chair - Gary advised that City Council would like to have an appointed chairperson. Peter declined a nomination. Nominations received for Tim Patterson and Bob Pieper. **Committee voted, 4 votes for Tim, 1 vote for Bob. Tim Patterson appointed chairperson.**

B. Liaison Assignments - With a quorum present **Motion made to ratify previous liaison appointments with Tim Patterson Liaison for Special Events, Peter Spratt Liaison for KOBI TV, and Candice Michel Liaison for Apple Box. Motion seconded and discussion pursued.** Barbara stated she would also like to contribute and be liaison for a City/Chamber Port committee to work towards bringing all parties to the table in the next six months. Attempt to put together a coalition with respect to advertising with the understanding that the coalition requires a financial commitment from each group. Committee unsure if committee is to be involved in determining what happens in the future with the other entities. **Commission voted; the motion carried unanimously. Motion made to ratify the actions taken by those people since they were unofficially appointed up to present date, motion seconded and Commission voted; the motion carried unanimously.** Reminder that Liaison point persons do not have authority to make any decisions or commit to any course of action, only to represent committee. Gary suggested development of coalitions with the Chamber, port and city and the ongoing Rural

Tourism Studio. **Motion made to appoint Barbara as Liaison for the Joint Venture City/Chamber Port committee and Joe as Liaison for the Rural Tourism Studio. Motion seconded and Commission voted; the motion carried unanimously.**

C. Special Event Proposal - Raining Cats and Dogs - Candice questioned that she thought the intention of providing funds for special events was to pay for advertising to help promote the events, and in their proposal, there is no advertising mentioned. Committee agreed that was the committees intention but Gary advised that the committee could alter that. It was questioned if the event was more or a local event and if it would bring in out of town visitors. **Motion made to grant \$500 to Rotary for the Raining Cats and Dogs to help defray costs. Motion seconded.** Discussion pursued - committee would like clarification on what exactly Rotary is requesting. **Commission voted; the motion failed with no one voting in favor.** Requested Rotary representative be invited to next meeting to present proposal indicating exactly what they want.

D. Preliminary Discussion Re: Use of 2013-14 Funding - Gary advised the City Council allocated \$36,000 for Tourism Promotion. He requested committees ideas on how they would like to spend that money. Ideas suggested included seed money for festivals/events, purchasing of an event tent with the Port or Chamber, print media, radio media and TV advertising. Those items will discussed further at the next meeting.

5. COMMITTEE MEMBER COMMENTS

Peter Spratt regretfully submitted his resignation. He agreed to continue for approximately the next three weeks to finish as TV advertising liaison.

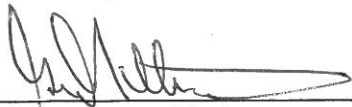
Off season event idea presented for a Crab Fest scheduled for the weekend before the Super Bowl, formal proposal to be submitted. Another suggestion was for a Viking Funeral and/or a Norwegian Festival. Committee believes little unique odd, theme oriented events would draw people.

6. SCHEDULE OF NEXT MEETING - next meeting schedule for Tuesday, August 27th at 4pm.

7. ADJOURNMENT

With no further business before the Committee, the meeting adjourned at 5:24 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at August 26, 2013 meeting)

GARY MILLMAN
CITY MANAGER

Note: Chairman was not present at August 15 meeting and there is no Vice-Chair.

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)

MINUTES

Tuesday, August 27, 2013

CALL TO ORDER

Meeting called to order at 4:05 PM.

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Joe Willett, and Chair Tim Patterson

Also present: City Manager Gary Milliman

2. APPROVAL OF MINUTES

Motion made to approve the minutes of August 15, 2013 as written; motion seconded and Commission voted; the motion carried unanimously.

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

A. Do-Wop Event Proposal - Bruce Ellis of Pirate Productions presented proposal for a Do-Wop on the Sidewalk off-season event, to include stage/music, beer garden, classic car show and vendors at the Chase Bank parking/Frontage Road area on October 19th; requesting approximately \$4000 in financial support. Committee discussed if able to provide that large of amount to a single event and if location had to be in the City. Committee advised him to return once location details have been worked out, property owners have given approval, beer garden permission obtained, projected income and exact amount of support requesting had been determined. **Motion made to table the discussion until further information is provided. Motion seconded and Commission voted; the motion carried unanimously.** Matter to be scheduled on next meeting agenda.

B. Raining Cats & Dogs Event Proposal - No Rotary representative in attendance. **Motion made to table this item until necessary information is received as to the amount of funds group is requesting. Motion seconded and Commission voted; the motion carried unanimously.** Gary recommended that a new Proposal Event Form be created to include budget information, property owner location approval and amount of funds requested. Review of form to be scheduled on next meeting agenda.

C. Tourism Promotion Budget 2013-14 - Gary asked committee to consider allocation of the available \$28,808 City Council budgeted to the Tourism budget. City Council is looking for recommendations from TPAC on how to spend those funds. Question arose to allocate by activity or event proposals. Tim suggested this topic be made a complete meeting without other agenda items. Discussion pursued, Barbara suggested allocating dollars towards TV advertising, as the internet campaign was done with this year's budget. Also suggested contributing monies towards an organization purchasing an event tent, and allocating a certain amount of the budget for a fund for collaborating with the chamber and port for events in which each would provide equal amounts to help get events started. Gary advised City Council will revisit the TPAC's role in six months to determine how it is to continue. Bob requested more meeting structure with a time limit on public comments and presentations, Gary advised that was possible and a time limit will be initiated. Suggested Event Proposals be reviewed by Bob and the organization be contacted with any

questions before placement on the agenda. Tim wondered if a dedicated Brookings tourism website should be established, there are currently several run by different groups, the City, the Chamber, Blue Pacific and Port. A number of possibilities came up and Gary suggested the matter be set for further discussion. Group discussed possibility of changing the event proposals from just off-season to all year around. These matters to be rescheduled for future meeting agenda items.

D. Chamber Ad Proposal - Chamber of Commerce submitted a last minute ad proposal requesting TPAC partner with them in an Oregon Coast Magazine 2013-14 print ad campaign starting with the magazine's Nov-Dec issue. Decision needed by August 31, 2013, all ad copy and content would be submitted to TPAC committee ahead of time and would help promote awareness and drive visitors to the area. **Motion made to accept the proposal from the Brookings Chamber of Commerce and allocate half of the \$3309 print ad costs for the Oregon Coast Magazine. Motion seconded and Commission voted; the motion carried unanimously.** Gary to advise the Chamber of Commerce.

5. Liaison Reports

A. Apple Box Update - Candice suggested video events including family with kids, young professional couple with hiking and romance, active seniors, one eclectic one with everything including hiking and boating, and one for people thinking forward to retirement. Bob would like to include an aerial view. Committee suggested including Saturday Farmers Market, golf, fishing and weather, camping on the Chetco, Rock n' Bowl, Chetco Museum. Candice has made a list of many possible activities to include.

B. Rural Tourism Studio - Joe reminded everyone that the Rural Tourism Studio workshops coming to the coast area is open for registration and space is limited if anyone wants to sign up.

6. INFORMATIONAL ITEMS

A. Oregon Coast Lifestyles - Terry-Lynn Kalhagen presented proposal to do a 30 minute regional show on Brookings marketing and promoting the area. She presented a sample video of Astoria her company recently completed, explained distribution process and that production would be on community access station and with allocated time slots, cost would be a onetime fee of @\$10,000 to film, produce, organize and distribute. After the first year the cost would be a monthly sponsorship, as long as content is not changed. Advised that they would give permission that the 30 minute piece can be cut and shared to distribute. Candice suggested possibility of getting local business sponsors to contribute half. They would also work with Chris Vandershaft by providing video for the website. They work in digital and HD formats. If committee is interested they will figure up an exact price, and would plan to start filming in October.

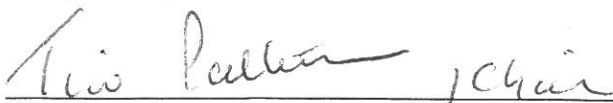
B. Brookings Bears - Ira Toser suggested face cut out boards around town. Committee recommended he pursue idea with service organizations or Manley Art Center.

7. SCHEDULE OF NEXT MEETING - next meeting scheduled for Tuesday, Sept. 10 at 4pm.

8. ADJOURNMENT

With no further business before the Committee, the meeting adjourned at 6:16 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at September 10, 2013 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)

MINUTES

Tuesday, September 10, 2013

CALL TO ORDER

Meeting called to order at 4:06 PM.

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Joe Willett, and Chair Tim Patterson

Also present: PW/DS Admin Asst. Lauri Ziemer, Pilot Reporter Jane Stebbins, Chamber Director Arlis Steele, and approximately 7 members of public

2. APPROVAL OF MINUTES

Motion made to approve the minutes of August 27, 2013 as written; motion seconded and Commission voted; the motion carried unanimously.

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

Committee determined they need to choose how to allocate the Tourism Promotion Budget 2013-14 of \$28,800 and define proposal event criteria so they can determine if the event and ad proposals to be presented today meet the goals and budget of the committee. Audience member Ken Bryan questioned the \$28,000 budget amount and requested details of where tourism monies were previously allocated, stating that tourism monies needed to be spent on promotion and advertising of the local area. Mr. Bryan was advised to submit a Public Records request.

After discussion and review committee decided the \$28,800 budgeted be roughly divided with:

1. \$3,000 towards print advertising
2. \$10,000 towards sponsoring events
3. \$10,000 towards TV/Radio
4. \$5,000 towards assisting an organization interested in purchasing an event tent.

Motion made to allocate the \$28,800 as follows: \$3000 print ads, \$10,000 for events, \$10,000 for TV/Radio and \$5,000 for tent share or miscellaneous. Motion seconded and Commission voted; the motion carried unanimously.

Qualifying criteria for event proposals should be:

1. New and/or existing events, with stipulation that existing events have to have a new spin to it.
2. Off-season or year round, with priority given to off-season events.
3. Event must bring outside visitors to the area.
4. Have a metrix/methodology to determine success of bringing outside visitors to their event.

A. Do-Wop Event Proposal - Bruce Ellis of Pirate Productions presented latest proposal and additional details for event now scheduled Oct. 19th at the Port. Advised that the budget numbers presented in his latest proposal are what he needed to make event happen. Committee questioned if there was a back-up plan in the event of rain, which he stated there was not, and if it rains performers will still have to be paid and that is a risk they are taking with being an off-season event. Asked if event was sustainable, he believes if this years event is successful, it will sustain itself next year by attracting more people, vendors and sponsors. Without TPAC funding

this year, event will not be able to proceed. Barbara questioned if there was enough time to successfully pull event together, he advised he has already been in contact with performers and vendors who are willing to participate. He is ready to proceed with event and start the advertising and publicity which will be focused on outside of the area to draw visitors. **Motion made to fund the Do-Wop Production \$2000 to pay for their advertising costs. Motion seconded and Commission voted; Tim, Candice and Joe voted in favor, Bob and Barbara voted nay, the motion passes three to two.** Recommendation forwarded to the City Council.

B. Raining Cats & Dogs Event Proposal - Rotary representative Judy Lopez advised they were seeking \$1000 and provided event budget information. Committee questioned if event would draw out of town visitors, Judy stated event replaces Ducky Derby that attracted out of area visitors and they are starting this year as a one day event with vendors, kids games, and the Cats and Dogs helicopter drop in the hopes that over the next few years event grows making it a weekend event. Committee questioned if event was publicized outside the area to draw visitors and it will be. **Motion made to allocate \$500 to Rotary Raining Cats & Dogs event with the stipulation that funds must be spent specifically on out of area advertising. Motion seconded and Commission voted; the motion carried unanimously.** Recommendation forwarded to the City Council.

C. Haunted House Event Proposal - Chetco Pelican Players Claire Willard was unable to attend but Bob Pieper contacted her and determined her advertising budget to be \$300 and she draws visitors nightly to the area from Crescent and Gold Beach. **Motion made to allocate \$300 to Chetco Pelican Players Haunted House with the stipulation that funds must be spent on out of area advertising. Motion seconded and Commission voted; the motion carried unanimously.** Recommendation forwarded to the City Council.

D. Oregon Coast Lifestyles - Committee reviewed ad proposal submitted. Barbara commented that she did an informal survey and did not find anyone who knew of the Oregon Coast Lifestyles program or their work. She did not know if the entire TV/Radio budget should go to them and thought it should be possible to find someone from in or out of the area that could do the project cheaper. Candice advised she believed that someone from out of the area would be more expensive and would not have the contacts and knowledge of the local area to contribute to the piece. Barbara advised she has yet to see the Channel 5 ad and wondered if anyone else had caught it on TV; some members had. Bob suggested the committee fund the proposal for \$8000 for production and six months of viewing and then let Terri-Lynn sell cooperative ads to business owners/sponsors thereafter for the \$1000 per month. Barbara suggested tabling item until next meeting to try and negotiate price with them and to research further if there is another production company that would be interested in making video and what they would charge. **Motion made to delay decision for a month on the television program, motions dies for lack of a second. Motion made to delay decision for two weeks with Oregon Coast Lifestyles. Motion seconded and Commission voted; the motion carried unanimously.** As contact person Tim agreed to contact Terri Lynn with the negotiation proposal of \$8000 for production and six months viewing time and they are able to sell ads to businesses for the viewing time after that, making sure that they agree that program is at least 20 minutes long with only 10 minutes for advertising. Barbara to research other production avenues. Tim asked Arlis if the Chamber would be interested in partnering with TPAC on the Oregon Coast Lifestyles proposal. Arlis would like to research the proposal further.

E. Chamber Ad Proposal - Chamber of Commerce Director Arlis Speere presented ad proposal from last meeting where the committee approved partnering with the Chamber and

contributing half towards Oregon Coast Magazine 2013-14 print ad campaign. Arlis advised the Chamber is not in a position to pay the other half as they are doing full page ads in the April/May issue and are requesting TPAC shoulder the complete costs of the ad campaign of \$3309. Expressed belief that publicity does bring out of town visitors to the area and is worth the cost. Ads will promote the whole area, not just certain businesses and all ad copy and content will be submitted to the City, Merchants Association and Port ahead of time for review. Committee questioned if there was a contact person or website, Arlis said typically in the past there has not been a contact line. Tim asked Arlis if the Chamber refers businesses that are non-members of the Chamber and she advised that if someone asks for information on non-members she provides what she can, but only members are listed on the Chamber website. **Motion made to approve proposal from the Brookings Chamber of Commerce and \$3000 print ad costs for the Oregon Coast Magazine. Motion seconded. No Discussion. Amended motion made by Tim Patterson to approve proposal from Brookings Chamber of Commerce for total print ad cost of \$3309, amended motion seconded and Commission voted; the motion carried unanimously.** Recommendation forwarded to the City Council.

F. Tourism Promotion Budget 2013-14 - As previously noted above.

5. INFORMATIONAL ITEMS

A. Off-Season Tourism Event Proposal Form - Update form and remove references to off-season as committee has approved considering proposals for year around events. Suggested Gary be taken off as the contact person and put Lauri Ziemer as contact. Suggested that phrasing be included stating that priority will be given to new events.

6. LIAISON REPORTS

A. Apple Box Update - Candice advised Chris would be in town this weekend and she has not seen scripts yet but requested members to email her right away if they see a problem when she sends them out to them.

7. SCHEDULE OF NEXT MEETING - next meeting scheduled for Tuesday, Sept. 24 at 4:00pm.

8. ADJOURNMENT

With no further business before the Committee, the meeting adjourned at 6:27 pm.

Respectfully submitted,


Tim Patterson, Chair
(approved at September 24, 2013 meeting)

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)
MINUTES
Thursday, October 24, 2013

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Joe Willett, and Chair Tim Patterson. Committee member Skip Watwood arrived at 4:15.

Also present: City Manager Gary Milliman, Chamber of Commerce Director Arlis Steele

2. APPROVAL OF MINUTES

Motion made to approve the minutes of September 24, 2013 as written; motion seconded and Commission voted; the motion carried unanimously.

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

Two new Event Proposals submitted, will be discussed on Item 6D

5. INFORMATIONAL ITEMS

A. Travel Oregon - Travel & Tourism Ad Network 2014 - Gary advised that Terra Moreland of MEDIAmeria has submitted a print media advertisement proposal for Oregon Tourism, Joe Willett to evaluate proposal further.

6. LIAISON REPORTS

A. TV/Channel 5 - The Channel 5 contract was provided in the agenda packet. Contract runs through the beginning of next summer. Committee questioned if they had been back to do any additional filming for winter and spring ads and if any footage or still shots are already available of the December light show. Gary to contact the Pilot and Holiday Light Show committee to see if anything is available. Tim would like to have a screening of all the shots and evaluate if advertising was successful. Matter tabled until the next meeting to arrange screening.

B. Apple Box - Candice advised she has the completed scripts and Gary will be forwarding them to committee members for review. Requests committee members respond by Monday at 5pm with any comments. Chris was in town last week getting a variety of shots. Editing is next step, unsure when will be finished.

C. City/Chamber/Port Coordination - Barbara advised that her original position to bring the City, Port and Chamber together to discuss issues has been accomplished and the three parties have been meeting and cooperating with each other. She would like her committee position to concentrate on obtaining an event tent. She continues to meet with Port Manager Ted Fitzgerald in talks of sharing expenses of obtaining an expandable tent which the Port would be responsible for. Believes the cost of the tent would pay for itself from renting it out for events in five years time. Arlis Steele, Chamber of Commerce Director advised that the Azalea Festival is going to be a shared event between the Chamber, Port and City. Planning has been started, they are reviewing some old traditions and hoping to bring new offshoots to the event.

D. Events - Bob introduced Bob Grosz who presented Event Proposal for a Southern Oregon Crabfest on January 25, 2014 which would include a crab dinner, beer garden, crab sales, nautical/crab themed vendors, crab races and a band/stage attracting visitors from out of the area. First year event is scheduled only for one day, hoping event grows to a weekend event. Dinner tickets would be limited to 250 for the first year, has Port approval and is seeking sponsors. He is requesting help with the cost of the tent rental of \$1500 and \$2500 for advertising, anticipating spending 75% of funds for out of town publicity and 25% local. Committee believes event would be very well received and attended by locals and out of town visitors. Second Event Proposal from the Curry County Cruisers Car Show that occurs during Azalea Festival, hoping to grow the car show to 250-400 vehicles and to eventually become a stand alone weekend event. Requesting \$700 for advertising to invite out of town car groups that would stay for the weekend. **Motion made to allocate \$4000 to the Southern Oregon Crabfest. Motion seconded and Commission voted; the motion carried unanimously. Motion made to allocate \$700 to the Antique and Classic Car Show. Motion seconded and Commission voted; four in favor, two nay votes, the motion passes four to two.** Recommendations forwarded to the City Council.

E. Print Media - Joe advised someone is interested in doing a story on the Brookings Bomb Site. He was given information on someone who would like to have Brookings Rack Cards made up.

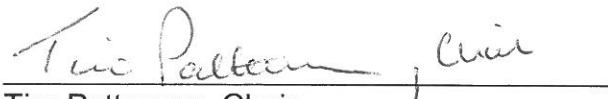
F. Oregon Lifestyles - Gary advised that the Oregon Lifestyles video crew was here last week and video now is ~~now~~ in the production stage.

7. NEXT MEETING SCHEDULED - Wednesday, November 20th at 4:00pm.

8. ADJOURNMENT

With no further business before the Committee, the meeting adjourned at 5:42 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at November 20, 2013 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/13	11/07/2013	71765	4363	Black & Rice LLP	10-00-2005	2,892.00
11/13	11/07/2013	71766	1522	Blumenthal Uniforms	10-00-2005	1,946.80
11/13	11/07/2013	71767	313	Brookings Vol Firefighters	10-00-2005	2,250.00
11/13	11/07/2013	71768	4193	C & K Markets, Inc	10-00-2005	128.72
11/13	11/07/2013	71769	3834	Clean Sweep Janitorial Service	10-00-2005	795.00
11/13	11/07/2013	71770	822	Coast Auto Center	25-00-2005	140.00
11/13	11/07/2013	71771	1745	Coastal Paper & Supply, Inc	25-00-2005	247.99
11/13	11/07/2013	71772	1357	Curry County Clerk	50-00-2005	66.75
11/13	11/07/2013	71773	284	Day Management Corp	30-00-2005	886.50
11/13	11/07/2013	71774	185	Del Cur Supply	25-00-2005	254.85
11/13	11/07/2013	71775	3342	Fastenal	20-00-2005	215.98
11/13	11/07/2013	71776	153	Ferrellgas	25-00-2005	409.82
11/13	11/07/2013	71777	4646	Frontier	10-00-2005	556.63
11/13	11/10/2013	71778	5217	GeoStabilization International	15-00-2005	.00 V
11/13	11/07/2013	71779	5078	Geotechnical Resources, Inc	53-00-2005	1,353.24
11/13	11/07/2013	71780	269	Grainger	25-00-2005	284.58
11/13	11/07/2013	71781	198	Grants Pass Water Lab	20-00-2005	454.00
11/13	11/07/2013	71782	167	Hach Company	25-00-2005	196.70
11/13	11/07/2013	71783	199	Harper, Richard	10-00-2005	300.00
11/13	11/07/2013	71784	4526	Janell K. Howard	10-00-2005	714.61
11/13	11/07/2013	71785	3408	IDEXX Distribution Inc	25-00-2005	785.31
11/13	11/07/2013	71786	2216	John D Rapraeger Inc	57-00-2005	34,507.14
11/13	11/07/2013	71787	162	Kerr Hardware	10-00-2005	2,797.59
11/13	11/07/2013	71788	5173	KOBI/KOTI-TV	32-00-2005	3,325.00
11/13	11/07/2013	71789	328	Les Schwab Tire Center	20-00-2005	488.85
11/13	11/07/2013	71790	4498	Mauldin Electric	25-00-2005	1,909.00
11/13	11/07/2013	71791	4981	McLennan Excavation, Inc	15-00-2005	400.00
11/13	11/07/2013	71792	4269	Milliman, Gary	10-00-2005	67.50
11/13	11/07/2013	71793	4487	Net Assets Corporation	10-00-2005	360.00
11/13	11/07/2013	71794	5216	Oak Street Tank & Steel, Inc	25-00-2005	89.00
11/13	11/07/2013	71795	3561	Oil Can Henry's	10-00-2005	79.63
11/13	11/07/2013	71796	5008	Online Information Services	10-00-2005	99.10
11/13	11/07/2013	71797	5133	Pace Engineer, Inc	56-00-2005	1,950.00
11/13	11/07/2013	71798	1561	Pacific Coast Hearing Center	10-00-2005	30.00
11/13	11/07/2013	71799	4733	PARC Resources, LLC	10-00-2005	594.00
11/13	11/07/2013	71800	4708	Tony Parrish	10-00-2005	75.00
11/13	11/07/2013	71801	322	Postmaster	25-00-2005	820.00
11/13	11/07/2013	71802	4852	Loree Pryce	25-00-2005	35.00
11/13	11/07/2013	71803	187	Quality Fast Lube & Oil	15-00-2005	43.25
11/13	11/07/2013	71804	486	Dept of Forestry	10-00-2005	610.55
11/13	11/07/2013	71805	5214	Victor & Gloria Suarez	50-00-2005	20.00
11/13	11/07/2013	71806	2122	Cardmember Service	10-00-2005	8,507.03
11/13	11/07/2013	71807	5215	Warrior Chip	61-00-2005	537.50
11/13	11/07/2013	71808	169	Waste Connections Inc	10-00-2005	1,197.10
11/13	11/07/2013	71809	5003	Wild River Pizza	25-00-2005	51.25
11/13	11/07/2013	71810	4220	Woof's Dog Bakery	61-00-2005	46.99
11/13	11/07/2013	71811	5217	GeoStabilization International	15-00-2005	67,165.00
11/13	11/07/2013	71812	2216	John D Rapraeger Inc	57-00-2005	2,204.23
11/13	11/14/2013	71813	682	Al's Radio Shack	10-00-2005	11.98
11/13	11/14/2013	71814	2505	Aramark	10-00-2005	112.25
11/13	11/14/2013	71815	303	Associated Bag Company	25-00-2005	988.52
11/13	11/14/2013	71816	4797	Tony Baron	10-00-2005	198.00
11/13	11/14/2013	71817	5188	Bauer Auto Body & Paint	20-00-2005	600.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/13	11/14/2013	71818	3996	Beery Elsner & Hammond LLP	10-00-2005	1,575.00
11/13	11/14/2013	71819	4939	BI- Mart Corporation	25-00-2005	195.78
11/13	11/14/2013	71820	5219	Brattain Family Trust	10-00-2005	3,353.62
11/13	11/14/2013	71821	715	Budge McHugh Supply	20-00-2005	444.61
11/13	11/14/2013	71822	5220	CandyApple Productions	25-00-2005	1,775.00
11/13	11/14/2013	71823	5070	Canon Solutions America	10-00-2005	405.22
11/13	11/14/2013	71824	528	Caselle, Inc	25-00-2005	839.33
11/13	11/14/2013	71825	3015	Charter Communications	10-00-2005	84.90
11/13	11/14/2013	71826	183	Colvin Oil Company	25-00-2005	6,282.01
11/13	11/14/2013	71827	182	Coos-Curry Electric	58-00-2005	505.08
11/13	11/14/2013	71828	4713	Corpro Companies	20-00-2005	685.00
11/13	11/14/2013	71829	2384	Curry County Road Dept	15-00-2005	3,033.72
11/13	11/14/2013	71830	173	Curry Equipment	25-00-2005	460.88
11/13	11/14/2013	71831	166	Dan's Auto & Marine Electric	25-00-2005	20.34
11/13	11/14/2013	71832	259	Da-Tone Rock Products	58-00-2005	2,758.57
11/13	11/14/2013	71833	1	Sarah Cato	20-00-2005	20.29
11/13	11/14/2013	71834	1	Robert Dowse	20-00-2005	48.96
11/13	11/14/2013	71835	1	Diane Swart	20-00-2005	24.48
11/13	11/14/2013	71836	2640	Dyer Partnership Inc., The	53-00-2005	17,106.34
11/13	11/14/2013	71837	3342	Fastenal	25-00-2005	218.68
11/13	11/14/2013	71838	298	Freeman Rock, Inc	58-00-2005	498.44
11/13	11/14/2013	71839	4646	Frontier	10-00-2005	46.60
11/13	11/14/2013	71840	269	Grainger	25-00-2005	50.23
11/13	11/14/2013	71841	1130	H.D. Fowler	20-00-2005	11,917.85
11/13	11/14/2013	71842	139	Harbor Logging Supply	20-00-2005	326.20
11/13	11/14/2013	71843	4981	McLennan Excavation, Inc	56-00-2005	49,562.64
11/13	11/14/2013	71844	4573	Methodworks	25-00-2005	1,100.00
11/13	11/14/2013	71845	4901	Mountain View Paving, Inc	15-00-2005	1,000.00
11/13	11/14/2013	71846	283	Muffler & More	15-00-2005	155.95
11/13	11/15/2013	71847	4443	Napa Auto Parts	15-00-2005	.00 V
11/13	11/14/2013	71848	433	NCL of Wisconsin	25-00-2005	520.53
11/13	11/14/2013	71849	334	North Coast Electric Company	25-00-2005	5,593.56
11/13	11/14/2013	71850	4748	Northstar Chemical, Inc	25-00-2005	4,462.00
11/13	11/14/2013	71851	279	One Call Concepts, Inc	25-00-2005	58.08
11/13	11/14/2013	71852	4815	Platt	10-00-2005	588.61
11/13	11/14/2013	71853	207	Quill Corporation	25-00-2005	154.03
11/13	11/14/2013	71854	3	Christopher Gurney	20-00-2005	153.97
11/13	11/14/2013	71855	1840	Rogue Federal Credit Union	10-00-2005	30,579.01
11/13	11/14/2013	71856	5218	Rogue Outdoor Store	20-00-2005	85.49
11/13	11/14/2013	71857	4898	Source North America Corporation	53-00-2005	35.49
11/13	11/14/2013	71858	1412	Triangle Pump & Equipment Inc	53-00-2005	21,166.00
11/13	11/14/2013	71859	169	Waste Connections Inc	10-00-2005	2,588.35
11/13	11/14/2013	71860	166	Dan's Auto & Marine Electric	25-00-2005	280.16
11/13	11/14/2013	71861	4443	Napa Auto Parts	15-00-2005	33.38
11/13	11/14/2013	71862	4746	Curry County Treasurer	10-00-2005	548.00
11/13	11/14/2013	71863	4728	Oregon Department of Revenue	10-00-2005	2,813.50
11/13	11/21/2013	71864	682	Al's Radio Shack	10-00-2005	13.96
11/13	11/21/2013	71865	2505	Aramark	20-00-2005	275.86
11/13	11/21/2013	71866	1233	Bart Kast Builder	10-00-2005	3,150.00
11/13	11/21/2013	71867	1522	Blumenthal Uniforms	10-00-2005	1,379.80
11/13	11/21/2013	71868	714	Brookings Signs & Graphics	10-00-2005	75.00
11/13	11/21/2013	71869	3015	Charter Communications	10-00-2005	990.00
11/13	11/21/2013	71870	822	Coast Auto Center	10-00-2005	765.00
11/13	11/21/2013	71871	1740	Code Publishing Company Inc	10-00-2005	91.80
11/13	11/21/2013	71872	1357	Curry County Clerk	50-00-2005	108.50
11/13	11/21/2013	71873	5221	Curry County Cruisers	32-00-2005	1,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/13	11/21/2013	71874	5224	Department of Administrative Services	10-00-2005	38.00
11/13	11/21/2013	71875	3316	Department of Environmental Quality	25-00-2005	850.00
11/13	11/21/2013	71876	1	Chetco Pelican Players	20-00-2005	179.05
11/13	11/21/2013	71877	1	Wendy & Kenneth Hammon	20-00-2005	8.76
11/13	11/21/2013	71878	2640	Dyer Partnership Inc., The	54-00-2005	2,499.15
11/13	11/21/2013	71879	3342	Fastenal	25-00-2005	238.01
11/13	11/21/2013	71880	5123	GCB Automation and Marine LLC	25-00-2005	1,750.00
11/13	11/21/2013	71881	3961	Grizzly Fence & Construction	10-00-2005	1,910.00
11/13	11/21/2013	71882	5222	Robert Grosz	32-00-2005	4,000.00
11/13	11/21/2013	71883	154	Hagen's Dry Cleaners	10-00-2005	20.00
11/13	11/21/2013	71884	139	Harbor Logging Supply	25-00-2005	80.00
11/13	11/21/2013	71885	4171	In-Motion Graphics	10-00-2005	186.33
11/13	11/21/2013	71886	1397	L N Curtis & Sons	10-00-2005	149.94
11/13	11/21/2013	71887	5024	Lincoln Commercial Pool Equipm, Inc	10-00-2005	619.95
11/13	11/21/2013	71888	299	Loring's Sporting Goods	25-00-2005	103.00
11/13	11/21/2013	71889	4498	Mauldin Electric	10-00-2005	183.00
11/13	11/21/2013	71890	4981	McLennan Excavation, Inc	25-00-2005	500.00
11/13	11/21/2013	71891	685	Neilson Research Corporation	20-00-2005	1,057.50
11/13	11/21/2013	71892	3159	NorthCoast Health Screening	25-00-2005	165.00
11/13	11/21/2013	71893	279	One Call Concepts, Inc	25-00-2005	42.24
11/13	11/21/2013	71894	4728	Oregon Department of Revenue	10-00-2005	206.00
11/13	11/21/2013	71895	1561	Pacific Coast Hearing Center	25-00-2005	360.00
11/13	11/21/2013	71896	252	Paramount Pest Control	10-00-2005	45.00
11/13	11/21/2013	71897	5101	Pitney Bowes Bank, Inc	10-00-2005	1,000.00
11/13	11/21/2013	71898	5101	Pitney Bowes Bank, Inc	10-00-2005	166.00
11/13	11/21/2013	71899	4105	Precision Eyecare PC	10-00-2005	154.00
11/13	11/21/2013	71900	3751	Proficient Automotive	10-00-2005	250.00
11/13	11/21/2013	71901	207	Quill Corporation	10-00-2005	24.99
11/13	11/21/2013	71902	380	Stadelman Electric Inc	53-00-2005	3,885.71
11/13	11/21/2013	71903	432	USA Bluebook	20-00-2005	259.43
11/13	11/21/2013	71904	861	Village Express Mail Center	10-00-2005	42.97
11/13	11/21/2013	71905	5223	WesTek Marketing	30-00-2005	10,692.00
11/13	11/21/2013	71906	5111	Willdan Engineering	51-00-2005	8,633.82
11/13	11/26/2013	71907	1190	Mike Batty	20-00-2005	150.00
11/13	11/26/2013	71908	4827	Boldt, Carlisle & Smith LLC	75-00-2005	3,060.00
11/13	11/26/2013	71909	5225	BuzzBuilt Mobile Auto Repair	15-00-2005	370.77
11/13	11/26/2013	71910	4928	CIS Trust	10-00-2005	3,692.05
11/13	11/26/2013	71911	151	Curry Coastal Pilot	25-00-2005	190.65
11/13	11/26/2013	71912	4609	Days Inn Portland/Gresham	20-00-2005	197.31
11/13	11/26/2013	71913	1	Brice Change	20-00-2005	48.51
11/13	11/26/2013	71914	1	Ciceric, Walter	20-00-2005	3.36
11/13	11/26/2013	71915	1	Tim & Tracy Holteen	20-00-2005	27.67
11/13	11/26/2013	71916	1	Ryan Rolfs	20-00-2005	230.85
11/13	11/26/2013	71917	1	Samuel Torres	20-00-2005	22.61
11/13	11/26/2013	71918	1	Chad Weber	20-00-2005	48.41
11/13	11/26/2013	71919	749	Emerald Pool & Patio	10-00-2005	415.33
11/13	11/26/2013	71920	3342	Fastenal	25-00-2005	37.48
11/13	11/26/2013	71921	298	Freeman Rock, Inc	58-00-2005	700.00
11/13	11/26/2013	71922	4646	Frontier	30-00-2005	24.16
11/13	11/26/2013	71923	5078	Geotechnical Resources, Inc	53-00-2005	255.00
11/13	11/26/2013	71924	5226	Gleaves Swearingen	10-00-2005	1,149.16
11/13	11/26/2013	71925	5065	Gold Beach Lumber	10-00-2005	59.99
11/13	11/26/2013	71926	5172	Gowman Electric, Inc	58-00-2005	5,475.00
11/13	11/26/2013	71927	3961	Grizzly Fence & Construction	10-00-2005	18,180.00
11/13	11/26/2013	71928	5024	Lincoln Commercial Pool Equip, Inc	10-00-2005	325.00
11/13	11/26/2013	71929	4443	Napa Auto Parts	10-00-2005	27.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/13	11/26/2013	71930	207	Quill Corporation	10-00-2005	146.60
11/13	11/26/2013	71931	570	State of Oregon	10-00-2005	40.00
11/13	11/26/2013	71932	142	Tidewater Contractors Inc	10-00-2005	728.00
11/13	11/26/2013	71933	4370	Verizon Business	10-00-2005	255.29
11/13	11/26/2013	71934	861	Village Express Mail Center	54-00-2005	26.60
Grand Totals:						<u>402,992.63</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2013

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,559,259.00	27,107.76	167,645.73	2,391,613.27	6.6
LICENSES AND PERMITS	97,500.00	6,937.67	20,079.80	77,420.20	20.6
INTERGOVERNMENTAL	237,600.00	15,864.92	212,688.76	24,911.24	89.5
CHARGES FOR SERVICES	133,000.00	4,189.27	276,769.41	(143,769.41)	208.1
OTHER REVENUE	130,500.00	2,129.13	18,329.04	112,170.96	14.1
TRANSFERS IN	240,452.00	.00	.00	240,452.00	.0
	3,398,311.00	56,228.75	695,512.74	2,702,798.26	20.5
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	15,156.00	1,233.71	5,667.44	9,488.56	37.4
MATERIAL AND SERVICES	7,770.00	838.06	2,582.66	5,187.34	33.2
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	23,426.00	2,071.77	8,250.10	15,175.90	35.2
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	162,891.00	12,853.47	51,397.62	111,493.38	31.6
MATERIAL AND SERVICES	112,900.00	19,473.78	43,342.07	69,557.93	38.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	275,791.00	32,327.25	94,739.69	181,051.31	34.4
POLICE:					
PERSONAL SERVICES	1,919,165.00	149,536.81	601,258.63	1,317,906.37	31.3
MATERIAL AND SERVICES	153,740.00	5,779.00	50,444.08	103,295.92	32.8
CAPITAL OUTLAY	57,400.00	71.14	207,838.15	(150,438.15)	362.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	2,130,305.00	155,386.95	859,540.86	1,270,764.14	40.4
FIRE:					
PERSONAL SERVICES	158,330.00	12,285.60	49,134.84	109,195.16	31.0
MATERIAL AND SERVICES	109,000.00	4,568.67	23,307.98	85,692.02	21.4
CAPITAL OUTLAY	42,080.00	.00	32,057.77	10,022.23	76.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	309,410.00	16,854.27	104,500.59	204,909.41	33.8
PLANNING AND BUILDING:					
PERSONAL SERVICES	182,871.00	14,825.89	58,400.30	124,470.70	31.9
MATERIAL AND SERVICES	45,600.00	477.92	5,260.37	40,339.63	11.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	228,471.00	15,303.81	63,660.67	164,810.33	27.9

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2013

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	122,864.00	12,238.72	52,837.93	70,026.07	43.0
MATERIAL AND SERVICES	35,400.00	2,485.26	15,537.90	19,862.10	43.9
CAPITAL OUTLAY	10,000.00	1,635.98	2,032.43	7,967.57	20.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	168,264.00	16,359.96	70,408.26	97,855.74	41.8
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	164,330.00	12,624.30	53,163.17	111,166.83	32.4
MATERIAL AND SERVICES	31,900.00	1,227.19	7,491.30	24,408.70	23.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	196,230.00	13,851.49	60,654.47	135,575.53	30.9
SWIMMING POOL:					
PERSONAL SERVICES	55,205.00	.00	40,079.30	15,125.70	72.6
MATERIAL AND SERVICES	38,800.00	1,383.75	22,110.21	16,689.79	57.0
CAPITAL OUTLAY	10,000.00	.00	3,312.81	6,687.19	33.1
	104,005.00	1,383.75	65,502.32	38,502.68	63.0
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	132,500.00	8,229.68	23,859.02	108,640.98	18.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	52,000.00	.00	.00	52,000.00	.0
CONTINGENCIES AND RESERVES	639,709.00	.00	.00	639,709.00	.0
	824,209.00	8,229.68	23,859.02	800,349.98	2.9
	4,260,111.00	261,768.93	1,351,115.98	2,908,995.02	31.7
	(861,800.00)	(205,540.18)	(655,603.24)	(206,196.76)	(76.1)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2013

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	440,000.00	159,162.79	248,594.35	191,405.65	56.5
OTHER REVENUE	12,450.00	200.00	2,241.20	10,208.80	18.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>452,450.00</u>	<u>159,362.79</u>	<u>250,835.55</u>	<u>201,614.45</u>	<u>55.4</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	168,706.00	13,050.93	50,176.37	118,529.63	29.7
MATERIAL AND SERVICES	194,100.00	36,215.27	63,499.64	130,600.36	32.7
CAPITAL OUTLAY	141,300.00	.00	1,643.93	139,656.07	1.2
TRANSFERS OUT	27,015.00	.00	.00	27,015.00	.0
CONTINGENCIES AND RESERVES	105,329.00	.00	.00	105,329.00	.0
	<u>636,450.00</u>	<u>49,266.20</u>	<u>115,319.94</u>	<u>521,130.06</u>	<u>18.1</u>
	<u>636,450.00</u>	<u>49,266.20</u>	<u>115,319.94</u>	<u>521,130.06</u>	<u>18.1</u>
	<u>(184,000.00)</u>	<u>110,096.59</u>	<u>135,515.61</u>	<u>(319,515.61)</u>	<u>73.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 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	1,413,500.00	117,334.87	539,533.68	873,966.32	38.2
OTHER INCOME	9,000.00	7,905.47	1,356,643.85	(1,347,643.85)	15073.
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,422,500.00</u>	<u>125,240.34</u>	<u>1,896,177.53</u>	<u>(473,677.53)</u>	<u>133.3</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	370,334.00	29,707.10	121,932.02	248,401.98	32.9
MATERIAL AND SERVICES	176,350.00	19,019.39	89,892.38	86,457.62	51.0
CAPITAL OUTLAY	59,900.00	5,781.76	34,549.16	25,350.84	57.7
	<u>606,584.00</u>	<u>54,508.25</u>	<u>246,373.56</u>	<u>360,210.44</u>	<u>40.6</u>
WATER TREATMENT:					
PERSONAL SERVICES	255,128.00	18,415.21	74,857.98	180,270.02	29.3
MATERIAL AND SERVICES	173,100.00	12,213.05	28,347.63	144,752.37	16.4
CAPITAL OUTLAY	24,900.00	.00	2,384.49	22,515.51	9.6
TRANSFERS OUT	384,498.00	.00	.00	384,498.00	.0
CONTINGENCIES AND RESERVES	133,290.00	.00	.00	133,290.00	.0
	<u>970,916.00</u>	<u>30,628.26</u>	<u>105,590.10</u>	<u>865,325.90</u>	<u>10.9</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>1,577,500.00</u>	<u>85,136.51</u>	<u>351,963.66</u>	<u>1,225,536.34</u>	<u>22.3</u>
	<u>(155,000.00)</u>	<u>40,103.83</u>	<u>1,544,213.87</u>	<u>(1,699,213.87)</u>	<u>996.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2013

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,831,000.00	228,261.85	990,402.94	1,840,597.06	35.0
OTHER REVENUE	1,000.00	.00	.00	1,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,832,000.00</u>	<u>228,261.85</u>	<u>990,402.94</u>	<u>1,841,597.06</u>	<u>35.0</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	475,680.00	35,990.30	144,662.21	331,017.79	30.4
MATERIAL AND SERVICES	257,150.00	11,547.01	76,361.22	180,788.78	29.7
CAPITAL OUTLAY	36,900.00	.00	2,384.49	34,515.51	6.5
	<u>769,730.00</u>	<u>47,537.31</u>	<u>223,407.92</u>	<u>546,322.08</u>	<u>29.0</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	446,888.00	31,237.33	132,924.04	313,963.96	29.7
MATERIAL AND SERVICES	509,000.00	36,265.13	136,376.67	372,623.33	26.8
CAPITAL OUTLAY	636,900.00	.00	24,536.51	612,363.49	3.9
TRANSFERS OUT	1,094,801.00	.00	.00	1,094,801.00	.0
CONTINGENCIES AND RESERVES	218,681.00	.00	.00	218,681.00	.0
	<u>2,906,270.00</u>	<u>67,502.46</u>	<u>293,837.22</u>	<u>2,612,432.78</u>	<u>10.1</u>
	<u>3,676,000.00</u>	<u>115,039.77</u>	<u>517,245.14</u>	<u>3,158,754.86</u>	<u>14.1</u>
	<u>(844,000.00)</u>	<u>113,222.08</u>	<u>473,157.80</u>	<u>(1,317,157.80)</u>	<u>56.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2013

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	545,678.00	.00	7,002.97	538,675.03	1.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	.00	1,000,500.00	.0
	1,546,178.00	.00	7,002.97	1,539,175.03	.5
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	1,469.65	1,469.65	68,530.35	2.1
CAPITAL OUTLAY	1,677,257.00	.00	.00	1,677,257.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	448,921.00	.00	.00	448,921.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	2,196,178.00	1,469.65	1,469.65	2,194,708.35	.1
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,196,178.00	1,469.65	1,469.65	2,194,708.35	.1
	(650,000.00)	(1,469.65)	5,533.32	(655,533.32)	.9

City of Brookings

URBAN RENEWAL AGENCY MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, August 12, 2013

Call to Order

Chair Hedenskog called the meeting to order at 9:07 PM, immediately following the City Council meeting.

Roll Call

Agency Present: Chair Ron Hedenskog, Directors Bill Hamilton, Brent Hodges, Jake Pieper, and Kelly McClain; a quorum present.

Staff Present: Executive Director Gary Milliman, City Attorney Martha Rice, Parks/Technical Services Supervisor Tony Baron and City Recorder Joyce Heffington.

Others Present: No media; no others.

Consent Calendar

Approve Agency minutes for July 22, 2013.

Director Pieper moved, a second followed and the Agency voted unanimously to approve the Consent Calendar as written.

Staff Reports

Urban Renewal Project Review and workshop scheduling.

Executive Director Milliman provided the staff report.

Director Pieper requested that a review of Urban Renewal funds be included.

Director Pieper moved, a second followed and the Agency voted unanimously to schedule a special workshop to review the Urban Renewal Plan and discuss possible future projects.

Adjournment into Executive Session

Council adjourned into Executive Session under authority of 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," at 9:12 PM.

Respectfully submitted:

ATTESTED:
this ____ day of _____ 2013:

Ron Hedenskog, Chair

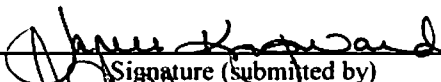
Joyce Heffington, City Recorder

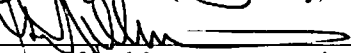
BROOKINGS URBAN RENEWAL AGENCY

COUNCIL AGENDA REPORT

Meeting Date: December 9, 2013

Originating Dept: Finance & HR



Signature (submitted by)


City Manager Approval

Subject:

Audit Report for the fiscal year ended June 30, 2013.

Recommended Motion:

Motion to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2013.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle and Smith LLC has completed the City's audit for the fiscal year ending June 30, 2012. A copy of the audit report was electronically submitted to the Agency Board on November 27, 2013. A bound copy of the audit report and a copy of the "communications letter" were mailed directly from the audit firm to the Agency Board Members.

A budget workshop was held December 2, 2013 to discuss the Audit and related issues with the Auditor. As communicated at that workshop, the Urban Renewal Agency received an unqualified opinion on the June 30, 2013 audit; which means there were no exceptions, findings, or questioned costs.