

CITY COUNCIL MEETING AGENDA

Monday, October 22, 2012, 7:00 PM

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

The City Council will meet in **Executive Session at 6:00 pm**, in the City Manager's office under authority of ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Ceremonies/Appointments/Announcements

- a. Appoint Tourism Marketing Advisory Committee Members: Appointment of Barbara Ciaramella, Candice Michel, Tim Patterson, Bob Pieper, Jeremy Small, Brent Siebold, Peter Spratt and Joe Willett to the Tourism Marketing Advisory Committee.

Tourism Applications [pg. 5]

5. Public Hearings/Ordinances/Resolutions/Final Orders

- a. Additions and updates to BMC in conjunction with Engineering Requirements and Standard Specifications for Public Works [Public Works & Development]

[See Advance Packet]

- b. Engineering Requirements and Standard Specifications for Public Works [Public Works & Development]

[See Advance Packet]

6. Oral Requests and Communications from the audience

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

7. Staff Reports

- a. Authorization for the City Manager to execute an agreement with the State of Oregon Parks and Recreation Department for the grant reimbursement for the Mill Beach Access Project. [Public Works & Development]

Council Agenda Report [pg. 31]

Att.a. Agreement [pg. 32]

- b. Authorization for staff to submit the Inflow and Infiltration (I&I) program to DEQ to satisfy the City's treatment plan operational permit requirements. [Public Works & Development]

Council Agenda Report [pg. 40]

Att.a Program [pg. 42]

- c. Authorization for staff to proceed with City Hall interior remodel to include development of office space for use as a Visitor Information Center and for Parks Administration, the relocation and expansion of the IT room and equipment, and the relocation of the public works records and file room as outlined in the October 1, 2012, Council Workshop Report, utilizing funding available in existing Tourism Promotion, IT, Public Works, Utility And General Fund Budgets. [City Manager]

Council Agenda Report [pg. 54]

Att.a. Council Workshop Report for 10-1-12 with attachments [pg. 55]

- d. Authorization to 1) retain professional services to secure an additional point of diversion for the City's municipal water rights on the Chetco River at a location in the vicinity of Jacks Creek, 2) negotiate a property lease agreement with South Coast Lumber Company for driving range expansion at the Salmon Run Golf Course, and 3) to work with Golf Course management to develop a vegetation removal and control plan to enhance playability, to include mowing of roadsides within the golf course as a part of the City's regular roadside shoulder mowing program. *[City Manager]*

Council Agenda Report *[pg. 61]*

8. Consent Calendar

- a. Approve City Council Minutes for October 8, 2012 *[pg. 64]*
- b. Accept September 2012 Financial Report *[pg. 66]*

9. Remarks from Mayor and Councilors

10. Adjournment

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

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

October 2012

October 2012						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Oct 1 - 5		Oct 8 - 12		Oct 15 - 19		Oct 22 - 26		Oct 29 - Nov 2	
	Oct 1	2	3	4	5					
	11:00am CC - VIPS 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng	9:00am CC - Site Plan 7:00pm CC-Planning Comm	12:00pm CC - Stout Park 7:00pm FH-PoliceResrvs	3:00pm CC - Staff						
	8	9	10	11	12					
	7:00pm FH-FireTrng 7:00pm CC-Council	9:00am CC - Site Plan	10:00am FH-BRFD	9:00am CC-Crm Stoppers 1:00pm CC - Court						
	15	16	17	18	19					
	11:00am CC-VIPS 7:00pm FH-FireTrng	9:00am CC - Site Plan		11:00am CC - Public Art Committee						
	22	23	24	25	26					
	7:00pm CC-Council 7:00pm FH-FireTrng	9:00am CC - Site Plan 1:00pm CC - staff								
	29	30	31	Nov 1	2					
	7:00pm FH-FireTrng	8:30am CC - Staff 9:00am CC - Site Plan - Lauri Ziemer 1:00pm CC - Rulemaking Advisory Comm								

November 2012

November 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Oct 29	30	31		Nov 1		2			
Oct 29 - Nov 2							4:00pm CC - Staff			
Nov 5 - 9	5		6		7		8		9	
	11:00am CC - VIPS 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng		9:00am CC - Site Plan 7:00pm CC-Planning Comm		12:00pm CC - Stout Park 7:00pm FH-PoliceResrvs		9:00am CC-Crim Stoppers 11:00am CC - Court Trial 11:30am CC - Court Trial 12:00pm CC - Court Trial 1:00pm CC - Court		10:30am CC - Staff	
Nov 12 - 16	12		13		14		15		16	
	8:00am VETERANS DAY - CLOSED 7:00pm FH-FireTrng		9:00am CC - Site Plan 7:00pm CC-Council		10:00am FH-BRFD		11:00am CC - Public Art Committee			
Nov 19 - 23	19		20		21		22		23	
	11:00am CC-VIPS 7:00pm FH-FireTrng		9:00am CC - Site Plan 7:00pm CC - PC (TENTATIVE)				Thanksgiving - CLOSED			
Nov 26 - 30	26		27		28		29		30	
	7:00pm FH-FireTrng		9:00am CC - Site Plan				7:00pm CC-Parks & Rec			



RECEIVED

SEP 25 2012

Per.....

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-2163 Fax: (541) 469-3650

www.brookings.or.usAPPLICATION TO SERVE ON A CITY OF BROOKINGS
COMMISSION, COMMITTEE OR BOARDPART I. Contact Information:

Name: BARBARA J. CIARANELLA Date: 9-21-12
Physical Address: 217 MEMORY LANE, BROOKINGS, OR
Mailing Address: P.O. Box 1103, Brookings, OR 97415
Email Address: rediva@sbcglobal.net Phone: 775-742-1957

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 type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input checked="" 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? 5 in (yrs/mths) UGB **PART TIME - JUST MOVED HERE FULL TIME 8/12**
Are you a City elector (registered voter)? ☒ Yes ☐ No
3. **UGB residents:** How long have you lived in the UGB?: 5 (yrs/mths) **PART TIME -**
4. **What is your current occupation?** Teacher, Front desk clerk -

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:

I have a strong background in marketing & the travel industry. I was the #1 sales rep for a Hawaiian tour company for 8 years. Based out of SFO. I have also owned my own travel agency that handled business travel for companies such as H.P. Sutter Hospital & Herman Miller.

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 been an business owner most of my life. I attended college in San Francisco & Hawaii. I have completed add'l schooling in real estate, property management, HOA & community management as well as real estate appraisal. Always been active in community by being a part of service club or sat on board of directors for chamber of commerce in Roseville, CA. I have also done volunteer work for Associated for Retarded Citizens, Senior Services local food kitchens.

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

My love for Brookings is unsurpassed. I want to see the tourism grow, the local businesses prosper, but keep the small coastal charm, that Brookings seems to overflow with. We need a back door approach to marketing, not throwing money to the media.

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. - *Just applied*
- ☒ 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.

BARBARA J. CIARANELLA
Applicant (print name)

Barbara J. Ciaramella
Applicant's Signature

9-21-12
Date

Sally Ellis
Witness (print name)

LARRY ELLIS
Witness's Signature

9-25-2012
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



RECEIVED

AUG 22 2012

Per: 

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-2163 Fax: (541) 469-3650

www.brookings.or.usAPPLICATION TO SERVE ON A CITY OF BROOKINGS
COMMISSION, COMMITTEE OR BOARDPART I. Contact Information:

Name: CANDICE MICHEL Date: 8/22/12
Physical Address: 1253 Rowland Lane
Mailing Address: Same
Email Address: candicem555@gmail.com Phone: 541 661-5726

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 type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs

☒ Other (please specify): TOURISM ADVISORY COMMITTEE

2. **City residents:** How long have you lived in the City of Brookings? 7/10 (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?** retired

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 position-related experience and/or background:

I spent 4 years working at KBSC-TV, our local television station, producing, hosting, and marketing shows to educate our visitors as well as locals on the things Brookings has to offer them to do and see. I've also served on the Board of the Brookings Merchants Assoc for 3 years, so I understand the needs and wants of the local business owners.

2. List your work history and educational background, as well as any unrelated volunteer experience:

KBSC TV - 4 years producer, host, marketing
MaJoes - 2 years owner and bookkeeper
BMA - 3 years on the governing Board, founding Director

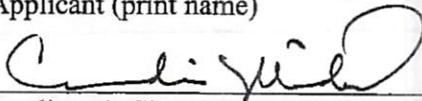
3. Briefly describe your interest in this position and what you hope to accomplish:

I believe that Brookings needs a new approach, a new "face" to attract visitors and potential future residents to our area. We have so much to offer, and that needs to be communicated in new and up to date ways. I hope to be able to help with this.

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.

CANDICE MICHEL
Applicant (print name)


Applicant's Signature

8/22/12
Date

Philip D. Roberts
Witness (print name)


Witness's Signature

8/22/12
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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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

RECEIVED

SEP 4 2012

Per.....



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: Tim Patterson Date: 9-1-12
Physical Address: 17960 Gardner Ridge Rd
Mailing Address: PO Box 82
Email Address: Tim@yeezee.com Phone: 541-661-0457

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 type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input checked="" 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? 6 yrs (yrs/mths)

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

3. **UGB residents:** How long have you lived in the UGB?: 19 yrs (yrs/mths)

4. **What is your current occupation?** Retired

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:

Redwood Theater 12 yrs

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:

B.S. Business University of Calif Sacramento

20 years Tennis Club management

20 years Contract Programmer

6 years Harborside Internet

7 years Harbor Tnuss

3 years KBSC TV CH 9

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

Increase the number of tourists
per bed tax dollar.

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.

Tim Patterson
Applicant (print name)

Tim Patterson
Applicant's Signature

9-1-12
Date

Cynthia CHI
Witness (print name)

CYNTHIA CHI
Witness's Signature

9/1/12
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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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



RECEIVED

AUG 29 2012

CITY OF BROOKINGS

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: Bob Pieper Date: 8-25-2012
Physical Address: ~~601 Railroad St~~ Store 99484 Southbank
Mailing Address: P.O. Box 1861
Email Address: Hearth n Home gFrontier.com Phone: 412-1723

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 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"/> Other (please specify): <u>Tourist Com.</u>		

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

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

3. **UGB residents:** How long have you lived in the UGB?: 15 yrs. (yrs/mths)

4. **What is your current occupation?** Store owner

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 **position-related experience and/or background:**

own a retail store in Brookline for
past 15 years. Hearsch & Son,

2. List your work history and educational background, as well as any **unrelated volunteer experience:**

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

Our Community has a lot to offer in all
age groups. Let's make sure we stay
a community not just a re-tirement town
or just a tourist drive-through.

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.

Bob Pieper
Applicant (print name)

Bob Pieper
Applicant's Signature

8-25-2012
Date

Witness (print name)

Witness's Signature

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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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



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: Brent Siebold Date: 10-3-12
Physical Address: 96659 W. Harris Hgts
Mailing Address: San
Email Address: brent.siebold@state.or.us Phone: 541-469-6314

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 type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input checked="" 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? 3 yrs 2 mos (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? Park Manager Harris Beach Mgt. Unit

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 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.

Brent Siebold
Applicant (print name)

Brent Siebold
Applicant's Signature

10-4-12
Date

Kathy Dunn
Witness (print name)

Kathy Dunn
Witness's Signature

10/4/12
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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.**

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

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

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

8 yr SOVA (So. OR Visitor's Assoc.) member (for state parks),
board member, and president in 2000.
Visitor Services coordinator for state parks for 10 yrs.
State park manager for nine 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:

Oregon Parks and Recreation Dept. 1989-Present
Park Ranger 5 yrs, Visitor Services Coord. 10 yrs, Park Manager
9 years.

B.S. Degree University of Wisconsin at River Falls
Park & Rec Mgt.

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

I hope to bring my experiences in the tourism
industry to the group. And to help the City of
Brookings market its unique opportunities to the
public.



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: Jeremy Small Date: 9/19/12
Physical Address: 707 2nd St Brookings, OR 97415
Mailing Address: _____
Email Address: jsmall100@gmail.com Phone: 317-440-6327

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

☒ Other (please specify): Tourism Promotion Advisory Committee (TPAC)

2. **City residents:** How long have you lived in the City of Brookings? 3yr (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?** Store Manager - Jeweler

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 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.

Jeremy Small
Applicant (print name)

Jeremy Small
Applicant's Signature

9/19/12
Date

Witness (print name)

Witness's Signature

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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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

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

1. List your position-related experience and/or background:

I have been the manager at Harbrook Jewelers for the past 2 years and in that time have studied marketing concepts extensively while also undergoing various sales training experiences. I am currently enrolled in a marketing intensive coaching program run by Jim Ackerman. My training along with a desire to improve Brookings will make me a valuable asset to this project.

2. List your work history and educational background, as well as any unrelated volunteer experience:

I am a HS Graduate with little college experience. After I stopped pursuing higher education I worked a variety of jobs including, but not limited to, Construction, insurance, retail sales, and janitor. About 10 years ago I found my calling and became a jeweler. For the last two years I have been the store manager at Harbrook Jewelers. I am a Graduate Gemologist (GIA) and have multiple certifications from the Revere Academy in SF.

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

What I hope to accomplish is to make Brookings an even more beautiful place to better attract tourism & families. Being a member of a local business, I am interested in this position as a way to grow the overall population of Brookings and drive more money to our city.



RECEIVED

AUG 24 2012

CITY OF BROOKINGS

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: Peter C. Spratt Date: 8/23/2012
Physical Address: 1000 5th Street, Brookings, OR 97415
Mailing Address: PO Box 1344, Brookings, OR 97415
Email Address: pcspratt@nwtec.com Phone: 541-254-1805

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

1. Commission/Committee applying for:

	Composition (i)	Term (ii)
<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 type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input checked="" 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? 7 yrs (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? GM Brookings Inn / Flying Gull

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:

Please see attached

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:

Please see attached

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

I have been deeply involved in the tourism industry for 17 years - in many instances in a leadership role. I hope that my efforts will continue the success of Brookings as a tourism destination

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.

Peter C. Spratt
Applicant (print name)

Peter C. Spratt
Applicant's Signature

8/24/12
Date

Kennedy K. Kennedy
Witness (print name)

Kennedy
Witness's Signature

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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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

PETER C. SPRATT
Hospitality and Tourism Experience

Brookings Inn Resort, Flying Gull Restaurant, Myrtlewood Lounge, General Manager, 1995-Present.

America's Wild Rivers Coast Consortium, Founder 2002, Director 2002 – Present, Treasurer 2002-Present, President 2003-2004.

Oregon Coastal Visitor's Association (OCVA), Director 2006 – 2008.

Southern Oregon Visitor's Association (SOVA), Director 1999-2000, 2003-2011.

Brookings-Harbor Chamber of Commerce, Director 1995-2004, Secretary 1996-1997, First Vice President 1997-2001, President 2001-2004.

Curry County Tourism Board, Director 1997-1999, President 1997-1999.

PETER C. SPRATT

EDUCATION

New York University School of Law, LL.M. (Taxation), 1982

Honors: Arthur Andersen Scholar

University of Puget Sound School of Law, J.D., 1980

Honors: cum laude

University of Oregon, B.S., Economics, 1977; "Minor" Accounting

EMPLOYMENT

2007-2011, Executive Vice President, Chief Operating Officer and General Counsel, Chetco Federal Credit Union, a community chartered federal credit union serving the coastal rural counties of Coos and Curry in Oregon and Del Norte in California.

2002-2007, Vice President Compliance and General Counsel, Chetco Federal Credit Union.

1995-Present, General Manager, Brookings Inn Resort, Flying Gull Restaurant, Myrtlewood Lounge.

1995-Present, Private Attorney, Admitted to Practice in Oregon and Washington.

1995-2001, General Counsel and Corporate Secretary, Teltone Corporation, Bothell, WA.

1990-1995, Partner, Preston Gates & Ellis. Law Firm resulting from the merger of Shidler McBroom Gates & Lucas with Preston Thorgrimson Ellis & Holman creating one of the five largest firms in the Northwest.

1985-1995, Adjunct Professor of Law, Seattle University School of Law, formerly University of Puget Sound School of Law, teaching Basic Income Taxation, Gift and Estate Taxation, Business Planning and Estate Planning.

1987-1990, Attorney, Shidler McBroom Gates & Lucas. Elected to Director/Shareholder status March 15, 1989.

1985-1987, Tax Manager, Touche Ross & Co., now Deloitte Touche Tohmatsu.

1987, Instructor, Golden Gate University Graduate Tax Program, taught course on United States taxation of nonresident aliens, foreign corporations and foreign investment.

1982-1985, Attorney, Shidler McBroom Gates & Lucas.

1980-1981, Clerk to Judge John H. Buttler, Oregon Court of Appeals.

1978 Law Clerk, City of Seattle Department of Consumer Protection.



RECEIVED

AUG 21 2012

CITY OF BROOKINGS

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-2163 Fax: (541) 469-3650

www.brookings.or.usAPPLICATION TO SERVE ON A CITY OF BROOKINGS
COMMISSION, COMMITTEE OR BOARDPART I. Contact Information:

Name: JOE WILLETT Date: AUG. 21, 2012
Physical Address: 15505 OCEANVIEW DR space 6
Mailing Address: BROOKINGS, OR 97415
Email Address: BUEJAWS@AOL.COM Phone: 541-469-2095

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 type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input checked="" 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? _____ (yrs/mths)Are you a City elector (registered voter)? ☐ Yes ☐ No3. **UGB residents:** How long have you lived in the UGB?: 8 (yrs/mths) HARBOR, OREGON4. **What is your current occupation?** RETIRED

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:

ADVERTISING AND PUBLIC RELATIONS
20 YEARS EXPERIENCE INCLUDING
TOURISM ACCOUNTS

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:

B.S. STATE UNIVERSITY OF NEW YORK
SOCIOLOGY MAJOR ENGLISH MINOR
U.S. ARMY PUBLIC INFORMATION SPECIALIST
VOLUNTEER TUTOR - S.W. OREGON
COMMUNITY COLLEGE - BROOKINGS CAMPUS

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

DEVELOP THE TOURISM BUSINESS
FOR BROOKINGS

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.

JOSEPH A. WILLETT
Applicant (print name)

Joseph A. Willett
Applicant's Signature

AUG. 21, 2012
Date

Bonnie Anderson
Witness (print name)

Bonnie Anderson
Witness's Signature

8/21/12
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 (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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

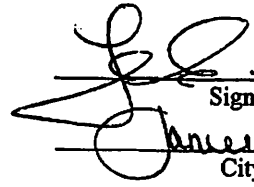
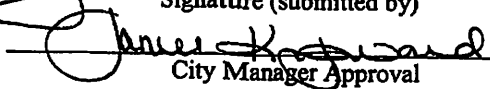
Public Art Committee: 541-469-1135
Budget Committee: 541-469-1123
Tourism Promotion Advisory Committee
541-469-1101

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 22, 2012

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Agreement for Local Government Grant Program - Mill Beach Access Project

Recommended Motion: Motion to authorize the City Manager to execute an agreement with the State of Oregon Parks and Recreation Department for the grant reimbursement for the Mill Beach Access Project

Financial Impact: The grant will reimburse for expenses not to exceed 35 percent or \$34,973. The City's match is 65 percent or \$65,027 to be paid for from Parks System Development funds.

Background/Discussion: The City applied for a 50 percent matching grant for proposed improvements to Mill Beach and were fortunate to receive a portion of this request. The Mill Beach Access project includes installation of a road surface, signage and a bathroom at the Macklyn Cove area. This project will allow for American with Disabilities access to the beach, provide limited parking and a much needed public restroom.

The terms of the agreement require the City to provide quarterly reports on the progress and complete the project by June 30, 2014. City staff is anticipating having this project completed by summer of 2013, contingent on receipt of a shoreline alteration permit approval from State Parks of which the application is currently being finalized by staff.

Attachment(s): Agreement- Local Government Grant Program

**LOCAL GOVERNMENT GRANT PROGRAM
LGPS-12-12 Mill Beach Access Project**

THIS AGREEMENT is made and entered into by and between the State of Oregon, acting by and through the Oregon Parks and Recreation Department, hereinafter referred to as the **OPRD**, and **City of Brookings**, hereinafter referred to as the "Sponsor."

RECITALS

WHEREAS, under ORS 390.180, the State and Sponsor may enter into an agreement concerning acquisition, development, and or rehabilitation of public outdoor recreation areas and facilities, hereinafter called "Project," and the State may make grants of money to assist the Sponsor in such projects.

WHEREAS, under OAR Chapter 736, Division 6, the Sponsor agrees to comply with the Local Government Grant Program administrative rules.

NOW, THEREFORE, OPRD and the Sponsor agree to the following:

AGREEMENT

1. Effective Date. This Agreement shall become effective on the date this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, the Project shall be completed by **June 30, 2014 ("Project Completion Date")**. This Agreement shall expire on the date final payment is made by OPRD.

2. Agreement Documents. This agreement consists of this document and includes the following listed exhibits which are incorporated into this Agreement:

Exhibit A:	Sponsor's Grant Application
Exhibit B:	Progress Report Form
Exhibit C:	Request for Grant Reimbursement Form

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. Grant. In accordance with the terms and conditions of this Agreement, OPRD shall provide Sponsor **\$34,973 or 35 percent**, whichever is less, of the total project cost, for the purposes described in Section 5. OPRD shall pay the Grant from monies available through the Local Government Grant Program.

4. Project Cost; Matching Funds. Total Cost of the Project is **\$100,000**. The Sponsor Match is **\$65,027**. The Sponsor shall contribute matching funds or the equivalent in labor, materials, property, or services, which are shown as eligible match in the rules, policies and guidelines for the Local Government Grant Program.

5. Project: The purpose of this Project is to provide funding assistance to the City of Brookings for improvements at Mill Beach Access including mobilization, grading foundation stabilization, paving, retaining wall, permits, drainage improvements, restroom, utilities, pathways, and picnic tables. The project is further described in the Sponsor's Grant Application, which is Exhibit A attached hereto. Sponsor shall have six-months from the Effective Date of this Agreement to commence substantial work (i.e., for the Sponsor to award contracts for work or show at least 25% of work is complete). Projects not in compliance with this schedule may be cancelled unless OPRD determines, in its sole discretion, that Sponsor has provided to OPRD justification for an extension.

6. Progress Reports. Once work has begun, Sponsor shall report to ORPD on work completed on a quarterly basis as follows:

Period beginning January 1, ending March 31, report is due **April 30**.

Period beginning April 1, ending June 30, report is due **July 31**.

Period beginning July 1, ending September 30, report is due **October 31**.

Period beginning October 1, ending December 31, . . . report is due **January 31**.

A progress report giving an accounting of the work accomplished is also required whenever Project reimbursements are requested. Reports must be in the form provided in Exhibit B.

Sponsor must submit a Final Report and final reimbursement request to ORPD within 45 days of the Project Completion Date using the form attached hereto as Exhibit B. The final report shall include a full and final accounting of all expenditures and a description of the work accomplished.

7. Disbursement and Recovery of Grant.

a. Disbursement Generally. ORPD shall disburse up to 75 percent of the Grant Funds to Sponsor on a cost reimbursement basis upon approval of invoices submitted to ORPD. Sponsor may send invoices to ORPD at any time but no more than once per calendar quarter. Invoices must be in the form provided in Exhibit C attached hereto and provide detail indicating the nature of costs to be reimbursed, and all such costs must be directly related to the Project and Project budget as shown in Exhibit A. Invoices must be signed by an authorized representative of Sponsor. Prior to approval of any invoice, all reports due under Section 6 hereof must be complete and provided to and approved by ORPD. ORPD will disburse the final 25 percent of the Grant Funds upon approval by ORPD of the Final Report and the completed Project. ORPD will not be obligated to make final payment to Sponsor until all documentation and reports due under Section 6 hereof are complete and provided to ORPD, including the ID number or vehicle identification number of any equipment purchased by Sponsor, and subject to a final inspection and approval of the Project by ORPD.

b. Allowable Costs. The Grant is for the Project and shall not be used for any other purpose. No Grant funds will be disbursed for any changes to the Project unless such changes are approved by ORPD by Amendment pursuant to section 13.b hereof. Sponsor shall not use any Grant Funds for administration, overhead or indirect costs, whether or not related to this Agreement.

c. Conditions Precedent to Disbursement. ORPD's obligation to disburse Grant moneys to Sponsor under this Agreement is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

i. ORPD has received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ORPD, in the exercise of its reasonable administrative discretion, to make the disbursement.

ii. No default as described in section 11 has occurred.

iii. Sponsor's representations and warranties set forth in section 8 are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.

iv. Sponsor shall provide ORPD a copy of all necessary federal, state and local permits required for the Project.

d. Recovery of Grant Moneys. Any Grant moneys disbursed to Sponsor under this Agreement that are expended in violation or contravention of one or more of the provisions of this

Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to OPRD. Sponsor shall return all Misexpended Funds to OPRD promptly after OPRD's written demand and no later than 15 days after OPRD's written demand. Sponsor shall return all Unexpended Funds to OPRD within 14 days after the earlier of expiration or termination of this Agreement.

8. Representations and Warranties of Sponsor. Sponsor represents and warrants to OPRD as follows:

- a. **Organization and Authority.** Sponsor is a:
- ☒ Municipal agency
 - ☐ Other Governmental Entity (regional governments, port districts, special districts, etc)

duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant. Sponsor has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Sponsor of this Agreement (1) have been duly authorized by all necessary action of Sponsor and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Sponsor's Articles of Incorporation or Bylaws (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Sponsor is a party or by which Sponsor or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Sponsor of this Agreement.

b. **Binding Obligation.** This Agreement has been duly executed and delivered by Sponsor and constitutes a legal, valid and binding obligation of Sponsor, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

c. **Use of Project property:** Sponsor further warrants that the land within the project boundary described in Exhibit A shall be dedicated and used for a period of no less than 25 years from the completion of the Project. Sponsor agrees to not change the use of, sell, or otherwise dispose of the land within the Project boundary, except upon written approval by OPRD. Leases for projects placed on federally owned property must be at least 25 years.

If the Sponsor converts lands within the Project boundary to a use other than as described in the grant application or disposes of such land by sale or any other means, the Sponsor must provide replacement property acceptable to OPRD within 24 months of either the conversion or the discovery of the conversion.

If replacement property cannot be obtained within the 24 months, the Sponsor will provide payment of the grant program's prorated share of the current fair market value to the State. The prorated share is that percentage of the original grant (plus any amendments) as compared to the original project cost(s). The replacement property must be equal to the current fair market value of the converted property, as determined by an appraisal. The recreation utility of the replacement property must also be equal to that of the lands converted or disposed.

If conversion should occur through processes outside of the Sponsor's control such as condemnation or road replacement or realignment, the Sponsor will be required to pass through to the State that prorated share of whatever consideration is provided to the Sponsor by the entity that caused the conversion. The monetary value of whatever consideration provided by the taking will normally consist of the fair market value of the property established by an appraisal.

The warranties set forth above are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

9. Certain Covenants of Sponsor. Sponsor shall:

- a. Grant Funds.** Vigilantly safeguard the Grant moneys received hereunder and maintain financial controls sufficient to protect such moneys and ensure that the Grant moneys are used solely for purposes of the Project;
- b. Completion.** Complete the Project on or before the expiration date of this Agreement and submit a final report for the Project to OPRD in accordance with Section 6 hereof.
- c. Publicity.** Sponsor shall make every effort to acknowledge and publicize OPRD's participation and assistance with the project. Sponsor agrees to place signs at the Project location acknowledging OPRD's grant program support. Sponsor also agrees to maintain the signs throughout the life of the project. State may withhold final reimbursement payment until signage has been placed.
- d. Public Access to Project:** The Sponsor shall allow open and unencumbered public access to the completed Project to all persons without regard to race, color, religious or political beliefs, sex, national origin, or place of primary residence.

10. Records Maintenance and Access.

- a. Access to Records and Facilities.** OPRD, the Secretary of State of the State of Oregon (Secretary) and their duly authorized representatives shall have access to the books, documents, papers and records of Sponsor that are directly related to this Agreement, the Grant moneys provided hereunder, or the Project for the purpose of making audits and examinations. In addition, OPRD, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Sponsor shall permit authorized representatives of OPRD and the Secretary to perform site reviews of all services delivered as part of the Project.
- b. Retention of Records.** Sponsor shall retain and keep accessible all books, documents, papers, and records, that are directly related to this Agreement, the Grant moneys or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the expiration date. If there are unresolved audit questions at the end of the three-year period, Sponsor shall retain the records until the questions are resolved.
- c. Expenditure Records.** Sponsor shall document the expenditure of all Grant moneys disbursed by OPRD under this Agreement. Sponsor shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit OPRD to verify how the Grant moneys were expended.

11. Default. Sponsor shall be in default under this Agreement upon the occurrence of any of the following events:

- a.** Sponsor fails to perform, observe, or discharge any of its covenants, agreements, or obligations set forth herein.
- b.** Any representation, warranty or statement made by Sponsor herein or in any documents or reports relied upon by OPRD to monitor implementation of the Project, the expenditure of Grant moneys or the performance by Sponsor is untrue in any material respect when made;
- c.** Sponsor (i) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment

for the benefit of its creditors, (iv) is adjudicated as bankrupt or insolvent, (v) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (vi) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vii) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (viii) takes any action for the purpose of effecting any of the foregoing; or

d. A proceeding or case is commenced, without the application or consent of Sponsor, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Sponsor, (ii) the appointment of a trustee, receiver, custodian, liquidator, or the like of Sponsor or of all or any substantial part of its assets, or (iii) similar relief in respect to Sponsor under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Sponsor is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

e. **Remedies upon Default.** If Sponsor's default is not cured within 30 calendar days of written notice thereof to Sponsor from OPRD or such longer period as OPRD may authorize in its sole discretion, OPRD may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of this Agreement, return of all or a portion of the Grant moneys, payment of interest earned on the Grant moneys, and declaration of ineligibility for the receipt of future grant awards from OPRD. If, as a result of Sponsor's default, OPRD demands return of all or a portion of the Grant moneys or payment of interest earned on the Grant moneys, Sponsor shall pay the amount upon OPRD's demand.

12. TERMINATION

a. **Termination for Convenience.** Either party may terminate this Agreement at any time prior to the expiration date of this Agreement upon 15 days notice to the other party. Neither party shall incur any new obligations for the terminated portion of this Agreement and shall cancel as many obligations as possible immediately upon receipt of notification from the other party. Payment in full shall be allowed for the non-cancelable obligations properly incurred up to the effective date of the termination. All Unexpended Funds shall be returned to OPRD within 14 days of termination.

b. **OPRD Termination.** OPRD may terminate this Agreement:

i. Immediately upon written notice to Sponsor, if OPRD does not obtain sufficient funding and expenditure authorizations to allow OPRD to meet its payment obligations under this Agreement.

ii. Immediately upon written notice to Sponsor if state or federal laws, regulations, or guidelines are modified, changed or interpreted in such a way that OPRD does not have the authority to provide Grant moneys for the Project or no longer has the authority to provide the Grant moneys from the funding source it had planned to use.

iii. Upon 30 calendar days advance written notice to Sponsor, if Sponsor is in default under this Agreement and such default remains uncured at the end of said 30 day period or such longer period, if any, as OPRD may specify in the notice.

13. GENERAL PROVISIONS

a. **Indemnification.** To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, Sponsor shall indemnify, defend (subject to ORS chapter 180), and hold harmless the State of Oregon and OPRD and their officers, employees, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature, resulting from, arising out of or relating to the activities of the Sponsor or Sponsor's officers, employees, sub-contractors, or agents under this Agreement.

b. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both parties. A request for an extension of the Project Completion Date for a six month period may be granted if requested by Sponsor in writing at least 30 days prior to the Project Completion Date and the request includes a compelling need, as determined in OPRD's sole discretion, for the extension.

c. **Participation in Similar Activities.** This Agreement in no way restricts Sponsor or OPRD from participating in similar activities with other public or private agencies, organizations, or individuals.

d. **Duplicate Payment.** Sponsor is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual. All sponsor matching contributions must be used and expended for this project only and within the Project period.

e. **No Third Party Beneficiaries.** OPRD and Sponsor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as intended beneficiary of the terms of this Agreement.

f. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Sponsor or OPRD to the applicable Principal Contact at the address or number set forth below, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the Sponsor, or on the next business day, if transmission was outside normal business hours of the Sponsor. Any communication or notice given by personal delivery shall be effective when actually delivered.

OPRD:

Oregon Parks and Recreation Department
Local Government Grant Program Coordinator
725 Summer Street NE, Suite C
Salem, OR 97301
Phone: 503-986-0708
Fax: 503-986-0794

Sponsor:

City of Brookings
Loree Pryce
898 Elk Drive
Brookings, OR 97415
Phone: 541-469-1151
Fax: 541-463-3650
Email: lpryce@brookings.or.us

g. Governing Law, Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between OPRD (or any other agency or department of the State of Oregon) and Sponsor that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. **EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.**

h. Compliance with Law. Sponsor shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project. Without limiting the generality of the foregoing, Sponsor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Agreement or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules and regulations, (b) Titles VI and VII of the Civil Rights Act of 1964, as amended, (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142, (e) Executive Order 11246, as amended, (f) the Health Insurance Portability and Accountability Act of 1996, (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended, (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (i) all regulations and administrative rules established pursuant to the foregoing laws, and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Agreement or the Project and required by law to be so incorporated. Sponsor shall not discriminate against any individual, who receives or applies for services as part of the Project, on the basis of actual or perceived age, race, creed, religion, color, national origin, gender, disability, marital status, sexual orientation, alienage or citizenship. All employers, including Sponsor, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126.

i. Severability. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

j. Assignment of Agreement, Successors in Interest. Sponsor shall not assign or transfer any interest in this Agreement, enter into any subcontracts, or subgrant any Grant moneys, without the prior written approval of OPRD. Any such assignment, transfer, subcontract, or subgrant, if approved, is subject to such conditions and provisions, as OPRD may deem necessary, including without limitation that, for any portion of the Project awarded by Sponsor to a contractor, Sponsor shall provide to OPRD a copy of the contractor's performance bond in the amount of the contract issued by a surety company authorized to do business in Oregon. No approval by OPRD of any assignment, transfer, subcontract or subgrant shall be deemed to create any obligation of OPRD in addition to those set forth in this Agreement nor will OPRD's approval of an assignment, transfer, subcontract or subgrant relieve Sponsor of any of its duties or obligations under this Agreement.

k. Survival. All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Sections 6, 8, 10, 13.a, 13.e, 13.g, 13.k and 13.l.

l. Integration and Waiver. This Agreement, including all Exhibits, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either

party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. Sponsor, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS THEREOF: the parties hereto have caused this agreement to be properly executed by their authorized representatives as of the day and year hereinafter written.

Sponsor:

ORPD Grant Program:

By: _____
Printed Name & Title

By: _____
Local Government Grants Program Coordinator

Sponsor Signature

Date

Date

Grants Division Manager

Date

**State of Oregon, acting by and through its
State Parks and Recreation Department**

By: _____
Roger Roper, Assistant Director

Date

**Approved for legal sufficiency (when Grant amount exceeds \$150,000)
Oregon Department of Justice**

By: _____


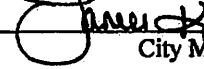
Date: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 22, 2012

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Inflow and Infiltration (I/I) Program

Recommended Motion: Motion to authorize the Public Works and Development Services Director to submit the I/I Program to Department of Environmental Quality to satisfy the City's treatment plant operational permit requirements.

Financial Impact: An additional staff person will need to be hired by the year 2014 and a commitment of \$200,000 annually for the next five years from sewer collections system replacement funds is needed to comply with this program.

Background/Discussion: The Department of Environmental Quality (DEQ) is requiring the City of Brookings to provide an Inflow and Infiltration (I/I) Program by October 31, 2012 which was originally due in April 2012 but extended 6 months at the request of City staff. This DEQ requirement originated as a condition of approval for the recently approved wastewater treatment plant operational permit also known as the NPDES permit.

I/I is storm water intrusion into a sewer collection system and all sewer systems experience some degree of storm water intrusion. Storm water is introduced to the sewer through several modes such as; deteriorated pipes, root intrusion, groundwater saturation, direct illegal connections such as roof drains plumbed to sewer systems, leaky manholes, un capped clean outs, among others. I/I limits the sewer pipe capacity thus increasing the risk of sanitary sewer overflow events (SSO). Rather than the storm water entering creeks, rivers or infiltrating the ground, it instead ends up being treated at the wastewater treatment plant (WWTP). This creates additional wastewater to treat which impacts the effectiveness of the treatment process and increases operational costs.

The five year program consists of;

- Smoke testing all sewer mains.
- Repairing any pipes that fail the smoke test or rank high priority on a TV inspection evaluation.
- Construction of an annual sewer rehabilitation project.
- Install, relocate and evaluate the data from the City's flow monitor.
- Implementing a jet flushing program to clean the sewers and prevent debris and grease buildup.
- Implementing a fat, oils and grease program (FOG) to inspect local businesses for cleaning their grease traps.
- Complete the GIS sewer basemap.

- Abandon or meter all lift station overflows
- Update the sewer facilities master plan.

Many of these I/I measures have already been conducted or currently underway. The additional work lies in jet flushing, increased point repairs, smoke testing the entire collection system, and implementing a FOG program. Staff spoke with DEQ about their expectations for this program and the program is consistent with their expectations.

Council reviewed the I/I program at the Council Workshop October 1, 2012. This program is being brought to Council for authorization due to the budgetary impact of adding an additional staff member in 2014 and an annual capital improvement project (CIP) commitment of \$200,000 per year for the next 5 years. This capital improvement commitment is consistent with the past two years CIP programs.

Attachment(s): I/I Program



City of Brookings

PUBLIC WORKS / DEVELOPMENT SERVICES DIVISION

898 Elk Drive, Brookings, OR 97415

(541) 469-1138, Fax (541) 469-3650, TTY (800) 735-1232

lpryce@brookings.or.us

October 14, 2012

Andy Ullrich
Oregon DEQ, Western Region
221 Stewart Ave., Suite 201
Medford, OR 97501

The City of Brookings, Oregon I/I Program

Introduction:

Inflow and infiltration (I/I) is a universal condition of storm water entering into sewer collection systems and increasing the amount of sewer being conveyed and treated. No sewer piping system is immune from this occurrence. I/I is a result of aged or poorly constructed pipes, laterals and manholes, direct connections to the sewer from a storm drain system, groundwater hydrostatic pressure, illegal connections, tree root intrusion, open sewer cleanouts, and private onsite drainage being plumbed to sewer, are among the main contributors.

I/I is a nuisance for reasons including;

- Potential for sanitary sewer overflows (SSO). SSO is when the storm water I/I exceeds the capacity of the sewer collection system (pipe) and causes spillage of wastewater in City streets and drainage courses
- Increase flows must be treated and poses a risk to the operations of a treatment plant and pose a risk for non compliant discharge.
- The increased energy needed to treat storm water that would be reduced via and I/I program.
- As pipes age, increase conveyance can cause more stress on the pipe and increased rate of failure.
- I/I is a sign that the pipe may be permitting sewage seepage.

The key to a successful approach to I/I reduction is to identify the key contributors to rain intrusion, identify how to abate them, prioritize, budget, remediate and monitor the results.

Background

The City of Brookings is located in the southern Oregon "banana belt" and experiences both warmer temperatures and increased rain event intensities. Based on 25-year storm 1 hour intensity factor for the City of Brookings is 1 inch/hr or 6-inches per 24 hours (reference ODOT hydraulics manual 2005, "Appendix A – Rainfall Intensity"). The wastewater plant has an average flow of 1.7 MGD and peak capacity of 15.5 MGD. The City has never experienced a rain event that I/I infiltration exceeded the treatment plant capacity.

Each year the City of Brookings is required to provide an annual report to DEQ on I/I reduction due February 1. Typically that report included a summary of wastewater collection pipe replacements for the year. As required under NPDES permit 101773 expiration date 10/13/2016,

"Within 180 days of permit issuance, the permittee shall submit to the Department for review and approval an updated program and time schedule for identifying and reducing inflow. Within 60 days of receiving written Department comments, the permittee shall submit a final approvable program and time schedule. The program shall consist of the following:

- a. Identification of all overflow points and verification that sewer system overflows are not occurring up to a 24-hour, 5-year storm event or equivalent;*
- b. Monitoring of all pump station overflow points;*
- c. A program for identifying and removing all inflow sources into the permittee's sewer system over which the permittee has legal control; and*
- d. If the permittee does not have the necessary legal authority for all portions of the sewer system or treatment facility, a programme and schedule for gaining legal authority to require inflow reduction and a programme and schedule for removing inflow sources."*

The City requested an extension and the program is due October 31, 2012.

In accordance with the NPDES permit, the following is a summary of steps the City of Brookings will participate in order to reduce I/I and comply with the permit requirements.

Identification of all overflow points and verification that sewer system overflows are not occurring up to a 24-hour, 5-year storm event or equivalent

The City has compiled historical SSO data and identified the areas experiencing surcharge conditions under high rain events. Please see attached Exhibit C. During any peak weather event, the City Public Works staff will monitor these "hot spot" locations for overflow.

Monitoring of all pump station overflow points

The City has 13 lift stations as seen in Table 2. The City abandoned the overflow at Dawson Tract #1 in May 2012. The remaining 12 lift stations' overflow abandonments will be constructed over years 2 through 4.

A program for identifying and removing all inflow sources into the permittee's sewer system over which the permittee has legal control;

The proposed program for the City of Brookings is a 5-year program per Table 1. A more detailed explanation of each item listed in the program is as follows;

➤ Municipal code updates

"If the permittee does not have the necessary legal authority for all portions of the sewer system or treatment facility, a programme and schedule for gaining legal authority to require inflow reduction and a programme and schedule for removing inflow sources."

The City of Brookings Municipal Code needs to be evaluated for effectiveness in implementing the I/I program. After the code has been evaluated, staff will present municipal code updates to be reviewed and adopted by Council. Council participation is needed for municipal code updates and annual budgetary approval.

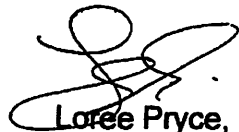
- GIS sewer basemap (Ongoing)
 - The City has been developing a GIS basemap for sewer infrastructure. This basemap will be an invaluable tool in tracking I/I efforts and condition assessment rating to support future capital improvement projects.
- Flow monitoring – evaluation (Year 1-5)
 - The City owns a flow monitor and is able to relocate this and record flow data to any location in the collection system. There will be continued use of this equipment to monitor the collection system to more narrowly isolate I/I affected areas and evaluate existing capacities. Please refer to Exhibit A.
- Flow monitoring – conduct (Year 1-5)
 - Staff will continue to conduct flow monitoring and move the location for continued monitoring evaluation.
- Flow poke (only if needed)
 - Flow mapping by method of flow poking will only be conducted if flow monitoring efforts are inadequate. Flow poking is not recommended at this time.
- Smoke test (Year 3 -4)
 - As suggested by DEQ, all pipes in the collection system should be smoke tested every five years. The I/I program will allow for half the collection system each year.
- Smoke test abatement (Year 3-4)
 - Abatement would be required soon after the smoke test is conducted which would include one half the collection system each year.
- TV inspections – evaluate (Year 1-5)

- The City has TV inspection logs for all sewer mains in the City conducted approximately 10 years ago. Recently the east side of the City was TV inspected and logged. This recent data was converted into a priority matrix log for repairs (refer to Table 3). The rest of the TV inspection will be placed in a priority matrix for future point repairs.
- TV inspections – conduct (Years 2-5)
 - Additional TV inspection will be conducted if needed with reports prepared similar to Exhibit B.
- Sewer facilities master plan update (Year 2)
 - The master plan is scheduled for update in the 2013-14 annual budget. The last master plan update was completed in 2008.
- Lift station overflow abandonment (Year 2-4)
 - The City is required to either seal all overflows at it's lift stations or installing a metering device on the overflow pipe.
- Point repair construction (Year 1-5)
 - An annual capital improvement budget of at least \$50,000/year is recommended for repairing higher priority locations as identified in the priority matrix log Table 3 or areas identified during smoke testing.
- Jet flush program (Year 2-5)
 - The City owns a vactor which can be used for flushing out our sewer mains to avoid any grease or debris build-up that could cause blockage.
- Rehabilitation and Replacement (Year 1-5)
 - In 2011, the City implemented it's first sewer rehabilitation project which involved application of a fiberglass resign to the interior of a sewer main. Due to the success of the recent application and the lower cost to install rehabilitation compared to a sewer replacement project, staff is recommending an annual budget for continued rehabilitation, or replacement if necessary.
- Public information and outreach (As needed)
 - In order to effectively implement a routine fat oils and grease (FOG) program, public outreach will include brochures and/or mailers to customers in the monthly water and sewer bill. Additionally, workshops will be offered for public participation.
- FOG program (Year 3-5)
 - The City requires grease traps to be installed in locations that will produce grease, such as restaurants. These traps should be inspected regularly. Options for how to dispose of the grease will be explored. Staff recommends a feasibility study for a FOG injection assembly at the anaerobic digester at the wastewater plant.

This program has been reviewed by City Council at their October 1, 2012 workshop meeting.

If you have any questions on this regard, please do not hesitate to contact me directly at (541) 469-1138.

Sincerely,



Loree Pryce, PE
Public Works Director

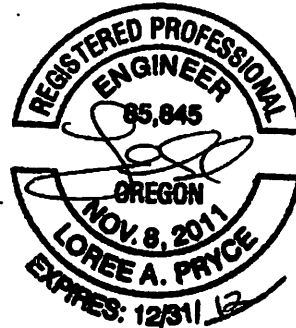


TABLE 1
I/I Program Summary Table - 5 Year Program Plan
Recommended Program

I/I Program Item	Description	2012-13 Year 1	2013-14 Year 2	2014-15 Year 3	2015-16 Year 4	2016-17 Year 5	Staff hours	Unit cost	Total Cost
Municode updates	Updates needed for staff to implement program elements	-	80 hr	As needed	As needed	As needed	80/yr	-	-
GIS sewer basemap	Create and utilize a sewer GIS basemap	In progress	Utilize	update	update	update	0.5 FTE	-	TBD
Flow Monitoring Evaluation	Review dry day and storm event data to determine extent of INI	Yes	80 hr	80 hr	80 hr	80 hr	80 hr/yr	-	-
Flow Monitoring Conduct	Install portable flow monitoring device in areas that may be experiencing INI and capacity issues	Yes	80 hr	80 hr	80 hr	80 hr	80 hr/yr	Equipment maintenance TBD	TBD
Flow poke	Perform on site flow monitoring during a rain event	-	Only if necessary	Only if necessary	Only if necessary	Only if necessary	16 hr/yr	\$3,600/day	TBD
Smoke test	Perform smoke injection into collection system to visually see where leaks and stormwater inflows are occurring	-	-	Perform to 1/2 system	Perform to 1/2 system	-	16 hr/yr	\$20/Ft + \$10,000 for report	\$55,000
TV Inspections evaluate	Perform matrix analysis on TV inspections	Yes	Yes	Yes	Yes	Yes	80 hr/yr	Dyer = \$3,000 each	\$15,000
TV Inspections conduct	TV and report highlighting pipe conditions	-	Yes	Yes	Yes	Yes	16 hr/yr	Allows for 25,000 feet at \$2/ft	\$50,000
Sewer Master plan update	Update every 5 years	-	Yes	-	-	-	120 hr/yr	\$75,000	\$75,000
Lift Station	There are a total of 13 lift stations, 12 of which with unmonitored overflows	Evaluate and budget as CIP	40 hr	40 hr	-	-	40 hr/yr	\$60,000 = \$5,000/overflow * 12 stations	\$60,000
Point repair construction	Highest priority TV matrix areas and smoke test areas to be repaired	Yes - CIP budget \$50,000	80 hr	80 hr	80 hr	80 hr	80 hr/yr	Annual CIP budget \$50,000+/yr	\$250,000
Jet Flush program	Regular cleaning of sewer mains to prevent grease collection	-	-	0.51 FTE	0.53 FTE	0.58 FTE	Flush 2,000 ft/day; three people = 86,580 feet per year	-	-
Abatevents for smoke test	Identify and fix private laterals and City Infrastructure that did not pass smoke test	-	-	120 hr	120 hr	-	120 hr/yr	TBD, expecting this to effect the homeowners and City pay for point repairs	TBD
Rehabilitation and replacement	Replacement of undersized sewer, rehabilitation of existing sewer	Yes - CIP budget \$100,000	Recommend \$100,000 per year	Recommend \$100,000 per year	Recommend \$100,000 per year	Recommend \$100,000 per year	120 hr/yr	Dyer = \$20,000	\$500,000
Public information and Outreach	Inform the public of SSO and INI and how they can participate in the solution	-	80 hr	As needed	As needed	As needed	80 hr/yr	Mailings \$5,000	\$5,000
FOG program	Monthly inspection of grease traps and enforcement	-	-	.3 FTE	.3 FTE	.3 FTE	0.3 FTE/yr	TBD	TBD
Total Year Potential FTE impact		minimal	0.21	1.00	1.00	1.00		CIP budget over 5 yrs	\$1,010,000

Note:

1. Assume 32.7 miles (172,565 feet) in gravity collection system (this will be updated when our GIS basemap is complete)
2. Items in red indicate additional staffing requirements

Table 2
City of Brookings
List Station Pump Inventory

	Station	Address	Coos-Curry Account #	Pumps	HP	Output gpm	Wetwell Dimension	Overflow Level	Volume (gal) (before SSO)
1	Beach Ave.	1513 Beach Ave		2	15	100	17.5'D, 4' dia	15	1410
2	Buena Vista Lp	423-1/2 Buena Vista Loop Dr		3	20	1056	18'D, 7.5'L, 5.5'W	9	2780
3	Constitution Way	215 N Bank Chetco River Rd		2	10	225	15.5'D, 6'dia.	surface	3280
		Constitution Way Surge Tank					6'D, 9'dia.		1900
4	Cyprus Cove	830 Chetco Point Terrace		2	2.2	150	15'D, 5'dia	5	1470
5	Dawson Tract 1	1675 Old Hwy 101		2	88	500	20'D, 8'dia	17.5	6580
6	Dawson Tract 2	17105 Pacific Heights St		2	5	90	19'D, 6'dia.	surface	4000
7	Dawson Tract 3	96454 Shorewood Terrace		2	7.5	90	16'D, 6'dia/	*	3380
8	Dawson Tract 4	17431 Park Spur Rd		2	23	200	18'D, 6'dia	13.5	2850
9	Dawson Tract 5	17357 West Ocean Dr		2	10	90	14.5'D, 6'dia	surface	3065
10	Mill Beach	334 Mill Beach Rd		3	7.5, 50, 60	897, 2900	15'D, 13.5'L, 4'W	9	7270
11	Macklyn Cove	200 Macklyn Cove Rd		2	15	100	11'D, 5'dia	surface	1620
12	Riverview	6387 Riverview Dr		2	15	560	14'D,	surface	
13	Seacliff	112 Seacliff Terrace Dr		2	10	100	15'D, 4'dia	surface	1410

*a 3-inch pipe comes into the wetwell 13.5' from the bottom, then drops to the 10' level. Uncertain at this time the pipe's purpose.

Table 3

CITY OF BROOKINGS

Sewerline Deficiency Matrix of Video Inspection Log by Propipe, Inc.

Line Segment Defect Codes		S1	S2	S3	S4	S5	M1	M2	M3	M4	M5			
Line Segment Defect Point Values		1.00	2.00	3.00	4.00	5.00	0.75	1.50	2.25	3.00	3.75			
Location	MH Segment	Number of Line Segment Defects										S (total)	M (total)	Combined Total
Memory Ln	121-122	1				6			1			31	2.25	33.25
Pioneer	33-34	2	3					4	3	2		8	18.75	26.75
Azalea Park	38-38a		1			3	2	1				17	3	20
Fifield	2-3					4						20	0	20
Chrissy Circle	3-4	3	4						1	2		11	8.25	19.25
Railroad	88-89	1				3						16	0	16
Chrissy Circle	4-5						1		4	2		0	15.75	15.75
Fir St	40-39	1							2	3		1	13.5	14.5
Pioneer	34-35					2		1		1		10	4.5	14.5
Pacific Ave	19-35	3	2			1		1				12	1.5	13.5
Arnold St	20-21					2		2				10	3	13
Truman Ln	29-31		1						4			2	9	11
Arnold St	21-22					1		4				5	6	11
Pacific Ave	16-15a	2				1				1		7	3	10
Art St	18a-18					2						10	0	10
Azalea Park	38-39						4		3			0	9.75	9.75
Pine St	48-47						1			3		0	9.75	9.75
Alder St	94-91									3		0	9	9
Fir St	41-40						1	1		2		0	8.25	8.25
Pine St	47-46					1				1		5	3	8
Alder	97-99					1				1		5	3	8
Moore St	11-12					1		2				5	3	8
Fifield	4-5					1			1			5	2.25	7.25
Near Spin Drift	8-7				1					1		4	3	7
Pacific Ave	16-17	2				1						7	0	7
Oak St	44-46		1					1		1		2	4.5	6.5
Del Norte	116-117							2		1		0	6	6
Fir St	41-42	1				1						6	0	6
Mendy Rd	16a-16					1						5	0	5
Pacific Ave	17-18	1	2									5	0	5
Musser	119a-119					1						5	0	5
Alder St	91-94					1						5	0	5
Buena Vista Lp	125-124							3				0	4.5	4.5
Truman Ln	30b-30a								2			0	4.5	4.5
Old County Rd	14-15	1						2				1	3	4
Fifield	3-4		1					1				2	1.5	3.5
Del Norte	115-116		1					1				2	1.5	3.5
Hub St	15-14		1					1				2	1.5	3.5
Ransom	54-55									1		0	3	3
Riveria Ct	D-Marine Dr									1		0	3	3
Oak St	46-50									1		0	3	3
Spruce	108-104							2				0	3	3
Musser	119a-CO									1		0	3	3
Near Spin Drift	7-8									1		0	3	3
Arnold St	22-23							2				0	3	3
S Hazel St	98-99							2				0	3	3
Alder St	97-99							2				0	3	3

CITY OF BROOKINGS

Sewerline Deficiency Matrix of Video Inspection Log by Propipe, Inc.

Railroad St	109-110	1	1								3	0	3
Alder St	52-UNK							1			0	2.25	2.25
Del Norte	113-115					1	1				0	2.25	2.25
Alder St	94-93							1			0	2.25	2.25
Pine St	46a-47		1								2	0	2
Pioneer/Hasset	26-27						1				0	1.5	1.5
Old County Rd	15-15a						1				0	1.5	1.5
Pioneer	33-33a						1				0	1.5	1.5
Fir St	42-42a						1				0	1.5	1.5
Pacific	35-45						1				0	1.5	1.5
Linden	105-108						1				0	1.5	1.5
Railroad St	110-111						1				0	1.5	1.5
Del Norte	118-117						1				0	1.5	1.5
Buena Vista Lp	123-124						1				0	1.5	1.5
Truman Ln	30-29						1				0	1.5	1.5
Mendy St	16a-16	1									1	0	1
Azalea Park	38-37	1									1	0	1
Del Norte	113-114	1									1	0	1
Railroad/Woodland	111-112					1					0	0.75	0.75

Codes	Sample Description
S1	Joint Separated Medium
S2	Crack Longitudinal
S3	No Examples
S4	Hole
S5	Hole Soil Visible
M1	Roots Fine Connection
M2	Infiltration Weeper
M3	Infiltration Dripper
M4	Infiltration Runner
M5	No Examples

* Notes: M values calculated to be 75% of corresponding S values. Sewer segment deficiencies coded as S can primarily be remedied by inversion lining. Sewer segment deficiencies coded as M can primarily be remedied with a combination of inversion lining and lateral connection repairs.

Exhibit A

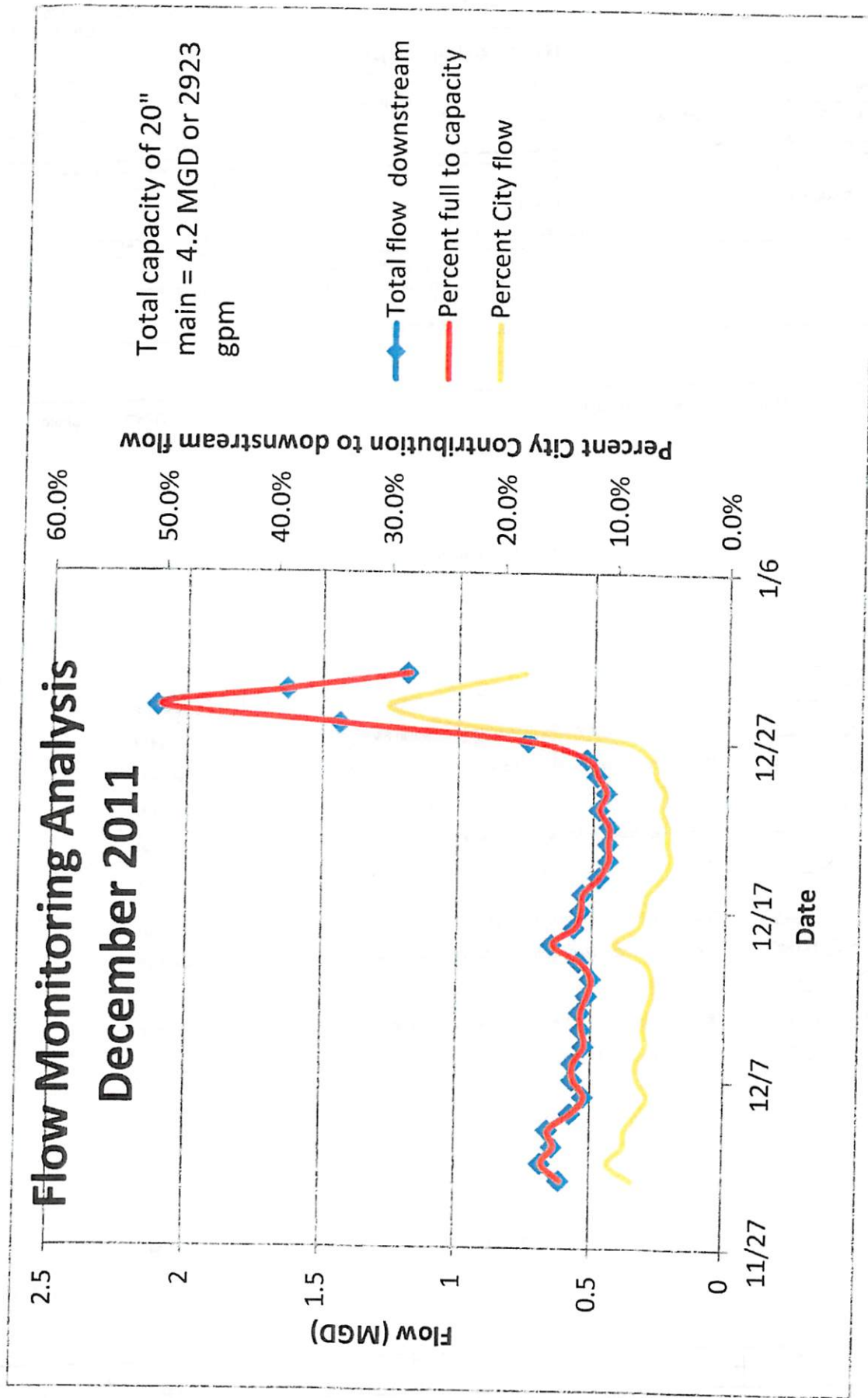




Exhibit B

PROPIPE, INC.
28655 SW BOONES FERRY RD.
WILSONVILLE, OR 97070
Tel: 800-975-9449, Fax: 503-685-9754

Inspection report

Date: 06/28/2010	P.O.#:	Weather: 1 Dry	Surveyed By: JOHN GRAHAM	section number: 54	PSR:
Total Pipe Length:	Survey Customer:	System Owner:	Clean Date:	Pre-Cleaned: J Jetting	Map Grid #:

Street: AZALEA PARK	Flow Control:	Start MH: 38
City: BROOKINGS	Year Renewed:	End MH: 38A
Location Code:	Tape/Media #: 1	Total length: 262.08 ft

Purpose:	Dia/Height: C Circular 8
Use:	Material: RCP Reinforced Concrete Pipe Pipe length:
Drain. Area:	Lining:
	Category:

Comment:
Location details:

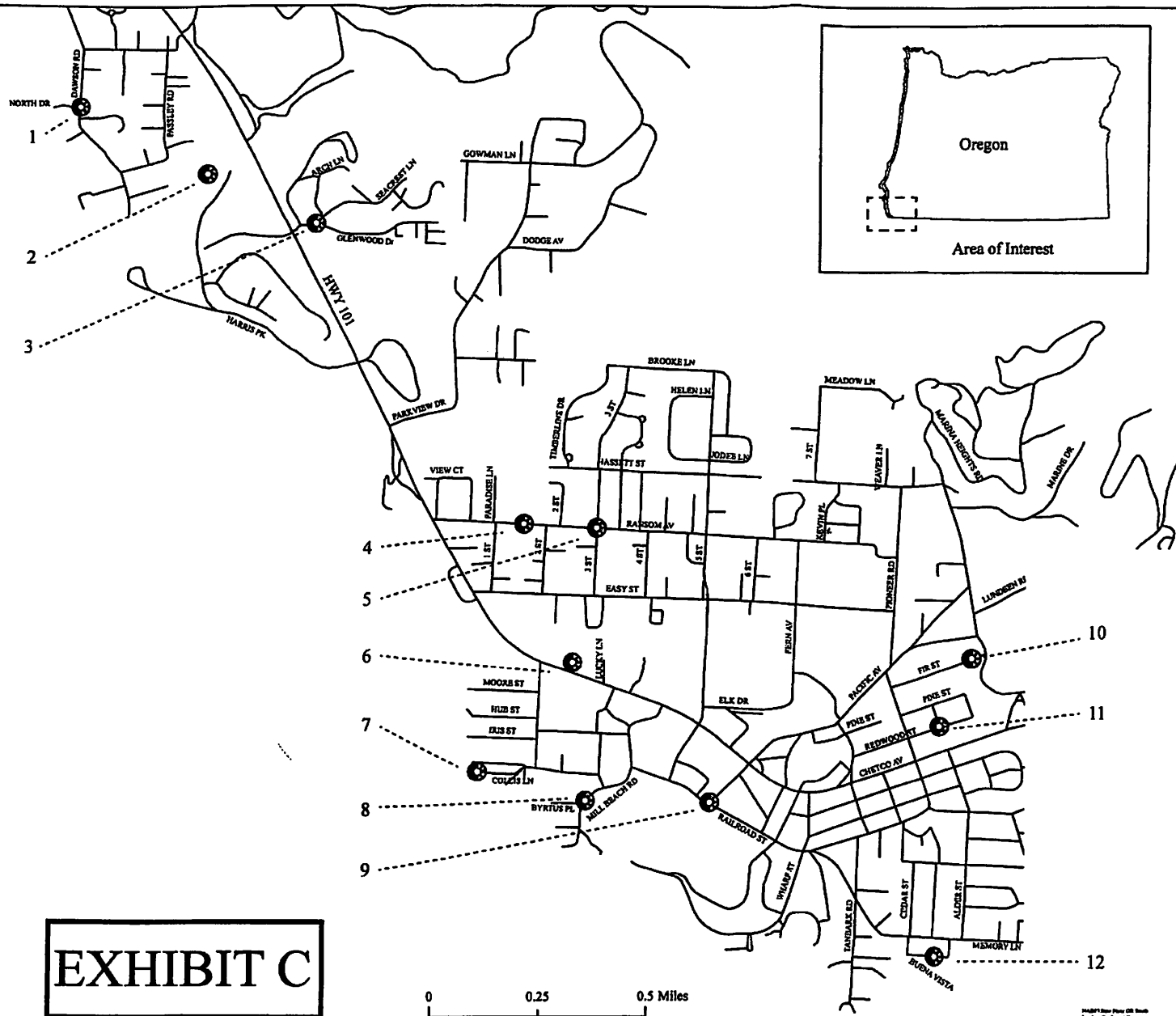
1:650 position code observation MPEG photo grade

38	4.94	AMH	Downstream Manhole, Survey Begins	00:00:16		
	46.59	HSV	Hole Soil Visible, from 08 to 09 o'clock, within 8 inch: NO	00:03:19		S 5
	47.17	HSV	Hole Soil Visible, from 08 to 09 o'clock, within 8 inch: NO	00:03:39		S 5
	52.20	TBA	Tap Break-In Active, at 03 o'clock, 4", within 8 inch: NO	00:04:16		
	55.55	RFC	Roots Fine Connection, from 07 to 08 o'clock, within 8 inch: YES	00:04:56		M 1
	74.38	RFC	Roots Fine Connection, from 11 to 01 o'clock, within 8 inch: YES	00:05:57		M 1
	78.64	TBA	Tap Break-In Active, at 03 o'clock, 4", within 8 inch: NO	00:06:55		
	98.40	IW	Infiltration Weeper, at 09 o'clock, within 8 inch: NO	00:08:02		M 2
	142.27	TFC	Tap Factory Made Capped, at 03 o'clock, 4", within 8 inch: YES	00:10:01		
	144.69	TFA	Tap Factory Made Active, at 03 o'clock, 4", within 8 inch: YES	00:10:25		
	155.44	B/V	Broken Void Visible, from 03 to 06 o'clock, within 8 inch: YES	00:11:04		S 5
	173.94	TBA	Tap Break-In Active, at 03 o'clock, 4", within 8 inch: YES	00:13:47		
	176.85	CL	Crack Longitudinal, at 10 o'clock, within 8 inch: YES	00:14:15		S 2
38A	262.08	AMH	Upstream Manhole, Survey Ends	00:18:34		

QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
5321	2112	17	4	21	4.25	1.33	3

SSO Locations

1. 03/27/2011
Type: Blockage (debris)
Location: Main
2. 03/31/2012
Type: Mechanical/Overflow
Location: Lift Station
3. 09/24/2011
Type: Blockage (toilet?)
Location: Main
4. 01/05/2009
Type:
Location: Clean Out, 1213 Ransom
5. 07/12/2012
Type: Blockage (grease)
Location: Residence, 1115 Ransom
6. 03/27/2011
Type: Blockage
Location: Clean Out, 1140 Chetco
7. 01/19/2012
Type: Rainfall
Location: Clean Out, 1241 Collis
8. 03/09/2009
Type: Mechanical/Overflow
Location: Lift Station
9. 01/19/2012
Type: Rainfall
Location: Main
10. 01/19/2012, 06/03/2010
Type: Rainfall
Location: Main
11. 02/08/2012
Type: Blockage (grease, tissue, other)
Location: Clean Out, 432 Redwood
12. 05/10/2010
Type: Mechanical/Overflow
Location: Lift Station



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 22, 2012

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: City Hall Remodel – Visitor Center – Public Works – IT

Recommended Motion:

Authorize staff to proceed with City Hall interior remodel to include development of office space for use as a Visitor Information Center and for Parks Administration, the relocation and expansion of the IT room and equipment, and the relocation of the public works records and file room as outlined in the October 1, 2012, Council Workshop Report, utilizing funding available in existing Tourism Promotion, IT, Public Works, Utility And General Fund Budgets.

Financial Impact:

The estimated budget for this project is \$47,484.

Background/Discussion:

This matter was discussed at the October 1 City Council workshop. Background and discussion are provided by the associated Council Workshop Report and its attachments, included with this report.

Attachment(s):

- a. Council Workshop Report and attachments dated 10-1-12.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: October 1, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: City Hall Remodel – Visitor Center – Public Works - IT

Financial Impact: See attached estimates

Background/Discussion:

Staff has prepared a cost estimate for remodeling projects at City Hall. We were planning to budget for some of this remodeling in 2013-14, but as the City Council is now discussing the City's role in visitor services...and part of this project relates to facilities that might support a City visitor service effort...we are bringing this to the Council's attention at this time.

Visitor Center

This project involves the development of a Visitor Center inside the City Hall building with exterior signing. The office previously occupied by the Public Works Director would be modified to serve as a visitor information center. The window and counter that is currently serving as a display cabinet would be re-opened. Doors would be installed in the City Hall hallway that would allow the area of the hallway between the City Hall main entrance and the visitor center to be segregated from the remainder of the building, and the existing Men's restroom would be converted to a unisex (lockable door), ADA accessible restroom. This would enable this part of the building to be open to the public during days and hours...such as Saturdays...when the rest of the building is closed.

Signs would be installed on Chetco Avenue and Elk Drive directing visitors to the Visitor Center. Parking on the southwest side of Elk Drive would be restricted to RVs.

The Visitor Center would be staffed with existing employees 20 hours per week during off-season and 30 hours per week during the tourism season, supplemented with volunteers. Lauri Ziemer's work station would be relocated to visitor information center, and the counter there would double as a public counter for the parks operation, issuing parks use permits and handling general public inquiries. The Chamber also used volunteers to help staff its visitor center, and the City could do the same thing.

The existing office space would be reduced to accommodate the development of a Public Works Work Room.

Another element of the project would be to enlarge the Police Station lobby by expanding into an oversized office adjacent to the lobby. This additional lobby space would be used for visitor display purposes with visitor brochures that could be self-dispensed. Police Communications Operators report that they often experience visitors dropping in to the Police Department lobby

after hours looking for information about motels, restaurants, campgrounds and "things to do" as the Police Department is the only office open at night. Police Officers have also requested that the City provide them with a supply of information brochures that they can hand-out to visitors who contact them in the field.

The City Hall is located in central Brookings just one block from Highway 101 and, as such, is well situated for this purpose.

Work Room

This Work Room would house a copier, plotter, plan charts/books, records and provide a space to meet with engineers and the public to review plans. The existing doorway into the hall immediate across the hall from the Public Works/Planning/Building office would be retained.

IT – Server Room

This room is used to house the City's computer servers and other IT equipment and would be relocated to the office previously occupied by the Public Works Inspector. Access would be restricted through the Work Room and all exterior doors and windows would be covered.

Part of this project includes relocating all of the telephone system switching equipment...including wiring and equipment that serves the Police Department telephone system...from an exposed area of the City Hall employee break room/kitchen to the IT room. This has been a concern to management for several years as this vital equipment is located in an insecure area vulnerable to accidents and inclement weather.

Attachment(s):

- a. Project scope outline.
- b. Budget estimate
- c. Floor Plan

City Hall Visitors Center - Project Description - Scoping

- 1. Relocate Server Room to office space (Richards old office)**
 - Infill exterior window & door with wood studs, T1-11 siding, insulation, drywall & paint.
 - Install new hardware on existing interior door. Add sound insulation & seal door to eliminate or reduce sound transfer.
 - Extend power run from generator into new server room
 - Add two dedicated 20 amp circuits
 - Relocate PBX & Punch Down Racks
- 2. Convert existing Server Room into PW/DS Conference Room.**
 - Demo west wall , drywall, studs & electrical
 - Construct new wall in old partition opening as shown on plan – 2x4 wood framing, drywall, insulation & electrical.
 - Extend t-bar ceiling (approx. 12x3)
 - Remove existing air handler on east wall.
 - New carpet & base
 - Change out door with solid core wood door to match existing
 - Repair existing air handler on south wall
 - Create space in ceiling at south west corner for existing Fiber Optic Media Converter.
- 3. Convert Office into Visitors Center**
 - Remove Drywall @ existing counter window
 - Extend or replace counter as needed
 - Add workstation/counter @ 29" AFF below existing counter
- 4. New Doors**
 - Add new double, aluminum, full lite doors system with panic hardware. Sidelights and transom window as one unit.
- 5. Convert Men's Restroom into Unisex Restroom**
 - Remove Partitions
 - Remove Urinal
 - Remove drywall from west wall to adjust plumbing and add backing
 - Add FRP to all walls up 48"
 - Install new grab bars
 - Install ADA toilet
 - Patch tile floor
 - Install new solid wood core door with occupancy indicator. Min. 32" clear opening. Will require the removal of a portion block wall and the installation of a new header.

6. Lobby Renovation

- **Exit Signage & Emergency Lighting**
- **Lighting on separate circuit.**
- **Tile lobby floor**
- **Swap short bench and large bench**
- **Add additional bench next to Mayors office**
- **Add Brochure & Display Racks**

7. Dispatch Lobby

- **Remove a portion of existing wall to expand Lobby into Interview Room**
- **Add brochure/display racks**

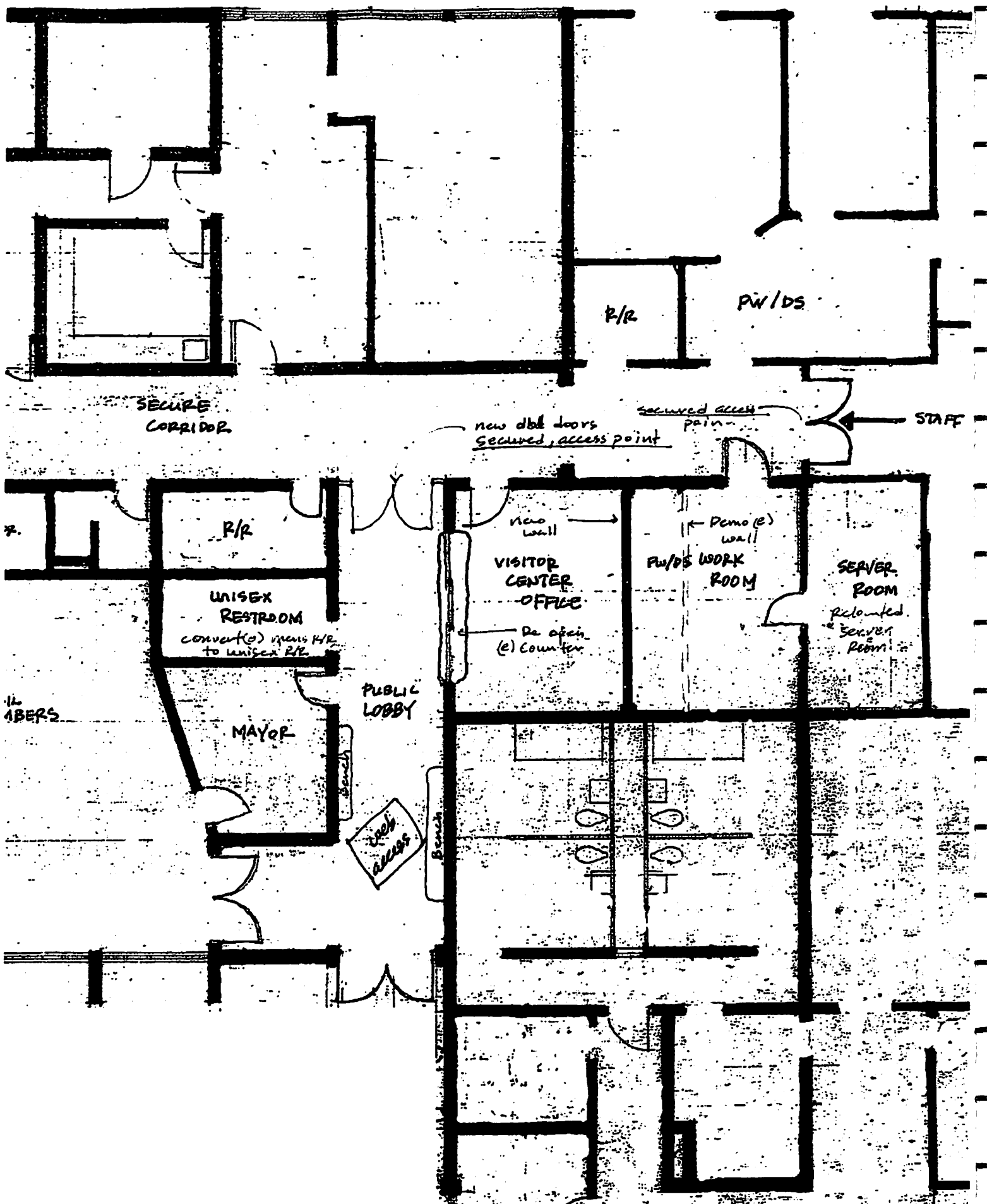
8. Parking & Signage

- **Information – direction signage @ Chetco Avenue directing to City Hall.**
- **Accommodate & mark RV parking along Elk Drive**

City of Brookings
City Hall - Visitors Center

September 12 2012

No.	Description	Est. Cost
1	Demolition & Construction Labor	\$5,150
2	Construction Framing & Finish Materials	\$2,684
3	Doors	\$5,670
4	Electrical	\$3,495
5	Plumbing	\$1,500
6	Mechanical (HVAC unit relocation)	\$750
7	Tile Lobby	\$2,100
Total Sub Group 1		\$21,349
8	Relocate Server Room	\$4,800
10	Relocate Phone Demark from Break to Server Room	\$17,000
Total Sub Group 2		\$21,800
Total Construction Cost		\$43,149
Contingency (10%)		\$4,335
Total Project Cost Estimate		\$47,484



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 22, 2012

Signature (submitted by)

Originating Dept: City Manager

City Manager Approval

Subject: Golf Course Related Matters

Recommended Motion:

1. Motion to authorize staff to retain professional services at a cost not to exceed \$10,000 to secure an additional point of diversion for the City's municipal water rights on the Chetco River at a location in the vicinity of Jacks Creek.
2. Motion to authorize the City Manager to negotiate a lease agreement with South Coast Lumber Company for property needed to develop of an expanded driving range at the Salmon Run Golf Course.
3. Motion to authorize staff to work with Salmon Run Golf Course management in the development of a vegetation removal and control plan to enhance the playability at the Salmon Run Golf Course in accordance with the recommendations in the Golf Convergence consultant report, and include mowing of roadsides within the golf course as a part of the City's regular roadside shoulder mowing program.

Financial Impact:

1. Water Source Permitting: \$9,150
2. Driving Range Survey and Map: \$3,500
3. Driving Range Lease Agreement: \$900-1,100
4. Vegetation Removal/Control Plan: \$3,200 (est. 80 hours staff time)
5. Roadside Mowing: \$2,240 (est. 16 hours staff and equipment)

Background/Discussion:

The City has reviewed the consultant report by Golf Convergence, which contained a number of recommendations for improving the playability and financial performance of the Salmon Run Golf Course. This matter has been discussed with the principal investor at The Claveran Group LLC, who currently leases the golf course property from the City, and with local Salmon Run management.

Staff is seeking Council direction on the three major recommendations from the Golf Convergence report as outlined below.

WATER SOURCE

The major priority for providing long term stability for the Salmon Run Golf Course was identified as a permanent water source. Irrigation water for the golf course is currently provided through a private year-to-year agreement between The Claveran Group and Ted Freeman whereby water is pumped from an agricultural well on the Freeman property and conveyed through a privately-owned pipeline to the golf course. The water source for the golf course that

was originally envisioned...extracting water from Jacks Creek during winter months and storing the water in lakes on the golf course for irrigation use during the summer months...was never developed.

The City has worked with its water rights consultant to evaluate other alternatives for providing a more permanent solution, including the development of a new point of diversion with pumping structure and transmission line to extract water from the Chetco River near its confluence with Jacks Creek. The estimated cost of such a facility exceeds \$200,000.

The Claveran Group has advised the City that they would prefer to maintain the current water source relationship with Freeman.

Staff recommends that the City pursue securing the appropriate permits that would allow the City to extract water from the Chetco River under its current water rights certificates at a new point of diversion near Jacks Creek. The estimated cost for the permitting is \$9,150 and it is expected to take 18-24 months to complete the process. This point of diversion could be used to provide water service to the golf course, or for other municipal purposes.

DRIVING RANGE

The Golf Convergence report recommended an expansion of the existing driving range at Salmon Run. This is seen as having the potential for generating additional revenue and encouraging more golf rounds on the golf course itself as player proficiency improves.

Salmon Run management has identified an area on property owned by South Coast Lumber Company where the driving range could be expanded. South Coast has indicated a willingness to lease this additional land for the purpose of driving range development at a nominal cost.

Staff recommends that the City and South Coast develop a lease agreement for the subject property, and that The Claveran Group be responsible for the actual development of the expanded driving range. City costs would include a survey, map preparation and a lease document. There would also need to be an agreement with The Claveran Group as to the respective City/Clarveran roles and responsibilities. This could possibly be handled through an amended lease agreement.

VEGETATION

The Golf Convergence report recommended the removal of a number of trees and cutting back other vegetation to improve fairway vision and playability. A major golfer complaint about Salmon Run is lost golf balls, and this could be mitigated by improved vegetation control.

The City does not have the resources within its budget to assign maintenance personnel to the golf course. The City could provide an equipment operator and vegetation cutting equipment, but this would require a diversion of personnel from other projects, such as park and roadside maintenance.

Any major vegetation alterations to the golf course require approval from the Oregon Department of Fish and Wildlife (ODFW). Staff recommends that the City assist The Claveran group by assigning City planning and design staff to work with golf course management in the development of a vegetation removal and control plan and securing approval by ODFW and/or

other regulatory agencies. The City could also include the vehicle roadways within the golf course in its regular roadside mowing program (1-2 times/year).

Attachment(s):

- a. Driving Range preliminary map.

City of Brookings CITY COUNCIL MEETING Minutes

Monday, October 8, 2012

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

Call to Order

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

Roll Call

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

Staff Present: Finance & HR Director Janell Howard (acting as City Manager), Building Official LauraLee Snook and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and approximately 15 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed October 21-28 as Drug Awareness and Red Ribbon Week, and Saturday, October 13 as Second Saturday Art Walk Day.

Staff Reports

Emergency Operating Center Bid Award Modification.

Building Official Snook reviewed the staff report, recommending that the bid for cabinets, countertops and miscellaneous accessories be retracted and the award broken into two parts.

Mayor Hedenskog asked if the proposed changes would increase the cost of the project and Snook said that it would, however, the project would still be well under budget.

Councilor Pieper moved, a second followed with Councilor Hodges abstaining and Mayor Hedenskog and Councilors Pieper, Gordon and McClain voting yes, to retract the August 6, 2012 bid award to Rivers End Construction for cabinets, countertops and miscellaneous accessories in connection with the Emergency Operating Center Project.

Councilor Pieper moved, a second followed with Councilor Hodges abstaining and Mayor Hedenskog and Councilors Pieper, Gordon and McClain voting yes to award the bid for cabinets and countertops associated with the Emergency Operating Center Project to Rivers End Construction being the lowest responsible bidder, in the amount of \$4,680.

Councilor Pieper moved, a second followed and Council voted unanimously to award the bid for miscellaneous accessories associated with the Emergency Operating Center Project to McLennan Contractors being the lowest responsible bidder, in the amount of \$15,780.

Donation of Bus Shelter.

Director Howard provided the staff report.

Councilor Hodges moved, a second followed, and Council voted unanimously to accept the gift of the bus shelter located at Bankus Park from Curry Public Transit.

Consent Calendar

- a. Approve City Council minutes for September 24, 2012.
- b. Accept Planning Commission minutes for June, 2012.
- c. Accept September 2012, Vouchers in the amount of \$415,659.55.

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

Remarks from Mayor and Councilors

Councilor Pieper remarked on a Pilot article regarding the Public Art Committee, saying the article was inaccurate and that he hoped discrepancies like that one could be avoided in the future.

Councilor McClain remarked that the Pilot was an important source of information for visitors and others and it was important to avoid sensationalizing the local news.

Councilor Gordon remarked on the Police Department's success apprehending suspects.

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:31pm.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2012:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,537,268.00	18,344.70	91,202.80	2,446,065.20	3.6
LICENSES AND PERMITS	94,500.00	7,587.36	24,481.39	70,018.61	25.9
INTERGOVERNMENTAL	589,500.00	784.98	33,225.82	556,274.18	5.6
CHARGES FOR SERVICES	177,500.00	3,938.31	28,161.63	149,338.37	15.9
OTHER REVENUE	86,000.00	8,886.18	18,905.37	66,094.63	23.2
TRANSFERS IN	193,928.00	.00	.00	193,928.00	.0
	3,678,697.00	39,341.51	196,977.01	3,481,719.99	5.4
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	14,048.00	1,377.58	2,027.57	12,020.43	14.4
MATERIAL AND SERVICES	8,300.00	348.57	1,134.21	7,165.79	13.7
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
	24,348.00	1,726.15	3,161.78	21,186.22	13.0
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	158,373.00	12,995.56	54,458.98	103,914.02	34.4
MATERIAL AND SERVICES	81,800.00	8,854.42	20,771.86	61,028.04	25.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	240,173.00	19,849.98	75,230.84	164,942.06	31.3
POLICE:					
PERSONAL SERVICES	1,779,367.00	140,283.79	482,350.68	1,317,016.32	28.0
MATERIAL AND SERVICES	150,740.00	11,026.93	30,422.10	120,317.90	20.2
CAPITAL OUTLAY	401,100.00	74,135.23	89,034.13	312,065.87	22.2
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,346,207.00	225,445.95	581,808.91	1,764,400.09	24.8
FIRE:					
PERSONAL SERVICES	168,825.00	6,542.91	59,808.51	108,816.49	35.5
MATERIAL AND SERVICES	122,500.00	4,826.53	22,010.47	100,489.53	18.0
CAPITAL OUTLAY	79,580.00	.00	.00	79,580.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	370,705.00	11,369.44	81,818.98	288,886.02	22.1
PLANNING AND BUILDING:					
PERSONAL SERVICES	181,352.00	14,800.45	50,345.31	141,006.69	28.3
MATERIAL AND SERVICES	68,000.00	1,142.97	3,582.16	62,417.84	5.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	257,352.00	15,743.42	53,927.47	203,424.53	21.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	54,854.00	17,408.81	33,859.17	20,994.83	61.7
MATERIAL AND SERVICES	78,900.00	5,220.51	15,134.86	63,765.14	19.2
CAPITAL OUTLAY	10,000.00	453.68	878.68	9,121.32	8.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>143,754.00</u>	<u>23,083.00</u>	<u>49,872.71</u>	<u>93,881.29</u>	<u>34.7</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	114,228.00	12,152.64	58,961.12	57,266.88	49.9
MATERIAL AND SERVICES	32,600.00	1,862.72	4,992.80	27,607.20	15.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>146,828.00</u>	<u>14,015.36</u>	<u>61,953.92</u>	<u>84,874.08</u>	<u>42.2</u>
SWIMMING POOL:					
PERSONAL SERVICES	58,449.00	117.20	40,237.10	16,211.90	71.3
MATERIAL AND SERVICES	41,180.00	4,946.64	19,513.03	21,666.97	47.4
CAPITAL OUTLAY	10,000.00	593.14	593.14	9,406.86	5.9
	<u>107,629.00</u>	<u>5,656.98</u>	<u>60,343.27</u>	<u>47,285.73</u>	<u>56.1</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	157,500.00	7,345.66	14,851.35	142,648.65	9.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	690,201.00	.00	.00	690,201.00	.0
	<u>914,701.00</u>	<u>7,345.66</u>	<u>14,851.35</u>	<u>899,849.65</u>	<u>1.6</u>
	<u>4,551,697.00</u>	<u>324,235.94</u>	<u>982,965.33</u>	<u>3,568,731.67</u>	<u>21.6</u>
	<u>(873,000.00)</u>	<u>(284,894.43)</u>	<u>(785,888.32)</u>	<u>(87,011.68)</u>	<u>(90.0)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2012

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	510,000.00	29,404.08	84,830.21	425,169.79	16.6
OTHER REVENUE	300.00	40.00	280.24	39.76	86.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>510,300.00</u>	<u>29,444.08</u>	<u>85,080.45</u>	<u>425,209.55</u>	<u>16.7</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	121,992.00	10,297.96	22,314.78	99,677.22	18.3
MATERIAL AND SERVICES	195,800.00	4,983.30	25,372.12	170,227.88	13.0
CAPITAL OUTLAY	208,300.00	1,706.00	3,316.21	204,983.79	1.6
TRANSFERS OUT	24,610.00	.00	.00	24,610.00	.0
CONTINGENCIES AND RESERVES	65,798.00	.00	.00	65,798.00	.0
	<u>616,300.00</u>	<u>16,987.26</u>	<u>51,003.11</u>	<u>565,296.89</u>	<u>8.3</u>
	<u>616,300.00</u>	<u>16,987.26</u>	<u>51,003.11</u>	<u>565,296.89</u>	<u>8.3</u>
	<u>(106,000.00)</u>	<u>12,456.82</u>	<u>34,087.34</u>	<u>(140,087.34)</u>	<u>32.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2012

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,395,000.00	118,889.57	397,259.38	997,740.62	28.5
OTHER INCOME	2,000.00	5,287.92	16,767.64	(14,767.64)	838.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,397,000.00</u>	<u>124,157.49</u>	<u>414,027.02</u>	<u>982,972.98</u>	<u>29.6</u>
EXPENDITURES					
WATER DISTRIBUTION:					
PERSONAL SERVICES	598,281.00	43,178.95	136,830.97	459,450.03	23.0
MATERIAL AND SERVICES	325,250.00	47,083.82	95,821.54	229,428.46	29.5
CAPITAL OUTLAY	68,300.00	4,768.98	4,768.98	63,531.02	7.0
	<u>989,831.00</u>	<u>95,031.75</u>	<u>237,421.49</u>	<u>752,409.51</u>	<u>24.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	379,002.00	.00	.00	379,002.00	.0
CONTINGENCIES AND RESERVES	138,667.00	.00	.00	138,667.00	.0
	<u>517,669.00</u>	<u>.00</u>	<u>.00</u>	<u>517,669.00</u>	<u>.0</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,507,500.00</u>	<u>95,031.75</u>	<u>237,421.49</u>	<u>1,270,078.51</u>	<u>15.8</u>
	<u>(110,500.00)</u>	<u>29,125.74</u>	<u>176,605.53</u>	<u>(287,105.53)</u>	<u>159.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2012

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
CHARGES FOR SERVICES	2,650,500.00	224,762.47	680,659.26	1,969,840.74	25.7
OTHER REVENUE	3,000.00	.00	419,369.18	(416,369.18)	13979.
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,653,500.00</u>	<u>224,762.47</u>	<u>1,100,028.44</u>	<u>1,553,471.56</u>	<u>41.5</u>
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	426,141.00	38,199.96	108,054.09	318,086.91	25.4
MATERIAL AND SERVICES	250,100.00	18,140.11	43,739.38	208,360.62	17.5
CAPITAL OUTLAY	24,900.00	2,384.49	2,384.49	22,515.51	9.6
	<u>701,141.00</u>	<u>58,724.56</u>	<u>154,177.96</u>	<u>546,963.04</u>	<u>22.0</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	438,275.00	30,449.23	102,611.61	333,663.39	23.5
MATERIAL AND SERVICES	466,600.00	56,182.61	107,593.32	359,006.68	23.1
CAPITAL OUTLAY	302,400.00	19,990.36	19,990.36	282,409.64	6.6
TRANSFERS OUT	1,075,705.00	.00	.00	1,075,705.00	.0
CONTINGENCIES AND RESERVES	239,379.00	.00	.00	239,379.00	.0
	<u>2,520,359.00</u>	<u>106,622.20</u>	<u>230,195.29</u>	<u>2,260,163.71</u>	<u>9.1</u>
	<u>3,221,500.00</u>	<u>165,346.76</u>	<u>384,373.25</u>	<u>2,837,126.75</u>	<u>11.9</u>
	<u>(568,000.00)</u>	<u>59,415.71</u>	<u>715,655.19</u>	<u>(1,283,655.19)</u>	<u>126.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2012

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	509,838.00	.00	3,082.85	506,755.15	.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	329.05	1,000,170.95	.0
	<u>1,510,338.00</u>	<u>.00</u>	<u>3,411.90</u>	<u>1,506,926.10</u>	<u>.2</u>
EXPENDITURES					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	325.19	325.19	69,674.81	.5
CAPITAL OUTLAY	1,372,397.00	.00	.00	1,372,397.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	417,941.00	.00	.00	417,941.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,860,338.00</u>	<u>325.19</u>	<u>325.19</u>	<u>1,860,012.81</u>	<u>.0</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,860,338.00</u>	<u>325.19</u>	<u>325.19</u>	<u>1,860,012.81</u>	<u>.0</u>
	<u>(350,000.00)</u>	<u>(325.19)</u>	<u>3,088.71</u>	<u>(353,086.71)</u>	<u>.9</u>