

City of Brookings MEETING AGENDA

CITY COUNCIL

Monday, December 12, 2011, 7:00pm

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

Council will meet in **Executive Session at 6:00pm**, in the City Manager's Office, under the authority of ORS 192.660(2)(d) to deliberate with persons designated by the City Council to carry on labor negotiations.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Introduction of new employee, Lu Ehlers, Accounting and Human Resources.
2. Recognition of Police Dispatcher, Susan Frisch, for ten years of service. [pg. 5]

E. Public Hearings/Ordinances/Resolutions/Final Orders

1. Ordinance amending Brookings Municipal Code Title 8, Health and Safety, in its entirety. [Advance Packet]
 - a. Ordinance 11-O-686.
 - b. Revisions to Title 8.
2. Public Hearing on File LCD-3-11, revisions to Brookings Municipal Code Chapter 17.88, Signs Regulations, of the Brookings Municipal Code, City initiated. [Advance Packet]
 - a. Draft revisions to Chapter 17.88
 - b. ODOT email and Oregon Revised Statutes
3. Ordinance amending subsections 17.88.030 (A) and 17.88.040 (B), and deleting subsections 17.88.040 (E) and (H), of Brookings Municipal Code Chapter 17.88, Sign Regulations, Title 17, Land Development Code. [Advance Packet]
 - a. Ordinance 11-O-683
4. Public Hearing on File LDC-2-11, revisions to Brookings Municipal Code Chapter 17.92, Off-Street Parking and Loading Regulations, City initiated. [Advance Packet]
 - a. Diagram of current corner vision 17.92.100.E.
 - b. Diagram of vision area as proposed at Council meeting
 - c. Diagram of vision area using sight distance standards
 - d. Current code sections relevant to this revision
 - e. Suggested options for revised text
5. Resolution 11-R-973, establishing Nationwide as an eligible deferred compensation plan. [Admin Services, pg. 6]

F. Oral Requests and Communications from the audience

1. Public Comments – 5 minute limit per person.*

G. Staff Reports

1. Approval to allocate of System Development Charge Funds in the amount of \$88,309 for priority projects as recommended by the Parks and Recreation Commission, and an

- additional \$2,000 for a picnic table at the Hillside Pedestrian Oasis as requested by the Public Art Committee. [Public Works, pg. 8]
2. Approval to provide letter of support for Federal Highway Administration Discretionary Grant for Railroad Street Improvements. [Public Works, pg. 10]
 - a. Letter of support [pg. 11]
 3. Approval to reduce the lease amount due in February, 2012, under the terms of the agreement, as amended, between the City and Claveran Group, LLC, from \$30,000 to \$15,000, and direct said amount to be used to retain professional services to review documents relating to the operation of the Salmon Run Golf Course and make recommendations with respect to lease agreement restructuring and plan implementation to achieve financial sustainability of the golf course. [City Manager, pg. 12]
 - a. Memorandum dated November 18, 2011, re: municipal golf course comparative information. [pg. 18]
 - b. Scope of Work for consultant services. [pg. 22]
 - c. Proposal from Golf Convergence. [pg. 23]
 - d. Minutes of water rights meeting; December 4, 2002. [pg. 38]
 - e. Correspondence from 2002 to 2007. [pg. 39]
 - f. Letter dated December 23, 2009 to Pete Pavich (Salmon Run President) from City Manager, re: water. [pg. 45]
 - g. City Engineer's preliminary cost estimate for golf course well; May 27, 2009. [pg. 47]
 - h. Letter dated April 14, 2010 from Gary Milliman to Steve Muir, re: water. [pg. 48]
 - i. Letter dated November 12, 2010 from Gary Milliman to Ed Murdock, re: water, business plan and related. [pg. 50]
 - j. Response from Steve Muir to November 12, 2010 letter; March 5, 2011. [pg. 52]
 - k. Golf course chronology 1987-present. [pg. 53]
 4. Authorization for Mayor to execute agreements with Ater Wynne, LLP, and CH2MHill for legal and technical services associated with the development of a new intergovernmental agreement with the Harbor Sanitary District, with the amount of fee not to exceed \$15,000, without further Council authorization.[City Manager, pg.58]
 - a. Proposal from Ater Wynne, LLP [pg. 60]
 - b. Ater Wynne firm background and MacCourt resume [pg. 65]
 - c. Resumes of CH2MHill economists and engineers [pg. 68]

H. Consent Calendar

1. Approve Council minutes for November 14, 2011. [pg. 81]
2. Accept Planning minutes for November 1, 2011. [pg. 86]
3. Accept November, 2011, Vouchers in the amount of \$549,332.02. [pg. 88]
4. Receive monthly financial report for October, 2011. [pg. 92]

I. Remarks from Mayor and Councilors

J. 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.

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						3:00pm CC - Staff			
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11:00am CC - VIPS	4:00pm CC - Staff	8:30am CC - Staff 10:00am CC - Site Plan 12:00pm CC - Stout Park 7:00pm FH-PoliceResrvs	9:00am CC-Crm Stoppers 11:30am CC -Public Art Committee 1:00pm CC - Court						
12	13	14	15	16	17	18	19	20	21
7:00pm FH-FireTrng 7:00pm CC-Council	10:00am FH-BRFD 10:00am CC- Site Plan 4:00pm CC - Jt Workshop 6:00pm FH/CC - Victims Impact (Starts at 6pm)								
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11:00am CC-VIPS 12:00pm CC-Staff 7:00pm CC - Sp Council 7:00pm FH-FireTrng	10:00am CC- Site Plan								
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7:00pm FH-FireTrng	10:00am CC- Site Plan								

January 2012

January 2012

February 2012

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Monday		Tuesday		Wednesday		Thursday		Friday	
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11:00am CC - VIPS 7:00pm FH-FireTmg		4:00pm CC - Wkshop 7:00pm CC-Planning Comm		10:00am CC- Site Plan 12:00pm CC - Stout Park 7:00pm FH-PoliceResrvs		12:00pm CC - Public Art Committee 3:00pm CC - Staff			
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Martin Luther King Day - City Hall Closed 11:00am CC-VIPS 7:00pm FH-FireTmg				10:00am CC- Site Plan					
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7:00pm FH-FireTmg									

Jan 2 - 6

Jan 9 - 13

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Jan 16 - 20

Jan 23 - 27

Jan 30 - Feb 3

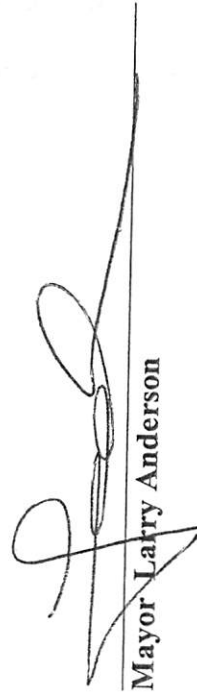
CERTIFICATE OF APPRECIATION

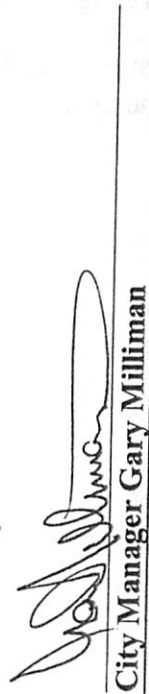
Awarded to

Susan Frisch

For Ten Years of Dedicated Service to the
City and Citizens of Brookings.

Honored this 12th day of December, 2011


Mayor Larry Anderson


City Manager Gary Milliman

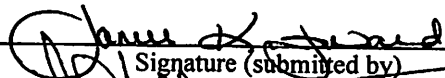
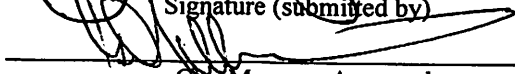


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2011

Originating Dept: ASD


Signature (submitted by)

City Manager Approval

Subject: New Deferred Compensation Plan with Nationwide

Recommended Motion:

Adopt Resolution 11-R-973, establishing Nationwide as an eligible deferred compensation plan.

Financial Impact:

There is no impact to the 2011-12 budget.

Background /Discussion:

The City currently has one deferred compensation plan available to employees through ICMA. Adopting this resolution would give employees a choice, and allow them to enroll in an alternative deferred compensation plan through Nationwide.

Participation in a deferred compensation plan is a voluntary deduction for employees; and has no impact on the City.

CITY OF BROOKINGS

RESOLUTION 11-R-973

IN THE MATER OF ESTABLISHING A DEFERRED COMPENSATION PLAN FOR THE EMPLOYER;

WHEREAS, The Employer has considered the establishment of a Deferred Compensation Plan to be made available to all eligible employees pursuant to Section 457 of the Internal Revenue Code permitting such Plans; and

WHEREAS, certain tax benefits could accrue to employees participating in said Deferred Compensation Plans; and

WHEREAS, such benefits will act as incentives to employees to voluntarily set aside and invest portions of their current income to meet their future financial requirements and supplement their retirement and Social Security (if applicable); and

WHEREAS, the Employer has established a Master Deferred Compensation program for its employees, permitting its employees to enjoy the advantages of this Program; and

WHEREAS, by adoption of the Nationwide Program, all regulatory, operational, and administrative responsibilities are hereby assumed by Nationwide on behalf of the Employer.

WHEREAS, Nationwide as Plan Administrator, agrees to hold harmless and indemnify the Employer, its appointed and elected officers and participating employees from any loss resulting from Employer or its Agent's failure to perform its duties and services pursuant to the Nationwide Program.

NOW, THEREFORE, BE IT RESOLVED: by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective December 12, 2011, hereby adopts the Nationwide Deferred Compensation Program and hereby establishes the City of Brookings Deferred Compensation Plan for the voluntary participation of all eligible employees.

The Administrative Services Director is hereby authorized to execute for the Employer, individual participation agreements with each said employee requesting same, and to act as the "Administrator" of the Plan representing the Employer, and to execute such agreements and contracts as are necessary to implement the program.

PASSED by the City Council December 12, 2011, and made effective that same date.

Attest:

Mayor Larry Anderson

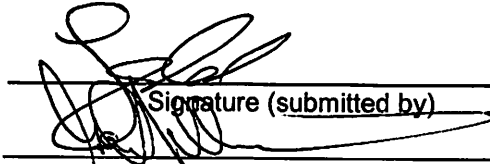
City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2011

Originating Dept: Public Works


Signature (submitted by)

City Manager Approval

Subject: Parks and Recreation Commission Priority Projects and Recommendation for Funding

Recommended Motion: Motion to approve the allocation of Parks and Recreation system development (SDC) funding in the amount of \$88,309 for Parks and Recreation Commission's priority projects plus and additional \$2,000 for the Public Art Committee's request for a picnic table at Hillside Pedestrian Oasis.

Financial Impact: There are adequate funds in the SDC balance in the amount of \$142,100.

Background/Discussion: The Brookings Parks Master Plan 2011 Update identified numerous capital improvement projects ranging from high to low priority. Although projects were identified and ranked by priority, the Master Plan did not identify the funding source for these projects. Many of the priority projects are eligible for SDC funding because they satisfied the criteria of expanding park use. Staff discussed the top fifteen (15) priorities from the Master Plan at the October Parks and Recreation Commission which resulted in a workshop November 7, 2011. The Parks Commission voted on the projects to be funded from SDC funds, and reprioritized some of the projects which are included herein.

The Park's Commission is requesting that Council authorize the allocation of \$88,309 for the construction of these improvements as shown in Table 1. Once these projects are approved for funding, staff will schedule construction in Spring 2012.

Table 1 - Parks Projects - Recommended Funding

	Project	Cost Estimate	Funding Source
Outlined Projects in the Master Plan			
1	Stout Park Benches (2)	879.00	SDC
2	Stout Park Picnic Areas (1)	2,000.00	SDC
3	Bud Cross ADA Paths/Outfield/Sidewalk	78,630.00	SDC
New Projects Voted in Favor of Allocating SDC Funding			
1	Bud Cross - Propane Relocation	800.00	SDC
2	Bud Cross Picnic Area (2)	4,000.00	SDC
3	Stout Park - Transformer	2,000.00	SDC
	Total SDC Recommendation	\$88,309.00	

Other Priority Projects			
1	Bud Cross - Tennis Court Fencing	3,000.00	Propose CIP 2012/13
2	Bud Cross- Tennis Court Lighting	8,000.00	Propose CIP 2012/13
	Subtotal	\$11,000.00	

Bud Cross fencing and tennis court lights have been identified for CIP funding for the next fiscal year 2012/13. The Bud Cross tennis court lighting was scheduled for construction this fiscal year, but the funds were needed to construct the Chetco Point Bridge.

The Public Art Committee requested a picnic table at the new pocket park downtown, Hillside Pedestrian Oasis. Staff recommends allocating an additional \$2000 for the picnic table from SDC funds.

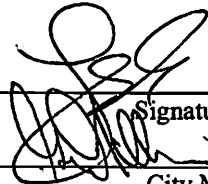
Attachment(s): None

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2011

Originating Dept: Planning and
Public Works



Signature (submitted by)

City Manager Approval

Subject: Letter of Support for the Federal Highway Administration Discretionary Grant
Opportunity for Fiscal Year 2012 – Railroad Street Improvements

Recommended Motion: Approve the signing of a letter of support for the grant application.

Financial Impact: The project cost is approximately \$3,500,000 of which the City is offering
\$1,000,000 contribution in Urban Renewal Agency Bond funds and System Development fees.

Background/Discussion: This grant application includes the design and construct costs to make
improvements to Railroad Street from Oak Street to Center Street as outlined in a 2008 study by
Dyer Engineering. The improvements include a 10 foot wide multiuse path, a center turning
lane, a round-about, storm drain, sewer, sidewalk and roadway improvements. Grant funding is
critical for this project to move forward.

Staff is requesting the City Council to approve sending the attached letter of support to
accompany the grant application.

Attachment(s): Letter of Support



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1135, Fax (541) 469-3650, TTY (800) 735-1232
www.brookings.or.us

December 6, 2011

Re: City of Brookings FHWA Discretionary Grant Application

To whom it may concern:

The Brookings City Council is in support of the efforts to obtain grant funding for improvements to Railroad Street. These improvements include a 10 foot wide multi-use path, road reconfiguration to allow for the traffic mobility improvements, a center lane to allow for turning, and a round-about for safety.

This project will improve vehicular mobility through the City of Brookings by providing an alternate route for traffic on US Highway 101. It will increase safety for bicyclists by provide a missing link in the Oregon Coast Bicycle Route. These bicyclists will no longer need to share US Highway 101 with the traffic on this truck route. The project will promote community livability, safety, and alternative modes of transportation.

Thank you for the consideration of the grant application and the opportunity to express our support for this valuable project.

Sincerely,

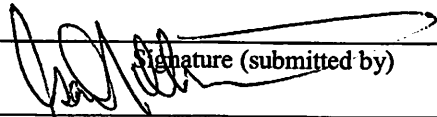
Larry Anderson
Mayor, City of Brookings

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2011

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Golf Course Lease Payment Extension Request from The Claveran Group LLC

Recommended Motion:

Motion to reduce the lease amount due in February, 2012, under the terms of the agreement, as amended, between the City of Brookings and The Claveran Group, LLC, from \$30,000 to \$15,000, and direct that said amount of lease payment be used by the City to retain professional services to review financial, legal, land use and business plan documents relating to the operation of the Salmon Run Golf Course and to make recommendations with respect to a restructuring of the lease agreement and implementing a plan for achieving financial sustainability of the golf course.

Financial Impact:

The City is scheduled to receive a \$30,000 lease payment from The Claveran Group LLC in February, 2012. The City Budget Officer did not include this amount of revenue in the 2011-12 budget. The staff recommendation would reduce the amount of revenue to \$15,000 and would allocate those funds for a specific purpose.

Background/Discussion:

This matter was continued from the November 14, 2011, City Council meeting. Staff met with Salmon Run General Manager Ed Murdock on November 21, 2011, to review documents provided to the City, including the 2011 Business Plan and financial statements, and certain conditions of the Conditional Use Permit and Lease Agreement. Staff also received written responses to certain questions relating to the financial statements from the Claveran Group LLC management on November 23, 2011.

The City entered into a lease agreement with The Claveran Group, LLC, in 1998 for the development and operation of a golf course on 182 acres of land donated to the City for golf course purposes by South Coast Lumber Company.

The original lease agreement provided that The Claveran Group, LLC, (TCG) would begin making lease payments in 2010. The agreement was later amended to extend the first lease payment date to February 2012. The first payment would be in the amount of \$30,000. TCG has now requested a further extension to make the first payment to February 2014.

A letter dated October 31, 2011, states that the reason for the request is that the business has not been able to generate sufficient revenue to meet operating costs or pay down any construction debt due to economic conditions. The letter also states that the TCG continues to finance the

shortfall and there are a number of equipment replacement and facility maintenance costs that will be necessary in the near future.

The financial statements provided to the City under terms of confidentiality are in the form of an Accountant's Compilation Report; this is essentially an unaudited restatement of information provided by TCG to its' accountant. Staff has met with Salmon Run General Manager Ed Murdock to review the Compilation Report and received additional written information from TCG management.

The financial statements also show that the company's total equity improved from a negative in 2009 to a positive in 2010 as a result of a multi-million-dollar "capital contribution" made by the principal investor (who owns more than a 50 per cent interest in TCG) which eliminated the construction debt and accrued interest. This capital contribution eliminated most of the notes payable and accrued interest. This reduced interest expense for the company by 92 per cent in 2010 and reduced the company's net loss by 58 per cent. The net loss for 2010 is reported to be in the low six-figures. Even so, it appears that the golf course experienced a net loss, excluding depreciation and amortization, in excess of \$100,000 in 2010. Staff finds that it can reasonably be concluded that TCG does not have sufficient funds to make the lease payments without an infusion of additional annual contributions by the investors.

Accompanying the October 31, 2011, letter is a Business Plan. The Business Plan indicates an "average" net loss during the period 2006-10 of \$40,789 annually. The Business Plan projects that the golf course will experience a \$61,207 net loss in 2012 and then experience a dramatic turn-around beginning in 2013 with net revenues of \$23,652 that year and rising to \$104,832 by 2015. There is no line item indicating an amount being paid to service a construction loan. The most significant increase in revenues is projected to be in range fees, rising from \$9,357 in 2012 to \$33,154 in 2013 and \$70,726 in 2014. Expenditures are projected to rise in all operating areas except food and beverage.

The City has also received an Improvement Plan outlining a number of proposed capital improvements.

The Business Plan and the Improvement Plan also propose several capital improvements that will require amendments to the City's conditional use permit. Note that the City obtained a conditional use permit for development of the golf course in 1992 from the County. Certain aspects of that conditional use permit (CUP) were not fully implemented.

The Business Plan calls for the following improvements to enhance the golf course revenues:

- **Water source.** Securing a permanent source of irrigation water is considered the top priority in the business plan. Since the inception of the golf course, they have been using water purchased from Freeman Rock, an adjoining property owner. The original plan for irrigation water...a combination of on-site wells and extraction from the Chetco River with lake storage...was found to be infeasible shortly after the golf course development began. The water supply agreement with Freeman Rock is year-to-year and the golf course pays \$2,500 annually for water. Water is extracted under a permit issued by the State to Freeman. The golf course pays for transportation of the water from Freeman to the golf course. For some years TCG has sought to have the City allocate 0.5 cfs of its current certificated water right on the Chetco River. (Note that at one time, TCG was

seeking an allocation of 1.0 cfs; it was determined by City engineering review that 0.5 cfs should be sufficient).

- Course improvements. These projects would include creating better tee boxes, improving bunkers and green conditions, softening hills and building restrooms.
- Driving Range. The business plan calls for the development of a new driving range on property now owned by South Coast Lumber Company adjacent to the golf course. The business plan indicates that lengthening the existing driving range or relocating it would have an immediate impact on improving revenues.
- Clubhouse. This project involves remodeling the maintenance shop building into a clubhouse. No specific design parameters have been developed. The existing clubhouse, which is a temporary structure, would be removed. Murdock has said that they have been trying to sell the existing clubhouse, but have not found a buyer.
- Lodging. This would involve the installation of "park model" type units or "cabins" in the area now occupied by the clubhouse. According to Murdock, the company has not yet determined how to proceed with this project, and has not developed a cost estimate. Murdock said that TCG was hoping to find an investor that would sublease the area and build/operate the lodging independent of the golf course operation. He said the goal of bringing lodging to the golf course was to increase the number of rounds played.

There is no indication as to how or when the projects proposed in the Business Plan, which the Business Plan considers as essential to the future financial well-being of the golf course, will be funded or undertaken. TCG management has indicated that investors may fund these improvements through additional investments or partner loans. There is no assurance that a two-year hiatus in lease payments will improve the financial condition of the golf course.

Murdock said they had already implemented about 10-15 per cent of the proposed course improvements. There is no written fiscal analysis of how much additional revenue would be expected from any of these projects, or how they would play into the company's overall financial situation. Other than making some minor course improvements, there is no schedule for undertaking the larger projects.

Three of the aforementioned projects would require amendments to the CUP issued by Curry County, including the water source, driving range and lodging proposals.

Staff reviewed the CUP issued by Curry County to the City of Brookings for the development and operation of the golf course in 1998. Staff has found that The Claveran Group is in substantial compliance with the conditions of both the CUP and the Lease Agreement

Research on other golf course municipal lease agreements was conducted through the League of Oregon Cities and contact with individual City Managers. The Brookings arrangement is very unusual in that it is for a 60-year term, the operator funded construction of the course, and there are no financial reporting requirements of the operator. A number of City Managers commented that they are happy to have a golf course that does not require a City general fund subsidy for operations. Many municipal golf courses are considered a part of the City's recreation program; some generate revenues in excess of operating costs. Some cities view a golf course as an economic development marketing amenity. Few consider a golf course as a revenue source.

Staff was unable to locate documentation as to how the lease payment amounts were established. According to Murdock, a marketing study was completed for a golf course in 1996 or 1997

which projected revenues and expenditures, and the lease amount and payment start date was determined as a part of that study. Staff explored with Murdock some alternative methods of determining lease payments; all of those ideas require further study.

Murdock noted that the previous lease payment extension was granted in 2004 following a landslide that significantly damaged the golf course. He said TCG used the money that would have been used for lease payments to make landslide repairs.

City expenses associated with the administration of the lease agreement and the conditional use permit have been minimal. Types of expenses that the City has incurred have included:

- Legal and technical service expenses associated with reviewing water rights issues and developing a path for seeking transfer of a portion of the City's water rights on the Chetco River to a point of diversion to serve the golf course.
- Infrequent visits to the golf course to review proposals for tree removal and other physical changes to the course.
- Legal and administrative costs associated with the first lease amendment and reviewing compliance with lease terms.
- Administrative costs associated with reviewing compliance with the Conditional Use Permit.
- Administrative costs associated with reviewing the current request for a lease payment extension.
- Administrative costs associated with reviewing the business plan and improvements plan.

Should TCG move forward with implementation of the business plan, there will be additional City costs associated with:

- Amending the Conditional Use Permit with respects to the proposed lodging, water and driving range proposals.
- Securing approval of the water rights transfer.
- Amending the lease agreement.
- Monitoring of compliance with lease and use permit terms.

Apart from the financial distress of TCG, the most challenging aspect of the golf course going forward with its Business Plan is securing a reliable water source of supply. The current method for providing irrigation water to the golf course was not contemplated at the time of the CUP or the lease agreement.

When the golf course was approved and permitted by the County, the plan for providing irrigation water was to extract water from the Chetco River under Water Rights Permit 51383. Water would be extracted during the period March 1 to June 30 and would be applied directly to the land. During the period July 1 through February 28, no Chetco River water would be appropriated and irrigation would be provided from on-site lakes and wells. This plan was later found to be infeasible. Permit 51383 authorizes irrigation by the City of up to 180 acres for the golf course with water from the Chetco River...but it allows use of water only during the period March 1 through June 30. For this reason, Permit 51383 has been viewed as essentially

worthless for actual golf course use as the greatest need for irrigation water is in the summer months.

The golf course is currently using water from a well on the Freeman property under Freeman's water right permit on the Chetco River. For some years TCG has proposed that the City designate the Freeman well as a point of diversion for 0.5 cubic feet per second (cfs) of its existing 4.0 cfs certificated water rights on the Chetco River. This would mean that about 12.5 per cent of the City's water rights at its current sole source of supply would be allocated to golf course use.

The City submitted a proposal to TCG in 2009 for developing both an interim and long-term solution for providing water to the golf course. TCG chose not to proceed with this proposal.

Water rights are allocated to the City on behalf of the people of Brookings. As the custodian of these water rights, the City needs to remain in control of the process for their allocation and management. The City cannot afford to have a private consultant working for a third party engaged as the lead role in negotiating terms for the use of the City's water.

An underlying issue with respect to transferring water rights to the Freeman well is: what type of an agreement can the City secure with Freeman for access to the well? Are they willing or able to enter into a multi-year agreement?

Staff recognizes that the Salmon Run golf course is an important community resource. The golf course is an amenity that is used to help market Brookings to prospective new residents and visitors, is a comparatively affordable golf course used by local residents for recreation, and contributes to the financial well-being of other local businesses by attracting out of town visitors for tournaments.

Management believes that the current discussion concerning an amendment to the lease agreement to relieve TCG of lease payments for at least two years provides an opportunity to revisit other provisions of the lease and develop a plan to make the golf course financially sustainable. The business plan provided by TCG contains many ideas for improving the course, but it is not clear how the plan will be implemented, or how such changes/improvements will contribute to the golf course "bottom line."

Staff solicited proposals for consultant services to assist in developing a plan for the golf course going forward (see attached). One proposal was received (attached) from Golf Convergence. The work would involve a complete review of the operations, management and investment options, with recommendations on how the golf course operation can become financially sustainable. The lease payment structure would be a part of this review.

Attachment(s):

Note: The lease payment extension request and business plan were included in the November 14, 2011, City Council packet. The financial statements were distributed separately to the City Council as a confidential document.

- a. Memorandum dated November 18, 2011 re: municipal golf course comparative information
- b. Scope of Work for consultant services.
- c. Proposal from Golf Convergence.

- d. Minutes of water rights meeting, December 4, 2002
- e. Correspondence from 2002 to 2007
- f. Letter dated December 23, 2009 to Pete Pavich (Salmon Run President) from City Manager re: water.
- g. City Engineer's preliminary cost estimate for golf course well, dated May 27, 2009.
- h. Letter dated April 14, 2010 from Gary Milliman to Steve Muir, re: water.
- i. Letter dated November 12, 2010 from Gary Milliman to Ed Murdock, re: water, business plan and related.
- j. Response from Steve Muir to November 12, 2010 letter, dated March 5, 2011.
- k. Golf course chronology 1987-present.



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

Credentialed City Manager
International City Management Association

TO: Mayor and Council

DATE: November 18, 2011

SUBJECT: Other Golf Courses

I placed an inquiry through the League of Oregon Cities seeking examples of lease agreements between cities and golf course operators. I received two responses.

BAKER CITY

Baker City entered into a 10 year lease agreement with Seven Iron LLC in 2004. The agreement provides for an additional five year option. The lease amounts are:

\$12,500 annually for 2004

\$17,500 annually for 2005

\$22,500 annually for 2006-2007

Zero for 2009

\$22,500 annually for 2010-11

\$22,500 annually plus a 2.0 per cent COLA thereafter

The City Manager advises that the payments actually represent payment to the City for funding expansion of the golf course from nine holes to 18. The City Manager advises that, were it not for recovery of the City's capital investment, they would not be collecting any lease revenue from the golf course due to its financial condition.

REDMOND

Redmond entered into a five year management agreement with Golf Courses Inc. in 2011. This is a very different set of circumstances as the management company has no capital investment in the golf course and only performs management and maintenance. The City retains all gross revenues and pays for capital improvements. The operator is required to provide an annual plan for City approval. The City pays the operator \$95,000 annually for management, increasing to \$105,000 in 2012, \$115,000 in 2013 and by the CPI thereafter. The management company also received an incentive fee percentage for gross revenues over \$2.4 million annually.

EAGLE POINT

At the suggestion of Salmon Run Golf Course Manager Ed Murdock, I contacted the City of Eagle Point concerning what he believed was their municipal golf course. Following is the response from City Manager David Hussell:

"The City of Eagle Point has a good working relationship with the owner of the Eagle Point Golf Course but the city does not own the course. As with many of the golf courses, the underlying zone for the majority of the course property is residential. We are fortunate that the course is making money and is paying for itself but not with a lot to spare. The owner is going through tough times as most developers are in the current economic climate which may eventually place this course in jeopardy. Most of the problem stems from the same issues that face many homeowners that owe more than what the devalued land is now worth. Although debts are being paid on the existing loans, banks need the collateral to carry the loan on their books. Our course was authorized by the city to be a championship venue (length 7,091 yards) but must also stay open to the public. We are talking to the owner about his options since the fate of the course influences the fate of future plans for the city. I wish the City of Eagle Point did own the course. We would be in a much better position to influence and to assist any vender during these difficult times."

OTHERS

I spoke with several other City Managers in Oregon and California, and with one private golf course owner. They offered a real mix of information. Some municipal courses are "breaking even" while others are "making a profit" and others are "losing money." Those cities that are providing a general fund subsidy consider their golf course to be a part of their parks and recreation program (this is how South Gate viewed its nine-hole course; the City had an annual loss of about \$70,000). Those who are "in the black" have generally acquired their golf courses through a residential development agreement...the developer constructed the golf course as an amenity and deeded it to the City...and the golf course has no debt. Also, generally, successful municipal golf courses have a clubhouse with a restaurant and event dining facility attached to it.

One of those cities that operate municipal golf courses that were initially acquired "free and clear" as a part of a development agreement is Rohnert Park, California. Rohnert Park (population 41,000) owns two 18-hole golf courses. **Attached is an excerpt from their 2011-12 budget which is very interesting reading and very relevant to the current discussion concerning Salmon Run.** We have requested a copy of the Rohnert Park lease agreement.

I have an acquaintance that purchased a bankrupt golf course/country club in the southern California desert area about six years ago. He and his partners completely re-oriented the golf course and were able to carve out enough land for 60 residential units. They rehabilitated the clubhouse and did well initially. He told me that the economic slump has taken the company to near bankruptcy in two years.

I found these discussions to have an uncanny parallel to my experience with the tourist railroad business. You may break even or take a loss on the train trip, but you make a profit on the gift shop, food and beverage.

1.6.3 Golf Course Lease Agreement: Rohnert Park entered into a new lease agreement with CourseCo to operate the City's two 18-hole golf courses. The lease term is 20 years with an optional 10-year extension. The lease also provides for an interim period of two years during course renovation. The annual base rent during the interim period was \$200,000.

In accordance with the lease agreement, the interim rent for the first two years may be reduced by a maximum of \$100,000 per year to offset the losses of the operator during renovation. For fiscal year 2001-02, this occurred and CourseCo did not make rent payments for six months in 2002-03 to recoup \$100,000 of the net operating loss. The golf course operations for 2002-03 reflected a similar net operating loss.

In 2003-04, CourseCo hoped that the newly renovated courses would attract the golfers back for full play and achieve the round-of-golf projections; however, actual play fell far short of projection. Due to a combination of a national decline in golf, increased competition from new courses in the area, and a weak economy, CourseCo continued to experience financial difficulty in 2003, 2004, 2005 and 2006.

Understanding that the golf situation was more of a long-term situation, CourseCo asked the City for a second amendment to the lease to lower the rent until their bottom line improved. In March 2005, the City Council agreed to revise the contract and reduce the rent terms retroactive to July 1, 2004.

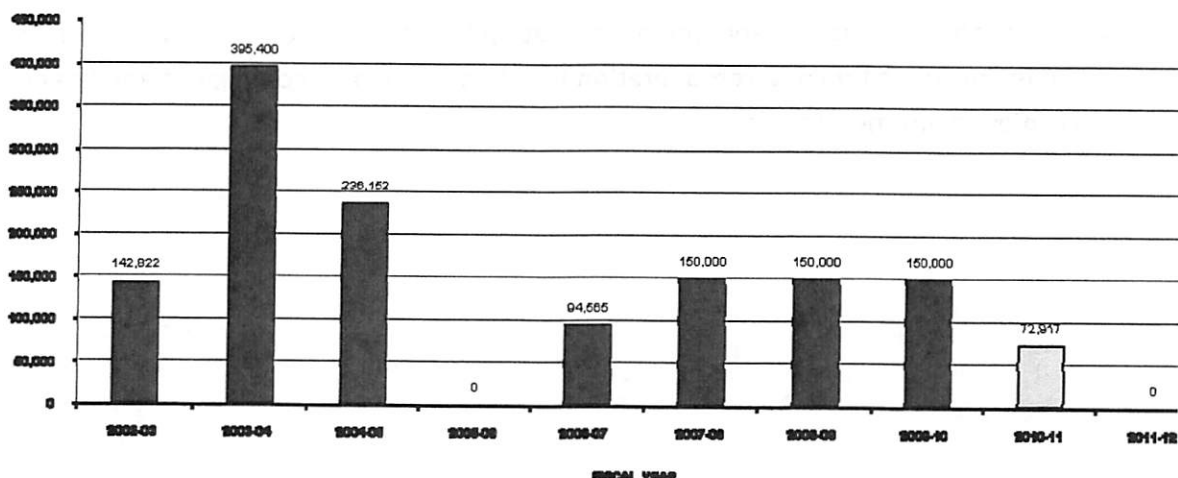
Thus, in 2005-06, the City did not receive any rent due to the prior year retroactive credit. This credit also carried over to 2006-07, so the rent received was only \$94,565. The City received \$150,000 for both FY 2009 and FY 2010 as per the agreement. \$150,000 was budgeted for FY 2011; however, to date the City has only received approximately \$73,000.

The amended structure of the lease provides for a minimum annual lease payment of \$150,000 for the fiscal years 2005 through 2010, increasing by \$25,000 every five years. The revised contract also requires a percentage for food and beverage and merchandise sales beginning July 1, 2015, based on certain thresholds.

Consistent with the lease agreement, the FY 2012 budget includes \$175,000. However, CourseCo has presented the City with a proposal to restructure their current agreement due to the decrease of revenue as a result of declining golf activity. The City has not formally considered their proposal.

During the past ten years, the City has received revenues (lease payments) for the two golf courses as follows:

ANNUAL GOLF REVENUE



SALMON RUN CONSULTANT SERVICES SCOPE OF WORK

1. Review the following documents:
 - a. David Evans water service report
 - b. Lease Agreement including all amendments
 - c. Conditional Use Permit
 - d. 2011 Business Plan
 - e. 2011 Improvement Plan
 - f. 2011 Strategic Plan (OB Sports Management)
 - g. 2009, 2010 golf course financial statements
 - h. City correspondence file and reports.
2. Meet with City staff, Golf Course Management to discuss questions/issues arising from review of above.
3. Identify any contractual or use permit compliance issues.
4. Prepare findings and recommendations, including plan for financing improvements, resolving water service matters and achieving financial stability.
5. Conduct site visit.
6. Develop draft new lease agreement incorporating findings and recommendations from #2 above, including financial remuneration to City and ongoing compliance and financial goal achievement monitoring.



City of Brookings

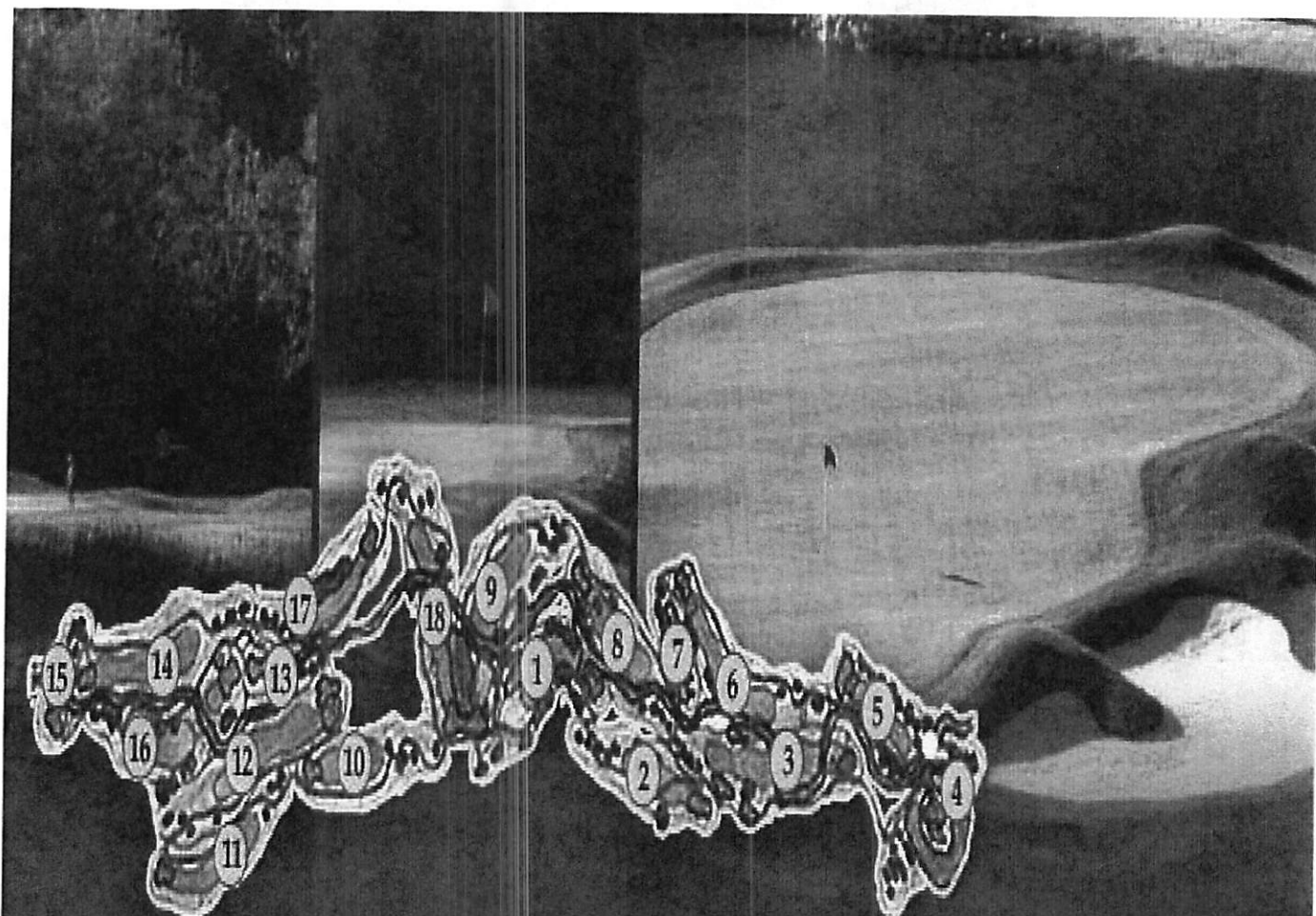
Salmon Run Golf Course

Golf Course Review

November 18, 2011



Golf Convergence



Prepared for:

City of Brookings

Prepared by:

Golf Convergence, Inc.

J. J. Keegan, Managing Principal

4215 Morningstar Drive

Castle Rock, CO 80108

(t) 303 283 8880 | (f) 303 283 8884

www.golfconvergence.com

Professional Resources:

Tactician Group

Weather Trends International

M. J. Mastalir, Real Estate Capital Corporation

Armen Suny, Zokol/Suny Golf

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Golf Convergence

Hello

November 18, 2011

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

Re: Golf Course Review

Dear Mr. Milliman:

Finding Solutions that Work For You: We value the opportunity to undertake a golf course review of the Salmon Run Golf Course for the City of Brookings. It is truly an exciting prospect for the headlines read at Currypilot.com on November 11, 2011 in an article written by Steve Kadel:

“Salmon Run golf course is close to financial collapse and is asking the city of Brookings to delay the beginning of lease payments for the land for two years.”

We understand the importance of this project's scope. Ensuring that the citizens are provided value-based recreation on a fiscal self-sustaining basis is vital. Studying this impact prior to granting an abatement of lease payments is very prudent.

The Outcome: Our recommendations will be founded on thorough research, our extensive experience with comparable engagements and working in unison with your management and staff. We excel at creating a consensus that solves problems and finds answers that are simple and cost effective. We will draft a new lease agreement incorporating our findings and recommendations, including financial remuneration to City, if any, and ongoing compliance and financial goal achievement monitoring.

The Hurdles: We also understand that these are very challenging times within the golf industry. The game has peaked. Supply exceeds demand. Revenues are soft and expenses are fixed. Rounds are too long and lifestyles have changed. Ours is a time-crunched culture. These factors have a direct impact on the business of golf. With golf in a blustery swirl, vision is often clouded and execution dulled.

The stewardship of a golf course blends the interests of many groups: The Developer, City Council, management, staff, golfers, and taxpayers. Each group has a different view as to how the facility should operate. It is not surprising that people can see the same data and reach very different conclusions.

The Process: To create a common focus on which all can agree, we have refined a process called the Golf Convergence WIN™ formula which crystallizes the insights that you desire by our reviewing various documents, the lease agreement, the conditional use permit, existing business plans and the recent financial statements. Spe-

cifically, we will crisply confirm the viability of the golf course and the appropriate lease payments by a thorough evaluation that provides valuable answers to eight key questions:

1. Is there sufficient demand with appropriate demographics to meet the available supply? Are the age, income, ethnicity, and population density sufficient to sustain a golf course?
2. What impact has weather played on rounds vs. management policies?
3. "How effectively has an integrated golf management solution been deployed to create the collection of data required to properly manage?"
4. Have accurate financial models that support proactive decision-making been developed? What debt service can the golf course cover? Is there a gap between fees charged and the value experienced?
5. What is the current physical state of the golf course? The golf course design, agronomic and turf practices, and equipment levels are evaluated. What is the optimal and best use of the property? What are the recommendations for facility expansion and layout modification?
6. Does the value provided equal or exceed the associated fees? Are the proper operating procedures consistently deployed through each step of the "assembly line of golf?"
7. "Who are the core customers and how much do they spend? What is their annual retention?"
8. "What are the barriers to increased play, what is the golfer's perceived value, and what is the primary reason one course is selected over another? How loyal are your customers?"

This process covers each of the items listed in your letter dated November 16, 2011. We have outlined in the proposal that follows the methodology, a description of Golf Convergence, the resources to be used, the timetable to ensure the final report is delivered timely.

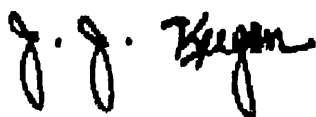
Our Qualifications: With nine principals averaging 20 years of experience in the business of golf, our successful record of accomplishment is well documented. Our book, "The Business of Golf – What Are You Thinking? - How to Maximize the Investment Return of a Golf Course" clearly documents our expertise. Furthermore, our clients will be glad to share with you how our straightforward approach has made easy what could have been a very complicated.

The Solution

What is unique about Golf Convergence is the depth and breadth of our operational assessments contrasted to the institutional boilerplate approach taken by other firms. What is assured, once retained, is that the depth and breath of our review is unparalleled in providing you crisply the information desired to make an informed decision.

We hope to have the opportunity to glean from your experiences, to share our insights, and to enhance the strategic vision and financial viability of the Salmon Run Golf Course for City of Brookings. Thank you for your consideration.

Sincerely,



James J. Keegan
Managing Principal

01

What

Project Plan

A. Operational Assessment & Business Plan

The goal of this Request for Proposal is to undertake a comprehensive golf course review of the Salmon Run Golf Course for the City of Brookings. This project will result in comprehensive recommendations based on an operational analysis and analysis of alternatives.

What will our approach be?

It is our philosophy, one that has been proven successful, that while all tasks are essential to a thorough analysis, we have noted that in every well-managed operation, every operational decision can be traced back to the tactical plan and up to the strategic vision. Without a vision, the course will flounder. The finest tactical plans without a talented team are meaningless. It takes all three components—strategic vision, tactical planning and operational execution—to be successful. The components that we will analyze are reflected below:

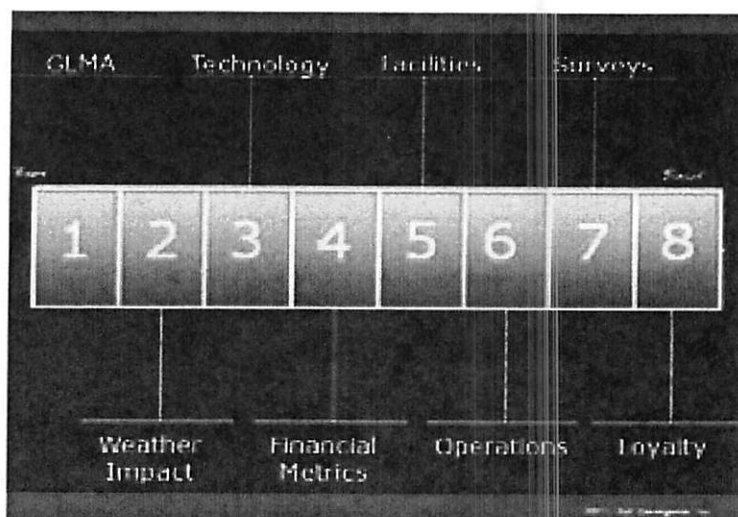


To complete an operational assessment focused on key questions regarding the lease agreement or crafting a strategic plan that can be successfully executed, building a consensus of the stakeholders is vital.

Our focus will be to listen, learn, help and lead. The expected outcome and benefit to the City of Brookings will be a clear vision of the Salmon Run's potential. Based on that knowledge, the future role of the golf course in the community, the viable options for future management, and the appropriate lease payment will be known.

The Process – Golf Convergence WIN™ Formula

Throughout this process we will be listening, questioning, and engaging. While business is complicated, accountability is not. Our process provides stability to ensure that your vision becomes reality.



The Critical Path

The Golf Convergence WIN™ (What's Important Now) is an eight-step process that can be viewed as the "critical path" on which we will execute this engagement. This process will fully address the key questions proposed within the Request for Proposal.

With supply exceeding demand by 10% within the nation, and most forecasts predicting a flat industry for the next decade, we will proceed with diligence and implement a process which we will employ from macro to micro, and will examine the following thoroughly and concisely:

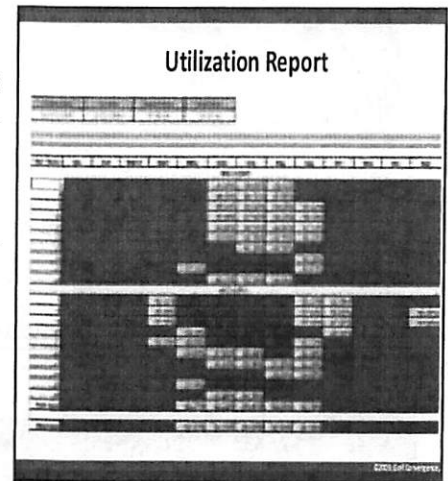
1. **Strategic: Geographic Local Market Analysis.** We will define the primary and secondary trade areas for the Salmon Run golf course. Age, income, ethnicity and population within 10, 20 and 30 mile radius's will be measured. We will calculate the demand vs. the supply within this trade area as those statistics determine the financial potential for the golf course. The **key questions** to be answered are: Is there sufficient demand with appropriate demographics to meet the available supply? Are the age, income, ethnicity, and population density sufficient to sustain a golf course?
2. **Strategic: Weather.** We will calculate the number of playable golf days in a year compared to a 10-year trend to allow us to clearly differentiate between the impact of weather vs. the impact of management on a course's financial performance. The **key question** to be answered is: What impact has weather played on rounds vs. management policies?

These first two tasks quantify the uncontrollable factors that impact a golf course's financial performance and clearly define the course's investment potential. The results from this analysis defines the strategic vision for the golf course.

3. **Tactical: Technology – The Foundation.** We will ascertain if the tee sheet is integrated into the POS system, the size of the e-mail database, the efficacy of the web site, if proactive e-mail marketing is occurring as appropriate and the extent to which social media has been adopted. The **key question** to be answered is: "How effectively has an integrated golf management solution been deployed to create the collection of data required to properly manage?"

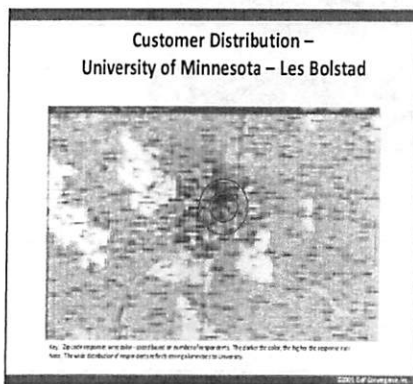
4. **Tactical: Yield Management, Key Metrics, Financial Modeling and Course Valuation.** Industry benchmarks will be contrasted to each facility's performance to determine opportunities for improvement. The **key question** to be answered is: Have accurate financial models that support proactive decision-making been developed? What debt service can the golf course cover? Is there a gap between fees charged and the value experienced?

5. **Operational: Facilities and Maintenance Review.** A golf course is a living organism. Primary constraints include annual renovation expenses and the equipment required to maintain a course. The **key questions** to be answered are: What is the current physical state of the golf course? The golf course design, agronomic and turf practices, and equipment levels are evaluated. What is the optimal and best use of the property? What are the recommendations for facility expansion and layout modification?



6. **Operational: Management, Marketing, and Operational Review.** The entrance to the clubhouse, staffing, organizational structure, merchandising, food and beverage, accounting and budgeting procedures, information systems, advertising, marketing and public relations are evaluated and compared to the industry's best management practices. The **key questions** to be answered are: Does the value provided equal or exceed the associated fees? Are the proper operating procedures consistently deployed through each step of the "assembly line of golf?"

7. **Operational: Customer Franchise Analysis.** By utilizing a golf course's database, purchasing an e-mail list of local golfers, and employing electronic survey tools, enlightening insights can be obtained. The key questions to be answered are, "Who are your core customers and how much do they spend? What is the annual retention among the golfers?"

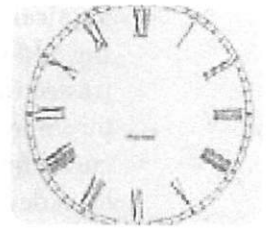


8. **Operational: Customer Loyalty.** Twelve percent of the customers generate 60% of the revenues and many daily fee golf courses have at least 50 customers who spend in excess of \$4,000 annually. While only half the golfers who played a course one year will return the next, identifying your core customers provides the foundation for your marketing program. The **key questions** to be answered are, "What are the barriers to increased play, what is the golfer's perceived value, and what is the primary reason one course is selected over another? How loyal are your customers?"

This eight-step formula creates a tapestry of sound principles and common-sense solutions for the golf course operator. For the City of Brookings, the viability of Salmon Run will be known, the appropriate lease payment determine and the alternatives for management by the City examined.

03

The Timetable



When

A. Gant Chart - Critical Path

We usually undertake an engagement based on the following timetable:

Week	Lead Consultant	1	2	3	4	5	6	7
Phase 1 - Project Plan Evaluation								
Project Commencement								
Kick Off Meeting	Keegan							
Data Collection	Keegan							
Initial Site Review	Keegan							
Phase 2 - Fieldwork								
Task 1 - GLMA								
Local Market Analysis	Tactician							
Weather Impact Analysis	Weather Trends							
Task 2 - Financial Analysis								
Technology Integration	Keegan							
Financial Analysis, Lease Agreement	Keegan							
Key Metrics, Historical Financial Statement	Keegan							
Financial Modeling, Business Plan Review, Use Permits	Keegan							
Yield Management	Keegan							
Task 3 - Operational Review								
Architectural Review	Suny, if required							
Facilities, Maintenance and Agronomics	Suny, if required							
Customer Loyalty Analysis	Keegan							
Customer Franchise Analysis	Keegan							
Golf Shop Operations	Keegan							
Merchandising and Food/Beverage	Keegan							
Phase 3 - Preliminary Findings								
Task 1 - Formulation of Recommendations	Keegan Mastalir							
Task 2 - Discussion of Operating Alternatives	Keegan Mastalir							
Task 3 - Report and Findings	Keegan							
Stage 4 - Report Presentation								
Task 1 - Craft Lease Agreement	Keegan							
Task 2 - Presentation to City Council	Keegan							

Golf Convergence

Purpose

Golf Convergence is a consortium of leading golf experts whose mission statement is “to ensure your vision becomes reality.” We engage in a disciplined and proven process to achieve that goal.

Vince Lombardi stated, “Perfection is not attainable, but if you chase perfection, you will catch excellence.” Everyday our goal is simple. We merely try to outperform ourselves. How does that philosophy benefit you? We understand that the status quo is a formidable foe. We thrive on making the complex simple. We focus on the results, not the process.

Our goal with each client is straightforward. The formula which we have developed provides us the opportunity to create with you and for you an outcome-based business plan, and tactical implementation of plans that ensure precise operational execution. With our mission clearly defined, our clients have consistently increased net operating income by more than 12%.

Professional Services

For each engagement, we assemble the leading industry experts in the various business disciplines that are uniquely required for that client; hence, our name – Golf Convergence.

Our team available for this engagement will include Tactician from Boston, MA; Weather Trends International; Mr. Armen Suny (Zokol/Suny Golf), Dennis Lyon, and M. J. Mastalir - Real Estate Capital Corporation. The profiles of the key players most likely to be engaged in this endeavor are listed in Appendix A. We will retain those associates that will best meet the criteria defined by you for this engagement. The principals of Golf Convergence have been successful on more than 400 projects in more than 90 cities and six foreign countries.

For the past two decades, the principals of Golf Convergence have been retained as strategists for numerous significant multi-course municipalities in the United States, providing a broad range of services.

The consulting services we offer cover every facet of golf course operations, including:

- | | |
|---------------------------------------|-------------------------------------|
| ◇ Market & Economic Analysis | ◇ Architectural Playability |
| ◇ Golf Course Viability Studies | ◇ Agronomy & Maintenance Assessment |
| ◇ Strategic Planning | ◇ Management |
| ◇ Facility Assessment | ◇ Operations |
| ◇ Capital Improvement Programming | ◇ Marketing/Integrated Branding |
| ◇ Organizational Development | ◇ Customer Franchise Analysis |
| ◇ Information Management & Technology | ◇ Customer Loyalty |
| ◇ Financial Planning & Analysis | ◇ Secret Shopper |

Financial Proposal
Salmon Run
Operation and Management Review
Investment Options – November 3, 2011

Ø5

Great Value

Function	Task	Component	Principal Assigned	Hourly Rate	Investment
Phase 1	Overview	Project Plan	Golf Convergence		
Phase 2	Strategic				
		1 Geographic Local Market Analysis	Tactician	\$150	
		2 Weather Impact Study	Weather Trends International	150	
	Tactical				
		3a. Technology Integration Review	J. J. Keegan	125	
		3b. Web Site Analysis	J. J. Keegan	125	
		4a. Financial Analysis and Lease Agreement	J. J. Keegan	125	
		4b. Financial Metrics, Historical Financial Statements	J. J. Keegan	125	
		4c. Financial Modeling, Business Plan Review, Use Permits	J. J. Keegan	125	
		4d. Yield Management	J. J. Keegan	125	
	Operational				
		5a. Architectural Review	A. Suny, if required	150	
		5b. Agronomy	A. Suny, if required	150	
		5c. Maintenance - Labor Study	D. Lyon, if required	75	
		5d. Maintenance - Equipment Review	D. Lyon, if required	75	
		5e. Maintenance - Deferred Capital Expenditures	D. Lyon, if required	75	
		6a. Marketing - Branding Study, Rate and Execution Analysis	J. J. Keegan	125	
		6b. Operations – Assembly of Golf Evaluation	J. J. Keegan	125	
		6b. Operations - Labor Review	J. J. Keegan	125	
		6c. Operations - Merchandise	J. J. Keegan	125	
		7 Golfer Preference Survey	J. J. Keegan	125	
		8 Golfer Loyalty Evaluation	J. J. Keegan	125	
Phase 3		Preliminary Findings	J. J. Keegan, M. J. Mastlir	125/200	
Phase 4		Preliminary Draft Report and Final Report	J. J. Keegan, Sue Cummins	125/50	
Total					\$10,000

Notes:	
1	The engagement will comprise a minimum of 2 on-sight visits aggregating 4 days.
2	Out of pocket expenses for airfare, hotel, car rental, per diem, not to exceed \$3,000 are not included.

Appendix A

James J. Keegan, Managing Principal and Author

Golf Strategist

Known to his friends as “Rain Man” because of his amazing recall of any course he has played, any person he has met, or any place he has traveled, James J. Keegan has a zest for golf and for life itself.

With a great heart and a quick mind, he has established a wide-ranging network within the golf industry, an industry in which there may be only one degree of separation from the management leaders who make a positive difference. He leverages his educational background with his extensive experience in the golf industry to frame a vision that can be understood by all. He quickly “cuts to the chase.”

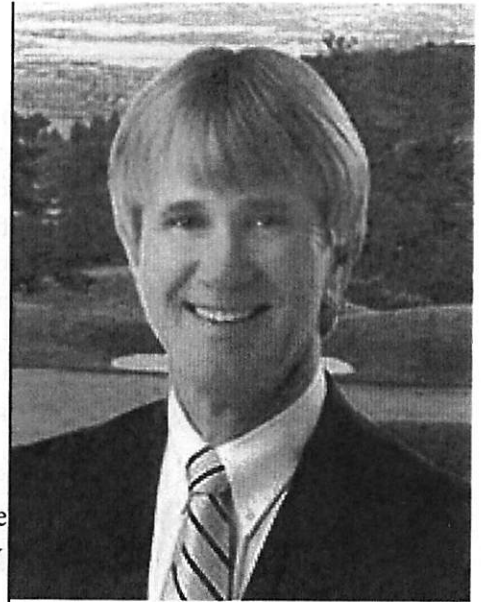
With nine principals averaging 20 years of experience in the golf business, Golf Convergence provides common sense solutions founded on sound principals. With clients from Europe to Asia, and across America, Golf Convergence has developed a unique process that is enhancing the golfer’s experience and the investment return of today’s golf courses.

As Managing Principal, Keegan has traveled in excess of 2,250,000 miles visiting over 250 courses annually and meeting with owners and key management personnel at more than 3,500 courses. Having successfully combined his passion for golf with his business acumen, his experience makes him uniquely qualified to offer expert opinions on trends and issues facing golf courses today because of his direct knowledge and interaction with the golfing community.

An accomplished writer, Keegan published in June, 2010 the award winning book, “*The Business of Golf - What Are You Thinking? How to Maximize the Financial Return of a Golf Course.*” This book has been purchased in 13 countries and is being utilized at 6 Universities.

Currently, he serves as a panelist for *Golf Magazine’s* Top 100 Golf Courses. He is a former member of the Club Manager’s Association of America, and is currently a member of the National Golf Foundation, and the International Network of Golf. Keegan is a former volunteer of the Colorado Golf Association and the USGA Sectional Affairs Committee. Jim has served as a course rater and rules official for numerous tournaments including the local and sectional qualifying for the U.S. Open and the World Club Championship.

A certified public accountant with a B.B.A. Degree from Texas Christian University, Keegan earned an M.B.A. in corporate finance from the University of Michigan. He has also served as a captain in the United States Air Force and worked at KPMG as a computer audit specialist.



Education

BBA, Texas Christian University,
Cum Laude

MBA, University of Michigan

Memberships

National Golf Course Owners
National Golf Foundation

Area of Expertise

Project Management
Technology
Financial Analysis
Operational Analysis

What You May Not Know

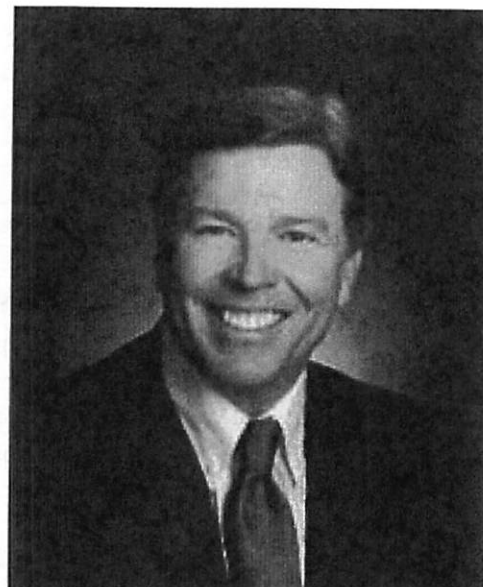
Frequent Public Speaker and Webinar Host on the Business of Golf
Panelist, *Golf Magazine’s* Top 100 Courses in the World
Traveled to 41 countries to review golf courses

Mr. M. J. Mastalir

M. J. Mastalir is the President and owner of Real Estate Capital Corporation, a mortgage banking company specializing in the financing of commercial real estate and golf related properties. As the exclusive correspondent for the Western United States for Textron Financial Corporation's Golf Finance Division, Mr. Mastalir underwrote golf properties and obtained commitments totaling almost one billion dollars. Mr. Mastalir was instrumental in convincing Textron Financial to support the golf industry by creating a national lending program and then assisted with the structuring of that program.

Mr. Mastalir is recognized as one of the nation's foremost authorities on golf course finance and in 1999 was named one of the 25 most influential people in golf by Golf Inc magazine.

Real Estate Capital Corporation also assists prospective buyers, owners and operators with the acquisition and disposition of golf clubs and courses. Services include market and financial analysis, operational review, deal structuring, strategic planning and execution. Mr. Mastalir has access to many resources within the golf industry that can provide the additional necessary assessments and solutions to the myriad of issues that arise in a golf course transaction.



Prior to forming Real Estate Capital Corporation, Mr. Mastalir spent fourteen years with Colorado's largest mortgage banking company, IntraWest Mortgage Company. During his tenure with IntraWest, he financed in excess of eleven thousand multi-family housing units and served as the company's president from 1983 - 1985.

Mr. Mastalir is a past member of the Board of Governors of the Mortgage Bankers Association of America where he served on several committees and chaired the Insured Project Committee.

Mr. Mastalir was a member of the United State Golf Association Executive Committee for eight years where he served as a Vice President and chaired many committees including the Rules of Golf Committee.

Mr. Mastalir has served on numerous local and national committees and commissions dealing with housing and finance policy issues and has been a speaker at many golf course and real estate finance seminars and conferences. In addition, he has served on many community boards including Boy Scouts of America, U. S. Commission on Civil Rights, Colorado Housing Incorporated, Colorado Golf Association and The Denver Partnership.

Mr. Mastalir obtained a Bachelor of Arts degree from the University of Colorado in 1968 and a Juris Doctor Degree from the University of Colorado in 1971. He is a member of the Colorado Bar.

Mr. Mastalir is currently a member of Denver Country Club, Paradise Valley Country Club and The Royal and Ancient Golf Club of St. Andrews.

Mr. Armen Suny, Zokol/Suny Golf



Armen is the only person that has been a Superintendent at two Top 100 courses (Cherry Hills, Castle Pines) and General Manager at another Top 100 course (Shadow Creek). Additionally Suny was the Tournament Director for the International PGA Tour event.

Suny was the youngest Superintendent to host a major when in 1985 at the age of 27 he was the Superintendent at Cherry Hills Country Club for the 1985 PGA Championship. Suny hosted 6 PGA Tour events while at Castle Pines. He was the Assistant Superintendent at Merion Golf Club for the 1981 US Open. He left Merion to become the Superintendent of Rolling Green Golf Club. He mowed his first green when he was 14 years old and was an intern at Aronimink Golf Club for the 1977 US Amateur.

Suny has been involved with the development and workouts of golf course residential projects along with providing technical support for many other fine clubs and is working with Castle Pines Golf Club.

Suny is a partner in Suny, Zokol Golf Design, a Golf Course Design firm with PGA Tour Veteran Richard Zokol.

Armen's unique skill is that his philosophy is of practicing and preaching economy. His experience at some of the nation's finest courses provides a unique perspective on how golf courses can achieve cost efficiently a higher standard of playing conditions for their valued patrons.

Mr. Dennis Lyon, Certified Golf Course Superintendent



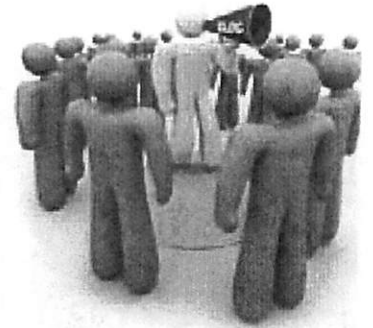
Dennis has over 35 years of experience managing the City of Aurora, Colorado, Golf Division. This division consists of six 18-hole courses and one par three 9-hole course. He has served as project manager in the construction of several of the city's courses and has had "bottom line" responsibility for the golf operation during his tenure with the city.

Dennis has a BS in Horticulture from Colorado State University and a MA in Management from the University of Northern Colorado.

Dennis has been a certified superintendent since 1979. Always active in his profession, Dennis has served as president of the Rocky Mountain Regional Turfgrass Association, the Rocky Mountain Golf Course Superintendents Association, the Golf Course Superintendents Association of America and the Colorado Golf Association.

Dennis is also the recipient of the USGA Green Section Award for significant contributions through his work with turfgrass, and he is a member of the Colorado Golf Hall of Fame.

B



References

Heard on the Street

Contracts of Similar Size and Scope - References

Golf Convergence would welcome the opportunity to provide representative samples of our work products. We believe that there are unparalleled in the depth and breadth in providing meaningful vs. Institutional insights. Presented below is a sample of the firm's recent clients:

Alamo City Golf Trail: James E. Roschek, President & CEO, Golf Association San Antonio,, Brackenridge Golf Course, 2315 Avenue B, San Antonio, Texas 78215, Ph 210 212 7572, jim@satxgolf.com

City of Ann Arbor: Jane Miller at phone (612) 230-6400, jmillier@minneapolisparcs.org. Ms. Miller, on March 1, 2011, assumed a new position as Director of Parks and Recreation for Minneapolis Park and Recreation Board.

City and County of Denver: Mr. Scott Robson, Acting Director of Parks, Mr. Robson recently accepted a position as Director of Evergreen Park and Recreation District. 720-880-1011, srobson@eprd.com

City of Midland, MI: Mr. Jack Duso, Assistant City Manager, 333 W. Ellsworth Street, Midland, MI 48640, Ph 989 837 3300, jduso@midland-mi.org. Mr. Duso retires December 31, 2011.

City of Pacific Grove: Mr. Joe Riekana, Director of Golf, 77 Asilomar Boulevard, Pacific Grove, CA 93950, Ph 831.648.5775, jriekana@ci.pg.ca.us

City of Schertz, TX: Mr. George Logan, Director of Parks, 1400 Schertz Parkway, Schertz, TX 78154, Ph 210 619 1000, glogan@schertz.com

City of Ocala: Mr. John Zabler, 2100 NE 30th Avenue, Ocala, FL 34470, (352) 351-6600, JZabler@Ocalafl.org

City of Virginia Beach: Ms. Cindy Curtis, Assistant City Manager, Virginia Beach Parks & Recreation, Virginia Beach Parks & Recreation | 2408 Courthouse Dr., Bldg 21 | Virginia Beach, VA 23456, Ph. Phone 757-385-1127, ccurtis@vbgov.com

City of Winnipeg: Bryan Mansky, Audit Manager, City of Winnipeg, Audit Department, 3rd Floor, 185 King Street, Winnipeg, Manitoba, R3B 1J1, Ph: 204-986-4136, bmansky@winnipeg.ca.

Minneapolis Park Board: Tim Kuebelbeck, Minneapolis Park and Recreation Board, Director of Golf, Ice Arena and Aquatic Operations, 1301 Theodore Wirth Parkway Golden Valley, MN 55422, Ph. 612.370.4843, tkuebelbeck@minneapolisparks.org

Naperville Park District: Mr. Ray McGury, Parks Director, Naperville Park District, 320 W. Jackson Ave., Naperville, IL. 60540, (630) 848-3500, rmcgury@napervilleparks.org

Prince William County Park Authority: Ms. Tracy Hannigan, Recreation Services Director, 14420 Bristow Road, Manassas, VA 20112-3932, Ph. 703 792-7060, thannigan@pwcpcparks.org

SALMON RUN

Once you've been here...Instinct Will Bring You Back

Water Rights Meeting – City Hall Dec. 4, 2002

Attendance:

Leroy Blodgett, city manager
Lloyd Van Gordon, watermaster
Ed Murdock, GM- Salmon Run

Meeting Minutes:

Existing water rights:

1. Those obtained by the city are not being used, nor are they feasible to use due to the limited time to take water and the lack of storage area. An extension must be applied for to keep these rights.
2. A temporary transfer right is being used, but the map needs to be changed to reflect actual usage on site, and point of diversion needs to be changed to point of appropriation (surface to well)
3. Was a 5 year work plan completed? Ed to find out

Short term needs:

1. Salmon Run: A temporary transfer of adequate water needs to be secured. This would require a survey of the golf course to determine the area to be irrigated, and a larger number of acre feet available for use.
2. City: Apply for extension of current rights.

Long term needs:

1. A long term water plan must be created. This may require the help of a water right specialist. Tor Flatebo was suggested.
2. A permanent transfer of city rights for the course will be applied for

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emurdock@harborside.com • www.salmonrun.net

CITY OF BROOKINGS



STAFF REPORT

Date: June 5, 2003
To: Mayor Hagbom & City Councilor
From: Leroy Blodgett, City Manager
Subject: Temporary Water Rights for Salmon Run

REPORT

City and Salmon Run staff are working on permanent water rights for irrigation of the golf course. The Oregon Water Resource Department has suggested that we have a temporary water right until such time a permanent solution is accomplished. We expect to have long-term solution within 12-18 months.

Freeman Rock has a water right and well that is currently being used for irrigation and is the logical temporary source. It may end up being the long term solution also, but terms and permanent water rights will need to be transferred.

The attached "Temporary Water Right Transfer Agreement" does not obligate the City to any financial or other conditions. All costs and consideration of the Agreement will be made by Salmon Run Golf Course.

STAFF RECOMMENDATION

Approve the Temporary Water Right Transfer Agreement between Salmon Run and Freeman Rock.

SALMON RUN

Once you've been here...Instinct Will Bring You Back

July 15, 2005

Mayor Sherman
898 Elk Dr.
City of Brookings
Brookings, OR 97415

Dear Mayor Sherman,

Thank you for your interest in the needs of the golf course. As we have discussed in previous meetings, we are in need of the city's help to develop a long-term water plan. This letter will briefly describe the problem, and our proposed solution which you have requested.

When the course was built, a water plan was put together that included pumping water directly from the Chetco River until July 1st. After that date, water would be used from storage ponds for irrigation for the remainder of the summer. The problem with this plan is that the land that would be necessary to store this amount of water. It is not possible with our existing acreage. Because of this, there was a temporary water system set up during construction that takes water from Freeman's well. It has been our irrigation water source since then, on a temporary transfer basis.

Three years ago, the watermaster of District 19, Mr. Lloyd Van Gordon, called a meeting with the golf course, the city manager, and Ted Freeman to discuss the need to develop a permanent water plan. He proposed that the city transfer a small portion of their water rights to the Freeman well to be used by the golf course. This required an easement through the Freeman property. Ted agreed to this upon certain conditions. I will not attempt to detail those here, but they were given to the city manager at the time, and have been discussed since. The result of this meeting was that Ted needed to do some testing of his well, and the golf course needed to complete the mapping required for the water rights transfer.

Over the next two years the testing and the mapping were completed, whereupon it fell to the city to finish the project. Leroy Blodgett, the previous city manager was working on it until the time of his departure. We met with you on June 17th to discuss the situation, and see what could be done to continue with the project.

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In your letter you asked that I outline what we would like the city to do with respect to the golf course. The answer is that we would like the city to transfer a portion of its water right to the point of diversion at Ted Freeman's well. Because the city owns the land, the water rights must be in the city's name, therefore impossible for us to procure. We cannot finish the project we started three years ago without your assistance.

Please let me know what I can do to help you in this process.

Sincerely,

Ed Murdock
General Manager

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SALMON RUN

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January 5, 2007

Mayor Sherman,

I am writing in regards to the water situation at Salmon Run. The need to have a firm plan is paramount to our proceeding with business at the golf course. As you can understand, without water, the golf course cannot exist. Any plans we have for improvements or even sustaining operations is in question without a water plan.

Work on this plan started over 4 years ago at the urging of the local water master. Since then there has been well studies done by Ted Freeman, mapping of the golf course done by the Claveran Group for the water rights application, and temporary agreements made at the cost of everyone involved. Most of these items were completed by the end of 2003. Since then we have gone through a number of changes in personnel and philosophies in the city that have taken time for readjustment before moving forward again.

We are close to coming to completion on this issue, and I appreciate your attention to it. I want to make sure you understand our interest in getting this issue settled as soon as possible. Ted Freeman has made water available to us through the temporary transfer each year. We hope he will do so again this year if the need arises, but there is no guarantee. This uncertainty puts us at a disadvantage to do business on a long term basis. Unfortunately, we are powerless to do anything but wait for the city's proposal.

Sincerely,

Steve Muir

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SALMON RUN

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August 16, 2007

City Council
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear council member:

The golf course was asked by the city to present a proposal for solving the long term water need of the course. The following are the facts of the situation, and the proposed solution:

Existing:

1. The golf course has a water right which allows it to take 1 cfs from the Chetco at the confluence of Jack Creek (approx ¼ mile from Golf Course entrance) from March 1 through June 30 each year; approximately 79 million gallons. Another right allows for the storage of this water in reservoirs.
2. The golf course property does not have enough physical land mass to create the storage needed to irrigate through the summer months of July through October.
3. The golf course has been using a temporary water right from Ted Freeman, to water the course. This is a year to year agreement, and is not long term.

Proposal:

1. We propose that the City move part of its North Fork water right down stream to the golf course's point of diversion to permit irrigation during the summer months.
2. The alternative proposal would be to modify the current right to remove the time limits, but keep the volume constraint of 79 million gallons at 1cfs. This rate would allow us the needed water throughout the summer.
3. The golf course would pay for the pump, piping and electrical to move this water from the point of diversion to the existing reservoir near the clubhouse.
4. There is also a possibility of using and storing water from above #14 fairway. However, this is on South Coast land, and is of an unknown quantity.

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How much water is needed for summer irrigation:

1. The golf course has used a maximum of 45 million gallons per year to irrigate the course. It uses more than half (28 million gallons) from July 1 through October 30.
2. Of the 28 million gallons, the maximum monthly need is 8 million gallons. The daily requirement is 258,064 gallons. Assuming that this water is taken only at night, the flow rate required would be 1 cfs.
3. Winter time use would be minimum. 1 million gallons per month would be adequate.

We look forward to working with the city to move this project forward. Please let us know if you have any questions about this proposal.

Sincerely,

Ed Murdock
General Manager

Cc: Gary Milliman

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City of Brookings

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gmilliman@brookings.or.us

GARY MILLIMAN

City Manager

Credentialed City Manager
International City Management Association

Pete Pavich, President
The Claveran Group, LLC
99040 South Bank Chetco River Road
Brookings, OR 97415

December 23, 2009

Dear Mr. Pavich,

The purpose of this letter is to address the issue of securing a long-term water source for the Salmon Run Golf Course.

The City Council has expressed interest in designating the well owned by Ted Freeman, which is currently used as the principal water source for the golf course, as an additional point of diversion for a portion of its certificated water right on the Chetco River. The Council has discussed "transferring" 0.50 cubic feet per second (cfs) of its certificated water right on the Chetco River to the Freeman well.

The City currently has a certificated right of 4.0 cfs on the Chetco River which is available year-round. However, the City is subject to certain restrictions when water flows in the Chetco River drop below 100 cfs, which has occurred with some frequency in recent years. We will need to develop an agreement and plan for water conservation at the golf course in the event water conservation and/or curtailment measures are implemented during low flow periods.

In order to proceed with this matter, the City Council is seeking your participation in the cost of securing an easement for the use of the Freeman well, the water line that serves the golf course, and the cost of designating the Freeman well as an additional point of diversion. Following is an outline of cost items:

Appraisal of an easement for well and pipeline use:	\$4,550
Legal and consultant fees for POD application:	5,000
Processing fees to OWRD:	3,100
Surveying/mapping of easement:	4,000
Recording of easement:	60
Purchase of easement:	Appraised value
TOTAL PARTICIPATION BY CLAVERAN:	\$16,710+easement cost

None of the above includes City staff time associated with this process, and we are not proposing that you contribute to the staff cost. The City may participate in the cost of purchasing the easement itself depending upon other factors, including the possible annexation of the Freeman property into the City.

According to our water rights legal counsel, Martha Pagel, the basic application fee to the Oregon Water Resources Department would be about \$1,600, plus an additional fee estimated at \$1,600 for an expedited review. Because of the backlog of applications, the processing time for a non-expedited review is estimated at 24 months; the processing time for an expedited review is 6-9 months. The principal consultant who would be working on our behalf to process the application is Adam Sussman of GSI Water Solutions.

All of this presumes that we have a willing participant in Ted Freeman and can reach a reasonable financial consideration with him.

The above strategy should be considered as an interim "solution" for providing water to the golf course. The City is continuing its pursuit of additional water rights on the Chetco River. At some point in the City's development...depending heavily on an economic recovery...the City will need the full 4.0 cfs of certificated right for municipal purposes. We have secured a preliminary cost estimate for the development of a long-range plan for providing water to the golf course from our City Engineer (copy enclosed). While we are not proposing to proceed with this approach at this time, it is important to recognize that transferring water rights to the Freeman well is not the permanent solution, and there will be substantial future costs associated with developing a sustainable water source for the golf course.

I believe it would be beneficial for us to meet to work out the details of moving forward on the "Freeman proposal," including an operating agreement once the City secures access to the Freeman well. It is essential that the principals of the Claveran Group be directly engaged in this process. Please contact my office to arrange for a mutually convenient time to meet.

Respectfully,

Gary Milliman
City Manager

Cc: Mayor and City Council
Martha Rice, City Attorney
Ed Murdock, General Manager, Salmon Run Golf Course

City of Brookings
Golf Course Irrigation Well
Preliminary Cost Estimate
Date: 5/27/09

No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	75,000.00	75,000.00
2	Site Preparation - work platform	1	LS	110,000.00	110,000.00
3	Precast Concrete Well Casing - 6-foot dia.	40	LF	500.00	20,000.00
4	Pump Station Building	100	SF	160.00	16,000.00
5	Pump Station-25 HP	1	LS	125,000.00	125,000.00
6	8-inch Water Transmission Lines	1,500	LF	80.00	120,000.00
7	Overhead Power Line extension	2,000	LF	25.00	50,000.00
8	Transformer	1	LS	10,000.00	10,000.00
Estimated Construction Cost					\$ 526,000.00
Contingency					\$ 115,000.00
Engineering					\$ 115,000.00
Geotechnical Engr.					\$ 25,000.00
Admin / Legal					\$ 7,000.00
Easement Acquisition /legal					\$ 6,500.00
Total Estimated Cost					\$ 794,500.00



City of Brookings

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gmilliman@brookings.or.us

GARY MILLIMAN

City Manager
Credentialed City Manager
International City Management Association

Steve Muir
The Claveran Group, LLC
99040 South Bank Chetco River Road
Brookings, Oregon 97415

April 14, 2010

Dear Mr. Muir,

This letter is a follow-up to my letter of December 23, 2009, to Pete Pavich concerning the possible designation of the "Freeman well" as an additional point of diversion for the City's certificated water right on the Chetco River.

Since that time, the City has been conferring with its water rights legal counsel relating to securing additional water rights at the current point of diversion on the Chetco River, and the City is prepared to move forward with a strategy toward achieving additional certificated rights.

The City is contemplating the inclusion of an application to designate the Freeman well as an additional point of diversion as a part of a comprehensive strategy to secure sufficient water rights for its long-term needs, and to resolve the long-standing associated legal challenge from the non-profit "watchdog group" Water Watch.

As indicated in my letter of December 23, 2009, the City Council is seeking your participation in the cost of securing an easement for the use of the Freeman well, the water line that serves the golf course, and the cost of designating the Freeman well as an additional point of diversion. At our meeting of January 25, 2010, you indicated that you would be providing a specific proposal for your participation.

We need to receive your proposal and reach an agreement on your participation within 30 days of the date of this letter. If we are unable to reach an agreement within this time frame, the City Council has directed me to proceed with implementing the City's water rights strategy without addressing the point of diversion for the golf course.

I look forward to your timely response.

Respectfully,

Gary Milliman
City Manager

Cc: Ed Murdock, General Manager, Salmon Run Golf Course
Mayor and City Council
Martha Rice, City Attorney



City of Brookings

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GARY MILLIMAN

City Manager

Credentialed City Manager
International City Management Association

Ed Murdock
General Manager
Salmon Run Golf Course
99040 South Bank Chetco River Road
Brookings, OR 97415

November 12, 2010

Dear Mr. Murdock,

We have reviewed your letter of October 19, 2010, along with the attached draft agreement and Improvement Plan. I have also had the opportunity to discuss this matter with the City Council. I am now prepared to meet with you and representatives of The Claveran Group to discuss this matter further within the following parameters.

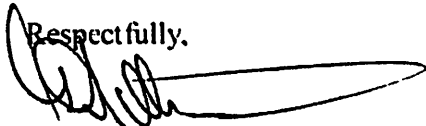
1. The City is not prepared to proceed with any arrangement involving designating the Freeman well as an additional point of diversion for the City's water rights on a year-to-year basis.
2. Any and all work involving securing authorization for an additional point of diversion to serve the golf course will be performed by the City and the City's water rights consultants. The Claveran Group would be responsible for the cost of consulting services associated with this project. The estimated cost of consulting services is \$10,000.
3. Precedent to any consideration of a revised lease agreement, The Claveran Group must retain the services of a professional golf course management company to prepare a business plan, to include proposed physical improvements to the golf course, a marketing plan, and an analysis of projected financial outcomes. The City must be involved in selecting the consultant who would perform this work.
4. We have contacted the management at South Coast Lumber to request their view of the proposals for designating their property as an additional point of diversion and securing additional lands from them to carry out the Improvement Plan as proposed. It is our understanding that South Coast is interested in making property/easements available for the water source related project, may consider

making additional property available to expand playable area, and is not prepared to proceed with the driving range relocation proposal. We will need to discuss how the aforementioned will affect the proposed Improvement Plan. As the property/easement acquisition matter involves property that may be acquired or come under control of the City, and whereas these discussions may have an impact on other real estate matters being discussed between the City and South Coast, the City must be involved in all future discussions with South Coast concerning this matter.

5. We need to discuss how a new structure to activate the additional point of diversion will be designed/constructed, who will pay for it, who will pay for operation and maintenance, and how the City's water conservation regulations will be applied to golf course use.
6. Meetings concerning this matter may include other members of the City staff, legal counsel and/or consultants, and must include at least one representative having an ownership position in The Claveran Group.

Please contact Joyce Heffington at (541) 469-1102 for meeting scheduling.

Respectfully,

A handwritten signature in black ink, appearing to read 'Gary Milliman', with a long, sweeping horizontal stroke extending to the right.

Gary Milliman
City Manager

Dear Mr. Milliman,

I realize that it has been some time since your letter to Ed Murdock on November 12, 2010, but we have been seriously considering your points regarding our golf course. In response I would like to point out the following:

1. The golf course is not succeeding financially. We would have been out of business years ago if not for the fact that I have been willing to subsidize the business's losses which have been substantial.
2. We have already had the benefit of various consultants advice as well as surveys of our customers and their advice on how to improve the performance of the course.
3. We have done the very best we can in attempting to secure a long term arrangement with Ted Freeman and his family to supply the golf course with water. The family has issues with the City which are not possible for us to solve.
4. You previously said that the City required a written agreement regarding a water arrangement. The best we can do is an annual agreement.
5. Salmon Run simply does not have the money to pay for "consultant fees" either for water or for future business plans. We have important ongoing operational expenses such as batteries for the golf cart fleet and maintenance equipment that must be met to simply keep our operation open.
6. We are aware and comfortable with the City being involved in any discussions with South Coast regarding additional property for the golf course or any easements.
7. As for any future meetings regarding these matters, we are happy to always have a member of the LLC in attendance.

In the short term, we intend to make arrangements with the Freemans to supply water to the course. Hopefully we will be able to continue such an arrangement for some time to come. In addition we plan to proceed with improvements to the clubhouse and the golf course which we think will enhance the long term in an effort to bring the course to a profitable position.

Best regards,

Steve Muir

RECEIVED

MAR 04 2011

Per.....

April, 1987 – South Coast gifts to the City app. 117.16 acres of land, including roadway and utility easements. The deed states, “This conveyance, in fee simple absolute, is for public purposes, including, but not limited to eventual use as a municipal golf course, park or recreational area.”

Dec, 1987 – South Coast Lumber gifts additional section 11, township 41 south, range 13 west (acres?) to the City.

April, 1991 – Council rejects single proposal for development of Jack Creek Golf Course (JCGC). Golf Board Chair is authorized to proceed with re-submittal process.

Dec, 1991 – Council authorizes Golf Board to spend \$4K from the Golf Course Fund to purchase the feasibility study done on the JCGC property. City Manager authorized to sign the Draft Water Rights document pertaining to Jack Creek and return to Water Resources Dept (WRD) for finalization.

Feb, 1992 – Council approves Golf Board recommendation to begin negotiations with WJS-PGA Family Golf Centers in assoc with 1st Western Golf Associates.

April, 1992 – Mayor signs letter approving design of JCGC by Bob Baldock

April, 1992 – Proposed JCGC Lease Agreement approved.

May, 92 – Water Right Permit 29479, the .08 c.f.s. water right from Jack Creek abandoned, as requested by WRD.

June, 92 – Authorization given to Mayor to sign the corrected lease between City, WJS Golf Inc., and Bob McCallister, for the proposed JCGC property; JCGC Findings of Fact (as attached to Curry County Land Use Decision Application).

July, 1992 – Mayor authorized to enter letter agreement modifying lease agreements dated June 11 and June 30, 1992, between City, South Coast Lumber, WJS Golf and Bob McCallister, to allow removal of trees from leased JCGC property; Letter of Authorization to Occupy and Use Leased Property between WJS Golf, Bob McCallister and City, concerning stabilization of Jack Creek, is approved. Staff is directed to apply to County for exception to Land Use Goal 14, allowing JCGC to receive water from Harbor RWD; Final order for conditional use for a golf course in EFU zone.

Aug, 1992 – Mayor authorized to sign letter to Audubon Society regarding conditional withdrawal of water right application G-12398 for JCGC.

Oct, 1992 – Authorization given to split the performance bond and lease – one for the lessee, and one for the developer and sign amended Audubon letter with meter requirement for the water right; Addendums 2 and 3 of the lease agreement approved.

Nov, 1992 – Occupancy of Jack Creek property authorized for developer with performance bond.

Dec, 1992 – Mayor authorized to sign Fourth Addendum to Lease Agreement with proof of limited partnership filing in Calif, and consent docs with title company; City accepts Bargain and Sale Deed from South Coast Lumber for additional 65 acres.

Sept, 1993 – Staff directed to deliver letter of default to golf course developer

Nov, 1993 – Lease with WJS Golf is cancelled; irrigation pump given to City in lieu of further legal action.

Nov, 1993 – RFP approved.

Feb, 1994 – Jack Creek, LTD, WJS Golf, Inc and Bob McCallister, sign quitclaim deed conveying all rights, title, and interest in the golf course property to the City and terminating lease agreement w/City.

June, 1994 – Council denies proposal by William J. Stone & Assoc (WJSA) in present form.

Nov, 1994 – Council accepts the fourth draft of the JCGC Lease Agreement.

Dec, 1994 – Due to lack of a timely response from WJSA, Council ceases its dealings with WJSA.

Feb, 1995 – Mayor is authorized to send letter to WRD requesting that water permits for JCGC be issued w/in 10 working days (2-13-09). Mayor presents to Council Application 73397/Permit 51595 to appropriate public waters and Application 73396/Permit R11535, to construct a reservoir and store water for beneficial use of public waters received for JCGC.

April, 1995 – Golf Board presents overview of finance package; Golf Board authorized to attempt to raise \$1 million and secure a developer; \$5K fund is created for legal review of proposal to subordinate 187 acres of the JCGC.

May, 1995 – Council agrees to participate in arrangement to subordinate the City's interest in JCGC contingent upon satisfactory agreement with potential developer.

July, 1995 – Council directs staff to prepare ordinance to rescind Ord. 91-O-481, creating the Golf Board, agreeing that the City would be best served by separating itself from newly formed JCGC, Inc, as members of the two entities are the same.

April, 1996 – JCG Corporation President recommends that the City appoint a new Golf Board when the Corporation falls "far short" of its fund raising goals.

June, 1996 – ODF&W given permission to proceed with riparian restoration project on Jack Creek.

Aug, 1996 – Lease Agreement between Bruce Alexander and City for portions of JCGC is approved; Permit for golf driving range shelter approved - no inspections on record (LGray).

Oct, 1996 – Council accepts agreement between ODF&W and City for future management of streamside vegetation at Jack Creek on the proposed golf course site dated Oct, 1, 1996; Council directs City Manager and City Attorney to work out an agreement with Ken Zitz allowing him first right of refusal while allowing City to consider other development proposals.

Nov, 1996 – MOU entered between Ken Zitz and City to put together a business plan within 120 days for JCGC development.

Jan, 1997 – Permit for commercial building approved – no inspections on record. (LGray)

Mar, 1997 – Council grants 90 day extension for development of JCGC.

Oct, 1997 – Council authorizes City Manager and Council member to negotiate real property transactions for the City (in relation to JCGC).

Nov, 1997 – Council approves seeking private funding from Claveran Group to build a golf course and directs staff/Council member to pursue an agreement.

Feb, 1998 – Amended lease w/Claveron Group is approved.

July, 1998 – Claveran Group becomes incorporated in Oregon.

Oct, 1998 – Lease is signed.

Jan, 1999 – Council approves an easement for phone lines to the golf course.

April, 1999 – Council approves Res. 99-R-654, authorizing Claveron Group to execute a Leasehold Deed of Trust with Assignment of Rents to Steve Muir (provided bridge financing to Claveron) to secure construction funds; and RES 99-R-655, authorizing modification of the lease agreement between City, Felix Claveron and Claveron Group.

May, 1999 – Council approves Res. 99-R-657, authorizing the Mayor to sign a Consent Letter between the City and Claveron Group modifying the lease agreement.

Sept, 1999 – City gives COOP right of way easement to trim trees and brush w/in 10 feet of electric facilities.

Oct, 1999 – Permit for storage units and pump house framing approved; permit for partition wall and rec building approved. (LGray)

Nov, 1999 – Council authorizes Claveran to sell alcohol at the golf course as long as they provide liquor liability insurance with City as addtl insured; Council authorizes City to apply for \$600K in road improvements for Salmon Run from SCERT; Council authorizes the substitution

of Claveron Group for Felix Claveron and Steve Muir as Lessees on the lease and Mayors signature on the amended lease once Guaranty is signed by Muir and Claveron;

Nov, 1999 - Footing and foundation/structure of golf cart storage facility approved. (LGray)

Dec, 1999 - Permit for prefab club house approved. (LGray)

Jan, 2000 – Final approval of pump house. (LGray)

June, 2000 – Council authorizes Mayor to sign Landord's Consent agreement (needed for Claveron to obtain financing), and approve Res. 00-R-675, granting consent under the golf course lease.

Jan, 2001 – Permit for modular clubhouse and deck issued; foundation approved. (LGray)

Feb, 2001 – Post and beam construction approved. (LGray)

Mar, 2001 – Footing construction approved; framing approved; sewer plumbing approved. (LGray)

May, 2002 – Agreement between City and South Coast Lumber, signed by Mayor Hagbom, reconveying 60 of the 65 acres deeded by South Coast to the City in 1992, back to South Coast, as agreed upon in 1992, allowing the City to access a certain rock pit area for use on the golf course and allowing lessee's construction of an electric "elk" fence on property adjacent South Coast property in several locations to remain, unless South Coast asks the City to move it to the actual property line.

June, 2002 – Permit for new exhaust hood issues/final approval given. (LGray)

June, 2003 – Council approves a temporary water rights transfer between Salmon Run and Freeman Rock.

Dec, 2004 – Council approves amendments to the lease agreement with Claveran Group.

2005 to 2007 - No action

July, 2008 – Council approves amendments to the Salmon Run Golf Course Lease dated Feb 17, 1998 between the City and Felix Claveron.

Dec, 2008 – Mayor is authorized to execute the First Amended Lease Agreement with Claveran Group, LLC for the Salmon Run Golf Course.

June, 2009 – Attorney for Claveran Group, LLC, requests letter from the City Manager stipulating the City had, in entering into the First Amended Lease Agreement with Claveran Group, LLC, intended to formally release Felix Claveran and Steve Muir from any obligations

under the lease or guaranty of the construction debt. City Attorney John Trew confirms that this was the intent and the letter is provided by the City Manager.

December, 2009 – At Council's request, City Manager sends letter to Pete Pavich, President of Claveran Group, LLC, requesting a meeting to discuss Claveran's participation in the cost of securing a water source for the golf course.

January, 2010 – City Manager meets with Steven Muir, Claveran Group LLC's principal investor and Golf Course Manager Ed Murdock to discuss golf course water source issues, several items in the Conditional Use Permit and to request a business plan. City Manager provides memo to Council recapping the meeting.

Mar, 2010– Salmon Run 2010 Draft Business Plan provided to City.

April, 2010 – Council receives memo from City Manager regarding the Golf Course Lease and Business Plan.

May, 2010 – Council approves Amendment to First Amended Lease Agreement with Claveran Group, LLC, amending Article 4, Section 1.00, entitled "Rent," providing an amended schedule of lease payments.

June 2010 – Council receives memo from City Manager re: meeting with Golf Course Manager Ed Murdock at Golf Course to review improvement plans and discuss water situation. (The meeting was at Murdock's request).

October, 2010 – Salmon Run 2011 Improvement Plan provided to City. City Manager responds with letter to Golf Course Manager Ed Murdock's request to remove two Douglas fir trees near hole #4.

March, 2011 – Council receives memo from City Manager regarding proposed golf course consultant Salmon Run would like to hire to perform an "audit" of the course.

April, 2011 – City Manager sends letter to Steve Muir stating that the consultant appears to be qualified and that he hopes the study will form the basis of a Salmon Run business plan.

September, 2011 – Salmon Run April 14, 2011 Strategic Plan, prepared by OB Sports, provided to City.

October, 2011 –Salmon Run 2012 Business Plan provided to City along with a request for a 24-month extension to the lease payments scheduled to begin February, 2012 from Golf Course Manager Ed Murdock.


November, 2011 – City receives confidential Claveran Group, LLC Financial Statements for Fiscal years ending 2010 and 2009. Council considers request for extension at its November 14, 2011 Council meeting and the matter is continued to December 12, 2011.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2011

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Retain Harbor Sanitary District Consultant Services

Recommended Motion:

Authorize Mayor to execute agreements with Ater Wynne LLP and CH2MHill for legal and technical services associated with the development of a new intergovernmental agreement with the Harbor Sanitary District, with the amount of fee not to exceed \$15,000 without further Council authorization.

Financial Impact:

The City Council budgeted \$15,000 in the current fiscal year to retain professional services to assist in the development of a new agreement. An additional appropriation may be needed in fiscal 2012-13.

Background/Discussion:

The City provides sewer treatment services for the Harbor Sanitary District under the terms of two intergovernmental agreements and two memorandums of understanding

The City Manager issued a Request for Proposals (RFP) to provide the following services:

The only respondent to the RFP was the law firm of Ater Wynne LLP (AW), of Portland, OR. Attorney Douglas MacCourt, a partner in AW, would be directly engaged in providing these services. AW legal resources would be supplemented with engineering and economist services from CH2MHill.

Douglas MacCourt has negotiated a number of intergovernmental agreements. One recent agreement is between the Klamath Tribe and the City of Chiloquin for delivery and treatment of sewage effluent from tribal facilities to the City's wastewater treatment plant. The agreement dealt with cost sharing for project development, rates, insurance and liability protection.

Based in Corvallis, CH2MHill resources would be provided by:

- Kurt Playstead is a project economist who has conducted water, wastewater, and solid waste rate studies and financial planning for public and private clients in the Pacific Northwest. Studies have covered financial planning and rate impact analysis of implementing a proposed capital improvement plan. He has modeled various funding strategies, including rates, system development charges, grants, and debt financing. He has completed rate analyses for a number of communities and is currently engaged in a water and sewer rate study for Sunnyside, Washington

- Dan Pitzler is an economist with more than 25 years of experience providing environmental economic, strategic planning, and financial assistance to public-and private-sector clients for infrastructure projects. Pitzler prepares financial feasibility studies, cost-of-service studies, and designs rates for a wide variety of infrastructure projects and utility systems. He has designed rates for solid waste, water, sewer, and electric utilities.
- Jason Riegler is a project manager and engineer with more than 13 years of experience in evaluation, modification, rehabilitation, and expansion of water, wastewater, and reuse systems. He also has expertise in site development, preparing feasibility and cost studies, and permitting and design of facilities to meet local, state, and federal regulations. Riegler has served as an ongoing wastewater process consultant for several Oregon communities including Lebanon, Albany, and Dallas.
- Craig Massie is a senior project manager with 25 years of experience in large civil infrastructure, fish passage, water and wastewater treatment plant and conveyance design and construction. His background encompasses municipal and industrial planning, design, construction, project and program management experience involving water and wastewater treatment, biosolids processing, pumping, piping, valves, materials handling. Massie is skilled at delivering technical project information to non-technical audiences such as city councils and commissions, as well as in public information settings.

Services would be retained on an hourly rate basis

Attachment(s):

- a. Proposal from Ater Wynne LLP.
- b. Ater Wynne firm background and MacCourt resume.
- c. Resumes of CH2MHill economists and engineers.

October 31, 2011

City of Brookings
RFP for City/HSD Interagency Agreement
898 Elk Drive
Brookings, OR 97415

Re: Ater Wynne LLP Response to RFP for City/HSD Interagency Agreement

Dear City of Brookings:

I am pleased to provide you with Ater Wynne LLP's submission in response to the recent Request for Proposals (RFP) for Legal Services for Development of Interagency Agreement between the City of Brookings and the Harbor Sanitary District. I will be the primary individual providing oversight, coordination and consultation with you regarding the Interagency Agreement.

Background:

Ater Wynne is a dynamic 50 attorney firm with offices in four states and attorneys and staff who are deeply involved with their communities. We provide legal counsel to hundreds of public, private and nonprofit entities throughout the Pacific Northwest. As a mid-size firm we provide the highest quality legal counsel at competitive rates with efficient service delivery. We have a long history of representing municipalities, port districts, special districts and public utilities throughout Oregon, including legal assistance to construct, modify, own and operate public treatment works and a variety of sanitary sewer and stormwater facilities. A select summary of our experience drafting, negotiating and implementing interagency and intergovernmental agreements is provided below.

Select Relevant Experience:

A. City of Troutdale

City of Troutdale
David Ross, City Attorney
(503) 491-4005
dross@ci.troutdale.or.us

Ater Wynne partner Doug MacCourt leads the City of Troutdale representation, including negotiations, agreements and ordinances for acquisition of public rights of way and

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ATERWYNNE LLP

City of Brookings
October 31, 2011
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infrastructure to support new development at the Troutdale Reynolds Industrial Park, a former federal Superfund site, and the Troutdale Urban Renewal Area. This work has involved negotiating an intergovernmental agreement between the City and the Port of Portland limiting the city's liability and providing risk and cost sharing for project development. The intergovernmental agreement provided cost sharing between the City and the Port for installation, testing, operation and health and safety training for City staff, indemnification for the City structured under Oregon constitutional limitations, and other features that allowed the City to accept dedication of new sanitary, stormwater and water infrastructure, including pump stations, piping, access in public rights of way, and other facilities.

In addition, Mr. MacCourt drafted and negotiated prospective purchaser agreements between the City and Oregon Department of Environmental Quality that were subsequently entered with Multnomah County Circuit Court to protect the City from state and third party liability due to pre-existing contamination of soil and groundwater where the facilities were installed. These additional agreements allowed the City to own and operate the pump stations, sewer and stormwater facilities, and public rights of way without liability to the state or third parties from the contaminated soil and groundwater.

Start Date: June, 2008

End Date: June, 2010

B. Klamath Tribe/City of Chiloquin

Klamath Tribes
Torina Case, Tribal Secretary
(541) 783-2219 ext. 170
torina.case@klamathtribes.com

Ater Wynne represented the Klamath Tribe in drafting and negotiating an intergovernmental agreement between the Tribe and the City of Chiloquin, Oregon for the delivery and treatment of sanitary sewage effluent produced at the Tribe's casino. The agreement provided for rates to transport and treat wastewater at the City's public treatment facilities, including cost sharing for project development, schedules for delivery and treatment, insurance, liability protection and indemnification for use of City facilities.

Start Date: April, 2000

End Date: December 2000

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C. Cleanwater Services

Cleanwater Services
Nate Cullen, Manager
(503) 547-8176
cullenn@cleanwaterservices.org

Mr. MacCourt leads Ater Wynne's representation of Clean Water Services, an ORS 451 Special District that provides a variety of sewer, water and related services throughout Washington County. Our work with Clean Water Services includes negotiations of Engineering, Procurement and Construction (EPC) contracts, development agreements, license agreements, technology and intellectual property matters, and working closely with general counsel, the County Board of Commissioners and district staff on policy and procedural matters related to approval of construction contracts, projects and funding matters, and issues specific to Special District laws and regulations.

While not technically an intergovernmental agreement under Oregon law, Ater Wynne has drafted, negotiated and helped CWS implement a variety of agreements for the construction, operation and licensing of public owned sanitary sewage treatment facilities for the removal of struvite (to improve operation and reduce O&M costs) and production of phosphorus-based fertilizer (as a revenue source to the district). These agreements had to encompass all applicable Oregon and federal laws relating to the ownership, financing and operation of public treatment facilities, including labor rates, worker protection and other regulations relevant to an Oregon special district.

Start Date: July 2008

End Date: EPC Agreement 2009; License Agreement 2010

D. City of Portland / Lovejoy Ramp

City of Portland, Office of Transportation
Vicky Diede
(503) 823-7137
vicky.diede@pdxtrans.org

Ater Wynne represented the City of Portland in demolishing and reconstructing the Lovejoy Ramp to provide rail, auto, and pedestrian facilities to the Pearl District and remove obstacles for development of the district. As a part of this representation, Mr. MacCourt drafted and negotiated an IGA between the City of Portland and the Oregon Department of Environmental Quality (DEQ) to provide the technical, legal and financial components of the project in an area of known environmental contamination and risk to the public and to public workers and facilities. The scope of work in the IGA included investigation and remediation of

ATERWYNNE LLP

City of Brookings

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members of Congress and their staff, and other professional and public associations and groups on a wide variety of issues focusing on economic development, regulatory and financial assistance to local government.

Ater Wynne regularly teams with a wide variety of engineering firms, accountants and financial advisors to represent clients in projects that require these specialties. We will provide suggested firms for each specific task and references upon request.

Mr. MacCourt has a second residence in Bandon, Oregon, which will allow him to attend key meetings and present to City Council, as required, at fees and costs that are competitive with local counsel in Curry County.

Approach/Process:

The general goals of the representation should be: (a) to build on as much of what works, or what worked, in the existing/former intergovernmental agreements as possible; (b) to build on and help foster a collaborative working arrangement in the IGA that is not too severe or burdensome for either party; (c) to negotiate terms and conditions for the IGA that allow it to be flexible and adapt to changing economic, regulatory and other conditions that may impact facility expansion and operation; and (d) to capture as many efficiencies in the representation as possible to keep fees and costs to the city at a minimum. To accomplish these goals, we recommend the following approach:

1. Teleconference and/or meet with key City staff to discuss approach, timeline, and to share existing agreements and other relevant documents, and complete any City documents and approvals necessary for the legal services contract. At this stage, Ater Wynne will also provide recommended engineering and accounting firms and related references to the City for consideration in accomplishing the work scope.
2. Review existing agreements and other relevant documents to the IGA. Based on City review of potential subconsultants, conduct brief interviews and select subconsultants as needed to carry out the project work scope.
3. Internal meeting with City project team, and joint meeting with City and Harbor Sanitary District to discuss goals and objectives for project and develop proposed project schedule and milestones.
4. Prepare and circulate draft revised IGA internally, obtain consensus on the draft, circulate to Harbor Sanitary District, and meet with City and Harbor Sanitary District to negotiate the terms and conditions.
5. Negotiate agreement. This will likely require a series of meetings, teleconferences and drafts being shared between the parties.

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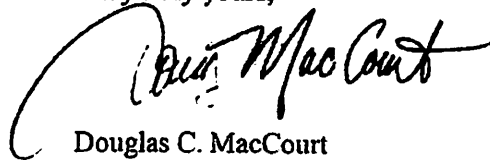
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6. Finalize and obtain approvals for execution of the IGA.

Conclusion

Ater Wynne LLP appreciates the opportunity to submit this response to the RFP. We are happy to answer any questions and to meet with you at our expense if you would like to discuss our proposal and our concepts for making the interagency agreement a success.

Very truly yours,

A handwritten signature in black ink, appearing to read "Doug MacCourt", is written over a large, loopy flourish that starts under the word "yours" and extends to the left.

Douglas C. MacCourt

[Home](#) | [Attorneys](#) | [Douglas C. MacCourt](#)

➤ [Attorney Overview](#)
[Industry Specialists & Paralegals](#)

Douglas C. MacCourt

Partner

Doug MacCourt is a partner who concentrates his practice on environmental and natural resources law, energy development, land use, and property transactions. For the past 20 years he has represented private and public sector clients to permit, construct and operate energy, industrial and economic development projects. Doug is chair of the firm's Indian Law Group, co-chair of the Sustainable Practices Advisory Group, and advises tribal governments and enterprises on environmental, energy, federal Indian law and property transactions. He is listed in *Best Lawyers in America* in the Native American and Natural Resources Law categories. He has also been listed in *Chambers USA: America's Leading Lawyers for Business*.

Doug has extensive experience with state and federal cleanup and hazardous waste laws, natural resources restoration and damages, endangered species, water rights and water quality issues associated with contaminated properties and spills. He advises client/consultant teams in all phases of local, state, and federal cleanup, development and natural resources permitting.

Doug represents clients before state legislative bodies and Congress on appropriations and project matters, and has successfully defended clients' rights on appeal before the Oregon Land Use Board of Appeals, Oregon Court of Appeals, U.S. District Court and U.S. Ninth Circuit Court of Appeals.

Professional Experience

- Ater Wynne LLP, Portland, Oregon, Partner, 2002 to present; Of Counsel, 1999 to 2002
- Environmental Manager and Director of Brownfield Programs, City of Portland, Office of Transportation, 1991 to 1999
- Martin Bischoff Templeton Langslett & Hoffman, Attorney, 1988 to 1991

Education

- University of Oregon, J.D., 1988
- Humboldt State University, B.S., *cum laude*, 1983

Admitted to Practice

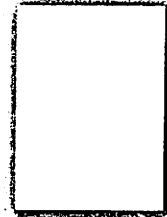
- Oregon
- Alaska
- Ninth Circuit Court of Appeals
- U.S. District Court, Oregon

Professional Activities

- US-Germany Bilateral Work Group on Brownfields
- National Association of Local Government Environmental Professionals, Co-Chair, Board of Directors
- 1000 Friends of Oregon, Cooperating Attorney
- Oregon State Bar, Indian Law Section, Past Chair; Environmental and Natural Resources Section, member; Real Estate and Land Use Section, member
- American Bar Association, Natural Resources and Environmental Law Section

Representative Matters

- Environmental cleanup and redevelopment of large primary aluminum smelter properties in Oregon and Washington
- Environmental cleanup, land use approvals, funding and redevelopment of large carbide manufacturing sites
- Lead defense counsel for marine terminal operator at large public port facility; successfully defended natural resource damage and ESA claims from major petroleum spill
- Lead permitting, transaction and project counsel to Diné Power Authority, a Navajo Nation enterprise, in the development of a 1500 Mw coal-fired, low-emission power plant, 470-mile high-voltage transmission system, and 100Mw wind facility
- Obtained tax credits, FERC certification and Energy Facility Siting Counsel approval for \$100 million, 90 Mw high-efficiency gas-fired cogeneration facility



Douglas C. MacCourt
dcm@aterwynne.com
 503-228-8672

[Download Profile](#)

Practice Areas

- Energy
- Environmental, Natural Resources & Land Use
- Global Trade
- Indian Law
- Litigation
- Real Estate & Finance
- Sustainable Practice Advisory Group

Industries

- Energy
- Manufacturing
- Natural Resources
- Real Estate/Construction
- Tribal Economic Development

- Permitted, and successfully defended land use challenges at local level and on appeal for state-of-the-art integrated processing and recycling facility
- Environmental and land use approvals and tax credits for \$90 million pulping process for region's largest producer of recycled content newsprint
- Air, water, waste, and cleanup permitting and compliance defense for ship construction and repair facility and metal pipe facility
- OSHA compliance and appeals for national producer of motor vehicle parts

Representative Publications and/or Presentations

- *Renewable Energy Development in Indian Country: A Handbook for Tribes. A Project for the National Renewable Energy Laboratory (NREL) and The Alliance for Sustainable Energy. 2010.*
- Environmental Insurance. *The Year in Review: 2003, 2004, 2005, 2006, 2007.* American Bar Association.
- Superfund and Brownfields: Origins and Evolution of Federal Cleanup Law in the US. *Journal for European Environmental & Planning Law.* 2006.
- Solid Waste Law and Regulation. *Environmental Deskbook.* Oregon State Bar. 2006.

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Firm History

*By Jonathan Ater
Chair, Ater Wynne LLP*

Ater Wynne is known for innovative thinking. We carry on a tradition of outstanding service to our clients and communities, which traces back to C.E.S. Wood (1852-1944), the first biographer of Chief Joseph, and one of Portland's most influential citizens in the first quarter of the 20th Century. Today, the firm lives by Wood's words, memorialized on Portland's Skidmore Fountain: "Good citizens are the riches of a city."

In 1922, Gunther F. Krause joined Wood's law practice in Portland. Krause, a Portland native, graduate of Reed College and Columbia Law School, went on to establish his own law firm by the early 1930's. In 1966, Jonathan Ater joined Gunther Krause's firm, then known as Krause, Lindsay and Nahstoll. After Gunther Krause's death in 1967, U.S. District Judge Gus J. Solomon described him as "one of the best lawyers in Oregon. He had great judgment and an abundance of good common sense."

That tradition of good judgment and common sense has carried on through our firm for almost 80 years. Our firm has grown, changed names several times, and expanded our focus through the years, adding a significant energy and environmental practice in the 1970s, building our expertise representing entrepreneurial companies and investors in the 1980s, and more recently expanding our services to tribal entities, wealth preservation, and economic development for clients throughout the Western United States.

The firm expanded to Seattle in 1987 and now also has offices in Menlo Park and Salt Lake City. The firm has many areas of expertise, organized generally into our thriving business and litigation departments.

Ater Wynne took its current name in 1990 as Ater Wynne Hewitt Dodson and Skerritt. In 1998 we shortened our name to Ater Wynne LLP.

We are today one of the oldest firms in the Pacific Northwest, but we are also one of the newest and youngest firms. We are often recognized as among the best lawyers in the region, and in that way, we honor the traditions of our founders.

But, we don't live in the past. We practice on the cutting edge of the law, we provide creative and valuable legal advice to our clients, and we are honored to be good citizens who contribute to our communities and make them better places to live.



Daniel R. Pitzler

Principal Economist, Strategic Decisions and Risk Management

Education

Professional Certificate, Strategic Decisions and Risk Management, Stanford University

M.A., Economics, University of Washington

B.A., Economics, Western Washington University

Distinguishing Qualifications

- Mr. Pitzler has over 25 years of experience in helping clients make better decisions about infrastructure development. His areas of expertise include decision analysis, strategic business cases, cost of service and rate design, risk assessment and management, monte carlo simulation, facilitation, benefit-cost analysis, feasibility analysis, waste management and system planning, transportation economics and finance, and resource economics, and economic impact analysis.
- Principal technologist responsible for advancing strategic decision making tools and processes within CH2M HILL including structured decision processes, analysis of alternatives with multi-objectives, and risk assessment and management.
- Experienced facilitator of group decision making processes.

Relevant Experience

A summary of Mr. Pitzler's relevant experience follows.

Task Lead, Cost of Service and Rate Design Study, Ludlow Utilities Company, WA.

Conducted a cost-of-service and rate design study as part of a series of water and wastewater evaluations that were conducted for the utility.

Task Lead, Financial Analysis, Grants Pass Irrigation District, OR. Conducted a financial analysis of different customer demands, operating cost, and rate options. The analysis was in response to the planned removal of the Savage Rapids Dam and the installation of pumping systems to deliver water to their customers.

Lead Economist, Analysis of Financing Alternatives, King County, WA. Conducted an analysis of financing alternatives for the Regional Needs Assessment, a regional surface water management plan that encompasses 29 jurisdictions in King County, WA.

Task Lead, Financial Risk Analysis, Water Reservoir Cover Analysis, Seattle Water Department, WA. Analyzed the cost and financial risk associated with different volume and cover alternatives.

Task Lead, Financial Analysis, Water District Number 7 of Grays Harbor County, WA. Conducted a review of the underlying assumptions and reasonableness of the utilities short-term financial projections.

Task Lead, Proposition 84 Grant Funding Prioritization, Santa Barbara County, CA. Facilitated a process with a series of water management agencies that were applying for state

grant funding. Developed a multi-objective decision analysis model that was used to evaluate the extent to which proposed projects met regional objectives. The approach led to group consensus about a package of projects to put forward for grant funding.

Task Lead, Cost of Service and Rate Design Study, Ludlow Utilities Company, WA.

Conducted a cost-of-service and rate design study as part of a series of water and wastewater evaluations that were conducted for the utility.

Task Lead, Capital Improvement Prioritization Program, Portland Bureau of Environmental Services, OR. Developed a methodology for prioritizing capital investments in sanitary sewers, combined sewers, surface water, education and outreach, and rehabilitation and repair.

Project Manager, Rate Review, City of Tacoma Solid Waste Utility, WA. The project included working with Utility and Finance Department Staff to analyze different funding strategies and prepare 5-year forecasts of expenses, customers, revenues, and capital requirements. The project resulted in a rate model that is used by Department staff annually to prepare rates for the coming year.

Project Manager, Solid Waste Revenue Requirements and Rate Study, City of Unalaska, AK. Analyzed the City's cost of service, established required revenues and designed rates for residential and commercial customers. After that study, he conducted two updates of the study and provided the City with a rate model that it now uses for annual rate reviews.

Task Lead, Business Case Evaluation of Emergency Water Supply Options, Seattle Public Utilities, WA. Led an evaluation of the risk and economics of a comparison of floating pump and fixed inclined pumps to provide pumping capability during low water years at Seattle's Chester Morse Reservoir.

Task Lead, User Pay Rate Study, Capital Regional District, B.C. Conducted research into user pay rate structures, and modeled the effects of different rates on the District's finances and different customer groupings.

Task Lead, Water Conservation Study, Tacoma Public Utilities' Water Department, WA. Conducted an analysis of benefits and costs for various water conservation measures for industrial customers.

Project Manager, Rate Review, Kitsap County, WA. Evaluated a local hauler's requests for a rate increase, projected revenue requirements, and developed alternative methods of equalizing rates among County transfer stations.

Task Lead, Solid Waste System Rate and Financial Analysis, Stevens County, WA. Developed a financial model that linked directly to the County's budget categories and forecasted revenues, expenses, and tip fees under different rate change scenarios. The model was used to develop tip fees for various scenarios that included fully-funded closure and post-closure funds.

Task Lead, Solid Waste System Rate and Financial Analysis, Asotin County, WA. Prepared a financial model that was used by the County to investigate various landfill development strategies to respond to the potential loss of a major customer. The model was developed to link directly to the County's budget categories and was used to analyze a number of different capital improvement scenarios and different development plans for the County's landfill.

Project Manager, Evaluation of Solid Waste Rate Structure Alternatives, Matanuska-Susitna Borough, AK. Prepared a discussion of ratemaking principles, identified general revenue-generating options, and prepared an analysis of the advantages and disadvantages of five distinct rate structure alternatives.

Project Manager, Analysis of Operations and Potential Privatization, City of Hoquiam, WA. Analyzed the implications of a proposal to sell the City's Sanitation Department to a private company. The analysis included a review of available data, conversations with operators, and an analysis of efficiency and costs.

Task Lead, Calgary Regional Water and Wastewater Servicing Study, Calgary Regional Partnership, AB. Developed a triple bottom line methodology for analyzing alternative regional water and wastewater service options for 19 member communities with a population of 1.1 million.

Task Lead, Wastewater Systems Plan, Seattle Public Utilities, WA. Directed the decision making aspects of the development of Seattle Public Utilities' initial Wastewater Systems Plan. Work included leading a series of stakeholder workshops to develop a multi-objective value model for evaluating capacity, R&R, and O&M alternatives.

Task Lead, Iona Island Wastewater Treatment Plant Treatment Alternatives Study, Metro Vancouver, BC. Directed the decision making aspects of implementing secondary treatment for the Iona Island Wastewater Treatment Plant service territory. Options evaluated using a multi-objective decision analysis approach included multiple sites with varying flows, and a distributed approach with maximum resource recovery.

Task Lead, Liquid Waste and Solid Waste Organics Integration Study; Capital Regional District, B.C. Developed and facilitated a structured process for making decisions about secondary treatment and the integration of liquid waste and solid waste management. The analysis used multi-objective decision analysis and risk assessment tools to help illuminate the distinction between alternatives.

Project Manager, Environmental Net Effects Metrics Selection, Oil Sands Leadership Initiative, Calgary, AB. Led an analysis of water, air, land, ecosystem, social, and environmental risk metrics that will be used to evaluate water sourcing alternatives. Input from subject matter experts was compiled and vetted with industry partners and regulators. Currently, he is leading development of an excel-based reporting tool and guidance document.

Task Lead, Probabilistic Water Demand Model Development, Seattle Public Utilities, Seattle, WA. Worked with Seattle Public Utilities staff to incorporate uncertainty into a water demand forecasting model using Monte Carlo simulation of key input variables.

Task Lead, Risk Assessment Framework and Triple Bottom Line Business Case for Combined Sewer Overflow (CSO) Alternatives, Seattle Public Utilities, WA. Developed the cost and schedule risk assessment framework included in the CSO program's cost estimating guidelines. Led an inter-disciplinary team that conducted a triple bottom line business case using multi-objective decision analysis and risk analysis (risk matrixes and/or monte carlo simulation) for the Windermere, Henderson, and Genesee CSO. He is currently establishing the framework for business case evaluations for the CSO Long Term Control Plan.

Task Lead, Madison Valley Phase 2 Stormwater Alternatives Analysis, Seattle Public Utilities, WA Led a triple bottom line analysis of alternatives during preparation of a project development plan for a controversial project to address combined sewer overflows in the Madison Valley. The analysis included multi-objective decision analysis modeling of multiple alternatives and facilitation of community meetings at which objectives were elicited to help shape the alternatives and evaluation factors.

Task Lead, Emergency Water Supply Alternatives Study, Community of Point Hope, AK. Prepared a decision map that outlined a series of solutions to address an emergency water shortage being faced by a small, remote community.

Task Lead, Stormwater Alternatives Analysis, Seattle Public Utilities, WA. Developed an influence diagram and decision tree model to analyze the cost risks of storm water management alternatives associated with replacement of the Alaskan Way Viaduct, a major freeway in the City of Seattle.

Task Lead, Environmental Impact Statement, Tehama-Colusa Canal Authority CA. Analyzed alternatives that would result in the elimination of Lake Red Bluff in order to improve fish passage in the Sacramento River. The analysis included an analysis of the economic impacts of the loss of the Lake and associated recreation opportunities.

Membership in Professional Organizations

- Institute for Operations Research and the Management Sciences, Decision Analysis Society
- Transportation Research Board, Transportation and Economic Development Committee
- Solid Waste Association of North America
- Seattle Economics Council

Publications and Presentations

Available upon request.

Jason K. Riegler, P.E.

Environmental Engineer

Education

B.S., Environmental Engineering, North Carolina State University, Raleigh, North Carolina, 1995
M.S., Environmental Engineering, University of Central Florida, Orlando, Florida, 2004

Professional Registrations

Registered Professional Engineer: Florida (#58745), Oregon (#82802)

Relevant Experience

Mr. Riegler is a project manager and engineer with more than 14 years of experience in evaluation, modification, rehabilitation, and expansion of water, wastewater, and reuse systems. He also has expertise in site development, preparing feasibility and cost studies, and permitting and design of facilities to meet local, state, and federal regulations. A description of his specific relevant project experience follows.

Design Manager/Process Engineer; Secondary Clarifier Improvements; City of Lebanon, Oregon; (9/10-11/11). Managed design team and was lead process/mechanical designer for the design of the new secondary clarifier, RAS/WAS pump station, aeration basin flow modifications, generator fuel supply system and yard piping. Managed the day-to-day construction activities as the City's engineering representative.

Design Manager/Process Engineer; Hillsboro Wastewater Treatment Plant Improvements; Clean Water Services, Oregon; (9/10-11/11). Managed design team and was lead process/mechanical designer for primary clarifier drives, fine bubble diffused aeration system replacement, anoxic basin mixing system, aeration basin turbo blower, compressed air system and yard piping. Managed the day-to-day construction activities as Clean Water Services' engineering representative.

Design Manager/Process Engineer; Mill Creek Influent Pump Station and Wastewater Treatment Plant Improvements; City of Woodburn, Oregon; (1/10-11/11). Managed design team and was lead process/mechanical designer of the addition of a new dry weather pump in the pump station, expansion of the bioreactor aeration system blowers and diffuser, contact stabilization modifications, vortex outfall replacement, additional generator capacity and SCADA upgrades.

Design Manager/Process Engineer; Wastewater Treatment Plant Cannibal Solids Reduction Project; City of Lebanon, Oregon; (1/08-6/08). Managed the design work, developed the process design in this design-build-operate project to upgrade Lebanon's wastewater treatment plant with a Siemens Cannibal® Solids Reduction System. Since completion of the project in 2008, has served as an ongoing process consultant, working with plant staff to optimize the Cannibal process and other plant processes.

Project Manager/Mechanical Engineer; Main Street Reservoir Project; City of Dallas, Oregon; (11/07-3/09). Managed and provided mechanical hydraulic design for a 2-MG steel reservoir, 18" transmission pipeline and control valve stations. The design accommodated a constricted site and a 23-foot-high tank that complied with height limits for permitting, seismic sloshing

Jason K. Riegler, P.E.

requirements, and system hydraulics. Provided construction management and construction inspection services.

Facility Process Lead; Hefner Water Treatment Plant Expansion; Oklahoma City Water Utilities Trust; Oklahoma City, Oklahoma; (8/09-4/10). Served as process lead for design of an expansion of the Hefner water filtration facility to 96 MGD. Plant processes consist of biologically active filters for organic and turbidity removal, simultaneous air and water backwash system, backwash pump and air blower building and underground backwash wetwell.

Design Manager/Process Engineer; Roads End Reservoir and Pump Station; City of Lincoln City, Oregon; (7/07-10/09). Managed design of a 4-MG steel reservoir on the Oregon coast at Lincoln City. To reduce long-term maintenance costs, Corten steel was used in construction of the tank. The project design included a new pumping station providing fire suppression water to new and existing subdivisions, with an engine generator area, Solar-Bee mixing system for water quality improvement and provisions for a future chlorination system. Provided construction management and construction inspection services

Project Manager/Process Engineer; Shingle Creek Stormwater Reuse Augmentation Projects; Florida; Tohopekaliga Water Authority, Kissimmee, Florida (1/05-9/06). Led the implementation and technology evaluation for pilot testing various treatment technologies including Dynasand filters, Actiflo high rate clarification, and advanced oxidation for treatment of high organic surface water for wastewater reuse supply augmentation. Responsible for the design and construction services of a 6 MGD surface water treatment plant consisting of a T-screen surface water intake and pump station, 4,000' transmission pipeline, Actiflo high rate clarification process and finished water pump station. Joint effort between TWA, construction manager, and CH2M HILL completed the project on schedule to meet grant funding deadline utilizing alternate delivery of long lead equipment items.

Additional Projects

Project Manager and Engineer; Yankee Lake Surface Water Reuse Treatment Facility; Seminole County; Sanford, Florida; Developed the conceptual design for a 45-mgd surface water intake, pipeline, and treatment facility that augments the County's wastewater plant reuse supply.

Modeling Task Lead; Water and Wastewater Master Plan; Toho Water Authority, Kissimmee, Florida. Developed and implemented the hydraulic modeling calibration plan for TWA's water system. Directed and guided junior engineering staff in developing the model and calibrating the model for use during the master planning phase to identify capital improvements related to the transmission and distribution system.

Professional Organizations / Affiliations

Water Environment Federation
American Water Works Association

Kurt C. Playstead

Project Economist

Education

MBA, University of Washington-Tacoma, 2004

B.S., Business Economics, Willamette University, 1994

Distinguishing Qualifications

- Conducting financial analysis for water and wastewater utilities, including financial planning, utility rate and SDC development, financial modeling, and feasibility assessments.
- Analyzing the economic impacts associated with large public infrastructure projects.
- Completing economic and energy discipline reports for transportation projects and energy facilities in accordance with state and federal guidelines.

Relevant Experience

Mr. Playstead is a project economist with Water business group in the CH2M HILL Bellevue, Washington office. Mr. Playstead has conducted water, wastewater, and solid waste rate studies and financial planning for public and private clients in the Northwest region. As part of these studies, Mr. Playstead has developed computerized financial planning, cost allocations, rate design, system development charges or impact fees, and financing alternatives. He is also a firm-wide resource for economic assistance for transportation and energy clients. Mr. Playstead has over 13 years of consulting experience.

Representative Projects

Utility Rate Studies

Mr. Playstead has consulted to utilities nationally on rates for water and wastewater systems. Studies have covered financial planning and rate impact analysis of implementing a proposed CIP. Various funding scenarios, including rates, SDCs, grants, and debt financing, have been evaluated. Tasks have included developing and maintaining Excel-based financial models, data collection and analysis, cost of service rate analysis, and documentation of results. Projects have included:

- **Sunnyside, WA:** Water, Wastewater – Utility Rates
- **Kodiak, AK:** Water, Wastewater – Utility Rates
- **Kenai, Alaska:** Water, Wastewater – Utility rates
- **Idaho Falls, ID:** Wastewater – Utility Rates
- **McCall, ID:** Water, Wastewater – Utility rates
- **Bend, OR:** Water, Wastewater – Utility rates and Impact Fees
- **Tualitin, OR:** Water, Wastewater – Utility rates

Kurt C. Playstead

- **Oak Lodge Sanitary District, OR:** Wastewater – Financial planning
- **The Dalles, OR:** Water, Wastewater – Utility rates and Impact Fees
- **Central Point, OR:** Water – Utility rates
- **Port Angeles, WA:** Water – Financial planning and Rate impact analysis
- **Grays Harbor County, Water District #7, WA:** Water – Financial planning
- **Jordan Valley Water Conservancy District, UT:** Water – Utility rates
- **Newcastle, WA:** Stormwater – Utility rates
- **City of Tacoma, WA:** Solid Waste – Utility rates

Utility Economics

Mr. Playstead has completed economic analyses that assess the affordability, feasibility, and financial capability of capital investments for clients both regionally and nationally.

Spokane River Use Attainability Analysis, Economic Assessment: Mr. Playstead was a member of the team conducting the Use Attainability Analysis for the Spokane River and Long Lake Reservoir. His responsibility was completing the Economic Assessment. The analysis estimated the impact on sewer rates of implementing proposed treatment alternatives and compared the residential rate impact of each community to the state average. Each alternative's efficiency and cost effectiveness was also analyzed based on the alternative's ability to meet state biological standards.

Social and Economic Impacts of Pollution Controls, Proprietary Client: Mr. Playstead was an economist on the team analyzing the economic impacts of implementing pollution control measures for a proprietary industrial client. The analysis discussed the financial solvency of the company and its ability to tolerate capital and operating costs of the magnitude that would be required by each of the advanced treatment options. Because the client is a relatively large employer and contributes significantly to the local and regional economy, the analysis also evaluated the potential local and regional economic and social impacts of closing the business.

Port of Seattle Supplier Analysis: Lead economist responsible for analyzing water supply options for the Port of Seattle. Analysis compared consumption rates, capital expenditures, and connection fees for potential suppliers to the Port's distribution system. Tasks included collecting rate information for different suppliers, creating financial model to calculate the net present value of each alternative, and documenting results.

United States Air Force Utilities Privatization Feasibility Analysis: Role: Economic modeling technical lead. Performed economic analysis for *USAF Utilities Privatization, Feasibility Analysis Report* for projects throughout the US, including Alaska. Responsibilities included conducting the economic modeling for the Life Cycle Cost Comparisons that compared the operating cash flows of the Air Force to a private operator and the documentation of results.

Kurt C. Playstead

Feasibility Analysis, Proprietary Client: Team member that conducted an economic feasibility analysis of a start-up propane gas utility in Southeast Alaska. Tasks included building and maintaining an economic model, conducting research, and documenting results.

Financial Impact Analysis, City of Port Angeles: Economist responsible for conducting an analysis for the City of Port Angeles to determine the impact on the City's water rates if the City was to purchase a local utility district (LUD). The analysis included developing values of the LUD's water system, calculating the net present value of the LUD's future earnings, and estimating impacts to the City's water rates of purchasing the LUD.

Management Consulting

Triple Bottom Line Business Case for Combined Sewer Overflow (CSO) Alternatives, Seattle Public Utilities, WA. Analyst supporting an inter-disciplinary team that conducted a triple bottom line business case using multi-objective decision analysis and risk analysis (risk matrixes) for the Windermere, Henderson, and Genesee CSO.

North Henderson Stormwater Alternatives Analysis, Seattle Public Utilities, WA Analyst supporting a triple bottom line analysis of alternatives during preparation of a project development plan for a project to address combined sewer overflows in the North Henderson basin. The analysis included multi-objective decision analysis modeling of multiple alternatives.

Energy Efficiency Program, Proprietary Fortune 500 Company. Analyst supporting the development of a customized software program to manage energy efficiency programs at the client's largest users of energy. This project started in 2006 and has evolved from an Excel based model to a custom, web-based software program. The program allows project managers to enter specific energy efficiency projects for a location, update the project's status, request funding, and generate reports. Mr. Playstead has worked extensively with the client and software developers to define system requirements, create custom reports, and implement enhancements. Tasks included the development of an excel-based demonstration model, developing custom reports, defining system requirements, and managing project tasks.

Tacoma Environmental Services Performance Audit, Tacoma Public Utilities. Mr. Playstead was an analyst on the team that helped the utility identify business and service delivery processes that provide the most return on investment (ROI) opportunity. Tasks included reviewing documentation about the utility's strategy and organizational structure, reviewing wastewater and surface water rate models, and documenting findings.

Tactical Action Plan 1: Decision Support Modeling, Cedar River Watershed Transportation Network, Seattle Public Utilities (SPU). Analyst supporting the development of a decision model to assist SPU in identifying the watershed's permanent core road system. The Decision Model identified the environmental, economic, and social benefits and costs associated with both operating and maintaining the road network or decommissioning the road network. The output of the Decision Model can be used to assist the Utility in identifying roads to keep as part of their permanent core road system and roads that may be scheduled for decommissioning. Tasks included data collection, developing financial model, preparation of presentation materials, and documenting results.

Kurt C. Playstead

Capital Improvement Program (CIP) Project Cost Analysis, Seattle Public Utilities (SPU), Seattle, Washington. Analyst assisting SPU with its CIP project cost analysis project. This project involves an assessment of soft cost experienced by SPU for projects representative of SPU's on-going CIP. The project defined soft and hard costs, established a structure for evaluating soft cost, documented SPU project management processes, and benchmarked soft costs and project delivery processes with selected benchmark partners. Tasks included data collection and analysis and the documentation of results.

Craig W Massie
Principal Project Manager

Education

B.S., Mechanical Engineering, Washington State University, 1986

Professional Registrations

Professional Engineer: Oregon, 1992 (No. 16043); Washington, 2007 (No. 31685); Idaho, 1997 (No. P-8754)
CH2M HILL Certified Senior Project Manager: 1999

Distinguishing Qualifications

- 25 years of experience in water and wastewater treatment plant and conveyance design and construction
- Program manager for the Eugene Water and Electric Board Carmen-Smith Improvements Project
- Program manager for the City of Albany Oregon Wastewater System Improvements Program
- Program manager for City of Dallas water and wastewater systems projects for 10 years
- Strong commitment to quality control of design projects; QC manager for numerous major multi-discipline designs of water and wastewater infrastructure

Relevant Experience

Mr. Massie is a senior project manager in CH2M HILL's Water Business Group in Corvallis, Oregon. His background encompasses municipal and industrial planning, design, construction, project and program management experience involving large civil infrastructure, water resources, water and wastewater treatment, biosolids processing, pumping, piping, valves, materials handling. Mr. Massie is skilled at delivering technical project information to non-technical audiences such as city councils, commissions, and resource agencies as well as in public information setting.

Representative Projects

Program Manager; Carmen Smith Hydroelectric License Implementation; EWEB; Eugene, Oregon; 2009-2014 (estimated). Currently managing \$120 million program to improve fish passage and upgrade hydroelectric power generation facilities. The project consists of fish passage improvements at Trail Bridge Dam and hydroelectric facility planning and refurbishment at the Trail Bridge and Carmen powerhouses.

Project Manager; Control Station Improvements; Medford Water Commission; Medford, Oregon; 2010-2011. Managed project to expand capacities of pressure reducing valves at three control stations. Project involved predesign evaluations of all three stations and complete design of two stations (Conrad and Rossanley). Following findings of the predesign evaluation of the third station (Martin), the MWC decided to have a completely new station designed and constructed.

Program Manager; Wastewater System Improvements; City of Albany; Albany, Oregon. Managed the \$83 million program that included conveyance and treatment plant improvements to eliminate sanitary sewer overflows from the City of Albany wastewater system and manage effluent temperature. Managed CH2M HILL's design of the \$55 million (construction dollars) treatment plant improvements that included new headworks, aeration, secondary clarification, disinfection and innovative Cannibal Biosolids reduction process. Also managed the \$3.2 million (construction dollars) North Albany Lift Station and Forcemain Project executed by CM/GC delivery. Providing program management oversight to the \$17 million (project cost) wetlands treatment project associate with the thermal load reduction of the Albany effluent plus the effluent of an industrial partner. Closely involved with development of an inter-governmental agreement between the Cities of Albany and Millersburg for the construction and operation of the facilities. Responsible to the Joint Management Committee to lead quarterly meetings to discuss project issues, determine policy and assist the Committee in managing the assets. (Note: See letter from Albany engineers in Commendations)

Project Manager; Water System Improvements and WTP Expansion; McMinnville Water and Light; McMinnville, Oregon. Managed facility planning process and subsequent design and construction of \$27 million project to expand the MW&L water treatment plant from 13 to 22 mgd and remodel the existing treatment facilities.

The facility plan was a very comprehensive evaluation of options for expanding capacity of the 30-year old direct filtration plant and the addition of a new parallel plant. After reviewing a broad range of alternatives in light of their own criteria, MW&L elected to expand the plant using plate settlers and media filtration. The existing site is heavily constrained by both the existing facilities and the steep topography. During the evaluation of potential delivery approaches, the decision was made that the CM/GC approach would best serve the project. The conversion from D-B-B to CM/GC was made following the 60% complete design deliverable. Construction is expected to be complete in the spring of 2010.

Program Manager; Water and Wastewater Treatment, Distribution and Collection; City of Dallas; Dallas, Oregon. Client service manager/program manager for numerous water and wastewater system projects for the City. Meets frequently with the Dallas City Council to provide updates on project status. CH2M HILL has, or is, conducting 14 projects under water system and wastewater system engineering services contracts. Projects include filter-to-waste improvements at the City's water plant, reservoir cover addition, water master plan update, wastewater collection system improvements including a three-mile gravity interceptor, wastewater treatment plant security improvements, and biosolids management planning.

Project Manager; Albany Millersburg Joint Water Project; City of Albany; Albany, Oregon. Project manager for the \$35-million Albany Millersburg Joint Water Supply Project. This project included construction of a new river intake, raw water pump station, 1.7 mile raw water transmission pipeline, membrane filtration plant, 5.7-million-gallon, pre-stressed concrete reservoir, and 3.7 miles of gravity finished water transmission pipeline. Responsible for assisting with the development intergovernmental agreement that provided for joint ownership and oversight by the Cities of Albany and Millersburg. Also led conceptual design, permitting, final design and construction period services. Provided monthly, then quarterly, leadership and support of the Joint Water Project Management Committee comprised of elected and appointed members from both communities. The project was completed \$3 million dollars under budget and several months ahead of schedule. The intergovernmental agreement (IGA) became a template that the cities used to forge a similar relationship with respect to the wastewater treatment system. *(Note: See letter and certificate of appreciation from Albany mayor in Commendations)*

Principal-in-Charge; Wastewater and Water System Capital Improvements; City of Lebanon; Lebanon, Oregon. Principal-in-charge for water and wastewater projects executed for the City of Lebanon. Projects include a \$4 million project to construction a new secondary clarifier and related improvements, and \$3 million biosolids reduction process project utilizing the Siemens Cannibal process. This project was executed by design build operate delivery. Water projects include the Water Master Plan and Water Treatment Plant Predesign.

Quality Control Manager; numerous projects, including the Albany Wastewater System Improvements, Albany Millersburg Joint Water Supply Project, Salmon Creek Phase 4, Rock Creek Phase 5. Review responsibilities included overall coordination of reviewers and/or review of mechanical discipline design.

Lead Engineer; Solids Processing Facilities, Salmon Creek Wastewater Treatment Plant Phase 3 Expansion; Clark County; Vancouver, Washington. This \$38-million expansion included new thickening, sludge blending, digestion, sludge dewatering, and dewatered solids storage facilities and associated equipment. Of particular note was the relocation of the existing gravity belt thickeners into the new solids processing building, and integration of solids handling processes to maximize operational flexibility.

Design Manager; Wastewater Treatment Plant Improvements; City of Chewelah; City of Chewelah; Chewelah, Washington; 2000 to 2001. This \$7.4-million project included a new treatment plant comprised of influent pumping, grit removal, secondary treatment ultraviolet disinfection and solids handling, and their associated facilities. Responsibilities included the overall technical and financial performance of the design, coordination with regulating agencies and the owner, and coordination with other ongoing related design and permitting efforts. Of particular note, was the tight schedule required to meet funding application deadlines, and the budget constraints imposed by the funding agencies. Additionally, an existing lagoon treatment plant site was used for siting the new plant, which required extensive site preload to avoid significant future site settlement.

Lead Mechanical Engineer; Rock Creek Advanced Wastewater Treatment Facility Phase 4 Expansion; Hillsboro, Oregon. Responsible for job-wide mechanical design, including piping, valve, and pump selection, and plant-wide air, gas, and water system design. Also responsible for the material handling equipment in the solids handling facility. Of particular note, was Craig's design of space-saving vertical screw conveyors.

Process and Mechanical Lead; Vallejo Sanitation and Flood Control District Solids Processing Facility; Vallejo, California. Responsible for design of the lime-stabilized sludge thickening and dewatering process, including equipment layout and interfacing sludge conveying equipment selection and design. Responsible for job-wide mechanical design, including piping, valve and pump selection, and air, gas, and water system design. Of particular note, was the design of equipment to facilitate cleanup of equipment that handles lime and lime-stabilized sludge.

Project Manager; 1994 Expansion Program Project, Salmon Creek Wastewater Treatment Plant (WWTP); Vancouver, Washington; 1996 to 1997. Responsible for design of improvements to the Salmon Creek WWTP, enabling the plant to meet projected increased loading. Responsibilities included overall project management, coordination, and mechanical and instrumentation and control design responsibilities. The project included remodeling the 21.6-mgd raw sewage pump station. In addition, he managed bid services and services during construction. The project included separate equipment procurement and design packages in order to meet mandated project completion dates.

Project Mechanical Engineer; Design of Improvements; Various Municipal Wastewater Treatment Plants; Portland, Oregon, Area. These plants include the Columbia Boulevard WTP, the Tryon Creek WWTP, the Tri-City WPCP, and the Kellogg Creek WPCP. The Columbia Boulevard WTP and Tryon Creek WWTP projects included modification of existing waste sludge thickening facilities to gravity belt thickening technology. Gravity belt thickeners and related equipment were designed to fit within existing structures and existing utility capacity. Mechanical design responsibilities included pump, piping, and valve selection, and systems design. The Tri-City WPCP and Kellogg Creek WPCP improvements included sludge loading facilities designed to fit within the existing plant boundary and interface with existing services and equipment. The Kellogg Creek improvements also included modifications to the aeration basins to permit operation of the basins in plug-flow and step-feed modes. Field services, including startup and troubleshooting, were performed at all the above-mentioned facilities.

City of Brookings MEETING Minutes

CITY COUNCIL

Monday, November 14, 2011

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

Council met in Executive Session at 6:30pm, in the City Manager's Office, under the authority of ORS 192.660(2)(d) to deliberate with the City Manager as the person designated by the City Council to carry on labor negotiations.

Call to Order

Mayor Anderson called the meeting to order at 7:03pm.

Roll Call

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

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel and approximately 35 public.

Mayor Anderson asked Council, in light of the number of people attending the meeting who wanted to comment regarding the golf course matter, to move the item to number one under staff reports.

Councilor Pieper moved, a second followed and Council voted unanimously to move the Salmon Run item to the first item under staff reports.

Ceremonies/Appointments/Announcements

Mayor Anderson proclaimed the second Sunday in December to be Worldwide Candle Lighting Day.

Staff Reports

Request financial documentation of financial losses from the Claveran Group for the golf course or amend the lease agreement.

Public Comments:

Bill Smyth, Treasurer, Salmon Run Men's Club, commented on the local charity work done by the membership, the use of the course by local residents, businesses, and organizations for fund raising and other events, and on the number of visitors who spend money in the area because of the course. Smyth then asked why the City, County and golf course couldn't work together to have a major golf event like they do in Bend which draws in people from all over the country.

Tom Appleby, Brookings, commented that he chose, in part, to live in Brookings because it had a golf course. The course, he said, attracts residents and visitors which helps the local economy and asked Council to take a long-term view of its benefits.

Bruce Alexander, Brookings, said that he gives golf lessons to people who come as far away as Medford, Ashland and Shastina, and that a driving range is needed to make it work and bring money into the City. Due to the economic down-turn, he added, it will probably take longer than planned for the course to break even.

Tamara Lee, Brookings, commented that she's lived here for seven years and been a course member for a few years and thinks the course is a positive outlet for people in the community.

Ed Murdock, Salmon Run Golf Course Manager, commented that a lot of effort had gone into making the course happen and said, "I believe with cooperation and a proper perspective for the future, that this thing can be successful and make the City that much better."

Les Cohen, Brookings Harbor Chamber President, said that, at one point, people were leaving the area due to the lack of a golf course. Salmon Run's inability to make payments, he added, should be offset by the economic benefit that the course brings to the community. Speaking on behalf of the Chamber, Cohen strongly urged the Council to do, "...whatever is necessary to maintain this beautiful asset to our community and hold out a little longer waiting for it to come around and pay because it's going to happen."

Pat Berkowitz, Brookings, commented that his father-in-law, Felix Claveran, had placed his life savings into the course which brings a lot of good things to the community. He said he didn't know that the golf course costs the City anything, and asked the City to delay the lease payments so the course can continue to be of benefit to the community. He added that visiting golfers and their families are spending money for more than just hotels and restaurants when they are here.

City Manager Milliman provided the staff report regarding Salmon Run's request to extend lease payment terms, noting that a financial statement which appeared to support reported losses had now been provided. Milliman outlined several items that would need to be addressed in an amended lease agreement and in the Conditional Use Permit and said there would be some expense involved. He also pointed out that both the lease extension and the implementation of a strategy for improving the Salmon Run's financial position were at issue. Milliman said that what was needed was to look at how to facilitate plans to make the golf course successful so that another extension was not being requested in two years.

Councilor Hodges asked Murdock if \$30,000 was a feasible payment amount and Murdock replied that with the business running as it is now, the answer would be, no, because it's been difficult to obtain financing.

Hodges asked if the lease payment could be modified to something that could be met and Milliman said that staff could not project the future success of the business, especially if the golf course is unable to accomplish its business plans. Milliman suggested that part of the new agreement include a series of regular meetings between City and golf course management to review Salmon Run's progress toward achieving fiscal sustainability, and then report back to Council.

Mayor Anderson said he'd been approached by two people who were against extending the lease and that he understood the economic importance of 20 jobs. He also encouraged the golf course membership to have the lessee share the course's

conditions of approval to better understand what the City Council has been dealing with.

Councilor Gordon, pointed out that it had taken a long time to get a business plan for the golf course, and, addressing comments made by Bill Smyth, said that the course is run by a private enterprise so the question of having a major event like the one in Bend should be put to those running the golf course, not the City.

Councilor Hedenskog said that the City and residents of Brookings had been patient by providing Salmon Run 12 years before having to make a lease payment, and then adding to that a two year extension, and added, "I think it's time to start looking at a new plan."

Councilor Pieper said that he agreed the course was a vital part of the community but found it difficult to justify the City deferring payments when the citizens of Brookings are the property owners. Pieper added that he had questions related to the confidential financial statements that had been provided by Salmon Run, and would like Council to entertain not taking action at this time so that Council and staff could further review the statements.

Councilor Hodges disclosed that he is a member of the golf course and said he sees the golf course as providing a number of benefits, but, he added, "I'd like to see the same kind of lease agreement for my business." He said he wondered if rewriting the agreement to make payments more affordable was an option and added that he didn't think the City was out any large sum of money and he didn't think that giving up on the golf course at this point would be a wise decision.

Milliman said that he had not seen a flat rate for lease payments in agreements such as this on public property and percentage of revenue is more typical. This, he said, is possibly something that could be developed if Council chooses to go forward with a form of lease deferral. With the course in need of an extension, Milliman added, this may be a good time to look at how lease payments will be made.

Councilor Pieper moved, a second followed and Council voted unanimously to continue this matter to the December 12, 2011 Council meeting.

Request for City staff to help install holiday ribbon on downtown street light poles.

City Manager Milliman provided the staff report regarding the request from the Brookings Merchant Association (BMA) for City staff assistance in the installation of holiday ribbon on downtown street light poles.

Jack Cook, representing the BMA, commented that holiday decorations had been a frequent topic of discussion with the group and added that the hope was to add more decorations over time.

Les Cohen, Brookings Harbor Chamber President, commented in support of the effort.

Councilor Hedenskog asked Cohen about the Nature's Coastal Holiday Event at Azalea Park and Cohen said that the Chamber provides advertisement, but is not in charge of the event. The event, he said, is a combination of City staff and the volunteer efforts of several groups and businesses.

Discussion ensued regarding the time frame required for putting the ribbon up and taking it down and about potential liability and repairs for potential damage.

Milliman said that he would draw up a letter agreement specifying the City's requirements to include BMA providing a certificate of insurance.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize City staff to work with the Brookings Merchant Association in the installation of holiday ribbon on downtown street light poles.

Installation of chain link fencing and gate along the common property line between the Mill Beach access and Macklyn Cove condominiums.

City Manager Milliman gave the staff report.

Mayor Anderson said he was "not excited" about placing the fence inside the City's property line or in the City's participation in planting trees and that he wondered where it was going to end. Milliman noted that the items regarding planting trees and placing the fence inside the City's property line were not included in the recommendation.

Further discussion ensued regarding the placement, the purpose and the need for the fence and gate. In particular, Councilor Hedenskog said the City had already participated in improving the road, thereby improving the mandatory fire access required of Macklyn Cove, and generally off-setting costs at that location.

Milliman said that the adjacent property owner had experienced some encroachment and while it is the property owner's responsibility to control their property, it was not uncommon for a City to participate in the cost of fencing alongside a public facility, such as a park. Milliman added that staff was in support of the request to participate in the fence installation.

No motion was made or action taken.

Approve the Third Amended and Restated Joint Powers Agreement (JPA) of the Border Coast Regional Airport Authority (BCRAA).

City Manager Milliman provided the staff report regarding the amended BCRAA joint powers agreement, explaining that this amendment will add the Smith River Rancheria as a member.

Councilor Hodges moved, a second followed and Council voted unanimously to approve and authorize the Mayor to sign the Third Amended and Restated Joint Powers Agreement of the Border Coast Regional Airport Authority.

Approve the ConnectOregon IV Program Grant Application and support letter.

City Manager Milliman gave the staff report regarding approval of the *ConnectOregon* IV Program Application and support letter for the Border Coast Regional Airport Authority (BCRAA). BCRAA, he said, is seeking 3% of the total \$22 million project to replace the existing Del Norte County Airport terminal, and make parking and runway improvements.

Susan Daugherty, representing BCRAA, thanked Council for the City's past participation in the *ConnectOregon* III program, and asked if Council thought that the application should be submitted for the full amount of the match since this application would be the only such application for the Coos, Curry County area.

City Manager Milliman advised that the State might be concerned about being asked to provide the full 5% needed as a match for Federal Aviation Administration funding.

After some discussion, the general consensus was to keep the request as is.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the *ConnectOregon IV* Program Application and support letter for the Border Coast Regional Airport Authority.

Consent Calendar

1. Approve Council minutes for October 24, 2011.
2. Accept Parks and Recreation Minutes for September 22, 2011.
3. Accept October 2011 Vouchers in the amount of \$668,260.38.

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

Adjournment

Councilor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:34 pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2011:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

MINUTES of the BROOKINGS PLANNING COMMISSION

November 1, 2011

The regular meeting of the Brookings Planning Commission was called to order by Chair McMahan at 7:00 in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present: Jerry Wulkowicz, Cheryl McMahan, Hedda Markham, Kelly McClain, Curtis Williams, Bryan Tillung

Commissioners Absent: Ken Bryan

Staff Present: Planning Director, Dianne Morris, Sr. Planner Donna Colby-Hanks, Secretary Alex Carr-Frederick, City Manager Gary Milliman, Police Chief Chris Wallace

Other: three members of the public

CHAIR ANNOUNCEMENTS:

Chair McMahan welcomed Commissioner Bryan Tillung who volunteered to fill vacant Position No. 3.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

At 7:02 p.m., Chair McMahan opened the quasi-judicial hearing regarding File No. VAR-1-11, a request for approval of a variance to the front yard setback requirement to allow for the siting of a proposed Emergency Operations Center at 898 Elk Dr., a 2.4 acre parcel located on Map 41-13-06AC; tax lot 2901; Applicant, City of Brookings. The subject property is zoned Public/ Open Space (P/OS) The criteria used to decide this matter is found in Chapter 17.40, P/OS and 17.132, Variances, of the Brookings Municipal Code (BMC).

Planning Director Dianne Morris presented the staff report. Gary Milliman, Brookings City Manager, and Tony Baron, architect were available for questions regarding the application. Terry Hanscam, representing the Elks Club of 800 Elk Drive expressed concerns about the Elks Dining Rooms view easement being impaired by the new building. Mr. Baron assured him that the building would not encroach on the view easement. Public testimony was closed without objection at 7:20 pm. With minimal discussion, Commissioner Markham moved to recommend approval of File No. VAR-1-11. Commissioner Wulkowicz seconded and the motion carried 6-0.

Commissioner Markham then made a motion to approve the final order, Commissioner McClain seconded and the motion carried 6-0.

Sr. Planner Colby-Hanks presented the staff report for File No. SUB-2-11, a request for final approval of a 2-lot subdivision and private street creation, Otter Terrace. The applicant, Zoltan Gyrko, of 19 Tanbark Road was available for questions. Commissioner Markham made and Commissioner McClain seconded a motion to approve File No. SUB-1-11. Motion carried 6-0.

APPROVAL of MINUTES

With a vote of 5-0, (Commissioner Tillung abstained) the Planning Commission approved the minutes from the 10/4/11 meeting (Motion: Chair McMahan, 2nd: Commissioner McClain).

COMMENTS from the PLANNING STAFF

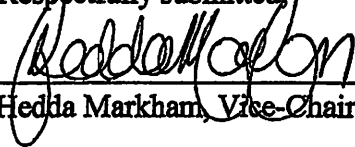
Planning Director Morris reminded Chair McMahan that the annual report would be due at the next meeting and that the Citizen Surveys would be going out this month. She also announced that our TIGER 3 grant was submitted on time. DLCD has appointed a new Director of their coastal program, Patty Snow. There will be a special meeting on November 29th, for a City initiated project, the Cove Road vacation and re-alignment. Sr. Planner Colby-Hanks mentioned

that the Joe Hall Creek project being moved forward by ODOT will be moving ahead in 2012.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting adjourned at 7:37 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Hedda Markham", written over a horizontal line.

Hedda Markham, Vice-Chair (approved at 11/29/2011 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/11	11/18/2011	67242		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67241		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67200		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67201		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67202		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67203		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67204		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67205		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67206		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67208		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67207		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67209		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67210		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67211		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67212		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67213		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67214		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67215		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67216		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67217		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67219		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67218		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67220		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67221		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67222		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67223		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67224		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67225		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67226		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67227		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67228		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67229		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67230		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67231		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67232		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67233		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67234		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67235		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67236		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67237		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67238		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67239		Void Check	10-00-2005	.00 V
11/11	11/18/2011	67240		Void Check	10-00-2005	.00 V
11/11	11/04/2011	67110	4828	American Press, Inc	10002005	100.00
11/11	11/04/2011	67111	1985	American Water Works Assn	10002005	339.00
11/11	11/04/2011	67112	3759	Apple Time Inc	10002005	378.07
11/11	11/04/2011	67113	3034	BAVCO Apparatus & Valve Co	10002005	22.75
11/11	11/04/2011	67114	1745	Coastal Paper & Supply, Inc	10002005	99.08
11/11	11/04/2011	67115	4867	Comfort Inn North	10002005	180.40
11/11	11/04/2011	67116	648	Curry County Sheriffs Office	10002005	451.95
11/11	11/04/2011	67117	1	Gutierrez, David	10002005	8.25
11/11	11/04/2011	67118	1	Hart, Sarah	10002005	72.59
11/11	11/04/2011	67119	1	Lee, David	10002005	5.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/11	11/04/2011	67120	4595	Doctor "D" Autocare	10002005	97.12
11/11	11/04/2011	67121	4869	Education Training Services	10002005	549.00
11/11	11/04/2011	67122	4646	Frontier	10002005	740.59
11/11	11/04/2011	67123	4863	Ken Meier Tree Service	10002005	150.00
11/11	11/04/2011	67124	162	Kerr Hardware	10002005	859.98
11/11	11/04/2011	67125	4839	Kristy Spini	10002005	140.00
11/11	11/20/2011	67126	3781	LeJeune, Tracy	10002005	.00 V
11/11	11/04/2011	67127	433	NCL of Wisconsin	10002005	228.12
11/11	11/04/2011	67128	4155	NFTCA	10002005	554.00
11/11	11/04/2011	67129	4868	Pump Pipe & Tank Services	10002005	438.50
11/11	11/04/2011	67130	187	Quality Fast Lube & Oil	10002005	55.00
11/11	11/04/2011	67131	3369	Schwabe Williamson & Wyatt PC	10002005	759.00
11/11	11/04/2011	67132	4762	Snook, Laura Lee	10002005	158.00
11/11	11/04/2011	67133	380	Stadelman Electric Inc	10002005	682.50
11/11	11/04/2011	67134	990	UPS	10002005	54.55
11/11	11/04/2011	67135	4325	Vehicle Maintenance Program	10002005	993.95
11/11	11/04/2011	67136	861	Village Express Mail Center	10002005	34.81
11/11	11/10/2011	67137	4058	44Mag Distributing LLC	10002005	2,086.45
11/11	11/10/2011	67138	3948	ABC Distribution, LLC	10002005	2,280.00
11/11	11/10/2011	67139	2505	Aramark	10002005	89.04
11/11	11/10/2011	67140	3236	AT&T Mobile	10002005	143.29
11/11	11/10/2011	67141	4778	Ausland Builders, Inc.	10002005	240,321.65
11/11	11/10/2011	67142	148	B-H Chamber of Commerce	10002005	2,924.59
11/11	11/10/2011	67143	4827	Boldt, Carlisle & Smith LLC	10002005	3,900.00
11/11	11/10/2011	67144	1373	Cascade Fire Equipment	10002005	271.02
11/11	11/10/2011	67145	3834	Clean Sweep Janitorial Service	10002005	700.00
11/11	11/10/2011	67146	173	Curry Equipment Company	10002005	459.61
11/11	11/20/2011	67147	195	Curry Transfer & Recycling	10002005	.00 V
11/11	11/10/2011	67148	166	Dan's Auto & Marine Electric	10002005	185.93
11/11	11/10/2011	67149	284	Day Management Corp	10002005	4,045.49
11/11	11/10/2011	67150	185	Del Cur Supply	10002005	390.70
11/11	11/10/2011	67151	3316	DEQ - Water Quality Division	10002005	156.00
11/11	11/10/2011	67152	153	Ferrellgas	10002005	681.70
11/11	11/10/2011	67153	4872	G. W., Inc.	10002005	1,368.00
11/11	11/10/2011	67154	269	Grainger	10002005	256.08
11/11	11/10/2011	67155	1130	H.D. Fowler	10002005	3,849.35
11/11	11/10/2011	67156	139	Harbor Logging Supply	10002005	147.00
11/11	11/10/2011	67157	199	Richard Harper	10002005	300.00
11/11	11/20/2011	67158	2216	John D Rapraeger	10002005	.00 V
11/11	11/10/2011	67159	202	League of Oregon Cities	10002005	110.00
11/11	11/10/2011	67160	328	Les Schwab Tire Center	10002005	1,238.46
11/11	11/10/2011	67161	4443	Napa Auto Parts	10002005	53.32
11/11	11/10/2011	67162	685	Neilson Research Corporation	10002005	144.50
11/11	11/10/2011	67163	4487	Net Assets Corporation	10002005	160.00
11/11	11/10/2011	67164	3159	Northcoast Health Screening	10002005	45.00
11/11	11/10/2011	67165	3935	Northern California Glove	10002005	113.46
11/11	11/10/2011	67166	4748	Northstar Chemical, Inc	10002005	3,240.00
11/11	11/10/2011	67167	2283	NW Technical, Inc	10002005	3,500.00
11/11	11/10/2011	67168	3789	Oak Street Health Care Center	10002005	100.00
11/11	11/10/2011	67169	4873	Oak Street Tank & Steele	10002005	39.00
11/11	11/10/2011	67170	279	One Call Concepts, Inc	10002005	36.98
11/11	11/10/2011	67171	4559	Oregon Assoc. of Clean Water Agencies	10002005	578.00
11/11	11/10/2011	67172	687	Owen Equipment Company	10002005	74.99
11/11	11/10/2011	67173	4794	Pacific Rim Copy Center	10002005	9.75
11/11	11/10/2011	67174	4871	Rainy Day Money Solutions	10002005	311.53
11/11	11/10/2011	67175	3309	Roberts & Associates	10002005	1,560.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/11	11/10/2011	67176	4567	Scott Partney Construction, Inc.	10002005	16,210.00
11/11	11/10/2011	67177	316	South Coast Storage & Industry	10002005	548.00
11/11	11/10/2011	67178	4870	Systems West Engineers, Inc.	10002005	3,529.00
11/11	11/10/2011	67179	142	Tidewater Contractors Inc	10002005	37,639.00
11/11	11/10/2011	67180	2863	Verizon Wireless	10002005	282.52
11/11	11/10/2011	67181	2122	Cardmember Service	10002005	2,332.95
11/11	11/14/2011	67182	1840	Chetco Federal Credit Union	10002005	3,053.00
11/11	11/18/2011	67183	4875	360 Sheet Metal, LLC	10002005	296.00
11/11	11/18/2011	67184	4782	Berendsen Fluid Power	10002005	109.60
11/11	11/18/2011	67185	3622	Boardwalk Mail Services	10002005	10.92
11/11	11/18/2011	67186	313	Brookings Vol Firefighters	10002005	2,250.00
11/11	11/18/2011	67187	528	Caselle, Inc	10002005	2,218.00
11/11	11/18/2011	67188	3015	Charter Communications	10002005	1,074.90
11/11	11/18/2011	67189	629	Chemsearch	10002005	170.50
11/11	11/18/2011	67190	1840	Chetco Federal Credit Union	10002005	30,579.01
11/11	11/18/2011	67191	178	Chetco Pharmacy & Gift	10002005	2.79
11/11	11/18/2011	67192	183	Colvin Oil Company	10002005	11,127.95
11/11	11/18/2011	67193	182	Coos-Curry Electric	10002005	22,114.94
11/11	11/18/2011	67194	151	Curry Coastal Pilot	10002005	476.86
11/11	11/18/2011	67195	195	Curry Transfer & Recycling	10002005	879.63
11/11	11/18/2011	67196	1	Holloway-Ball, Carolyn	10002005	73.83
11/11	11/18/2011	67197	1	Koch, Josh	10002005	97.65
11/11	11/18/2011	67198	1	Mentor Oregon	10002005	2.09
11/11	11/18/2011	67199	1	Patterson, Vanessa	10002005	39.03
11/11	11/18/2011	67244	1	Rubalcava, Leah	10002005	91.23
11/11	11/18/2011	67245	1	Spaulding, Tammy	10002005	29.82
11/11	11/18/2011	67246	1	Tovar, Ashley	10002005	8.42
11/11	11/18/2011	67247	4876	D'sineZ	10002005	360.00
11/11	11/18/2011	67248	2640	Dyer Partnership Inc., The	10002005	48,175.05
11/11	11/18/2011	67249	261	Engineered Control Products	10002005	374.25
11/11	11/18/2011	67250	3342	Fastenal	10002005	128.31
11/11	11/18/2011	67251	967	Firehouse Magazine	10002005	49.95
11/11	11/18/2011	67252	4646	Frontier	10002005	1,631.86
11/11	11/18/2011	67253	269	Grainger	10002005	48.20
11/11	11/18/2011	67254	198	Grants Pass Water Lab	10002005	320.00
11/11	11/18/2011	67255	167	Hach Company	10002005	576.95
11/11	11/20/2011	67256	154	Hagen's Dry Cleaners	10002005	.00 V
11/11	11/18/2011	67257	2397	International Code Council	10002005	13.00
11/11	11/18/2011	67258	4729	Jan Miller	10002005	30.85
11/11	11/20/2011	67259	4526	Janell K. Howard	10002005	.00 V
11/11	11/18/2011	67260	2216	John D Rapraeger Inc	10002005	27,273.55
11/11	11/18/2011	67261	2680	Kathy Dunn	10002005	200.00
11/11	11/18/2011	67262	1397	L N Curtis	10002005	550.31
11/11	11/18/2011	67263	386	Lab Safety Supply Inc	10002005	187.80
11/11	11/18/2011	67264	867	Local Gov't Personnel Inst	10002005	3,472.46
11/11	11/18/2011	67265	4269	Milliman, Gary	10002005	67.50
11/11	11/18/2011	67266	1960	NFI Fire Fighter Wildland Cor	10002005	223.89
11/11	11/18/2011	67267	340	NFPA	10002005	165.00
11/11	11/18/2011	67268	4181	OAMR	10002005	50.00
11/11	11/18/2011	67269	4277	OFSI	10002005	246.00
11/11	11/18/2011	67270	3561	Oil Can Henry's	10002005	227.64
11/11	11/18/2011	67271	4728	Oregon Department of Revenue	10002005	50.00
11/11	11/18/2011	67272	252	Paramount Pest Control	10002005	42.00
11/11	11/18/2011	67273	311	Paramount Supply Company	10002005	130.90
11/11	11/18/2011	67274	1920	Pitney Bowes, Inc	10002005	122.38
11/11	11/18/2011	67275	322	Postmaster	10002005	820.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/11	11/18/2011	67276	180	Ray's Food Place	10002005	73.24
11/11	11/18/2011	67277	3	Shelton, Brandon	10002005	20.64
11/11	11/18/2011	67278	169	Roto Rooter	10002005	33,187.00
11/11	11/18/2011	67279	380	Stadelman Electric Inc	10002005	80.00
11/11	11/18/2011	67280	4874	The Galli Group	10002005	1,650.00
11/11	11/20/2011	67281	3917	Barnstead International	10002005	.00 V
11/11	11/18/2011	67282	136	United Pipe & Supply Co Inc	10002005	1,500.00
11/11	11/18/2011	67283	4370	Verizon Business	10002005	224.60
11/11	11/18/2011	67284	4620	Vilelle, Don	10002005	16.00
11/11	11/18/2011	67285	1253	Western Burner Co Inc	10002005	72.55
11/11	11/18/2011	67286	652	Wildfire	10002005	869.36
11/11	11/21/2011	67287	4877	Beacon Consulting, Inc.	10002005	6,000.00
11/11	11/21/2011	67288	154	Hagen's Dry Cleaners	10002005	300.00
11/11	11/21/2011	67289	3917	Thermo Fisher Scientific	10002005	530.06
Grand Totals:						<u>549,332.02</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2011

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,473,996.00	18,168.21	113,431.06	2,360,564.94	4.6
LICENSES AND PERMITS	94,500.00	9,070.88	41,945.99	52,554.01	44.4
INTERGOVERNMENTAL	569,000.00	7,004.54	32,238.70	536,761.30	5.7
CHARGES FOR SERVICES	142,500.00	1,750.00	31,412.46	111,087.54	22.0
OTHER REVENUE	94,500.00	6,978.88	36,443.24	58,056.76	38.6
TRANSFERS IN	530,591.00	.00	.00	530,591.00	.0
	3,905,087.00	42,972.51	255,471.45	3,649,615.55	6.5
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	13,539.00	.00	.00	13,539.00	.0
MATERIAL AND SERVICES	7,300.00	300.00	1,390.00	5,910.00	19.0
CAPITAL OUTLAY	12,500.00	.00	.00	12,500.00	.0
	33,339.00	300.00	1,390.00	31,949.00	4.2
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	226,652.00	18,588.47	77,738.13	148,913.87	34.3
MATERIAL AND SERVICES	85,700.00	10,502.14	38,766.69	46,933.31	45.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	312,352.00	29,090.61	116,504.82	195,847.18	37.3
POLICE:					
PERSONAL SERVICES	1,775,929.00	140,462.63	577,822.84	1,198,106.16	32.5
MATERIAL AND SERVICES	155,740.00	8,137.82	40,301.27	115,438.73	25.9
CAPITAL OUTLAY	401,100.00	8,513.00	31,533.63	369,566.37	7.9
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,347,769.00	157,113.45	649,657.74	1,698,111.26	27.7
FIRE:					
PERSONAL SERVICES	194,065.00	15,356.58	65,148.43	128,916.57	33.6
MATERIAL AND SERVICES	124,240.00	4,244.33	30,288.08	93,951.92	24.4
CAPITAL OUTLAY	38,600.00	.00	6,106.00	32,494.00	15.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	356,905.00	19,600.91	101,542.51	255,362.49	28.5
PLANNING AND BUILDING:					
PERSONAL SERVICES	266,554.00	23,641.76	101,797.57	164,756.43	38.2
MATERIAL AND SERVICES	66,540.00	1,625.87	10,863.69	55,676.31	16.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	333,094.00	25,267.63	112,661.26	220,432.74	33.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2011

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	102,320.00	5,833.25	32,776.50	69,543.50	32.0
MATERIAL AND SERVICES	64,650.00	3,161.40	16,689.33	47,960.67	25.8
CAPITAL OUTLAY	60,800.00	1,567.00	41,408.53	19,391.47	68.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>227,770.00</u>	<u>10,561.65</u>	<u>90,874.36</u>	<u>136,895.64</u>	<u>39.9</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	272,597.00	22,135.95	93,013.25	179,583.75	34.1
MATERIAL AND SERVICES	32,640.00	797.31	5,537.97	27,102.03	17.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>305,237.00</u>	<u>22,933.26</u>	<u>98,551.22</u>	<u>206,685.78</u>	<u>32.3</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,635.00	.00	35,488.70	19,146.30	65.0
MATERIAL AND SERVICES	33,680.00	3,203.40	16,768.66	16,911.14	49.8
CAPITAL OUTLAY	20,000.00	11,973.00	11,973.00	8,027.00	59.9
	<u>108,315.00</u>	<u>15,176.40</u>	<u>64,230.56</u>	<u>44,084.44</u>	<u>59.3</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	177,940.00	5,704.89	31,762.70	146,177.30	17.9
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	663,366.00	.00	.00	663,366.00	.0
	<u>910,306.00</u>	<u>5,704.89</u>	<u>31,762.70</u>	<u>878,543.30</u>	<u>3.5</u>
	<u>4,935,087.00</u>	<u>285,748.80</u>	<u>1,267,175.17</u>	<u>3,667,911.83</u>	<u>25.7</u>
	<u>(1,030,000.00)</u>	<u>(242,776.29)</u>	<u>(1,011,703.72)</u>	<u>(18,296.28)</u>	<u>(98.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2011

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	421,000.00	34,435.98	95,319.12	325,680.88	22.6
OTHER REVENUE	300.00	750.00	2,625.11	(2,325.11)	875.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>421,300.00</u>	<u>35,185.98</u>	<u>97,944.23</u>	<u>323,355.77</u>	<u>23.3</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	61,196.00	3,670.17	18,603.67	42,592.33	30.4
MATERIAL AND SERVICES	193,240.00	10,998.37	71,376.27	121,863.73	36.9
CAPITAL OUTLAY	134,900.00	4,269.14	34,114.24	100,785.76	25.3
TRANSFERS OUT	94,504.00	.00	.00	94,504.00	.0
CONTINGENCIES AND RESERVES	62,460.00	.00	.00	62,460.00	.0
	<u>546,300.00</u>	<u>18,937.68</u>	<u>124,094.18</u>	<u>422,205.82</u>	<u>22.7</u>
	<u>546,300.00</u>	<u>18,937.68</u>	<u>124,094.18</u>	<u>422,205.82</u>	<u>22.7</u>
	<u>(125,000.00)</u>	<u>16,248.30</u>	<u>(26,149.95)</u>	<u>(98,850.05)</u>	<u>(20.9)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2011

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,275,500.00	99,632.97	498,219.28	777,280.72	39.1
OTHER INCOME	4,000.00	2,433.75	18,878.58	(14,878.58)	472.0
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,279,500.00</u>	<u>102,066.72</u>	<u>517,097.86</u>	<u>762,402.14</u>	<u>40.4</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	421,876.00	32,528.27	144,260.31	277,615.69	34.2
MATERIAL AND SERVICES	372,130.00	12,366.23	98,744.87	273,385.13	26.5
CAPITAL OUTLAY	80,800.00	5,564.79	16,201.69	64,598.31	20.1
	<u>874,806.00</u>	<u>50,459.29</u>	<u>259,206.87</u>	<u>615,599.13</u>	<u>29.6</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	443,149.00	.00	.00	443,149.00	.0
CONTINGENCIES AND RESERVES	151,545.00	.00	.00	151,545.00	.0
	<u>594,694.00</u>	<u>.00</u>	<u>.00</u>	<u>594,694.00</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>1,469,500.00</u>	<u>50,459.29</u>	<u>259,206.87</u>	<u>1,210,293.13</u>	<u>17.6</u>
	<u>(190,000.00)</u>	<u>51,607.43</u>	<u>257,890.99</u>	<u>(447,890.99)</u>	<u>135.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2011

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,437,900.00	205,933.03	820,380.32	1,617,509.68	33.7
OTHER REVENUE	553,000.00	.00	914.05	552,085.95	.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,990,900.00</u>	<u>205,933.03</u>	<u>821,304.37</u>	<u>2,169,595.63</u>	<u>27.5</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	317,604.00	28,073.30	130,560.98	187,043.02	41.1
MATERIAL AND SERVICES	226,740.00	5,491.40	37,762.87	188,977.13	16.7
CAPITAL OUTLAY	24,900.00	5,614.29	18,542.67	6,357.33	74.5
	<u>569,244.00</u>	<u>39,178.99</u>	<u>186,866.52</u>	<u>382,377.48</u>	<u>32.8</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	371,227.00	28,454.72	123,465.00	247,762.00	33.3
MATERIAL AND SERVICES	579,290.00	58,539.79	252,049.41	327,240.59	43.5
CAPITAL OUTLAY	2,287,400.00	490,126.31	659,589.25	1,627,810.75	28.8
TRANSFERS OUT	1,123,824.00	.00	.00	1,123,824.00	.0
CONTINGENCIES AND RESERVES	259,915.00	.00	.00	259,915.00	.0
	<u>4,621,656.00</u>	<u>577,120.82</u>	<u>1,035,103.66</u>	<u>3,586,552.34</u>	<u>22.4</u>
	<u>5,190,900.00</u>	<u>616,299.81</u>	<u>1,221,970.18</u>	<u>3,968,929.82</u>	<u>23.5</u>
	<u>(2,200,000.00)</u>	<u>(410,366.78)</u>	<u>(400,665.81)</u>	<u>(1,799,334.19)</u>	<u>(18.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2011

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	481,345.00	.00	7,326.31	474,018.69	1.5
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	449.12	1,550.88	22.5
	<u>483,345.00</u>	<u>.00</u>	<u>7,775.43</u>	<u>475,569.57</u>	<u>1.6</u>
EXPENDITURES					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	275.00	1,784.19	68,215.81	2.6
CAPITAL OUTLAY	587,215.00	.00	2,665.08	584,549.92	.5
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	306,130.00	.00	.00	306,130.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>963,345.00</u>	<u>275.00</u>	<u>4,449.27</u>	<u>958,895.73</u>	<u>.5</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>963,345.00</u>	<u>275.00</u>	<u>4,449.27</u>	<u>958,895.73</u>	<u>.5</u>
	<u>(480,000.00)</u>	<u>(275.00)</u>	<u>3,326.16</u>	<u>(483,326.16)</u>	<u>.7</u>

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **October 2011**

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDC's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
0	Single Family Dwelling (SFD)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$1,357,866.65	7	\$1,675,880.19
1	Single Family Addition (SFA)	\$156.13	\$101.48	\$18.74	\$0.00	\$16,601.80	14	\$553,974.19	12	\$470,180.71
0	Single Family Garage-Carport (SFG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$24,464.00	1	\$31,507.00
0	Two Family Residential (TFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0	\$0.00
0	Multi-Family Residential Apts (MFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0	\$0.00
1	Commercial New (C)	\$2,682.32	\$2,816.44	\$321.88	\$21,446.52	\$752,130.00	2	\$4,024,788.24	2	\$13,098,600.00
0	Commercial Addition-Change (CA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$155,536.00	1	\$2,400.00
0	Churches (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0	\$0.00
0	School Repair-Addition (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0	\$0.00
0	Building Removal (B)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1		1	\$0.00
2	Misc.-Retaining Wall-Fence (M,RW,F)	\$195.26	\$32.53	\$23.43	\$0.00	\$18,200.00	31	\$510,926.96	39	\$1,110,807.00
4	Total Building Permits	\$3,033.71	\$2,950.45	\$364.05	\$21,446.52	\$786,931.80	55	\$6,627,556.04	63	\$16,389,374.90
2	Mechanical Permits	\$53.60	\$0.00	\$6.43	N/A	N/A		N/A		N/A
1	Plumbing Permits	\$47.60	N/A	\$5.71		N/A		N/A		N/A
0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
0	Mfg Home Install - Administrative Fee	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
4	TOTAL PERMITS	\$3,134.91	\$2,950.45	\$376.19	\$21,446.52	\$786,931.80	55	\$6,627,556.04	63	\$16,389,374.90
	Total Year to Date Calculated Fees									

For the month of: **October 2011**

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