

Vault

City of Brookings MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, February 22, 2010, 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 authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law" and ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be file."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Hearings/Ordinances/Resolutions/Final Orders

1. File LDC-14-09, continuation of January 11 and January 25, 2010 Public Hearing to consider revisions to Chapter 17.70, Master Plan Development District, BMC. *Planning Director, Advance Packet.*

E. Oral Requests and Communications from the audience

1. Chamber of Commerce Annual Report. *Chamber President Les Cohen, Pg 5*
2. Public Comments- 5 minute limit per person. Obtain forms at City Hall or at www.brookings.or.us. Turn-in completed forms to City Recorder before start of meeting or during regular business hours.

F. Staff Reports

1. Authorize Engineer's report for Local Improvement District on Fir Street. *City Manager, Pg. 9*
2. Authorize design and bid for North Bank Road Water Project. *City Manager, Pg. 21*
3. Approve Internships. *City Manager, Pg. 25*
4. Approve Downtown Project change order. *City Manager, Pg. 29*

G. Consent Calendar

1. Receive monthly financial report for January, 2010. *Pg. 33*
2. Approve Azalea Festival request. *Pg. 39*

H. Remarks from Mayor and Councilors

I. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Comments

D. Regular Agenda

1. Approve Downtown Project change order. *Executive Director, Pg. 43*

E. Adjournment

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.

March 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Donna Colby-Hanks

March 2010

March 2010						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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April 2010						
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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 28 - Mar 6	Feb 28	Mar 1	2	3	4	5	6
		4:00pm CC - Council M 7:00pm FH-FireTng/C	FH - Fire Training 7:00pm CC - Planning	10:00am CC- Site Plan 11:00am CC - PW Staff 7:00pm FH-PoliceResc	3:00pm CC - Staff (Se 7:00pm CC-Parks & R		
Mar 7 - 13	7	8	9	10	11	12	13
		7:00pm FH-FireTng/C 7:00pm CC-Council M	FH - Fire Training	10:00am FH - Brooking 10:00am CC- Site Plan 11:00am CC - PW Staff 12:00pm CC - Stout Pa 5:30pm CC - Victims I	9:00am CC-Crm Stop 1:00pm CC - Court 3:00pm CC Urban Re		
Mar 14 - 20	14	15	16	17	18	19	20
		11:00am CC-VIPS/Volu 7:00pm FH-FireTng/C	FH - Fire Training 7:00pm CC - PC (TEN	10:00am CC- Site Plan 11:00am CC - PW Staff			11:00am SC Sportsmar
Mar 21 - 27	21	22	23	24	25	26	27
		7:00pm CC-Council M 7:00pm FH-FireTng/C	FH - Fire Training	10:00am CC- Site Plan 11:00am CC - PW Staff 12:00pm CC - Stout Pa	7:00pm CC-Parks & R		
Mar 28 - Apr 3	28	29	30	31	Apr 1	2	3
		7:00pm FH-FireTng/C	FH - Fire Training	10:00am CC- Site Plan 11:00am CC - PW Staff			



CHAMBER OF COMMERCE
"Working To Help Our Businesses Grow"

the PULSE of
America's
Wild Rivers
Coast
101 MILES OF NATURE'S BEST

To: Mayor, Common Council, City Manager; Director of Administration
From: Les Cohen, President & CEO *Les Cohen*
Subject: Program Report for calendar year 2009
Date: January 29, 2010

In accordance with the agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7 of said agreement, the following program report detailing performance accomplishments for calendar year 2009, under this Agreement is respectfully submitted.

Performance Accomplishments:

A. In Calendar Year (CY) 2009 the Brookings-Harbor Chamber of Commerce (Chamber) received \$41,237.52 in Transient Room Tax receipts from the City of Brookings for the promotion of the Brookings-Harbor area. During that same period of time the Chamber expended \$46,704.61 in the promotion of the Brookings-Harbor area. This figure does not include administrative expenses relating to Visitor Information Center overhead, salaries, nor any other non-marketing or promotion expense.

The funds were expended, in part, as follows:

1. Printing of promotional brochures - \$1,682.00
 - a. "Annual Calendar of Events"; "Great Things to See & Do"; "Children's Activities"; "Trails of the Chetco Ranger District"; "Nature Based Activities"; "Senior Housing and Special Services"; "Japanese Bomb Attack".
2. Postage for visitor information packets - \$2,051.00
3. Toll Free Telephone Number - \$494.00
4. Outdoor Sportsmen Shows (Roseburg, Medford) and Tourism Conferences - \$2,223.00
5. Oregon Coast Magazine (6 issues) - \$5,013.00
6. Travel Oregon Guide (Spring/Summer; Fall/Winter issues) - \$10,500.00
7. The Oregon Travel Planner - \$6,600.00
8. Curry Coastal Pilot Vacation Guide & RV Tour Map - \$270.00
9. Festival & Event Advertising - \$10,005.00
10. 2009 Winter TV Ad Campaign in Rogue Valley & Klamath Basin - \$3,820.00
11. 2010 Winter TV Campaign in northern California & Rogue Valley as part of a South Coast Partnership with additional matching funds from Travel Oregon (includes new website: www.southcoastoregon.com) - \$2,000.00

Sub-Total \$44,658.00

This amount represents only a partial list of Marketing & Promotions expenses for calendar year 2009. Some expenses it does not include are: postage for relocation packages; additional print and electronic media advertising; co-op advertising at Travel Shows through Oregon Coast Visitor Association and Southern Oregon Visitor Association; internet exposure such as internet access; website links, and the purchase of ad words to enhance our website's exposure. This figure also

does not include expenses for travel to marketing related activities such as Outdoor and Sportsmen Shows and conferences and symposia related to tourism and marketing.

B. In Calendar Year (CY) 2009 statistics from the Chamber's Visitor Information Center and the new Crissey Field State Welcome Center show a combined total of recorded visitors of 44,155. This represents a decrease in recorded visitors compared to calendar year 2008, and while the Chamber's Visitor Information Center visitor count was up from last year, the State Welcome Center did not record visitor numbers for several months that were recorded in CY 2008. However, the overall percentage of decrease is smaller than that experienced in other regions of the state.

C. City of Brookings Transient Room Tax revenues were down in CY 2009. We believe this reflects the decrease in visitors described in paragraph B, and is believed to be the result of the global economic situation and its impact on the availability of disposable income, which is the source of vacation expenses.

D. Marketing and promotion efforts in calendar year 2009 have resulted in large numbers of inquiries for information about the Brookings-Harbor area. The Chamber documented and responded to 224,993 request for information in CY2009.

The Chamber's website continues to be a strong source of information about our community, hosting an additional 181,205 individual visits in 2009. We continue to make ongoing efforts to increase the website's position and presence on the Internet.

E. Sources of Chamber revenue, such as membership dues, fund raising activities, program services, cooperative advertising with members and special events continue to subsidize the Chamber's additional marketing and promotions expenses as well as 100% of the Chamber's administrative expenses. Neither fixed nor variable overhead costs related to the operation of the Chamber's year-round Visitor Information Center are paid for with City Transient Room Tax dollars.

The Chamber, for the fifteenth consecutive year, is proud to state that it is in full compliance with Paragraph 4 of the Agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, which states "...no more than thirty percent (30%) of the revenues received by the Chamber under the Agreement may be used for payroll costs."

Tourism forecast for this current calendar year:

- We will continue to engage in marketing & promotion activities that will lead to increased awareness and a stable flow of visitors to our area. We have recently been instrumental in forming a partnership with other South Coast communities, including Reedsport/Winchester Bay; Lakeside; North Bend Coos Bay; Bandon; Port Orford, and Gold Beach to promote the Southern Oregon Coast in northern California and the Rogue Valley, our prime target market and source of our largest percentage of visitors. This partnership was awarded a \$10,000 matching grant from Travel Oregon, resulting in an \$18,000 winter TV advertising campaign which began running on January 18, 2010 and will continue through April 2010.
- While the new State Welcome Center at Crissey Field was expected to have a significant impact on the number of the area's recorded visitors due to its location and visibility, unfortunately and disappointingly poor design, signage and decrease staffing and hours of operation have resulted in lower visitor counts at that location than anticipated. Will have been lobbying with Travel Oregon and ODOT to remedy these problems and will continue to do so.

- The Chamber continues to play an active role in the "America's Wild Rivers Coast, " regional marketing consortium, informing the vacationing public of the many diverse activities available in Curry and Del Norte Counties and helping to define America's Wild Rivers Coast as a destination area, with the intent of increasing the length of their visits. It is generally recognized that this consortium has achieved success in branding Curry and Del Norte Counties.
- The Chamber and Brookings lodging sector is represented on the Board of Directors of the Southern Oregon Visitors Association and participates with the Oregon Coast Visitors Association, to promote awareness of our area.
- We are in the process of redesigning our primary visitor information fulfillment pieces, including our lodging & dining guides, with the intent of providing a product that will be more inviting, attractive and usable.
- In 2009 the Chamber and several of its members hosted a group of travel writers from Portland, Eugene, Bend and Coeur d'Alene, Idaho for two days introducing them to our area. We are hopeful that their visit will result in several articles published in regional magazines and newspapers.

Similarly, the Chamber participated in the invitation and implementation of hosting the 2009 State Welcome Center Conference in Curry County, culminating with a very successful reception at the Crissey Field State Welcome Center. It is our hope that as those attendees return to their State Welcome Center throughout Oregon they will be able to provide first-hand experiences to travelers about the virtues of our area.

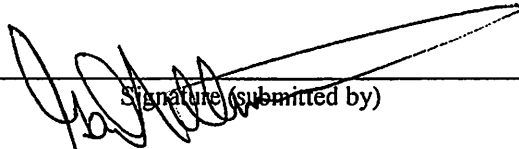
- The Chamber is in the process of implementing a new membership management software program that will enable our members to easily provide promotional coupons on the Chamber website, encouraging visitors to patronize their businesses.
- The Chamber has begun to take a more active approach in promoting the Brookings-Harbor area through channels of social networking: The Chamber has initiated a Travel Brookings Twitter account as well as a Brookings-Harbor Face Book Page. These resources will be improved and enhanced throughout the year.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 22, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Fir Street Local Improvement District

Recommended Motion: Motion to direct the City Manager and City Engineer to prepare a report on the formation of a local improvement district for the installation of curb, gutter and sidewalks on Fir Street as prescribed by law.

Financial Impact: \$8,500 cost estimate for preparation of report; may be recovered if the local improvement district is formed.

Background/Discussion:

A group of property owners along Fir Street, between Azalea Park Road and Oak Street, have submitted a petition for the formation of a "local improvement district." The purpose of the requested local improvement district would be to fund the installation of curb, gutter and sidewalk along the frontages of all properties on this street.

The City staff is recommending the reconstruction of the pavement section of this street as it has been significantly impacted by traffic from the Constitution Way detour. The street was in poor condition before the detour, and is now in a failure condition. As a part of the reconstruction, the City staff was planning to recommend replacement of some underground utilities and installation of drainage improvements. The estimated cost of the street reconstruction is \$321,480 (including engineering and contingency; see attached estimate)

If a local improvement district is formed, the City would combine the City-funded street reconstruction with the sidewalk installation. The residents have also requested the installation of a street light about mid-block. Additionally, the street right-of-way along this block is currently varies between 52-80 feet. We will only need a 52-foot right-of-way to accommodate a standard City street with curb, gutter and sidewalk and a behind-sidewalk utility strip. The "surplus" land behind the new sidewalk would be abandoned to the adjacent property owners.

Attached is an outline of procedure for the formation of a local improvement district. The procedure is prescribed in the Brookings Municipal Code and is based upon State Law. A local improvement district is a method of financing public improvements by sharing the cost among benefitting property owners.

The first step in the formation of a local improvement district is the circulation of a petition among the property owners and presentation of the petition once a majority of the property owners have signed the petition. The petition that we have received is signed by the owners of 58.3 per cent of the parcels (14 of 24) within the proposed district, and representing 51.5 per cent of the frontage that would be assessed for the cost of curb-gutter-sidewalk installation. All properties benefitting from the improvements would be assessed, even those whose owners did not sign the petition.

The next step is for the City Council to authorize the preparation of an engineer's report for the project. The City Engineer has estimated the cost for the preparation of the engineers report at \$8,500. The actual cost of the engineer's report would become a part of the project cost recovered from the property owners if the local improvement district is formed. The engineer's report includes a cost estimate for the project (the curb-gutter-sidewalk project) and a proposed formula and assessment that would be applicable to each benefitting property.

The cost of the project would be paid from the levy of a special assessment on each benefitting property and collected as a part of the property tax over a period of 10 years. The City would finance the cost by selling bonds or through some other debt instrument. The City currently administers one local improvement district, formed in ____ for sewer system improvements.

After the engineers report is prepared, the City Council will hold a public hearing on the proposed assessment. If, at that hearing, the owners of 51 per cent of the frontage or the area to be assessed protest the formation of the district and the assessment, the project cannot move forward.

Attachment(s): 1) Petition to Form Local Improvement District, Fir Street Sidewalk Project

2) Steps to Creating a Citizen Initiated Local Improvement District

Petition to Form Local Improvement District

Fir Street Sidewalk Project

To the City Council of the City of Brookings:

We the undersigned property owners of the City of Brookings hereby petition the City to construct Fir Street Sidewalk Project improvements as described below:

Project Description - Install curb, gutter and sidewalk improvements along the frontage of all properties within the two boundaries of the attached map exhibit.

Upon completion of this project, it is understood that the City will retain ownership of Fir Street to a width of 52 feet, including sidewalk and utility access, and that any excess property beginning 18 inches from the back of the new sidewalk in front of our property shall be abandoned by the City and added to our property.

Fir Street #	4113-05BC	Mailing Address	Owner Name	Owner Signature	Date Signed
420	04503	420 Fir Street Brookings, OR 97415	Nichols, Henry J.		
421	06300	PO Box 88 Brookings, OR 97415	X Ronald D. Streeter Margurite F. Streeter	Ronald D. Streeter Margurite F. Streeter	DEC 28, 09 Dec 26, 09
422	04502	422 Fir Street Brookings, OR 97415	Kenneth H. Whitted Joy M. Whitted		
423	06200	423 Fir Street Brookings, OR 97415	Daniel H. Harrison Katherine W. Harrison	Daniel H. Harrison Katherine W. Harrison	1-9-10 1/9/10
W 424/A	04508	PO Box 22419 Carson City, NV 89721	X Curtis Nelson, Silverstone Ranch, LLC Karen Nelson, Silverstone Ranch, LLC	Rubi Stark Nelson	
429	06100	PO Box 7800 Brookings, OR 97415	Kelly L. Bural Diane S. Bural		
433	06000	433 Fir Street Brookings, OR 97415	X John E. Baker Barbara J. Baker	John E. Baker Barbara J. Baker	1-09-10 1/9/10
434	04507	PO Box 1891 Brookings, OR 97415	X Larry S. Morris, El Al Malinda Morris, El Al	L. Steve Morris Malinda Morris	1/9/10 1/9/10

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Fir Street #	4113-05BC	Mailing Address	Owner Name	Owner Signature	Date Signed
401	07300	PO Box 1237 Brookings, OR 97415	Diocese of Oregon		
402	04300	402 Fir Street Brookings, OR 97415	Wayne J. Blagden		
			Carol L. Blagden		
N/A	04401	952 San Francisco Way Rohnert Park, CA 94928	X Joseph J. Niles III	Joseph J. Niles III	
			Erin A. Niles		
412	04400	PO Box 3297 Harbor, OR 97415	X John C. Rhodes	John C. Rhodes	1-11-10
			Laurie L. Rhodes	Laurie Rhodes	1-9-10
414	04504	414 Fir Street Brookings, OR 97415	X William T. Wheeler	William T. Wheeler	1/9/10
415	07200	PO Box 1077 Brookings, OR 97415	Richard Wilson		
			Ruth E. Wilson		
417	06400	PO Box 6626 Brookings, OR 97415	Lenora E. Hall		
418	04506	315 Spruce Drive 418 FIR ST. Brookings, OR 97415	X Thomas J. Mosdell	Thomas J. Mosdell	1-9-10
			Karen Mosdell		1

Petition to Form Local Improvement District

Fir Street Sidewalk Project

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Fir Street #	4113-05BC	Mailing Address	Owner Name	Owner Signature	Date Signed
437 441 A	05900 05800	17902 46 th Place W. Lynnwood, WA 98037	X Sharon Bellows	Kathy Douglas	1-9-10
438	04501	PO Box 6251 Brookings, OR 97415	X Anthony L. Scala Michele M. Scala	Anthony Scala Michele M. Scala	1-9-10 1-9-10
442	04505	PO Box 831 Brookings, OR 97415	X Maxine Brouillette	Maxine Brouillette	1-9-10
445	05700	26400 Highway 20 Eddyville, OR 97343	X Dolores M. Prough, Trustee	Dolores M. Prough	1-9-10
446	04500	446 Fir Street Brookings, OR 97415	X Conrad R. Delco	Conrad R. Delco	
504	04602	504 Fir Street Brookings, OR 97415	X Matthew A. Brouillette	Matthew A. Brouillette	
508	04601	PO Box 4207 Brookings, OR 97415	X Martin C. Shepherd Nicki L. Shepherd	Martin C. Shepherd Nicki L. Shepherd	1-9-10
510	04603	PO Box 963 Brookings, OR 97415	X William Hilbert Pate Doris Jill Pate	William Hilbert Pate Doris Jill Pate	1/9/10 1/9/10

Petition to Form Local Improvement District

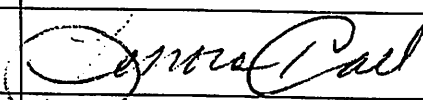
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			Carol L. Blagden		
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			Erin A. Niles		
412	04400	PO Box 3297 Harbor, OR 97415	John C. Rhodes		
			Laurie L. Rhodes		
414	04504	414 Fir Street Brookings, OR 97415	William T. Wheeler		
415	07200	PO Box 1077 Brookings, OR 97415	Richard Wilson		
			Ruth E. Wilson		
417	06400	PO Box 6626 Brookings, OR 97415	✓ Lenora E. Hall		1/14/10
418	04506	315 Spruce Drive Brookings, OR 97415	Thomas J. Mosdell		
			Karen Mosdell		

(14)

Petition to Form Local Improvement District

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421	06300	PO Box 88 Brookings, OR 97415	Ronald D. Streeter Margurite F. Streeter	Ronald D. Streeter Margurite F. Streeter	01-15-2010 01-15-2010
422	04502	422 Fir Street Brookings, OR 97415	Kenneth H. Whitted Joy M. Whitted		
423	06200	423 Fir Street Brookings, OR 97415	Daniel H. Harrison Katherine W. Harrison		
424	04508	PO Box 22419 Carson City, NV 89721	Curtis Nelson, Silverstone Ranch, LLC Karen Nelson, Silverstone Ranch, LLC		
429	06100	PO Box 7800 Brookings, OR 97415	Kelly L. Bural Diane S. Bural		
433	06000	433 Fir Street Brookings, OR 97415	John E. Baker Barbara J. Baker		
434	04507	PO Box 1891 Brookings, OR 97415	Larry S. Morris, El Al Malinda Morris, El Al		

Fir Street LID



0 190 380 570 ft.

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

Map center: 42° 3' 23.8\" N, 124° 16' 39.0\" W

Scale: 1:1,969



Legend

- RIVERS
- ROADS
- PARCELS
- URBAN GROWTH BOUNDARY
- SPECIAL PROVISIONS
- OCEAN
- ORTHOIMAGE



City of Brookings
Fir Street Improvements

Jan. 18, 2010.

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	All	LS	\$21,200.00	\$21,200
2	Demolition & Site Preparation	All	LS	\$8,000.00	\$8,000
3	Foundation Stabilization	100	CY	\$50.00	\$5,000
4	Reconstruction Areas	800	SY	\$12.00	\$9,600
5	Catch Basins	8	Each	\$1,200.00	\$9,600
6	12" Storm Drain Class III Backfill	650	LF	\$40.00	\$26,000
7	12" Storm Drain Class IV Backfill	240	LF	\$50.00	\$12,000
8	AC Pavement Removal and Replacement	940	LF	\$30.00	\$28,200
9	Manhole Frame Adjustments - Type 2	3	Each	\$500.00	\$1,500
10	AC Pavement	800	Ton	\$110.00	\$88,000
11	Aggregate Base	600	Ton	\$30.00	\$18,000
12	Painted Striping	300	LF	\$3.00	\$900
Total Construction Cost					\$228,000
Engineering					\$45,600
Contingency					\$41,040
Legal & Administration					\$6,840
Total Project Cost					\$321,480

Notes

1. City to place new water services along south side of Fir Street.
2. Costs include ac pavement R & R to water services (estimated 200 LF)



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1135 Fax (541) 469-3650

www.brookings.or.us

STEPS TO CREATING A CITIZEN INITIATED LOCAL IMPROVEMENT DISTRICT

The creation of a Local Improvement District (LID) allows the cost of constructing neighborhood public improvements to be equitably distributed among all of the benefiting properties. The procedure for initiating the creation of an LID is a multistep process providing several opportunities for public input. The complete process is described in Chapter 3.15, Public Improvement Special Assessments, of the Brookings Municipal Code. Following is a brief summary of the required steps:

1. Define the desired improvement(s): The first step in the process is determining what improvements are desired. This step may be initiated by a single property owner, or a group of property owners. Desired improvements might be sidewalks, streets, water, sewer, storm drainage. The City's Public Works Department can help you determine what improvements already exist.
2. Define the area to be improved: With the assistance of City staff, a preliminary area is outlined around those properties benefiting from the proposed improvements.
3. Circulate a petition: Once the preliminary area has been defined, a petition requesting the improvement is circulated by the initiating party. If one-half (½) or more of the property owners in the benefiting area sign the petition, the petition may be submitted to the City.
4. Submit the petition to the City: Once the petition is received, the City Manager will place the petition on the agenda for Council action. Upon hearing the petition, the City Council will direct the City Manager to prepare a written report. Unless otherwise directed by Council, the report will contain the following information:
 - Type of improvement.
 - Description of area within proposed LID including a map or plat.
 - Recommended method of assessment.
 - Estimate of total cost.
 - Estimate of costs to individual property owners.
 - Assessed value of each lot or parcel and associated property owners.
 - Statement of unpaid City liens against properties to be assessed.
 - A description of all property or property interests that need to be acquired in order to effect the requested improvements.

A copy of the completed report will be filed with the City Recorder and available for public inspection.

5. City Council hears the staff report: Upon presentation of the staff report to the City Council, Council may approve or modify the report, require additional information or determine to abandon the project.

6. If Council approves the request:

- A resolution is adopted: The resolution will declare the City Council's intent to make the improvement(s). Approval of the request will trigger Public Notice requirements under Section 3.15.040 of the Brookings Municipal Code (BMC), and a date and time for the first public hearing will be set.
- Property owners are notified: All affected property owners will be notified by mail of the date of the hearing and of their estimated share of the proposed project. Questions may be directed to the Public Works Department prior to the public hearing. Any owner who does not want to participate must submit a written objection or "remonstrance" to the City Council on or before the hearing.
- The matter is heard: At the hearing, the City Manager's report, as well as oral and written testimony from affected property owners, will be received and considered by Council.
- City Council makes its decision: If the City Council determines that the project is feasible and desired by a majority of the benefiting property owners, Council will adopt a resolution describing the proposed improvement district, and provide an estimated time of completion for the project. The City Manager will then prepare an ordinance assessing the proposed costs of the improvements.

NOTE: Remonstrance by 51% or more of frontage property owners, or the owners of 51% or more of the affected area, will automatically stop the process.

7. When an LID is approved: Once Council approves an LID, City staff will proceed to design the project, call for bids and commence with construction.
8. Proposed assessment is made: When construction is complete, a proposed assessment of final costs is determined, the date of the final hearing is set, and notice of the hearing is sent to all property owners within the LID.
9. Final Assessment is made: At the final assessment hearing, Council will consider written objections. At this time, Council may adopt, correct, modify or revise the proposed assessments. Final assessment costs for each property in the LID will be determined by ordinance.
 - All costs incurred during construction of the improvements are included in the final assessment.
 - Owners will have the option of paying their share in a one-time direct payment, or financing their share over a period of time. The City may be able to provide ten-year financing at rates generally lower than conventional rates. Detailed explanations of payment options are found in Sections 3.15.100 and 3.15.110, of the BMC.10.
10. At project completion, the City will assume maintenance and operation of the new improvements.

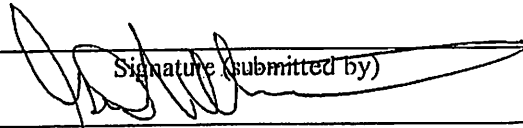
The creation of a Local Improvement District can be a very effective method of getting public improvements constructed in your neighborhood. There is plenty of opportunity for public input, the costs are equitably distributed, and you may be eligible to receive help financing your share.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 22, 2010

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: North Bank Road Water Project

Recommended Motion: Motion to authorize staff and the Dyer Partnership to proceed with design engineering and bidding for the construction of the North Bank Road Water Project, consisting of the installation of 700 feet of 10-inch water main.

Financial Impact: Estimated cost of \$116,000 using loan funds from Oregon Economic and Community Development Department (OECDD).

Background/Discussion: The City was approved for loan funding for water system improvement projects in 2006. Projects approved for the use of loan proceeds included the construction of a water storage reservoir (complete), installation of a water transmission line on North Bank Chetco River Road from the intake station to the water treatment plant (completed), installation of an in-line booster station near Lundeen Lane, and unspecified distribution system improvements.

The booster station project was bid in 2007 and the low bid came in well above the engineering estimate (HGE was the City Engineer at that time). Staff recommended that the project be delayed, possibly redesigned and rebid.

The City Manager recently requested that the City Engineer (Dyer Partnership) review the need for the booster pump station and review other priority water distribution system improvement projects. Attached is a report from the City Engineer dated February 15, 2010. Essentially, this report recommends that the City not proceed with the Lundeen booster pump station at this time, but focus on other more critical projects.

The Administrative Services Director reports that, with the elimination of the booster pump station, approximately \$920,000 is available for water distribution system improvements.

One of the more critical distribution projects is the connection of two existing 10-inch diameter water mains along North Bank Chetco River Road in the vicinity of Azalea Park. The estimated cost of this project, which would involve the installation of 700 feet of water main within the existing roadbed, is \$116,000. The main benefit of this project would be to provide a loop system in this part of town, improving system reliability. As ODOT is planning to repave North Bank Chetco River Road within the next few weeks, staff is recommending that this project proceed immediately.

Staff will return within a few weeks with recommendations for the use of the remaining loan funding.

Attachment(s): February 15, 2010, memo from Steve Major



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

RECEIVED

FEB 17 2009

Per *hy*

1330 Teakwood Avenue
Coos Bay, Oregon 97420
Ph: (541) 269-0732
Fx: (541) 269-2044
www.dyerpart.com

MEMORANDUM

DATE February 15, 2010
TO Gary Milliman, City Manager
City of Brookings
FROM Steve Major, PE *SM*
City Engineer
PROJECT NAME Miscellaneous Engineering
Water Improvement Projects
PROJECT NO. 145.00D

I have met with city staff and reviewed the city's Water Master Plan Update (WMPU) with regards to water distribution capacity. The following is a summary of my findings and recommendations.

The WMPU lists the maximum capacity of the water treatment facility at 2.6 million gallons per day (mgd). The output with two of the three treated water pumps running was measured at 2.3 mgd and the capacity of the distribution system with the new 16-inch diameter water line installed is estimated at 2.74 mgd. For all practical purposes, the capacities of the three major components of the water system are equal.

Daily flow records were reviewed for 2008 and 2009 to verify what existing maximum daily demand has been. Maximum daily demand of 2.05 mgd was recorded on July 10, 2008 and 1.73 mgd on July 15, 2009. Both values are less than the current capacities listed above.

The recommendation of installing a booster pump station on the 14-inch and 16-inch main lines would give an estimated capacity to the distribution system of 3.5 mgd. This capacity exceeds the capacity of treatment and pumping. The capacity of the treated water supply can be increased by running the three existing pumps, however, the water treatment facility could not meet that demand. I do not recommend increasing the capacity of the distribution system prior to increasing the capacity of the water treatment facility.

There are other areas of the distribution system that are more limiting to flows, almost to the point of potential liability concerns, and have a history of high maintenance costs. These areas are identified in the WMPU as Projects 6, 20 and 21 and portions of Projects 14 and 22. Each project and their associated costs are described as follows:

- Project 6 – Connect the two existing 10-inch diameter lines along North Bank Road. 700 lineal feet at an estimated cost of \$116,000.
- Project 20 – New 8-inch diameter line to connect east end of N. Hazel Street and S Hazel Street to existing line that extends to Del Norte Lane. 100 lineal feet at an estimated cost of \$16,000.
- Project 21 – Replace existing 2-inch diameter line with 8-inch diameter line along Del Norte Lane between Woodland Court south to Memory Lane. 1,450 lineal feet at an estimated cost of \$232,500.

- Project 14 – A portion of the recommended improvement includes replacing existing 4-inch diameter line with 8-inch diameter line on Memory Lane from Del Norte Lane to Alder Street. 1,100 lineal feet at an estimated cost of \$176,500.
- Project 22 – A portion of the recommended improvement includes replacing existing 2-inch diameter line with 8-inch diameter line on Railroad Street from Oak Street to Del Norte Lane. 1,000 lineal feet at an estimated cost of \$160,400.

Note the costs were based on the costs listed in the Water Master Plan Update, increased by eight percent based on the Engineering News Record Index.

The total cost of the projects listed is \$701,400. This amount probably exceeds the amount of available funding. All of the projects are warranted but I would refer to staff for recommendations on prioritizing. If you have any questions or comments after your review please give me a call.

cc: Ray Page
Richard Christensen

proposer who was evaluated in the final competitive tier.

(14) If the contracting agency awards a contract, the contracting agency shall award the contract to the responsible proposer whose proposal the contracting agency determines in writing is the most advantageous to the contracting agency based on the evaluation process and evaluation factors described in the request for proposals, applicable preferences described in ORS 279A.120 and 279A.125 and, when applicable, the outcome of any negotiations authorized by the request for proposals. Other factors may not be used in the evaluation. When the request for proposals specifies or authorizes awarding multiple public contracts, the contracting agency shall award public contracts to the responsible proposers who qualify for the award of a contract under the terms of the request for proposals.

(15) The contracting agency may issue a request for information, a request for interest, a request for qualifications or other preliminary documents to obtain information useful in preparing a request for proposals.

(16) Before executing a contract solicited under this section, a contracting agency shall obtain the proposer's agreement to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work. [2003 c.794 §52; 2009 c.880 §6]

279B.065 Small procurements. (1) Any procurement of goods or services not exceeding \$5,000 may be awarded in any manner deemed practical or convenient by the contracting agency, including by direct selection or award. A contract awarded under this section may be amended to exceed \$5,000 only in accordance with rules adopted under ORS 279A.065.

(2) A procurement may not be artificially divided or fragmented so as to constitute a small procurement under this section. [2003 c.794 §53; 2005 c.64 §1; 2005 c.103 §8b]

279B.070 Intermediate procurements. (1) Any procurement of goods or services exceeding \$5,000 but not exceeding \$150,000 may be awarded in accordance with intermediate procurement procedures. A contract awarded under this section may be amended to exceed \$150,000 only in accordance with rules adopted under ORS 279A.065.

(2) A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section.

(3) When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting

agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes or proposals.

(4) If a contract is awarded, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [2003 c.794 §54]

279B.075 Sole-source procurements. (1) A contracting agency may award a contract for goods or services without competition when the Director of the Oregon Department of Administrative Services, the local contract review board or a state contracting agency, if it has procurement authority under ORS 279A.050, or a person designated in writing by the director, board or state contracting agency with procurement authority under ORS 279A.050, determines in writing, in accordance with rules adopted under ORS 279A.065, that the goods or services, or class of goods or services, are available from only one source.

(2) The determination of a sole source must be based on written findings that may include:

(a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

(b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;

(c) That the goods or services are for use in a pilot or an experimental project; or

(d) Other findings that support the conclusion that the goods or services are available from only one source.

(3) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency. [2003 c.794 §55; 2005 c.103 §8c]

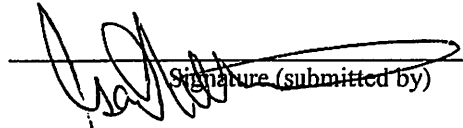
279B.080 Emergency procurements. (1) The head of a contracting agency, or a person designated under ORS 279A.075, may make or authorize others to make emergency procurements of goods or services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 22, 2010

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Internships

Recommended Motion: Motion to authorize the employment of up to four student interns for the positions of GIS Intern and Management Intern.

Financial Impact:

These positions could be funded using money already budgeted but unexpended as a result of salary savings from the Public Works Director vacancy. The City will also submit applications to partially fund the positions under the University of Oregon Resource Assistance for Rural Environments (RARE) program; these are 11-month graduate level positions.

Background/Discussion:

There is considerable field work, data entry and editing work to be accomplished in order to get the City water and sewer utility information integrated into the Curry County GIS system. The City Manager is also developing a program to integrate the City Council's goals setting process with employee performance evaluation.

To assist in these efforts, staff has developed job descriptions for GIS Data Management Intern and Management Intern.

The GIS Data Management Intern description and compensation level was developed through consultation with the Curry County GIS System Manager and engineering faculty at the Oregon Institute of Technology. Depending upon student availability, we may have up to three interns performing this GIS work.

The Management Intern would assist the City Manager in preparing a system integration program, including new forms and criteria for employee performance evaluation, communicating City Council goals to all levels of the organization, and regularly updating goals.

The positions would be posted at OIT, the University of Oregon and the League of Oregon Cities Intern Placement program.

Attachment(s): Job descriptions

**CITY OF BROOKINGS
MANAGEMENT INTERN**

DUTIES

Assist City Manager with a variety of management support tasks. Develop performance-based system for employee evaluation and compensation. Assist with grant writing. Perform research into various programs, policies and procedures. Prepare reports and presentation materials.

HOURS/DURATION

40 hours per week during summer break period; actual duration negotiable based upon student schedule and City's needs.

COMPENSATION

\$15.00/hour. No benefits. Housing assistance negotiable.

APPLY

Submit City employment application (available on City website, www.brookings.or.us) and cover letter describing training/experience with GIS to:

CITY MANAGER
CITY OF BROOKINGS
898 ELK DRIVE
BROOKINGS, OR 97415
or
gmilliman@brookings.or.us

**CITY OF BROOKINGS
GIS DATA MANAGEMENT INTERN**

DUTIES

The City of Brookings is starting a new GIS layer that tracks sewer and water utilities. Duties would include researching, selecting and developing a data model for the City to use. Collect field data using a Trimble GPS, download and edit information using ArcGIS. Use existing maps and data to truth the model. Work with City public works personnel in collecting and verifying data. Work with Curry County GIS staff to integrate City information into the County's SDE database.

Applicants must have knowledge of GIS, GPS and data models.

HOURS/DURATION

40 hours per week during summer break period; actual duration negotiable based upon student schedule and City's needs.

COMPENSATION

\$15.00/hour. No benefits. Housing assistance negotiable.

APPLY

Submit City employment application (available on City website, www.brookings.or.us) and cover letter describing training/experience with GIS to:

CITY MANAGER
CITY OF BROOKINGS
898 ELK DRIVE
BROOKINGS, OR 97415

or

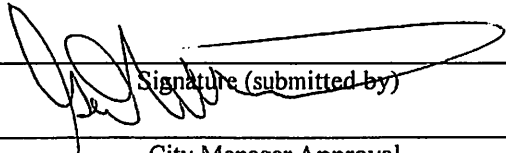
gmilliman@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 22, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Downtown Street Improvement Project Change Order No. 1

Recommended Motion: Motion to approve and authorize City Manager to execute Change Order No. 1 with Tidewater Contractors for Downtown Street Improvement Project in the amount of \$188,898.89.

Financial Impact: An increase in project cost of \$188,898.89.

Background/Discussion:

This is a Change Order with Tidewater Contractors in connection with the improvement project now in progress in the downtown area. There are three items in the change order as described in the attachment.

The major change (\$186,000) is for additional sewer system improvements, including 477 feet of lining an existing sewer main, replacement of 833 feet of main and replacement of seven manholes. The need for this work was identified by a recent inspection of the sewer mains in the downtown area by the Public Works Crew to verify conditions of the sewer system in advance of street reconstruction. While none of these facilities are in danger of immediate failure, staff believes that replacement/repair is appropriate at this time given the long-term nature of the street surface improvements.

This Change Order represents a 9.8 per cent increase in the project construction cost. With this Change Order, the construction cost will be \$1,919,298.70. The total construction cost of this project remains under budget, which was \$2,646,310.

Attachment(s): Change Order No. 1

**Change Order No. 1
to the Contract for the Construction of
City of Brookings
Downtown Street Improvements
Project No. 145.05**

This Change Order No. 1 is made this ____ day of _____, 2010 between the City of Brookings (OWNER) and Tidewater Contractors, Inc. (CONTRACTOR). This change order incorporates the changes listed below to the subject contract, and the CONTRACTOR is hereby authorized to make the following changes in the Contract Documents.

ITEM 1: Revise Electrical Service to Mazda Sign

CHANGE DESCRIPTION:

Revise new electrical service that will feed the existing Mazda sign. Change includes modifying the existing electrical panel inside the Mazda building, extending the new circuit through parts of rooms and offices to the exterior of the dealership building, placement of new 2" conduit to the new service location. Alterations to the new sign service includes: deletion of the meter section; adding 1 extra GFCI duplex receptacle and circuit in the service; deleting 4" conduit and single phase transformer as shown on Plans that were to feed this service location.

REASON FOR CHANGE:

Property owners on both side of this electrical service requested this change.

CHANGE TO THE CONTRACT AMOUNT:

ADD \$ 2,128.50

CHANGE TO THE CONTRACT TIME:

NO CHANGE

ITEM 2: Revise Location of Three Phase Primary Electrical Cabinet and Conduits

CHANGE DESCRIPTION:

Revise location of new three phase primary electrical cabinet from north side of Spruce Street to the south side. Change will also delete requirement for construction of new retaining wall with railing and new sidewalks around vault. This change also reduces affected unit items that will be handled thru the respective bid item quantities. Costs associated with these reduced bid items are as follows: Reinforced Concrete Retaining Wall 11.5 CY @ \$400.00/CY = \$4,600.00; Handrail Type 1 - 46 LF @ \$100.00 / LF = \$4,600.00; Concrete Sidewalk 300 SF @ \$3.50/SF = \$1,050.00 for a total cost savings of \$10,250.00). Change also includes relocation of existing boulders, removal and resetting survey monument and all associated excavation, backfill and grading as shown. Conduit routing has also been revised to reflect the new cabinet location.

REASON FOR CHANGE:

City could not secure easement from property owner at original design location.

CHANGE TO THE CONTRACT AMOUNT:

NO CHANGE

CHANGE TO THE CONTRACT TIME:

NO CHANGE

ITEM 3: Sewer Repair at Station 8+70 Spruce Street

CHANGE DESCRIPTION:

Repair existing sewer line at Station 8+70 Spruce Street. Costs are based on time and materials basis.

REASON FOR CHANGE:

Existing unmarked sewer line was encountered during construction of the new waterlines and had to be repaired.

CHANGE TO THE CONTRACT AMOUNT:

ADD \$ 770.39

CHANGE TO THE CONTRACT TIME:

NO CHANGE

ITEM 4: Downtown Sewer Repairs

CHANGE DESCRIPTION:

Repair existing sewer lines and sewer laterals on portions of Spruce Street, Fern Street and Willow Street. These repairs are shown on Drawings SS1, SS2, SS3, SS4 and SS5. In addition, technical specifications have been prepared that are related to this work. Payment will be based on a unit price basis as shown below.

SEWER LINE REPAIRS					
No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temp. Controls	All	LS	\$12,000.00	\$12,000
2	Temporary Protection & Direction of Traffic	All	LS	\$4,500.00	\$4,500
3a	8" Sewer Line Replacement - Class III Backfill	733	LF	\$58.00	\$42,514
3b	8" Sewer Line Replacement - Class IV Backfill	100	LF	\$78.00	\$7,800
4a	Sewer Lateral Connection - Type 1	21	Each	\$225.00	\$4,725
4b	Sewer Lateral Connection - Type 3	6	Each	\$345.00	\$2,070
5a	Lateral Replacement - Class III Backfill	700	LF	\$50.00	\$35,000
5b	Lateral Replacement - Class IV Backfill	150	LF	\$65.00	\$9,750
6	Cleanout	27	Each	\$345.00	\$9,315
7	Mainline Cleanout	2	Each	\$500.00	\$1,000
8	8" Inversion Lining	477	LF	\$62.00	\$29,574
9	Service Lateral Reinstatement	6	Each	\$142.00	\$852
10a	Remove & Replace Existing Manhole < 4'	2	Each	\$3,450.00	\$6,900
	Remove & Replace Existing Manhole 4' < MH <				
10b	6'	3	Each	\$3,900.00	\$11,700
10c	Remove & Replace Existing Manhole > 6'	2	Each	\$4,150.00	\$8,300
Total Cost					\$186,000

REASON FOR CHANGE:

City recently televised the existing sewer lines in the Downtown Street Improvement area and noted that several of the sewer lines were in poor condition. In addition, existing sewer laterals that are being encountered during the new waterline and conduit placement are found to be in poor condition and non-standard alignments. As a result of these findings, it was determined that the repairs needed for these sewer lines should be done in conjunction with the overall street improvement project. By doing so, this prevents have to cut into the new pavements at a later date to repair these existing sewer lines and laterals.

CHANGE TO THE CONTRACT AMOUNT: ADD \$ 186,000.00
CHANGE TO THE CONTRACT TIME: NO CHANGE

TOTAL CHANGE TO THE CONTRACT AMOUNT: ADD \$ 188,898.89
TOTAL CHANGE TO THE CONTRACT TIME: NO CHANGE

CHANGE IN CONTRACT PRICE:

Original Contract Price	\$1,919,298.70
Net increase (decrease) from previous Change Orders No. 0 to 0.....	0
Contract price prior to this Change Order	\$1,919,298.70
Net increase (decrease) of this Change Order	\$188,898.89
Contract Price with all approved Change Orders.....	\$2,108,197.59

CHANGE IN CONTRACT TIMES:

Original Contract Times:

Substantial Completion: 330 days, October 11, 2010

Ready for final payment: 30 days, November 9, 2010.

Net change from previous Change Orders No. 0 to 1:

Substantial Completion: 0 days

Ready for final payment: 0 days

Contract Time prior to this Change Order:

Substantial Completion: 330 days, October 11, 2010

Ready for final payment: 30 days, November 9, 2010.

Net increase this Change Order:

Substantial Completion: 0 days

Ready for final payment: 0 days

Contract Times with all approved Change Orders:

Substantial Completion: 330 days, October 11, 2010

Ready for final payment: 30 days, November 9, 2010.

It is further agreed that all extensions of time and costs of delay resulting directly or indirectly from the change are provided for herein and that the CONTRACTOR may make no further claim therefore. Except as herein modified, the terms of the contract shall remain in full force and effect.

By: _____
CONTRACTOR: Tidewater Contractors, Inc.

Date: _____

By: _____
OWNER: City of Brookings

Date: _____

Recommended

By: _____
ENGINEER: The Dyer Partnership

Date: _____

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2010

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,380,366.00	5,984.94	2,043,208.66	337,157.34	85.8
LICENSES AND PERMITS	87,000.00	75,743.23	118,248.38	(31,248.38)	135.9
INTERGOVERNMENTAL	226,800.00	2,604.49	88,430.05	138,369.95	39.0
CHARGES FOR SERVICES	132,000.00	16,244.75	1,002,284.79	(870,284.79)	759.3
OTHER REVENUE	101,000.00	3,730.85	62,084.98	38,935.02	61.5
TRANSFERS IN	642,332.00	.00	.00	642,332.00	.0
	<u>3,569,498.00</u>	<u>104,308.26</u>	<u>3,314,236.86</u>	<u>255,261.14</u>	<u>92.9</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	5,850.00	300.00	2,781.71	3,068.29	47.6
	<u>5,850.00</u>	<u>300.00</u>	<u>2,781.71</u>	<u>3,068.29</u>	<u>47.6</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	227,957.04	25,166.21	126,265.98	101,691.06	55.4
MATERIAL AND SERVICES	128,800.00	4,536.77	30,467.45	98,332.55	23.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>356,757.04</u>	<u>29,702.98</u>	<u>156,733.43</u>	<u>200,023.61</u>	<u>43.9</u>
POLICE:					
PERSONAL SERVICES	1,578,180.00	205,419.76	937,392.23	640,787.77	59.4
MATERIAL AND SERVICES	140,000.00	4,080.72	62,995.57	77,004.43	45.0
CAPITAL OUTLAY	51,100.00	3,053.00	35,677.93	15,422.07	69.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>1,769,280.00</u>	<u>212,553.48</u>	<u>1,036,065.73</u>	<u>733,214.27</u>	<u>58.6</u>
FIRE:					
PERSONAL SERVICES	184,219.00	22,140.46	109,732.14	74,486.86	59.6
MATERIAL AND SERVICES	110,080.00	5,315.67	67,557.21	42,522.79	61.4
CAPITAL OUTLAY	78,000.00	1,134.00	456,135.00	(378,135.00)	584.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>372,299.00</u>	<u>28,590.13</u>	<u>633,424.35</u>	<u>(261,125.35)</u>	<u>170.1</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	281,805.00	33,832.10	168,210.20	113,594.80	59.7
MATERIAL AND SERVICES	95,980.00	2,002.19	19,068.62	76,911.38	19.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>377,785.00</u>	<u>35,834.29</u>	<u>187,278.82</u>	<u>190,506.18</u>	<u>49.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2010

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	92,225.00	10,822.34	55,814.86	36,410.14	60.5
MATERIAL AND SERVICES	57,000.00	1,847.17	26,792.18	30,207.82	47.0
CAPITAL OUTLAY	56,800.00	.00	32,412.99	24,387.01	57.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>206,025.00</u>	<u>12,669.51</u>	<u>115,020.03</u>	<u>91,004.97</u>	<u>55.8</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	248,686.00	30,596.55	151,650.07	97,035.93	61.0
MATERIAL AND SERVICES	38,130.00	1,869.08	15,886.83	22,243.17	41.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>286,816.00</u>	<u>32,465.63</u>	<u>167,536.90</u>	<u>119,279.10</u>	<u>58.4</u>
SWIMMING POOL:					
PERSONAL SERVICES	53,441.00	.00	36,900.94	16,540.06	69.1
MATERIAL AND SERVICES	39,100.00	246.37	12,300.70	26,799.30	31.5
CAPITAL OUTLAY	11,750.00	.00	224.00	11,526.00	1.9
	<u>104,291.00</u>	<u>246.37</u>	<u>49,425.64</u>	<u>54,865.36</u>	<u>47.4</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	141,400.00	11,482.82	65,828.53	75,571.47	46.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	110,000.00	.00	.00	110,000.00	.0
CONTINGENCIES AND RESERVES	408,995.00	.00	.00	408,995.00	.0
	<u>660,395.00</u>	<u>11,482.82</u>	<u>65,828.53</u>	<u>594,566.47</u>	<u>10.0</u>
	<u>4,139,498.04</u>	<u>363,845.21</u>	<u>2,414,095.14</u>	<u>1,725,402.90</u>	<u>58.3</u>
	<u>(570,000.04)</u>	<u>(259,536.95)</u>	<u>900,141.72</u>	<u>(1,470,141.76)</u>	<u>157.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2010

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	249,000.00	25,626.79	153,669.25	95,330.75	61.7
OTHER REVENUE	1,200.00	26.00	880.81	319.19	73.4
TRANSFER IN	32,000.00	.00	.00	32,000.00	.0
	<u>282,200.00</u>	<u>25,652.79</u>	<u>154,550.06</u>	<u>127,649.94</u>	<u>54.8</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	90,157.00	9,930.98	46,098.18	44,058.82	51.1
MATERIAL AND SERVICES	180,740.00	7,448.50	97,222.22	83,517.78	53.8
CAPITAL OUTLAY	18,300.00	707.55	154,724.62	(136,424.62)	845.5
TRANSFERS OUT	45,675.00	.00	.00	45,675.00	.0
CONTINGENCIES AND RESERVES	42,328.00	.00	.00	42,328.00	.0
	<u>377,200.00</u>	<u>18,087.03</u>	<u>298,045.02</u>	<u>79,154.98</u>	<u>79.0</u>
	<u>377,200.00</u>	<u>18,087.03</u>	<u>298,045.02</u>	<u>79,154.98</u>	<u>79.0</u>
	<u>(95,000.00)</u>	<u>7,565.76</u>	<u>(143,494.96)</u>	<u>48,494.96</u>	<u>(151.1)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2010

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,252,700.00	75,770.79	758,410.36	494,289.64	60.5
OTHER INCOME	2,006,000.00	2,334.02	1,035,311.76	970,688.24	51.6
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>3,258,700.00</u>	<u>78,104.81</u>	<u>1,793,722.12</u>	<u>1,464,977.88</u>	<u>55.0</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	218,582.00	29,286.32	149,460.91	69,121.09	68.4
MATERIAL AND SERVICES	265,230.00	12,823.79	112,585.58	152,644.42	42.5
CAPITAL OUTLAY	2,104,900.00	11,200.00	316,082.52	1,788,817.48	15.0
	<u>2,588,712.00</u>	<u>53,310.11</u>	<u>578,129.01</u>	<u>2,010,582.99</u>	<u>22.3</u>
WATER TREATMENT:					
PERSONAL SERVICES	196,787.00	22,917.00	109,689.39	87,097.61	55.7
MATERIAL AND SERVICES	193,400.00	16,428.52	80,090.86	113,309.14	41.4
CAPITAL OUTLAY	182,400.00	90,469.15	149,702.77	32,697.23	82.1
TRANSFERS OUT	591,376.00	.00	.00	591,376.00	.0
CONTINGENCIES AND RESERVES	106,025.00	.00	.00	106,025.00	.0
	<u>1,269,988.00</u>	<u>129,814.67</u>	<u>339,483.02</u>	<u>930,504.98</u>	<u>26.7</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>3,858,700.00</u>	<u>183,124.78</u>	<u>917,612.03</u>	<u>2,941,087.97</u>	<u>23.8</u>
	<u>(600,000.00)</u>	<u>(105,019.97)</u>	<u>876,110.09</u>	<u>(1,476,110.09)</u>	<u>146.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2010

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,676,000.00	189,624.12	1,380,044.81	1,285,955.19	51.9
OTHER REVENUE	8,000.00	.00	984.11	7,015.89	12.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,684,000.00</u>	<u>189,624.12</u>	<u>1,391,028.92</u>	<u>1,292,971.08</u>	<u>51.8</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	331,621.00	38,934.25	197,715.20	133,905.80	59.6
MATERIAL AND SERVICES	214,480.00	6,458.96	61,455.79	153,024.21	28.7
CAPITAL OUTLAY	27,900.00	.00	13,613.07	14,286.93	48.8
	<u>574,001.00</u>	<u>45,393.21</u>	<u>272,784.06</u>	<u>301,216.94</u>	<u>47.5</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	400,821.00	47,110.55	224,125.03	176,695.97	55.9
MATERIAL AND SERVICES	693,300.00	41,408.77	427,497.70	265,802.30	61.7
CAPITAL OUTLAY	156,275.00	863.89	15,687.68	140,587.32	10.0
TRANSFERS OUT	1,185,942.00	.00	.00	1,185,942.00	.0
CONTINGENCIES AND RESERVES	423,661.00	.00	.00	423,661.00	.0
	<u>2,859,999.00</u>	<u>89,383.21</u>	<u>667,310.41</u>	<u>2,192,688.59</u>	<u>23.3</u>
	<u>3,434,000.00</u>	<u>134,776.42</u>	<u>940,094.47</u>	<u>2,493,905.53</u>	<u>27.4</u>
	<u>(750,000.00)</u>	<u>54,847.70</u>	<u>450,934.45</u>	<u>(1,200,934.45)</u>	<u>60.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 7 MONTHS ENDING JANUARY 31, 2010

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	348,500.00	.00	397,653.05	(49,153.05)	114.1
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	5,000.00	.00	861.03	4,138.97	17.2
	<u>353,500.00</u>	<u>.00</u>	<u>398,514.08</u>	<u>(45,014.08)</u>	<u>112.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	16,278.80	104,532.90	(104,532.90)	.0
CAPITAL OUTLAY	3,213,186.00	153.00	259,422.00	2,953,764.00	8.1
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	390,314.00	.00	.00	390,314.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>3,603,500.00</u>	<u>16,431.80</u>	<u>363,954.90</u>	<u>3,239,545.10</u>	<u>10.1</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>3,603,500.00</u>	<u>16,431.80</u>	<u>363,954.90</u>	<u>3,239,545.10</u>	<u>10.1</u>
	<u>(3,250,000.00)</u>	<u>(16,431.80)</u>	<u>34,559.18</u>	<u>(3,284,559.18)</u>	<u>1.1</u>



CHAMBER OF COMMERCE
"Working To Help Our Businesses Grow"

the PULSE of
America's
Wild Rivers
Coast
101 MILES OF NATURE'S BEST

February 1, 2010

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

Dear Gary:

In anticipation of the 71st Azalea Festival, scheduled for the Memorial Day Weekend, May 28th through the 31st, 2010, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Spotlight Video and Washington Mutual Bank (see attached map), from 5 p.m., Friday, May 28th to 7:00 p.m., Monday, May 31st, 2010; and the cessation of watering the grassy strip between the Frontage Road and Chetco Avenue for the same time period.

2. The closure of Ross Land – the area between Mory's and the entrance to Chetco Pharmacy & Gifts (see attached map), for the same time frame as in request #1.

(Both of these closures are to insure pedestrian safety. An adequate emergency vehicle lane will be maintained. Businesses located in these areas will be notified by letter in advance of these closures.)

3. Request for a sufficient number of city barricades and traffic cones for both closures.

4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.

5. Waiving the fee for the use of the Azalea Park Garden Area on Friday, May 28th, 2010, to be used as a back-up site for the Azalea Festival Kick-off Mixer, and the "Stage Under The Stars" Bandshell for the Park Program component of the festival on Saturday, May 29th 2010. No alcoholic beverages will be consumed.

6. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 29th, 2010, to coincide with the parade.

7. Use of the public right-of-way by the fountain area adjacent to the parking lot in front of Ray's Market on Chetco Avenue.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, the community's 71st will again prove to be a big success for both residents and visitors.

Sincerely,

A handwritten signature in black ink, appearing to read "Les Cohen", with a long horizontal flourish extending to the right.

Les Cohen
President & CEO

Enclosures

c: Chris Wallace, Chief, Brookings Police Department

HIGHWAY 101

MORY'S

FRONTAGE ROAD

ROSS ROAD

EVERGREEN
FEDERAL

CHETCO
PHARMACY

SPOTLIGHT VIDEO

LIQUOR STORE

WASHINGTON
MUTUAL

FIFTH STREET
(41)

ROSS ROAD


ACCESS

ELK DRIVE

CITY OF BROOKINGS
URBAN RENEWAL AGENCY
AGENDA REPORT

Meeting Date: February 22, 2010

Originating Dept: City Manager



Signature (submitted by)

Executive Director Approval

Subject: Downtown Street Improvement Project Change Order No. 1

Recommended Motion: Motion to confirm the approval of Change Order No. 1 with Tidewater Contractors in the amount of \$188,898.89 for the Downtown Street Improvement Project as approved by the City Council on February 22, 2010.

Background/Discussion: See City Council Agenda Report

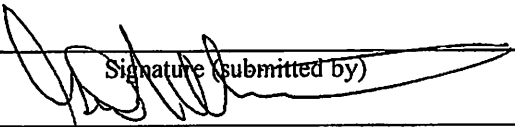
Action by the Urban Renewal Agency is needed on this same item because the project is funded by the Agency.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 22, 2010

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: North Bank Road Water Project

Recommended Motion: Motion to authorize staff and the Dyer Partnership to proceed with design engineering and bidding for the construction of the North Bank Road Water Project, consisting of the installation of 700 feet of 10-inch water main.

Financial Impact: Estimated cost of \$116,000 using loan funds from Oregon Economic and Community Development Department (OECDD).

Background/Discussion: The City was approved for loan funding for water system improvement projects in 2006. Projects approved for the use of loan proceeds included the construction of a water storage reservoir (complete), installation of a water transmission line on North Bank Chetco River Road from the intake station to the water treatment plant (completed), installation of an in-line booster station near Lundeen Lane, and unspecified distribution system improvements.

The booster station project was bid in 2007 and the low bid came in well above the engineering estimate (HGE was the City Engineer at that time). Staff recommended that the project be delayed, possibly redesigned and rebid.

The City Manager recently requested that the City Engineer (Dyer Partnership) review the need for the booster pump station and review other priority water distribution system improvement projects. Attached is a report from the City Engineer dated February 15, 2010. Essentially, this report recommends that the City not proceed with the Lundeen booster pump station at this time, but focus on other more critical projects.

The Administrative Services Director reports that, with the elimination of the booster pump station, approximately \$920,000 is available for water distribution system improvements.

One of the more critical distribution projects is the connection of two existing 10-inch diameter water mains along North Bank Chetco River Road in the vicinity of Azalea Park. The estimated cost of this project, which would involve the installation of 700 feet of water main within the existing roadbed, is \$116,000. The main benefit of this project would be to provide a loop system in this part of town, improving system reliability. As ODOT is planning to repave North Bank Chetco River Road within the next few weeks, staff is recommending that this project proceed immediately.

Staff will return within a few weeks with recommendations for the use of the remaining loan funding.

Attachment(s): February 15, 2010, memo from Steve Major



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

RECEIVED

FEB 17 2009

Per *[Signature]*.....

1330 Teakwood Avenue
Coos Bay, Oregon 97420
Ph: (541) 269-0732
Fx: (541) 269-2044
www.dyerpart.com

MEMORANDUM

DATE February 15, 2010
TO Gary Milliman, City Manager
City of Brookings
FROM Steve Major, PE *SM*
City Engineer
PROJECT NAME Miscellaneous Engineering
Water Improvement Projects
PROJECT NO. 145.00D

I have met with city staff and reviewed the city's Water Master Plan Update (WMPU) with regards to water distribution capacity. The following is a summary of my findings and recommendations.

The WMPU lists the maximum capacity of the water treatment facility at 2.6 million gallons per day (mgd). The output with two of the three treated water pumps running was measured at 2.3 mgd and the capacity of the distribution system with the new 16-inch diameter water line installed is estimated at 2.74 mgd. For all practical purposes, the capacities of the three major components of the water system are equal.

Daily flow records were reviewed for 2008 and 2009 to verify what existing maximum daily demand has been. Maximum daily demand of 2.05 mgd was recorded on July 10, 2008 and 1.73 mgd on July 15, 2009. Both values are less than the current capacities listed above.

The recommendation of installing a booster pump station on the 14-inch and 16-inch main lines would give an estimated capacity to the distribution system of 3.5 mgd. This capacity exceeds the capacity of treatment and pumping. The capacity of the treated water supply can be increased by running the three existing pumps, however, the water treatment facility could not meet that demand. I do not recommend increasing the capacity of the distribution system prior to increasing the capacity of the water treatment facility.

There are other areas of the distribution system that are more limiting to flows, almost to the point of potential liability concerns, and have a history of high maintenance costs. These areas are identified in the WMPU as Projects 6, 20 and 21 and portions of Projects 14 and 22. Each project and their associated costs are described as follows:

- Project 6 – Connect the two existing 10-inch diameter lines along North Bank Road. 700 lineal feet at an estimated cost of \$116,000.
- Project 20 – New 8-inch diameter line to connect east end of N. Hazel Street and S Hazel Street to existing line that extends to Del Norte Lane. 100 lineal feet at an estimated cost of \$16,000.
- Project 21 – Replace existing 2-inch diameter line with 8-inch diameter line along Del Norte Lane between Woodland Court south to Memory Lane. 1,450 lineal feet at an estimated cost of \$232,500.