



Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chamber
898 Elk Drive, Brookings Oregon
May 22, 2006 7:00 p.m.

Before the regular Common Council meeting there will be an Executive Session in the City Manager's office under the authority of ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing beginning at 6:15 p.m. The Common Council meeting will begin at 7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

- A. Appointments
 - 1. Planning Commissioner [page 5]
- B. Announcements

V. Public Hearing

- A. City of Brookings Municipal Fee Study prepared by the Financial Consulting Solutions Group, Inc. (FCS Group) [page 11]
- B. Proposed Water and Wastewater Rate Adjustments for Fiscal Year 2006/2007 [page 39]

VI. Oral Requests and Communications from the Audience

- A. Committee and Liaison reports
 - 1. Chamber of Commerce
 - 2. Council Liaisons
- B. **Public Comment – limited to a maximum of 5 minutes per person**
A public comment card, located near the southern council door, must be completed and turned into the Administrative Assistant prior to the beginning of the meeting or prior to approaching the podium to speak.

VII. Regular Agenda

- A. Discussion and possible award of a water line construction contract and declare an emergency to facilitate a time-line required for completion (Public Works) [page 41]
- B. Discussion and possible sponsorship of Chamber of Commerce Annual Awards Banquet [page 47]
- C. Discussion and possible sponsorship of Vietnam Veterans of America 4th of July Firework at the Port (City Manager)[page 49]

VIII. Consent Calendar

- A. Approval of Council Meeting Minutes
 - 1. Meeting of May 8, 2006 [page 51]

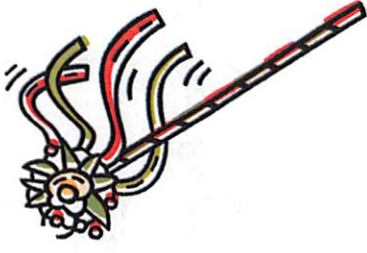
End Consent Calendar

IX. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

X. Adjournment

Note: On June 12th the City Staff is scheduled to brief the Council on water and sewer systems upgrades needed to serve development projects on the north end of the City, including the Lone Ranch master planned project. This will include a list of specific projects and proportionate financial obligations.



Events

May 2006

May 2006							June 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	4	5	6	7	8	9	10
8	9	10	11	12	13	14	11	12	13	14	15	16	17
15	16	17	18	19	20	21	18	19	20	21	22	23	24
22	23	24	25	26	27	28	25	26	27	28	29	30	
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
May 1 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing 6:00pm CC Council/Planning Commission Work S 7:00pm CC-Planning 7:00pm Ed. CEP Evergreen	9:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee 7:00pm FH-PoliceReserves	9:00am CC-Crm Stoppers 3:00pm CC SafetyComMtg Kathy Dunn 4:00pm Planning dept	9:00am FH Deposition 10:45am Dale to Library	
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729	10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee	3:00pm CC Urban Renewal Advisory Committee		
9:00am CC Elections Kim 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	7:00am CC Elections Kim 8:30am CC-Investigator/Patrol Information Sharing 6:00pm CC Council/Planning 6:30pm FH-American Red 7:00pm CC Planning	10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee	2:00pm CC CEP Joyce 469-8817 4:00pm CC-Municipal Court		
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg		10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee	9:30am CC CARS mtg 7:00pm CC-Parks & Rec Comm/City Manager		CC Traffic School with Marvin
Memorial Day - City Offices closed		10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee			

5/18/2006 8:23 AM

CC Council Chamber
FH Fire Hall
CM City Manager's Office

June 2006

June 2006					July 2006				
S	M	T	W	T	S	M	T	W	T
4	5	6	7	8	2	3	4	5	6
11	12	13	14	15	9	10	11	12	13
18	19	20	21	22	16	17	18	19	20
25	26	27	28	29	23	24	25	26	27
				30	30	31			
				31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			June 1 9:00am CC-Crm Stoppers 3:00pm CC SafetyComMtg Kathy Dunn	2	3
5 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	6 8:30am CC-Investigator/Patrol Information Sharing 7:00pm CC-Planning Commsn 7:00pm Ed. CEP Evergreen Federal Joyce 469	7 10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee 7:00pm FH-PoliceReserves	8 3:00pm CC Urban Renewal Advisory Committee	9	10
12 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	13 10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729	14 10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code 5:00pm CC-Victims Impact Panel-Mindy-Curry	15 1:00pm CC-Municipal Court 2:00pm CC CEP Joyce 469-8817	16	17
19 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	20 8:30am CC-Investigator/Patrol Information Sharing 6:30pm FH-American Red Cross Mtg/Karen 7:00pm CC Planning Commission meeting	21 10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee	22 7:00pm CC-Parks & Rec Comm/City Manager	23	24 CC Traffic School with Marvin 225
26 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	27	28 10:00am CC- Site Plan Com Mtg/Lauralee Gray 1:30pm CC Land Development Code committee	29	30	

CC Council Chamber
FH Fire Hall
CM City Manager's Office

2

5/18/2006 8:23 AM



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

RECEIVED

MAY 11 2006

Per DA.....

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

Name: Hedda Markham Date: May 10, 2006

Physical Address: 843 Chetco Point Terrace

Mailing Address: _____ Phone: 412 8855

Email Address: DrHedda@aol.com

This is my application to serve on the following board or committee. Check one or more:

- ☐ City Council (4 year term, appointed by Council)
- ☒ Planning Commission (4 year term, appointed by Council)
- ☐ Parks and Recreation Commission..... (4 year term, appointed by Council)
- ☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)
- ☐ Budget Committee..... (3 year term, appointed by Council)
- ☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: 1 Year: _____
2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.)

see attached

(Continued on back)

2. Continued: _____

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

See attached

4. Please list no less than three references:

NAME:	ADDRESS:	PHONE:
A. Jan Ioren	18276 Delaware Dr PO Box 7531	469-5095
B. Marilyn Wood	PO Box 475	469 3019
C. Ann MacLean	16289 Hwy 101 S	469 0692

Adelle O'Connell May 10, 2006
Signature—My signature confirms my knowledge Date
this document will be presented to the City Council
and news media and become public information.

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

	_____	Date
	_____	5-11-06 Date
Witness		
	_____	5-11-06 Date
Witness		

Hedda Markam

2- I am interested in becoming involved with the Planning Commission because it is an opportunity to be involved with the community on a significant level.

I have served on several Commissions in my previous hometown (Oxnard, Ca.) where I was involved with the Downtown Development Commission. This Commission reviewed all plans for the downtown area with the goal of developing a blending of store fronts and signage. As well as building a stronger base for tourism.

Over the years I have served on several Boards including: Ventura County Mental Health Board, Oxnard Public Library Board of Trustees, and the Board of Directors for Soroptimist International of Oxnard.

I know how boards and commissions work, what makes them successful and productive and I know how to avoid many of the pitfalls.

Being a psychologist I have also developed skills in running groups,, participating in group projects and knowing when to back down.

I have a degree in Art History from Brooklyn College and have a good sense of space and design.

Even though I have only been in Brookings for a brief time I feel that this can be an advantage. I have the perspective of a newcomer, seeing things for the first time. I will not be influenced by loyalties to individuals but rather I can focus on the needs of the entire community.

I am very motivated and as a retired person I have time and energy to devote to the Planning Commission.

Hedda Markham

3- I was born and raised in New York City. After High School I went to Brooklyn College for a degree in Art History. I then worked for Art News Magazine, Newsweek Magazine and Art Directions Magazine doing both research and copwriting. Then I went with Japan Air Lines (I lived in Tokyo for one year) as a Public Relations Representative and Travel Writer.

After leaving NY in 1970 I moved to Los Angeles. There I attended Mount Saint Mary's College and became a Registered Nurse. While working as an RN I returned to school and got a BA, MA and PhD in Clinical Psychology.

I worked as a Psychologist and Educator (teaching Graduate School-part time) until I retired in 1998.

I have been married to my husband Ira Deutsch for 11 happy years.

I have always been a volunteer. Starting as a teenager I was a Red Cross volunteer in the local bloodbank. Since then I have volunteered for many, many community activities and functions. I have helped run parades, festivals, fund raising, food bank, and many more activities.

I believe a successful community can be measured by the involvement of their populace. And I want to be part of that success.

CITY OF BROOKINGS

City Council Agenda Report



PUBLIC HEARING REPORT

Date: May 12, 2006

To: Mayor & City Council

From: Paul Hughes, Finance Director

Subject: City of Brookings Municipal Fee Study prepared by the Financial Consulting Solutions Group, Inc (FCS Group).

Recommendation: Discussion Only

Background /Discussion:

During the January 23, 2006 Council meeting, a municipal fee study contract was awarded to the FCS Group, Inc, to determine if the city's current service fees are appropriate related to the costs of performing the service. All fees other than utility user fees, system development fees and system replacement fees are included in the study. Planning department and public works related fees were the main focus of the study. Staff spent considerable time with the consultants on-site and via e-mail/phone gathering, developing and reviewing time analysis and cost information. A draft of the results was presented and discussed on April 13th during a council work session. Recommendations and requested changes to the draft report were implemented and are included in the updated draft which will be presented this evening by Stephen Land of the FCS Group. The study also includes language to capture all of the city's actual costs (staff time, consulting services, materials and supplies, etc.) related to specific planning services.

Financial Impact(s):

The study illustrates that the majority of the planning and public works related fees are well below the associated cost to the city. If adopted, the recommended fees will pay for the associated cost of providing the service.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

City of Brookings

Municipal Fee Study

City Council Public Hearing
May 22, 2006

Presentation Outline

- ☐ Cost of Service Methodology
- ☐ Findings – Planning & Community Development
- ☐ Findings - Other Departments
- ☐ Other Findings
- ☐ Next steps



Cost of Service

Methodology



Cost of Service Purpose

☐ Management Tool

- Identifies the loaded or full cost of providing services

☐ Loaded Costs

- Direct Labor + Benefits
- Allocated City Overhead

☐ Full Costs

- Direct Labor + Benefits
- Indirect Labor + Benefits
- Allocated City Overhead

☐ Fee Determination

- Provides a cost basis for adjusting fees to meet Council's cost recovery policies



Terminology

☐ Direct Services

- Services provided as a result of a specific project, permit application, or request
- Often tied to a specific fee

☐ Indirect Services

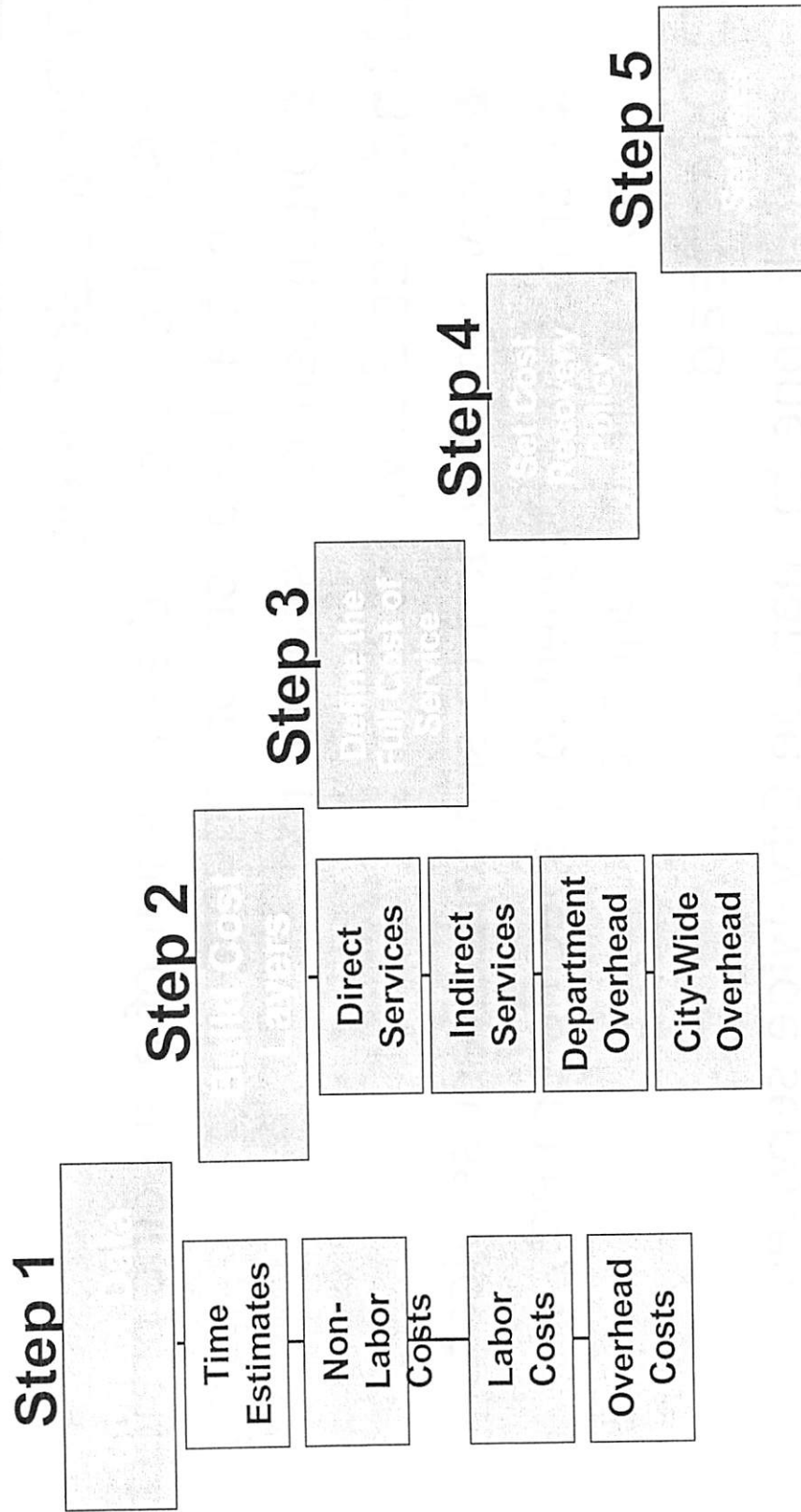
- Services provided to support direct services
- Cannot be assigned to a specific project, application, or request

☐ Overhead

- Work done to manage City-wide services

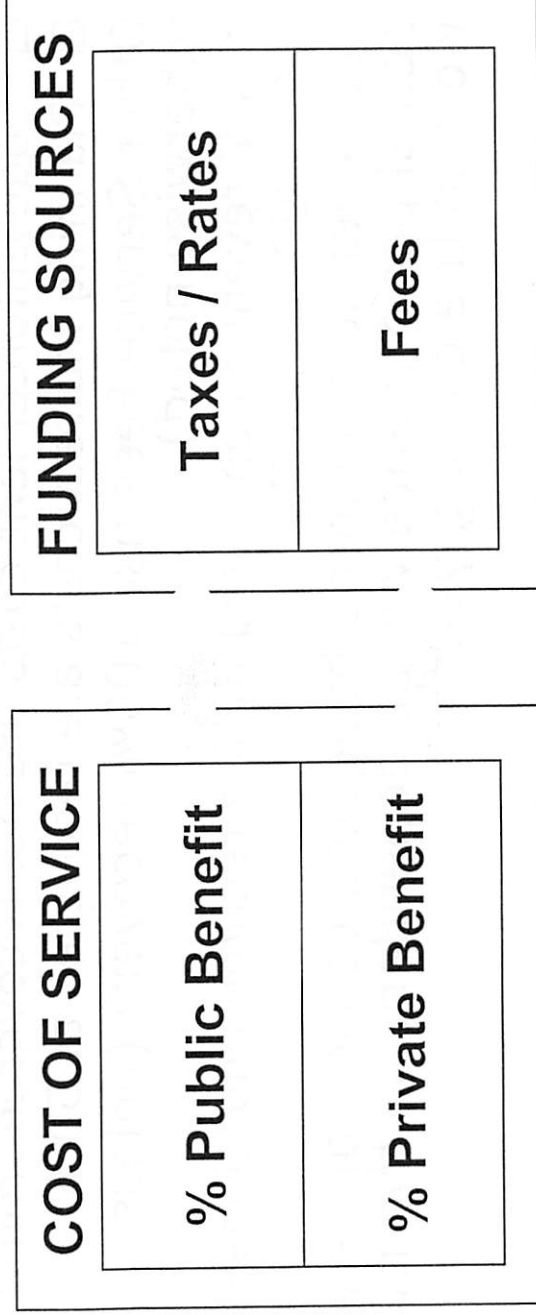


General Methodology



Cost Recovery Determination

Who benefits from a service?



Recovery Rate = the percent of fee-supported service costs recovered from fee revenues

Remarks

- ☐ The appropriate recovery rate for various fees is a City policy decision
 - Building Permit Services uses historical recovery rate
 - Planning Services
 - ☐ Code enforcement costs are not recovered from fees
 - ☐ Planning indirect costs are recovered at 50%
 - Other Service Fees use 100% recovery (unless otherwise noted)
- ☐ Additional revenue generated by fee recommendations can only be roughly estimated
 - Fee revenue should be budgeted conservatively as actual performance will be dependant on the mix of work in the coming year

Services Evaluated

- ☐ Building Permitting
- ☐ Planning Permitting
- ☐ Water Distribution
- ☐ Wastewater Collection
- ☐ Administration
- ☐ Police/Fire/Municipal Court
- ☐ Parks & Recreation and Pool



Findings:

Planning & Community Development (PCD)



FCS GROUP (425) 867-1802

10

Full Cost of Building Permit Services *

Direct Service Costs \$ 81,969

Indirect Services

Code & Policy Development	8,086
Public Assistance & Info	2,846
Code Enforcement	474
Training & Certification	1,423
Tech Assist. to Other Depts.	2,429
Site Plan Committee	7,131
General Administration	4,800

Overhead Costs

Legislative/Administrative	4,736
Finance	<u>4,985</u>

TOTAL COSTS \$ 118,879

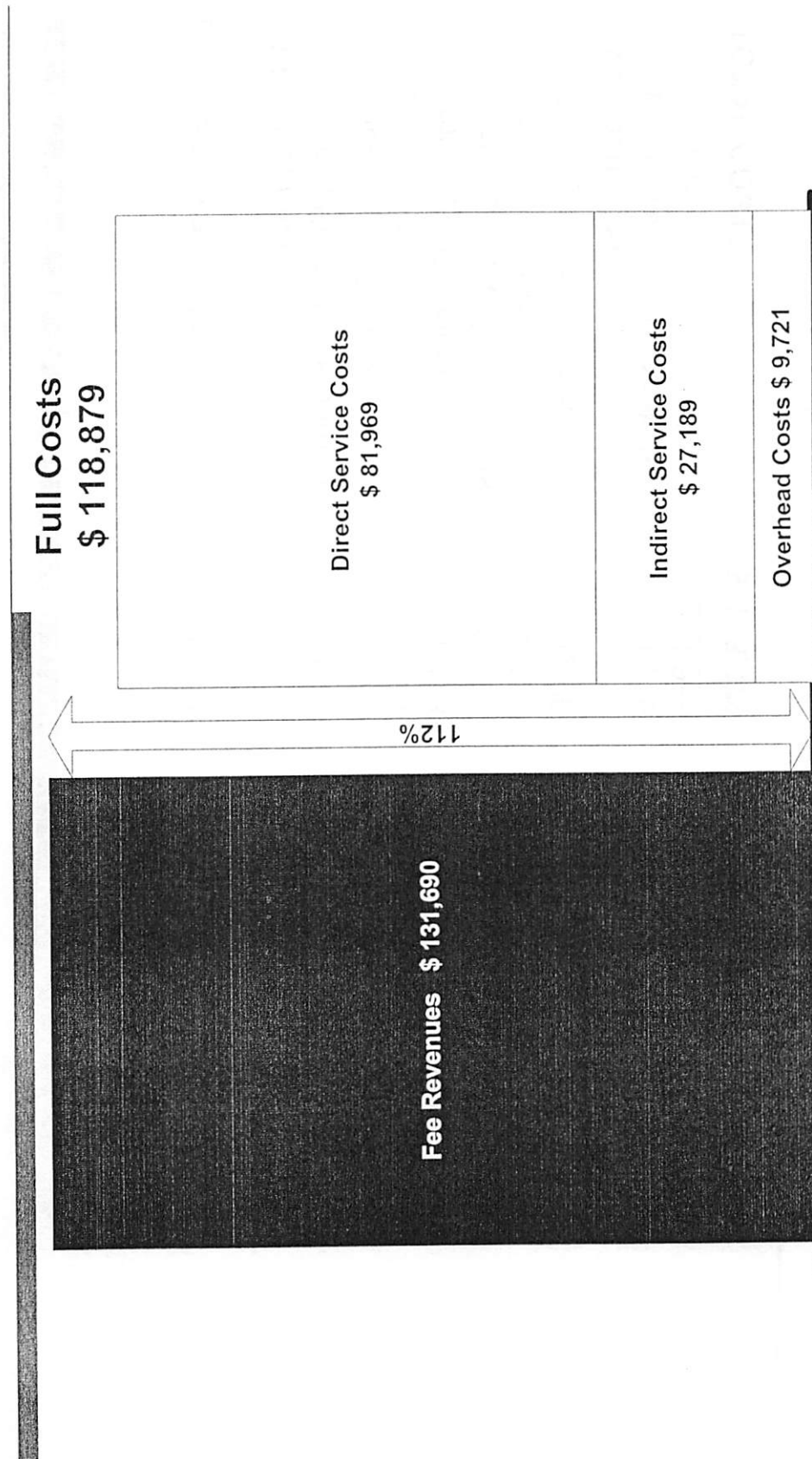
Direct Service Costs
\$ 81,969

Indirect Service Costs
\$ 27,189

Overhead Costs \$ 9,721

* Full costs do not include unpaid managerial/exempt time.

Target Cost Recovery for Building Permit Services



Building Permit Services

- ☐ No adjustment to Fees
 - Recovery Rate (112%) is close to full cost recovery
 - Some revenues collected for work in future years
 - Avoid the State regulatory process and timeline for any building fee adjustment



Full Cost of Planning Permit Services *

Direct Service Costs \$ 129,574

Indirect Services

Code & Policy Development	13,014
Public Assistance & Info	29,406
Code Enforcement	10,178
Training & Certification	1,967
Tech Assist. to Other Depts.	4,721
Site Plan Committee	5,860
General Administration	64,230

Overhead Costs

Legislative/Administrative	12,234
Finance	12,878

TOTAL COST \$ 284,062

Direct Service Costs \$ 129,574
Indirect Service Costs \$129,376
Overhead Costs \$25,112

* Full costs do not include unpaid managerial/exempt time.

FCS GROUP (425) 867-1802

Target Cost Recovery for Planning Permit Services

GF Resources \$ 69,777	
Additional Fee Revenue Target \$ 198,811	
75%	
Indirect Service Costs \$ 119,198	Direct Service Costs \$ 129,574
Overhead Costs \$ 25,112	
Fee Revenues \$ 15,475	

Planning Fee Recommendations *

* Apply highest fee if multiple project approvals are required.

Existing Fees	Current Fee	Staff Recommendation
Annexation ¹	\$725	\$5,000
Comprehensive Plan Amendment(s) ¹	\$375	\$3,590
Conditional Use Permit	\$300	\$2,545
Extension of Time SUB/CUP	\$50	\$245
LU Appeals to City Council	\$125	\$1,430
LU Appeals to Planning Comm.	\$75	\$955
Lot Line Adjustment	\$25	\$140
Major Part./Sub-division ¹	\$400	\$3,000
Minor LU Change	\$150	\$980
Minor Partition	\$200	\$1,960
PUD Application ¹	\$450	\$4,200
Signs	\$25	\$130
Street Vacation Fee	\$350	\$2,410
Variance	\$175	\$2,385

¹ For the above fees the base will be charged which reflects less than average costs for such applications. If City costs for processing the application exceeds the base fee, the applicant will be billed monthly for staff and/or consultants' time and other associated costs incurred with processing the application (including, but not limited to planning, public works, engineering, City administration, legal, and inspection services).

Planning Fee Recommendations *

* Apply highest fee if multiple project approvals are required.

Potential Fees	Current Fee	Staff Recommendation
County Referrals	n/a	\$955
Detailed Development Plan ¹	n/a	\$7,128
Final Map Approval	n/a	\$515
GIS Mapping Research/Reports	n/a	\$475
LU Compatibility Statements	n/a	\$40
Master Plan Development ¹	n/a	\$8,400
Permit Clearance Review	n/a	\$165
Pre-App. Services ²	n/a	\$515
Re-Notification	n/a	\$135
Zone change (without Comp Plan Amendment)	n/a	\$2,690

¹ For the above fees the base will be charged which reflects less than average costs for such applications. If City costs for processing the application exceeds the base fee, the applicant will be billed monthly for staff and/or consultants' time and other associated costs incurred with processing the application (including, but not limited to planning, public works, engineering, City administration, legal, and inspection services).

² Fee for the first meeting is applied to the application fee. Each additional Pre-App meeting adds \$515 to the application fee.

Findings:

Other Departments



FCS GROUP (425) 867-1802

Wastewater Collection Fees

	Current Fee	Staff Recommendation
New Sewer Connection Fee		
With existing lateral to property line		
Account Setup Fee [a]	\$10.00	\$10.00
Without existing lateral to property line [b]		
Tap-in Fee- 4"	985.00	3,500.00
Tap-in Fee- 6"	1,010.00	4,700.00
Sewer Lateral Inspection	\$50.93	\$20.00

[a] Covers internal administrative fee to setup account

[b] Sewer Tap-In Fee recommendations reflect cost for outside contractor.

Public Works wishes to implement 2% and 3% of project value charges to cover the costs for in-house plan review and inspections.

Water Distribution Fees

	Current Fee	Staff Recommendation
Red Tag Fee	\$15.00	\$20.00
Delinquent Shutoff Fee	25.00	20.00
Inside City Limits	5.00	20.00
Outside City Limits	7.50	30.00
Construction Water (6 months max)	60.00	20.00
Cleaning Water (2 weeks)	25.00	20.00
After Hours Call Out	\$40.00	\$110.00
Meter Installation (Existing Subdivision)	\$90.00	\$110.00
Meter Installation (New Subdivision) ¹		
Inside City Limits- 3/4"	775.00	2,500.00
Inside City Limits- 1"	865.00	2,900.00
Inside City Limits- 1 1/2"	1,410.00	2,900.00
Inside City Limits- 2"	2,015.00	6,500.00
Outside City Limits- 3/4"	1,162.50	3,800.00
Meter Test	\$25.00	\$50.00

¹ Fees reflect the cost of third-party contractor

Administration Fees

	Current Fee	Staff Recommendation
Copies of City Records ¹		
Single Sided	\$0.25	\$0.25
Double Sided	0.50	0.50
Tapes of Meetings (tapes provided by individual)	7.00	32.00
Tapes of Meetings (tapes provided by City)	10.00	32.00
Liquor License		
New Application	25.00	25.00
Renewals	25.00	25.00
Notary	5.00	5.00
Return Check Charge ²	25.00	25.00
GIS Maps (Regular)	n/a	12.00
GIS Maps (with ortho background)	n/a	\$25.00

¹ Large copying projects will be charged a \$25 fee plus a 25¢ or 50¢ charge per sheet or actual copying and labor costs with prior approval of requestor.

² Punitive charge, not cost-based



Public Safety Fees

	Current Fee	Staff Recommendation
Existing Fees (Police)		
Driver License Sanctions	\$15.00	\$15.00
Fingerprinting	10.00	10.00
Intoxilizer	5.00	5.00
Report Copies	6.00	10.00
Video/Audio Recording	\$25.00	\$30.00
Potential Fees (Fire)		
Insurance Company Reports	n/a	\$100.00
Roadway Wash Downs	n/a	\$150.00

Parks Facilities & Pool Fees

Parks Fees	Staff Recommendation		
	Current Fee	Inside City	Outside City
Number of People			
0-50	\$ 25.00	\$ 40.00	\$ 40.00
51-100	50.00	40.00	50.00
101-200	75.00	40.00	75.00
201-400	150.00	40.00	150.00
401-600	300.00	40.00	300.00
601-1000	500.00	40.00	500.00
Each Additional 100	50.00	40.00	50.00
Stage Use Fee	\$ 50.00	\$ 40.00	\$ 50.00
Commercial Film Use			
1-5	\$ 100.00	\$ 40.00	\$ 100.00
6-30	150.00	40.00	150.00
31-60	300.00	40.00	300.00
61-100	400.00	40.00	400.00
Each Additional 100	100.00	40.00	100.00
Stage Use Fee	\$ 50.00	\$ 40.00	\$ 50.00

Other Findings

- ☐ Municipal Sale of GIS Products
 - White Paper distributed to City Management Team
 - ☐ Some municipalities sell GIS products such as zoning and infrastructure maps
 - No standard method of charging for the products
- ☐ Review of allowable Oregon permitting practices
 - White Paper distributed to City Management Team
 - ☐ No inconsistencies were identified in the City's current fees
 - ☐ Examples were provided of permitting cost arrangements for exceptional projects, where out of pocket costs and/or fully loaded labor costs are billed to the applicant

Other Fee Issues

- Pool Fees are not related to operating costs. Staff recommends no change in existing schedule
- Certain minor fees are still under staff consideration



Next Steps

- ☐ Draft Proposed Rate Resolution
 - By June 19, 2006
- ☐ Adopt of Resolution
 - By June 26, 2006



CITY OF BROOKINGS

City Council Agenda Report



PUBLIC HEARING REPORT

Date: May 12, 2006

To: Mayor & City Council

From: Paul Hughes, Finance Director

Subject: Proposed Water and Wastewater Rate Adjustments for Fiscal Year 2006/2007

Recommendation: Discussion Only

Background /Discussion:

The current water and wastewater utility rates do not have an annual inflationary factor built into them. Increasing or decreasing the utility rates annually according to the Consumer Price Index for all urban consumers (CPI-U) will keep the rates at the same inflationary level as the expenses needed to operate the utilities. The CPI-U increased 3.4% from March 2005 to March 2006. This is the percentage staff will recommend for an increase to water and wastewater rates effective July 1, 2006. A CPI-U increase of 3% is included in the 2006/2007 budget approved by the budget committee.

The detail design and construction of a Class "A" biosolids treatment facility is planned for Fiscal Year 2006/2007. The total estimated project cost is \$3.8 million creating an annual debt service payment and operating cost increase of \$315,400 to the Wastewater Fund. Approximately \$87,000 or 27.59% of the annual cost increase is expected to be recovered from the Harbor Sanitary District (HSD) according to the MOU dated July 13, 2004 between the city and HSD. The remaining annual increase of \$228,400 will require a 12.26% increase in all wastewater rate categories. This increase is built into the Fiscal Year 2006/2007 budget approved by the budget committee. The attached spreadsheet details the changes in all utility rates discussed.

Financial Impact(s):

The CPI-U increase generates approximately \$27,000 and \$50,000 in water and wastewater revenues and offsets inflationary increases in operating expenditures. The 12.26% increase in wastewater rates will offset the annual cost of the class "A" biosolid treatment facility.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

CITY OF BROOKINGS
PROPOSED WATER AND SEWER RATES
EFFECTIVE JULY 1, 2006

UTILITY	1		2		PROPOSED RATES EFFECTIVE JULY 1, 2006
	CURRENT RATES	CPI ADJUSTMENT 3.40%	CLASS A TREATMENT PROJECT 12.26%		
WATER:					
- INSIDE CITY					
FLAT FEE	6.00	0.20		\$	6.20
PER 100 Cubic Feet of Usage	1.30	0.04		\$	1.34
- OUTSIDE CITY					
FLAT FEE	12.00	0.41		\$	12.41
PER 100 Cubic Feet of Usage	2.60	0.09		\$	2.69

SEWER:					
- RESIDENTIAL	35.95	1.22	4.41	\$	41.58
- COMMERCIAL					
SERVICE CHARGE	2.03	0.07	0.25	\$	2.35
PER 100 Cubic Feet of Usage	3.94	0.13	0.48	\$	4.55
- RESTAURANT					
SERVICE CHARGE	2.03	0.07	0.25	\$	2.35
PER 100 Cubic Feet of Usage	4.47	0.15	0.55	\$	5.17
- INDUSTRIAL					
SERVICE CHARGE	2.03	0.07	0.25	\$	2.35
PER 100 Cubic Feet of Usage	5.35	0.18	0.66	\$	6.19
- SCHOOLS					
SERVICE CHARGE	2.03	0.07	0.25	\$	2.35
PER 100 Cubic Feet of Usage	2.33	0.08	0.29	\$	2.70
- CHURCHES					
SERVICE CHARGE	2.03	0.07	0.25	\$	2.35
PER 100 Cubic Feet of Usage	2.27	0.08	0.28	\$	2.63

1 CPI RATE ADJUSTMENT OF 3.4% REFLECTS THE ANNUAL CHANGE IN THE CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U) FROM MARCH 2005 TO MARCH 2006.

2 THE 12.26% INCREASE IN BASED ON AN ESTIMATED ANNUAL INCREASE IN DEBT SERVICE AND OPERATING COSTS OF \$228,400. IF THE CITY RECEIVES ANY PROJECT GRANT FUNDING A LESSOR RATE INCREASE WILL BE REFLECTED.



CITY OF BROOKINGS

City Council Agenda Report

Date: May 18, 2006
To: Mayor & City Council
From: Don Wilcox, Public Works Director
Through: Dale Shaddox, City Manager
Subject: Notice to Council of Water Treatment Plant (WTP) by-pass recommendation and associated award of a water line construction contract and to declare an emergency to facilitate expedited construction during the time available between now and summer peak water demands.

Recommendation: Approve by-passing of the water treatment plant and authorize the City Manager to negotiate and enter into a Construction Contract with John Williams Construction for a not-to-exceed amount of \$53,790 for a WTP by-pass construction project and to declare an emergency.

Background /Discussion:

The City has anticipated a need to blend water from both of our approved water supplies (WTP and Ranney Intake) as summer peak day water demands increase above what our water treatment plant alone can process. The City experienced significantly higher summer peak day demands in 1999 and 2003 than we experienced during the summers of 2004 and 2005, likely directly related to how hot the summers were each year. Those summer peak day demands in 1999 and 2003 were equal to the maximum production capacity of our water treatment plant. In addition, we have added many new connections to our system since 2003. To avoid the potential of a water production shortfall and be adequately prepared for this summer's water demands anticipated during average or warmer than average summers, staff recommends this project to be completed prior to this summer's peak water demand days. The emergency declaration is necessary because formal advertising for bids for this project would take 6 to 8 weeks, however we believe by requesting several bids informally we have achieved the same advantage of competitive bidding but within a three week period. We received three bids from the four contractors we asked for informal bids from that were available to perform this work within the needed time frame.

Emergency means circumstances that create a substantial risk of loss and requires prompt execution of a contract to remedy the condition. This Report satisfies all requirements for documentation required by Local Public Contracting Rules and ORS 279 A-C.

Financial Impact(s):

Similarly to the recently awarded parallel water line project, this project takes priority over the construction of a new 2.0 MG water reservoir and will utilize a portion of the funds set aside in the Reserve Fund. This contract amount of \$53,790 will come from the General Reserve Fund which currently has \$600,000 earmarked for the 2.0 MG water reservoir.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

898 Elk Drive
Brookings, OR 97415
www.brookings.or.us

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

Bid Form

PROJECT: City of Brookings, Water Treatment Plant "Raw Water By-Pass"

TO: (Owner) City of Brookings

BIDDER: John Williams Construction
(Contractor to print or type name)

1. GENERAL

The Bidder declares that they have carefully examined the Contract Documents for the construction of the proposed improvements; that the Bidder has personally inspected the contemplated construction area, that the Bidder has satisfied themselves as to the quantities of materials, items of equipment, possible difficulties, and conditions of work involved. The Bidder agrees that if this Proposal is accepted, the Bidder will, within ten (10) calendar days after receiving contract forms, execute the Agreement between Owner and Contractor as specified, and deliver to the Owner the Performance and Labor and Payment Bonds required herein.

BASIC BID:

The undersigned bidder, in submitting his bid, authorizes the Owner to evaluate the bids and make a single award on the basis of the total price of all bid units or to delete one or more bid units at the Owner's option.

After having examined all of the contract documents for proposed Water Treatment Plant "Raw Water By-Pass" as prepared by HGE INC., Architects, Engineers, Surveyors & Planners, 375 Park Avenue, Coos Bay, Oregon, we do hereby propose to furnish labor and materials to complete the work required by said documents for the following fixed sum:

Fill in lump sum (amount) for total project cost, in written words in space provided, and in numerals within parentheses.

City of Brookings, Water Treatment Plant "Raw Water By-Pass"

Fifty Three Thousand Seven Hundred Ninety Dollars
and Zero Cents (\$ 53790⁰⁰) complete.

Bidder to provide a schedule of values for work stated above.

Bidder further agrees to be bound by the entire Contract Documents, including the following documents:

Invitation to bid	General Conditions
Bid Form (this document)	Supplementary General Conditions
Contract for Construction	Technical Specifications
Performance Bond	Plans/Drawings
Issued Change Orders, duly delivered	Applicable State and Federal laws
City of Brookings Standard Specifications	Prevailing Wage Rate Laws
Issued Field Orders by City of Brookings	
Other requirements and laws referenced in these documents	

2. BONDS AND INSURANCE

PERFORMANCE BOND and PAYMENT BOND

Both a performance bond and a payment bond; each in the amount of one hundred percent (100%) of the contract price; *executed on the bond forms included in this document*; with a corporate surety approved by the Owner and the Engineer, licensed to transact such business in the State of Oregon and listed on the Treasury Department Circular 570; will be required under this Contract to ensure faithful performance of the Work by the Contractor, and to ensure faithful payments by the Contractor to all persons performing labor or supplying materials for this project. The Bidder shall state in the proposal the name and address of the surety or sureties, which will sign these bonds in case the Contract is awarded to the Bidder. Bonds shall be delivered by the accepted Bidder (Contractor) simultaneously with the delivery of the executed Contract.

INSURANCE

CONTRACTOR shall purchase and maintain such liability and other insurance as is appropriate for the Work being performed and as will provide protection from claims as set forth in Article 5 of the General Conditions and respectively corresponding Supplementary General Conditions.

3. COMPLETION DATE

It is understood that time is of the essence in the execution of this Contract in order to avoid undue hardship upon the Owner, and that the completion dates designated herein may be a consideration in the award of the Contract. The Owner desires to give a Notice to Proceed _____ and have the project Substantially Complete by _____.

The Undersigned agrees that he will have the project Substantially Complete on or before Based on NTP material will take 14 weeks for Delivery and
(Contractor to fill in date) Substantial completion should be within 3 weeks

John Williams Construction

P.O.Box 1964 Bandon, OR. 97411

CCR # 149095

May 14, 2006

City of Brookings
Water Treatment Plant " Raw Water By-Pass "

Schedule of Values.

1. Mobilization, Bond.	<u>\$3163.00</u>
2. 8"X 53' SS Pipe	<u>\$15965.00</u>
3. 8" Wafer Valve w/Rotax	<u>\$8270.00</u>
4. 8" Flow Meter	<u>\$6258.00</u>
5. (2) 8" Wafer Valves	<u>\$2622.00</u>
6. Pipe Fittings	<u>\$2911.00</u>
7. Pipe Stands	<u>\$1600.00</u>
8. Electrical Work	<u>\$13000.00</u>

Total Price \$53790.00

(c) The City of Brookings reserves the right to terminate the contract without penalty, in the event that the City of Brookings determines that the contract is no longer consistent with the City of Brookings's present or planned use of the property or the public interest.

(17) **Used Property.** The City of Brookings may contract for the purchase of used property by negotiation if such property is suitable for the City of Brookings's needs and can be purchased for a lower cost than substantially similarly new property. For this purpose the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by the City of Brookings. The City of Brookings shall record the findings that support the purchase.

(18) **Utilities.** Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.

F. **Contracts Required by Emergency Circumstances.**

(1) **In General.** When the City of Brookings determines that immediate execution of a contract within the City of Brookings's authority is necessary to prevent substantial damage or injury to persons or property, the City may execute the contract without competitive selection and award or City approval, but, where time permits, the City shall attempt to use competitive price and quality evaluation before selecting an emergency contractor.

(2) **Reporting.** The City of Brookings shall, as soon as possible, in light of the emergency circumstances, (1) document the nature of the emergency; the method used for selection of the particular contractor and the reason why the selection method was deemed in the best interest of the City of Brookings and the public.

(3) **Emergency Public Improvement Contracts.** A public improvement contract may only be awarded under emergency circumstances if the City of Brookings has made a written declaration of emergency. Any Public Improvement Contract award under emergency conditions must be awarded within 60 Days following the declaration of an emergency unless the City of Brookings grants an extension of the emergency period. Where the time delay needed to obtain a payment or performance bond for the contract could result in injury or substantial property damage, the City of Brookings may waive the requirement for all or a portion of required performance and payment bonds.

G. **Federal Purchasing Programs.** Goods and services may be purchased without

authorities of the purchasing manager under this Resolution may be delegated.

C. **Mandatory Review of Rules.** Whenever the Oregon State Legislative Assembly enacts laws that cause the attorney general to modify its Model Rules, the City of Brookings shall review the Public Contracting Regulations, other than the Model Rules, and recommend to the City of Brookings any modifications.

5. **Public Contracts – Definitions.** The following terms used in these regulations shall have the meanings set forth below.

Award means the selection of a person to provide goods, services or public improvements under a public contract. The award of a contract is not binding on the City of Brookings until the contract is executed and delivered by the City of Brookings.

Bid means a binding, sealed, written offer to provide goods, services or public improvements for a specified price or prices.

Contract price means the total amount paid or to be paid under a contract, including any approved alternates, and any fully executed change orders or amendments.

Contract review board or local contract review board means the City of Brookings City Council.

Cooperative procurement means a procurement conducted by or on behalf of one or more contracting agencies.

Disposal means any arrangement for the transfer of property by the City of Brookings under which the City of Brookings relinquishes ownership.

Emergency means circumstances that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and require prompt execution of a contract to remedy the condition.

Energy savings performance contract means a contract with a qualified energy service company for the identification, evaluation, recommendation, design and construction of energy conservation measures that guarantee energy savings or performance.

Findings are the statements of fact that provide justification for a determination. Findings may include, but are not limited to, information regarding operation, budget and financial data; public benefits; cost savings; competition in public contracts; quality and aesthetic considerations, value engineering; specialized expertise needed; public safety; market conditions; technical complexity; availability, performance and funding sources.

Goods means any item or combination of supplies, equipment, materials or other personal property, including any tangible, intangible and intellectual property and rights

RECEIVED

MAY 18 2006

CHAMBER OF COMMERCE
ANNUAL AWARDS BANQUET
17 JUNE, 2006
ELK'S LODGE

Per D.S.

To: Those wishing to sponsor a table for decoration and to advertise your business.

Subject: Table sponsorship

Cost: Fee is \$100.00 payable to the Chamber of Commerce at the time of your reservation. If you wish an Ambassador to come to your business and pick up the money, please phone the Chamber office at 469-3181 and someone will do so.

Deadline: 2 June, 2006.

HOW TO DECORATE:

- *Have a low centerpiece or decoration so that people at the table can see and converse with each other. The Ambassadors will mark each place setting so that one person at each table will win the centerpiece at the end of the evening.
- *You are encouraged to provide a small promotional item to each person at the table, although it is not a requirement. (There are generally 8 people seated at each table.)
- *Our theme for this year is "FAMILY, FRIENDS, AND FREEDOM." Our colors are Navy Blue and White.

WHEN TO DECORATE:

At 10:00AM Saturday morning, ¹⁷~~25~~ June, you may appear at the Elk's Lodge and your table will be ready for you to decorate. We plan to have all decorations completed by 1:00pm. If you need one of the Ambassadors to pick up your table decoration and set it up for you, just give the Chamber a call and arrangements will be made.

Hours for the evening are:

Social Hour	5:30
Dinner	6:30
Program	7:30

Sponsors should sit at a table other than their own. **LET'S ADVERTISE!!**

We will have approximately 15-20 tables. The tables will be assigned a number on date sponsor prepay.

Your contact person

Marlene Chland

Phone:

9-3812

City of Brookings
898 Elk Drive
Brookings, OR 97415



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: May 17, 2006

Re: Vietnam Veterans of America Request for Funding Assistance – 4th of July Fireworks Event

Subject: Vietnam Veterans of America Request for Funding Assistance – 4th of July Fireworks Event

Recommendation: Consider the request and, by motion, take action to either deny the request or approve the request in a specified amount.

Background /Discussion: The Vietnam Veterans of America group has requested and received funding from the City of Brookings in the past. Last year the City Council authorized the amount of \$750 plus paying for furnishing two portable bathroom facilities for the event. The attached request for this year is not in a specified amount, so Mr. Vitale should be asked for input at the meeting.

Financial Impact(s): Sufficient funds are available in the current (FY2005/06) budget to approve the request in the same amount as last year. However, should the Council decide to authorize funding in a different (higher) amount the General Fund appropriations balance overall (projected to year end of June 30) is such that it could be accommodated.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager



2006

4th of July fireworks

Port of Brookings Harbor



Dear Community Supporter,

Vietnam Veterans of America, Chapter 757, is pleased to be coordinating our 11th annual Independence Day, 4th of July Fireworks Celebration.

The fireworks display draws thousands of visitors to our local area and dollars circulate throughout our community; the entire day is one of family fun.

Beginning Saturday, July 1, food and craft vendors will be on the grassy area near the Chetco River Coast Guard station. Entertainment will be included.

We need your monetary support for our local salute to Independence Day; make donation checks payable to "VVA Fireworks" and mail to the address at the bottom of this letter or make a direct deposit to "VVA Fireworks" at either the Brookings or Harbor branch of the Chetco Federal Credit Union.

Thank you, in advance; see you on the beach.

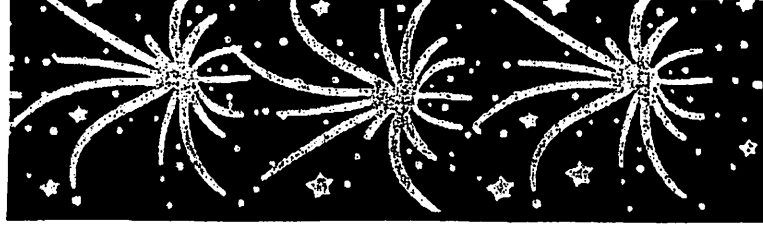
Sincerely,

Sam Vitale, Chairman
VVA#757 Fireworks Committee

H-469-6443

C-661-5155

Vietnam Veterans of America, Inc.
Chapter 757
P.O.Box 4056
Brookings, Oregon 97415



CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
May 8, 2006 7:00 p.m.

I. Call to Order

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Brookings Volunteer Fire Fighters

III. Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, Craig Mickelson, and Dave Gordon, a quorum present.

Council Absent: Ex Officio Councilor Susan Stadelman

Staff Present:

City Manager Dale Shaddox,

Public Works Director Don Wilcox,

City Attorney John Trew,

City Planner John Bischoff,

Fire Chief William Sharp,

and Administrative Assistant Donna Colby-Hanks

Media Present: Curry Coastal Pilot Reporter Peter Rice

Other:

Chamber of Commerce President Les Cohen,

and approximately 25 other citizens

Mayor Sherman announced the need to have a letter to the Curry County Commissioners added to the agenda.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to add to the agenda under VI Regular Agenda, C. A letter to the Curry County Commissioners regarding the Emergency Coordinators position.

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. Firefighter State Certifications

Firefighter I -- Ron Crouch, Jeff Lee, Jan Miller, Micah Senior

Firefighter II -- Bill Casteel

Mayor Sherman congratulated Ron Crouch, Jeff Lee, Jan Miller, and Micah Senior on their achievements. Bill Casteel was unable to attend the meeting.

2. *Proclamation - National Police Week*

Police Sergeant Jess Oliver accepted the Proclamation for National Police Week. Sergeant Oliver invited citizens to attend the memorial event to be held at the flagpole by the fire department on May 11th at 11:30 am. to honor lost police officers.

3. *Proclamation – National Teacher Appreciation Week*

Mayor Sherman presented the National Teacher Appreciation Week Proclamation to Cheryl Tuttle, Dino Cooper, and Chris Nichols. Ms. Tuttle accepted on behalf of all the teachers and workers of the district and announced a BHHS fundraiser on Saturday May 13th.

4. *Proclamation – Spring Clean-up Time*

Mayor Sherman presented the Spring Clean-up Time Proclamation to Pete Smart, CTR. Smart described the activities CTR was providing for clean-up projects.

B Announcements

1. *Yard of the Month – Barbara Schlenz, 965 Brooke Lane*

*Most Improved Property – Laszlo & Patricia Bernat, 96512 Dawson Road
Commercial Property – Words & Pictures, 407 Oak Street*

Mayor Sherman announced the winners of the program and invited citizens to nominate properties for each of the categories.

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. *Chamber of Commerce*

Les Cohen, Chamber of Commerce explained his participation on SWOCC Commission Board. The Chamber continues to attempt to predict the effect of the rising fuel prices on the area's economy.

2. *Council Liaisons*

Councilor Gordon attended the Bruins Café, a Port meeting, a 4CF meeting, a Del Norte Airport meeting, a Townhall meeting, and the Budget Committee meeting.

Councilor Mickelson attended the Budget Committee meeting, a Coos Curry Douglas meeting, and a marketing and promotion meeting at the Chamber.

Mayor Sherman attended the Budget Committee meeting, a Planning Commission/City Council work session, and five community events.

Councilor Anderson attended two city meetings.

Councilor Willms attended two city meetings, the Arbor Day tree planting, Chetco Point Park Grand Reopening, and did a presentation of dental care for the Soroptimist Club.

- B. *Public Comment – limited to a maximum of 5 minutes per person*
A public comment card, located near the southern council door, must be completed and turned into the Administrative Assistant prior to the beginning of the meeting or prior to approaching the podium to speak.
None.

VI. Regular Agenda

- A. *Discussion and possible award of a Professional Services contract for completion of a Storm Water Facilities Master Plan to HGE Inc. (Public Works)*

Public Works Director Don Wilcox reviewed the staff report, explained several minor changes, and answered several Council questions.

Councilor Anderson moved, a second followed, and the Council voted unanimously to award a Professional Services contract for completion of a Storm Water Facilities Master Plan to HGE Inc. in the amount of \$125,000.

- B. *Discussion and possible award of a Professional Services contract for Design Services and Project Management through Start-up of a Biosolids Treatment Construction Project to Kennedy Jenks Consultants (Public Works)*
Public Works Director Don Wilcox reviewed the revised staff report and explained the need to go through a formal advertised request for proposals for the Design Services and Project Management through Start-up of a Biosolids Treatment Construction Project.

Councilor Anderson moved, a second followed, and the Council voted unanimously to authorize staff to advertise and solicit for proposals for personal services contract via the City's formal purchasing policies for Design Services and Project Management through Start-up of a Biosolids Treatment Construction Project that produces class A biosolids and design of a new building to house the biosolids treatment equipment.

City Manager Dale Shaddox advised the Council this change would not require additional time for completion of the project.

- C. *Letter to the Curry County Board of Commissioners regarding the Emergency Coordinators Position*

Mayor Sherman reviewed the letter contained in the supplemental packet to the Curry County Commissioners regarding the Emergency Coordinators Position. Sherman explained the reasons this position should remain directly responsible to the Commissioners.

Councilor Gordon moved, a second followed, and the Council voted unanimously to send a letter supporting the Emergency Coordinators Position to remain directly responsible to the Curry County Commissioners.

VII. Consent Calendar

- A. *Approval of Council Meeting Minutes*
 - 1. *Meeting of April 24, 2006*
 - B. *Acceptance of Planning Commission Minutes*
 - 1. *Meeting of March 22, 2006*
 - 2. *Meeting of April 4, 2006*
 - C. *Approval of vouchers for month of April, 2005 (\$298,034.15)*
End Consent Calendar
- Mayor Sherman reviewed the consent calendar.

Councilor Willms moved, a second followed, and the Council voted unanimously to approve the consent calendar as published.

VIII. Ordinances/Resolutions/Final Orders

- A. *Final Orders*
 - 1. *Final Order and Findings of Fact in the matter of Planning Commission File No. ANX-1-06; application for approval of an annexation, KD Properties, et al, applicant.*

City Planner John Bischoff reviewed the application. Bischoff, Shaddox, and the Council discussed a damaged area under County jurisdiction on the access road. They agreed the City would not accept any portion of the road until it met city standards.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to adopt the Final Order and Findings of Fact in the matter of Planning Commission File No. ANX-1-06; application for approval of an annexation, KD Properties, et al, applicant.

- B. *Ordinances*
 - 1. *Ordinance No. 06-O-573, An Ordinance amending the city limits and zoning map of the City of Brookings by annexing 33± acres consisting of seven tax lots and designating the area Residential and applying the R-1-12 (Single Family Residential, 12,000 sq. ft. minimum lot size) on that certain property described below.*

Mayor Sherman read Ordinance No. 06-O-573 in its entirety.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to have the second reading of Ordinance No. 06-O-573 by title only.

Mayor Sherman read Ordinance No. 06-O-573 by title only.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to adopt Ordinance No. 06-O-573, an Ordinance amending the city limits and zoning map of the City of Brookings by annexing 33± acres consisting of seven tax lots and designating the area Residential and applying the R-1-12 (Single Family Residential, 12,000 sq. ft. minimum lot size) on that certain property described in Exhibit A and shown in Exhibit B.

IX. Remarks from Mayor and Councilors

A. Council

Councilor Anderson complimented staff on the new blinds.

B. Mayor

Mayor Sherman read a statement regarding information concerning capital improvement projects she came across in reviewing Borax annexation and MPod approval files. Sherman explained the files contained reports from HGE regarding an analysis of the allocation of costs between the City and Borax for the Parkview Drive/Crissey Circle project. HGE stated Borax's portion of the project was 50%, or about \$600,000. However, the project was funded entirely from the Sewer System Replacement Fund.

XII. Adjournment to Meeting of Urban Renewal Agency

Councilor Gordon moved and the Council voted unanimously by voice vote to adjourn to the meeting of the Urban Renewal Agency at 8:02 pm.

Respectfully submitted:

Pat Sherman
Mayor

ATTEST by City Recorder this ____ day of _____, 2006.

Paul Hughes
Finance Director/City Recorder