

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, September 9, 2019, 7:00pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Yard of the Month – August
 - a. Best Residential – Ron and Dena Manley, 7161 Vista Ridge Drive
 - b. Best Commercial – Dairy Queen, 349 Chetco Ave

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. Sherri Laier – Harris Beach State Park

F. Oral Requests and Communications from the audience

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

G. Consent Calendar

1. Approve Council minutes for August 26, 2019 [Pg. 3]
2. Accept Planning Commission minutes for August 6, 2019 [Pg. 5]

H. Staff Reports Public Hearings/Ordinances/Resolutions/Final Orders

1. Park Fee Waiver for Coastal Christmas Light Parade and Santa Party [PWDS, Pg. 7]
 - a. Park Use and Event Permit Application [Pg.8]
 - b. Waiver Request Letter [Pg. 11]
2. Purchase of Automated Meter Reading (AMR) System [City Manager, Pg. 12]
 - a. Ferguson – Sensus AMR Quote [Pg. 14]
 - b. 520 Smart Point Radio Transceiver Sheet [Pg. 16]
 - c. Vehicle Gateway Base Station Sheet [Pg. 18]

I. Informational Non-Action Items

1. August Vouchers [Pg. 20]
2. Committee Vacancies [Pg. 24]

J. Remarks from Mayor and Councilors

K. Adjournment

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

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, August 26, 2019

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges and John McKinney; a quorum present

Absent: Councilor Ron Hedenskog

Staff present: City Manager Janell Howard and Deputy Recorder Rita Ritz

Media Present: None

Others Present: Approximately nine audience members

Ceremonies/Appointments

Suicide Prevention and Awareness Month

- Mayor Pieper read the proclamation and presented it to Gordan Clay
- Gordan Clay addressed Council thanking them for their support and provided more statistics on suicide

Councilor Hamilton moved, Councilor McKinney seconded and Council voted unanimously for Mayor Pieper to proclaim September as Suicide Prevention and Awareness Month.

Yard of the Month

Mayor Pieper announced the Yard of the Month award recipient for Best Residential – Gary and Carolyn Milliman at 1090 Parkview Drive for June; Best Residential – Mavis Coppolo at 432 Fern Ave for July; Best Commercial – Wild Rivers Motor Lodge at 437 Chetco Avenue for July.

Carolyn Milliman thanked the Council for recognizing all the hard work Mr. Milliman has done to their property and how nice it is that they were able to receive the award.

Oral Requests and Communications from the audience

No one requested to address Council regarding non-agenda items.

Consent Calendar

1. Approve Council minutes for August 12, 2019
2. Accept Parks and Recreation Commission minutes for May 30, 2019
3. Receive monthly financial report for July 2019

Councilor Hodges moved, Councilor Hamilton seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

Emergency Housing Declaration Resolution

City Manager Howard presented the staff report.

David Barns of Gold Beach addressed Council in opposition of the Resolution.

Connie Hunter of 1310 English Court addressed Council in support of the Resolution.

Council Hodges requested for title to read as followed "A Resolution of the City of Brooking Supporting the Counties Declaration of a Housing Emergency in Curry County" and to make addition edits to read "resolves to support the Counties declaration".

Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to adopt Resolution 19-R-1167, declaring a housing emergency in Curry County with edits as requested.

2019 Street Improvement Project – Additional Work

City Manager Howard presented the staff report.

Councilor McKinney moved, Councilor Hodges seconded and Council voted unanimously to authorize the City Manager to enter into an agreement with Tidewater contracting to perform additional street paving work under the 2019 Street Improvement Projects.

Remarks from Mayor and Councilors

Councilor Hamilton commented on how nice Movies in the Park and concerts by America Music Festival (AMF) at Azalea Park have been this summer. He also reminds everyone to be safe this Labor Day weekend.

Adjournment

Councilor Hodges moved, Councilor McKinney seconded and with all Councilors in favor Mayor Pieper adjourned the meeting at 7:32 p.m.

Respectfully submitted:

ATTESTED:
this 9th day of September 2019:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

BROOKINGS PLANNING COMMISSION MINUTES
August 6, 2019

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:03 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Introduction of new Commissioner Cody Coons

Commissioners Present: Tim Hartzell, Skip Hunter, Cody Coons, Clayton Malmberg, Cheryl McMahan, and Gerald Wulkowicz

Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer

Others Present: 10 audience members

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

- 4.1 In the matter of File No. CUP-5-19, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 96335 Dawson Road.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:07 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's property manager Holly Hatch of Paragon Properties explained as property manager her business is available to contact any time if neighbors have concerns about vacation rental tenants and that they would only be parking on the parcel property.

Denise Ortega, 96511 West Cliff Drive, Brookings, expressed concern about a short term rental in the neighborhood of owner occupied homes.

Marko Torsen, 96507 West Cliff Drive, Brookings, expressed concern that the property was bought by a large out of the area corporation and being turned into a short term rental, limiting an already small rental market for residents. He was also concerned with the turnover of short term visitors in the neighborhood and that they typically don't respect property access to the beach and use private easements.

Debbie Gleason, 17192 S. Passley, Brookings, expressed concern about another short term rental changing the nature of the neighborhood and opposed.

Bob Huntoon, 96436 Ocean Park Drive, expressed concern that the traffic will increase and renters will use the private beach access for Chetco Terrace.

Applicants Julie & Joe Montoya, 1326 Susan Circle, Roseville, CA clarified that they are not a large corporation but incorporated their small business for financial purposes. They purchased the property with the intent to retire here in three years, have engaged with the neighbors and made substantial improvements to the property. They do have deeded beach access, housekeepers and landscapers who will be maintaining the property.

No participant requested additional time to submit materials. The public hearing was closed at 7:33 pm.

The Commission discussed criteria required for a CUP and deliberated on the matter. As the home is on a flag lot Chair Wulkowicz requested that the address be posted at the driveway entrance. **Motion made by Chair Wulkowicz to authorize a Conditional Use Permit to operate a Short Term Rental facility at 96335 Dawson Road, a .46 acre parcel located on Assessor's Map No. 40-14-36BC; Tax Lot 00200, zoned R-1-6, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval with Condition of Approval #13 be amended and that the address be visible and posted at the driveway entrance on Dawson Road; motion seconded by Commissioner Hunter. By a 6-0 vote the motion carried.**

Motion made by Commissioner Malmberg to approve the Final Order with modification of Condition of Approval #13 that the address be visible and posted at the driveway entrance on Dawson Road; motion seconded by Commissioner Hartzell. By a 6-0 vote the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of June 5, 2019. **Motion made by Commissioner Hunter to approve the minutes as presented; motion seconded by Commissioner Hartzell. Commissioners McMahan and Coons abstained. By a 4-0 vote the motion carried.**

UNSCHEDULED PUBLIC APPEARANCES - None

REPORT FROM THE PLANNING STAFF – Tony Baron provided an update on the number of CUP Short Term Rentals (STR) advising that there are currently 22 active STRs, five B & B/Home Occupation Permits, and three inactive CUP's. The number is not as high as perceived.

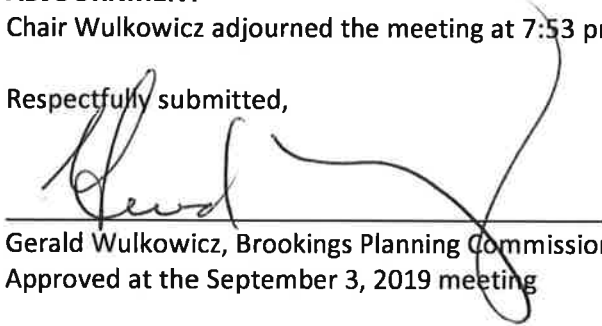
Discussed beach access issues for neighborhoods with deeded beach access and how to control people who use the easements illegally. Suggested signs with strong wording including trespassing language to discourage use.

COMMISSION FINAL COMMENTS - None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:53 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the September 3, 2019 meeting

CITY OF BROOKINGS

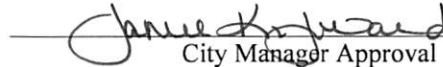
COUNCIL AGENDA REPORT

Meeting Date: September 9, 2019

Originating Dept: PWDS



Signature (submitted by)



City Manager Approval

Subject:

Park Fee Waiver Request for Coastal Christmas Light Parade and Santa Party

Recommended Motion:

To waive Event Permit fees for the Coastal Christmas Light Parade and the Park Use fees for the Santa Party at Oasis Park on December 14, 2019

Financial Impact:

Loss of \$62.50 in fee revenue.

Background/Discussion:

This is the fifth year the Coastal Christmas Elves have organized a downtown Christmas light parade with Santa starting at Azalea Middle School and ending at Oasis Park with Santa visits, Christmas caroling and hot cocoa. Each year the number of parade participants has increased and the Santa Party has grown more popular. This year they hope to attract @200 people to the downtown event.

Attachment:

- a. Park Use and Event Permit Application
- b. Waiver Request Letter



PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY USE ONLY		Rec'd Date:	By:
Department:	By:	Date:	Approved
Parks			Y / N
Public Works			Y / N
Fire			Y / N
Police			Y / N
Finance Dept.			Y / N

Please sign, date and deliver to the next Dept. Please note comments on pg. 4 under "Comments" and **RETURN TO LAURI** Distributed: _____

Event Date(s): 12 / 14 / 19 to / / Time: 12:30 am/pm to 7:30 am/pm Day(s): M/T/W/R/F/Sat/Sun
 No. of participants (each day): 200 Nature/Name of Event: Santa welcoming Party / Parade
 Organization: Santa Party
 Contact Person: Kathy Breshears Phone #: 251-2353 Cell #: _____
 Mailing Address: 17892 Rainbow Rock Rd
 email: breshearsjk@gmail.com Return deposit to: Kathy

PARK/LOCATION: (Check all that apply)

- ☐ Azalea ☐ Bud Cross ☐ Easy Manor
☐ Bankus ☐ Skate Park ☐ Chetco Point
☐ Stout ☐ Tennis Courts ☒ Oasis

Other: Oasis

AZALEA PARK AREA: (Check all that apply)

- ☐ Gazebo ☐ Bandshell/Stage ☐ Concession Stand – Bandshell
☐ Lawn area ☐ Kidtown Picnic Area ☐ Restrooms only – Bandshell
☐ Softball Field 1 ☐ Field 2 ☐ Multiuse Field ☐ Concession Stand – Softball
☐ Lights ☐ Restrooms only – Softball

Other: _____

Check Yes or No to each of the following:

- Will you be renting picnic tables? ☐ Yes ☒ No Qty: _____ Delivery _____
- Is this event free? ☒ Yes ☐ No If no, how will funds be secured/protected? _____
- Will amplification equipment be used? ☒ Yes ☐ No If yes, noise level must be contained within the immediate area.
Describe purpose/type: _____
- Will alcohol be served? ☐ Yes* ☒ No Will alcohol be sold? ☐ Yes* ☐ No If yes, must obtain Liquor License
*Additional requirements – see page 8 of application
- Will merchandise be sold? ☐ Yes ☒ No By whom/ Describe purpose/type: _____
- Do you want to place temporary signs? ☐ Yes ☒ No (Requires prior Park Supervisor approval – see page 1)
Describe quantity, location, type: _____

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed all pages of the application. **APPLICANT: It is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.**

Applicant Name (PRINT): _____
 Applicant SIGNATURE: _____ Date: _____

City Use Only: Paid: _____ Applicant Notified: _____ Parks Notified: _____



CITY OF BROOKINGS EVENT PERMIT REQUEST

- ☐ Car Show
☐ Flea Market
☐ Farmer's Market
☒ Parade
☐ Block Party
☐ Other: Coastal Christmas

Light Parade

Date(s) of event: Dec 14, 2019

Times: 4:30 - 7:30

Name: Coastal Christmas Elves

Address: 17892 Rainbow Rock Rd.

Telephone: 541-251-2353

Email: BreshearsJK@gmail.com

CITY PERSONNEL ONLY:		Rec'd: <u>8/19/19</u>	By: <u>hy</u>	
Department	By	Date	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date, and deliver to the next Dept. If comments apply, please note on "Comments - City Use Only."
RETURN TO LAURI Z. Distributed: _____

Permit Fees:

1. \$40.00 Permit Fee/\$10 per recurrence
2. \$89.00 Barricade/Cone Delivery Fee
3. \$327.00 Barricade/Cone & Sign Use Fee -- Refundable upon return.

Location of barricades/street(s) to be closed: NO CLOSURES

(name of street)

between

(name of street)

and

(name of street)

This is a: ☐ New Event ☒ Annual Event - held the last 5 years

Will alcohol be served? ☐ Yes ☐ No Will alcohol be sold? ☐ Yes ☐ No If yes, must obtain Liquor License
If alcohol to be served/sold must provide diagram of serving area to be cordoned off and advise who is serving.

☐ I have spoken to and obtained permission from the neighbors who will be affected by this street closure (see reverse side for signatures, addresses & phone numbers).

☒ Attach \$1.0 Million Certificate of Insurance. (Required to transfer liability for injury/damage from City to person or organization conducting the activity. Certificate must name the City of Brookings as an additional named insured.)

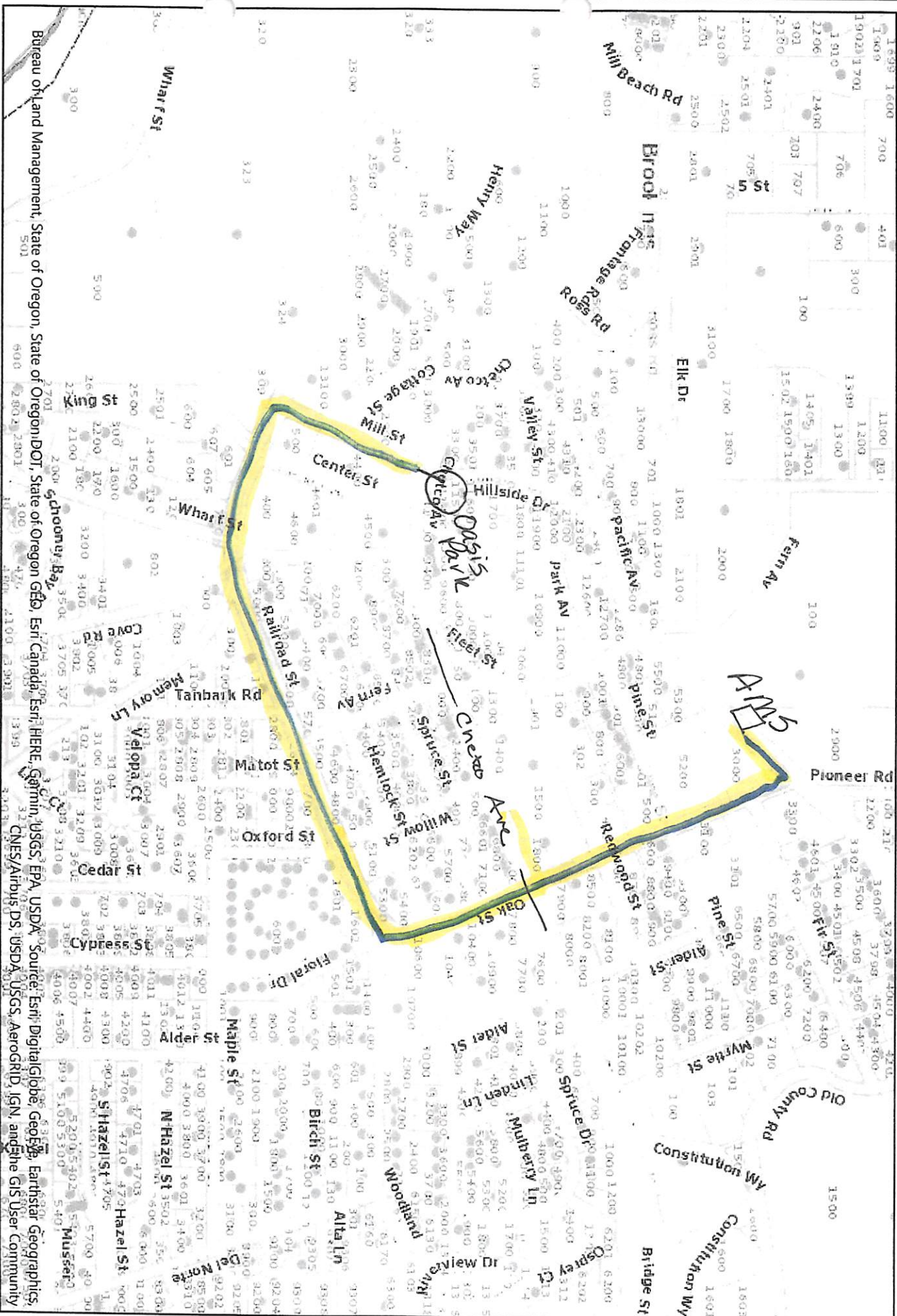
☐ Hold City Harmless Agreement

Please fill out and return in person with permit fees to: City Manager's Office, City Hall, 898 Elk Drive, Brookings.

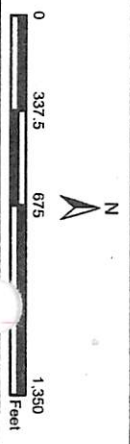
Once your request has been approved, you will be notified with dates the City of Brookings will deliver and pick up (during regular business hours) barricades, signs and cones for this event (\$300.00 use fee will be refunded upon return of these items). It is the permittee's responsibility to erect, maintain and remove barricades and cones and return them to location of delivery.

Note: Requests must be received NO LATER THAN ten (10) business days prior to the event.

City Use Only:	Copy to: <input type="checkbox"/> Public Works <input type="checkbox"/> Police <input type="checkbox"/> Fire	Permit No. _____
<input checked="" type="checkbox"/> Certification of Insurance	<input type="checkbox"/> Hold Harmless Agreement	\$ _____ paid on _____ Receipt # _____
Comments: <u>Req CC waive fees -</u>		
Barricade/Cone/Sign drop off date: <u>D</u>		
Barricade/Cone/Sign pick up date: <u>D</u> Barricade/Cone/Sign deposit returned: _____		



The information on this map was derived from digital databases on the Lane County map. It is provided as a navigation system. Lane was taken in the creation of this map, but it is possible that some Lane County cannot accept any responsibility for errors. Current plan development, in digital data or the underlying data, may be subject to change. The information on this map should be confirmed with the appropriate agency. There is no guarantee, expressed or implied, in connection with this product. However, notification of any errors will be appreciated.



Art
Lane County, Oregon

ArcGIS Web Map



August 12, 2019

Brookings City Council

Coastal Christmas Elves, a small group of festive citizens are busy planning for the 6th annual downtown Brookings Christmas parade on December 14th. An event that is growing each year and attracting more participants!

This year we are planning the Christmas parade to start with Santa at Azalea Middle School and end at Oasis Park with a tree lighting ceremony, Christmas caroling and Santa visits.

We would like to request a waiver of fees for Oasis Park and the event/parade permit totaling ^{62.50}~~85~~, which could go towards purchasing cocoa, cookies, candy canes and the required insurance for our event.

We look forward to Happy Holidays in Brookings!

Kathy Breshears
541-412-0674

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 9, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Purchase of Automated Meter Reading (AMR) system.

Recommended Motion:

Motion to authorize the City Manager to execute agreement with Ferguson Waterworks to purchase the Automated Meter Reading (AMR) system for a total of \$375,000.

Financial Impact:

The cost of purchasing this equipment is \$375,000, and was budgeted in the Water Fund and the Water System Replacement Fund.

Background/Discussion:

The Budget Committee and City Council discussed converting to smart meters multiple times over the last couple of years. The budget that was adopted for 2019-20 included funds to complete the first phase of the “smart meter” process.

The attached quote for Automated Meter Reading (AMR) includes “single port” and “double port” radios for all existing meters, the complete drive by package, and installation and training for that drive by package. Once this phase is complete, we will be able to read all meters in approximately one hour, compared to two weeks.

With cost savings from a decrease in staffing of a half-time position, we estimate that it will be a 7 to 8 year “return on investment”. These radios are covered by a 15-year “bumper to bumper” warranty, and an additional five years prorated.

Ferguson is a sole source supplier of Sensus equipment, which is the manufacturer of current City meters. We will not be replacing meters, only inserting the “smart” radio into current meters.

In future years, we will look further into the second phase, Advanced Metering Infrastructure (AMI). We will be able to easily upgrade from AMR to AMI, with Sensus’ fixed-base FlexNet communication network.

This network ensures:

- Accurate data measurement
- Consistent billing and faster billing resolution
- Support for multiple Sensus applications including Leak Detection, Pressure Regulation, Distribution Automation, Demand Response, temperature monitoring, etc.
- Scalability to grow with your needs
- Operational efficiency through advanced data analytics
- Access to more data to make informed decisions

The current estimate for completing the second phase to AMI is at an additional \$245,555. This could be phased in over multiple years.

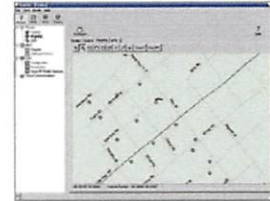
Attachment(s):

- a. Ferguson – Sensus AMR Quote
- b. 520 Smart Point Radio Transceiver Sheet
- c. Vehicle Gateway Base Station Sheet

Complete Brookings, OR - AMR Package Includes

Sensus VGB Drive-By System

- (1) Laptop
- (1) GPS
- (1) VGB Receiver
- (1) AutoVU Software
- (1) Mapping Software
- (1) Rolling hard case



With this drive-by system, you will experience your reading range up to 1 mile away, making for very quick reading. This will also pick up any alarms such as leak detection or high use.

Total cost for Complete drive-by reading system, handheld, misc components,

Complete drive-by system – \$35,000

Cost for install of reading system and training - **\$1,000**

Sensus FlexNet Radio

(2,400) Single Port Radios

(600) Dual Port Radios

20yr Radio Warranty – Full 15yr bumper to bumper – 5yr prorated

Primary Use FCC licensed Frequency

Powerful 2 watts of power

Firmware upgradable



Standard Pricing

Total cost - \$160/ Single Port Radio - \$384,000

Total cost - \$175/ Dual Port Radio - \$105,000

Complete Drive-by Package - \$35,900

Install and Training - \$1,000

Complete Sensus Radio Reading Package Standard Price - \$525,900

Special Pricing Package - Approved - The City of Brookings

Total Cost - \$119/Single Port Radio - \$285,600

Total Cost - \$149/Dual Port Radio - \$89,400

Complete Drive-By Package – No Charge

Install and Training – No Charge

Complete Sensus Special Pricing Package - \$375,000

Total Savings - \$150,900

This special pricing package has been created and approved strictly for the City of Brookings. With that, we ask that you please not share these very special prices. Let me know any immediate questions that you have for me.

Pat Hart

AMI Specialist

Ferguson Meter & Automation Group

Pat.Hart@Ferguson.com -541.221.4332



SmartPoint 520M

Pit Set Module

The SmartPoint® 520M Pit Set Module is a radio transceiver that provides water utilities inbound and outbound access to water measurement and ancillary device diagnostics via radio signal. The SmartPoint 520M is designed for submersible, pit-set environments.

TouchCoupler Design

The SmartPoint 520M Module utilizes TouchCoupler, the patented Sensus inductive coupling communication platform, to interface with the encoded meter. With TouchCoupler, the SmartPoint 520M Module can connect to the meter using existing two wire AMR installations instead of requiring utilities to access the meter to install a new three-wire connection. This results in a fast, efficient and reliable connection at minimal cost.

Operation

With its migratable, two-way communication ability, the M-Series SmartPoint functions as a walk-by/drive-by endpoint, fixed-base endpoint, or combination of the two. This flexibility increases utility data collection capabilities and streamlines operations. The SmartPoint 520M Module receives input from the meter register and remotely sends data to a walk-by/drive-by or fixed-base collection device. The SmartPoint 520M Module easily migrates from walk-by/drive-by to fixed base by simply installing a Base Station.

In walk-by/drive-by mode, the SmartPoint 520M Module collects data and awaits an activation signal from the Vehicle Gateway Basestation (VGB) or Hand-Held Device (HHD). Upon signal receipt, it transmits readings, the meter identification number and any alarms.

As a fixed-base endpoint, the SmartPoint 520M Module interacts with one or more strategically placed Base Stations located in the utility service area. Top of the hour readings and other diagnostics are instantly forwarded to the Regional Network Interface (RNI)™ at time of transmission. The FlexNet® communication network provides unmatched reliability by using expansive tower receiver coverage of metering end points, data/message redundancy, failover backup provisions and operation on FCC primary use (unshared) RF spectrum.

BENEFITS:

- Easily receives input from either walk-by/drive-by or fixed-base collection device
- Controls both deployment and lifetime operation costs
- Compact installation that saves time, space and money - without reducing system performance
- Delivers a fast, efficient and reliable connection at minimal cost
- Minimizes new infrastructure investment
- Enables effective leak detection



SmartPoint 520M

Pit Set Module

Powerful Transmission, Flexible Platform

The SmartPoint® 520M Pit Set Module offers several advantages that control both deployment and lifetime operation costs. Its powerful, industry-leading two watt transmitter broadcasts over large distances and minimizes collection infrastructure. And after the SmartPoint is installed, its migratable, two-way system platform can be updated without requiring personnel to visit each meter and/or inconveniencing customers.

Additional Smartpoint 520M Module Features

The SmartPoint 520M Module obtains hourly

readings and can monitor continuous flow over a programmable period of time, alerting the utility to leak conditions. In addition, the SmartPoint stores up to 840 consumption intervals (35 days of hourly consumption), providing the utility with the ability to extract detailed usage profiles for consumer information and dispute resolution. The SmartPoint also incorporates a two-port design, allowing the utility to connect multiple registers and ancillary devices (such as acoustic monitoring) to a single SmartPoint. This results in a compact installation that saves time, space and money - without reducing system performance.

Specifications

Service	Pit set installation interfacing the utility meter to the Sensus FlexNet communication network. Unit requires 1.75" diameter hole in pit lid; fits pit lid thicknesses up to 1.75"
Physical characteristics	Width: 4.43" x Height: 5.09" x Depth: 3"
Weight	1.0 lbs/16.0 oz
Color	Black
Frequency range	900 - 950 MHz, 8000 channels X 6.25 kHz steps
Modulation	Proprietary Narrow Band
Memory	Non-Volatile
Power	Lithium Thionyl Chloride batteries
Approvals	US: FCC CFR 47: Part 24D, Part 101C, Part 15 Licensed operation Canada: Industry Canada (IC) RSS-134, RSS-119
Operating temperature	- 22° F to +185° F - 30° C to + 85° C
Options	Dual or single port availability; TouchCoupler only, wired only
Installation environment	100% condensing, water submersible
Compatibility	TouchCoupler and Wired Version: Sensus Encoder Registers, Badger ADE water registers, Master Meter AccuLink, and Hersey Translator (approved TR/PL Lead) Wired Version Only: Elster Encoder (Sensus protocol), Neptune ARB VI (ProRead), Hersey Translator, Zenner PMN Nitro 01, McCrometer flowcom FC100-00M, and Kamstrup flowIQ 2100 Refer to the 510M/520M SmartPoint® Module Water Meter and Ancillaries Compatibility Quick Guide for the latest compatibility information.
Warranty	20 years - Based on six transmissions per day. Refer to Sensus G-500 for warranty.



8601 Six Forks Rd, Ste 700
Raleigh, NC 27615
1-800-638-3748
sensus.com

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Vehicle Gateway Base Station (VGB)

Model 4600

BENEFITS

- Sensus' user-focused equipment and software provides utilities with tremendous meter reading efficiency.
- Fewer limitations compared to other types of radio-based meter reading systems.
- Sensus' software platforms operate with all of our reading packages, allowing utilities to transition systems without downtime for operator training.

COMPONENTS



A Vehicle Transceiver Unit (VXU) is required for dual reading capability.

The Vehicle Gateway Base Station (VGB) is a portable radio-based device used for the acquisition of data from utility meters and other field-based diagnostic instruments. The VGB is compact and portable, allowing it to be used in any vehicle providing 12-volt DC power.

Ease of Operation

To operate the VGB, the user simply places the unit in a vehicle cabin, loads the desired meter reading route into a laptop computer and drives along the prescribed route. Meter data is collected as the vehicle travels within proximity of meters and other instruments on the route.

The VGB sends an alert signal to the meter's SmartPoint® module or ancillary device. Upon receipt of the alert, the SmartPoint module responds by transmitting its most recent reading. Once received, the SmartPoint module returns to a low-power listening mode. The operator sends out a signal and connects to all SmartPoint modules within range.

Portability

Through the use of advanced design, the radio electronics of the VGB are contained in a portable enclosure about the size of a small briefcase. With the addition of a laptop computer, connecting cables and antenna, the complete VGB package can be set up in any vehicle within minutes. The portable VGB instantly turns almost any vehicle—even a compact car—into a meter reading machine.

System Reliability

The FlexNet® communication network and RadioRead+ utilize primary-use radio frequencies to communicate with SmartPoint modules. The combination of FCC-protected frequencies and sheer transmission power of the SmartPoint modules ensure reliable communication from meters and ancillary devices. In addition, SmartPoint M2 and RadioRead+ modules provide infrastructure detail by monitoring their operating conditions and reporting meter tamper, continuous flow, leak detection (when equipped), high or low consumption and low battery alarms.

Vehicle Gateway Base Station (VGB)

Model 4600



FlexNet® and RadioRead Compatibility

The VGB Model 4600 provides the ability to read both Sensus RadioRead and FlexNet drive-by technologies. By combining these technologies, this solution allows the utility to maintain and utilize their existing RadioRead system and reading equipment while transitioning to FlexNet. Dual reading capability allows the utility to transition to the latest FlexNet technology and positions utilities to migrate to a fixed base platform in the future.

User Friendly Software

The VGB utilizes AutoVu®, a software program designed for operating Sensus drive-by meter reading equipment. AutoVu features a convenient, user-friendly pull-down menu system for directing the meter reading process. Operators are also able to input information, such as route notes, manually via the PC's keyboards. The operator can easily edit route data configurations when necessary. The mapping feature allows the operator to add further efficiency by customizing the meter reader view to relevant meter reading process information. Back at the office, Sensus AutoRead® processes the information gathered by AutoVu and provide the utility's billing software with a simple plug-and-play interface, no matter what Sensus reading system is utilized.

General

Service	Radio-based mobile utility meter reading system
Physical Characteristics	VGB in metal case with folding handle: Length 18.5" x Width 11.25" x Height 4.5". Includes laptop computer, USB cables, magnetic-mount antenna and hard shell carrying case.
Weight	19 lbs.
Power	12-volt DCDC adapter through VGB (with battery back-up, computer only); 7 watts
Frequency Range	900-950 MHz
Receiver Sensitivity	-119 dBm
Memory	Non-Volatile
Approvals	Licensed Operation US: FCC CFR 47, Part 24D, Part 101C, Part 15 Canada: Industry Canada (IC) RSS-134, RSS-210
Software	AutoVu (3.0 or higher)



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Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/14/2019	82903	5513	South Coast Development Council Inc	50-00-2005	20,000.00- V
08/19	08/20/2019	83342	1	Hallene Shuck	20-00-2005	186.15- V
08/19	08/01/2019	83440	313	Brookings Vol Firefighters	10-00-2005	2,250.00
08/19	08/01/2019	83441	715	Budge McHugh Supply	20-00-2005	2,689.13
08/19	08/01/2019	83442	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
08/19	08/01/2019	83443	528	Caselle, Inc	10-00-2005	450.00
08/19	08/01/2019	83444	5827	Coastal Investments LLC	10-00-2005	1,130.00
08/19	08/01/2019	83445	1745	Coastal Paper & Supply, Inc	10-00-2005	2,151.72
08/19	08/01/2019	83446	1740	Code Publishing Company Inc	10-00-2005	109.50
08/19	08/01/2019	83447	182	Coos-Curry Electric	10-00-2005	4,284.52
08/19	08/01/2019	83448	1	Kathryn McDaniel	20-00-2005	45.00
08/19	08/01/2019	83449	1	Joseph Miles	20-00-2005	3.56
08/19	08/01/2019	83450	1	Andrew Wellemeyer	20-00-2005	198.61
08/19	08/01/2019	83451	3342	Fastenal	20-00-2005	239.55
08/19	08/01/2019	83452	2186	Ferguson Waterworks #3011	20-00-2005	345.47
08/19	08/01/2019	83453	5432	First Community Credit Union	25-00-2005	812.99
08/19	08/01/2019	83454	298	Freeman Rock, Inc	50-00-2005	1,313.02
08/19	08/01/2019	83455	199	Richard Harper	10-00-2005	400.00
08/19	08/01/2019	83456	4171	In-Motion Graphics	10-00-2005	61.50
08/19	08/01/2019	83457	4980	iSecure	10-00-2005	33.00
08/19	08/01/2019	83458	328	Les Schwab Tire Center	10-00-2005	529.77
08/19	08/01/2019	83459	5896	Vicki D Mion	32-00-2005	1,500.00
08/19	08/01/2019	83460	283	Muffler & More	25-00-2005	315.90
08/19	08/01/2019	83461	5584	Northwoods Overhead Door	50-00-2005	375.00
08/19	08/01/2019	83462	5886	Office Depot Inc	10-00-2005	369.80
08/19	08/01/2019	83463	5641	Oregon Coast Visitors Assn	32-00-2005	3,000.00
08/19	08/01/2019	83464	798	Dan Palicki	61-00-2005	107.94
08/19	08/01/2019	83465	4	Bonnie Ell	10-00-2005	57.00
08/19	08/05/2019	83466	4	Barbara Schaaf	10-00-2005	.00 V
08/19	08/01/2019	83467	4	Stephanie Schooley	10-00-2005	66.00
08/19	08/01/2019	83468	322	Postmaster	25-00-2005	850.00
08/19	08/01/2019	83469	5025	Rivers End Construction, INC	10-00-2005	765.67
08/19	08/01/2019	83470	1840	Rogue Credit Union	15-00-2005	1,356.89
08/19	08/01/2019	83471	5021	The Pin Center	10-00-2005	608.50
08/19	08/07/2019	83472	5871	BALCO Uniform Co Inc	10-00-2005	1,596.14
08/19	08/07/2019	83473	193	Central Equipment Co, Inc	10-00-2005	8,538.00
08/19	08/07/2019	83474	5822	Chaves Consulting Inc	49-00-2005	370.20
08/19	08/07/2019	83475	4928	CIS Trust	30-00-2005	169,405.12
08/19	08/07/2019	83476	3834	Clean Sweep Janitorial Service	25-00-2005	2,100.00
08/19	08/07/2019	83477	822	Coast Auto Center	10-00-2005	95.32
08/19	08/07/2019	83478	4882	Coastal Heating & Air	10-00-2005	380.00
08/19	08/07/2019	83479	1740	Code Publishing Company Inc	10-00-2005	349.50
08/19	08/07/2019	83480	166	Dan's Auto & Marine Electric	25-00-2005	228.90
08/19	08/07/2019	83481	284	Day Management Corp	30-00-2005	909.84
08/19	08/07/2019	83482	3342	Fastenal	15-00-2005	203.46
08/19	08/07/2019	83483	2186	Ferguson Waterworks #3011	20-00-2005	13,937.08
08/19	08/07/2019	83484	4646	Frontier	30-00-2005	195.69
08/19	08/07/2019	83485	139	Harbor Logging Supply	20-00-2005	16.10
08/19	08/07/2019	83486	5596	Rob Johnson	10-00-2005	136.00
08/19	08/07/2019	83487	162	Kerr Hardware	10-00-2005	454.36
08/19	08/07/2019	83488	5860	Lane Council of Governments	10-00-2005	1,006.62
08/19	08/07/2019	83489	2834	Kelby McCrae	10-00-2005	14.00
08/19	08/07/2019	83490	5789	Moss Adams LLP	10-00-2005	8,325.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/07/2019	83491	4487	Net Assets Corporation	10-00-2005	444.00
08/19	08/07/2019	83492	3561	Oil Can Henry's	10-00-2005	91.73
08/19	08/07/2019	83493	279	One Call Concepts, Inc	20-00-2005	51.45
08/19	08/07/2019	83494	5008	Online Information Services	10-00-2005	176.34
08/19	08/07/2019	83495	252	Paramount Pest Control	10-00-2005	55.00
08/19	08/07/2019	83496	4	Kathryn Berger	10-00-2005	218.00
08/19	08/07/2019	83497	4	Pelican Bay Arts Association	10-00-2005	292.00
08/19	08/07/2019	83498	4	Barbara Schaaf	10-00-2005	193.00
08/19	08/07/2019	83499	5025	Rivers End Construction, INC	10-00-2005	125.00
08/19	08/07/2019	83500	4542	Umpqua Bank	10-00-2005	8,484.19
08/19	08/07/2019	83501	990	UPS	20-00-2005	10.97
08/19	08/07/2019	83502	2863	Verizon Wireless	10-00-2005	498.19
08/19	08/07/2019	83503	861	Village Express Mail Center	10-00-2005	49.04
08/19	08/07/2019	83504	2122	Cardmember Service	10-00-2005	15,502.48
08/19	08/07/2019	83505	169	Roto-Rooter of Curry County	10-00-2005	129.00
08/19	08/15/2019	83506	5908	Amazon Capital Services	49-00-2005	359.98
08/19	08/15/2019	83507	4734	Aramark Uniform Services	10-00-2005	150.00
08/19	08/15/2019	83508	2407	Blue Star Gas	10-00-2005	3,930.78
08/19	08/15/2019	83509	5944	Brookings Cleaners	10-00-2005	30.50
08/19	08/15/2019	83510	5048	Brookings Harbor Medical Center	10-00-2005	600.00
08/19	08/15/2019	83511	193	Central Equipment Co, Inc	10-00-2005	454.46
08/19	08/15/2019	83512	3015	Charter Communications	10-00-2005	94.98
08/19	08/15/2019	83513	183	Colvin Oil Company	10-00-2005	1,937.81
08/19	08/15/2019	83514	5874	Cumulus Global	49-00-2005	6,072.00
08/19	08/15/2019	83515	4746	Curry County Treasurer	10-00-2005	169.75
08/19	08/15/2019	83516	173	Curry Equipment	10-00-2005	918.38
08/19	08/15/2019	83517	284	Day Management Corp	10-00-2005	2,269.25
08/19	08/15/2019	83518	185	Del Cur Supply	10-00-2005	158.02
08/19	08/15/2019	83519	1	Floyd & Pamela Stallings	20-00-2005	300.00
08/19	08/15/2019	83520	5156	Desi's Tree Trimming	15-00-2005	400.00
08/19	08/15/2019	83521	484	DMV	10-00-2005	93.00
08/19	08/15/2019	83522	2186	Ferguson Waterworks #3011	20-00-2005	3,767.01
08/19	08/15/2019	83523	4646	Frontier	25-00-2005	997.43
08/19	08/15/2019	83524	4953	Harbor Truss and Supply LLC	50-00-2005	485.00
08/19	08/15/2019	83525	4526	Janell K. Howard	10-00-2005	510.00
08/19	08/15/2019	83526	5162	National Hose Testing Specialties Inc	10-00-2005	3,386.25
08/19	08/15/2019	83527	329	New Hope Plumbing	10-00-2005	200.00
08/19	08/15/2019	83528	5886	Office Depot Inc	10-00-2005	937.87
08/19	08/15/2019	83529	3561	Oil Can Henry's	10-00-2005	71.47
08/19	08/15/2019	83530	5155	Oregon Department of Revenue	10-00-2005	620.00
08/19	08/15/2019	83531	5703	PacWest Machinery	15-00-2005	476.34
08/19	08/15/2019	83532	4	Monique Eska	10-00-2005	218.00
08/19	08/15/2019	83533	4	Kaylee Tornay	10-00-2005	1,040.00
08/19	08/15/2019	83534	4	Bruce Ward	10-00-2005	218.00
08/19	08/15/2019	83535	207	Quill Corporation	10-00-2005	227.96
08/19	08/15/2019	83536	5513	South Coast Development Council Inc	10-00-2005	5,000.00
08/19	08/15/2019	83537	5513	South Coast Development Council Inc	10-00-2005	5,000.00
08/19	08/15/2019	83538	5513	South Coast Development Council Inc	10-00-2005	5,000.00
08/19	08/15/2019	83539	5730	Spectrum Reach	32-00-2005	500.00
08/19	08/15/2019	83540	5457	Speer Hoyt LLC	10-00-2005	58.50
08/19	08/15/2019	83541	956	Suiter's Paint & Body	61-00-2005	525.00
08/19	08/15/2019	83542	4820	Unites States Geological Survey	20-00-2005	10,889.00
08/19	08/15/2019	83543	861	Village Express Mail Center	10-00-2005	20.44
08/19	08/15/2019	83544	169	Waste Connections Inc	33-00-2005	815.44
08/19	08/22/2019	83545	5908	Amazon Capital Services	49-00-2005	564.44
08/19	08/22/2019	83546	4939	BI- Mart Corporation	10-00-2005	380.55

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/22/2019	83547	5070	Canon Solutions America	10-00-2005	224.44
08/19	08/22/2019	83548	3015	Charter Communications	10-00-2005	639.98
08/19	08/22/2019	83549	1	Hallene Shuck	20-00-2005	186.15
08/19	08/22/2019	83550	1	Chris Swick	20-00-2005	29.59
08/19	08/22/2019	83551	2640	Dyer Partnership Inc., The	50-00-2005	18,352.50
08/19	08/22/2019	83552	2186	Ferguson Waterworks #3011	20-00-2005	4,104.28
08/19	08/22/2019	83553	2	Tony Flores	10-00-2005	100.00
08/19	08/22/2019	83554	5886	Office Depot Inc	10-00-2005	105.68
08/19	08/22/2019	83555	687	Owen Equipment Company	15-00-2005	937.71
08/19	08/22/2019	83556	4	Brookings Harbor Comm Theatre	10-00-2005	126.00
08/19	08/22/2019	83557	4	First Baptist Comm Church	10-00-2005	87.50
08/19	08/22/2019	83558	5768	Proficient Auto Center Inc	10-00-2005	65.00
08/19	08/22/2019	83559	5472	PSU - Center for Public Service	10-00-2005	16,024.50
08/19	08/22/2019	83560	5195	Sonsray Machinery LLC	15-00-2005	943.61
08/19	08/22/2019	83561	5900	Wells Fargo Equipment Finance	25-00-2005	1,291.67
08/19	08/22/2019	83562	5945	Western States Engineering LLC	53-00-2005	6,300.00
08/19	08/29/2019	83563	5070	Canon Solutions America	10-00-2005	106.25
08/19	08/29/2019	83564	822	Coast Auto Center	10-00-2005	441.35
08/19	08/29/2019	83565	4882	Coastal Heating & Air	10-00-2005	621.00
08/19	08/29/2019	83566	183	Colvin Oil Company	20-00-2005	2,824.34
08/19	08/29/2019	83567	182	Coos-Curry Electric	10-00-2005	4,255.80
08/19	08/29/2019	83568	317	DCBS - Fiscal Services	10-00-2005	367.94
08/19	08/29/2019	83569	1	Chris Hobbs	20-00-2005	139.20
08/19	08/29/2019	83570	1	Miranda Mickelson	20-00-2005	278.44
08/19	08/29/2019	83571	3342	Fastenal	25-00-2005	262.29
08/19	08/29/2019	83572	4646	Frontier	10-00-2005	223.79
08/19	08/29/2019	83573	4171	In-Motion Graphics	10-00-2005	48.00
08/19	08/29/2019	83574	329	New Hope Plumbing	10-00-2005	320.00
08/19	08/29/2019	83575	5886	Office Depot Inc	10-00-2005	99.83
08/19	08/29/2019	83576	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
08/19	08/29/2019	83577	322	Postmaster	10-00-2005	25.00
08/19	08/29/2019	83578	956	Suiter's Paint & Body	10-00-2005	200.00
08/19	08/29/2019	83579	861	Village Express Mail Center	10-00-2005	49.78
Grand Totals:						<u>361,628.17</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Committee Vacancies

Date: Sept 9, 2019

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Planning Commission #2	VACANT	4/1	2020	4
Planning Commission #5	VACANT	4/1	2021	4
Budget Committee #1	VACANT	2/1	2021	2