

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, January 25, 2021, 7:00pm

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

The City Council will meet in Executive Session at **6:00 PM**, in the EOC, under the authority of ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions" ORS 192.660 (2)(f) "To consider information or records that are exempt by law from public inspection." ORS 192.660 (2)(h) "To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Oral Requests and Communications from the audience

(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

E. Consent Calendar

1. Approve Council minutes for January 15, 2021 [Pg. 1]
2. Receive monthly financial report for November, 2020 [Pg. 3]

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

1. South Coast Interagency Narcotics Team Intergovernmental Agreement [PD, Pg. 9]
 - a) SCINT IGA 2020-2022 [Pg. 10]
2. Repairs to Pump House [PWDS, Pg. 28]
 - a) Contractor Bids [Pg. 29]
3. Authorize Signatories [F&A, Pg. 33]
 - a) Resolution 21-R-1195 [Pg. 34]
4. Liaisons Discussion/Appointment [City Manager, Pg. 35]
 - a) Draft Council Liaison List [Pg. 36]

G. Remarks from Mayor and Councilors

H. Adjournment

*The agenda packet is available on-line at www.brookings.or.us, at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the 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.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

-Television – Charter Channel 181

-Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: <mms://68.185.2.46:8080>

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, January 11, 2021

Call to Order

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

Swearing In of Elected Officials

Municipal Judge Gary Milliman swore in Jake Pieper as Mayor, Brad Alcorn and Ed Schreiber as Councilors.

Roll Call

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Ed Schreiber, John McKinney and Ron Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, Municipal Court Judge Gary Milliman, Deputy Recorder Natasha Tippetts

Media Present: None

Others Present: 14 audience members

Ceremonies

Each of the seated council members and mayor thanked former council member Brent Hodges for his years of service as a city council member. Mayor Pieper presented Hodges with a commemorative plaque.

Nomination and approval of Council President

Councilor Alcorn recommended that Councilor Alcorn be appointed to the position of Council President.

Councilor Alcorn moved, Councilor Schreiber seconded and Council voted unanimously to appoint Councilor McKinney to the position of Council President.

Committee Appointments

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to reappoint Julie Retherford to the Budget Committee.

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to reappoint Trace Kather to the Parks and Recreation Committee.

Scheduled Public Appearances

None

Oral Requests and Communications from the Audience

1. Don Bemis & Debra Salzman, PO Box 608, Brookings – Wreaths Across America
2. Diana Cooper, 805 Paradise Lane, Brookings – Gave congratulations to those elected

Consent Calendar

1. Approve Council Minutes for December 14, 2020
2. Approve Council Minutes for December 30, 2020

Councilor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. Accept official Election Results

Janell Howard presented the staff report

Councilor Schreiber moved, Councilor Alcorn seconded and Council voted unanimously to accept the official election abstract.

Remarks from Mayor and Councilors

None

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 7:35 PM.

Respectfully submitted:

ATTESTED:
this 25th day of January, 2021:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

| | BUDGET | PERIOD ACTUAL | YTD ACTUAL | REMAINING BUDGET | PCNT |
|-----------------------------|--------------|---------------|--------------|---------------------|-------|
| <u>REVENUE</u> | | | | | |
| TAXES | 3,367,786.00 | 74,733.79 | 2,883,797.16 | 483,988.84 | 85.6 |
| LICENSES AND PERMITS | 265,000.00 | 20,073.72 | 132,015.42 | 132,984.58 | 49.8 |
| INTERGOVERNMENTAL | 291,800.00 | 12,478.17 | 80,861.50 | 210,938.50 | 27.7 |
| CHARGES FOR SERVICES | 317,000.00 | 58,380.96 | 224,597.15 | 92,402.85 | 70.9 |
| OTHER REVENUE | 163,883.00 | 68,740.63 | 375,795.55 | (211,912.55) | 229.3 |
| TRANSFERS IN | 579,943.00 | .00 | .00 | 579,943.00 | .0 |
| | 4,985,412.00 | 234,407.27 | 3,697,066.78 | 1,288,345.22 | 74.2 |
| <u>EXPENDITURES</u> | | | | | |
| JUDICIAL: | | | | | |
| PERSONAL SERVICES | 32,738.00 | 2,947.70 | 17,907.59 | 14,830.41 | 54.7 |
| MATERIAL AND SERVICES | 12,850.00 | 300.00 | 2,406.53 | 10,443.47 | 18.7 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| | 45,588.00 | 3,247.70 | 20,314.12 | 25,273.88 | 44.6 |
| FINANCE AND ADMINISTRATION: | | | | | |
| PERSONAL SERVICES | 367,668.00 | 28,507.43 | 174,670.41 | 192,997.59 | 47.5 |
| MATERIAL AND SERVICES | 153,000.00 | 5,812.64 | 68,045.36 | 84,954.64 | 44.5 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| | 520,668.00 | 34,320.07 | 242,715.77 | 277,952.23 | 46.6 |
| POLICE: | | | | | |
| PERSONAL SERVICES | 2,614,605.00 | 208,863.90 | 1,233,752.16 | 1,380,852.84 | 47.2 |
| MATERIAL AND SERVICES | 184,000.00 | 6,966.98 | 79,327.95 | 104,672.05 | 43.1 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| DEBT SERVICE | 67,867.00 | 4,452.31 | 41,020.79 | 26,846.21 | 60.4 |
| TRANSFERS OUT | .00 | .00 | .00 | .00 | .0 |
| | 2,866,472.00 | 220,283.19 | 1,354,100.90 | 1,512,371.10 | 47.2 |
| FIRE: | | | | | |
| PERSONAL SERVICES | 218,421.00 | 17,295.52 | 107,433.78 | 110,987.22 | 49.2 |
| MATERIAL AND SERVICES | 101,000.00 | 2,709.91 | 35,946.99 | 65,053.01 | 35.6 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| DEBT SERVICE | 30,580.00 | .00 | 30,579.01 | .99 | 100.0 |
| TRANSFERS OUT | .00 | .00 | .00 | .00 | .0 |
| | 350,001.00 | 20,005.43 | 173,959.78 | 176,041.22 | 49.7 |

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

| | BUDGET | PERIOD ACTUAL | YTD ACTUAL | REMAINING BUDGET | PCNT |
|------------------------------|-----------------|---------------|--------------|---------------------|-------|
| PLANNING AND BUILDING: | | | | | |
| PERSONAL SERVICES | 248,233.00 | 20,502.46 | 124,699.01 | 123,533.99 | 50.2 |
| MATERIAL AND SERVICES | 91,100.00 | 1,404.11 | 30,539.66 | 60,560.34 | 33.5 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| TRANSFERS OUT | .00 | .00 | .00 | .00 | .0 |
| | 339,333.00 | 21,906.57 | 155,238.67 | 184,094.33 | 45.8 |
| PARKS & RECREATION: | | | | | |
| PERSONAL SERVICES | 272,611.00 | 18,882.06 | 127,315.07 | 145,295.93 | 46.7 |
| MATERIAL AND SERVICES | 110,600.00 | 15,841.34 | 79,738.43 | 30,861.57 | 72.1 |
| CAPITAL OUTLAY | .00 | .00 | 1,373.00 | (1,373.00) | .0 |
| DEBT SERVICE | 58,330.00 | .00 | 30,139.40 | 28,190.60 | 51.7 |
| TRANSFERS OUT | .00 | .00 | .00 | .00 | .0 |
| | 441,541.00 | 34,723.40 | 238,565.90 | 202,975.10 | 54.0 |
| FINANCE AND HUMAN RESOURCES: | | | | | |
| PERSONAL SERVICES | .00 | .00 | .00 | .00 | .0 |
| MATERIAL AND SERVICES | .00 | .00 | .00 | .00 | .0 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| | .00 | .00 | .00 | .00 | .0 |
| SWIMMING POOL: | | | | | |
| PERSONAL SERVICES | 72,764.00 | .00 | 61,041.08 | 11,722.92 | 83.9 |
| MATERIAL AND SERVICES | 40,300.00 | 708.70 | 25,604.65 | 14,695.35 | 63.5 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| | 113,064.00 | 708.70 | 86,645.73 | 26,418.27 | 76.6 |
| NON-DEPARTMENTAL: | | | | | |
| MATERIAL AND SERVICES | 162,600.00 | 11,020.71 | 43,080.58 | 119,519.42 | 26.5 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| TRANSFERS OUT | 555,500.00 | .00 | .00 | 555,500.00 | .0 |
| CONTINGENCIES AND RESERVES | 640,645.00 | .00 | .00 | 640,645.00 | .0 |
| | 1,358,745.00 | 11,020.71 | 43,080.58 | 1,315,664.42 | 3.2 |
| | 6,035,412.00 | 346,215.77 | 2,314,621.45 | 3,720,790.55 | 38.4 |
| | (1,050,000.00) | (111,808.50) | 1,382,445.33 | (2,432,445.33) | 131.7 |

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

STREET FUND

| | BUDGET | PERIOD ACTUAL | YTD ACTUAL | REMAINING BUDGET | PCNT |
|----------------------------|----------------------|------------------|-------------------|----------------------|--------------|
| <u>REVENUE</u> | | | | | |
| INTERGOVERNMENTAL | 636,000.00 | 42,049.77 | 417,709.97 | 218,290.03 | 65.7 |
| OTHER REVENUE | 14,450.00 | 5,863.00 | 1,090.12 | 13,359.88 | 7.5 |
| TRANSFER IN | 17,940.00 | .00 | 9,119.30 | 8,820.70 | 50.8 |
| | <u>668,390.00</u> | <u>47,912.77</u> | <u>427,919.39</u> | <u>240,470.61</u> | <u>64.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| EXPENDITURES: | | | | | |
| PERSONAL SERVICES | 214,589.00 | 17,619.78 | 102,994.73 | 111,594.27 | 48.0 |
| MATERIAL AND SERVICES | 209,000.00 | 3,378.62 | 51,460.89 | 157,539.11 | 24.6 |
| CAPITAL OUTLAY | 178,940.00 | 258.39 | 9,527.43 | 169,412.57 | 5.3 |
| DEBT SERVICE | 21,084.00 | 1,724.29 | 9,243.52 | 11,840.48 | 43.8 |
| TRANSFERS OUT | 61,775.00 | .00 | .00 | 61,775.00 | .0 |
| CONTINGENCIES AND RESERVES | 158,002.00 | .00 | .00 | 158,002.00 | .0 |
| | <u>843,390.00</u> | <u>22,981.08</u> | <u>173,226.57</u> | <u>670,163.43</u> | <u>20.5</u> |
| | <u>843,390.00</u> | <u>22,981.08</u> | <u>173,226.57</u> | <u>670,163.43</u> | <u>20.5</u> |
| | <u>(175,000.00)</u> | <u>24,931.69</u> | <u>254,692.82</u> | <u>(429,692.82)</u> | <u>145.5</u> |

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

WATER FUND

| | BUDGET | PERIOD ACTUAL | YTD ACTUAL | REMAINING BUDGET | PCNT |
|----------------------------|----------------------|-------------------|---------------------|------------------------|--------------|
| <u>REVENUE</u> | | | | | |
| SOURCE 03 | .00 | .00 | .00 | .00 | .0 |
| CHARGES FOR SERVICES | 1,765,000.00 | 118,654.75 | 968,397.52 | 796,602.48 | 54.9 |
| OTHER INCOME | 53,000.00 | 3,290.00 | 28,702.63 | 24,297.37 | 54.2 |
| TRANSFERS IN | 17,940.00 | .00 | 9,119.30 | 8,820.70 | 50.8 |
| | <u>1,835,940.00</u> | <u>121,944.75</u> | <u>1,006,219.45</u> | <u>829,720.55</u> | <u>54.8</u> |
| <u>EXPENDITURES</u> | | | | | |
| WATER DISTRIBUTION: | | | | | |
| PERSONAL SERVICES | 378,604.00 | 29,697.25 | 183,745.71 | 194,858.29 | 48.5 |
| MATERIAL AND SERVICES | 186,300.00 | 10,432.36 | 95,408.03 | 90,891.97 | 51.2 |
| CAPITAL OUTLAY | 67,940.00 | 258.40 | 33,362.71 | 34,577.29 | 49.1 |
| DEBT SERVICE | 7,186.00 | 367.38 | 3,486.65 | 3,699.35 | 48.5 |
| TRANSFERS OUT | 24,000.00 | .00 | .00 | 24,000.00 | .0 |
| | <u>664,030.00</u> | <u>40,755.39</u> | <u>316,003.10</u> | <u>348,026.90</u> | <u>47.6</u> |
| WATER TREATMENT: | | | | | |
| PERSONAL SERVICES | 26,182.00 | 2,088.71 | 12,783.98 | 13,398.02 | 48.8 |
| MATERIAL AND SERVICES | 491,562.00 | 97.92 | 27,536.80 | 464,025.20 | 5.6 |
| CAPITAL OUTLAY | 10,000.00 | .00 | .00 | 10,000.00 | .0 |
| DEBT SERVICE | 2,386.00 | .00 | 2,384.49 | 1.51 | 99.9 |
| TRANSFERS OUT | 814,903.00 | .00 | .00 | 814,903.00 | .0 |
| CONTINGENCIES AND RESERVES | 186,877.00 | .00 | .00 | 186,877.00 | .0 |
| | <u>1,531,910.00</u> | <u>2,186.63</u> | <u>42,705.27</u> | <u>1,489,204.73</u> | <u>2.8</u> |
| DEPARTMENT 24: | | | | | |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.0</u> |
| | <u>2,195,940.00</u> | <u>42,942.02</u> | <u>358,708.37</u> | <u>1,837,231.63</u> | <u>16.3</u> |
| | <u>(360,000.00)</u> | <u>79,002.73</u> | <u>647,511.08</u> | <u>(1,007,511.08)</u> | <u>179.9</u> |

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

WASTEWATER FUND

| | BUDGET | PERIOD ACTUAL | YTD ACTUAL | REMAINING BUDGET | PCNT |
|----------------------------|----------------------|-------------------|---------------------|------------------------|--------------|
| <u>REVENUE</u> | | | | | |
| SOURCE 03 | (4,500.00) | .00 | .00 | (4,500.00) | .0 |
| CHARGES FOR SERVICES | 3,219,300.00 | 267,767.27 | 1,642,831.51 | 1,576,468.49 | 51.0 |
| OTHER REVENUE | 20,000.00 | .00 | 4,831.92 | 15,168.08 | 24.2 |
| TRANSFER IN | 17,940.00 | .00 | 9,119.29 | 8,820.71 | 50.8 |
| | <u>3,252,740.00</u> | <u>267,767.27</u> | <u>1,656,782.72</u> | <u>1,595,957.28</u> | <u>50.9</u> |
| <u>EXPENDITURES</u> | | | | | |
| WASTEWATER COLLECTION: | | | | | |
| PERSONAL SERVICES | 581,033.00 | 46,247.35 | 271,016.52 | 310,016.48 | 46.6 |
| MATERIAL AND SERVICES | 224,500.00 | 7,010.36 | 55,651.80 | 168,848.20 | 24.8 |
| CAPITAL OUTLAY | 32,940.00 | 258.41 | 9,527.45 | 23,412.55 | 28.9 |
| DEBT SERVICE | 7,186.00 | 367.22 | 3,486.15 | 3,699.85 | 48.5 |
| TRANSFERS OUT | 193,811.00 | .00 | .00 | 193,811.00 | .0 |
| | <u>1,039,470.00</u> | <u>53,883.34</u> | <u>339,681.92</u> | <u>699,788.08</u> | <u>32.7</u> |
| WASTEWATER TREATMENT: | | | | | |
| PERSONAL SERVICES | 39,578.00 | 3,133.04 | 19,175.33 | 20,402.67 | 48.5 |
| MATERIAL AND SERVICES | 938,591.00 | 136.80 | 32,885.90 | 905,705.10 | 3.5 |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| DEBT SERVICE | 2,386.00 | .00 | 2,384.49 | 1.51 | 99.9 |
| TRANSFERS OUT | 1,357,636.00 | .00 | .00 | 1,357,636.00 | .0 |
| CONTINGENCIES AND RESERVES | 324,579.00 | .00 | .00 | 324,579.00 | .0 |
| | <u>2,662,770.00</u> | <u>3,269.84</u> | <u>54,445.72</u> | <u>2,608,324.28</u> | <u>2.0</u> |
| | <u>3,702,240.00</u> | <u>57,153.18</u> | <u>394,127.64</u> | <u>3,308,112.36</u> | <u>10.7</u> |
| | <u>(449,500.00)</u> | <u>210,614.09</u> | <u>1,262,655.08</u> | <u>(1,712,155.08)</u> | <u>280.9</u> |

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

URBAN RENEWAL AGENCY FUND

| | BUDGET | PERIOD ACTUAL | YTD ACTUAL | REMAINING BUDGET | PCNT |
|----------------------------|----------------------|------------------|-------------------|------------------------|--------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 582,539.00 | 11,359.54 | 582,732.70 | (193.70) | 100.0 |
| INTERGOVERNMENTAL | .00 | .00 | .00 | .00 | .0 |
| OTHER REVENUE | 2,000.00 | 2.45 | 2,146.12 | (146.12) | 107.3 |
| TRANSFERS IN | .00 | .00 | .00 | .00 | .0 |
| | <u>584,539.00</u> | <u>11,361.99</u> | <u>584,878.82</u> | <u>(339.82)</u> | <u>100.1</u> |
| <u>EXPENDITURES</u> | | | | | |
| GENERAL: | | | | | |
| PERSONAL SERVICES | .00 | .00 | .00 | .00 | .0 |
| MATERIAL AND SERVICES | 60,000.00 | 150.00 | 3,274.32 | 56,725.68 | 5.5 |
| CAPITAL OUTLAY | 864,539.00 | .00 | .00 | 864,539.00 | .0 |
| DEBT SERVICE | .00 | .00 | .00 | .00 | .0 |
| TRANSFERS OUT | 130,000.00 | .00 | .00 | 130,000.00 | .0 |
| CONTINGENCIES AND RESERVES | .00 | .00 | .00 | .00 | .0 |
| | <u>1,054,539.00</u> | <u>150.00</u> | <u>3,274.32</u> | <u>1,051,264.68</u> | <u>.3</u> |
| DEPARTMENT 20: | | | | | |
| CAPITAL OUTLAY | .00 | .00 | .00 | .00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.0</u> |
| DEPARTMENT 22: | | | | | |
| MATERIAL AND SERVICES | .00 | .00 | .00 | .00 | .0 |
| DEBT SERVICE | .00 | .00 | .00 | .00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.0</u> |
| DEPARTMENT 24: | | | | | |
| CONTINGENCIES AND RESERVES | .00 | .00 | .00 | .00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.0</u> |
| | <u>1,054,539.00</u> | <u>150.00</u> | <u>3,274.32</u> | <u>1,051,264.68</u> | <u>.3</u> |
| | <u>(470,000.00)</u> | <u>11,211.99</u> | <u>581,604.50</u> | <u>(1,051,604.50)</u> | <u>123.8</u> |


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 25, 2021


Signature (submitted by)

Originating Dept: Police Department


City Manager Approval

Subject:

South Coast Interagency Narcotics Team (SCINT) Intergovernmental Agreement 2020-2022.

Recommendation:

Authorize Mayor to sign the 2020-2022 Intergovernmental Agreement with SCINT.

Financial Impact: Minimal. To be determined during the 2021-2022 budget process.

Background/Discussion:

The South Coast Interagency Narcotics Team (SCINT) was established as a joint effort by Coos and Curry County law enforcement agencies for the purpose of having a dedicated drug enforcement team to combat drug manufacturing, distribution, and large quantity possession within our borders. Hwy 101 is a frequently used trafficking corridor from northern California to the Coos Bay area, affecting both of our counties and it is in our community's interest to interdict these operations as much as possible.

The Brookings Police Department does not have a detective position dedicated to narcotics interdiction. All investigations, narcotics and general, are conducted by our sole detective and patrol officers. This limits the scope and depth of narcotics investigations due to manpower and general calls for service. SCINT does not replace having a narcotics detective but it does provide for additional resources when we determine that a drug investigation is beyond the scope of our resources. The passage of Oregon Measure 110 (2020), Drug Decriminalization and Addiction Treatment Initiative, does not affect the mission of SCINT as their focus remains those who deal in large quantities of narcotics, not user amounts.

SCINT and its parent agency, Coos County Sheriff's Office, are looking for continued support and request that each listed agency that wants to remain a part of SCINT have their mayor/commissioner and chief law enforcement officer sign this IGA. The City of Coos Bay and the Coos County Sheriff's Office provide personnel and monetary support. This commitment by Brookings will ensure we remain a member of SCINT and can request their assistance when needed. Our monetary contribution is to support operations and will be determined by The City during the 2021-2022 budget process.

Attachments:

a. SCINT IGA 2020-2022



**SOUTH COAST
INTERAGENCY
NARCOTICS TEAM
(SCINT)
INTERGOVERNMENTAL
AGREEMENT

UPDATE 2020 – 2022**

**UPON RATIFICATION, THIS DOCUMENT SUPERSEDES ANY
PREVIOUS OR CURRENTLY EXISTING IGA RELATED TO THE
OPERATIONS AND MAINTAINING OF THE SCINT OPERATIONS.**

SOUTH COAST INTERAGENCY NARCOTICS TEAM AGREEMENT

TABLE OF CONTENTS

| TOPIC | PAGE |
|---|------|
| I. AUTHORITY | 3 |
| II. PURPOSE | 4 |
| III. RESOLUTION | 4 |
| IV. REGIONAL COOPERATION | 5 |
| V. ORGANIZATION | 6 |
| VI. REVENUE | 10 |
| VII. EMPLOYEE PRESERVATION OF BENEFITS | 11 |
| VIII. TRANSFER OF REAL OR PERSONAL PROPERTY | 11 |
| IX. DURATION AND SEVERALTY | 11 |
| X. TERMINATION | 11 |
| XI. DIVISION OF PROPERTY | 12 |
| XII. INSURANCE | 12 |
| XIII. FINANCIAL LOCAL MATCH CONTRIBUTION | 12 |
| XIV. PARENT AGENCY AGREEMENT | 12 |
| XV. MANPOWER CLAUSE | 13 |
| XVI. SIGNATURE PAGES | 14 |

APPENDIX..... A. EXPLANATION OF ORS. AND Internal Revenue RELATED
STATUTES

B. OPERATION BUDGET AND REVENUE SOURCES

C. CIVIL FORFEITURE ORDINANCE

INTERGOVERNMENTAL AGREEMENT

SOUTH COAST INTERAGENCY NARCOTICS TEAM

I. AUTHORITY:

This Intergovernmental Agreement is entered into voluntarily by various political subdivisions (listed below) under the authority of ORS 190.003 to ORS 190.110 which states in part,

ORS 190.007 Policy; Construction. **“In the interest of furthering economy and efficiency in local government, intergovernmental cooperation is declared a matter of statewide concern...”**

And

ORS 190.010 Authority of local governments to make intergovernmental agreements. “A unit of local government may enter into a written agreement with any other unity or units of local government for the performance of any or all functions and activities that a party to the agreement, its officer, or agencies, have the authority to perform. “The agreement may provide activity...”:

- (1) By a consolidated department;
- (2) By jointly providing for administrative officers;
- (3) By means of facilities or equipment jointly constructed, owned leased, or operated;
- (4) By agreement between two or more parties;
- (5) By a combination of methods.

The following cities and counties listed, under the authority of Oregon Revised Statute referred to above enter into this intergovernmental agreement for mutual benefit;

Bandon, Brookings, Coos Bay, Coos County, Coquille, Curry County, Gold Beach, Myrtle Point, North Bend, Coquille, Powers, Reedsport and Oregon State Police.

II. PURPOSE:

This document is entered into for the purpose of Regional Agreement as to the organization, structure, and formal process of the South Coast Interagency Narcotics Team. (Here after referred to as SCINT.)

III. RESOLUTION:

- WHEREAS, The manufacture, sale, use and abuse of illicit and illegal drugs has become a major social problem in the United States of America; and,
- WHEREAS, The manufacture, sale, use and abuse of illicit drugs and its related criminal activity has been a major police and law enforcement problem in Southwestern Oregon for many years; and
- WHEREAS, The Senate and House of Representative of the United states of America in Congress assembled, enacted into law the 1986 Anti-Drug Abuse Act for the purpose of eradicating illicit drug crops, halting drug trafficking, improving enforcement of drug laws, apprehending and intercepting of illicit drug shipments, and the elimination of illegal drug manufacturing laboratories; and,
- WHEREAS, The State of Oregon, Department of Justice is mobilizing to participate in this program by supporting Regional Initiatives which are intended to improve the apprehension, and adjudication, detention, and rehabilitation of drug offenders; and,
- WHEREAS, The determination has been made by the governing authority of each of the jurisdictions signatory hereto, that it is mutually and financially advantageous to all that a Regional Crime Program be organized and utilized on a routine basis for the purpose of reducing all illicit narcotics and related criminal activities; and,
- WHEREAS, DOJ desires to enter into a contract with Coos County to be the parent agency for SCINT to be receiver of grant funds, to be administrator of the grant program, and to be responsible for its terms and the task force program on behalf of the SCINT member agencies; and,

WHEREAS, Coos county and the member agencies have developed an application and a budget for grant funds which are part of the SCINT Program Packet incorporated herein and are hereby made part of this agreement; and,

WHEREAS, The reduction of narcotics and criminal activities shall include but not be limited to situations and circumstances as follows: Extensive Narcotics Investigations, Narcotics Related Organized Crime Investigations, Apprehension of Suspected Felons, Investigations Related to Large Gatherings of Known Drug Users, Organization of Search Parties Including the Serving and Execution of Lawful Search Warrants, and any other instances where the local agency's personnel and facilities cannot be reasonably expected to cope; and,

WHEREAS, The cooperation and coordination of narcotics investigations shall, when appropriate, be expanded to include any applicable Federal Agencies;

NOW THEREFORE;

Be it resolved that the political subdivisions signatory hereto, voluntarily and under the authority of Oregon Revised Statute Chapter 190 do hereby enter into this agreement to formally organize the SOUTH COAST INTERAGENCY NARCOTICS TEAM (SCINT), as a cooperative Regional Crime Task Force, with all the rights, privileges and authority of the member agencies. The primary function of the Task Force is the regional investigation, apprehension, and adjudication of person, individually or conspiring in an organization, to use, manufacture, sell, smuggle, transport or grow any illicit drug in Southwestern Oregon; roughly from Reedsport Oregon, in the north to the California border in the south, and from the Ocean to the crest of the Coast Range.

IV. REGIONAL COOPERATION:

1. During the course of local law enforcement investigations, when information is gathered to indicate narcotics activity may be taking place, and such activity may be beyond the scope of the local agency's ability to aggressively pursue, Head of Member Agency, or the SCINT representative of the Agency may request assistance from the SCINT Coordinator or Chairperson of the SCINT Executive Committee.

2. Upon receipt of such a request for aid the SCINT Coordinator may plan the investigation with the head of the member agency or his/her designee in order to determine level of personnel and equipment needed to proceed with the investigation. Decision as to each local agency manpower commitment to a SCINT investigation shall be solely at the discretion of the Head of the Member Agency or his designee.
3. Once the Coordinator has determined the credibility of the shared information from the Member Agency, and it in fact involves narcotic or related crime activities, the Coordinator may:
 - a. Plan with the requesting agency, a Deputy District Attorney, and staff as to the manner in which the investigation should proceed and level of SCINT participation and coordination.
 - b. Maintain computerized files, with appropriate back-up on the investigation in a secure place which is separate from the other types of criminal investigations. Some files may be maintained in a Western States Information Network (WSIN) format and be available to all member agencies or other state or federal law enforcement agencies on a need to know basis. WSIN will be the depository for contributing agencies.
 - c. Coordinate and plan the most productive type of investigation methods with the SCINT Executive Committee Chairperson, investigators, and Member Agencies. Such methods include Surveillance and/or Stakeout, Undercover or Covert Operations, and Use of Sources of Information.
 - d. Conduct investigations using approved lawful and proven law enforcement procedures. SCINT will coordinate and oversee all undercover operations unless specifically directed by the E Board.

V. ORGANIZATION:

A. Steering Committee:

1. Membership and Voting:

This committee shall consist of one designated law enforcement official from each jurisdiction signatory to this agreement.

Each jurisdiction shall have one vote on all matters as to policy, format, directions and major financial expenditures of SCINT.

2. Duties:

The Steering committee shall be the major policy-making body of the South Coast Interagency Narcotics Team. Duties include the following:

- a. Review and Approval of Operations and Personnel Policies.
- b. Review and Approval of Policies regarding use of Sources of Information.
- c. Review of annual narrative reports and annual financial statements.
- d. Approval of expenditure exceeding \$1,000.00 for equipment or other non-normal purchases. This approval does not include approval of payroll and other normal operations expenses.
- e. Approval of an Information Sharing Policy to promote better communications between Member Agencies, the SCINT, WSIN and other law enforcement agencies.
- f. Act as a liaison group to stimulate cooperation between the SCINT and Federal Law Enforcement Agencies both of who have the same goals.

3. Meetings:

To the greatest extent possible, the Steering Committee shall meet at least annually. Meetings shall be held at a mutually convenient location whenever possible.

4. Notification:

The coordinator shall have the responsibility of notifying Steering Committee members of upcoming events and/or dissemination of important information.

5. Executive Committee Organization:

The Steering Committee shall select from its membership 4 representatives to serve on the executive Committee. The Executive Committee shall also have three permanent members made up by the Coos County District Attorney, Coos County Sheriff and the Curry County Sheriff or their representative. Selected members to the Executive Committee will total 7.

The 4 members shall serve on the Executive Committee for two years.

B. Executive Committee:

1. Membership and Voting:

The Executive Committee shall consist of 7 members of the Steering Committee. Members shall serve pursuant to Section V. Each Executive member shall have one vote.

2. Chairperson:

The Chairperson of the Executive Committee shall be selected by the full Steering Committee. The Chairperson shall also serve for two years.

3. The Executive Committee shall be responsible for the following:

- a. The recruitment, selections and supervision of qualified professionals assigned on a full-time basis to SCINT in the following positions: (as funds are available)

- (1) Coordinator

- b. The review of all SCINT Investigations on an “as needed basis”.

- c. The approval of expenditures over \$1,000. Names and identity of confidential sources of information are not subject to disclosure to auditors. SCINT operating budget shall appear in the Parent Agency’s annual budget and shall be subject to appropriate review and audit.

- d. The overall coordination of activities relevant to any “Major Organized Narcotic Crime” activity, or other assignments as appropriate.
 - e. The decision as to how proceeds from legal forfeitures should be divided between the SCINT Director and the Coos County District Attorney, subject to review by the Executive Board, if a conflict were to arise.
 - f. Conduct periodic review of staff performance and overall program effectiveness.
 - g. Determine the duties of the Coordinator.
4. District Attorney Executive committee Special Duties.

It shall be the duty of the District Attorneys of the participating counties through its representative member to do the following:

- a. Select an Assistant District Attorneys, (if funding is available) to:
 - (1) Hire with the approval of the Executive Committee and participating District Attorney, a Deputy District Attorney and to assign said Deputy District Attorney exclusively to SCINT Investigations, Prosecutions and forfeitures with the approval and consent of the Member Agencies and District Attorneys having jurisdiction. Said Deputy District Attorney may be appointed on an ad hoc or blanket basis by the District Attorney of jurisdiction having venue. Said Deputy District Attorney will also prosecute forfeiture proceedings, at his/her discretion, at the request of member agencies and with the consent of the District Attorney, City Attorney, or County council having jurisdiction of the case. (When funding is available) The prosecuting District Attorney or his designee will act as Forfeiture Counsel when a prosecutor is not assigned.

- (2) Facilitate cross designation with the United States Attorney's Office of said Deputy District Attorney, so the Federal prosecutions can occur when appropriate.

b. Further this Deputy District Attorney shall not initiate any Grand Jury proceeding or formal charging without the knowledge and consent of the District Attorney of the county of venue.

C. Equitable Sharing Formula:

1. It is the intent of the South Coast Interagency Narcotics Team to be self sufficient at the end of anticipated grant programs. Therefore when legally permissible, SCINT, through the Coos County District Attorney's Office (if prosecutor is not assigned), shall pursue forfeitures resulting from criminal prosecutions pursuant to applicable state, local and federal forfeiture statutes. Questions or concerns regarding proceeding on forfeitures will be determined as outlined in Section V Paragraph B subsection 3, e.

VI. REVENUE:

- A. The South Coast Interagency Narcotics Team shall seek to secure the necessary funds for operation in the following manner:
1. Secure Federal and State Block Grants and participation in Discretionary Grant Programs, and Private Donations.
 2. Secure funds through a Uniform Civil Forfeiture Ordinance or other applicable Forfeiture Ordinances.
 3. Secure contributions from convicted offenders, as part of the plea bargaining process.

VII. EMPLOYEE PRESERVATION OF BENEFITS; PARENT AND MEMBER AGENCY EMPLOYEES

- A. All personnel participating in SCINT shall remain the employee of their respective member agency and shall be subject to any applicable collective bargaining agreement or personnel policies and employee benefit program.
- B. Each member agency shall accept the liability for its own employees and agents in the event of personal injury which may occur while engaged in

SCINT activities, pursuant to any specific provisions of law related to on the job injuries.

1. If assigned or selected person is, at the time of assignment to SCINT, a Coos County employee, that person shall remain a Coos County employee. Coos County shall be reimbursed for that person's personnel costs from proceeds of the grant program. (If funds are available)
2. If assigned or selected person is at the time of assignment to SCINT, a Member Agency employee, that person shall remain a Member Agency employee. The Member Agency shall be reimbursed for that person's personnel costs by the Parent Agency (Coos County) from proceeds from a grant program or funding source (if funds are available).

- C. Parent Agency or Member Agency employees assigned to SCINT on a full-time basis shall be under the directions and supervision of the SCINT Executive Committee.

VIII. TRANSFER OF REAL OR PERSONAL PROPERTY:

- A. The SCINT member agencies have the legal right to own or transfer title to real or person property solely for the performance of its defined duties and can assign said equipment to SCINT as needed.

IX. DURATION AND SEVERABILITY:

- A. This agreement shall remain in effect as long as at least two parties are signatory.

X. TERMINATION:

- A. A member agency signatory to this agreement may terminate membership with a 30 day written notice to Executive Committee.

XI. DIVISION OF PROPERTY:

- A. When parties to this agreement are unable, upon termination of all member agencies of the agreement, to agree on the transfer of personnel or the division of assets between the parties, the Coos circuit court has jurisdiction to determine the appropriate transfer or division amongst member agencies. Shared and loaned equipment shall revert to original member agency ownership. All equipment purchased with grant funds

and in the possession of a Member Agency terminating membership, shall be returned to the SCINT Coordinator for return to the ownership of the appropriate agency.

XII. INSURANCE:

For the purpose of this agreement, each member agency shall maintain its current liability insurance, workman's compensation insurance and fringe benefits on personnel performing in the SCINT task force.

XIII. FINANCING LOCAL MATCH CONTRIBUTION TERMS:

Coos County acting as the Parent Agency and all member agencies signatory to this agreement, agree to provide in aggregate the financial resources to support Task Force activities.

Each Member Agency shall specify the amount it will contribute to the program.

The Parent and Member agencies certify that all match monies provided for the program were not monies already budgeted for Drug Enforcement.

XIV. PARENT AGENCY AGREEMENT:

The Coos County Board of Commissioners agrees to act as Parent Agency of the South Coast Interagency Narcotics Team. This applies to the following:

1. Grant and Program funds recipient
2. Provide annual audit service
3. Assure grant program administration
4. If a person selected or assigned to SCINT on a full-time basis (F.T.E.) is NOT at the time of assignment or selection to SCINT employed by the Parent Agency or a Member Agency, that person will be employed by the Parent Agency (Coos County). (Otherwise Section VII, Part A & B prevails.) Salary and other personnel costs for that person shall be paid from proceeds of the federal grant program, and other income authorized for that use by the SCINT Executive Committee. Once the grant program ends, the Parent Agency (Coos County) is not responsible for continuing any individual's F.T.E. SCINT assignment or selection. Seniority rights pertain only to person employed by Coos County when assigned to SCINT on a full-time basis.

XVII. MANPOWER CLAUSE:

A. The intent of the SCINT program, particularly Federal Grant Application funds for personnel, shall not be to provide funds for any member agency to support existing personnel levels.

1. It shall be agreed that any SCINT employee funded by SCINT on a F.T.E. (full time employee) basis shall devote 100% of his time to SCINT projects or projects closely related to and having a direct benefit to the SCINT program.

a. This shall in no way prohibit contact between SCINT employees, the SCINT parent agency, and parent agency of any individual SCINT employee for the purposes such as reporting their activities, agency training, and other training necessary to retain existing certifications.

SOUTH COAST INTERAGENCY NARCOTICS TEAM

INTERGOVERNMENTAL AGREEMENT SIGNATURE PAGES for 2020-2022

Chairperson, Coos County

Board of Commissioners

Date: _____

Chairperson, Curry County

Board of Commissioners

Date: _____

Mayor, Coos Bay

Date: _____

Mayor, North Bend

Date: _____

Mayor, Coquille

Date: _____

Mayor, Myrtle Point

Date: _____

Mayor, Brookings

Date: _____

Mayor, Gold Beach

Date: _____

Mayor, Powers

Date: _____

Mayor, Reedsport

Date: _____

Mayor, Bandon

Date: _____

Mayor, Port Orford

Date: _____

Superintendent

Oregon State Police

Date: _____

Tribal Council Representative

Coquille Indian Tribe

Date: _____

Tribal Council Representative

Confederated Tribes of the Coos, Siuslaw and Umpqua Indians

Date: _____

Coos County District Attorney

Date: _____

Curry County District Attorney

Date: _____

Sheriff, Coos County

Date: _____

Sheriff, Curry County

Date: _____

Chief of Police, Coos Bay

Date: _____

Chief of Police, North Bend

Date: _____

Chief of Police, Coquille

Date: _____

Chief of Police, Myrtle Point

Date: _____

Chief of Police, Brookings

Date: _____

Chief of Police, Gold Beach

Date: _____

Chief of Police, Reedsport

Date: _____

Chief of Police, Port Orford

Date: _____

Chief of Police, Bandon

Date: _____

OR State Police Representative

Date: _____

Chief of Police, Coquille Indian Tribe

Date: _____

Chief of Police, Powers

Date: _____

Chief of Police, Confederated Tribes of the Coos, Siuslaw and Umpqua Indians

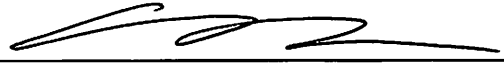

Date: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 25, 2021

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Pump House Repairs

Recommended Motion: Authorize City Manager to enter into an agreement with Affordable Construction & Repair Inc. in the amount of \$88,300 to perform various pump house building repairs.

Financial Impact: \$88,300 to be funded from the Water and Wastewater SRF funds.

Background/Discussion:

Fifteen of the twenty five water and wastewater pump station buildings in the City of Brookings water distribution (12), and wastewater collection (13) systems require repairs. These repairs have been identified in both water and wastewater master plans. The work includes dry-rot repair, repair or replacement of leaking roofs and siding, door, paint and electric meter bases.

Staff reached out to local contractors for bids to do the work. Two of the three responded with bids for the project.

| Bidder | Bid |
|---------------------------------------|------------|
| Dusty Watson | \$130,000 |
| Affordable Construction & Repair Inc. | \$88,300 |
| Coatney Construction | Declined |
| | |
| | |

Staff recommends accepting the lowest bid submitted by Affordable Construction & Repair Inc. and authorize City Manager to enter into an agreement for the work. The work will be completed during the current and next fiscal year budget cycles.

Attachments:

- a. Contractor Bids

Proposal

To: The city of Brookings
898 Elk Drive
Brookings, Oregon 97415
Attn: Tony Baron

11/20/2020

From Dustin Watson LLC
PO Box 4822
Brookings, Oregon 97415
CCB # 231036

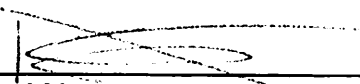
As per the city bid sheet titled **Pump Station Building Repairs (Wastewater)**

This proposal includes the following:

- 1)DT-1
- 2)DT-2
- 3)DT-3
- 4)DT-4
- 5)DT-5
- 6)Macklyn Cove
- 7)Mill Beach
- 8)Buena Vista loop
- 9)Constitution Way
- 10)Marine Drive
- 11)Pac View Reservoir
- 12)Mt Drive 1
- 13)Mt Drive 2
- 14)Mt Drive 3
- 15)Raney Collector

The above list of locations will include the items of repair listed on the bid sheet from the city of Brookings. The estimate for all 15 locations is \$130,000.00.

Note: This proposal, if not accepted, is only good for 30 days from the above date.



Dustin Watson LLC: Contractor

Date 11/20/20

Tony Baron: City of Brookings

Date _____

Affordable Construction and Repair, Inc.
231 Wharf St
Brookings, OR 97415
+1 5413241805
affordableconstruction.repair@gmail.com
myaffordableroofers.com

Estimate

ADDRESS

Tony Baron
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

ESTIMATE # 2291

DATE 01/20/2021

SALES REP

Shance Crow

ACTIVITY

Pump Station: (DT-1) 1675 Old Hwy 101 - \$4,000
Pressure Wash Roof
Replace Trim
Repair and Remove rotten siding
Paint Building
Replace back gutter
Add gutters to the doghouse roof
Pump Station: (DT-2) 17105 Pacific Heights - \$3,500
Paint Exterior (Paint Matched to Homeowner)
Replace Door Jamb
Pressure Wash Roof
Pump Station: (DT-3) 96444 Shorewood Terrace - \$3,500
Replace Vent
Replace Door
Paint Exterior (Paint Matched to HOA)
Shrubs trimmed back from building
Pump Station: (DT-4) 17431 Park Spur - \$3000
Pressure Wash Roof (Metal)
Paint Exterior (Shingle Siding)
Replace Trim Fascia where required
Possible Roof Leak (verify and repair)
Replace door vent screen
Pump Station: (DT-5) 17357 W. Ocean Drive - \$3,500
Pressure Wash Metal Roof
Replace Siding on South Side (Wood Shingle Siding)
Sand/Paint Jamb and Door
Pump Station: (Macklyn Cove) 200 Macklyn Cove Drive - \$4,000
Replace Siding (Cement Board Panels)
Paint Exterior (Paint to match Condos)
Clean Roof
Repair and Replace Gutters
New Fiberglass dog house on well needed
Pump Station: (Mill Beach) 310 Mill Beach Road - \$2,500
Decrease Vent Opening
Pressure Wash
Paint all Metal Trim
Paint all piping

Thank you for choosing
Affordable Construction and Repair, Inc.
CCB #224204

ACTIVITY

Pump Station: (Buena Vista Loop) 423.5 Buena Vista Loop - \$6,000
Paint Exterior Trim
Replace Metal Roof
Replace Door
Pump Station: (Constitution Way) 215 North Bank Road - \$9,800
Install New cement board siding and trim
Replace Roofing with Metal (Roof plywood repair/replace required)
Pump Station: (Marine Drive 1.5) 271 Marine Drive - \$10,000
Install New Siding (Cement board panels or lap)
Install New Metal Roof
Repair Fence
Install New Door Vent
Install New Gutter(s)
Clear out vegetation around building and perform site work/grading, improve turn around area
Reconnect French Drain
Pump Station: (Pac View Reservoir) 16792 Pacific View - \$14,000
Install New Siding (Cement Board Panels or Lap)
Install New Doors
Paint Exterior
Install New Metal Roof (Match adjacent house)
Install New Chain Link Fence with Green Privacy slats (Include equipment and man gate)
Grade around building with gravel
Pump Station: (Mt. Drive 1) 17164 Mt. Drive - \$7,000
Tank piping needs paint
Tank exterior pressure washed
Replace Roof with Metal
Paint Exterior
Pump Station: (Mt. Drive 2) 17294 Mt. Drive - \$6,000
Install New Metal Roof
Repair Trim and Siding (where required)
Paint Exterior
Replace Vent
Tank needs to also be painted
Pump Station: (Mt. Drive 3) 17390 Mt. Drive - \$8,000
Install New Roof
Install New Siding (Cement Board Panel or Lap)
Repair/Repalce Fascia
Paint Exterior
Grade Site (Remove dirt from side of building)
Pump Station: (Raney Collector) 99232 North Bank Rd. - \$3,500
Clean Tile Roof
Clean Skylights
Pressure Wash Stair
Pressure Wash Eaves (Remove bird nests)
Paint Eaves
Replace door to chlorine storage
Materials Include:
(*Exact quantities/measurements/materials will be reflected on invoice)

Roofing (Metal and Composite)
Siding (Wood/Concrete/Lap)
Trim
Gutter Coil Material
Paint
Gravel
Fencing

Thank you for choosing
Affordable Construction and Repair, Inc.
CCB #224204

ACTIVITY

Fiberglass Dog House

Doors

Misc. Necessities (Nails, Screws, Paint Brushes, Sand paper, etc.)

Material Delivery

Material Disposal

Clean up

| | | |
|---|--------------|--------------------|
| If wood rot found or additional structural work is needed, labor at (\$70 per man hr and materials will be added to the invoice. If additional layers of shingles are found it is an additional \$45 per Square per layer of shingles. A cancellation fee of \$300.00 will be invoiced to account in the event of contract cancellation after estimate approval. | TOTAL | \$88,300.00 |
|---|--------------|--------------------|

Accepted By

Accepted Date

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 25, 2021

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

Authorized signatories for all City financial activities

Recommended Motion:

Adopt Resolution 21-R-1195, Authorizing signatories for all City financial activities.

Financial Impact:

None.

Background/Discussion:

On January 11, 2021, the City Council appointed Councilor John McKinney as Council President. The City Charter states that the Mayor shall sign, and that the Council President shall function as Mayor when the Mayor is unable. In addition, the positions of City Manager/Finance Director and Deputy Finance Director have historically been the other two authorized signatories, since at least 2000. Position titles and individuals have changed since that time.

Attachment

a. Resolution 21-R-1195

CITY OF BROOKINGS
State of Oregon

RESOLUTION 21-R-1195

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SIGNATORIES FOR ALL CITY FINANCIAL ACTIVITIES.

WHEREAS, the City of Brookings ("City") Charter states the Mayor shall sign all approved records of proceedings of the Council and countersign all checks and vouchers; and

WHEREAS, the City Charter states that the Council President shall function as Mayor when the Mayor is unable; and

WHEREAS, all disbursements drawn on the City of Brookings funds require authorized signatories; and

WHEREAS, all financing, borrowing, and encumbering of assets, require authorized signatories; and

WHEREAS, the positions listed below have been the authorized signatories for all City of Brookings financial activities since 2000,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings authorizes signatories for all City of Brookings financial activities, and borrowing and encumbering assets, to the following list of positions:

Mayor
Council President
City Manager/Finance Director
Deputy Finance Director

Passed by the City Council January 25, 2021, and made effective the same date.

Attest:

Mayor Jake Pieper

City Recorder Janell K. Howard

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 25, 2021

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

Council Liaison Discussion/Appointments

Financial Impact:

No direct cost. Potential travel costs for those meetings out of town.

Background/Discussion:

The Council liaison positions have traditionally been reviewed every couple of years, or with a change in elected position(s). The City Council last visited Council liaison positions February 11, 2019. At that time, Council chose not to fill vacant positions or change current positions; as many of those roles were being filled by City staff. Prior Councilor Brent Hodges was liaison to Brookings Harbor School District and the City's Parks and Recreation Commission. The liaison to the Port of Brookings Harbor has been vacant for a couple years.

Councilor Alcorn asked at the January 11, 2021 meeting to create a liaison position between Brookings City Council and Curry County Commissioners. That position is included on the attached list, but it has not been active for a while. Council asked that all liaison positions be reviewed.

In addition to filling the vacant positions, the Mayor and/or Councilors might want to change representation on some committees, commissions, boards, etc.

Attachment

a. Draft Council Liaison List

Council Liaisons

| Organization | Member | Liaison | Appointee | Alternative | When | Where |
|--|--------|---------|--------------|-------------|--|---|
| Brookings/Harbor School District 17C | | X | | | Monthly/3rd Wed, 530PM | K-School/Azalea gym |
| Curry County Commission | | X | J. Pieper | | 1st & 3rd Wed, 10AM | Courthouse Annex, GB |
| Curry County Recycling | | X | T. Baron | J. Howard | 3rd Tues, 1st Month of each Quarter, 10AM-12PM | Curry County Commisioners Hearing Room |
| Harbor Sanitary District | X | | J. Pieper | J. Howard | No set Dates/Times | No Set Location |
| Household Hazardous Waste (HHW) Steering Committee | X | | T. Baron | J. Howard | As Needed | Coos County (Can be Attended Via Phone) |
| League of Oregon Cities Voting Delegation | X | | J. Pieper | Attendee | Annual | LOC Conference |
| Parks and Recreation Commission | | X | | | Bi-monthly/3rd Thurs, 7PM | Chambers |
| Planning Commission | | X | J. Pieper | | Monthly, 1st Tues, 7PM | Chambers |
| Port of Brookings Harbor | | X | | | Monthly, 3rd Tues, 7PM | Port Office |
| Sudden Oak Death Task Force | X | | R. Hedenskog | T. Baron | As Needed | Vareis/Statewide |
| Border Coast Regional Airport Authority | X | | G. Milliman | J. Howard | Monthly, 1st Thurs, 2PM | Crescent City (virtual) |
| South West Area Commission on Transportation | X | | G. Milliman | J. Howard | Bi-monthly/Fri, 10AM | Coquille (virtual) |
| | | | | | | |
| | | | | | | |
| | | | | | | |