

City of Brookings

MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, June 26 2023, 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. Appointments/Announcements

1. Planning Commission Appointment – Sage Bruce [Pg. 1]
2. Yard of the Month – June [Pg. 5]
 - a. Residential – 935 Hidden Court – Sheila Hagbom
 - b. Commercial – 729 Chetco Avenue – Rogue Credit Union

E. 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)

F. Consent Calendar

1. Approve City Council minutes for June 12, 2023 [Pg. 6]
2. Accept monthly financial reports for May, 2023 [Pg. 9]

G. Staff Reports/Hearings

1. Weaver Lane Improvements [Pg. 16]
 - a. Dyer Task Order No. 106 - Weaver Lane Improvements [Pg. 17]
 - b. Letter of Request from Don and Mary Kirk [Pg. 19]
 - c. Map – Weaver Lane Extension [Pg. 21]
2. Alder Street Sewer Laterals [Pg. 22]
 - a. McLennan Excavation Inc. Task Order #8 [Pg. 23]
3. Kidtown Soft Floor Award [Pg. 24]
 - a. I Play Safety Surfacing Proposal [Pg. 26]
 - b. United Sports Surfacing of America Proposal [Pg. 27]
 - c. HSP Rubber Proposal [Pg. 28]
4. Increase Appropriations due to Grants and Donations for FY 2022-23 Budget [Pg. 29]
 - a. Resolution 23-R-1245 – Accept Grans & Donations & Make Appropriations [Pg. 30]
5. Increase Appropriations from Insurance Proceeds for FY 2022-23 Budget [Pg. 31]
 - a. Resolution 23-R-1246 – Accept Insurance Proceeds and Make Appropriations [Pg. 32]
6. Transfer of Appropriations from Contingency for FY 2022-23 Budget [Pg. 33]
 - a. Resolution 23-R-1247 – Appropriation Transfers [Pg. 34]

7. Transfer of Appropriations for FY 2022-23 Budget [Pg. 35]
 - a. Resolution 23-R-1248 - Appropriations Transfers [Pg. 36]
8. Accepting Loan Proceeds and Appropriating Funds for FY 2022-23 [Pg. 38]
 - a. Resolution 23-R-1249 – Accepting Loan Proceeds & Appropriating Funds [Pg. 39]

H. Remarks from Mayor and Councilors

I. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

C. Roll Call

D. Consent Calendar

1. Approve Urban Renewal meeting Minutes for June 12, 2023 [Pg. 40]

E. Staff Reports

1. Chetco Avenue Enhancements - Traffic Study Award [Pg. 41]
 - a. ODOT Traffic Study Scope of Work [Pg. 43]
 - b. ODOT Technical Memorandum – Growth and Trend Analysis for US 101 from 5th Street to Oak Street and for Railroad Street [Pg. 50]
 - c. Kittelson & Associates Proposal [Pg. 53]
 - d. Sandow Engineering Proposal [Pg. 57]
2. Façade Improvement Program – Revised Criteria [Pg. 60]
3. Alder Street Parking Lot [Pg. 61]
 - a. Alder Street Parking Preliminary Drawing [Pg. 62]

F. Agency Remarks

G. Adjournment

*Public Comment forms and the agenda packet are 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.

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.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Appoint Sage Bruce to the Planning Commission

Recommended Motion:

Move to appoint Sage Bruce to Position #2 on the Planning Commission to expire April 1, 2024.

Financial Impact:

None

Background/Discussion:

The City has received an application from Sage Bruce for appointment to the Planning Commission. Mayor Hedenskog has reviewed his application and recommends his appointment to the Commission to fill the current vacancy.

Attachment:

- a. Sage Bruce Volunteer Committee Application



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Sage Bruce

Physical Address: _____

Mailing Address: _____

Email Address: _____ Phone: _____

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|------------------------|------------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 20+ years _____ months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? _____ years _____ months
4. What is your current occupation? Contractor / Builder

NOTES:

(i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Sage Bruce

Applicant (print name)

[Signature]

Applicant's Signature

6/21/2023

Date

****Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf. Official forms provided by OGE.**

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - lziemer@brookings.or.us
- Budget Committee: 541-469-1123 - lehlers@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I have been a licensed contractor of over 20 years. Developed & Designed many projects in the Brookings Area.

2. List any unrelated work history, educational background, and volunteer experience you may have:

Graduated from Brookings Harbor High School. Then went to Mt. Hood Community College for two years. After that I got my contractor licenses and began Building.

Volunteering / Donating projects I have done are Installing K-School playground, Installed New Roof on Home, and Help with putting up lights at azalea park.

3. Briefly describe your interest in this position and what you hope to accomplish:

I have Been wanting to get involved in helping with Brookings community more. with My 20+ years in the Building industry I know I can be a help with making good decisions on the planning commission.

JUNE YARD OF THE MONTH

COMMERCIAL -
ROGUE CREDIT
UNION
729 Chetco



RESIDENTIAL – Sheila Hagbom
935 Hidden Court

City of Brookings

CITY COUNCIL MEETING MINUTES

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

Monday, June 12, 2023

Call to Order

Mayor Hedenskog called the meeting to order at 7:01 PM

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Isaac Hodges, Andy Martin, Michelle Morosky, and Ed Schrieber; a quorum present

Staff present: City Manager Janell Howard, Public Works & Development Services Director Anthony Baron, Public Works & Development Services Deputy Director Lauri Ziemer and Finance Director Lu Ehlers

Media Present: 2

Others Present: Approximately 30 audience members

Appointments/Announcements

1. Parks & Recreation Commission Appointment - Theresa Mercurio

Mayor Hedenskog moved, Councilor Schreiber seconded, and Council voted unanimously to appoint Theresa Mercurio to Parks and Recreation Commission, Position #2, with a term expiring February 1, 2025.

Scheduled Public Appearances

1. Coast Community Health – David Gilmore, Chief Operations Officer

Oral Requests and Communications from the Audience

1. Curt Haskins, 1247 Hub Street, Brookings - addressed Council regarding vehicle parking on Hub and Iris Streets.
2. Ron Schneirson, 111 Schooner Bay Drive, Brookings – addressed Council regarding condition and maintenance issues at the Wastewater Treatment Plant. Requested privacy fence be added to existing chain link fence.
3. Connie Hunter, 1310 English Court, Brookings – spoke in support of the City Council and City Manager Janell Howard.
4. Summer Matteson, 94508 Meyers Rd, Gold Beach - spoke in support of Janell Howard as City Manager.
5. Holly Beyer, 625 Meadow, Brookings – addressed Council concerning no flags were on veterans graves over Memorial Day.
6. Skip Hunter, 1310 English Court, Brookings – spoke in support of the City Council.

Consent Calendar

1. Approved City Council meeting minutes for May 22, 2023

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

Staff Reports

1. Adopt Ziply Fiber Franchise Ordinance

Staff report presented by Janell Howard.

Fran Chambers, 1101 Rowland Lane, Brookings – addressed Council concerning the CCEC Franchise fee calculation process.

Councilor Schreiber moved, Councilor Martin seconded, and Council voted unanimously to read Ordinance 23-O-807 by title only.

Councilor Schreiber moved, Councilor Hodges seconded, and Council voted unanimously to adopt Ordinance 23-O-807, an Ordinance granting a 10-year franchise to Ziply Fiber, for all telecommunication service purposes within the City of Brookings; prescribing the terms, conditions, and manner of the acceptance of such franchise, repealing Ordinance No. 13-O-715.

2. Adopt LS Networks Franchise Ordinance

Staff report presented by Janell Howard.

Councilor Hodges moved, Councilor Schreiber seconded, and Council voted unanimously to read Ordinance 23-O-808 by title only.

Councilor Schreiber moved, Councilor Morosky seconded, and Council voted unanimously to adopt Ordinance 23-O-808, an Ordinance granting a 10-year franchise to LS Networks, for all telecommunication service purposes within the City of Brookings; prescribing the terms, conditions, and manner of the acceptance of such franchise, repealing Ordinance No. 13-O-706.

3. Chetco Avenue Enhancements – Traffic Study Award

Staff report presented by Tony Baron.

Council discussed. **Councilor Morosky moved, Mayor Hedenskog seconded and Council voted unanimously to authorize City Manager to enter into an agreement with Kittleson & Associates in the amount of \$30,292 to perform a traffic study of Chetco Avenue from Alder Street to Pacific Avenue.**

4. Hold a Public Hearing on State Revenue Sharing and Adopt Resolution 23-R-1239

Public hearing opened at 7:59 pm, no public speakers, public hearing closed at 8:00 pm.

Staff report presented by Lu Ehlers

Mayor Hedenskog moved, Councilor Schreiber seconded and Council voted unanimously to adopt Resolution 23-R-1239 declaring the City's election to receive State Revenues for 2023-24 fiscal year.

5. Hold a Public Hearing and Approval for Appropriations for FY 2023-24 Budget

Public hearing opened at 8:01 pm, no public speakers, public hearing closed at 8:02 pm.

Staff report presented by Lu Ehlers.

Councilor Hodges moved, Councilor Morosky seconded and Council voted unanimously to adopt Resolution 23-R-1240, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2023-24 fiscal year, and to categorize the levy.

6. Approve Water and Sewer Rates, and System Replacement Fees for 2023-24

a. Resolution 23-R-1241 - Staff report presented by Lu Ehlers

Councilor Schreiber moved, Mayor Hedekskog seconded and Council voted unanimously to adopt Resolution 23-R-1241, adopting Water rates for 2023-24.

b. Resolution 23-R-1242 - Staff report presented by Lu Ehlers

Staff report presented by Lu Ehlers

Councilor Morosky moved, Mayor Hedekskog seconded and Council voted unanimously to adopt Resolution 23-R-1242, adopting Sewer rates for 2023-24.

c. Resolution 23-R-1243 - Staff report presented by Lu Ehlers

Staff report presented by Lu Ehlers

Mayor Hedenskog moved, Councilor Schreiber seconded and Council voted unanimously to adopt Resolution 23-R-1243, adopting System Replacement Fees for 2023-24.

Remarks from Mayor and Councilors

Councilor Martin read a statement concerning City Manager Janell Howard. **Councilor Martin moved to terminate the City Manager effective immediately without cause, Councilor Hodges seconded.** Councilor Schreiber commented on the consequences of the potential City Manager's termination. Councilor Hodges commented on the need to have a vote on the issue to access where the matter stands. **With a vote of two to three, Mayor Hedenskog, Councilor Schreiber and Councilor Morosky voting nay, the motion failed.**

Councilor Hodges commented on the need for council transparency and accountability to move forward and the council's decision has been made.

Mayor Hedenskog clarified that the motion made on May 8, 2023 to direct the City Attorney to develop an agreement to terminate the City Manager effective June 16, 2023 never materialized so the motion failed. After three previous motions to terminate have failed, today's vote upholds the decision made January 30th to reinstate the City Manager. The process has been completed in a duly noticed council meeting with a quorum of the councilors present and by a majority vote the motions to terminate have failed, time to move forward operating City government.

Adjournment

Mayor Hedenskog adjourned the meeting at 8:26 PM.

Respectfully submitted:

ATTESTED:
this 26th day of June, 2023:

Ron Hedenskog, Mayor

Janell K. Howard, City Manager

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,646,440.00	99,993.15	3,726,499.94	(80,059.94)	102.2
LICENSES AND PERMITS	296,500.00	25,379.27	447,269.82	(150,769.82)	150.9
INTERGOVERNMENTAL	293,500.00	26,283.69	179,658.19	113,841.81	61.2
CHARGES FOR SERVICES	994,500.00	17,339.75	369,288.69	625,211.31	37.1
OTHER REVENUE	125,500.00	7,987.86	300,228.48	(174,728.48)	239.2
TRANSFERS IN	633,382.00	.00	.00	633,382.00	.0
	5,989,822.00	176,983.72	5,022,945.12	966,876.88	83.9
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	35,168.00	3,275.83	37,201.46	(2,033.46)	105.8
MATERIAL AND SERVICES	12,850.00	325.00	4,159.31	8,690.69	32.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	48,018.00	3,600.83	41,360.77	6,657.23	86.1
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	384,120.00	35,659.33	378,420.22	5,699.78	98.5
MATERIAL AND SERVICES	227,300.00	20,876.01	287,720.15	(60,420.15)	126.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	611,420.00	56,535.34	666,140.37	(54,720.37)	109.0
POLICE:					
PERSONAL SERVICES	3,027,250.00	247,078.17	2,684,962.78	342,287.22	88.7
MATERIAL AND SERVICES	204,000.00	27,709.74	182,815.42	21,184.58	89.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	63,282.35	4,584.65	93.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,299,117.00	279,240.22	2,931,060.55	368,056.45	88.8
FIRE:					
PERSONAL SERVICES	235,238.00	18,719.49	211,849.20	23,388.80	90.1
MATERIAL AND SERVICES	105,500.00	7,059.85	74,987.67	30,512.33	71.1
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
	371,318.00	25,779.34	317,415.88	53,902.12	85.5

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	242,675.00	12,391.78	169,583.05	73,091.95	69.9
MATERIAL AND SERVICES	92,900.00	3,010.40	30,162.37	62,737.63	32.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	335,575.00	15,402.18	199,745.42	135,829.58	59.5
PARKS & RECREATION:					
PERSONAL SERVICES	285,789.00	20,340.38	242,661.36	43,127.64	84.9
MATERIAL AND SERVICES	121,300.00	5,411.08	116,656.62	4,643.38	96.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	417,070.00	25,751.46	369,297.98	47,772.02	88.6
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	700,000.00	.00	.00	700,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	700,000.00	.00	.00	700,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	94,384.00	1,543.07	64,243.47	30,140.53	68.1
MATERIAL AND SERVICES	56,200.00	1,370.13	42,056.43	14,143.57	74.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	150,584.00	2,913.20	106,299.90	44,284.10	70.6
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	168,600.00	9,553.54	102,893.43	65,706.57	61.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	285,000.00	.00	.00	285,000.00	.0
CONTINGENCIES AND RESERVES	623,120.00	.00	.00	623,120.00	.0
	1,076,720.00	9,553.54	102,893.43	973,826.57	9.6
	7,009,822.00	418,776.11	4,734,214.30	2,275,607.70	67.5
	(1,020,000.00)	(241,792.39)	288,730.82	(1,308,730.82)	28.3

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2023

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	710,000.00	44,136.25	444,010.20	265,989.80	62.5
OTHER REVENUE	20,200.00	192.00	8,487.02	11,712.98	42.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>730,200.00</u>	<u>44,328.25</u>	<u>452,497.22</u>	<u>277,702.78</u>	<u>62.0</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	231,087.00	18,254.58	204,187.21	26,899.79	88.4
MATERIAL AND SERVICES	215,500.00	13,885.71	100,469.91	115,030.09	46.6
CAPITAL OUTLAY	250,000.00	.00	2,500.00	247,500.00	1.0
DEBT SERVICE	4,409.00	.00	.00	4,409.00	.0
TRANSFERS OUT	119,370.00	.00	.00	119,370.00	.0
CONTINGENCIES AND RESERVES	139,834.00	.00	.00	139,834.00	.0
	<u>960,200.00</u>	<u>32,140.29</u>	<u>307,157.12</u>	<u>653,042.88</u>	<u>32.0</u>
	<u>960,200.00</u>	<u>32,140.29</u>	<u>307,157.12</u>	<u>653,042.88</u>	<u>32.0</u>
	<u>(230,000.00)</u>	<u>12,187.96</u>	<u>145,340.10</u>	<u>(375,340.10)</u>	<u>63.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,885,000.00	149,086.18	1,662,616.92	222,383.08	88.2
OTHER INCOME	48,000.00	10,780.00	52,106.30	(4,106.30)	108.6
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,933,000.00</u>	<u>159,866.18</u>	<u>1,714,723.22</u>	<u>218,276.78</u>	<u>88.7</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	404,558.00	31,896.27	362,949.34	41,608.66	89.7
MATERIAL AND SERVICES	197,800.00	5,545.20	161,694.17	36,105.83	81.8
CAPITAL OUTLAY	50,000.00	8,123.29	40,116.21	9,883.79	80.2
DEBT SERVICE	28,294.00	2,330.99	26,245.46	2,048.54	92.8
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>704,652.00</u>	<u>47,895.75</u>	<u>591,005.18</u>	<u>113,646.82</u>	<u>83.9</u>
WATER TREATMENT:					
PERSONAL SERVICES	28,833.00	2,394.87	26,225.99	2,607.01	91.0
MATERIAL AND SERVICES	545,780.00	42,818.62	455,484.38	90,295.62	83.5
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
TRANSFERS OUT	728,196.00	.00	.00	728,196.00	.0
CONTINGENCIES AND RESERVES	143,154.00	.00	.00	143,154.00	.0
	<u>1,458,348.00</u>	<u>45,213.49</u>	<u>484,094.86</u>	<u>974,253.14</u>	<u>33.2</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>2,163,000.00</u>	<u>93,109.24</u>	<u>1,075,100.04</u>	<u>1,087,899.96</u>	<u>49.7</u>
	<u>(230,000.00)</u>	<u>66,756.94</u>	<u>639,623.18</u>	<u>(869,623.18)</u>	<u>278.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2023

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	3,508,300.00	279,533.37	3,089,224.02	419,075.98	88.1
OTHER REVENUE	10,000.00	.00	18,845.70	(8,845.70)	188.5
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,513,800.00</u>	<u>279,533.37</u>	<u>3,108,069.72</u>	<u>405,730.28</u>	<u>88.5</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	624,241.00	49,858.77	543,751.00	80,490.00	87.1
MATERIAL AND SERVICES	235,500.00	8,098.26	115,074.86	120,425.14	48.9
CAPITAL OUTLAY	15,000.00	.00	4,322.57	10,677.43	28.8
DEBT SERVICE	28,294.00	2,331.01	26,245.52	2,048.48	92.8
TRANSFERS OUT	212,522.00	.00	.00	212,522.00	.0
	<u>1,115,557.00</u>	<u>60,288.04</u>	<u>689,393.95</u>	<u>426,163.05</u>	<u>61.8</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	43,586.00	3,592.32	39,339.95	4,246.05	90.3
MATERIAL AND SERVICES	1,118,925.00	81,492.85	898,805.85	220,119.15	80.3
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
TRANSFERS OUT	1,350,434.00	.00	.00	1,350,434.00	.0
CONTINGENCIES AND RESERVES	242,413.00	.00	.00	242,413.00	.0
	<u>2,772,743.00</u>	<u>85,085.17</u>	<u>940,530.29</u>	<u>1,832,212.71</u>	<u>33.9</u>
	<u>3,888,300.00</u>	<u>145,373.21</u>	<u>1,629,924.24</u>	<u>2,258,375.76</u>	<u>41.9</u>
	<u>(374,500.00)</u>	<u>134,160.16</u>	<u>1,478,145.48</u>	<u>(1,852,645.48)</u>	<u>394.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2023

URBAN RENEWAL AGENCY FUND


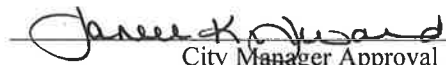
	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	639,676.00	2,619.75	699,427.02	(59,751.02)	109.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	14,266.09	(12,266.09)	713.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>641,676.00</u>	<u>2,619.75</u>	<u>713,693.11</u>	<u>(72,017.11)</u>	<u>111.2</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	186,000.00	.00	5,346.80	180,653.20	2.9
CAPITAL OUTLAY	1,355,676.00	26,047.59	837,294.29	518,381.71	61.8
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,541,676.00</u>	<u>26,047.59</u>	<u>842,641.09</u>	<u>699,034.91</u>	<u>54.7</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>1,541,676.00</u>	<u>26,047.59</u>	<u>842,641.09</u>	<u>699,034.91</u>	<u>54.7</u>
	<u>(900,000.00)</u>	<u>(23,427.84)</u>	<u>(128,947.98)</u>	<u>(771,052.02)</u>	<u>(14.3)</u>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject:

Weaver Lane Improvements -- Dyer Task Order

Recommended Motion:

Authorize the City Manager to sign Dyer Partnership Task Order No.106 in the amount of \$86,700 for the design of full street improvements on the first 460 lineal feet of Weaver Lane.

Financial Impact:

\$86,700 funded with a combination of fuel tax revenues and Stormwater System Replacement Fund.

Background/Discussion:

Weaver Lane is currently 460 lineal feet of unimproved gravel road and could eventually extend to Meadow Lane if the lot between is developed. Street design standards as defined in the City of Brookings Land Development Code and the Engineering Requirements and Standard Specifications for Public Works Construction, require 24 - 28 feet width of street paving, 5-foot-wide sidewalks on both sides of the street and storm drainage improvements and full street paving.

Council considered improving Weaver Lane up to the undeveloped lot during their June 2, 2014 council workshop but ultimately decided to not commit to any improvements of Weaver Lane until the vacant lot between was developed.

The new land owner of the undeveloped lot between Weaver Lane and Meadow Lane is now asking the city to consider full street improvements of Weaver Lane up to his property in order to allow them to develop their lot and continue Weaver Lane through to Meadow Lane. In 2014 when the development of Weaver Lane up to the vacant lot was considered, the cost estimate was \$325,560. The cost to extend Weaver Lane to Meadow Lane would be the responsibility of the landowner of the vacant lot who intends to develop into a 10-lot subdivision. The developer will be required to complete full street improvements on his portion of Weaver Lane.

Council directed staff at the April 3, 2023 workshop to get an updated estimate to perform the engineering services for the design of full street improvements on the first 460 lineal feet of Weaver Lane which is currently an undeveloped gravel road. Dyer provided a preliminary cost estimate for the required improvements that totals nearly \$620,000. The design would include storm water infrastructure, curb gutter and sidewalk on both sides and full street paving.

Attachments:

- a. Dyer Task Order No. 106 - Weaver Lane Improvements
- b. Letter of Request from Don and Mary Kirk
- c. Map – Weaver Lane Extension

TASK ORDER 106
City of Brookings
WEAVER LANE IMPROVEMENTS

SCOPE OF WORK: The City plans on improving Weaver Lane from the intersection of Hassett Street to the north approximately 500 feet to the vacant lot that is intended to be developed by the land owner. Overall project includes:

- Widening the existing street section along Weaver Lane to 24-foot and paving.
- Curbs, gutters, and 5-foot-wide concrete sidewalks along both sides of Weaver Lane.
- Sidewalk improvements include two (2) new access ramp at intersection of Weaver Lane and Hassett Street.
- Filling in existing ditches and providing new 12" storm drain with inlets along both sides of Weaver Lane.

SCOPE OF ENGINEERING SERVICES

The City needs engineering services for the design of these improvements, bidding period services, and construction administration. Engineering services include:

Design Period Services

- Coordinate with City staff, affected utilities, and conduct design review meeting with City staff. Arrive at concurrence on alignment of new curbs and sidewalks as well as storm drain routing. Provide monthly progress reports to staff throughout the process.
- Route survey includes establishing project control with vertical datum based on 1988 NAVD and horizontal datum will be based on NAD83 based on Oregon Coordinate Reference System – Oregon Coast Zone. Topographic route survey will be completed for the proposed street improvements. These surveys will concentrate along Weaver lane from the intersection of Hassett Street to the north approximately 500 feet to the vacant lot and will include underground utilities as located by the utility companies. Survey will include property corner monuments along the route for determining existing rights-of-ways.
- Reduce field survey data including development of base map.
- Provide final construction documents including drawings. Final design plans will be developed in Auto-CAD Civil 3D, version 2021. The design will use City Standards wherever applicable.
- Provide final construction documents including technical specifications.

Schedule (anticipated)

- Design –August 2023 through October 2023.
- Bidding Period – January 2024 to March 2024.
- Construction – Late Spring/Early Summer 2024.

Assumptions and Exclusions

- City is responsible for obtaining temporary construction easements or any right-of-way acquisition that is needed.
- City to provide 6 potholes of the existing gravel street in the presence of the Engineer to verify depth of existing aggregate base and suitability of subgrade.
- All potholing of utilities (if needed) is to be performed by Owner.
- The developer of the vacant lot to the north of this project shall submit storm drain calculations per Brookings Standard Specifications for Public Works Infrastructure per section 18.20.003. Storm drain calculations for this development will not be evaluated as part of this project. Any future development will require evaluation of downstream storm drain impact and any mitigation measures required.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum \$86,700 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Brookings

The Dyer Partnership
Engineers & Planners, Inc.

Janell Howard, City Manager

Aaron Speakman, President

Date: _____

Date: _____

**City of Brookings Council Members:
Mayor Ron Hedenskog, Isaac Hodges, Andy Martin,
Michelle Morosky, Ed Schreiber**

Dear Council Members:

We are proposing a ten lot subdivision for the property at 940 Weaver Lane.

**Would the City of Brookings be interest in participating in the costs of upgrading
Weaver Lane to city standards?**

**There are deferred improvement agreements on the existing portions of Weaver
Lane per Dianne Morris' letter (see attached letter).**

Respectfully submitted,

Don and Mary Kirk

Hi Ed. As we discussed earlier City staff would support a lesser right-of-way (40 ft. with curb, gutter and sidewalk on east side) for the most southerly portion of the new street on Tax Lot 300/ Map 40-13-32CC. The street would need to widen to 50 foot right-of-way once past the narrower area adjacent to Tax Lot 200. You have paved access to the subject property from Meadow Lane on the north. Existing Weaver Lane is a substandard gravel street presently. It would be advisable to upgrade this section. Your suggestion that the City participate in the costs of bringing existing Weaver Lane up to City standards is a matter the City Council would decide. There are some Deferred Improvement Agreements on that portion of Weaver Lane. You could make a presentation at the "Public Comment" portion of an upcoming Council meeting. I hope this is helpful. Please give me a call and we can discuss further.

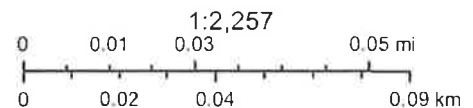
Dianne Morris
Planning Director
City of Brookings
541-469-1138
www.brookings.or.us

Weaver Lane Extension



3/29/2023, 10:57:43 PM

- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Parcel Labels
- All Roads
- Highways (1)
- Situs Address (Current)




Maxar, Microsoft, Bureau of Land Management, State of Oregon, State of


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: PWDS



Signature (submitted by)


City Manager Approval

Subject: Alder Street Sewer Laterals – McLennan Task Order No. 8

Recommended Motion:

Authorize City Manager to sign the McLennan Excavation Task Order No.8 for as needed services in the amount of \$40,730.59 for the repair of sanitary sewer laterals on Alder Street.

Financial Impact:

\$40,730.59 from Wastewater System Replacement Fund.

Background/Discussion:

In August of 2021, the City of Brookings received an award of \$4,175,000 from Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF) for the design and construction of various water infrastructure projects in the City. One of those projects included a new 8" water main on Alder Street.

McLennan recently completed the water main installation project. Public Works had hoped to complete the replacement of failing sewer laterals on Alder Street "in house" after the water main project was complete, and before paving. However, with the tight timeline and competing priorities, that was not possible. McLennan was already staged on site, and therefore was able to get the work completed in time for the final paving of Alder Street in June, under an already approved contract for as needed services.

Allocating funds from SDWRLF for repair of sewer laterals is not allowed by the funding agency as part of the water line project therefore staff recommends funding the project with wastewater system replacement funds.

Staff recommends approval of the McLennan Excavation Inc. Task Order No. 8 for the repair of thirteen sewer laterals on Alder Street.

Attachment(s):

- a. McLennan Excavation Inc. Task Order No. 8

City of Brookings – Contract Task Order

Contract Title: As Needed Services

Contractor: McLennan Excavation Inc.

Contract #: 19-002 TO # 8 Project Manager: Tony Baron

This Contract Task Order, described under the terms below, is made and entered into this
14th day of June, 2023 by and between the City of Brookings,

hereinafter referred to as “City,” and McLennan Excavation Inc.

hereinafter referred to as “Contractor,” with an effective date of _____

**The terms of this Task Order are as described in the attached Exhibit “A”, a proposal
for Emergency Repair of 13 sewer laterals on Alder Street in preparation for paving and
a repair of a storm water culvert on Memory Lane in preparation for paving project.**

Total fees not to exceed \$40,730.59

MCLENNAN EXCAVATION, INC.

CITY OF BROOKINGS

By: _____

By: _____

Name: Casey McLennan

Name: Janell K. Howard

Title: President

Title: City Manager

Address: PO Box 6837

Address: 898 Elk Drive

Brookings, OR 97415


Brookings, OR 97415


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: PW/DS


Signature (submitted by)


City Manager Approval

Subject: Kidtown Soft Floor Award

Recommended Motion:

Authorize the City Manager to enter into an agreement with I Play Safety Surfacing in the amount of \$170,206 for the new soft floor system at Kidtown in Azalea Park.

Financial Impact:

Included in total project budget of \$976,760 of which city match is 40%, \$390,704 from Capital Projects Fund.

Background/Discussion:

Kidtown was built in May 1994 by the non-profit organization, Friends of Kidtown Playground. This structure was purchased from Leathers & Associates and was built by community volunteers. The non-profit was dissolved on October 18, 1998, and they turned over their assets and the responsibility of maintaining Kidtown to the City. Kidtown is a well-known community asset, and is a heavily utilized area of Azalea Park. The City recently updated the swing area with traditional steel swing sets and now the main structure is approaching the end of its useful life.

On October 21, 2021, the Parks Commission hosted a community town hall to gain citizen input. The town hall was not well attended. However, there were several emails received that assisted us in gaining valuable insight. The overwhelming response was that the community would like to see a playground similar to the one we currently have. It was also evident that there is a strong desire to honor those who volunteered to build the original playground and repurpose the wood that was dedicated to community members and their families. In addition to the town hall, we also put a community survey on the website and promoted it via social media, and also with a public notice that was distributed to the local media.

On January 20, 2022, the Parks and Recreation Commission approved and recommended that the council approve staff to submit a Local Government Grant (LGG) application to Oregon Parks and

Recreation Department (OPRD). On February 28, 2022, the Council approved Resolution 22-R-1216, authorizing submission of LGG application to OPRD for the Kidtown project. On February 13, 2023, the council accepted the OPRD Grant in the amount of \$586,056 (60% of the total project).

The total cost for the Azalea Park Kidtown Playground replacement and improvement project is estimated at \$976,760. OPRD is administering the LGG program requiring a 40% match. The City was successful in obtaining the OPRD grant in the amount of \$586,056, and has a required match of \$390,704 to be funded from Capital Projects Reserve Fund.

The total project includes the playground itself, a covered picnic shelter at Kidtown, full reconstruction of the Kidtown parking lot, and a soft floor to the playground to make it ADA accessible.

Council authorized the agreement with Leathers and Associates for the playground on April 10, 2023. Staff is now requesting authorization to enter into an agreement for the soft floor system. Bids were received from three soft floor system installation contractors as listed below:

Bidders	Bid
I Play Safety Surfacing	\$170,206
United Sports Surfacing of America	\$201,007
HSP Rubber	\$187,506

Staff is recommending awarding the soft floor system installation project to I Play Safety Surfacing.

Attachments:

- a. I Play Safety Surfacing Proposal
- b. United Sports Surfacing of America Proposal
- c. HSP Rubber Proposal

iPlay Safety Surfacing

5018 se Alicia street

Stuart Fl 34997

Quote

Date

6/7/23

Invoice

26

P.O. number

2023/26

Ship arrival**Ship via****Terms**

iPlay Install

Customer:

Anthony Baron

Kidtown Play Structure

Brookings Oregon

abaron@brookings.or.us

(541) 469-1159

Install date: 2023

iPlay providing material and install

Job Completed: No

Item #	Description	Qty	Unit price	Total price
9400 Sq ft	Install Pour in Place rubber 50% black 50% red, blue, green or beige Thickness varies 2-3.5" inch	1	\$16.99	\$159,706.00

Shipping \$10,500.00

All trash in dumpster and site cleaned Total \$170,206.00

50% upfront 50% upon completion

Customer to cover attorney fees and court cost if not paid

Mid Atlantic Regional Office
825 10th Street NW, Ste 755
Washington, DC.20001
SAM CAGE CODE 42SF4
DIR# 100016807 SB 21825



East Coast Regional Office
275 Greenwich Ave #3A
Greenwich, CT 06830
CA Contractor License 838103

United Sports Surfacing of America, Inc.

US Corporate Headquarters: USSA, Inc. 4000 Barranca Parkway Ste. 250, Irvine CA. 92604 877.288.0045
South East: 1688 Meridian Ave, Suite 700, Miami Beach, FL 33139

PROJECT: City Of Brookings OR Kids Town PROPOSAL # 40776

REP: Karoleen Alexander karoleen@sustainablesurfacing.com Cell: 949-351-7730 DATE: 6 /7/2023

TO: Anthony Baron abaron@bookings.or.us 541-469-1159

PROJECT SCOPE: Supply and Installation of Multi Layer Polystar Tumbleturf Playground Surfacing

Application – Polystar TumbleTurf

ADA Compliant ASTM 1292

Total Square Footage sf-

Area 1: SF: 9400

Area 2: SF: N/A

Base Layer thickness: between 2-3"

Colored Wear Layer Thickness: ½"

Wear Binder: Standard Wear Layer 3000

Polyurethane with amber hue

Color : 4 separate color mix with 50% Black/ and optional
50% Terra Cotta Red, Beige , Dark Blue, Green

Sub Base Type- New Construction: To be done by others.

To be class 2 road base compacted 95% or concrete with
28-day cure time to be finished to proper elevations and
adequate drainage.

Forklift: Yes

Dumpster: Removal of rubbish included

Warranty: 5 years

Prevailing Wages: N/A

Lead Time/Duration: Approx up to 8-10 weeks for material
manufacturing and scheduling- Estimate 15 business day,
weather permitting.

NO DESIGNS ARE INCLUDED: Any Designs Require an added cost. Drawing must be to scale and confirmed the color mix of each segment to allocate proper the proper rubber color allocations in each section.

Total Price \$201,007.00

Project Specific Clarifications:

- A. No special provisions are included for temporary chain link fencing, silt fencing, or anything other then what is stated in our scope of work
- B. Permits and any testing are assumed to be provided by others, if required.
- C. Assumed that access is normal, and no special provisions are necessary.
- D. Staging area for materials and installation to be provided by customer onsite within 100 feet of the installation area.
- E. Assumes normal working hours from 7:00 am -4:00 pm Monday- Friday. weekend, overtime, or off hours work is not included in our scope, unless otherwise requested and quoted.

HSP Rubber

hsprubber@gmail.com

4/25/23

Oregon

1. Install 9400 sq ft \$18.99 sq ft. Total \$178,506
2. 2.5" thickness
3. Color: Black with red, blue, green or beige

Shipping: \$9000

Total: \$187,506


Payment due to start project


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: Finance and Admin



Signature (submitted by)


City Manager Approval

Subject: Increase appropriations due to grants and donations for FY 2022-23 budget.

Recommended Motion:

Adopt Resolution 23-R-1245 accepting specific purpose grants and donations in the General Fund and appropriating those funds.

Financial Impact:

There is no net impact to the 2022-23 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and grants, and appropriate through a resolution. Appropriation increases are being made for donations and grants as detailed below.

General Fund

Parks - Accept donation of \$4,250 from Legacy Sports for a softball field improvements.

Pool - Accept donation of \$13,405 from members of South Coast Aquatics and grants of \$15,360 from Brookings Harbor School District and \$1,200 from Brookings Harbor Rotary Club for increased costs of operating the swimming pool.

Attachments:

Resolution 23-R-1245 Accept grants and donations and make appropriations

CITY OF BROOKINGS

RESOLUTION 23-R-1245

A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE GRANTS AND DONATIONS AND APPROPRIATING THOSE FUNDS

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows the governing body to accept and appropriate specific purpose grants and donations in the year of receipt, and

WHEREAS, the City Council accepts a donation of \$4,250 from Legacy Sports for a ball field improvements, and

WHEREAS, the City Council accepts a donation of \$13,405 from South Coast Aquatics members and grants of \$15,360 from Brookings Harbor School District and \$1,200 from Brookings Harbor Rotary Club for increased costs of operating the swimming pool, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts grants and donations and appropriates funds pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2022, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Grants	\$ 16,560
Donations	\$ 17,655
Requirements:	
Parks	\$ 4,250
Pool	\$ 29,965

Passed by the City Council June 26, 2023, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023


Signature (submitted by)

Originating Dept: Finance and Admin


City Manager Approval

Subject: Increase appropriations from insurance proceeds for FY 2022-23 budget.

Recommended Motion:

Adopt Resolution 23-R-1246 accepting insurance proceeds in the General Fund and appropriating those funds.

Financial Impact:

There is no net impact to the 2022-23 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to accept and appropriate insurance proceeds through a resolution adopted by the governing body. Appropriation increases are being made due to insurance proceeds as detailed below.

General Fund

Finance and Admin - Accept \$6,896 in insurance proceeds for wage reimbursements.

Public Safety - Accept \$6,780 in insurance proceeds for repairs to police vehicles and accept \$17,118 in insurance proceeds for wage reimbursements.

Attachments:

Resolution 23-R-1246 Accept insurance proceeds and make appropriations

CITY OF BROOKINGS

RESOLUTION 23-R-1246

A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING INSURANCE PROCEEDS AND APPROPRIATING THOSE FUNDS.

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows the governing body to accept and appropriate insurance proceeds in the year of receipt, and

WHEREAS, the City accepts \$6,780 of insurance proceeds in the General Fund for damages to two Dodge Durango police vehicles, and

WHEREAS, the City accepts \$24,014 of insurance proceeds in the General Fund for wage reimbursements, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts insurance proceeds and appropriates funds pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2022, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:

Other Revenue \$ 30,794

Requirements:

Public Safety \$ 23,898

Finance and Admin \$ 6,896

Passed by the City Council June 26, 2023, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

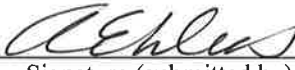
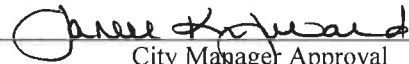
Janell K. Howard, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: Finance and Admin


Signature (submitted by)

City Manager Approval

Subject: Transfer of appropriations from contingency for FY 2022-23 budget.

Recommended Motion:

Adopt Resolution 23-R-1247 approving appropriation transfers from contingency in the General Fund Water Fund and Wastewater Fund.

Financial Impact:

There is a total estimated increased cost of \$320,000 in the General Fund, \$6,000 in the Water Fund and \$14,000 in the Wastewater Fund.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body and transfer up to 15% of fund expenditures from contingency. Appropriation transfers are for the following funds:

General Fund

Finance and Admin – The City had unforeseen increases in personal services, legal services and contract services.

Golf Course – The City had unforeseen increases in contract services due to higher expenses at the golf course than anticipated.

Water Fund

The City had unforeseen increase in costs of maintenance and repair in Water Treatment.

Wastewater Fund

The City had unforeseen increase in costs of maintenance and repair in Wastewater Treatment.

Attachments:

Resolution 23-R-1247 Appropriation transfers

CITY OF BROOKINGS

RESOLUTION 23-R-1247

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS FROM CONTINGENCY IN THE GENERAL FUND, WATER FUND AND WASTEWATER FUND.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.463 allows the governing body to transfer from Contingency to other appropriations category, up to 15% of the total appropriations of the fund, and

WHEREAS, the operating costs in the General Fund for finance and administration and golf course operations was higher than anticipated, and

WHEREAS, the operating costs in the Water and Wastewater Fund were higher than anticipated due to additional repairs and maintenance required, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation from contingency pursuant to ORS 294.463.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2022 and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Requirements:

Contingency	\$ (320,000)
Finance and Admin	\$ 170,000
Golf Course	\$ 150,000

Water Fund

Requirements:

Contingency	\$ (6,000)
Water Treatment	\$ 6,000

Wastewater Fund

Requirements:

Contingency	\$ (14,000)
Wastewater Treatment	\$ 14,000

Passed by the City Council June 26, 2023, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023



Signature (submitted by)

Originating Dept: Finance and Admin

City Manager Approval

Subject: Transfer of appropriations for FY 2022-23 budget.

Recommended Motion:

Adopt Resolution 23-R-1248 approving appropriation transfers in the General Fund, Street Fund and Capital Projects Reserve Fund.

Financial Impact:

There is no net impact to the 2022-23 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body.

General Fund - The Coos-Curry Electric Franchise Agreement was adopted by Council effective May 1, 2023, which included a franchise fee of 5% to be collected in the General Fund with no provision to furnish street lights to the City free of charge.

Street Fund - Appropriations in the Street Fund do not allow for the street light utility payment of approximately \$8,500/month on average for May and June, 2023, so a transfer will be made from the General Fund each year to cover those costs.

Capital Projects Fund - Appropriations for capital purchases in Public Safety and Parks to be combined with all Capital Outlay in the Capital Projects Reserve Fund.

Attachments:

Resolution 23-R-1248 Appropriation transfers

CITY OF BROOKINGS

RESOLUTION 23-R-1248

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND, STREET FUND AND CAPITAL PROJECTS RESERVE FUND.

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.463 allows for a transfer of appropriation if authorized by the governing body; and

WHEREAS, the appropriations in the General Fund and Street Fund were made before the Coos-Curry Electric Franchise Agreement was adopted by Council effective May 1, 2023, and appropriations in the Street Fund do not allow for the street light utility payment, and

WHEREAS, the revenue from the franchise will be collected in the General Fund and transferred to the Street Fund to cover the street light utility payment for the months of May and June, 2023

WHEREAS, the appropriations in the Capital Projects Reserve Fund were made reflecting non capital expenditures in the categories of Public Safety and Parks when the appropriations in the Capital Projects Reserve Fund should be combined to reflect all Capital Outlay, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.463.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2022 and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Franchise Taxes	\$ 17,000
Requirements:	
Transfers Out	\$ 17,000

Street Fund

Resources:	
Transfers In	\$ 17,000
Requirements:	
Street Maintenance	\$ 17,000

Capital Projects Reserve Fund

Requirements:	
Capital Outlay	\$ 266,000

Public Safety	\$ (195,000)
Parks Projects	\$ (71,000)

Passed by the City Council June 26, 2023, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: Finance and Admin



Signature (submitted by)



City Manager Approval

Subject: Accepting loan proceeds and appropriating funds for FY 2022-23 budget.

Recommended Motion:

Adopt Resolution 23-R-1249 approving appropriation transfers in the Water System Replacement Fund.

Financial Impact:

There is no net impact to the 2022-23 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to make appropriations through a resolution adopted by the governing body.

The City of Brookings received an award of \$4,175,000 from Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF) for the design and construction of various water infrastructure projects in the City. This includes \$3,895,000 traditional loan at 1.7% for 30 years, and \$280,000 forgivable loan.

Attachments:

Resolution 23-R-1249 Accepting loan proceeds and appropriating funds

CITY OF BROOKINGS

RESOLUTION 23-R-1249

A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING LOAN PROCEEDS AND APPROPRIATING FUNDS IN THE WATER SYSTEM REPLACEMENT FUND.

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows for the governing body to accept loan proceed; and

WHEREAS, The City of Brookings received an award of \$4,175,000 from Business Oregon’s Safe Drinking Water Revolving Loan Fund (SDWRLF) for the design and construction of various water infrastructure projects in the City.

WHEREAS, the City anticipates capital expenditures and additional loan costs,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts loan proceeds and appropriates funds pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2022 and for purposes shown below are hereby revised by the City Council as follows:

	<u>Water SRF</u>	
Resources:		
Loan Proceeds		\$ 4,175,000
Requirements:		
Water System Maintenance		\$ 4,175,000

Passed by the City Council June 26, 2023, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

City of Brookings

URBAN RENEWAL AGENCY MEETING MINUTES

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

Monday, June 12, 2023

Call to Order

Chair Hedenskog called the meeting to order at 8:28 PM

Roll Call

Agency Present: Chair Ron Hedenskog, Directors Isaac Hodges, Andy Martin, Michelle Morosky, and Ed Schrieber; a quorum present

Staff present: City Manager Janell Howard, Finance Director Lu Ehlers, PWDS Director Anthony Baron, and PWDS Deputy Director Lauri Ziemer

Media Present: 1

Others Present: 1

Oral Requests and Communications from the Audience

1. Rick Bishop – PO Box 268 Brookings, addressed the Agency regarding the condition of lot and alley way on Hemlock Street.

Consent Calendar

1. Approve Urban Renewal meeting minutes for December 12, 2022.

Director Schreiber moved, Director Morosky seconded, and Agency voted unanimously to approve the Consent Calendar.

Staff Reports

1. Public Hearing and Approval of Appropriations for FY 2023-24 Budget

The Public Hearing was opened at 8:34 pm. Finance Director Lu Ehlers presented the staff report. No members of the public spoke in opposition and the public hearing was closed at 8:35 pm.

Director Schreiber moved, Director Morosky seconded and Agency voted unanimously to adopt Resolution 23-R-1244, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2023-24 fiscal year.

Agency Remarks

Director Schreiber remarked he was encouraged by the revival of the Downtown Merchants Association.

Chair Hedenskog remarked about the positivity at the URA workshop and the renewed interest in downtown businesses and suggested a public parking map be available online.

Adjournment

Chair Hedenskog moved, Director Schrieber seconded and Agency voted unanimously to adjourn the meeting at 8:47 PM.

Respectfully submitted:

ATTESTED:

this 26th day of June, 2023:

Ron Hedenskog, URA Chair

Janell K. Howard, City Manager


CITY OF BROOKINGS


URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: PW/DS


Signature (submitted by)


City Manager Approval

Subject: Chetco Avenue Enhancements – Traffic Study Award

Recommended Motion:

Authorize expenditure of Urban Renewal funds for Kittelson & Associates in the amount of \$28,487 to perform a traffic study of Chetco Avenue from Alder Street to Pacific Avenue.

Financial Impact:

\$28,487 from Urban Renewal Agency funds

Background/Discussion:

Over the past several decades, staff has received complaints regarding pedestrian safety, vehicle speed and lack of safe parking on Chetco Avenue in the core downtown. Action items resulting from community design committees, downtown master plan and strategic planning discussions indicate a need for some kind of relief to the downtown core portion of Chetco Avenue (Oak to Pacific). Action items discussed included enhanced pedestrian crossings, enhanced safety for on-street parking, enhanced visibility between vehicular and pedestrian interactions, general walkability of the downtown core and the development of off-street parking.

Staff anticipated an increase in traffic volumes on Railroad Street once the street improvements projects were completed. The understanding was that much of the local traffic on Chetco Avenue in the downtown core area would be diverted onto Railroad ultimately reducing congestion in order to consider enhancements to Chetco Avenue in the downtown core area. Staff requested ODOT perform an analysis of current traffic counts on both Chetco Avenue and Railroad Street in order to determine if a lane reduction on Chetco Avenue could be supported by the data.

ODOT provided an analysis of the traffic volumes on both Chetco Avenue and Railroad Street and have determined that both have seen significant increased traffic volumes and that they do not support a lane reduction and instead recommended the city consider other alternative enhancements to Chetco Avenue in the downtown core area that match community goals while maintaining two through lanes of traffic in each direction through the downtown core area.

Staff presented ODOT Region 3 findings and recommendations to council at the February 6, 2023 workshop and again at the March 13, 2023 Council Meeting where staff was directed to request ODOT develop a scope of work for the traffic study, and to bring back an estimate on what the cost would be to perform the study.

Once staff received the Scope of Work from ODOT, we reached out to one of the traffic engineering firms recommended by ODOT to get a rough estimate, as ODOT would not cover the cost of study. Staff brought this to the council meeting on May 8th, with an estimated cost of \$32,000-\$38,000. Council directed staff to seek proposals.

Staff reached out to three traffic engineering firms recommended by ODOT to get proposals based on the Traffic Study Scope of Work developed by ODOT (attached). We received two proposals, and one declined.

Traffic Engineering Firm	Proposal
Sandow Engineering	\$32,650
Kittelson & Associates	\$28,487
Southern Oregon Transportation Engineering	declined

Kittelson & Associates is a Portland based engineering firm with significant experience and credentials in the field of traffic engineering. Kittelson provided the lowest proposal based on the ODOT Scope of Work. They also recommend that Council consider additional work highlighted in their proposal at a later date.

Attachments:

- a. ODOT Traffic Study Scope of Work
- b. ODOT Technical Memorandum – Growth and Trend Analysis for US 101 from 5th Street to Oak Street for Railroad Street
- c. Kittelson & Associates Proposal
- d. Sandow Engineering Proposal



Oregon

Tina Kotek, Governor

Oregon Department of Transportation
Region 3, District 7
3500 NW Stewart Parkway
Roseburg, OR 97470
Phone (541) 315-5557
FAX (541) 774-6397

FILE CODE:

April 20, 2023

Anthony Baron
Public Works & Development Services
898 Elk Drive
Brookings, OR 97415

**SUBJECT: Traffic Study Scope of Work:
Brookings Downtown Area Improvements**

Tony,

The purpose of this letter is to define the scope of work for a Traffic Study, which evaluates the impact and feasibility of select highway reconfiguration options and pedestrian feature in the downtown core of Brookings. It is the Oregon Department of Transportation's (ODOT) understanding that this study is to be used as an engineering guide to support future decisions and will not act as policy or approval to implement any changes to the highway.

City of Brookings and ODOT staff have discussed goals and objectives of US-101 in the downtown core of the city and seek further engineering analysis of the section between Pacific Avenue and Alder Street. The study is intended to focus on the following elements:

- a. Roadway cross section usage: evaluate on street parking and necessary reductions of parking spaces needed to accommodate left turn lanes at intersections and to provide visibility enhancement at crosswalks.
- b. Evaluate impacts of eliminating left turns from the highway at unsignalized intersections in conjunction with signal and lane modification at Oak Street and Center Street to accommodate left turn lanes and signal phasing.
- c. Pedestrian crossing enhancements: provide recommendation for appropriate treatment of pedestrian crossings at Fern Avenue, Willow Street and Mill Street/Hillside Avenue intersections.

Scope of Work:

GENERAL

Analysis Study Area

The Study area includes US-101 Oregon Coast Highway between Pacific Avenue and Alder Street within the City of Brookings including the following intersections.

A. Signalized

US-101 @ Center Street

US-101 @ Oak Street

B. Un-signalized

US-101 @ Mill Street/Hillside Ave

US-101 @ Wharf Street

US-101 @ Fern Ave

US-101 @ Willow Street

DATA collection

1. Traffic Counts

Counts must be at least 5-hours long, with 15-minute breakdowns, collected from 1:00 PM to 6:00 PM, with vehicle classification and bike/ped data.

Count data to be collected at the following intersections:

- a) US-101 @ Center Street*
- b) US-101 @ Mill Street/Hillside Ave*
- c) US-101 @ Wharf Street*
- d) US-101 @ Fern Ave*
- e) US-101 @ Willow Street*

ODOT will provide recent count data for the intersection of US-101 @ Oak Street

2. Cross-Sectional Elements

Highway cross sections throughout study area showing:

- a) Sidewalk width
- b) Roadway surface width
- c) Travel Lanes and parking area widths
- d) Median Widths and type

3. Pedestrian Crossing Facilities

Pedestrian facilities:

- a) Type of pedestrian crossing control at each intersection/mid-block crossing
- b) Type of crossing enhancements at each crossing (illumination, markings, curb extensions, RRFB, etc.)

4. Other Roadway User Facilities

Identify location and type of bicycle and transit facilities along this section of US-101.

ANALYSIS PROCEDURES

For ODOT's *Analysis Procedures Manual* Refer to:
<http://www.oregon.gov/ODOT/Planning/Pages/APM.aspx>

1. Capacity Analysis

Capacity analysis of signalized intersections, unsignalized intersections, and roadway segments shall follow the established methodologies of the current Highway Capacity Manual (HCM 6th Edition). For signalized intersections, the overall intersection V/C shall be reported which will require manual calculations in accordance with the HCM 6th Edition. For unsignalized intersections, the highest approach V/C shall be reported, along with an indication of its corresponding movement and the related impacts created by the development.

Attached **Table 3.3.7** lists the ODOT default values for use in signalized intersection analysis. If multiple intersections are analyzed, the traffic volumes shall be balanced between intersection nodes. All intersection capacity analyses shall include heavy vehicles percentages by approach, as determined from manual counts.

Application of Computer software shall closely follow ODOT-approved analysis methodologies using ODOT standard parameter values. HCS 7 and Synchro/SimTraffic are examples of accepted analysis software. For further guidance, contact ODOT's Transportation Planning Analysis Unit (TPAU).

Raw traffic volumes will not be accepted for use in traffic analysis. All traffic volumes shall be seasonally adjusted to represent the 30th Highest Hour Volumes (30HV) for the Current Year, each anticipated phase completion, and the Future Year "background traffic" conditions, all with and with-out the development. ODOT does not normally accept traffic volumes deviating more than 30% of the average volume. Justification for deviation will be required. For guidance, please refer to ODOT's APM Analysis Procedure Manual v2 Chapter 5:

<http://www.oregon.gov/ODOT/Planning/Pages/APM.aspx>

2. Queue Length Analysis

Intersection operation analysis shall include the effects of queuing and blocking. Average queue lengths and 95th Percentile queue lengths shall be reported for all study area intersections. The 95th Percentile queuing shall be used for design purposes and will be reported to the next highest 25-foot increment. Any methodology used to determine queue length shall be approved in advance by either TPAU or the Region Traffic Section.

ANALYSIS REQUIREMENTS

1. Lane widths, tapers, and cross-sectional elements

Refer to the ODOT Highway Design Manual and technical bulletins <https://www.oregon.gov/odot/Engineering/Pages/Hwy-Design-Manual.aspx> for all highway design characteristics. For elements that are based upon highway design speeds and highway context, review and concurrence by ODOT Region 3 Roadway, Planning, and Traffic staff of context and design speed shall occur before use.

2. Left Turn Lane additions and turn restrictions

Proposed left turn lanes at unsignalized intersections and private approach roads shall meet installation criteria contained in the current APM v2 Chapter 12. For turn lane evaluation procedures, refer to:

<http://www.oregon.gov/ODOT/Planning/Pages/APM.aspx>

Proposed left turn lanes at signalized intersections shall meet approval requirements identified in the ODOT Traffic Manual [Traffic Manual, January 2023 Edition \(oregon.gov\)](#)

and ODOT Traffic Signal Policy and Guidelines, [2023 Traffic Signal Policy and Guidelines \(oregon.gov\)](#)

3. Traffic Signal Modifications

Analysis and recommendations related to modified traffic signals shall follow ODOT's Traffic Signal Policy and Guidelines, and the ODOT Traffic Manual. These documents can be found at:

[2023 Traffic Signal Policy and Guidelines \(oregon.gov\)](#) [Traffic Manual, January 2023 Edition \(oregon.gov\)](#)

4. Pedestrian Crossing Treatments

Analysis and recommendations related to pedestrian crossing treatments shall follow ODOT's Traffic Manual [Traffic Manual, January 2023 Edition \(oregon.gov\)](#) see Table 310.3 for uncontrolled marked crosswalk treatments

5. Traffic Distribution and Growth

This analysis shall use available transportation models in conjunction with the City of Brookings Transportation System Plan to estimate changes in traffic distribution patterns because of network changes (turn restrictions). Contact ODOT Transportation Planning Analysis Unit to initiate model requests.

Planned transportation system improvements anticipated within the 2034-year horizon shall be incorporated into the Future Year analysis. Base 2034 traffic conditions shall utilize growth rates identified in the Brookings TSP.

ANALYSIS OUTPUT

1. Executive Summary

Briefly describe the purpose of the analysis, principal findings, recommendations, and conclusions.

2. Traffic Volumes & Operations – Current Year

An analysis shall be made of all study intersections operations for current year volumes evaluating both existing conditions as well as each alternative configuration (addition of turn lanes/signal phasing). This analysis should provide the following:

- a) A graphic or table showing V/C and LOS analysis results.
- b) A graphic or table showing queue length estimates for all approaches, rounded to the next nearest 25-foot increment.

3. Traffic Volumes & Operations – Future-Year

An analysis shall be made of all study intersections for a 2034-year horizon, evaluating both no-build future conditions as well as each alternative configuration (addition of turn lanes/signal phasing/turn restrictions). This analysis should provide the following:

- a) A graphic or table showing V/C and LOS analysis results.
- b) A graphic or table showing queue length estimates for all approaches, rounded to the next nearest 25-foot increment.

4. Alternatives Findings

- a) Roadway cross section usage: evaluate on street parking and necessary reductions of parking spaces needed to accommodate left turn lanes at intersections and to provide visibility enhancement at crosswalks.
 - i. A graphic showing existing and proposed alternative cross sections, depicting highway surface and lane lines.
 - ii. A graphic or table identifying on-street parking impacts.
 - iii. A planning level cost estimate for conceptual improvements.
 - iv. Identification of potential implementation challenges (design exceptions, etc.)
 - v. Describe how proposed alternative cross sections will impact bicycle and transit facilities/users.
- b) Evaluate impacts of eliminating left turns from the highway at unsignalized intersections in conjunction with signal and lane modification at Oak Street and Center Street to accommodate left turn lanes and signal phasing.
 - i. A graphic showing existing and proposed alternative cross sections, depicting highway surface and lane lines.
 - ii. A graphic or table identifying on-street parking impacts.
 - iii. A planning level cost estimate for conceptual improvements.
 - iv. Identification of potential implementation challenges (design exceptions, etc.)
 - v. Proposed solution for implementing turn restrictions (median, signs, etc.) with supporting data on effectiveness.
 - vi. Detailed description or graphics showing out of direction travel due to turning restrictions.
 - vii. Describe how bicycle and transit facilities/users will be impacted.
- c) Pedestrian crossing enhancements: provide recommendation for appropriate treatment of pedestrian crossings at Fern Avenue, Willow Street and Mill Street/Hillside Avenue intersections.
 - i. A graphic showing existing and proposed crossing treatments.
 - ii. Engineering justification to support recommend pedestrian crossing features.
 - iii. A graphic or table identifying parking, right-of-way, or turning movement impacts.
 - iv. Description of impact to bicycle and transit facilities/users.
 - v. A planning level cost estimate for conceptual improvements.

5. Conclusions and Recommendations

Summarize existing conditions, future conditions, and effectiveness of each alternative related to study objectives. Identify any obstacles to implementation (roadway width,

parking impacts, cost, etc.) and potential paths forward, or fatal flaws, of alternatives. Make recommendations of highway improvements options that should be considered for implementation.

Please include this scope of work as an appendix item in the study

We hope this will provide enough information to get started on the analysis. We are pleased to work with you and your staff to answer any questions that arise during your work. Additional coordination of traffic analysis data may be required during the review process.

Please contact me directly at 541-315-5557 if you have comments, questions, or require additional information regarding traffic engineering issues.

Sincerely,

Aaron Brooks

Aaron Brooks, P.E.
Interim Region 3 Traffic Unit Manager

***Default
Signal
Parameters***

Table 3.3.7: ODOT Default Parameters for Use With Signalized Intersection Analysis Methodologies	
Total Lost Time	4 seconds per phase minimum for typical intersections, more for large or complex intersections.
Peak Hour Factor	For future year analysis: <ul style="list-style-type: none"> • 0.95 for major arterial-major arterial; • 0.92 for major arterial-minor arterial; • 0.90 for minor arterial-minor arterial; • 0.88 for minor arterial-collector; • 0.85 for collector-collector or lower classification Unless better information is available, such as for a school or industrial use.

<p>Ideal Saturation Flow Rate</p>	<p>Field measurement should be consistent with methodology laid out in the HCM 2010. Saturation flow rate worksheets must be included in the documentation.</p> <p>Where field measurements are not done,</p> <ul style="list-style-type: none"> • Outside of the Portland, Salem and Eugene MPO urban areas the unadjusted saturation flow rate is 1750 passenger cars per hour of green per lane (pcphgl). • Inside the Portland, Salem and Eugene MPO urban growth boundaries an unadjusted saturation flow rate of 1900 pcphgl may be used, unless one or more of the following conditions is present, in which case 1750 pcphgl shall be used. Conditions indicating use <ul style="list-style-type: none"> • On-street parking • Greater than 5% trucks • Roadways intersect at severe skew angle • One or more driveway approach(es) with a combined volume in excess of 5 vph, are present downstream of the intersection within the functional area (see Chapter 4) or upstream within the length of the standing queue • Poor signal spacing or observed queue spillbacks between signals during the peak hour, or • Less than 12 foot travel lanes
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Oregon

Kate Brown, Governor

Department of Transportation

Region 3 Traffic

3500 NW Stewart Parkway
Roseburg, OR 97470
Phone 541-957-3541

TECHNICAL MEMORANDUM

TO: Glen Pederson
Interim District 7 Manager

FROM: April Chase, PE
Region 3 Traffic Operations Engineer

DATE: November 1, 2022

SUBJECT: Growth and Trend Analysis for US 101 from 5th Street to Oak Street for Railroad Street

The purpose of this memo is to provide a growth comparison of counts collected in 2013 and 2022 on US 101 at 5th Street and Oak Street which connects to Railroad Street. Additional counts were collected on Railroad Street at 5th Street and Center Street to provide analysis of the traffic patterns on Railroad Street.

Background/Location

US 101 is an Oregon Scenic Byway that predominately runs north and south. The area was expected to experience significant growth and a Tech Memo was prepared by the Transportation Planning Analysis Unit (TPAU) in 2004. The report highlighted the section of US 101 between 5th Street and Oak Street with proposed alternative concepts to improve operations at these locations. Since then, there have been planning efforts that included this same segment. Those reports include the 2014 US 101 Striping & Lighting Corridor Review, the Brookings Transportation System Plan from May 2017, and the Oregon Coast Bike Route Plan from February 2021.

Growth Volume Analysis

To provide an updated vehicle volume growth evaluation, per vehicle class counts were collected in 2022 during the same period of late April and early May to match what was collected in 2013 on US 101 at 5th and Oak Streets. Table 1 compares the total unadjusted volumes from 2013 to 2022 at those intersections. The results indicate there is about twice as much growth occurring at 5th Street compared to Oak Street:

Table 1: Percent Growth on US 101 at 5th St and Oak St

Growth Analysis 12:00pm to 6:00pm				
Location	Volume 2013	Volume 2022	Annual Growth	Total Growth
US 101 @ 5th St	10029	11616	1.76%	15.82%
US 101 @ Oak St	9869	10473	0.68%	6.12%

A general review of the data at the intersection of US 101 at 5th Street indicates the most significant volume turning movement increases were for the NB-lefts and EB-rights with an average of 40 and 27 vehicles per hour (vph) respectively, and NB-rights showing the only decrease, averaging a reduction of about 25vph. At US 101 and Oak Street, the highest volume turning movement increase was the NB-right with an average increase of 57vph and the SB-left had the largest decrease with an average decrease of 27vph.

Per vehicle class counts were collected on Railroad Street at the intersections of 5th Street and Center Street to analyze traffic flow, turning movements, and heavy vehicles on Railroad Street. Comparing these counts to the counts on US 101 at 5th and Oak Streets, the slight changes in the turning movement vehicle volumes on US 101 from 2013 to 2022 are likely due to the businesses along Railroad Street, namely the Fred Meyers shopping center.

Future volumes were developed following APM methodology using the Future Volume Tables and linear growth. Table 2 shows the 2027 volumes from the 2004 Tech Memo compared to the 2013 and 2022 volumes developed into 2027 future volumes:

Table 2: Project Future 2027 Volumes

Future Growth Analysis - Peak Hour 12:00pm to 1:00pm			
Location	Projected 2027 in 2004 Tech Memo	Projected 2027 from 2013 count	Projected 2027 from 2022 count
US 101 @ 5th St	3842	3030	3116
US 101 @ Oak St	3561	2656	2807

The existing August 2013 volume counts on Railroad Street between 5th Street and Center Street were developed using APM methodology. Volumes were adjusted to a per vehicle count for comparison to the May 2022 per vehicle counts. The results for the growth comparison are shown in Table 3:

Table 3: Percent Growth on Railroad St

Growth Analysis Railroad Street				
Location	Volume 2013	Volume 2022	Annual Growth	Total Growth
5th St	4901	5598	1.58%	14.22%
Center St	5162	6087	1.99%	17.92%

The nominal annual growth of less than 2% supports the businesses growth along Railroad Street.

The heavy vehicle (HV) percentages on Railroad Street were computed using the per vehicle class counts collected in May 2022. Railroad Street between 5th and Center Streets has 3.46% HV's and remains about the same at 3.16% going NB to US 101. There is an increase after Center Street to 20.03% HV's for traffic coming from the south and heading EB which is likely attributed to the mill on Center Street just south of the intersection of Railroad Street and Center Street.

The heavy vehicle percentages were computed for the intersections of US 101 at Center and Oak Streets and resulted in 3.15% HV and 3.02% HV, respectively, which indicated most of the heavy vehicles on Railroad Street are not using those road intersections to gain access to US 101.

June 5, 2023

Project #: 29303P.0

Anthony Baron
Public Works & Development Services
898 Elk Drive
Brookings, OR 97415

RE: Brookings Downtown Area Improvements Proposal

Dear Anthony:

Thank you for sending us the traffic study scope of work that was developed by Oregon Department of Transportation (ODOT) to support the evaluation of possible improvements within the US 101 corridor between Pacific Avenue and Alder Street in Brookings. Following is our understanding of the purpose and need that underlies the requested project work, based on a telephone conversation with you earlier this week:

- 1) The City has been experiencing congestion, safety, and freight delivery problems within this corridor for many years; these problems are especially pronounced during the peak tourist season but are also exacerbated throughout the year by the City's attractive climate and its proximity to the Oregon-California border combined with the sales tax differentiation between the two states.
- 2) A one-way couplet pair formed with Chetco Avenue and Railroad Street has been previously considered and dismissed as a viable solution option.
- 3) City staff have recently inquired about the possibility of converting Chetco Avenue into a three-lane cross section within the study area, and ODOT staff have responded that peak traffic volumes on Chetco Avenue would exceed the capacity of one or more key intersections within the study area under this option.
- 4) The ODOT-prepared scope of work is intended to collect data and conduct analyses that will allow assessment of the following options:
 - a. Elimination of on-street parking in the vicinity of intersections and pedestrian crosswalks.
 - b. Prohibition of left turns from Chetco Avenue at unsignalized intersections in conjunction with installing separated left turn lanes and associated signal phasing at the Chetco Avenue intersections with Oak Street and Center Street.
 - c. Enhancement of the pedestrian crossings of Chetco Avenue at Fern Avenue, Willow Street, and Mill Street/Hillside Avenue.
- 5) The City would like to obtain an engineering assessment of the improvement options identified in 4) and, at the same time, seeks additional innovative/creative ideas for mitigating the existing congestion, safety, and freight delivery problems that its residents and businesses experience throughout the year.

For the purposes of preparing this proposal, we have conducted a preliminary review of existing conditions within the study area; we have also conducted a high-level review of the following documents and resources:

- Final Transportation System Plan Update (2017);
- Brookings Transportation System Plan: Final Technical Memorandum #4 (Future Baseline Conditions): 2015;

- Email message from Glen Pederson to Anthony Baron dated February 2, 2023 and titled *FW: BROOKINGS 101 traffic improvements in downtown core*;
- Technical Memorandum from April Chase to Glen Pederson dated November 1, 2022 and titled *Growth and Trend Analysis for US 101 from 5th Street to Oak Street for Railroad Street*; and
- Letter from Aaron Brooks to Anthony Baron dated April 20, 2023 and titled *Traffic Study Scope of Work: Brookings Downtown Area Improvements*.
- ODOT future volume forecasts and truck volumes provided on its TransGIS mapping tool.
- Historic data from an ODOT-maintained automatic traffic recorder (ATR) located on US 101 near the Oregon-California border and identified as ATR 08-005.
- Designation by ODOT of this section of US 101 as a Special Transportation Area (STA)

Based on our preliminary review of this information, we believe some modifications to the scope of work proposed by ODOT on April 20 would be worthwhile in facilitating the City's ability to achieve the intended purpose of the project. Our suggested modifications to the original scope of work are summarized in the following table, along with a summary of why we believe each modification will be helpful.

Suggested Modification	Why this will benefit the project
Collect saturation flow rate data at signalized intersections	Saturation flow rate is a critical analysis input. Field-observed saturation flow rates are likely to be much more accurate than the estimates resulting from ODOT's APM methodology. The focus here would be on determining the saturation flow rate for the northbound and/or southbound lane group at one of the signalized intersections on Chetco Avenue.
Collect on-street parking utilization and turnover data	Adequate parking availability is very important to the sustained vitality of downtown businesses. Understanding existing parking characteristics will be important input to the evaluation of alternatives that affect parking supply.
Collect turning movement count data on a Friday, Saturday, Sunday, or Monday in July	The ODOT RFP does not specify the day of the week that traffic counts should be collected. We suspect that the midweek days that are typically used (Tue/Wed/Thu) will not be appropriate in this location. Also, a nearby Automatic Traffic Recorder (ATR) indicates that July is the peak month, so collecting data during this month will avoid the need for seasonal adjustments.
Collect turning movement data at Pacific Avenue	As one of the gateway intersections into the study area, the Chetco Avenue/Pacific Avenue intersection is an important one that should be included in the data collection and analysis efforts.

Project Approach

This is an important project for the City because its outcomes are likely to affect congestion, safety, and the daily quality of life for residents and businesses within the Chetco Avenue corridor for many years to come. The project approach presented below is responsive to the scope of work developed by ODOT staff.

Task/subtask Description	Cost
1 - Data Collection	
1.1 Traffic Counts	
1.1.1 Turning Movement Counts	\$5,526
1.1.2 Saturation Flow Rates	\$800
1.1.3 Parking occupancy and turnover	\$640
1.2 Cross-Sectional Elements	\$2,016
1.3 Pedestrian Crossing Facilities	\$2,016
1.4 Other Roadway User Facilities	\$1,008
2 – Existing Conditions	\$2,972
4 – Evaluation of Options	\$6,692
5 – Draft and Final Report	\$8,622
TOTAL:	\$30,292

Staff Capabilities

It might be important for you to know that the Kittelson staff who will either work on this project or be available for guidance and project support have significant experience and credentials that can enhance the quality and usability of the final product:

- Kittelson staff are original authors/co-authors of many of the relevant analysis methodologies recommended in the HCM and in ODOT's APM, including for unsignalized intersections, urban streets, and roundabouts.
- Kittelson staff were responsible for producing both the 6th and 7th editions of the *Highway Capacity Manual* (HCM), and this includes staff who are currently serving in both Member and Chairmanship roles on TRB's Highway Capacity and Quality of Service Committee, which is responsible for maintaining and updating the HCM.
- Kittelson staff are responsible for producing the latest edition of the *Traffic Signal Timing Manual*.
- Scott Beaird, who is Kittelson's proposed Project Manager, is an active member of the National Committee on Uniform Traffic Control Devices (NCUTCD), which plays an important role in every update of the *Manual on Uniform Traffic Control Devices* (MUTCD)
- Kittelson staff were responsible for producing the first edition of AASHTO's *Highway Safety Manual* (HSM)
- Kittelson staff were authors of Federal Highway Administration's Guidebook for Developing Pedestrian and Bicycle Performance Measures.

Conclusion

Thank you again for the opportunity to present this proposal to the City of Brookings. We look forward to the opportunity to work with you and the City Council to improve the downtown area and will be happy to have further discussion with you about any of the information contained in this proposal.

Sincerely,

KITTELSON & ASSOCIATES, INC.



Wayne Kittelson
Principal Engineer
503.535.7404
wkittelson@kittelson.com



Scott Beaird
Principal Engineer
503-957-1900
sbeaird@kittelson.com

SANDOWENGINEERING

160 MADISON STREET SUITE A • EUGENE, OREGON 97402 • 541.513.3376

DATE: May 3, 2023

TO: Anthony Baron
Public Works & Development Services
City of Brookings

FROM: Kelly Sandow, PE
Sandow Engineering

RE: Brookings Downtown Area Plan- Fee Estimate

Sandow Engineering is pleased to provide a fee estimate and work scope to perform Traffic Engineering Services for the Brookings Area Downtown Area Improvements.

Project Goals:

- Evaluate roadway cross-section needs and impacts of any modifications, including lane reductions, parking, bike, and pedestrian infrastructure.
- Evaluate impacts of eliminating left turns at unsignalized intersections from Hwy 101.
- Evaluate impacts of signal and lane modifications at Oak Street and Center Street
- Pedestrian crossing enhancement recommendations at Fern Avenue, Willow Street, and Mill Street/Hillside Avenue intersections.

Work Scope

Sandow Engineering has provided an extensive review of the Scope of Work provided by ODOT, Attachment A. All work by Sandow Engineering will conform to the evaluation criteria and items provided in the scope. The following provides additional clarification of some of the work scope items.

TASK 1: Data Collection

- **Traffic Counts:** Sandow Engineering will collect traffic counts at 5 intersections from 1:00 to 6:00 pm. 5 total counts will be collected. The exact day of the week was not clarified by ODOT. Sandow will coordinate with ODOT and City on the appropriate day of the week. This fee estimate assumes only 1 day will be provided, i.e., either weekday or weekend conditions, but not both the weekday and weekend.
- **Existing Facilities:** Sandow Engineering will collect all existing roadway data from ODOT GIS Software, existing plans where available, and field investigation. Topographical survey information will not be conducted or provided by Sandow Engineering.
- **Crash Data:** Sandow Engineering will collect roadway and crash data from ODOT for the study area. ODOT Scope of Work did not explicitly request an evaluation of crash history. However, crash patterns are a good indication of existing issues that should be corrected

or, at a minimum, not perpetuated.

TASK 2: Evaluation

- **Capacity Analysis:** Analysis will follow all ODOT criteria for calculating LOS, v/c, and queuing. Evaluation will be prepared for the following scenarios:
 - Existing Conditions
 - Future Year 2034 Conditions with no roadway modifications
 - Evaluation of Conditions with full build-out scenario and up to 2 additional scenario alternatives.
- **Queue Length Analysis:** A queue length analysis will be provided for:
 - Existing Conditions
 - Future Year 2034 Conditions with no roadway modifications
 - Evaluation of Conditions with full build-out scenario and up to 2 additional scenario alternatives.
- **Alternatives Evaluation:** Evaluation of roadway layout alternatives will be provided that considers the impacts to operations, safety, and access for vehicles, pedestrians, bicycles, and local deliveries. Alternatives will include:
 - Left turns present at signalized intersections.
 - Left turns removed at unsignalized intersections.
 - Lane reductions
 - Added bicycle facilities
 - Parking placement, removal, and impacts
 - Pedestrian crossing locations and treatments
 - Need for tapers, lane widths, signage, and other geometric needs to meet standard design criteria

TASK 3: Report

A report will be prepared that will detail the:

- Evaluation parameters
- Capacity and queuing results
- Crash patterns and mitigation recommendations
- Alignment alternatives considered
- Impact of alignment alternatives
- Recommendations considering cost, right-of-way, operations, safety

Letter From: Kelly Sandow PE, Sandow Engineering
RE: Fee Estimate
Date: 5.3.2023
Page 3

Project Fees:

Sandow Engineering proposes this work be completed on a time and materials basis with a not-to-exceed amount for each task as described below:

TASK	TOTAL
Task 1: Data Collection	\$3,750.00
Traffic Counts- \$125/hour · 5 counts @ 5 hours each Data Collection	
Task 2: Evaluation	\$20,250.00
Alternative Analysis	
Task 3: Report	\$8,650.00
Alternatives and Recommendations	
Total	\$32,650.00

Signed and dated below, this proposal can serve as our contract and notice to proceed. Any analysis required/requested from the reviewing agencies or client outside of the anticipated work items listed above will be considered outside of the contract and will be billed separately. Costs for additional items will not be incurred without consent from the project owner.

Please let me know if you have any questions regarding this proposal. We look forward to working with you.

Sincerely,


Kelly Sandow, PE

Name _____

Signature _____

Billings Sent to:

Name: _____

Mailing
Address: _____

Phone: _____

Email: _____

**SANDOW
ENGINEERING**


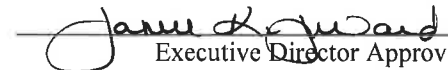
CITY OF BROOKINGS

URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: PWDS


Signature (submitted by)

Executive Director Approval

Subject: Façade Improvement Program – Revised Criteria

Recommended Motion:

Authorize staff to revise the criteria for the Façade Improvement Program as listed in the staff report.

Financial Impact:

Increase funding availability for FY2023-24 from \$100,000 to \$150,000

Background/Discussion:

The Brookings Urban Renewal Agency at the June 12 2023 meeting, discussed revisions to the façade improvement program as a way to encourage more participation in the program.

The façade committee met and discussed the following revisions in order to enhance the program:

- Include repair and maintenance items – painting, dry-rot repairs and the development of new landscaping at a 50% match up to \$25,000.
- Increase the match to 75% for full building façade improvements as per original guidelines with a maximum match of \$25,000.
- Incentivize property owners North of Pacific Avenue facing Chetco Avenue to develop landscape areas for city benches. The city would pay for and install a bench if the property owner develops a landscaped area on their property. The city standard bench is estimated at \$2,500 based on last purchase.

Since the renewal of the Façade Improvement Program in 2020, there have been four projects completed at \$96,000 from Urban Renewal as match.

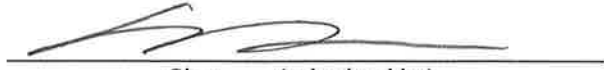
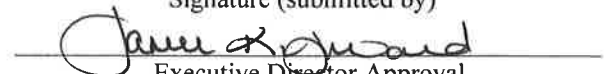
CITY OF BROOKINGS

URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 26, 2023

Originating Dept: PWDS


Signature (submitted by)

Executive Director Approval

Subject: Alder Street Parking Lot

Recommended Motion:

Authorize City Manager to pursue development of the Alder Street Parking Lot project and bring bids back for approval.

Financial Impact:

Estimated project cost \$300,000 – \$375,000 from Urban Renewal funds

Background/Discussion:

The Brookings Urban Renewal Agency in 2020 considered the development of the Alder Street Parking Lot project as a low priority compared to other projects such as reinstating the Façade Improvement Program, the completion of Railroad Street from Wharf to Pacific, the Chetco Town Center Pocket Park and additional flower baskets on Chetco Avenue. These projects have now been completed.

The Alder Street Parking Lot was identified as a priority in the 2017 Downtown Master Plan update. The project includes installing curb gutter and sidewalk as well as paving and striping a strip of land along the east edge of Alder Street between Spruce Drive. This would provide overflow parking in the downtown area.

Public Works and Parks staff mow the lot 3 to 4 times per year. Alder Street in this area was included in the 2022-23 paving projects and a new curb gutter and sidewalk were installed on the west side of Alder Street in 2014.

The Urban Renewal Agency board discussed projects at the Workshop on June 5, 2023. At that meeting, the Alder Street parking lot project was identified as a priority.

Attachments:

- a. Alder Street Parking Preliminary Drawing

