

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, April 22, 2024, 7:00pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Oral Requests and Communications from the audience

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

E. Consent Calendar

1. Approve Council minutes for April 8, 2024 [Pg. 1]
2. Receive monthly financial report for March 2024 [Pg. 3]

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

1. Annual Yard of the Month Program [Pg. 9]
2. Oppose the U.S. Bureau of Ocean Energy Management Offshore Wind Energy Project in the Pacific Ocean off the Coast of The City of Brookings [Pg. 10]
 - a. Resolution 24-R-1253 [Pg. 11]
 - b. Draft letter for submittal to BOEM [Pg. 12]
 - c. October 9, 2023 Staff Report, BOEM letter in opposition to off-shore wind energy including June 27, 2022 resolution and letter [Pg. 13]
3. 2022-23 Streets Paving Project Change Order [Pg. 18]
 - a. Tidewater Change Order #4 – 2-22-23 Streets Paving Projects [Pg. 19]
4. Brookings Electric Vehicle Charging Station Project [Pg. 20]
 - a. Resolution 24-R-1254 [Pg. 21]
5. Oak Street Sewer Main Repair [Pg. 22]
 - a. Tidewater Change Task #4 – Oak Street Sewer Main Repairs [Pg. 23]
6. City Manager Recruitment [Pg. 24]
 - a. Prothman City Manager Recruitment Flyer [Pg. 25]

G. Informational Non-Action Items

1. City Manager Recruitment Update

H. Remarks from Mayor, Councilors and City Manager

I. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. 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 541-469-1102 if you have any questions regarding this notice. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: <https://www.youtube.com/@cityofbrookingsoregon8039>, or search 'City of Brookings Oregon YouTube' in your

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, April 8, 2024

Call to Order

Mayor Isaac Hodges called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Isaac Hodges, Councilors Clayton Malmberg, Phoebe Pereda, and Kristi Fulton; a quorum present

Council Absent: Councilor Andy Martin

Staff present: Police Chief/Interim City Manager Kelby McCrae and Deputy City Recorder Brooklyn Osterhage

Media Present: 1

Others Present: Approximately 10 audience members

Consent Calendar

1. Approve Council minutes for March 25, 2024
2. Accept Parks and Recreation minutes for October 26, 2023
3. Accept Planning Commission minutes for March 5, 2024

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

Staff Reports

1. Letter of Support for Beacon Broadband, Inc.

Request presented by Val Early

Councilor Malmberg moved, Councilor Pereda seconded, and Council voted unanimously to authorize the Mayor to sign a letter of support for Beacon Broadband, Inc. – Fiber to the Home for Oregon’s Rural South Coast.

Informational Non-Action Items

Interim City Manager Chief McCrae provided an update on the City Manager recruitment.

Remarks from Mayor and Councilors

Councilor Malmberg spoke in regards to serving the greater community and the dedication to hard work.

Councilor Pereda commented the new City website looks great and is easier to navigate. She would like short-term rentals discussions and potentially a joint Planning Commission and City Council meeting.

Mayor Hodges agreed the updated website looks great.

Chief McCrae spoke on behalf of Councilor Martin; stating that the 2024 Ocean Salmon season will be 108 days, from May 15th to August 31st, the longest season in quite some time.

Councilor Malmberg asked if Council would be agreeable to renewing previous Council opposition of offshore wind generation and consider drafting a resolution like the ones Curry County, Del Norte County and the Tolowa Tribe have drafted or passed.

Mayor Hodges agreed and suggested another possibility of expressing opposition to the offshore wind generation could be a joint letter of opposition with the County and others. He would still like to discuss Transient Lodging Tax Funds and forming a committee that takes the burden off the City. He thanked volunteers in the recent community clean ups and the City and Public Work employees for their response to the sewer main sinkhole. He's inspired by the potential of having a Downtown Merchant Association and their recent presentation. Lastly, he provided his opinion on the recent ruling against the City in the St. Timothy's lawsuit.

Adjournment

Mayor Isaac Hodges adjourned the meeting at 7:32 PM.

Respectfully submitted:

ATTESTED:

this 22nd day of April, 2024:

Isaac Hodges, Mayor

Brooklyn Osterhage, Deputy City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,026,050.00	171,442.66	4,004,901.59	21,148.41	99.5
LICENSES AND PERMITS	297,000.00	23,549.65	215,904.54	81,095.46	72.7
INTERGOVERNMENTAL	294,500.00	10,639.68	140,189.76	154,310.24	47.6
CHARGES FOR SERVICES	1,109,500.00	17,078.42	332,739.00	776,761.00	30.0
OTHER REVENUE	140,500.00	7,260.44	148,300.16	(7,800.16)	105.6
TRANSFERS IN	686,105.00	.00	.00	686,105.00	.0
	6,553,655.00	229,970.85	4,842,035.05	1,711,619.95	73.9
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,235.00	3,507.45	30,799.37	7,435.63	80.6
MATERIAL AND SERVICES	12,850.00	325.00	3,800.48	9,049.52	29.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,085.00	3,832.45	34,599.85	16,485.15	67.7
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	423,568.00	25,875.04	403,004.92	20,563.08	95.2
MATERIAL AND SERVICES	228,800.00	14,269.10	266,712.20	(37,912.20)	116.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	652,368.00	40,144.14	669,717.12	(17,349.12)	102.7
POLICE:					
PERSONAL SERVICES	3,314,004.00	274,210.95	2,386,119.92	927,884.08	72.0
MATERIAL AND SERVICES	231,000.00	19,159.07	178,622.78	52,377.22	77.3
CAPITAL OUTLAY	.00	53,306.24	349,167.82	(349,167.82)	.0
DEBT SERVICE	109,426.00	.00	14,306.95	95,119.05	13.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,654,430.00	346,676.26	2,928,217.47	726,212.53	80.1
FIRE:					
PERSONAL SERVICES	249,661.00	23,657.89	186,711.91	62,949.09	74.8
MATERIAL AND SERVICES	107,500.00	6,212.72	78,407.39	29,092.61	72.9
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
	387,741.00	29,870.61	295,698.31	92,042.69	76.3

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	240,456.00	15,808.05	143,943.06	96,512.94	59.9
MATERIAL AND SERVICES	93,700.00	707.46	33,195.67	60,504.33	35.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	334,156.00	16,515.51	177,138.73	157,017.27	53.0
PARKS & RECREATION:					
PERSONAL SERVICES	287,161.00	19,594.98	201,999.66	85,161.34	70.3
MATERIAL AND SERVICES	137,900.00	2,060.23	68,999.48	68,900.52	50.0
CAPITAL OUTLAY	.00	.00	891.90	(891.90)	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	435,042.00	21,655.21	281,871.04	153,170.96	64.8
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	102,122.00	.00	65,350.30	36,771.70	64.0
MATERIAL AND SERVICES	66,700.00	10,263.52	41,596.68	25,103.32	62.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	168,822.00	10,263.52	106,946.98	61,875.02	63.4
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	175,600.00	7,336.78	92,963.48	82,636.52	52.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	575,000.00	.00	.00	575,000.00	.0
CONTINGENCIES AND RESERVES	829,411.00	.00	.00	829,411.00	.0
	1,580,011.00	7,336.78	92,963.48	1,487,047.52	5.9
	8,163,655.00	476,294.48	4,587,152.98	3,576,502.02	56.2
	(1,610,000.00)	(246,323.63)	254,882.07	(1,864,882.07)	15.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2024

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	500,000.00	41,355.30	364,066.48	135,933.52	72.8
OTHER REVENUE	22,000.00	192.00	25,907.73	(3,907.73)	117.8
TRANSFER IN	100,000.00	.00	.00	100,000.00	.0
	<u>622,000.00</u>	<u>41,547.30</u>	<u>389,974.21</u>	<u>232,025.79</u>	<u>62.7</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	244,962.00	16,787.03	197,352.76	47,609.24	80.6
MATERIAL AND SERVICES	319,700.00	19,660.06	172,041.93	147,658.07	53.8
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	4,409.00	367.40	3,306.52	1,102.48	75.0
TRANSFERS OUT	234,087.00	.00	.00	234,087.00	.0
CONTINGENCIES AND RESERVES	118,842.00	.00	.00	118,842.00	.0
	<u>937,000.00</u>	<u>36,814.49</u>	<u>372,701.21</u>	<u>564,298.79</u>	<u>39.8</u>
	<u>937,000.00</u>	<u>36,814.49</u>	<u>372,701.21</u>	<u>564,298.79</u>	<u>39.8</u>
	<u>(315,000.00)</u>	<u>4,732.81</u>	<u>17,273.00</u>	<u>(332,273.00)</u>	<u>5.5</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2024

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,039,000.00	136,367.76	1,487,606.30	551,393.70	73.0
OTHER INCOME	48,000.00	3,745.00	87,534.87	(39,534.87)	182.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>2,087,000.00</u>	<u>140,112.76</u>	<u>1,575,141.17</u>	<u>511,858.83</u>	<u>75.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	432,204.00	31,961.90	324,708.22	107,495.78	75.1
MATERIAL AND SERVICES	183,800.00	15,322.83	172,111.07	11,688.93	93.6
CAPITAL OUTLAY	50,000.00	4,017.55	12,738.72	37,261.28	25.5
DEBT SERVICE	28,154.00	2,147.39	21,711.02	6,442.98	77.1
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>718,158.00</u>	<u>53,449.67</u>	<u>531,269.03</u>	<u>186,888.97</u>	<u>74.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	30,042.00	1,640.84	30,277.49	(235.49)	100.8
MATERIAL AND SERVICES	574,515.00	45,021.95	399,752.46	174,762.54	69.6
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,386.00	.00	2,384.49	1.51	99.9
TRANSFERS OUT	742,572.00	.00	.00	742,572.00	.0
CONTINGENCIES AND RESERVES	174,327.00	.00	.00	174,327.00	.0
	<u>1,533,842.00</u>	<u>46,662.79</u>	<u>432,414.44</u>	<u>1,101,427.56</u>	<u>28.2</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>2,252,000.00</u>	<u>100,112.46</u>	<u>963,683.47</u>	<u>1,288,316.53</u>	<u>42.8</u>
	<u>(165,000.00)</u>	<u>40,000.30</u>	<u>611,457.70</u>	<u>(776,457.70)</u>	<u>370.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2024

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,566,300.00	267,497.92	2,607,744.92	958,555.08	73.1
OTHER REVENUE	15,000.00	.00	76,294.44	(61,294.44)	508.6
TRANSFER IN	.00	.00	.00	.00	.0
	3,576,800.00	267,497.92	2,684,039.36	892,760.64	75.0

EXPENDITURES

WASTEWATER COLLECTION:

PERSONAL SERVICES	675,298.00	47,103.64	476,052.53	199,245.47	70.5
MATERIAL AND SERVICES	290,500.00	3,000.73	105,344.37	185,155.63	36.3
CAPITAL OUTLAY	15,000.00	.00	3,637.00	11,363.00	24.3
DEBT SERVICE	28,154.00	2,147.21	21,709.44	6,444.56	77.1
TRANSFERS OUT	226,533.00	.00	.00	226,533.00	.0
	1,235,485.00	52,251.58	606,743.34	628,741.66	49.1

WASTEWATER TREATMENT:

PERSONAL SERVICES	45,461.00	2,461.41	45,416.27	44.73	99.9
MATERIAL AND SERVICES	1,219,029.00	87,342.27	763,569.95	455,459.05	62.6
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	2,386.00	.00	2,384.49	1.51	99.9
TRANSFERS OUT	1,237,643.00	.00	.00	1,237,643.00	.0
CONTINGENCIES AND RESERVES	256,296.00	.00	.00	256,296.00	.0
	2,775,815.00	89,803.68	811,370.71	1,964,444.29	29.2
	4,011,300.00	142,055.26	1,418,114.05	2,593,185.95	35.4
	(434,500.00)	125,442.66	1,265,925.31	(1,700,425.31)	291.4

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2024

URBAN RENEWAL AGENCY FUND

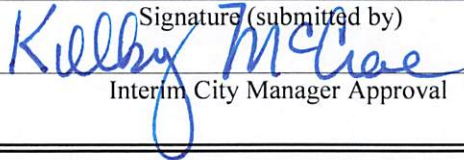
	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	724,170.00	17,887.34	745,637.99	(21,467.99)	103.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	52,255.58	(50,255.58)	2612.8
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>726,170.00</u>	<u>17,887.34</u>	<u>797,893.57</u>	<u>(71,723.57)</u>	<u>109.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	.00	33,806.16	151,449.84	18.3
CAPITAL OUTLAY	1,460,914.00	.00	193,203.55	1,267,710.45	13.2
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,646,170.00</u>	<u>.00</u>	<u>227,009.71</u>	<u>1,419,160.29</u>	<u>13.8</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>1,646,170.00</u>	<u>.00</u>	<u>227,009.71</u>	<u>1,419,160.29</u>	<u>13.8</u>
	<u>(920,000.00)</u>	<u>17,887.34</u>	<u>570,883.86</u>	<u>(1,490,883.86)</u>	<u>62.1</u>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024

Originating Dept: Administration

Signature (submitted by)

Interim City Manager Approval

Subject:

Annual Yard of the Month Program

Recommended Motion:

Approve the reinstatement of the Yard of the Month program for five months beginning May, 2024.

Financial Impact:

\$500

Background/Discussion:

This will be the City's 22nd year for recognizing residents and business owners for their beautification efforts through its annual Yard of Month Program.

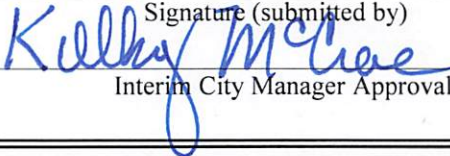
The program includes the presentation of awards, May through September, in two categories: Best Residential Property and Best Commercial Property. Monthly winners receive a certificate, and a \$50 rebate toward their City utility bill. Winners are also recognized with signage, local media coverage and mention at a City Council meeting.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024

Originating Dept: Administration

Signature (submitted by)

Interim City Manager Approval

Subject:

Oppose the U.S. Bureau of Ocean Energy Management Offshore Wind Energy Project in the Pacific Ocean off the Coast of The City of Brookings.

Motion:

Adopt Resolution 24-R-1253, opposing the U.S. Bureau of Ocean Energy Management Offshore Wind Energy Project in the Pacific Ocean off the Coast of The City of Brookings and send to BOEM.

Financial Impact:

None

Background/Discussion:

At the June 27, 2022 City Council meeting, Yelena Nowak presented a resolution during the Scheduled Public Appearance on behalf of the Oregon Trawl Commission. While not on the agenda, Council agreed and unanimously moved to adopt the resolution presented. Resolution 22-R-1232 authorized the City to send the Bureau of Ocean Energy Management and the Oregon Department of Energy a letter with recommendations regarding offshore wind energy.

On October 9, 2023, City Council authorized the City Manager to submit a letter in opposition to BOEM's proposal for off-shore wind energy off the Southern Oregon Coast.

At the April 8, 2024 and March 25, 2024 City Council meetings, Councilor Clayton Malmberg requested further opposition by the City. Councilor Malmberg noted Curry County, Del Norte County and the Tolowa Tribe as having similar resolutions.

Attachment:

- a. Resolution 24-R-1253
- b. Draft letter for submittal to BOEM
- c. October 9, 2023 Staff Report, BOEM letter in opposition to off-shore wind energy, including June 27, 2022 Resolution and letter

CITY OF BROOKINGS

STATE OF OREGON

RESOLUTION 24-R-1253

A RESOLUTION OF THE CITY OF BROOKINGS

WHEREAS, The City of Brookings is a recognized local government in the State of Oregon, and

WHEREAS, The City of Brookings is therefore entitled to engage in the coordination process with all agencies as mandated by Congress; and

WHEREAS, The City of Brookings exercises the local police powers to protect public health, safety and welfare reserved to the States and to the people under the tenth amendment of the United States of America; and

WHEREAS, the proper exercise of those reserved powers requires that all federal agencies engage in the coordination process with The City of Brookings; and

WHEREAS, The City of Brookings formally requests that state, federal and local agencies recognize the Outdoor Recreation Act of 1963 and engage in coordination prior to any further development with the U.S. Bureau of Ocean Energy Management Offshore Wind Energy Project in the Pacific Ocean off the Coast of The City of Brookings.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that it is the policy of Curry County that it will engage in the coordination process with all federal and state agencies;

BE IT FURTHER RESOLVED that since Congress defined the coordination process in the Federal Land Policy Management Act, and the United States Supreme Court has ruled that when Congress defines a term, the term means the same in any statute that is in pari materia, it is the policy of The City of Brookings that it will engage in the coordination process as defined by Congress in the FLPMA.

Passed by the City Council April 22, 2024; effective the same date.

Attest:

Mayor Isaac Hodges

Deputy City Recorder Brooklyn Osterhage



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

April 22, 2024

Jean Thurston-Keller, Renewable Energy Specialist &
Oregon Task Force Coordinator
Bureau of Ocean Energy Management
Office of Renewable Energy Programs
760 Paseo Camarillo, Suite 102
Camarillo, CA 93010

Re: Oregon Coast - Offshore Wind Energy

Dear Jean Thurston-Keller:

The City Council of Brookings recently met and heard from stakeholders regarding offshore wind energy.

The City is not in support of any further development of the U.S. Bureau of Ocean Energy Management Offshore Wind Energy Project in the Pacific Ocean off the Oregon Coast.

The City is concerned with the rushed process and lack of communication from the federal government. We are not in support of "pushing" this forward. We have heard from our community and others along the Oregon Coast and they deserve to be heard by the Federal government as well.

The City requests the considerations of the attached Resolution 24-R-1253.

Thank you for your time and consideration.

Sincerely,

Kelby McCrae
Interim City Manager/Chief of Police

Cc: Elizabeth Klein, Oregon Department of Energy
Governor Tina Kotek's Office
Senator Jeff Merkley
Representative Val Hoyle
State Senator David Brock Smith
State Representative Court Boice

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 9, 2023

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

BOEM letter in opposition to Off-shore Wind Energy.

Recommended Motion:

Authorize City Manager to submit letter in opposition to BOEM's proposal for off-shore Wind Energy off the Southern Oregon Coast.

Financial Impact:

No direct financial impact at this time.

Background/Discussion:

BOEM Announced a 60-day public comment period on two draft Wind Energy Areas (WEA) located in the existing Call Areas offshore Southern Oregon (Brookings and Coos Bay).

The 186-page draft report can be found online here:

https://www.boem.gov/sites/default/files/documents/renewable-energy/state-activities/Oregon_WEA_Draft_Report_NCCOS.pdf

Council discussed at the September 5, 2023 Workshop. BOEM held virtual meetings on September 18th and 21st, and held in person meetings in Gold Beach on September 26th, in Coos Bay on September 27th, and in Brookings on September 28th.

Deputy Public Works and Development Services Director Lauri Ziemer attended the BOEM informational meeting at SWOCC's Curry Campus on September 28th. Of those who spoke at the meeting, the overwhelming majority spoke in opposition to the proposed off-shore wind energy. Primary concerns were:

- Impact to the commercial fishing industry and displacing fishermen.
- Impact on tourism; windmill farms are aesthetically displeasing and will ruin the Oregon Coast ocean view.

- Placement of the giant turbines and anchors and the overall impacts to the environment, wildlife habitat, endangered marine species and irreparable harm caused to seabirds, marine mammals, fisheries management.
- What benefit to the South Coast? Windmill project will benefit areas inland.
- Installation of the windmills may impact the Cascadia earthquake zone and cause major earthquake and irreparable damage.
- Windmills to be leased to out-of-state, out-of-country entities who will make the most profit at southern Oregon taxpayer expense and livelihood. Those profits will not benefit us but be funneled overseas.
- When windmill leases go belly up, who maintains and dismantles windmills. As seen in other places the windmill farms fall into disrepair and are abandoned with no one removing them.
- Noise constantly generated could affect behavior of fish, whales, and birds.
- Electro-magnetic fields impact fish/whale navigation, predator detection, and communication.
- Decision will be made by government officials who have no concern on impact on southern Oregon residents.
- Exploiting rural economically-strapped areas, like Coos and Curry counties.

I have taken the concerns heard from City Council, stakeholders, and other interested citizens, and drafted the attached letter. Comments are due by October 16, 2023. Based on your previous input, I am looking for your approval to submit a letter/comments prior to that deadline.

Attachment

- a. Draft Letter for submittal to BOEM.
- b. Letter to BOEM, June 28, 2022
- c. Resolution 22-R-1232, June 27, 2022, offshore wind energy.



October 9, 2023

City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1123 Fax (541) 469-3650

www.brookings.or.us

jhoward@brookings.or.us

Bureau of Ocean Energy Management (BOEM)

Post on [regulations.gov/comment on/BOEM-2023-0033-0001](https://www.regulations.gov/comment/BOEM-2023-0033-0001)

Re: Oregon Coast – Offshore Wind Energy

The City Council of Brookings recently met and heard from stakeholders regarding offshore wind energy.

The City is concerned with the proposal to deploy offshore wind energy development off the Southern Oregon Coast. Two areas have been identified as Wind Energy Areas (WEA) offshore southern Oregon with their closest points ranging from approximately 18-32 miles off the coast. Our community and others along the Oregon Coast are concerned with the:

- Impact to the commercial fishing industry and displacing fishermen.
- Impact on tourism; windmill farms are aesthetically displeasing and will ruin the Oregon Coast ocean view.
- Placement of the giant turbines and anchors and the overall impacts to the environment, wildlife habitat, endangered marine species and irreparable harm caused to seabirds, marine mammals, fisheries management.
- Installation of the windmills may impact the Cascadia earthquake zone and cause major earthquake and irreparable damage.
- Windmills to be leased to out-of-state, out-of-country entities who will make the most profit at southern Oregon taxpayer expense and livelihood. Those profits will not benefit us but be funneled overseas.
- The cost of maintenance and dismantling, if needed, when the windmills fall into disrepair and are abandoned with no one removing them.
- Noise constantly generated could affect behavior of fish, whales, and birds.
- Electro-magnetic fields impact fish/whale navigation, predator detection, and communication.

Thank you for your time and consideration.

Sincerely,

Janell K. Howard
City Manager

Cc: Elizabeth Klein, Oregon Department of Energy
Governor Tina Kotek's Office
Senator Jeff Merkley

Representative Val Hoyle
State Senator David Brock Smith
State Representative Court Boice



City of Brookings

898 Elk Drive, Brookings, OR 97415

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www.brookings.or.us

jhoward@brookings.or.us

June 28, 2022

Dr. Whitney Hauer, Renewable Energy Specialist
Bureau of Ocean Energy Management
Office of Strategic Resources
760 Paseo Camarillo, Suite 102
Camarillo, CA 93010

Re: Oregon Coast – Offshore Wind Energy

Dear Dr. Hauer:

The City Council of Brookings recently met and heard from stakeholders regarding offshore wind energy.

The City is concerned with the rushed process and lack of communication from the Federal government. We are not in support of “pushing” this forward without ample time for public input. Our community and others along the Oregon Coast deserve more information and opportunities for input.

The City requests the considerations listed in the attached Resolution 22-R-1232.

Thank you for your time and consideration.

Sincerely,

Janell K. Howard
City Manager

Cc: Jason Sierman, Oregon Department of Energy
Governor Kate Brown’s Office
Senator Jeff Merkley
Representative Peter DeFazio
State Senator Dallas Heard
State Representative David Brock Smith

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 22-R-1232

A RESOLUTION AUTHORIZING THE CITY OF BROOKINGS TO SEND THE BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM) AND THE OREGON DEPARTMENT OF ENERGY (ODOE) A LETTER WITH RECOMMENDATIONS REGARDING OFFSHORE WIND ENERGY.

WHEREAS, the Brookings City Council (Council) supports responsible and sustainable economic development projects which benefit the citizens of our community; and

WHEREAS, the Council recognizes renewable energy is an important part of Oregon and the nation's energy portfolio, and we appreciate the efforts that are being made to make our energy system more resilient and diversified; and

WHEREAS, the Council recognizes our commercial and recreational fishing fleets are a critical component of the economy of the Oregon Coast, and we are deeply concerned about potential impacts on this industry; and

WHEREAS, the Council believes certain steps should be taken to ensure that existing ocean users and stakeholders are protected in the process;

NOW, THEREFORE, BE IT RESOLVED the Council requests the following considerations in order to ensure that our current ocean users, stakeholders, and marine life are protected:

1. The offshore leasing process needs to be transparent and inclusive. We would ask that BOEM engage in a more inclusive public process by bringing together stakeholders such as the fishing industry, environmentalists, coastal communities, and local, state, and federal elected officials as equal partners, with an agenda that is created in a collaborative fashion. These stakeholders would be able to review the proposed Call areas and identify areas for concern before the leases are issued.
2. Unless the stakeholder group determines otherwise, we assert that the Call areas need to be immediately moved outside of the productive fishery areas. Moving the Call areas outside of 1,300 meters will avoid the majority of the fishing activity.
3. Invest in more data to determine the impacts on the marine environment and the potential impacts on marine species, ecosystems, and habitat.
4. Provide stakeholders and the public with the potential environmental and economic impacts at the beginning of the process, instead of after the Call areas have been determined. Any community that will be impacted by offshore wind should know and fully understand the impacts before the lease is granted and not after.

The foregoing resolution was duly adopted by the City Council of the City of Brookings, Curry County, Oregon this 27th day of June 2022.



Mayor Ron Hedenskog

Attest:



City Recorder Janell K. Howard

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024

Originating Dept: PWDS



Signature (submitted by)


City Manager Approval

Subject:

2022-23 Streets Paving Projects Change Order

Recommended Motion:

Authorize City Manager to proceed with the Tidewater Contractors change order #4 in the amount of \$55,915.50 and complete the 2022-23 streets paving projects.

Financial Impact:

Tidewater estimates the change order at \$55,915.50 from fuel tax revenue.

Background/Discussion:

The additional costs associated with change order 4 are for the paving of utility cuts in various locations around town and needed repairs to Marina Heights and Old County Road. Payment on change order #4 closes out the contract for paving established with Tidewater Contractors Inc. in 2022-23 fiscal year.

Attachments:

- a. Tidewater Change Order #4 - 2022-23 Streets Paving Projects

City of Brookings – Contract Task Order

Contract Title: As Needed Contract Services

Contractor: Tidewater Contractors, Inc.

Contract #: 16-037 TO # 11 CO # 4 Project Manager: Anthony Baron

This Contract Task Order, described under the terms below, is made and entered into this
1st day of March, 2024 by and between the City of Brookings,

hereinafter referred to as "City," and Tidewater Contractors, Inc.

hereinafter referred to as "Contractor," with an effective date of March 1, 2024

The terms of this Change Order are to increase project costs \$55,915.50 to include:

street paving patches and potholes.

Original Contract Estimate	\$ 709,720.00
Change Order #1	\$ 102,660.00
Change Order #2	\$ 1,444.13
Change Order #3	\$ 8,893.05
Change Order #4	<u>\$ 55,915.50</u>
New Contract Amount	<u>\$ 878,632.68</u>

Completion Date (if applicable): March 31, 2024

TIDEWATER CONTRACTORS, INC.

CITY OF BROOKINGS

By: Cassie Fitzhugh

By: _____

Name: Cassie Fitzhugh

Name: Kelby McCrae

Title: Contract Admin

Title: Interim City Manager

Address: PO Box 1956

Address: 898 Elk Drive

Brookings, OR 97415

Brookings, OR 97415

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject: Brookings Electric Vehicle Charging Station Project

Recommended Motion:

Adopt Resolution 24-R-1254 authorizing submission of a Carbon Reduction Program Grant application to the Oregon Department of Transportation for the Brookings Electric Vehicle Charging Station Project.

Financial Impact:

The Brookings Electric Vehicle Charging Station Project is estimated at \$915,500 of which a 10% match of \$91,550 is required from the city. The match for this grant will be funded from Capital Reserve.

Background/Discussion:

The Oregon Department of Transportation (ODOT) Climate Office presented a power point presentation on the Carbon Reduction Grant Program call for projects during the January 11, 2024 SWACT virtual meeting. Oregon is set to receive \$82 million between 2022-2026, \$24 million (\$12 million in 2024) will be earmarked for small urban and rural areas. Program funded projects will require a local match of 10% and ODOT suggests a minimum project cost of \$300,000 in order to be considered for funding.

The Carbon Reduction Program identifies small urban and rural example projects that include solar street lights, mobility points with carsharing and bicycle sharing, electric bus and charging equipment.

Staff discussed the grant program with Council at the February 5th workshop. At that meeting projects were highlighted that meet the criteria of the grant program. The Brookings project will include the purchase of two city fleet electric vehicles and the installation of two level 3 charging stations in the downtown core (Fleet Street & Central Building), and one level 2 charging station at Brookings City Hall. Staff is estimating the cost for the Brookings project to be \$915,500.

Attachment(s):

Resolution 24-R-1254

**CITY OF BROOKINGS
STATE OF OREGON
RESOLUTION 24-R-1254**

A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING SUBMISSION OF AN OREGON DEPARTMENT OF TRANSPORTATION CARBON REDUCTION PROGRAM GRANT APPLICATION.

WHEREAS, Oregon Department of Transportation Carbon Reduction Program is accepting applications for grants; and

WHEREAS, the City of Brookings desires to participate in this grant program to the greatest extent possible as a means of providing needed electric vehicle charging stations; and

WHEREAS, grant funding for the project will be applied to the purchase of two fleet electric vehicles and the installation of three electric vehicle charging stations in the city of Brookings; and

WHEREAS, the applicant hereby certifies that the matching share for this application is readily available at this time;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings, Oregon, does hereby authorize the submission of a Carbon Reduction Program Grant application to ODOT for the Brookings Electric Vehicle Charging Station Project.

Passed by the City Council _____, 2024 and made effective the same date.

Attest:

Mayor Isaac Hodges

City Recorder Brooklyn Osterhage

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Oak Street Sewer Main Repair

Recommended Motion:

Authorize City Manager to proceed with the Tidewater Contractors Task Order #4 in the amount of \$55,322.51 for an emergency repair to the sanitary sewer main on Oak Street.

Financial Impact:

Tidewater completed the project on April 9th in the amount of \$55,322.51 to be paid from sewer SRF. There is a cost share with Harbor Sanitary District associated with this repair. The cost split is 57% HSD and 43% COB less all of the paving outside the trench area.

Background/Discussion:

On April 3rd, around 7:30 pm the public works crew responded to a sinkhole on Oak Street between Chetco Avenue and Spruce Street. We closed a section of Oak Street from Chetco Avenue to Spruce Street and the crew exposed the area and discovered a 16' section of 21" AC sewer main had collapsed. The failed sewer main is Harbor Sanitary Districts (HSD) gravity "interceptor" line just down stream from a manhole that HSD's force main is pumped into from their pump station on Lower Harbor Road. The gravity sewer main line is approximately 8ft deep and carries HSD's sewer effluent to the waste water treatment plant.

The public works crew was out until 4 am of the 4th and did a great job in clearing debris from the channel and stabilizing the situation. The failed main was too deep for our crew and equipment to work on so I met with Tidewater Contracting to discuss immediate emergency repairs to the sewer main. The City currently has an as needed contract with Tidewater to respond to emergencies like this. The city established a task order under the as needed contract which saves time in emergency situations. Tidewater was able to mobilize the morning of the 5th and make repairs immediately. Oak Street was back open for use following paving on Tuesday April 9th.

Attachments:

- a. Tidewater Change Task #4 – Oak Street Sewer Main Repairs

City of Brookings – Contract Task Order

Contract Title: As Needed Contract Services

Contractor: Tidewater Contractors, Inc.

Contract #: 16-037 TO # 13 Project Manager: Tony Baron

This Contract Task Order, described under the terms below, is made and entered into this
8th day of April, 2024 by and between the City of Brookings,
hereinafter referred to as “City,” and Tidewater Contractors, Inc.
hereinafter referred to as “Contractor,” with an effective date of April 8, 2024.

The terms of this Task Order are to provide emergency repair for the Oak Street sewer
main failure on April 4, 2024.

Total fees not to exceed \$ 55,322.51

Completion Date (if applicable) : April 10, 2024

TIDEWATER CONTRACTORS, INC.

By: Cassie Fitzhugh
Name: Cassie Fitzhugh
Title: Contract Admin
Address: PO Box 1956
Brookings. OR 97415

CITY OF BROOKINGS

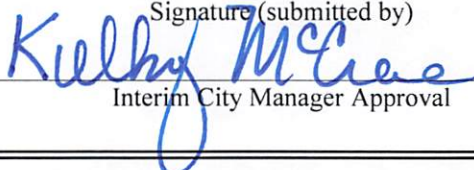
By: _____
Name: Kelby McCrae
Title: Interim City Manager
Address: 898 Elk Drive
Brookings, OR 97415

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 22nd, 2024

Originating Dept: Administration

Signature (submitted by)

Interim City Manager Approval

Subject:

City Manager Recruitment

Recommendation:

Staff recommends continuing with the current recruitment flyer as posted on Prothman's and the City's websites.

Financial Impact:

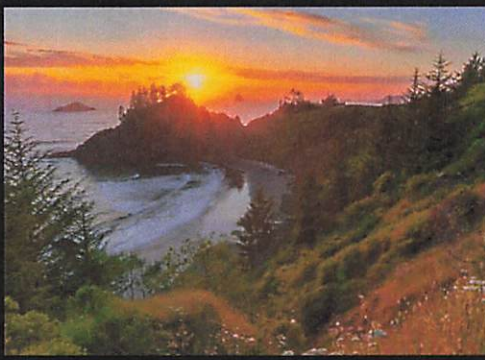
None.

Background/Discussion:

On March 18th, 2024, the City's recruitment flyer and application process for City Manager was posted on both Prothman's and the City's websites and subsequently covered by the local media. April 21st is the first look date where Prothman will begin reviewing applicant qualifications and separating out those who do not meet the minimum requirements before conducting their initial interview and background check. During this phase, applications will still be accepted until the position is filled. If there is anything the Council would like to amend on the flyer for current or future applicants this is the time to do so before interviews are conducted.

Attachments:

a. Brookings City Manager recruitment flyer



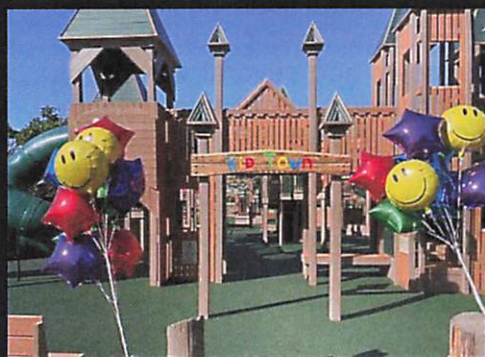
Oregon

CITY MANAGER

\$150,000 - \$160,000

Apply by
April 21, 2024
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



The City of Brookings is located along the Wild Rivers Coast, boasts some of the warmest temperatures on the coastline, and is known for its stunning natural beauty, and welcoming community.

Brookings is bordered by the vibrant blue Pacific Ocean to the west, the fir covered Coastal Range Mountains to the east, the meandering Chetco River to the south, and winding scenic vistas to the north. In spite of the rain, and the marine layer (aka "fog"), Brookings gets plenty of sunshine and typically averages 191 days of sunshine per year.

The community was originally established in 1913 by John E. Brookings. One of the first things John Brookings did when he relocated was to hire renowned architect, Bernard Maybeck, to lay out the street design for the core area of the City.

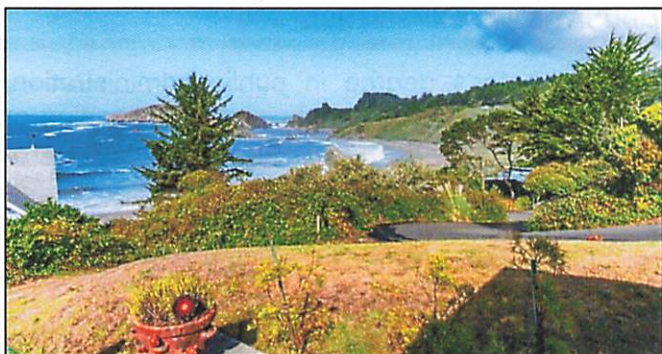
Brookings originally thrived on the lumber and commercial and sports fishing industries. Lily bulb farming was introduced in the 1920's, and the region still produces 95% of Easter lily bulbs grown in the world.



Today, Brookings serves as the commercial and service hub of the Wild Rivers Coast. The City is the largest in Curry County with a population of just over 6,800, and boasts a tight-knit community with a high quality of life. Although Brookings is small, the City has a charming downtown with several restaurants, quaint shops, and a cinema. The City also has a range of local events, festivals, and markets that foster a sense of community and belonging. The community's emphasis on safety, education, and healthcare contributes to its appeal as a place to live.

Outdoor recreational activities are plentiful, and include kayaking, canoeing, rafting, and fishing on the region's numerous rivers which exit into the Pacific Ocean. The region also offers hiking on an extensive network of trails, biking, windsurfing, golfing, jet-boating, and exploring the beaches of the Pacific Ocean. From Port Orford to Brookings, Highway 101, known as the Pacific Coast Scenic Highway, hugs some of the most stunning and rugged coastline in Oregon, lined with dramatic sea stacks and rock formations.

Other notable natural attractions include the Samuel H. Boardman State Scenic Corridor, with its stunning ocean views and several viewpoints worth exploring, Redwoods immediately south, and the Chetco River, known for its excellent salmon and steelhead fishing. Residents and visitors can also explore low tide at beautiful Harris Beach State Park, where large rocky areas become perfect for tide pooling.



THE CITY

The City of Brookings has a non-partisan Council-Manager form of government. Its members, a mayor and four councilors, are elected at large and serve in a volunteer capacity. The City Council also serves as the City's Urban Renewal Agency, and sits on the Budget Committee. The Mayor serves a two year term, and Councilors serve four-year staggered terms.

The City operates on a 2023/2024 budget of \$63.1 million with 49 full-time employees supplemented by seasonal parks and pool staff. The City's Management Team consists of the Public Safety Director, Police Lieutenant, Public Works Director, Deputy Public Works Director, and Finance Director. Each member of the Management Team has at least 12 years of longevity with the City, with a combined total of nearly 90 years of experience at the City. Services provided include police, 911, fire, water, sewer, streets, parks, planning, building safety, golf course, beach access, redevelopment, municipal court, tourism promotion and a general aviation airport. Brookings also serves as the only 24/7 law enforcement in the County and has a volunteer Fire Department which includes two full-time firefighters.



THE POSITION

Under the direction of the City Council, the City Manager serves as the chief administrative officer of the City and has control and general supervision over all City employees and all appointed City officers unless specifically excluded. The City Manager also serves as the Executive Director of the Urban Renewal Agency and may serve as the City Recorder.

The City Manager exercises the highest degree of professional courtesy in contacts with the public, City staff, and all elected and appointed officials. The City Manager is responsible for providing oversight of the City's public services; advising and making recommendations to the City Council on current and future fiscal policy, staffing, and program needs; ensuring conformance by City staff to adopted City policy; and providing oversight of the development and implementation of the City's approved budget and financial plan.

For a full job description, please view the attachment found [here](#).

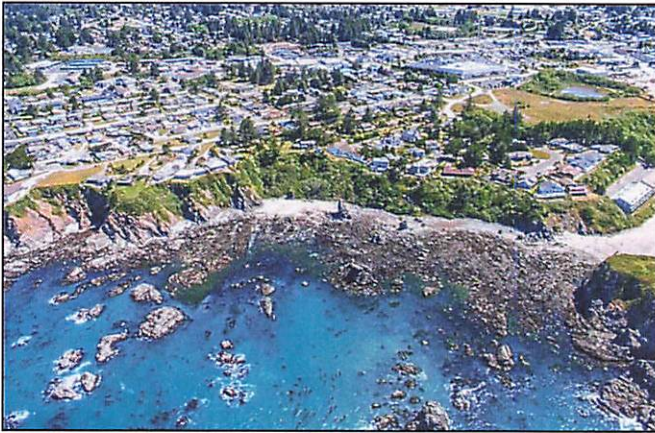
OPPORTUNITIES & PRIORITIES

Community Relations

Brookings is a close-knit community and the City Manager is always in the public eye. Therefore, the position requires someone who maintains the highest standards of ethics and integrity and enjoys interacting with members of the community. Accessibility to the public and an open communication style are essential. It will be important to continue to welcome community volunteers, and to motivate citizens to become more involved with the City. The City Manager must reside within the Urban Growth Boundary and will be the primary contact for the local news media.

Council Relations

The City Council would like the City Manager to be an idea generator; someone who has an innovative vision for the City and is able to translate that vision to the elected councilors. The Council also expects loyalty and a mutual relationship of trust with the City Manager, and a commitment to fully carrying out the final decisions of the Council. It is critical that the Council and the City Manager work together in an open, collegial manner to provide leadership to the staff and citizens of the City.



Intergovernmental Relations

In addition to the usual complement of intergovernmental relationships, Brookings also works closely with the Harbor PUD, the Port District, Curry County, and representatives of the state legislative delegation. Because business development is a priority for the City, there are federal and state agency relationships that need to be maintained and cultivated. Other issues involving multi-jurisdictional issues include land use/UGB challenges and infrastructure development.

Innovations

The City Manager should be someone who understands how to effectively use the tools of urban renewal districts, annexation, growth management and infrastructure project management. There is a need for long-range strategic planning. Upcoming projects include development of the Lone Ranch property, Wastewater and Water Collections USDA improvements, and ongoing infrastructure improvement projects. Brookings is in need of an organized plan for business recruitment and development. A "seasoned professional" may be the kind of person who has the most experience with these issues in helping guide the future success of Brookings.



EDUCATION & EXPERIENCE

- A bachelor's degree in public administration, public policy, business administration, planning or a related field is desired. A master's degree in a related field is preferred.
- Ten years of progressively responsible public or business management experience affording knowledge of local and state laws.
- The ideal candidate will have a minimum of five years of experience as a City Manager in a similar or larger sized community. An applicant with experience as a department head in a municipal government setting may also be considered.
- Oregon local government experience is desired.
- An emphasis or internship in community development is a plus.

THE IDEAL CANDIDATE

Administrative Skills

The City Manager needs to be well organized, able to prioritize tasks and manage multiple projects simultaneously, and possess excellent communication skills. The selected City Manager will need to recognize that Brookings is a small but rapidly growing City, and there are times when delegation is appropriate, and times when it is appropriate to roll up your sleeves, get directly involved, and be willing to pitch in. The City is seeking a problem-solver who is able to analyze situations and make wise decisions. The City Manager must have high ethical standards, recognizing that as a City executive he or she is held to the highest standard. The ideal candidate will serve using a servant leadership philosophy. This person will be honest, show integrity, trustworthiness, accountability, and transparency.

Labor Relations/Personnel

The City Manager is expected to be a team player and a team builder with the rest of the City staff, and to serve as an advocate for staff interests to the City Council. This person needs to be able to communicate effectively and be a motivator, leading by example. When necessary, the City Manager needs to be able to clearly identify and resolve problems quickly and fairly, while also relying on the knowledge and experience of the Department Directors. With two labor unions in the City, the City Manager must have experience in contract negotiations.

Budget/Finance

The City Manager needs to have a solid understanding of public finance, particularly with awareness of Oregon's unique revenue limitations. The selected candidate will need to work collaboratively with the Finance Director in the preparation of the City budget. A working knowledge of financial forecasting and the ability to clearly communicate budget information to the public is essential.

Tourism

The incoming City Manager will need to understand how to maximize current tourism inflows, coastal urban culture, and creating opportunity for Brookings without jeopardizing the quality-of-life Brookings currently enjoys.

**COMPENSATION & BENEFITS**

- **\$150,000 - \$160,000 DOQ**
- **Medical, Dental, and Vision Insurance Plans with HSA**
- **Life Insurance**
- **Oregon PERS:** City pays employee and employer share.
- **Vacation:** Negotiable
- **Sick Pay:** 8 hours of sick pay per month.
- **Holidays:** New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.
- **Other Benefits:** Negotiable relocation/housing allowance, cell phone stipend, automobile stipend, contribution to retirement account.

**To learn more about the
City of Brookings, please visit:**

www.brookings.or.us

The City of Brookings is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 21, 2024** (applications reviewed as submitted, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Brookings, OR – City Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050