

City of Brookings
MEETING AGENDA

**CITY COUNCIL AND JOINT CITY/COUNTY
WORKSHOP**

Monday, August 11, 2025, 5:30pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. July Yard of the Month Awards
Commercial: La Flor De Mexico
Residential: 810 Ransom Avenue, owner Barbara Lillis

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 Council minutes for July 28, 2025 [Pg. 1]
2. Accept Parks & Recreation minutes for March 13, 2025 [Pg. 3]

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

1. Management Compensation Plan [Pg. 4]
 - a. Updated Management Compensation Plan including Wage Schedule [Pg. 6]
2. Capital Improvement Plans Adoption for System Development Charges [Pg. 27]
 - a. Draft Resolution 25-R-1284 & Capital Improvement Plans [Pg. 28]
3. Wastewater Treatment Plant Improvements Contract [Pg. 35]
 - a. Jacobs Recommendation to Award Letter [Pg. 37]

H. Informational Non-Action Items

1. July 2025 Vouchers [Pg. 38]

I. Remarks from Mayor, Councilors and City Manager

J. Adjournment

JOINT CITY/COUNTY WORKSHOP

Immediately following Council Meeting, approximately 6:15-6:30 pm

Emergency Operations Center, 888 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Topics

1. South County Police Patrol Discussion

D. Council Member Requests for Workshop Topics

E. Adjournment

Continued on Next Page

*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> clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, July 28, 2025

Call to Order

Mayor Isaac Hodges called the meeting to order at 5:30 PM

Roll Call

Council Present: Mayor Isaac Hodges, Councilors Clayton Malmberg and Andy Martin; a quorum present

Council Absent: Councilors Phoebe Pereda and Kristi Fulton

Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, Finance & HR Director Lu Ehlers, and City Recorder Brooklyn Osterhage

Media Present: None

Others Present: approximately 5 audience members

Consent Calendar

1. Approve Council minutes for July 14, 2025
2. Receive monthly financial report for June 2025

Councilor Martin moved and Councilor Malmberg seconded to approve the Consent Calendar as presented. Motion passed; Mayor Hodges, Councilors Malmberg and Martin voting "aye" [3:0].

Staff Reports and Public Hearings

1. Teamsters Collective Bargaining Agreement

Staff Report presented by Tim Rundel

Councilor Martin moved and Mayor Hodges seconded to authorize the City Manager to execute the City of Brookings Teamsters' Collective Bargaining Agreement for the period July 1, 2025 to June 30, 2028. Motion passed; Mayor Hodges, Councilors Malmberg and Martin voting "aye" [3:0].

2. Integrator of Record Award

Staff Report presented by Tony Baron

Mayor Hodges moved and Councilor Malmberg seconded to authorize the City Manager to execute an agreement with The Automation Group (TAG) to provide integrator of record services on an as needed basis for the City of Brookings. Motion passed; Mayor Hodges, Councilors Malmberg and Martin voting "aye" [3:0].

3. Shorewood Terrace Slide Emergency Declaration and Repair Award

Staff Report presented by Tony Baron

Councilor Malmberg moved and Councilor Martin seconded to proclaim the Shorewood Terrace Slide Area to be repaired under an Emergency Written Declaration and authorize City Manager to enter into an agreement with Tidewater Contractors Inc. in the amount of \$677,609 to repair the Shorewood Terrace slide area. Motion passed; Mayor Hodges, Councilors Malmberg and Martin voting "aye" [3:0].

4. Tidewater Reservoir Land Purchase

Staff Report presented by Tony Baron

Mayor Hodges moved and Councilor Malmberg seconded to adopt Resolution 25-R-1283 and authorize City Manager to execute a real estate purchase agreement with George Fitzhugh for the purchase of a small parcel of land for the construction of two new 74,000 gallon drinking water reservoirs. Motion passed; Mayor Hodges, Councilors Malmberg and Martin voting "aye" [3:0].

Adjournment

Mayor Isaac Hodges adjourned the meeting at 5:52 PM.

Respectfully submitted:

ATTESTED:

this 11th day of August, 2025:

Isaac Hodges, Mayor

Brooklyn Osterhage, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
March 13, 2025

CALL TO ORDER

Chair Kerr called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Jaime Armstrong, Teresa Mercurio, Mike Worthey and Chair Steve Kerr.

Also present: PWDS Director Tony Baron and Grant Manager Wendy Giordano

Absent: Dan Brattain

APPROVAL OF MINUTES

Motion made by Commissioner Armstrong, to approve the minutes of July 25, 2024; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

COMMISSION BUSINESS – Election of Chair and Vice Chair

Motion made by Chair Kerr to nominate himself as Parks and Recreation Commission Chair; motion seconded. By a 4-0 vote the motion carried.

Motion made by Commissioner Armstrong to nominate herself as Parks and Recreation Commission Vice Chair; motion seconded. By a 4-0 vote the motion carried.

2024 Parks and Recreation year in review - Tony Baron presented the yearly report.

REGULAR AGENDA –

A. Parks Capital Improvement Plan – Tony Baron introduced Grant Manager, Wendy Giordano, who will be applying for park improvement grants, and presented the Parks Capital Improvement Plan. **Motion made by Commissioner Armstrong to approve the Parks Capital Improvement plan; motion seconded. By a 4-0 vote the motion carried.**

B. Bud Cross Improvement Plan - Tony Baron presented the Bud Cross Improvement Plan. The Commission agreed to sign a resolution letter to recommend approval of the Bud Cross Improvement Plan to Council.

INFORMATION UPDATES/DISCUSSION ITEMS –

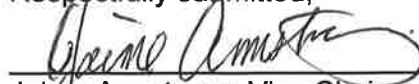
A. South Coast Community Aquatics (SCCA) Pool Management Update – Tony Baron provided SCCA Pool Management Update and was positive at the extension of the season.

COMMISSIONER REPORTS/COMMENTS – Chair Kerr advised that concrete paths in Azalea Park need to be widened and the new bench needs concrete apron to prevent mud accumulation. Commissioner Worthey requested a new full size baseball diamond and Commissioner Armstrong requested a baseball diamond for tee ball.

ADJOURNMENT

With no further business, meeting adjourned at 7:34 pm.

Respectfully submitted,



Jaime Armstrong, Vice Chair

(Approved at July 24, 2025 meeting)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 11, 2025

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject:

Management Compensation Plan

Recommended Motion:

Motion to approve Management Compensation Plan dated August 11, 2025

Financial Impact:

This adjustment is within current FY2025–26 budget projections. No new revenue sources or service reductions are necessary.

Background/Discussion:

Compensation and other conditions of employment for City employees are governed by four primary documents: the collective bargaining agreements with the Brookings Police Association and Teamsters Local 223, the Employee Handbook, and the Management Compensation Plan.

The Management Compensation Plan covers employees who are exempt from collective bargaining under the federal Fair Labor Standards Act, including department heads, mid-managers, confidential positions, and other exempt roles. Historically, prior to 2022, this group's wage adjustments followed those of the Police bargaining unit. Since 2022, adjustments have varied depending on direction from City leadership and have inconsistently tracked either the Police or Teamsters contracts.

In recent years, inconsistency in how these adjustments have been applied has contributed to widening disparities between employee groups. Management/Non-Represented employees are not eligible for overtime and have limited access to supplemental pay mechanisms, which has contributed to compression—where represented employees in some cases earn nearly as much as their managers. Additionally, market competitiveness for exempt positions is a growing concern as the City competes to retain skilled leaders and professionals in a challenging labor market.

It should also be noted that longevity pay is now available in both the Police and Teamsters contracts. The same schedule is proposed for adoption into the Management Compensation Plan.

While the Police Association and Police Management total increase reflects multiple layers of strategic adjustments and longevity pay, the Non Police Management/Non Represented group has received fewer adjustments. The proposed 7.0% increase would:

- Bring the Non-Police Management/Non-Rep group closer to parity with Police in cumulative wage growth
- Acknowledge growing compression issues within departments
- Support staff morale and retention efforts
- Maintain fiscal responsibility—this adjustment is within current budget projections

In 2022, the Interim City Manager recommended to Council that Non-Police Management increases mirror those of the Teamsters in order to maintain internal equity. However, this alignment has not always occurred, and a consistent, sustainable approach is needed moving forward. The proposed increase is an important step toward restoring balance.

To further address compression in future years, staff recommends that in FY2026 the Non-Police Management/Non-Rep group follow the Teamsters' agreement structure of CPI + 2.0%. The Police bargaining unit will be receiving a CPI-based adjustment only. In FY2027, staff will revisit the agreement structure for the Management/Non-Represented group based on updated economic and market conditions.

In addition, staff recommends the adoption of 64 hours of Administrative Time annually for employees classified as MM – Middle Management and above, to compensate for work frequently performed outside of standard business hours. This Administrative Time will be a use-or-lose benefit and will not accrue or carry over. This practice is common in other municipalities.

Other updates include less restrictive language in Section 4.1.4 Relocation Assistance and formatting changes throughout the document.

The Management Compensation Plan was last updated in October 2022. This proposal recommends updating annual wage adjustments, longevity policy, and vacation benefits as outlined above and reaffirming the City's ongoing commitment to fair and equitable compensation practices. Additionally, there are updates to a few of the positions in this group including a title correction to the City Recorder position, the addition of the Grant/Project Manager and a correction for the Operations Fire Chief category.

Attachment(s):

- a. Updated Management Compensation Plan including Wage Schedule



City of Brookings

Management Compensation Plan

(Management, Supervisory, Exempt, Confidential and
Non-represented Employees)

Adopted August 11, 2025

Table of Contents

	<i>Page No.</i>
Section 1: Management Team	2
1.1 Management Team	2
1.2 Executive Management Team	2
1.3 Middle Management Employees	2
1.4 Supervisory Employees	2
1.5 Non-represented, non-management employees	2
Section 2: Management Compensation	3
2.1 Management Compensation Plan – Strategic Purpose	3
2.2 Compensation Philosophy	3
2.3 This Compensation Plan is not a contract	4
Section 3: Plan Structure	4
3.1 Salaries	4
3.2 Establishing Ranges	4
3.3 New Positions	4
3.4 Initial Placement on Salary Ranges	5
3.5 Compensation	6
3.6 Performance Recognition	8
3.7 Substantiation of Performance-Driven Pay Changes	8
3.8 Probationary Period	9
Section 4: Total Compensation Package	10
4.1 Additional Compensation	10
4.2 Paid Time Off	13
4.3 Changes in Benefits Upon Moving to a Management Position	17
4.4 Work Time / FLSA Exemption	18
Section 5: Wages	18
5.1 Wages	18
5.2 Acting in Capacity	19
Appendix A: Monthly Salary Range for Management	20

Section 1. The Management Team

1.1 Management Team

The City of Brookings's (City's) Management Team is comprised of the Executive Management Team, Middle Management and Supervisory Employees. The Management Team's job duties include: City governance and management of governmental accounting; budget; records management; public safety and law enforcement; public works including street construction, water distribution, wastewater collection, storm water and flood hazard; land use and urban planning; municipal code management; building code administration; website management; parks maintenance; human resources management; risk management and facilities management.

The City's Management Team is comprised of professional employees who have a number of years of experience working in their profession or in local government. At a minimum, most positions in the management team require a bachelor's degree or equivalent experience and training. These jobs are professional level positions that require specialized training, certification and/or extensive knowledge and experience.

1.2 Executive Management Team members report directly to the City Manager and include the Finance and Human Resources Director, Public Works and Development Services Director, and Public Safety Director.

1.3 Middle Management Employees report to a Department Director and include the positions of Police Lieutenant, Deputy Public Works and Development Services Director, Grant/Project Manager, and Operations Fire Chief.

1.4 Supervisory Employees report to Middle Management employees and include the positions of Police Sergeant, Public Works Supervisor, Building Official, and Communications Supervisor.

1.5 Non-represented, Non-management Employees include the Building Inspector, Payroll/Accounts Payable Specialist, Human Resources/Accounting Specialist, IT Manager, and City Recorder.

This Plan shall not cover any position in a collective bargaining unit or anyone with an individual employment agreement.

Section 2. Management Compensation

2.1 Management Compensation Plan – Strategic Purpose

The purpose of having a written management compensation plan is to develop a compensation strategy that is tied to the mission and the goals of the City of Brookings (City) and the City Strategic Plan. The compensation plan must be fair, legal, consistent, and understood by all. Having a written compensation plan should minimize the likelihood of inconsistencies, or perceived or real discrimination.

2.2 Compensation Philosophy

The City's management compensation program is designed to provide adequate pay for all management and exempt employees. The goal of the City's management compensation program is to foster and reward performance and dedication, while at the same time attracting suitable candidates, when needed, to fill vacancies.

2.2.1 Principles

- Pay ranges will be determined, in part, by using the market average for the appropriate labor market as a target. Individual pay within the range will be merit-based and performance-driven.
- Benefits will include adequate health insurance at a reasonable cost to employees, and other benefits that promote a comfortable, secure workforce and encourage dedication to the City.
- Incentives will include deferred compensation, longevity pay, and paid time off.

2.2.2 Strategies

- Because the City's success is dependent on capable and dedicated employees, compensation goals will strive to attract and retain individuals who share the mission and vision of the City.
- The total compensation will be industry competitive and appeal to the type of professional employees we wish to attract and retain.
- We will adequately pay all management employees but will reward those who go above and beyond in the furtherance of the mission.
- Management and exempt employees will be held accountable for the duties and responsibilities of their positions. Regular and meaningful evaluations will be conducted to gauge accomplishments and assess deficiencies.

- The City will endeavor to provide benefits that offer the most value to, and are appreciated by, City employees.
- The City will promote dedication by providing growth and development opportunities to employees at all levels.
- The City will strive to cultivate and promote future management employees from within the organization whenever it is practicable to do so.
- The City will embrace an organizational culture that rewards excellent service to the citizens of Brookings.

2.3 This compensation plan is NOT A CONTRACT. This plan and the salary and benefits outlined herein may be changed at anytime with approval of the City Council.

Section 3. Plan Structure

3.1 Salaries

Management and exempt employee's pay is determined by the position, individual qualifications, and market comparisons. The City Manager determines placement within the salary range for each class. The City Council approves the salary ranges. All management and exempt employees receive pay in the form of a monthly salary which will be within the approved minimum and maximum set for the position or position class.

3.2 Establishing Ranges

Each management and exempt employee's pay will be established on a scale that includes a minimum and maximum range for the position or position class. The salary range for each position or position class may be adjusted by the City Manager not more than once each fiscal year and, generally, any change in either the minimum or maximum of the range shall not cause the range to deviate from the average minimum or maximum by more than 10%. Any changes to the salary ranges shall be brought to the City Council for approval in the form of a resolution setting forth the employee compensation plan.

3.3 New Positions

Any new management positions shall be brought before the City Council during the budget process. New positions that are designated as management positions will be covered under this Plan and shall be incorporated into the Plan in the first revision of the Plan following Council approval of the position.

3.4 Initial Placement on Salary Ranges

Management employees will be placed within the approved salary ranges for their position according to their qualifications, competencies, and the relative value of those qualifications and competencies to the position and to the City, as determined by the City Manager. Factors to be considered in determining individual pay within the established range include, but are not limited to:

- **Competency:** demonstrated level of relevant knowledge, skills and abilities and training
- **Credentials:** formal education degrees and certifications
- **Experience:** job performance and relevant work history in comparable position(s)
- **Responsibility:** authority, liability, or other responsibility not already considered in establishing the range for the position
- **Performance:** performance of the duties and responsibilities of the position as documented in an annual performance evaluation
- Any other relevant factor(s) that warrant consideration

Placement on the salary range shall be at the discretion of the City Manager, except that such decision shall not be arbitrary or discriminatory.

3.4.1 Initial Placement upon Promotion

In the event an employee is promoted from a non-management position to a management position, the employee shall be placed on the salary range for the new position in accordance with this plan. The employee's pay at the time of promotion, including any incentive pay, shall be considered when determining the initial placement on the salary range for the new position, but in all cases, no initial placement shall cause the manager's pay to fall outside of the approved salary range for that position or position class. Incentive pay received by a bargaining unit employee prior to promotion shall be considered in respect to competency, credentials, and experience as set forth above, but shall not be continued as incentive pay.

3.4.2 Advancement within Salary Range

Employees are eligible for advancement in their salary range upon completion of one year of employment and/or successful completion of the probationary period, whichever occurs first. Salary reviews occur annually on the anniversary of the first date of employment. If the anniversary date is the 15th of the month or earlier, the pay change shall be effective the first day of said month. If the anniversary date is the 16th of the month or later, the pay change shall be effective the first day of the following month.

3.5. Compensation

The City recognizes the value of an experienced and well trained management team. To enhance the City's ability to recruit and retain well qualified and high performing managers, the following compensation program is provided:

3.5.1 Salary Classifications

Classification	Position
NR	City Recorder
NR	IT Manager (part-time)
NR	Human Resources/Accounting Specialist
NR	Payroll/Accounts Payable Specialist
NR	Building Inspector
SE	Communications Supervisor
SE	Fire Captain
SE	Building Official
SE	Public Works Supervisor
SE	Police Sergeant
MM	Operations Fire Chief
MM	Deputy Public Works and DS Director
MM	Grant/Project Manager
MM	Police Lieutenant
EM	Public Works and DS Director
EM	Finance and Human Resource Director
EM	Public Safety Director

"EM" - Executive Management Team

"MM" - Middle Management Employee

"SE" - Supervisory Employee

"NR" - Non-represented, Non-management Employee

Salary Ranges tied to the above classifications are contained in Appendix A.

Benefit accruals based upon seniority may be increased and/or an initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement as needed.

3.5.2 Education and Experience Enhancements

Education and experience enhancements shall only be provided when the listed education and/or experience criteria exceeds that which is included in the basic requirements for holding a position of employment. All enhancements must be approved by the City Manager before being implemented.

Management employees may receive additional compensation of 2.5 percent for each training, education and experience enhancement listed below, not to exceed 10 percent of base salary:

- Backflow Specialist Certificate
- Certified Municipal Clerk Certificate issued by the International Institute of Municipal Recordors
- Licensed Land Surveyor
- Management Certificate issued by the Oregon Department of Public Safety Standards and Training
- Local Government Management Certificate issued by the League of Oregon Cities
- Oregon Municipal Auditors License
- Professional Finance Officer Certification issued by the Oregon Government Finance Officers Association
- Wastewater Treatment Certificate Grade IV
- Wastewater Collection Certificate Grade IV
- Water Treatment Certificate Grade III
- Water Distribution Certificate Grade III

Management employees may receive additional compensation of 5 percent for each training, education and experience enhancement listed below, not to exceed 15 percent of base salary:

- American Institute of Certified Planners Certificate
- Certified Public Accountant
- Executive Management Certificate issued by Oregon Department of Public Safety Standards and Training
- Fire Protective Executive Certificate issued by the Oregon Department of Public Safety Standards and Training.
- Licensed Architect
- Masters degree from an accredited college or university in public administration, business administration, or field appropriate to job assignment and development
- Registered Civil Engineer

In no event shall a combination of additional compensation under A and B above exceed 15 per cent of base salary.

3.5.3 Longevity

Management employees who have completed the following years of service as an employee with the City of Brookings will receive the following percent of their regular base pay:

Years of Service	Percent
8	1.0%
10	1.5%
12	2.5%
15	5.0%
20	7.5%

Note: The above percentages are not cumulative. Example: At 10 years of service, an employee receives a total of 1.5% of base pay for longevity; not 2.5%. Years of Service is on their anniversary date.

3.6 Performance Recognition

Management employees, who achieve the top step in salary grade and have been compensated in said grade for at least 24 months, shall be eligible for performance recognition. Performance recognition is a lump sum payment of up to five percent (5.0%) of base salary. To qualify for a performance recognition, the City Manager shall consider factors including exceeding annual performance goals, completing major projects under budget, development of new techniques that result in greater efficiency and quality of service, keeping overall department annual expenditures to less than the budgeted amount, securing additional revenues through grants and other sources, and/or other special achievements. The payment of performance recognition is subject to an annual budget appropriation by the City Council for this program. The City Manager will inform the City Council of the amount and criteria used for any and all performance recognition under this section.

3.7 Substantiation of Performance-Driven Pay Changes

Performance-driven pay changes will be based, in part, on the outcome of an annual performance evaluation. To qualify for any performance-driven pay increase, the management employee's final, annual performance evaluation score must be "above average" in all areas¹. However, receiving above average scores alone shall not be an automatic basis for a pay increase. The City Manager shall be the sole grantor of pay changes for any manager, but the recommendation of the Department Director shall be considered prior to the City Manager making any pay changes. Any changes in pay must be justified in writing via the Personnel Action Form (PAF), and supported by the evaluation documentation.

3.8 Probationary Period

The probationary period is designed to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and, in the case of new employees, to determine whether the new position meets their expectations.

The length of the probationary period is the first 12 continuous months of employment. Periods of temporary employment do not count towards satisfying probationary requirements. When an employee is transferred or promoted, a new 12 month probationary period is required for that new position.

Employees may be placed on disciplinary probation as an alternative to termination in a final attempt to resolve problems with employees who appear to have the ability to become valuable employees to the City. Employees on disciplinary probation may be terminated at any time at the City's discretion in the same manner as new probationary employees, regardless of the length of the disciplinary probation period.

A probationary employee may be terminated at the discretion of the City at any time for any or no reason during the probationary period. Similarly, probationary employees may resign at any time without notice. Employees serving probationary periods as a result of transfer or promotion will be allowed to return to their former position or to a comparable position for which the employee is qualified, depending on the availability of the positions and the City's need, and if the employee is not otherwise terminated. A position is not considered available if it is or has been filled.

Probationary employees are not entitled to the full set of rights and privileges available to regular employees, except if the employee is probationary solely for purposes of transfer or promotion from another regular position. Specific exclusions vary depending on the benefit program and employment category. Probationary employees do not have the right to grieve termination, apply for personal leaves of absence, or receive educational assistance.

During any probationary period, the supervisor will observe the employee's performance. Prior to the end of the period a formal performance evaluation will be conducted by the supervisor recommending one of the following actions:

- Termination/return to previous position in accordance with this subsection
- Extension of probation
- Promotion to regular status

Any extension of probationary time must be established at the time of evaluation.

Section 4. Total Compensation Package

In addition to the pay outlined in Section 3, the total management compensation package will consist of other benefits as detailed below.

4.1 Additional Compensation

4.1.1 Retirement – PERS: The City will pay both the employer's and employee's contribution to the Public Employee Retirement System

4.1.2 Deferred Compensation: Management employees may participate in the City's deferred compensation "Section 457" program through participating vendors by having any or all monetary compensation contributed, pre-tax, into deferred compensation, subject to IRS rules.

At the discretion of the City Manager, management employees may receive as additional compensation a contribution by the City to their deferred compensation account. Such contributions may be one-time or ongoing, in recognition of exceptional performance or assuming additional duties.

4.1.3 Initial Benefit Bank: Benefit accruals based upon seniority may be increased and/or initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement.

4.1.4 Relocation Assistance At the sole discretion of the City Manager, relocation assistance may be negotiated during the job offer phase of hiring a new management employee from out of the area. Only those individuals who are relocating from more than 50 miles shall be eligible for relocation assistance, and the amount of the assistance benefit shall be limited to \$5,000. The maximum amount of relocation assistance shall only be made available to an individual who relocates to within 30 miles of City Hall. In the event a management employee receives relocation assistance and subsequently resigns from the position or is terminated for cause within two years of receiving the assistance, the assistance benefit amount shall be refunded to the City on a prorated basis as follows:

Less than 6 months of service	100% refunded to City
6 months to 1 year of service	75% refunded to the City
1 year to 2 years of service	50% refunded to the City

Refunding of relocation assistance shall apply only in the event of a voluntary resignation or termination for cause. Additionally, if relocation assistance is provided and, within 2 years, the management employee subsequently moves outside the 30 mile area, but remains in their management position, the amount of relocation assistance paid beyond \$2,500 shall be refunded to the City using the above pro rata scale. The management

employee will be required to sign a relocation assistance agreement stipulating to this reimbursement arrangement as a condition of employment. Under certain circumstances, the City Manager may elect to not institute the reimbursement provision of this section of the Plan.

4.1.5 Health Insurance

The City's health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. All regular and probationary employees are eligible to participate in the health insurance plan after a waiting period. Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

All health insurance become effective on the first of the month the employee is employed on the first day of the month (i.e. if employee starts on November 5th, insurance starts December 1st).

The City pays 87.5% of the total premium (high deductible health plan (HDHP), dental, and vision), and the employee pays 12.5%. In addition to the employer portion of the premium, the City will pay the amount of the respective deductible into each employee's Health Savings Account (HSA) on a quarterly basis (the City may recover prorated contributions upon separation from service). Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee or dependent for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Other common events qualifying for COBRA are death of an employee, an employee's divorce or legal separation, or dependent children no longer meeting eligibility requirements. Because COBRA applies to events and dependents not related to the employee's employment, it is the employee's responsibility to notify the Finance and Human Resources Director of any qualifying events.

Questions regarding COBRA and any other questions regarding the health insurance plans and eligibility should be directed to appropriate Finance and Human Resources Department personnel.

4.1.6 Life Insurance The City pays the premium for \$20,000.00 of life and AD & D (Accidental Death and Dismemberment) at no cost to the employee with an option to purchase for dependents. Coverage begins on the first day of the month following hire date. Part-time employees are not eligible for life insurance coverage.

Eligible employees may participate in the life insurance and AD&D plans subject to all terms and conditions of the agreement between the City and the insurance carrier.

4.1.7 Bereavement Leave Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Immediate family member is defined as spouse, eligible domestic partner, child, parent, sister, brother, grandchild, grandparent or spouse's or domestic partner's parent, brother-in-law, sister-in-law for the purpose of bereavement leave. Up to three (3) days of paid bereavement leave will be provided to employees working in regular, full-time positions. Part-time employees (30 hours or more/week) will be on a prorated basis. Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary.

4.1.8 Compensatory Time (Overtime) Nonexempt employees not covered by a collective bargaining agreement are compensated for all hours worked over 40 in a work week. Compensatory time is paid at the rate of time and one-half. It may be accumulated or received as a cash payment. Compensatory time that has been accumulated may not be converted to cash without prior approval of the Department Director, and then only in those instances where there are sufficient funds to cover the additional cost. An employee may not accumulate more than 120 hours of compensatory time. All accumulated time in excess of 120 hours will be paid to the employee in the paycheck for that pay period. Regular breaks that are not taken cannot be used to accumulate compensatory time.

Compensatory time off must be arranged by mutual agreement between the employee and the Department Director.

4.1.9 Cell phone allowance A monthly stipend may be paid to management employees who are required to be available by phone while away from the office or outside of business hours, in accordance with City policy. Management employees who elect to use a City-owned cell phone are not eligible for this stipend.

4.1.10 Use of Car At the sole discretion of the City Manager, the use of an assigned City vehicle may be negotiated for a management employee. Any such use shall be based solely on appropriateness for the position and subject to applicable I.R.S. rules.

4.1.11 Other Benefits for Police Employees The Public Safety Director, Police Lieutenant, and Police Sergeants may participate in the "gun buy" program will be provided City-prescribed uniform and equipment including protective bullet resistant vest, and practice and duty ammunition.

Sergeants and Communications Supervisor will receive miscellaneous benefits that other police officers receive based on their current Collective Bargaining Agreement (CBA), with

the Brookings Police Association. Examples include Boot Allowance, Bereavement Leave, K-9 Handler certification pay, and Language Differential Pay.

4.1.12 De minimus use of City resources De minimus use of City resources on a limited and occasional basis shall be considered part of the management employee's total salary and compensation. Examples of such use may include photocopiers, printers, computers, phones and other technology, provided such use does not violate the acceptable use policy. Additionally, except for items such as portable information technology (i.e., laptop, iPad, etc.) such use of City resources shall not include taking items off of City premises (i.e., this provision does not allow for taking tools or equipment home). The City Manager shall prepare and enforce a written de minimus use policy.

4.2 Paid Time Off

The City recognizes the importance of time away from work for personal lives, and believes management employees should receive paid time off for certain holidays, vacations, personal time, and for when they are unable to come to work due to illness or injury. To this end, management employees shall be granted time off under the following provisions.

4.2.1 Holidays The City grants paid holiday time off to all regular and probationary full time employees on the holidays listed below. Probationary employees must have been employed and due compensation by the City for at least the day prior to the holiday to receive the holiday as a paid holiday:

New Year's Day (January 1)	Labor Day (1 st Monday in September)
Martin Luther King Birthday (3 rd Monday in January)	Veterans Day (November 11)
President's Day (3 rd Monday in February)	Thanksgiving Day (4 th Thursday in November)
Memorial Day (Last Monday in May)	Day after Thanksgiving
Independence Day (July 4)	Christmas Day (December 25)

Part-time EEs are not eligible for holiday pay.

A holiday listed above that falls on a Saturday will be observed on the preceding Friday; and a holiday that falls on a Sunday will be observed on the following Monday. City Administrative offices will be closed on the listed holidays.

Police Sergeants do not get paid holiday time off. In lieu of time off, 80 additional hours are included in their annual vacation accrual (as demonstrated in table 4.2.2.a.)

4.2.2 Paid Vacation Regular employees are eligible for vacation based on the schedule below. However, vacation time is earned, but not compensated, until after completion of the twelve (12) month probation period. No vacation time will be authorized during the

probationary period, unless specific arrangements have been made at the time of hire.

The purpose of vacation time is to allow employees to enjoy periods of time away from work and have time available for personal use. Vacation time is intended to provide time away from work for rest and recreation.

4.2.2.a. *Accrual Rates* Employees will accrue vacation at the following rate:

Completed Years of Continuous Service	Vacation Earned Non-Shift Work	Vacation Earned Shift Work (Sergeant)
1 - 4	112 hours	192 hours
5 - 9	136 hours	216 hours
10 - 14	160 hours	240 hours
15 - 19	184 hours	264 hours
20 +	216 hours	296 hours

Employees shall advance to the next bracketed vacation accrual rate at the completion of the specified number of years of service, i.e. an employee hired on March 1, 2004 would start accruing vacation at the 136 hour rate beginning March 1, 2009. However, no employee shall be eligible to take vacation leave or pay therefore prior to completion of twelve (12) months of service. Part-time employees (30 hours or more/per week) shall be credited with prorata vacation credits based on the accrual of a full-time employee. Part-time employees with less than 30 hours/week are not eligible for vacation pay.

4.2.2.b. *Death or Termination.* Upon termination of a regular employee, said employee shall be paid for all earned but unused vacation time. In case of death, compensation for accrued vacation leave shall be paid in the same manner that any salary due the decedent is paid.

4.2.2.c. *Accrual.* Employees shall be permitted and encouraged to take a portion of, or all of their vacation time depending upon service requirements as determined by the City, but no more than forty (40) hours more than can be earned in a one year period may be accrued at any time without prior approval of the Department Director and City Manager.

Vacation time cannot be banked and then never used; therefore, annual accrual cannot exceed a maximum of 480 hours. Vacation benefits will not stop accruing once the maximum has been reached but hours in excess of 480 hours will be forfeited, unless otherwise approved by the City Manager. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation shall be accrued while the employee is on a leave of absence without pay.

Vacation may not be taken prior to being earned; however, exceptions may be made on a case by case basis by the Department Director and the Finance and Human Resources Director in extenuating circumstances (i.e. vacations planned during the probation period, prior to being hired).When a paid holiday falls within an employee's vacation, the holiday

will not be deducted from the vacation balance.

Vacations must be taken at a time mutually agreed upon by the Department Director and employee.

Vacations may be taken only with the advance approval of the employee's immediate supervisor and Department Director.

4.2.2.d *Conversion of paid leave.* Employees may request payment up to 40 hours per occasion twice per fiscal year for accrued vacation. Employee must provide two weeks' notice. (Payment may include employee election towards HSA contribution per payroll forms).

4.2.2.e *Administrative Time – Middle Management and Above.* In recognition of the additional hours often required of exempt leadership positions, employees classified as Middle Management (MM) and above shall receive 64 hours of Administrative Time annually. These hours will be front-loaded each fiscal year on July 1.

- Administrative Time is use-or-lose: any unused hours remaining on June 30 will be forfeited.
- Administrative Time does not accrue, carry over, cannot be cashed out while employed or get paid out upon voluntary separation or termination.
- Time must be scheduled in advance with supervisory approval and used in a manner consistent with operational needs.

This benefit is intended to support work-life balance and reflect the flexible schedules and off-hour demands often associated with management responsibilities.

4.2.3 Sick Leave

4.2.3.a *Accrual.* Full-time employees will earn eight (8) hours of sick leave with pay for each full month worked from date of hire. A total of 960 hours of sick leave may be accrued by each employee. Upon termination of employment with the City, one-half of the employee's unused accrued sick leave hours will be converted to the Public Employees Retirement System (PERS) in accordance with PERS rules or its successor as determined by the State of Oregon. In addition, employees with twenty (20) years, or more, of continuous service with the City and who separate from City employment shall be compensated for one-quarter of their unused accrued sick leave at their base rate of pay at separation.

4.2.3.b *Utilization.* Sick leave with pay is intended to be utilized when employees are unable to work due to illness or off the job injury and to obtain dental, medical or vision care not covered by worker's compensation. Employees shall notify their supervisor of absence due to illness or injury as early as possible prior to the time they would otherwise report to work.

The City may require proof of the reason for utilization of sick leave, and may require a

physician's verification after more than three (3) consecutive days.

4.2.3.c *Family Illness.* Sick leave of three days per occurrence may be used in the event of serious illness or injury to the employee's spouse, child or parent, whether living in the employee's household or not, which requires the employee's presence to either care for or arrange for the care of said family member. The employee may request additional time providing the Department Director with a written request prior to taking said leave.

In the event of use of leaves in excess of three (3) days to care for family members under applicable medical leave law, the employee will first use all compensatory time, vacation time, and then sick leave. Employees with sick leave accumulation above 480 hours may use sick leave prior to other leaves first as long as the 300 hours accumulation is maintained.

4.2.3.d *Immediate Family.* For purpose of this Article, the employee's immediate family shall include the employee's spouse, domestic partner, children, parents, mother-in-law, father-in-law, brothers, sisters, grandparents or other dependents living in the employee's household.

4.2.3.e *Integration with Worker's Compensation.* When an employee must take time off from work as a result of an on the job injury or illness he shall receive compensation as scheduled by the City's worker's compensation benefit provider, and may supplement it with sick leave or vacation pay to equal regular take home pay. Such supplemental pay shall be deducted from the sick or vacation pay entitlement of the employee at the employee's choice. Employees must submit a copy of their worker's compensation pay stub to receive integration of compensation.

4.2.3.f *Sick Leave Without Pay.* Any full-time employee in need of an extended amount of time off due to illness or injury may apply for leave without pay for up to ninety (90) calendar days once all other accrued leave with pay has been depleted.

4.2.3.g *Transfer of Sick Leave.* Employees who have exhausted all accrued leave benefits may obtain sick leave from other City employees (with their written consent) if they require extended time off for an illness or injury. Only employees with more than 480 hours of accumulated sick leave may make contributions, and no employee may contribute more than 40 hours per year to any other employee. No employee can receive more than 240 hours of contributed sick leave in any one calendar year. Employees receiving leave transfers from other employees must provide written documentation from an attending physician that such leave is required.

4.2.3.h *Part-time Employees.* Part-time employees shall accrue sick leave based on Oregon's sick time law.

4.2.4 Court Leave

4.2.4.a The City encourages employees to fulfill their civic responsibilities by serving on jury duty and witness duty when required by subpoena or other order of a court.

When requesting court leave, an employee must provide their Department Director with a copy of the summons documents or a subpoena. All payments to the employee by the court, except mileage, must be turned over to the City if the court leave was paid leave. An employee is expected to report to work whenever the court schedule permits or when they are released from service for the remainder of a scheduled work day.

- a. Jury Duty. Employees may be granted a leave of absence with pay when required to serve as a juror in Federal, State, County or Municipal Court. In order to receive pay for the time served, the employee must submit an attendance slip from the court verifying the dates and time of service and compensation received. Employees shall request that they receive the customary payment from the court.

Either the City or the employee may request a postponement of jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

- b. Witness Duty. Employees will be granted court leave with pay to appear as a witness in a proceeding only if the summons is required for a City-related matter or as a result of employment with the City. Witness duty does not qualify as on duty time, or for overtime, unless the employee's appearance has been requested by the City. All other appearances are without pay, but the employee may use any accrued paid leave.

4.3 Changes in Benefits upon Moving to a Management Position

Management employees shall only receive benefits that are afforded to employees under this management compensation plan or approved City personnel policy. At any given time, an employee shall only have accrued time "on the books" that other employees in the same employee group accrue. When an employee changes from a bargaining unit position to a management position, accrued compensatory time and any leaves not also accrued in the new management position shall be paid out at the previous hourly rate at the time of the change and in accordance with the applicable bargaining agreement or policy. By way of example, a sworn employee in the police bargaining unit who changes to an exempt, management position shall have all accrued comp time and holiday leave bank time paid out upon changing positions because exempt management employees do not accrue comp time or holiday bank time. This provision shall apply to management employees appointed after adoption of this plan but shall not be applied retroactively to any current management employee.

4.4 Work Time / FLSA Exemption

Positions covered by this plan that are exempt under the Fair Labor Standards Act are not subject to, or eligible for overtime compensation for hours worked in excess of 40 in a week or any specific amount in a given day. Exempt management employees are paid on a monthly salary basis to perform the duties of their position and are not required, nor expected, to keep track of the number of hours they work. However, it is expected that exempt management employees will work sufficient hours to complete their job duties in a timely manner and that they will generally be available during working hours. Additionally, exempt management employees are expected to attend meetings, conferences and other functions appropriate to their work assignment, which may fall outside the typical Monday through Friday, 8 to 5 schedule.

Although exempt management employees are not required to keep track of their hours worked for the purpose of pay, they are required to keep track of their use of accrued or banked leaves. The general practice shall be that if the exempt employee is absent from work for more than a partial day, accrued or banked leave shall be used to account for all of the time away. It is understood that exempt management employees may, on occasion, trade time where appropriate, but this practice shall not result in an hour-for-hour trade of all time worked beyond a 40-hour workweek and shall be done only infrequently and under exceptional circumstances.

Any non-exempt position covered under this plan shall be eligible for overtime or compensatory time in accordance with the Fair Labor Standards Act and state law. Non-exempt management employees must record all hours worked and leave taken on an approved timesheet.

Although allowed, management employees utilizing flex time will notify a Department Director and or Middle Manager of the specific time to be flexed. This requirement is to assure adequate coverage and scheduled tasks will be completed with limited or no impact to operations.

Section 5. Wages

5.1 Wages

Police Management wages and Management Employees wages shall be in accordance with the wage schedules as set forth in Appendix "A", attached hereto and by this reference incorporated herein.

Police Management Employees – Effective July 1, 2025 salary scales will be increased by the 12 month change in the All Cities CPI-W index ending the preceding February, with a minimum of

1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary will be increased by 1%

Non-Police Management Employees – Effective July 1, 2025 salary scales will be increased by 7%.

Police Management Employees – Effective July 1, 2026 salary scales will be increased by the 12 month change in the All Cities CPI-W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%.

Non-Police Management Employees – Effective July 1, 2026 salary scales will be increased by the 12 month change in the All Cities CPI-W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary will be increased by 2%

5.2 Acting in Capacity.

An employee who is temporarily assigned the responsibilities and duties incident to a position higher than that of his regular grade for a continuous period longer than two (2) work weeks shall receive a five per cent (5.0%) pay differential for the duration of the assignment. A temporary assignment to a higher position shall not result in a salary change for the employee required to assume the higher position unless such period of time exceeds two (2) weeks.

Appendix A

Monthly Salary Ranges for Management, Supervisory, Exempt, Confidential and non-represented Positions effective July 1, 2025:

Grade	Classification	Position	From	To
9	NR	City Recorder	4138	5545
9	NR	IT Manager (part-time)	2352	3153
11	NR	Human Resources/Accounting Specialist	4562	6112
11	NR	Payroll/Accounts Payable Specialist	4562	6112
11	NR	Building Inspector	4562	6112
13	SE	Fire Captain	5037	6750
14	SE	Operations Fire Chief	5277	7072
15	SE	Building Official	5654	7578
15	SE	Public Works Supervisor	5654	7578
16	MM	Grant/Project Manager	5937	7957
18	MM	Deputy Public Works and DS Director	6543	8770
20	EM	Public Works and DS Director	8125	10889
20	EM	Finance and Human Resource Director	8125	10889

“EM” = Executive Management Team

“MM” = Middle Management Employee

“SE” = Supervisory Employee

“NR” = Non-represented, Non-management Employee

Monthly Salary Ranges for Police Management and Police Supervisory Positions effective July 1, 2025:

12	PSE	Communications Supervisor	4944	6627
16	PSE	Police Sergeant	6265	8396
19	PMM	Police Lieutenant	7252	9720
20	PEM	Public Safety Director	8393	11249

“PEM” = Police Executive Management Team

“PMM” = Police Middle Management Employee

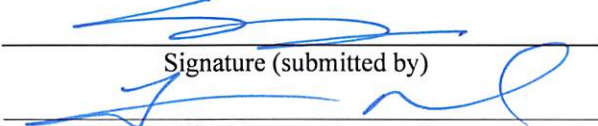
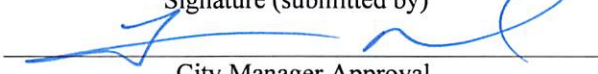
“PSE” = Police Supervisory Employee

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 11, 2025

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Capital Improvement Plans Adoption for System Development Charges

Motion: Adopt Resolution 25-R-1284 adopting capital improvement plans for the City of Brookings Water, Wastewater, Stormwater, Transportation and Parks systems.

Financial Impact: Un-known

Background/Discussion:

City Staff is in the process of recommending updates to the City's System Development Charges (SDCs) methodologies for water, wastewater, stormwater, and transportation. Before the Council can deliberate on any legislative action concerning the SDC methodology updates, it must adopt capital improvement plans for each municipal service that will have SDC charges. ORS 223.309(1) states that prior to the establishment of a SDC by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee (sic SDC) and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee (sic SDC) for each improvement.

At the July 28th City Council workshop, staff presented updated capital improvement plans and the resulting implications on the SDC fees. Before you tonight is a resolution for formal adoption of the capital improvement plans. This resolution contains the updated 20-year capital improvement plans for water, wastewater, stormwater, and transportation. The content of this resolution complies with ORS 223.309(1). By adopting this "CIP" resolution, the Council is not bound to adopt the proposed SDC methodologies and rates that result from the CIP costs. That decision will be before the City Council as an agenda item at the October 27, 2025, regular meeting.

Attachments

- a. Draft Resolution 25-R-1284 & Capital Improvement Plans

RESOLUTION NO. 25-R-1284

A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLANS FOR THE CITY OF BROOKINGS'S WATER, WASTEWATER, STORMWATER, TRANSPORTATION, AND PARKS SYSTEMS

WHEREAS, the City of Brookings Municipal Code (BMC) chapter 13.25.80 provides for the setting of Systems Development Charges (SDCs) upon completion of an analysis of projected capital improvements to be constructed and adoption of a methodology explaining how the systems development fees were calculated; and,

WHEREAS, Oregon Revised Statute (ORS) 223.297 through 223.316 provides the framework for establishing an SDC, and for notification and public hearing of the City of Brookings's intent to impose SDCs; and,

WHEREAS, ORS 223.309 (1) states that prior to the establishment of a SDC by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee for each improvement; and,

WHEREAS, City Staff have prepared 20-year capital improvement plans for water, wastewater, stormwater, and transportation services that include projected total costs by project, timing of project implementation/construction, and the percentages of project costs that can be funded from an improvement fee ; and,

WHEREAS, the Brookings City Council has determined the proposed 20-year capital improvement plans for water, wastewater, stormwater, and transportation services hereinafter specified and established are just, reasonable, and necessary.

NOW, THEREFORE BE IT RESOLVED,

Section 1: Amendment and updating of water, wastewater, stormwater, transportation, and parks capital improvement plans. In accordance with the BMC Chapter 13.25, this Resolution establishes the updated 20-year capital improvement plans for water, wastewater, stormwater, and transportation services as attached to this Resolution as Exhibit A.

Section 2: Effective Date. This Resolution shall become effective upon its adoption by the Brookings City Council.

Section 3: Review. This Resolution may be reviewed at the pleasure of the City Council, and the projects and cost of projects for water, wastewater, stormwater, and transportation services may be amended as appropriate.

PASSED AND ADOPTED by the Brookings City Council this 11th day of August 2025 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF BROOKINGS, OREGON

Issac Hodges, Mayor

Attest: _____
Brooklyn Osterhage, City Recorder

EXHIBIT “A”

Adopted Capital Improvement Plans for Water, Wastewater, Stormwater, and Transportation

August 11, 2025

Water System

Project Type	Subtype	Priority	Project Name	2021 Project Cost	2025 Project Cost	Rates -%	Grants - \$	Developers -%	SDCs - %	Outside Planning Period - %
Water	Distribution	High	Easy Street Project 11	\$ 861,489	\$ 1,017,426	90.74%			9.26%	
Water	Distribution	High	Hub Street Project 12	\$ 489,535	\$ 578,145	100.00%			0.00%	
Water	Distribution	High	Easy St at 101 Project 24	\$ 1,014,768	\$ 1,198,451	100.00%			0.00%	
Water	Pump Station	High	Mt. Drive 1,2, and 3	\$ 195,520	\$ 230,911	90.74%			9.26%	
Water	Pump Station	High	Pac View pump station	\$ 42,400	\$ 50,075	90.74%			9.26%	
Water	Pump Station	High	1.5 pump sta replacement	\$ 787,320	\$ 929,833	100.00%			0.00%	
Water	Reservoir	High	Old County 250,000 gallon	\$ 859,750	\$ 1,015,373	90.74%			9.26%	
Water	Reservoir	High	Mt Drive reservoir repaint	\$ 31,800	\$ 37,556	100.00%			0.00%	
Water	Distribution	Low	Bluff Drive, Project 2	\$ 33,930	\$ 40,072	90.74%			9.26%	
Water	Distribution	Low	North 2nd St, Project 3	\$ 60,900	\$ 71,923	90.74%			9.26%	
Water	Distribution	Low	Barbra Lane, Project 10	\$ 13,195	\$ 15,583	90.74%			9.26%	
Water	Distribution	Low	Byrtus Place, Project 15	\$ 91,350	\$ 107,885	90.74%			9.26%	
Water	Distribution	Low	Macklyn Cove Dr, Project 17	\$ 314,650	\$ 371,605	90.74%			9.26%	
Water	Reservoir	Low	Tidewater Reservoir Improvements	\$ 1,952,000	\$ 2,305,331	66.67%	SDWRLF		33.33%	
Water	Distribution	Medium	1st St btwn Easy & Ransom, Project 5	\$ 172,550	\$ 203,783	100.00%			0.00%	
Water	Distribution	Medium	2nd St btwn Easy & Ransom, Project 6	\$ 172,550	\$ 203,783	100.00%			0.00%	
Water	Distribution	Medium	3rd St Project 7 tied into W Mar Vista	\$ 30,450	\$ 35,962	90.74%			9.26%	
Water	Distribution	Medium	Iris St Project 9	\$ 225,939	\$ 266,836	100.00%			0.00%	
Water	Distribution	Medium	Barclay Lane, Project 14	\$ 60,900	\$ 71,923	90.74%	in design now		9.26%	
Water	Distribution	Medium	Lucky Lane, Project 16	\$ 91,350	\$ 107,885	90.74%			9.26%	
Water	Distribution	Medium	King Street, Project 19	\$ 95,410	\$ 112,680	90.74%			9.26%	
Water	Distribution	Medium	Cove Road, Project 20	\$ 75,110	\$ 88,706	90.74%			9.26%	
Water	Distribution	Medium	Pine & Redwood, Project 22	\$ 406,000	\$ 479,490	100.00%			0.00%	
Water	Distribution	Medium	Redwood St. West, Project 23	\$ 142,100	\$ 167,821	100.00%			0.00%	
Water	Management	Medium	Master Plan Update	\$ 75,000	\$ 88,576	90.74%			9.26%	
Water	Management	Medium	Hydraulic model	\$ 75,000	\$ 88,576	90.74%			9.26%	
Water	Reservoir	Medium	Mt. Dr. # 1, altitude Valve	\$ 36,000	\$ 42,516	100.00%			0.00%	
Water	Reservoir	Medium	Pac Terrace Check Valve	\$ 25,000	\$ 29,525	100.00%			0.00%	
Water	Supply	Medium	Raw Water Intake & WTP Sodium Hypo System		\$ -	100.00%			0.00%	
Water	Supply	Medium	Ferry Creek Dam Removal	\$ 294,805	\$ 348,168	100.00%	FEMA-OWRD		0.00%	
Water	Supply	Medium	Clearwell Pump Rebuild	\$ 60,000	\$ 70,861	100.00%			0.00%	
Water	Supply	Medium	Hach CI17 Replacement	\$ 15,000	\$ 17,715	100.00%			0.00%	
Water	Supply	Medium	Hach Series C Turbidimeter	\$ 11,500	\$ 13,582	100.00%			0.00%	

Wastewater System

Project Type	Subtype	Project Number	Project Name	2024 PER Project Cost	2025 Project Cost	Rates - %	Grants - \$	Developers - %	SDCs - %	Outside Planning Period - %
Wastewater	I/I Repair	1	Priority One I/I Repairs		\$ 958,146	91%			9%	
Wastewater	I/I repair	2	Priority Two I/I Repairs		\$ 752,890	91%			9%	
Wastewater	HSD/Lone Ranch	1	Oak, Hemlock, Railroad, & Warf, 18" sewer	\$ 922,497	\$ 937,280	67%			33%	
Wastewater	HSD/Lone Ranch	2	Rowland Lane to Mill Beach Road 24" sewer	\$ 1,771,855	\$ 1,800,249	67%			33%	
Wastewater	HSD/Lone Ranch	3	Crissy Circle to Moore Street, 21" sewer		\$ 614,236	67%			33%	
Wastewater	HSD/Lone Ranch	4	Taylor Creek pump station	\$ 1,832,085	\$ 1,861,444			50%	50%	
Wastewater	HSD/Lone Ranch	5	Hwy 101 Carpentryville Rd to Park View Dr 8" FM	\$ 1,960,794	\$ 1,992,216			50%	50%	
Wastewater	HSD/Lone Ranch	6	Mill Beach Rd to WWTP, 30" sewer	\$ 2,946,653	\$ 2,993,874	67%			33%	
Wastewater	Sewer Mains RR	7	Replace/Rehab of existing 8" sewer along Moore St		\$ 370,441	91%			9%	
Wastewater	Sewer Mains RR	8	Replace/Rehab of existing 8" sewer along Collins St		\$ 192,389	91%			9%	
Wastewater	Sewer Mains RR	9	Replace/Rehab of existing 8" sewer along Pioneer Rd		\$ 292,444	91%			9%	
Wastewater	Sewer Mains RR	10	Replace/Rehab of existing 8" sewer Old Country Rd, Pacific Ave to Mendy St	\$ 116,932	\$ 118,806	91%			9%	
Wastewater	Sewer Mains RR	11	Replace/Rehab of existing 8" sewer along Fir St		\$ 340,786	91%			9%	
Wastewater	Sewer Mains RR	12	Replace existing 8" sewer along Oak, Pacific, to Chetco Avenue	\$ 1,055,975	\$ 1,072,897	91%			9%	
Wastewater	Sewer Mains RR	16	Replace existing 10" sewer along Hwy 101, Pacific to Railroad to Mill Beach	\$ 748,083	\$ 760,071	91%			9%	
Wastewater	Pump Stations	2	Project 2 - pump station improvements (Macklyn, Beach and Seacliff)	\$ 1,253,611	\$ 1,273,700	91%			9%	
Wastewater	Pump Stations	3	Project 3 - pump station improvements	\$ 283,311	\$ 287,851	91%			9%	
Wastewater	WWTP Improvements	1	Coatings and corrosion protection	\$ 625,000	\$ 635,016	91%			9%	
Wastewater	WWTP Improvements	2	Replace mechanical bar screen, classifier, and degritter	\$ 2,501,941	\$ 2,542,035	91%			9%	
Wastewater	WWTP Improvements	3	Primary clarifier rehab	\$ 925,000	\$ 939,823	91%			9%	
Wastewater	WWTP Improvements	4	Trickling filter rehab	\$ 2,457,000	\$ 2,496,374	91%			9%	
Wastewater	WWTP Improvements	5	Blower building rehab		\$ 92,763	91%			9%	
Wastewater	WWTP Improvements	6	Reaeration system rehab	\$ 877,500	\$ 891,562	91%			9%	
Wastewater	WWTP Improvements	7	Secondary clarifier (older), WAS, RAS, and scum pumps	\$ 487,500	\$ 495,312	91%			9%	
Wastewater	WWTP Improvements	8	Secondary clarifier (newer) WAS, RAS, and scum pumps	\$ 987,500	\$ 1,003,325	91%			9%	
Wastewater	WWTP Improvements	9	UV system replacement	\$ 3,739,500	\$ 3,799,426	91%			9%	
Wastewater	WWTP Improvements	10	WWTP Generator Replacement		\$ 205,000	100%			0%	
Wastewater	Plans & Studies	1	Wastewater Facilities Masterplan Update (last 2016)		\$ 100,000	50%			50%	

Stormwater System

Project Type	Priority	Project Number	Project Name	2021 Project Cost	2025 Project Cost	Rates - %	Grants - \$	Developers - %	SDCs - %	Outside Planning Period - %
Stormwater	High	2	Ross Rd	\$ 291,130	\$ 343,827	100.00%			0.00%	
Stormwater	High	11	5th and Ransom project	\$ 81,000	\$ 95,662	66.67%			33.33%	
Stormwater	High	12	Ransom Avenue	\$ 43,290	\$ 51,126	100.00%			0.00%	
Stormwater	High	13	Tanbark and Railroad	\$ 589,330	\$ 696,004	100.00%			0.00%	
Stormwater	High	21	Old County Road	\$ 210,650	\$ 248,780	66.67%			33.33%	
Stormwater	High	22	Old County Reroute	\$ 1,534,680	\$ 1,812,472	66.67%			33.33%	
Stormwater	Medium	1	Mendy, Art and Pacific	\$ 497,130	\$ 587,115	100.00%			0.00%	
Stormwater	Medium	3	Alder Street	\$ 297,970	\$ 351,905	100.00%			0.00%	
Stormwater	Medium	5	Oxford and Maple	\$ 129,870	\$ 153,378	100.00%			0.00%	
Stormwater	Medium	6	Matot St	\$ 111,130	\$ 131,246	100.00%			0.00%	
Stormwater	Medium	9	Mill Beach Road	\$ 132,300	\$ 156,248	100.00%			0.00%	
Stormwater	Medium	10	Arnold, Rowland and Smith	\$ 876,190	\$ 1,034,789	100.00%			0.00%	
Stormwater	Medium	12	Easy Manor Park outfall	\$ 109,740	\$ 129,604	100.00%			0.00%	
Stormwater	Medium	12	Ransom Avenue	\$ 114,070	\$ 134,718	100.00%			0.00%	
Stormwater	Medium	14	7th and Hassett	\$ 260,030	\$ 307,098	100.00%			0.00%	
Stormwater	Medium	17	Ransom Avenue and Hwy 101	\$ 38,660	\$ 45,658	100.00%			0.00%	
Stormwater	Low	3	Easy Street	\$ 12,350	\$ 14,585	100.00%			0.00%	
Stormwater	Low	4	Macklyn Creek crossing at Easy	\$ 43,450	\$ 51,315	100.00%			0.00%	
Stormwater	Low	6	3rd between Easy and Ransom	\$ 189,490	\$ 223,790	100.00%			0.00%	
Stormwater	Low	7	Intersection 2nd and Easy	\$ 41,670	\$ 49,213	100.00%			0.00%	
Stormwater	Low	8	1339 Chrissy Circle	\$ 22,050	\$ 26,041	100.00%			0.00%	
Stormwater	Low	9	Memory Ln and Cedar St	\$ 72,170	\$ 85,233	100.00%			0.00%	
Stormwater	Low	10	S side Ransom Street	\$ 73,430	\$ 86,722	100.00%			0.00%	
Stormwater	Low	11	Riviera Court	\$ 33,510	\$ 39,576	100.00%			0.00%	
Stormwater	Low	12	Railroad, Hazel Street & Del Norte	\$ 1,988,770	\$ 2,348,757	75.00%			25.00%	

Transportation System

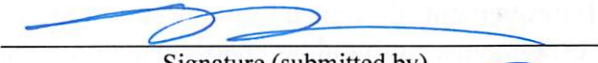
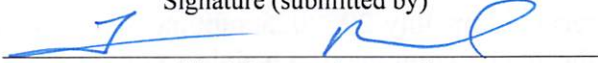
Project Type	Subtype	Priority	Project Number	Project Name	2025 Project Cost	Gas Tax - %	Grants - \$	Developers - %	ODOT - %	SDCs - %	Outside Planning Period - %
Streets	Resurfacing	High	1	3rd St from Ransom Ave to Easy St	\$ 928,961	50.00%				50.00%	
Streets	Resurfacing	High	2	Valley St from Hillside Dr to Chetco Ave	\$ 26,248	50.00%				50.00%	
Streets	Resurfacing	High	3	Rowland Ln from Smith Dr to Knoll Ln	\$ 180,346	50.00%				50.00%	
Streets	Resurfacing	High	4	Rowland Ln from Knoll Ln to Arnold Ln	\$ 100,399	50.00%				50.00%	
Streets	Resurfacing	High	5	Pacific Ave from Chetco Ave to Cottage Ln	\$ 97,336	50.00%				50.00%	
Streets	Resurfacing	High	6	Pacific Ave from Cottage St to Railroad St	\$ 103,898	50.00%				50.00%	
Streets	Resurfacing	High	7	Ransom Ave from Julie Dr to N 2nd St	\$ 1,148,351	0.00%	100.00%			0.00%	
Streets	Resurfacing	High	8	Pioneer Rd from Easy St to Hassett St	\$ 241,482	50.00%				50.00%	
Streets	Resurfacing	High	10	Chetco Ln from Chetco Ave to Cul-de-sac	\$ 236,779	50.00%				50.00%	
Streets	Resurfacing	High	11	Seacrest Ln from Glenwood Dr to Arch Ln	\$ 56,871	50.00%				50.00%	
Streets	Resurfacing	High	12	Richard St from Easy St to Loop	\$ 13,561	50.00%				50.00%	
Streets	Resurfacing	High	13	Easy St from 2nd St to Fern Ave	\$ 431,124	50.00%				50.00%	
Streets	Resurfacing	High	14	Easy Manor Drive	\$ 92,962	50.00%				50.00%	
Streets	Resurfacing	High	15	5th St from Elk Dr to Easy St	\$ 215,343	50.00%				50.00%	
Streets	Resurfacing	Low	16	Paving of West Harris Heights (now gravel)	\$ 178,924	0.00%				100.00%	
Streets	Resurfacing	Low	17	Paving of Barbara Lane (now gravel)	\$ 70,432	0.00%				100.00%	
Streets	Motorized	Medium	6	Elk Drive and 5th Street	\$ 130,392	33.33%				66.67%	
Streets	Motorized	Medium	11	Railroad Street and Oak Street	\$ 299,902	33.33%				66.67%	
Streets	Motorized	Medium	12	Tanbark Road	\$ 117,353	33.33%				66.67%	
Streets	Motorized	Medium	13	Parkview Dr/Airport Rd near Airport	\$ 3,755,295			100.00%			
Streets	Non-Motorized	Medium	1	Easy St from Pioneer Rd to Easy Manor Dr	\$ 1,134,412	33.33%				66.67%	
Streets	Non-Motorized	High	2	Pacific Ave/Azalea Park Rd from Old County Rd to US 101	\$ 573,726	33.33%				66.67%	
Streets	Non-Motorized	High	4	Ransom Ave from US 101 to Pioneer Rd	\$ 1,916,765	33.33%				66.67%	
Streets	Non-Motorized	High	6	Oak St from US 101 to Pacific Ave	\$ 66,500	33.33%				66.67%	
Streets	Non-Motorized	High	7	Parkview Dr From US 101 to Welch Ct	\$ 486,363	100.00%					
Streets	Non-Motorized	Medium	9	5th St from Jodee Ln to US 101	\$ 26,078	33.33%				66.67%	
Streets	Non-Motorized	High	12	Enhanced Bicycle Parking	\$ 14,343	33.33%				66.67%	

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 11, 2025

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Wastewater Treatment Plant Improvements Contract

Motion: Authorize City Manager to execute a contract with HP Civil for the Wastewater Treatment Plant Improvement Project in the amount of \$9,156,809

Financial Impact: \$9,156,809 will be funded through a loan from the United States Department of Agriculture (USDA) Rural Development (RD).

Background/Discussion:

In April 2022, the U.S. Department of Agriculture – Rural Development (USDA-RD) approved a \$24,996,000 loan and a \$2,569,000 grant to the City for wastewater system improvements. The City is contributing another \$2,648,120 to this project, bringing the project total to \$30,213,120. This may be the largest combined loan/grant in the City's history. The proceeds will be used to complete various upgrades to the City's wastewater treatment plant, sewer collection system, connect the Brookings campus of Southwestern Oregon Community College to the sewer system, and extend sewer service to the Lone Ranch project area. The City originally applied for the funding almost ten years ago.

The terms of the USDA-RD loan are 40 years at 2.0 per cent interest. However, USDA-RD does not directly fund the work. Interim financing is required. City staff explored alternatives for, and completed an interim funding application, to the Oregon Department of Environmental Quality (DEQ). Our application for interim financing through DEQ for entire project was approved in September 2022.

In December of 2022, Council approved Jacobs Engineering task order #01 that provides the Design, Bidding, and Construction Management for the Preliminary Engineering Report Waste Water Treatment Plant Improvement Projects. The tasks for the improvement projects included:

1. Coating and Corrosion Protection
2. Headworks - Replace Mechanical Bar Screen and Grit System
3. Primary Clarifier Rehabilitation - Phase 1
4. Trickling Filter Rehabilitation - Phase 1
5. Blower Building Rehabilitation - Phase 1
6. Reaeration System Rehabilitation - Phase 2
7. Secondary Clarifier
8. WAS, RAS, and Scum Pumps

9. UV System Replacement
10. Replace Digester Boiler Burner
11. Modify Digester Liquid Operating Level - Sludge Storage Tanks 2 and 3 Temporary Conversion to Digesters

The City of Brookings solicited cost proposals for the Wastewater Treatment Plant (WWTP) Improvements through a formal Request for Proposal (RFP) process on June 17, 2025 and had two respondents. Both bidders participated in a mandatory pre-bid meeting. Jacobs reviewed the bids received on July 29, 2025 summarized in the bid tabulation below. Note: the Base Bid includes the major equipment schedule, mobilization, installation, temporary pumping facilities, and a \$500,000 allowance (reimbursable with markups) for painting and coating repairs.

Jacobs and City Staff recommend awarding the contract to HP Civil on the basis of the lowest cost bid and contractor qualifications provided with the bid documents.

Attachment(s):

Bidders	Bid
McClure and Sons, Inc.	\$10,764,629
HP Civil	\$9,156,809

Attachments:

- a. Jacobs Recommendation to Award Letter

Tony Baron
City of Brookings Public Works
905 Wharf Street
Brookings, OR 97415

August 4, 2025

Subject: Wastewater Treatment Plant Improvements Contractor Recommendations

Dear Tony,

The City of Brookings solicited cost proposals from two bidders on June 17, 2025 in response to the Wastewater Treatment Plant (WWTP) Improvements Request for Proposal (RFP) for the WWTP near Chetco Point. All bidders participated in a mandatory pre-bid meeting. Jacobs reviewed 2 bids received on July 29, 2025 in response to the RFP. The table below summarizes the bids received. Note: the Base Bid includes the major equipment schedule, mobilization, installation, temporary pumping facilities, and a \$500,000 allowance (reimbursable with markups) for painting and coating repairs.

Bidder	Base Bid Total Cost
McClure and Sons, Inc. (Mill Creek, Washington)	\$10,764,629
HP Civil (Salem, Oregon)	\$9,156,809

We recommend awarding the contract to HP Civil on the basis of the lowest cost bid and contractor qualifications provided with the bid documents. If you have any questions, please contact Jessica Penetar (541-768-3282 or jessica.penetar@jacobs.com).

Sincerely,
Jacobs Engineering Group Inc.



Jessica Penetar, PE
Project Manager

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
07/25	07/07/2025	93560	5008	Online Information Services	65.90- V	10-12-6090	Contract Services
07/25	07/02/2025	93607	5908	Amazon Capital Services	233.82	49-10-7030	Computer Hardware
07/25	07/02/2025	93608	5893	Austin Electric LLC	2,042.10	25-31-6040	Building Maintenance
07/25	07/02/2025	93609	313	Brookings Vol Firefighters	2,250.00	10-14-6165	B.F.A. Services
07/25	07/02/2025	93610	715	Budge McHugh Supply	1,505.20	20-21-6030	Operating Supplies
07/25	07/02/2025	93611	5567	CAL/OR Insurance Agency	683.33	30-10-6115	Insurance/Bonds
07/25	07/02/2025	93612	5567	CAL/OR Insurance Agency	3,583.00	33-10-6115	Insurance/Bonds
07/25	07/02/2025	93613	6328	Canopy Wellbeing	66.00	10-19-6090	Contract Services
07/25	07/02/2025	93614	6180	Carahsoft Technology Corp	3,906.73	10-13-6145	Investigation Costs
07/25	07/02/2025	93615	6031	Cascade Home Center	1,608.91	10-13-6030	Operating Supplies
07/25	07/02/2025	93616	528	Caselle, Inc	18,936.00	25-31-6090	Contract Services
07/25	07/02/2025	93617	193	Central Equipment Co Inc	1,218.58	10-16-6015	Equipment Maintenance
07/25	07/02/2025	93618	3015	Charter Communications	759.98	30-10-6135	Communications
07/25	07/02/2025	93619	5822	Chaves Consulting Inc	388.70	49-10-7030	Computer Hardware
07/25	07/02/2025	93620	5952	Chetco Auto Marine & Industrial Supply	77.76	25-31-6090	Contract Services
07/25	07/02/2025	93621	3834	Clean Sweep Janitorial Service	3,035.00	10-16-6060	Capella Expense
07/25	07/02/2025	93622	5827	Coastal Investments LLC	960.00	10-19-6090	Contract Services
07/25	07/02/2025	93623	1745	Coastal Paper & Supply Inc	621.05	10-16-6030	Operating Supplies
07/25	07/02/2025	93624	182	Coos-Curry Electric	4,051.15	10-16-6130	Utilities
07/25	07/02/2025	93625	1620	Curry County Planning	500.00	52-42-7025	Construction
07/25	07/02/2025	93626	4534	Daily Journal of Commerce Oregon	278.88	53-43-7026	Construction-USDA
07/25	07/02/2025	93627	284	Day Management Corp	2,461.90	30-10-6030	Operating Supplies
07/25	07/02/2025	93628	317	DCBS - Fiscal Services	1,223.64	10-00-2075	Sur Tax Payable
07/25	07/02/2025	93629	371	Dept of Environmental Quality	893.36	20-22-6010	Permits
07/25	07/02/2025	93630	2186	Ferguson Waterworks #3011	8,292.08	20-21-7020	Equipment
07/25	07/02/2025	93631	6127	Ferguson Enterprises LLC #3325	570.79	20-21-6030	Operating Supplies
07/25	07/02/2025	93632	5432	First Community Credit Union	3,560.00	25-31-8010	Interest
07/25	07/02/2025	93633	6297	Firstline Business Systems Inc	1,950.00	10-13-6015	Equipment Maintenance
07/25	07/02/2025	93634	6293	Grand Prize Promotions	121.00	61-41-6030	Supplies - K9
07/25	07/02/2025	93635	6265	H&S Energy Group	3,888.25	10-13-6030	Operating Supplies
07/25	07/02/2025	93636	1130	H.D. Fowler	550.20	20-21-6030	Operating Supplies
07/25	07/02/2025	93637	6289	Colton Hill	156.00	10-14-6090	Contract Services
07/25	07/02/2025	93638	6284	Hopscotch Press Inc	1,140.00	10-16-6060	Capella Expense
07/25	07/02/2025	93639	6347	ICMA Membership Renewals	1,059.50	10-12-6125	Dues
07/25	07/02/2025	93640	5754	iFocus Consulting Inc	1,100.00	49-10-6090	Contract Services
07/25	07/02/2025	93641	5733	Thomas W Kerr	559.20	10-14-6090	Contract Services
07/25	07/02/2025	93642	202	League of Oregon Cities	6,362.15	10-12-6125	Dues
07/25	07/02/2025	93643	5331	Lincoln Aquatics	148.01	10-18-6040	Building Maintenance
07/25	07/02/2025	93644	4269	Gary Milliman	325.00	10-11-6090	Contract Services
07/25	07/02/2025	93645	4487	Net Assets Corporation	225.00	10-12-6090	Contract Services
07/25	07/02/2025	93646	329	New Hope Plumbing	1,495.00	10-18-6040	Building Maintenance
07/25	07/02/2025	93647	4324	OGFOA	125.00	10-12-6125	Dues
07/25	07/02/2025	93648	4	Linda Blair	266.00	10-00-2070	Deposits
07/25	07/02/2025	93649	4	Luke Henderson	507.00	10-06-4150	Capella Revenue
07/25	07/02/2025	93650	4	Heather Stenseth	266.00	10-00-2070	Deposits
07/25	07/02/2025	93651	4	Peaceful Support LLC	211.00	10-00-2070	Deposits
07/25	07/02/2025	93652	1251	Performance Promotions	551.30	10-14-6030	Operating Supplies
07/25	07/02/2025	93653	866	Pitney Bowes Global Financial LLC	165.54	10-19-6005	Office Supplies
07/25	07/02/2025	93654	4992	Police Legal Sciences, Inc	1,298.00	10-13-6120	Training/Travel
07/25	07/02/2025	93655	322	Postmaster	1,200.00	20-21-6005	Office Supplies
07/25	07/02/2025	93656	207	Quill Corporation	61.38	10-19-6005	Office Supplies
07/25	07/02/2025	93657	6346	Michael T Runge	176.00	10-14-6090	Contract Services
07/25	07/02/2025	93658	6340	Safeware Inc	1,599.84	50-10-7025	Construction

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
07/25	07/02/2025	93659	6229	Wayne E Sheffel Jr	156.00	10-14-6090	Contract Services
07/25	07/02/2025	93660	380	Stadelman Electric Inc	1,453.80	50-10-7025	Construction
07/25	07/02/2025	93661	5377	Andrew Stubbs	186.40	10-14-6090	Contract Services
07/25	07/02/2025	93662	2863	Verizon Wireless	717.29	10-13-6135	Communications
07/25	07/02/2025	93663	861	Village Express Mail Center	15.63	20-21-6030	Operating Supplies
07/25	07/02/2025	93664	5223	WesTek Marketing LLC	3,037.68	10-13-6090	Contract Services
07/25	07/02/2025	93665	5980	Jennifer Wolf	880.00	10-14-6090	Contract Services
07/25	07/02/2025	93666	5992	Ziply Fiber	1,120.12	25-31-6135	Communications
07/25	07/10/2025	93667	5908	Amazon Capital Services	292.06	10-19-6005	Office Supplies
07/25	07/10/2025	93668	4939	Bi - Mart Corporation	506.35	15-10-6030	Operating Supplies
07/25	07/10/2025	93669	2407	Blue Star Gas	111.69	10-16-6030	Operating Supplies
07/25	07/10/2025	93670	5070	Canon U.S.A. Inc	126.06	10-13-6030	Operating Supplies
07/25	07/10/2025	93671	5939	Country Media Inc	226.01	53-43-7026	Construction-USDA
07/25	07/10/2025	93672	4767	Curry County Chamber of Commerce	75.00	10-12-6125	Dues
07/25	07/10/2025	93673	6078	Curry County Reporter	577.50	53-43-7026	Construction-USDA
07/25	07/10/2025	93674	4746	Curry County Treasurer	353.00	10-00-2076	County Assessment
07/25	07/10/2025	93675	173	Curry Equipment	1,189.44	15-10-6030	Operating Supplies
07/25	07/10/2025	93676	4534	Daily Journal of Commerce Oregon	467.88	53-43-7026	Construction-USDA
07/25	07/10/2025	93677	284	Day Management Corp	994.32	30-10-6090	Contract Services
07/25	07/10/2025	93678	575	Dell Marketing L.P.	5,904.94	49-10-7030	Computer Hardware
07/25	07/10/2025	93679	1	Sherri Stover	184.94	20-00-2070	Deposits
07/25	07/10/2025	93680	1	Cat Bemiller	187.77	20-00-2070	Deposits
07/25	07/10/2025	93681	1	Carlene Bettencourt	17.94	20-00-2070	Deposits
07/25	07/10/2025	93682	1	Adam Burrow	126.43	20-00-2070	Deposits
07/25	07/10/2025	93683	1	Darcie Gutierrez	186.29	20-00-2070	Deposits
07/25	07/10/2025	93684	1	Rowdy Hillman	108.85	20-00-2070	Deposits
07/25	07/10/2025	93685	5753	James M Fallman Jr	325.00	10-11-6090	Contract Services
07/25	07/10/2025	93686	6339	Garrett Hemann Robertson PC	930.00	10-12-6065	Legal/Administration Services
07/25	07/10/2025	93687	6348	Deyanira Gracian	312.00	10-14-6090	Contract Services
07/25	07/10/2025	93688	1130	H.D. Fowler	781.66	20-21-6030	Operating Supplies
07/25	07/10/2025	93689	6289	Colton Hill	468.00	10-14-6090	Contract Services
07/25	07/10/2025	93690	5754	iFocus Consulting Inc	4,145.80	49-10-6090	Contract Services
07/25	07/10/2025	93691	4980	iSecure Inc	36.30	10-12-6090	Contract Services
07/25	07/10/2025	93692	5858	Jacobs Engineering Group Inc	140,880.83	25-32-6090	Contract Services
07/25	07/10/2025	93693	5733	Thomas W Kerr	233.00	10-14-6090	Contract Services
07/25	07/10/2025	93694	202	League of Oregon Cities	35.00	10-12-6120	Training/Travel
07/25	07/10/2025	93695	6065	Local Government Law Group PC	6,261.00	10-12-6065	Legal/Administration Services
07/25	07/10/2025	93696	329	New Hope Plumbing	330.00	10-19-6040	Building Maintenance
07/25	07/10/2025	93697	279	One Call Concepts Inc	52.36	25-31-6090	Contract Services
07/25	07/10/2025	93698	5008	Online Information Services	74.08	10-12-6090	Contract Services
07/25	07/10/2025	93699	5603	Oregon Assoc of Municipal Recorders	675.00	10-12-6120	Training/Travel
07/25	07/10/2025	93700	5155	Oregon Department of Revenue	1,355.50	10-00-2079	State Unitary Assessment
07/25	07/10/2025	93701	5390	O'Reilly Automotive Inc	328.54	10-16-6015	Equipment Maintenance
07/25	07/10/2025	93702	4	The Wicked Pig	110.00	10-00-2070	Deposits
07/25	07/10/2025	93703	4	Karen Sherman	113.50	10-00-2070	Deposits
07/25	07/10/2025	93704	4	Sarah Sherman	266.00	10-00-2070	Deposits
07/25	07/10/2025	93705	6022	Philadelphia Insurance Companies	301.00	10-19-6090	Contract Services
07/25	07/10/2025	93706	207	Quill Corporation	498.54	10-19-6005	Office Supplies
07/25	07/10/2025	93707	6094	SAIF Corporation	78,736.30	10-00-1110	Prepaid Workers Compensation
07/25	07/10/2025	93708	6229	Wayne E Sheffel Jr	370.50	10-14-6090	Contract Services
07/25	07/10/2025	93709	5979	LeeAnn Spring Sheffel	370.50	10-14-6090	Contract Services
07/25	07/10/2025	93710	3499	Simplot Grower Solutions	134.53	20-21-6030	Operating Supplies
07/25	07/10/2025	93711	6134	Patrick Smith	1,947.50	10-13-6120	Training/Travel
07/25	07/10/2025	93712	380	Stadelman Electric Inc	2,789.20	15-10-6040	Building Maintenance
07/25	07/10/2025	93713	5377	Andrew Stubbs	605.80	10-14-6090	Contract Services
07/25	07/10/2025	93714	797	Town & Country Animal Clinic	1,327.90	61-41-6030	Supplies - K9

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
07/25	07/10/2025	93715	4734	Vestis Services LLC	120.00	10-19-6030	Operating Supplies
07/25	07/10/2025	93716	2122	Cardmember Service	6,598.37	61-41-6030	Supplies - K9
07/25	07/10/2025	93717	169	Waste Connections Inc	1,046.78	61-41-6038	Range Maintenance
07/25	07/10/2025	93718	5980	Jennifer Wolf	946.00	10-14-6090	Contract Services
07/25	07/17/2025	93719	5908	Amazon Capital Services	129.96	49-10-7030	Computer Hardware
07/25	07/17/2025	93720	6326	Beacon Broadband Inc	667.00	10-16-6130	Utilities
07/25	07/17/2025	93721	5108	Brad Kelly PT	315.00	10-14-6085	Pre-employment screening
07/25	07/17/2025	93722	4859	Brookings Harbor Garden Club	2,250.00	10-16-6090	Contract Services
07/25	07/17/2025	93723	5144	Tim Brush	152.80	15-10-6015	Equipment Maintenance
07/25	07/17/2025	93724	6146	CCD Business Development Corp	750.00	52-42-7025	Construction
07/25	07/17/2025	93725	4746	Curry County Treasurer	303.00	10-00-2076	County Assessment
07/25	07/17/2025	93726	259	Da-Tone Rock Products	2,449.12	10-16-6030	Operating Supplies
07/25	07/17/2025	93727	1	John & Mary Massimilla	168.40	20-00-2070	Deposits
07/25	07/17/2025	93728	6348	Deyanira Gracian	312.00	10-14-6090	Contract Services
07/25	07/17/2025	93729	6265	H&S Energy Group	4,370.43	10-13-6030	Operating Supplies
07/25	07/17/2025	93730	1130	H.D. Fowler	1,048.00	20-21-6030	Operating Supplies
07/25	07/17/2025	93731	6289	Colton Hill	624.00	10-14-6090	Contract Services
07/25	07/17/2025	93732	5858	Jacobs Engineering Group Inc	50,194.50	53-43-7026	Construction-USDA
07/25	07/17/2025	93733	5733	Thomas W Kerr	372.80	10-14-6090	Contract Services
07/25	07/17/2025	93734	5860	Lane Council of Governments	950.00	10-12-6125	Dues
07/25	07/17/2025	93735	6211	Motion & Flow Control Products Inc	893.06	25-31-6015	Equipment Maintenance
07/25	07/17/2025	93736	5155	Oregon Department of Revenue	1,069.50	10-00-2079	State Unitary Assessment
07/25	07/17/2025	93737	4	Tiffany Bishop	266.00	10-00-2070	Deposits
07/25	07/17/2025	93738	4	Phillip Holguin	266.00	10-00-2070	Deposits
07/25	07/17/2025	93739	4	Dean Nixon	266.00	10-00-2070	Deposits
07/25	07/17/2025	93740	4	Mike Woudstra	151.50	10-00-2070	Deposits
07/25	07/17/2025	93741	6240	Brandon Pereda	245.00	10-13-6120	Training/Travel
07/25	07/17/2025	93742	5849	PR Diamond Products Inc	1,522.00	15-10-6030	Operating Supplies
07/25	07/17/2025	93743	207	Quill Corporation	1,973.05	10-19-6005	Office Supplies
07/25	07/17/2025	93744	6229	Wayne E Sheffel Jr	156.00	10-14-6090	Contract Services
07/25	07/17/2025	93745	5979	LeeAnn Spring Sheffel	156.00	10-14-6090	Contract Services
07/25	07/17/2025	93746	6260	South Coast Community Aquatics Inc	20,000.00	10-18-6090	Contract Services
07/25	07/17/2025	93747	6243	Southern Oregon Trees and Stumps LLC	2,490.00	10-16-6090	Contract Services
07/25	07/17/2025	93748	5174	Travel Information Council	168.00	10-16-6060	Capella Expense
07/25	07/17/2025	93749	4820	Unites States Geological Survey	11,800.00	20-21-6090	Contract Services
07/25	07/17/2025	93750	5980	Jennifer Wolf	704.00	10-14-6090	Contract Services
07/25	07/24/2025	93751	5767	Axon Enterprise Inc	6,989.00	10-13-6030	Operating Supplies
07/25	07/24/2025	93752	4939	Bi - Mart Corporation	19.92	10-13-6030	Operating Supplies
07/25	07/24/2025	93753	5144	Tim Brush	35.16	15-10-6015	Equipment Maintenance
07/25	07/24/2025	93754	5070	Canon U.S.A. Inc	526.55	10-19-6090	Contract Services
07/25	07/24/2025	93755	5842	Century West Engineering Corp	1,820.00	33-10-7025	Construction
07/25	07/24/2025	93756	6214	Chetco Trader Pawn Shop	16,047.90	10-13-6140	Handgun Purchases
07/25	07/24/2025	93757	4928	CIS Trust	349,109.24	30-10-6115	Insurance/Bonds
07/25	07/24/2025	93758	3834	Clean Sweep Janitorial Service	200.00	10-13-6035	Miscellaneous
07/25	07/24/2025	93759	1	Ryan Bock	126.49	20-00-2070	Deposits
07/25	07/24/2025	93760	1	Ryan Denton	230.69	20-00-2070	Deposits
07/25	07/24/2025	93761	1	Anna Lewis	1.64	20-00-2070	Deposits
07/25	07/24/2025	93762	6349	Christopher Donovan	125.00	10-13-6120	Training/Travel
07/25	07/24/2025	93763	2640	Dyer Partnership	29,232.80	52-42-7025	Construction
07/25	07/24/2025	93764	6166	Ferraris Investigations & Consulting LLC	16,677.15	10-12-6090	Contract Services
07/25	07/24/2025	93765	1130	H.D. Fowler	976.90	20-21-6030	Operating Supplies
07/25	07/24/2025	93766	6030	Hartwick Automotive LLC	1,389.00	10-13-6015	Equipment Maintenance
07/25	07/24/2025	93767	6289	Colton Hill	780.00	10-14-6090	Contract Services
07/25	07/24/2025	93768	3159	NorthCoast Health Screening	50.00	10-14-6085	Pre-employment screening
07/25	07/24/2025	93769	4	Amber Cossalter	216.00	10-06-4150	Capella Revenue
07/25	07/24/2025	93770	4	Dorene Wolf	266.00	10-00-2070	Deposits

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
07/25	07/24/2025	93771	6074	Michael Pereda	3,145.00	10-13-6120	Training/Travel
07/25	07/24/2025	93772	4546	Pump Tech, LLC	98,419.00	52-42-7025	Construction
07/25	07/24/2025	93773	3	Banana Belt Property Mngmnt	133.65	20-04-4160	Utility User Fees
07/25	07/24/2025	93774	3	John & Kendra Hoven	66.96	20-04-4160	Utility User Fees
07/25	07/24/2025	93775	6346	Michael T Runge	176.00	10-14-6090	Contract Services
07/25	07/24/2025	93776	6229	Wayne E Sheffel Jr	175.50	10-14-6090	Contract Services
07/25	07/24/2025	93777	5979	LeeAnn Spring Sheffel	175.50	10-14-6090	Contract Services
07/25	07/24/2025	93778	5510	Southern Oregon Veterinary Spec Ctr	4,800.89	61-41-6030	Supplies - K9
07/25	07/24/2025	93779	6262	Stateline Tires LLC	320.00	10-13-6015	Equipment Maintenance
07/25	07/24/2025	93780	6219	Cameron Stewart	245.00	10-13-6120	Training/Travel
07/25	07/24/2025	93781	5377	Andrew Stubbs	372.80	10-14-6090	Contract Services
07/25	07/24/2025	93782	6264	Tradewind Signs LLC	99.00	61-41-6030	Supplies - K9
07/25	07/24/2025	93783	5829	Transport Wisdom LTD	900.00	10-16-6120	Training/Travel
07/25	07/24/2025	93784	861	Village Express Mail Center	43.06	10-13-6030	Operating Supplies
07/25	07/24/2025	93785	5980	Jennifer Wolf	704.00	10-14-6090	Contract Services
07/25	07/24/2025	93786	6218	Andrew Yock	245.00	10-13-6120	Training/Travel
07/25	07/24/2025	93787	5992	Ziply Fiber	314.58	30-10-6135	Communications
07/25	07/31/2025	93788	5908	Amazon Capital Services	51.96	49-10-7030	Computer Hardware
07/25	07/31/2025	93789	5048	Brookings Harbor Medical Center	200.00	25-31-6030	Operating Supplies
07/25	07/31/2025	93790	6257	Bushmaster Firearms International	1,311.34	61-41-6034	Supplies - Police Reserves
07/25	07/31/2025	93791	6186	Jerit Carpenter	21.00	10-16-6120	Training/Travel
07/25	07/31/2025	93792	6031	Cascade Home Center	3,563.01	10-16-6030	Operating Supplies
07/25	07/31/2025	93793	6351	Cimco-GC Systems LLC	24,994.00	20-21-7030	Emergency Repairs
07/25	07/31/2025	93794	5313	City of Brookings	853.00	61-41-6038	Range Maintenance
07/25	07/31/2025	93795	3834	Clean Sweep Janitorial Service	2,580.00	10-16-6060	Capella Expense
07/25	07/31/2025	93796	1745	Coastal Paper & Supply Inc	740.50	10-19-6030	Operating Supplies
07/25	07/31/2025	93797	182	Coos-Curry Electric	7,536.61	10-16-6060	Capella Expense
07/25	07/31/2025	93798	6205	James Crafton	21.00	15-10-6120	Training/Travel
07/25	07/31/2025	93799	6127	Ferguson Enterprises LLC #3325	1,500.00	25-31-6030	Operating Supplies
07/25	07/31/2025	93800	298	Freeman Rock Inc	1,495.35	15-10-6030	Operating Supplies
07/25	07/31/2025	93801	4989	Gaylord Klinefelter Contracting Inc	37,300.00	50-10-7025	Construction
07/25	07/31/2025	93802	6348	Deyanira Gracian	312.00	10-14-6090	Contract Services
07/25	07/31/2025	93803	1130	H.D. Fowler	3,728.22	20-21-6030	Operating Supplies
07/25	07/31/2025	93804	6289	Colton Hill	780.00	10-14-6090	Contract Services
07/25	07/31/2025	93805	5615	International Inst of Municipal Clerks	195.00	10-12-6125	Dues
07/25	07/31/2025	93806	5858	Jacobs Engineering Group Inc	52,530.14	53-43-7026	Construction-USDA
07/25	07/31/2025	93807	5733	Thomas W Kerr	372.80	10-14-6090	Contract Services
07/25	07/31/2025	93808	3978	KLB Enterprises	3,077.88	25-31-6015	Equipment Maintenance
07/25	07/31/2025	93809	5860	Lane Council of Governments	621.00	10-15-6090	Contract Services
07/25	07/31/2025	93810	5954	Morel Ink	244.53	10-19-6005	Office Supplies
07/25	07/31/2025	93811	329	New Hope Plumbing	5,330.00	50-10-7025	Construction
07/25	07/31/2025	93812	4	Catherine Lavy	300.00	10-00-2070	Deposits
07/25	07/31/2025	93813	4	Sebastian Casas	266.00	10-00-2070	Deposits
07/25	07/31/2025	93814	4	Richard Isabell	266.00	10-00-2070	Deposits
07/25	07/31/2025	93815	4	Yamileth Jacobo Rodriguez	266.00	10-00-2070	Deposits
07/25	07/31/2025	93816	4	Jacob Johnson	216.00	10-00-2070	Deposits
07/25	07/31/2025	93817	4	Jessica Mendoza	266.00	10-00-2070	Deposits
07/25	07/31/2025	93818	4	Aubrey Schafbuch	266.00	10-00-2070	Deposits
07/25	07/31/2025	93819	4	Becca Wright	266.00	10-00-2070	Deposits
07/25	07/31/2025	93820	4	Norma Niblack	305.50	10-00-2070	Deposits
07/25	07/31/2025	93821	5101	Pitney Bowes Reserve Acct	500.00	10-19-6030	Operating Supplies
07/25	07/31/2025	93822	207	Quill Corporation	269.76	10-19-6005	Office Supplies
07/25	07/31/2025	93823	6231	Billy R Reynolds	221.00	10-16-6030	Operating Supplies
07/25	07/31/2025	93824	6346	Michael T Runge	352.00	10-14-6090	Contract Services
07/25	07/31/2025	93825	6350	Sensiba LLP	13,100.00	10-12-6080	Audit Services
07/25	07/31/2025	93826	6229	Wayne E Sheffel Jr	176.00	10-14-6090	Contract Services

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
07/25	07/31/2025	93827	5979	LeeAnn Spring Sheffel	156.00	10-14-6090	Contract Services
07/25	07/31/2025	93828	5638	Guy Smith	21.00	15-10-6120	Training/Travel
07/25	07/31/2025	93829	2863	Verizon Wireless	682.45	10-13-6135	Communications
07/25	07/31/2025	93830	861	Village Express Mail Center	33.38	10-13-6030	Operating Supplies
07/25	07/31/2025	93831	5992	Ziply Fiber	1,586.80	25-31-6135	Communications
Grand Totals:					1,173,072.04		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary