

CITY COUNCIL AGENDA

Monday, January 14, 2013, 7:00PM

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

1. Call to Order

2. Pledge of Allegiance

3. Swearing in of Mayor and Council Positions 1 and 2

4. Roll Call

5. Ceremonies/Appointments/Announcements

- a. Appointment of Council President
- b. Introduction of new Public Safety Employees, Fire Captain Jeff Lee, Police Officer Zane VanZelf and Police Officer Gavin McVay
- c. Reappointment of Destiny Schwartz to the Public Art Committee. [pg. 5]

6. Public Hearings/Ordinances/Resolutions/Final Orders

- a. Adoption of resolution appointing City representative to the Border Coast Regional Airport Authority Board of Commissioners. [City Manager, pg. 8]
Att.a. Resolution 13-R-994 [pg. 9]
- b. Adoption of resolution regarding the use of force in respect to civil rights demonstrations. [City Manager, pg. 10]
Att.a. Resolution 13-R-995 [pg. 11]
- c. Adoption of ordinance granting LightSpeed Networks (LSN) Inc, a franchise for telephone service purposes with the City of Brookings. [City Manager, Advance Packet]

7. Oral Requests and communications from the audience.

- a. Presentation and Acceptance of annual Planning Commission report. [Chair, pg. 12]
Att.a. Annual Report [pg. 13]
- b. Public Comments - non-agenda items – 5 minute limit per person.*

8. Staff Reports

- a. Acceptance of Committee for Citizen Involvement (CCI) annual report and direction to staff to submit appropriately. [Planning, pg. 14]
Att.a. CCI Report [pg. 15]
- b. Approval of Memorandum of Understanding (MOU) with Azalea Park Foundation. [Parks, pg. 16]
Att.a. MOU [pg. 17]
- c. Direct staff regarding installation of backflow prevention devices on properties subject to backflow surcharged sewer mains. [City Manager, pg. 19]
Att.a. Memos [pg. 21]
- d. Approval of staff proposal for financing storm damage repair and mitigation to include an increase in System Replacement Fees and placing a bond measure on the November 2013 ballot. [City Manager, pg. 27]
Att.a. Chart [pg. 29]
Att.b. Old County Road [pg. 30]
Att.c. Easy Street [pg. 31]

- e. Discussion and direction regarding City Council liaison appointments. [City Manager, pg. 32]
Att.a. Chart [pg. 34]

9. Consent Calendar

- a. Approve City Council Minutes for December 10, 2012. [pg. 35]
- b. Approve Liquor License Application for Tight Line Brewery, 625 Chetco Ave. [pg. 38]
- c. Approve Azalea Festival Request from Chamber of Commerce. [pg. 40]
- d. Accept Planning Minutes for November 6, 2012. [pg. 43]
- e. Accept Parks and Recreation Minutes for September 27, 2012. [pg. 45]
- f. Accept December 2012 Vouchers in the amount of \$387,059.73. [pg. 47]
- g. Accept November 2012 Financial Report. [pg. 51]

10. Remarks from Mayor and Councilors

11. Adjournment

*Obtain Public Comment Forms at www.brookings.or.us or at City Hall prior to the meeting. Return completed forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 10 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

January 2013

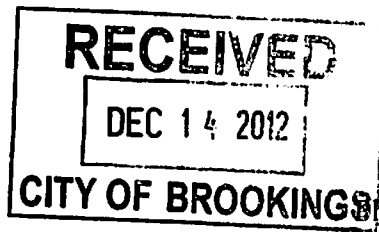
January 2013							February 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

	Monday	Tuesday	Wednesday	Thursday	Friday
	Dec 31	Jan 1, 13	2	3	4
Dec 31 - Jan 4		New Years - Closed (closest workday to 1) 9:00am 10:00am CC - Site Plan	12:00pm 1:00pm CC - Stout Park 7:00pm 9:00pm FH-PoliceResrvs		
Jan 7 - 11	7	8	9	10	11
	11:00am 12:00pm CC - VIPS 1:30pm 3:00pm CC - Staff 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng	8:30am 5:00pm CC - Staff 9:00am 10:00am CC - Site Plan 7:00pm 8:30pm CC - Planning Comm	10:00am 11:00am FH-BRFD	9:00am 10:30am CC-Crm Stoppers 1:00pm 4:00pm CC - Muni Court	
Jan 14 - 18	14	15	16	17	18
	7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council	9:00am 10:00am CC - Site Plan		11:00am 12:00pm CC - Public Art Comm	
Jan 21 - 25	21	22	23	24	25
	Martin Luther King Day - City Hall Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	9:00am 10:00am CC - Site Plan 6:00pm 8:00pm CC - Budget Comm		4:00pm 6:00pm CC - TPAC 7:00pm 9:00pm CC-Parks & Rec	10:30am 11:30am CC - Staff
Jan 28 - Feb 1	28	29	30	31	Feb 1
	7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	9:00am 10:00am CC - Site Plan	8:00am 5:00pm CC - Staff		

February 2013

February 2013							March 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
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17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan 28 - Feb 1	Jan 28	29	30	31	Feb 1
Feb 4 - 8	4 11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng	5 9:00am 10:00am CC - Site Plan 7:00pm 10:00pm CC-Planning Comm	6 12:00pm 1:00pm CC - Stout Park 7:00pm 9:00pm FH-PoliceResrvs	7 10:00am 4:00pm CC - Muni Court	8
Feb 11 - 15	11 7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council	12 9:00am 10:00am CC - Site Plan 3:00pm 4:00pm CC - Staff	13 10:00am 11:00am FH-BRFD	14 9:00am 10:30am CC-Crm Stoppers	15
Feb 18 - 22	18 Presidents Day - Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	19 9:00am 10:00am CC - Site Plan	20	21 11:00am 12:00pm CC - Public Art Comm	22
Feb 25 - Mar 1	25 7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	26 9:00am 10:00am CC - Site Plan	27	28	Mar 1



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

APPLICATION TO SERVE ON A CITY OF BROOKINGS COMMISSION, COMMITTEE OR BOARD

PART I. Contact Information:

Name: Destiny Schwartz Date: 12-1-12

Physical Address: 98042 W. Benham Ln Spc 11

Mailing Address: Same

Email Address: ~~destiny@shaw~~ destiny.schwartz Phone: 541-425-0816

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

1. Commission/Committee applying for:

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input checked="" type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee	TBD	TBD
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? _____ (yrs/mths)

Are you a City elector (registered voter)? ☐ Yes ☐ No

3. **UGB residents:** How long have you lived in the UGB?: 6 yrs (yrs/mths)

4. **What is your current occupation?** Various: Texturing/Painting/Pet sitting...

NOTES:

(i) Membership requirements:

- Resident and UGB status are determined by physical address.
- Residents must reside within the City limits.
- Electors are registered voters of the City of Brookings (verified by County Elections Officer)
- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at 541-469-1137 to determine if you are in the UGB).

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

(iii) Other restrictions:

- No more than two (2) Planning Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- Three (3) Public Art Committee members must have an art background

PART III. Background Information : *Attach additional pages if needed:*

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

*I have already been a member of the Public Art Committee.
One of the artists who painted the Hillside Oasis mural.*

2. List your work history and educational background, as well as any volunteer experience that is not related to the position for which you are applying:

*I attended the Maine College of Art 2002-2006
and have a BFA, major in painting.*

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

*I like being there to give my opinion on proposed
art in Brookings & hope our committee can continue
promoting art as an important aspect of the city.*

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

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

Destiny Schwartz
Applicant (print name)

Destiny Schwartz
Applicant's Signature

12-1-12
Date

Renee Schwartz
Witness (print name)

Renee Schwartz
Witness's Signature

12/2/12
Date

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

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

Commission and Committee contact information:

Planning Commission: 541-469-1135
Parks and Recreation Commission: 541-469-1103
Traffic Safety Committee: 541-469-1103

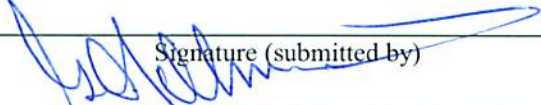
Public Art Committee: 541-469-1135
Budget Committee: 541-469-1123
Tourism Promotion Advisory Committee
541-469-1101

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Appointment of City representative to the Border Coast Regional Airport Authority Board of Commissioners.

Recommended Motion:

Adopt Resolution 13-R-994, appointing a replacement for Councilor Dave Gordon on the Border Coast Regional Airport Authority Board of Commissioners for the remainder of the term ending October 3, 2015.

Financial Impact:

None

Background/Discussion:

In October 2011, the City Council appointed Councilor Dave Gordon to fill a four year term as the City's representative on the Border Coast Regional Airport Authority Board of Commissioners.

Councilor Gordon has requested appointment of a replacement, upon his retirement from the City Council on January 14, to fulfill the remainder of his four year term, which will expire on October 3, 2015. Mayor Hedenskog is recommending that George Rhodes be appointed to represent the City of Brookings on the board.

BCRAA bylaws do not specify that the representative be a member of the City Council, or any other City official. The only other City member, Crescent City, has appointed City Council members to fill their representative and alternate positions. Both tribes have appointed members of their respective governing boards as their representatives; Smith River has designated their Tribal Administrator as alternate and Elk Valley has designated another member of their governing board as alternate. Del Norte County appoints three members to the Board, two of whom are County Supervisors and one of whom is a private citizen. Curry County has appointed a Commissioner as the representative and as the alternate. The City Manager currently serves as the Brookings alternate.

The BCRAA Board of Commissioners meets in Crescent City on the first Thursday of each month at 2:00 p.m. and occasionally on other dates/times. The meetings typically last about two hours.

Attachment(s)

- a. Resolution 13-R-994

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 13 -R-994

A RESOLUTION OF THE CITY OF BROOKINGS APPOINTING A REPLACEMENT FOR COUNCILOR DAVE GORDON ON THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS FOR THE REMAINDER OF THE TERM ENDING OCTOBER 15, 2015.

WHEREAS, the City of Brookings (City), by authority of the Border Coast Regional Airport Authority (BCRAA) Joint Powers Agreement, holds a position on the BCRAA's Board of Commissioners; and

WHEREAS, Councilor Dave Gordon, the current appointee, will retire from City office, effective January 14, 2013; and

WHEREAS, a replacement is needed to fulfill the remainder of the current four year term on the BCRAA Board of Commissioners, which will expire on October 3, 2015;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that George Rhodes is hereby appointed to serve the remainder of the current four year, City representative's term ending October 3, 2015, on the Border Coast Regional Airport Authority Board of Commissioners.

Passed by the City Council January 14, 2013; effective the same date.

Attest:

Mayor Ron Hedenskog

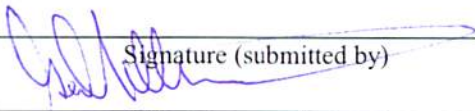
City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 9, 2013

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Resolution 13-R-995

Recommended Motion:

Motion to adopt Resolution 13-R-995 regarding the use of force in respect to civil rights demonstrations.

Financial Impact:

None.

Background/Discussion:

The City has applied under the federal Community Development Block Grant (CDBG) program for funding to assist the Oregon Community Action (ORCA) with acquiring and remodeling the former Southwestern Oregon Community College facility on Pine Street as a Head Start facility.

The grant application was prepared by ORCA. Only cities, counties and Native American tribes are eligible to receive CDBG funds. Essentially, the City would be "passing through" these funds to ORCA, who would then undertake the project.

In Oregon, the CDBG program is administered by the Oregon Infrastructure Financing Authority (IFA). During the application review process, IFA notified ORCA of a new federal requirement under the CDBG program, namely, that the City is required to adopt a policy concerning the Police Department use of excessive force in circumstances involving civil rights demonstrations.

In Brookings, the Chief of Police is delegated the authority to manage the operating affairs of the Brookings Police Department and has issued the 412-page Brookings Police Department Policy Manual, which is updated from time-to-time. The City contracts with a nationally-recognized law enforcement policy service for periodic updates to the manual, which are then reviewed, approved and issued by the Chief of Police. The policy required by IFA is not included in the existing Brookings Police Department Policy Manual.

Chief Wallace is prepared to issue a qualified policy with regard to this matter; Chief Wallace is the authority for issuing and enforcing all Police Department operating policies. The language of the qualified policy statement has been reviewed and approved by IFA, but IFA is insisting that this policy be approved by City Council Resolution. Thus, we have prepared Resolution 13-R-995 which acknowledges and approves the policy issued by the Chief of Police.

Attachment(s):

- a. Resolution 13-R-995

CITY OF BROOKINGS
STATE OF OREGON

RESOLUTION 13-R-995

A RESOLUTION OF THE CITY OF BROOKINGS REGARDING THE USE OF FORCE IN RESPECT TO CIVIL RIGHTS DEMONSTRATIONS.

WHEREAS, the Brookings Municipal Code provides for the powers and duties of the Chief of Police of the City of Brookings (City); and

WHEREAS, among the powers and duties provided to the Chief of Police is the authority to supervise and direct the police officers of the City; and

WHEREAS, the City's Police Department, through its Chief of Police and under the authorities referenced above, has adopted and enforces an extensive set of nationally recognized policies, including policies regarding the use of force; and

WHEREAS, the City has been directed by the State of Oregon Infrastructure Financing Authority to adopt an additional policy statement with respect to the use of excessive force as a requirement for the receipt of federal Community Development Block Grant funds to assist a Head Start program to be operated by Oregon Coast Community Action;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings does hereby acknowledge and approve the following policy directive issued by the City's Chief of Police:

1. The use of excessive force by the Brookings Police Department shall not be used against any individuals engaged in non-violent civil rights demonstrations.
2. The City shall enforce applicable State and local laws against physically barring entrance to, or exit from, a facility or location that is the subject of non-violent civil rights demonstrations within the City.

BE IT FURTHER RESOLVED that adoption of the above referenced policy statement shall not be interpreted as an indication that it is the policy of the City to authorize or condone the use of excessive force **in any circumstance**, and does not otherwise alter the City's policies regarding the use of force.

Passed by the City Council _____, 2013 and made effective _____.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Originating Dept: Planning Dept.

Donna Colby-Hanks
Signature (submitted by)
[Signature]
City Manager Approval

Subject: Chair of the Planning Commission's Annual Report.

Recommended Motion: Motion to accept the Annual Report.

Financial Impact: None.

Background/Discussion: The Chair of the Planning Commission, Hedda Markham, has prepared the annual report which reviews the work accomplished in 2012. The Chair presented the report to the Planning Commission at their regular meeting on December 4, 2012. She will attend the City Council meeting to present the attached report.

Policy Considerations: None.

Attachment(s): Planning Commission 2012 Annual Report.

City of Brookings Planning Commission Annual Report 2012

There have been several changes in the composition of the Planning Commission but much has been accomplished this past year.

Ken Bryan choose not to reapply for his position to allow him additional time to pursue other commitments. Kelly McClain was appointed to City Council and resigned as Planning Commissioner. Marianne Padilla was appointed to the Planning Commission in September, 2012.

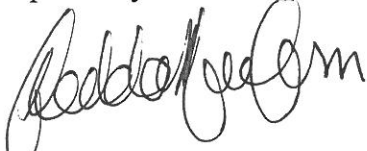
The Planning Commission provides guidance and makes decisions on planning and land use issues. In 2012, the Planning Commission

- Reviewed and recommended approval to City Council for revisions to four different chapters of the Land Development Code
- Recommended approval to City Council for the vacation of Park Spur
- Approved a 2 lot subdivision on Otter Terrace
- Approved a minor change to a conditional use permit for Head Start to operate in the SWOCC building on Alder Street
- Approved a conditional use permit for the operation of a bed & breakfast on Seascape Court
- Reviewed and recommended approval to City Council for the vacation of two park lots in the Twohy Tract subdivision
- Reviewed and approved a variance request to setbacks on Pacific Terrace
- Approved a simple zone change for property located on Checto Avenue
- Approved a conditional use permit for the operation of a brewery on Chetco Avenue

The Planning Commission sent support letters for TIGER IV Grant Program to construct additional bicycle facilities, for a Transportation Growth Management Grant (TGM) to update the Brookings Transportation System Plan (TSP), and for the Enhance program administered by the Oregon Department of Transportation for the Railroad Street Corridor project . The City was awarded the TGM grant for the TSP update. The Enhance awards have not yet been made.

The Planning Commission is comprised of members with a variety of fields of expertise and life experiences. This makes for a group that works well together and has a wide array of ideas.

Respectively submitted:

A handwritten signature in black ink, appearing to read 'Hedda Markham', written over a horizontal line.


Hedda Markham, Chair


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Originating Dept: Planning Dept.



Signature (submitted by)


City Manager Approval

Subject: The Committee for Citizen Involvement (CCI) annual report.

Recommended Motion: Motion to accept the CCI annual report for 2012 and direct Staff to forward the report to the County Planning coordinator and the State's Citizen Involvement Advisory Committee as required by Resolution #399.

Financial Impact: None.

Background/Discussion: The Resolution creating the Committee for Citizen Involvement (CCI) requires an annual evaluation of the Citizens Involvement Program and a report to be given to the Planning Commission, Mayor and City Council, the County Planning Coordinator, and the State's Citizen Involvement Advisory Committee. The Planning Commission reviewed the report and recommended approval to the City Council. The report is attached.

Policy Considerations: None.

Attachment(s): CCI Annual Report.



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1137 Fax (541) 469-3650
dcolbyhanks@brookings.or.us

TO: Planning Commission

FROM: Donna Colby-Hanks, Planning Manager *DC*

DATE: December 4, 2012

RE: Committee for Citizen Involvement 2012

The Resolution creating the Committee for Citizens Involvement (CCI) requires an annual evaluation of the Citizens Involvement Program and a report to be given to the Mayor and City Council, the County Planning Coordinator, and the State's Citizen Involvement Advisory Committee.

Many efforts are made to be sure information concerning meetings, process, and specific applications is available to the public. These efforts include providing hearing notices and/or agendas to several local papers, several radio stations, to the library, posting in City Hall, on the City's website, and mailed to neighbors when a specific property is involved. Contact information is provided and files are available for review at the Planning Department, the public library, and on the City's web site.

A survey form, designed to evaluate the effectiveness of the citizen involvement program, has been available for the past year at the sign-in table at every Planning Commission meeting and on the City's website. In November, Staff mailed out copies of the survey form and provided stamped, addressed return envelopes to all participants in the previous years Planning Commission meetings. Only three were returned.

The City has developed a new web site which includes the survey. Once the survey form is completed, the program emails the survey to Staff. A news alert was sent to all citizens who signed up to receive notices. A article was published in the Curry Coastal Pilot directing citizens to the survey on the web site. Seven surveys were received by email.

Summary of key questions:

- Is information concerning meetings, process, and specific applications available to the public?

The responses to this were mixed. Citizens expressed difficulties obtaining information regarding the criteria the Planning Commission would consider to reach a decision. The survey provides a section at the end to enter additional information. This section was not utilized by any of the participants. Staff proposes revising the survey to encourage additional input from participants. Staff will review this input and implement changes that assist citizens in ascertaining the criteria that will be used by the Planning Commission to make decisions. Staff will be determining if the City's web site has the ability to have the criteria listed for each application on the agenda, hyperlinked to the text of that criteria.

- Were citizens allowed to participate and did the Planning Commission consider their input.
All responses were favorable.

Recommendation: Motion to accept the CCI Annual Report for 2012 and forward to the City Council.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: 1/14/13

Originating Dept: Parks



Signature (submitted by)

City Manager Approval

Subject: Memorandum of Understanding with Azalea Park Foundation

Recommended Motion: To authorize the Mayor to execute the Memorandum of Understanding (MOU) with the Azalea Park Foundation with regards to the maintenance of Azalea Park.

Financial Impact: None

Background/Discussion: In response to the concerns raised by the Azalea Park Foundation (APF) in a workshop on August 6 2012, Parks staff began a series of meetings with APF representatives Shirley Hiatt and Gil Kirk to formulate an agreement regarding the duties and responsibilities between the APF & City staff at Azalea Park. Staff drafted an MOU and presented it during the APF meeting in September to memorialize the agreement.

Under the terms of the MOU, Azalea Park Foundation will continue to maintain the formal gardens as they have in the past. Changes to previous verbal agreements include the elimination of boundary maps describing areas of responsibility. They also agreed to expand APF responsibilities to include consultation to City staff for maintenance of all native azaleas, shrubs and trees in the park.

Attachment(s):

- a. Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF BROOKINGS
AND
AZALEA PARK FOUNDATION**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Azalea Park Foundation (FOUNDATION), an Oregon non-profit corporation.

WHEREAS, CITY owns that certain area known as Azalea Park, inclusive of the areas bordered by Lundeen Lane, Old County Road & North Bank Road.

WHEREAS, FOUNDATION currently cares for, and maintains an area within Azalea Park known as the "Formal Gardens", boundary of which is described on a map called Exhibit A.

WHEREAS, FOUNDATION has demonstrated ability to maintain public landscape areas;

WHEREAS, CITY is restructuring the manner in which it maintains its public landscape areas and desires to work with non-profit groups in the maintenance of these areas;

WHEREAS, FOUNDATION has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

1.0 FOUNDATION OBLIGATIONS

- 1.01. Provide pruning, trimming, weed removal, mulching and general maintenance within the Azalea Park Formal Gardens identified in Exhibit A,
- 1.02. Manage planted areas by dividing existing and/or installing new plants as determined by FOUNDATION.
- 1.03. Perform general litter clean-up in Formal Gardens as needed.
- 1.04. Remove all vegetation debris and place at a location provided by City within the park.
- 1.05. Provide consultation services as needed, to City and volunteer organizations during yearly maintenance and service projects undertaken outside the Formal Gardens.

2.0 CITY OBLIGATIONS

- 2.01. Provide and maintain all irrigation systems and water service in Azalea Park and within the Formal Gardens.
- 2.02. Mow all grass areas in the Formal Gardens
- 2.03. Perform general litter and animal feces clean up in grassy areas.
- 2.04. Coordinate its maintenance activities with those of the FOUNDATION.
- 2.05. Provide new plants, fertilizer, mulch, sprays and collection bags

3.0 INSURANCE REQUIREMENTS

FOUNDATION will provide CITY with proof of an insurance policy covering general commercial liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage.

4.0 MEETINGS

Duly appointed representatives of the parties shall meet as needed to address mutual maintenance concerns and review the respective parties' responsibilities under this Memorandum. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

5.0 HOLD HARMLESS CLAUSE

FOUNDATION shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of FOUNDATION or its officers, employees, subcontractors, or agents under this MOU.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this ____ day of _____, 2012.

CITY OF BROOKINGS
An Oregon Municipal Corporation

Ron Hedenskog, Mayor

ATTEST:

Joyce Heffington, City Recorder

AZALEA PARK FOUNDATION
An Oregon Non-profit Corporation

Name:

Title:

Whitley B. Galt
President

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Originating Dept: Mayor



Signature (submitted by)

City Manager Approval

Subject: Sewer Cleanouts and Backflow Devices

Recommended Motion:

Motion to direct staff to prepare a plan and budget for installing backflow prevention devices on sewer laterals serving customers who may be subject to backflow from surcharged sewer mains.

Financial Impact:

Unknown at this time.

Background/Discussion:

Mayor Hedenskog has requested a City Council review of Brookings Municipal Code Section 13.10.260 which provides as follows:

13.10.260 Responsibility for sewer laterals.

A. Gravity Lines. An owner is responsible for the operation, maintenance and condition of a sewer lateral on private property. The city is responsible for the operation, maintenance and condition of a sewer lateral from the property line cleanout at, or near, the property line to the main. A one-way cleanout in the direction of flow shall be provided within 12 inches of the property line within the city right-of-way or city utility easement on all new and replaced sewer lateral lines. If the property owner desires to install the cleanout on their side of the property line, they may do so under the authority of their sewer lateral permit. If the cleanout is to be installed in the city right-of-way or utility easement, an additional permit is required from the public works department. In either case the installation will be inspected by city staff. In the case of an existing sewer lateral that does not have a cleanout located as specified above, the owner is responsible for the line to the main, or, if they so choose, they may install a cleanout as specified above and the city will accept responsibility from that point to the main.

Mayor Hedenskog would also like to review the City policy with respect to backflow prevention devices.

Currently, when a property has experienced repeated sewage backups from a City sewer main, the Public Works Department recommends that the property owner install a backflow prevention device on their sewer lateral.

Mayor Hedenskog would like to consider having the City assume responsibility for installing the cleanout and backflow prevention device in some circumstances.

Attachment(s):

- a. Memorandums exchanged between Mayor Hedenskog and Public Works/Development Services Director Pryce



City of Brookings

PUBLIC WORKS/DEVELOPMENT SERVICES DEPARTMENT

898 Elk Drive, Brookings, OR 97415

(541) 469-1138, Fax (541) 469-3650, TTY (800) 735-1232

lpryce@brookings.or.us

Interoffice Memo

To: Mayor Hendenskog

Cc: City Manager
Public Works Supervisor

From: Public Works/Development Services Director

Date: December 19, 2012

Re: 744 Pioneer Rd., Terry Hanscam Complaint

Concerns have been raised regarding a smoke test performed to the above mentioned property and how staff addressed the abatement. After reviewing the letter dated 12-12-12 (attached), there are several issues identified;

- 1) Why did the City send an abatement letter to this property owner when the smoke was visible from the street right of way catch basin, and not on private property?
- 2) The property owner hired Roto Rooter to perform a TV inspection on the alleged cross connection and found no connection of their private sewer lateral to the catch basin, as indicated in the abatement letter from the City.
- 3) Is it City policy to require a clean out in order for staff to work on a sewer lateral in the right of way?
- 4) The owner is experiencing surcharging of the sewer main in Railroad Street resulting in back up of sewage onto their private property.
- 5) What is staff's plan to address the problems mentioned above?

Following is a response to each of the issues mentioned.

- 1) On 5/18/11, the owner was told the catch basin was the city's issue. This particular smoke leak was more complicated and required dye testing. It has been on the PW workload and other priorities have prevented this from being completed.
- 2) There is no further requirement for the owner.
- 3) Yes. Per BMC code 13.10.260 Responsibility for sewer laterals.
A. Gravity Lines. An owner is responsible for the operation, maintenance and condition of a sewer lateral on private property. The city is responsible for the operation, maintenance and condition of a sewer lateral from the property line cleanout at, or near, the property line to the main. A one-



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way cleanout in the direction of flow shall be provided within 12 inches of the property line within the city right-of-way or city utility easement on all new and replaced sewer lateral lines. If the property owner desires to install the cleanout on their side of the property line, they may do so under the authority of their sewer lateral permit. If the cleanout is to be installed in the city right-of-way or utility easement, an additional permit is required from the public works department. In either case the installation will be inspected by city staff. In the case of an existing sewer lateral that does not have a cleanout located as specified above, the owner is responsible for the line to the main, or, if they so choose, they may install a cleanout as specified above and the city will accept responsibility from that point to the main.

In summary, unless there is a cleanout at the property line, the sewer lateral is considered private to the main. This is common practice throughout other City agencies.

- 4) The Public Works Director recommends the owner install a backwater valve for the short term resolve. Building and Safety recommends these devices on new home construction but it is not required. Installation of backwater valves have been considered a private property issue and it is not staff's practice to install these devices for the property owner.

Staff is interested in sending out a mailer to all City residents informing them of these backwater valves. Staff has also been budgeting I/I reduction measures to continue to reduce additional storm water in the sewer system which causes surcharging. Staff is willing to install a portable flow meter to this area to record flow measurements for their continued evaluation of I/I.

- 5) Staff currently has a capital improvement budget for sewer main point repairs to address high priority sewer main repairs such as cross connection or severely damaged pipe. This location will be added to the bid for repair. To have an effective smoke testing program, the City needs to budget for the repairs as well as the cost to smoke test. This will be addressed with future smoke testing procedure.

DEQ has required the City to provide a five year I/I program that outlines the steps the City will implement to reduce storm water intrusion.

Smoke testing has staffing and cost implications. During budget, these implications need to be discussed.

Sincerely,

Loree Pryce, PE

Public Works/Development Services Director

Please drop by anytime to discuss further.

SMOKE TEST REPORT

The Dyer Partnership, Engineers & Planners, Inc.

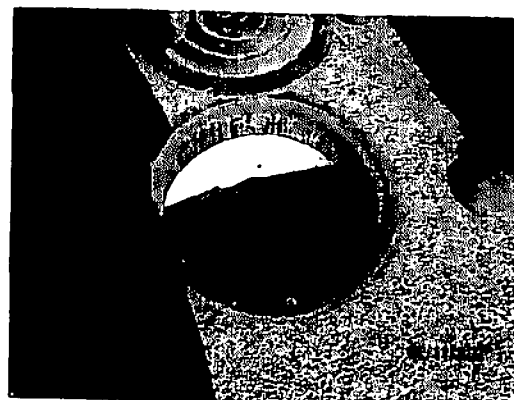
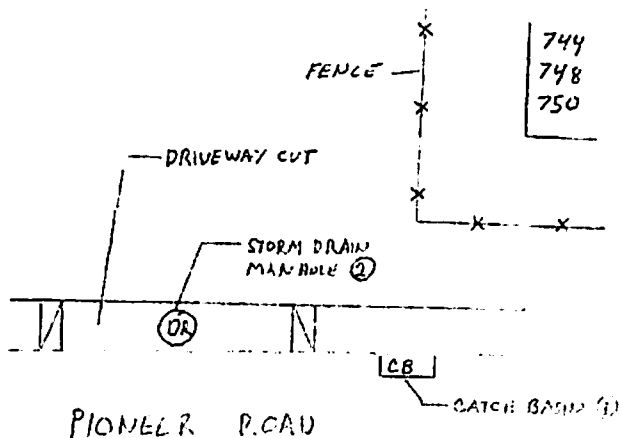
Project Name : Oak St. Wastewater I & I Analysis		Location / Address: Pioneer Road CB & SDMH near 744/748 Pioneer Road	
Project No. 145.24	Report No. 1-4	Main:	Line: MH North of MH 30 (not numbered) to MH 31
Tested By Joseph Goette		Name / Station:	
		Date: Thursday, February 10, 2011	

TESTING CODE	PHOTOGRAPHS														
LSL = Leaking Service Lateral	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">No.</th><th style="width: 90%; text-align: center;">Description</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td><td>Smoke from catch basin</td></tr> <tr> <td style="text-align: center;">2</td><td>Smoke from storm drain manhole</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	No.	Description	1	Smoke from catch basin	2	Smoke from storm drain manhole								
No.	Description														
1	Smoke from catch basin														
2	Smoke from storm drain manhole														
LML = Leaking Main Line															
CB = Catch Basin															
LMH = Leaking Manhole															
OCO = Open Cleanout															
PHV = Plugged House Vent															
RD = Roof Drain															

Comments

- Smoke from catch basin and storm drain manhole
-
-
-
-
-

SKETCH



Memo: 12-12-12

To: Gary and Loree,
From: Mayor Hedenskog

Terry Hanscam was in my office and angrily expressed frustration, last week, concerning sewage issues at a try-plex he owns at 744 Pioneer Rd.

The story unfolds this way:

The city has performed a smoke test in the Pioneer area and warning letters were sent to owners for deficiencies in storm/ sewer pipe leaks. He was sent such a warning that stated he had a cross-over between his affluent line and a storm water pipe somewhere on his property. Since receiving that warning Terry had his pipe checked and televised by Rotor Rooter, who found no deficiencies on his property. They did discover some oddities in the fittings where the pipe joins the sewer main located in the street. He discussed this with City staff, who advised him they would not do any work on the line in the right of way until he installs a cleanout at the approximate location of the property/ right of way boundary. I thought that was an odd statement, but have since discovered that we have a code containing that same wording. I also researched the smoke test information from a report completed by Dyer Engineering (sheet included)

I am concerned about this for a few reasons:

How did staff conclude from the smoke tests that the deficiency existed on private property? The smoke did not emanate from sewer or storm water devises on private property, but instead from facilities in the City right of way. I would have concluded from the smoke test that the cross-over deficiency was between the storm and sewer mains and also City's responsibility. I am also concerned because it is difficult for me to believe that a breakage leak in the sewer main exists in the same proximity and near enough to a storm water pipe break that allows water and hence smoke to cross over. I conclude that some workers in the past inadvertently or intentionally plumbed the pipes together. The implication of this alarms me to wonder how long this has been known, and kept hidden, while in the mean time we have had one problem after another with storm water infiltration overwhelming the Oak Street and Railroad Street interceptors, which is small compared to millions of dollars spent in the past 20 years or so to enlarge the capacity of our sewage facility to process more and more storm water.

Mr. Hanscam told me that during the recent storm and rain event, water backed up in the sewer and into his sewer lateral, flooding the floors of his

6/10/11

rentals. I told him to place an insurance claim with the City. He told me he has chosen not to do that, and paid for the deductible and claimed the damages with his insurance company.

I don't know what the solution to all this is. I feel City has a responsibility to correct the problem in some manner. That may include an anti-back flow device to be placed in the lateral that serves those residences that experience this same problem, and the storm water cross over disclosed by the smoke test to be corrected. That would be, of course, a temporary fix. The long term fix is to address the I and I issue that exists throughout the entire city.

This is not the fault of current City Councilors, or City staff, unless we fail to adopt a more aggressive plan to alleviate the problem. If staff is informed about places that exist wherein storm water has been piped into the sewer for any reason, those deficiencies need to be addressed first before we send out nasty notices to residents about leaks that amount to small potatoes by comparison.

If I am vocal about this issue in the future, please do not take it personal; but instead, join me in the frustration that comes from years of observing a lack of interest on the part of city government, citizens and city officials to solve this enormous problem. We currently serve approximately 10,000 citizens from Brookings and greater area with sewage facilities. National figures indicate that the needs of an individual equal about 100 gallons per day of sewage affluent. That means Brookings and greater area should have about 1,000,000 million gallons of sewage a day, which it actually does during summer months. We have a sewage processing plant with a capacity of 15,000,000 million gallons per day. Until the last storm event, our largest affluent day was just short of 10,000,000 gallons. That means only 1/3 of the plant is available for new growth, and the SDC's that are calculated to those figures. During the last rain event, we hit a new high of 12,000,000 million gallons, indicated that we need to re-address our SDC calculations.

This problem is growing faster that we can keep up with it. We now only have 1/4 of the plant available for new growth, or overflows while not long ago, that equaled about 1/2. What do we do if I and I exceed 15,000,000 million gallons, and we experience an overflow such as we had in the late 1980's, and again in the 1990's when Or DEQ required us to enlarge the sewage plant? At that time, we were processing about 8,000,000 million gallons of affluent during storm events. With the building of the new 15,000,000 plant we had a 7,000,000 million gallon overflow potential. We now have less than 3,000,000 million gallons. This has happened in about

12 years, so at this rate, we will be discussing enlarging the sewage plant in the near future if we do not get the I and I problem under wraps. And, we haven't paid for the last enlargement yet.

If you find my conclusions to be incorrect I would like to get it straight before I continue, and before the next budgeting session. I would also be glad to meet with both, and discuss this further.

Ron Hedenskog

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Storm Damage Financing

Recommended Motion:

Motion to approve staff proposal for financing storm damage repair and mitigation including an increase in System Replacement Fees not to exceed \$2.35 per month, and placing a storm water bond measure on the November 2013 ballot.

Financial Impact:

See below

Background/Discussion:

An unusually heavy rain storm on November 19 damaged City facilities at several locations and exposed areas needing more immediate attention to improve drainage systems. Staff continues to refine cost estimates for repairing storm damage and making longer-term improvements.

Staff recommends a three-part approach for funding the repairs and improvements:

1. Utilize System Replacement Fund (SRF) reserves for emergency repair work that has been completed to date.
2. Increase the SRF to fund the cost of remaining restoration work; secure immediate financing for this work and use these new SRF revenues to make debt service payments.
3. Place a property tax funded bond measure on a 2013 ballot to finance mitigation work and the remaining balance of the restoration work financing over a longer term. Reduce the SRF back to current levels upon activation of the bond financing.

Current SRF and General Fund Reserve (GFR) fund balances are sufficient to pay for the emergency repairs, which total \$318,950 as of this writing. There are insufficient Storm Water SRF funds available to complete the restoration work. Storm SRF funds were largely depleted as a result of the Civic Center sink hole project in 2011; that project was funded entirely from SRF fund balances and reserves.

Staff is proposing an increase in the overall SRF of \$2.35 per month to finance restoration work through a financing period of 10 years. This financing can be made available immediately. The \$2.35 is based upon a current estimate of restoration costs. Public Works/Development Services Director Loree Pryce is continuing to refine these estimates as additional technical information is received and believes the actual cost may be lower than the current estimate. If this is the case, the SRF "surcharge" would be reduced accordingly.

Staff is also recommending a second stage of financing for restoration and longer term mitigation work.

An existing property tax rate of \$0.39 per \$1,000 which was enacted to fund a wastewater bond is scheduled to expire in 2014. This property tax generates approximately \$250,000 annually and is sufficient to pay off a bond to fund mitigation and restoration work over six years. A reduced rate of \$0.26 would pay off a similar bond in 10 years. Staff recommends taking a measure to the voters to reenact the \$0.39 property tax rate to fund a storm water improvement bond. The two next available dates to place a voter-approved bond measure on the ballot would be May 11 and November 5, 2013. However, the storm water master plan and system wide inspection will not be completed in time to fully define the amount of funding needed to accommodate a May election, so a November election is recommended. Staff further recommends that the remaining balance on the restoration financing funded through the SRF increase be rolled into the bond, and that the SRF be reduced back to its current level upon sale of the bonds. Voters could approve a measure that would contain a provision that payments would not begin until the current bond is paid off in December 2014.

The advantage of a bond measure to the property owner is that it is considered a property tax for income tax deduction purposes.

Specifically, bond proceeds would be used to fund:

1. The remaining portion of the cost of restoration work that has not been paid through the SRF financing.
2. A new storm drain master plan.
3. A system wide inspection, rehabilitation work and GIS mapping.
4. Upsize and replace the storm drains serving the Napa Auto/Lucky Lane area.
5. Modifying existing facilities in the Memory Lane/Buena Vista Loop area.
6. Consolidating and upsizing the parallel drainage facilities located between the City Hall and the Curry Medical Clinic.
7. Old County Road drainage improvements through Azalea Park.

Some of this work would be paid from System Development Charge reserves as some of the projects would include adding capacity. This list of projects is subject to refinement as the Storm Water Master Plan progresses.

Attachment(s):

- a. Emergency Repair Chart
- b. Old County Road improvements preliminary plan
- c. Easy Street sink hole

Category	Project	Description	Fund/Payment Method				
Emergency Repair/Clean Up		Fund Balance	SWSRF \$ 338,347	WWSRF \$ 875,647	WSRF \$ 400,052	SSRF \$ 424,433	GFR \$ 282,652
	Mill Beach Culvert	Replace failed 48" culvert/restore road	60,000				
	Beach Lift Station	Temporary repairs, portable pumps		25,000			
	Ransom Culvert	Replace failed 60" culvert/restore road	110,000				
	Oil Can	Storm drain failure/clean & shore up	35,000				
	Water Mains	Water main repairs, various locations			4,500		
	Eastwood	Slope failure/temporary bypass			25,000		
	Storm Supplies	2,500 sand bags, repair Vactor, etc.					18,000
	Earthwork	Repair damaged slopes, various locations					25,000
	Clean-up	Street sweep, clean debris					15,000
	Ransom Drain Inlet	Install storm drain inlet	6,800				
	Engineering	Dyer, Roberts, GRT, etc	1,450				
		Fund Totals	213,250	25,000	29,500	0	58,000
		Category Total	\$325,750				
Restoration		Surcharges	Total Cost	SWSRF	WWSRF	WSRF	SSRF
	Mill Beach Culvert	Restore Pavement	8,500				8,500
	Ransom	Restore Pavement, sidewalk	34,550				34,550
	Ransom	Restore fence/wall	15,000	15,000			
	Beach LS	Restore pavement, electrical, stabilize hillside	350,000		350,000		
	Oil Can	Restore pipe	312,000	312,000			
	Eastwood	Relocate pipe from slope failure area	25,000			25,000	
	Master Plan	Systemwide inspection/mapping/improv. Plan	150,000	150,000			
		Category Total	\$895,050	\$477,000	\$350,000	\$25,000	\$43,050
		Rate Totals per month	\$2.35				
Mitigation		Bond Rate	Per \$1,000 AV	10 years =	\$0.26	6 years =	\$0.39
	Old County Rd @ Fir	Re-route stormwater through Azaela Park	250,000				
	Napa/Lucky Lane	Upsize/replace storm drain	176,000				
	City Hall Alley	Consolidate City/clinic system	75,000				
	Buena Vista Loop	Modify catch basin/new catch basin	12,000				
		Category Total	\$513,000				

GRAND CATEGORY TOTAL \$1,733,800

SWSRF = Storm Water System Replacment Fund

WWSRF = Wastewater System Replacement Fund

WSRF = Water System Replacement Fund

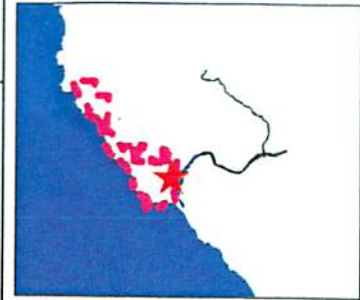
SSRF = Streets System Replacment Fund

GRF = General Fund Reserve

OLD COUNTY ROAD & FIR

Curry County Enterprise GIS

STORMDRAIN imp.



Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN

Install

18" @ 1500'

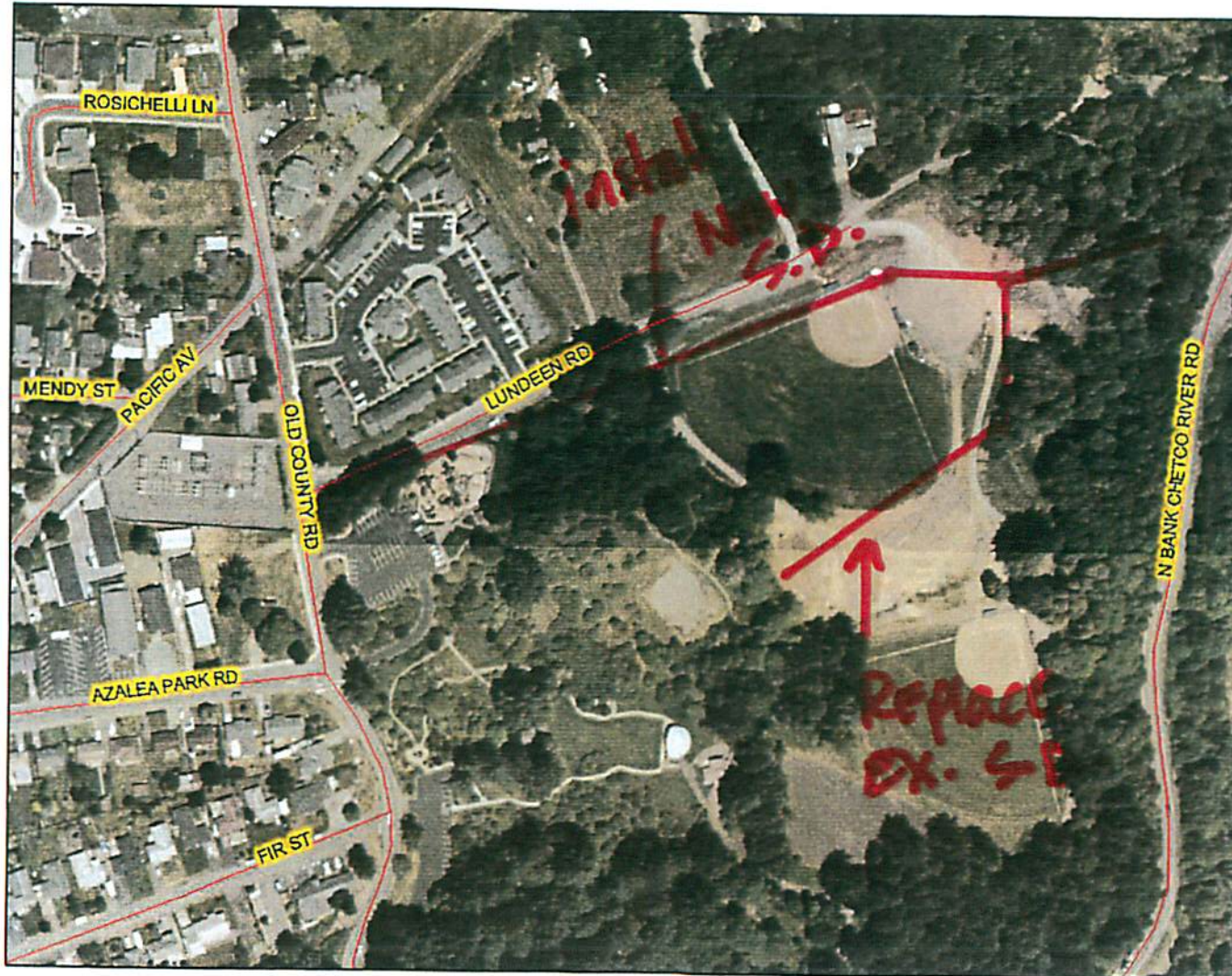
Replace

18" @ 610'

Rough Cost

@ >\$100/FT

= \$250,000



0 300 600 900 ft.

Map center: 42° 3' 31.1" N, 124° 16' 26.8" W



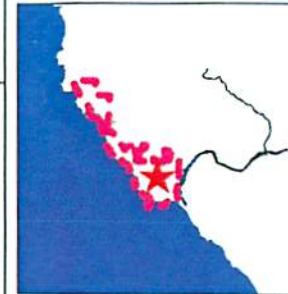
Scale: 1:3,211

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

EASY ST. BETWEEN 6th & FERN

Curry County Enterprise GIS

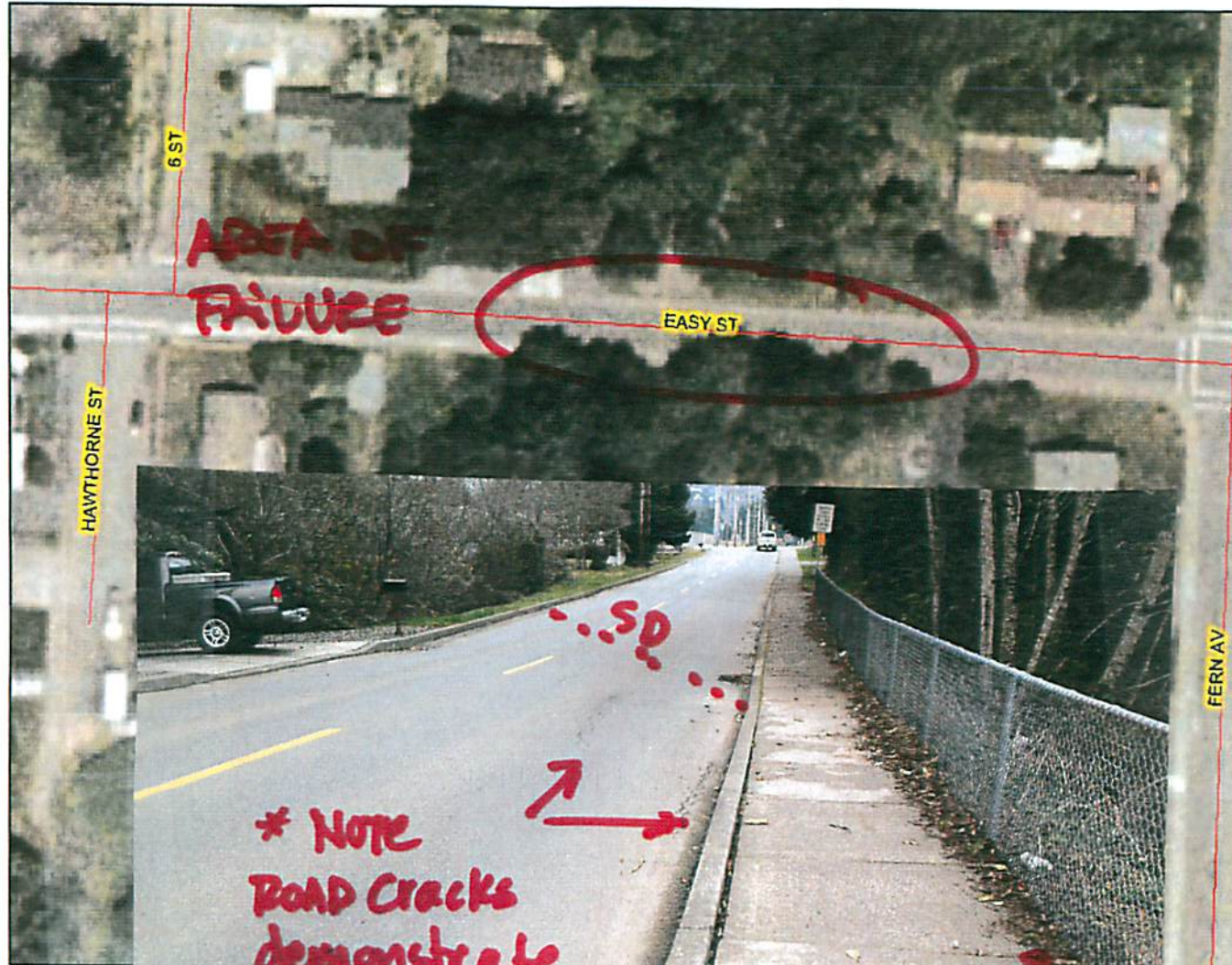
ROAD IMPROV. ○ EASY ST



Legend

- RIVERS
- ROADS
- URBAN GROWTH BOUNDARY
- OCEAN

FEASIBILITY
REPORT
\$7,000



HAWTHORNE ST

6 ST

EASY ST

FERN AV

* NOTE
ROAD CRACKS
demonstrate
sliding towards creek
condition of storm drain unknown

4° 17' 6.4" W



Scale: 1:1,021

This map is a public record.
Curry County makes no
warranty, merchantability, fitness

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: City Council Liaisons

Recommended Motion:

Discussion and direction on appointments of City Council liaisons and representatives to intergovernmental organizations.

Background/Discussion:

At its November workshop, the City Council discussed re-instituting the program of appointing City Council members to serve as liaisons to various internal and external organizations. The direction given was to prepare a list of all past liaison and intergovernmental appointments with information on meeting dates and times. The City Council was then to review this list of appointments to determine whether the liaison program would be re-instituted (it was discontinued in 2009) and also to consider vacancies on intergovernmental agency boards.

Internal Liaisons

One member of the City Council was appointed to serve as the liaison to each City Commission: Planning, Parks and Recreation and Urban Renewal. The Council member would attend meetings of the Commission and report to the full Council on any matters of note, and would assist with questions that might arise concerning Commission recommendations.

External Liaisons

One member of the City Council was appointed to serve as liaison to various external organizations including:

- Harbor Sanitary District
- Brookings Harbor School District
- Brookings Healthy Communities Vision Council (new)
- Coos Curry Electric Cooperative (discontinued when Board meetings excluded the public)
- Curry County Commission (note that, according to Commissioner-elect Smith, the Commission will be appointing one of its members as liaison to the City and will attend City Council meetings)

The Council member would attend the meetings of these organizations to gather information that may be of interest or respond to questions that may arise.

In the case of the Harbor Sanitary District, there is also a joint City/District committee known as the "Rate Committee" that meets periodically concerning rate and contract matters. Currently,

Councilor Pieper serves on this Committee, as does Finance/Human Services Director Janell Howard and Public Works/Development Director Loree Pryce.

City Representatives

A City Council member was appointed as the City representative to each of the following organizations. In some cases, the Council member has full voting power to represent the interests of the City:

- Border Coast Regional Airport Authority (Board member)
- League of Oregon Cities (annual meeting voting delegate)
- Oregon Coastal Zone Management Association (the City is no longer a member)
- South West Area Commission on Transportation (City Manager is current member)
- Chetco River Watershed Council
- Coos Curry Douglas Business Development
- Curry County Recycling
- Household Hazardous Waste Management Steering Committee
- Local Public Safety Coordinating Council

Attachment(s):

- a. List of all Liaison and Intergovernmental Appointments

COUNCIL LIASIONS

Organization	Meeting Times	Location	Liaison/Member
Border Coast Regional Airport Authority	Monthly - 1st Thursday, 2pm	981 H Street, Crescent City	(Resolution)
Brookings/Harbor School District 17C	Monthly - 3rd Monday, 7pm	K-School	
Brookings Healthy Communities Vision Council	Monthly - 2nd Monday, 6pm	Chetco Public Library	
Chetco River Watershed Council	Monthly - 1st Wed, 6 or 6:30pm	Chetco Public Library	
Coos Curry Douglas Business Development (CCDBD)	Qtrly - 3rd Thurs, 10am - 1pm	North Bend (May mtg varies)	Jake Pieper
Coos Curry Electric Coop	Not public	NA	
Curry County Commission	Weekly - 1st Wed, 10am	Courthouse Annex, Gold Beach	Ron Hedenskog
Curry County Recycling	Qtrly - date/time varies	Courthouse Annex, Gold Beach	Jake Pieper
Harbor Sanitary District Rate Committee	TBD	HSD/City (TBD)	Jake Pieper
Household Hazardous Waste Mgmt Steering Committee	Qtrly - date/time varies	Coquille	Jake Pieper
League of Oregon Cities Voting Delegate	NA	NA	
Local Public Safety Coordinating Council (LPSCC)	Qtrly - dates TBD	Courthouse Annex, Gold Beach	
Parks and Rec Commission	Monthly - 4th Thurs, 7pm	Chambers	Jake Pieper
Planning Commission	Monthly - 1st Tues, 7pm	Chambers	Ron Hedenskog
Port of Brookings Harbor	Monthly - 3rd Tues, 7pm	Port Office, Harbor	none
SW Advisory Committee on Transportation (SWACT)	Every other month	Roseburg or Coquille	Gary Milliman & Loree Pryce (alt)
Urban Renewal Advisory Commission	NA / Currently not meeting	Chambers	Jake Pieper

City Council Meeting Minutes

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

Monday, December 10, 2012

The City Council met in Executive Session at 6:30pm, in the City Manager's office under authority of ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Call to Order

Mayor Hedenskog called the meeting to order at 7:00pm.

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Dave Gordon, Jake Pieper and Brent Hodges; a quorum present. Councilor Kelly McClain was absent.

Staff Present: City Manager Gary Milliman, Finance/Human Services Director Janell Howard, Public Works/Development Director Loree Pryce, Parks/Technical Services Supervisor Tony Baron, and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and approximately five others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog presented retiring Council member, Dave Gordon, with a certificate of recognition "Honoring eight years of esteemed and dedicated service as City Councilor for the City of Brookings." City Manager Milliman provided a short speech outlining Gordon's volunteer history and thanking him for his service to the City.

Councilor Gordon said he hoped his contribution had been positive and felt the City Council worked well due to their understanding that Council's role is to set policy and then "get out of the way" and let staff do its job. Gordon thanked several key people, including his wife Jeanne, former Mayor Larry Anderson, City Manager Gary Milliman and the City's volunteers for their "selfless dedication to a common cause, our City." Gordon said the City was successful because they have a professional City Manager to run the day to day business and felt the County would benefit from adopting this form of government. Gordon also thanked Council and said, "It has been a collaborative experience." Gordon said that while the Council members have not always agreed, "We said our peace and did it civilly and I think we were successful because of that."

Councilor Pieper moved, a second followed and Council voted unanimously to reappoint Lea Ray to the Public Art Committee.

Councilor Hodges moved, a second followed and Council voted unanimously to appoint Dave Kitchen to the Planning Commission.

Councilor Hodges moved, a second followed and Council voted unanimously to appoint Bruce Ellis to the Budget Committee.

Councilor Hodges moved, a second followed and Council voted unanimously to appoint Julie McHenry to the Budget Committee.

Public Hearings/Ordinances/Resolutions/Final Orders

Mayor Hedenskog opened the quasi-judicial public Hearing in the matter of VAC-2-12, requesting vacation of Two Twohy Tract Park Lots.

Under exparte, Mayor Hedenskog stated that he was familiar with the properties.

Hearing no declarations of conflict or personal interest, or objections as to jurisdiction, Mayor Hedenskog reviewed the guidelines.

City Manager Milliman, representing the City as applicant, presented the staff report.

There were no public comments and the hearing was closed at 7:25pm.

Councilor Hodges moved, a second followed and Council voted unanimously to approve the vacation of the two Twohy park lots as described in file VAC-2-12 and proceed with the final order and adopting ordinance.

Councilor Hodges moved, a second followed and Council voted unanimously to approve the Final Order for the vacation of two Twohy Tract park lots.

Councilor Gordon moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-702 by title only.

Mayor Hedenskog read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-702 by title only.

Mayor Hedenskog read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-702, an ordinance vacating Twohy Tract Park lots.

Resolution 12-R-994, appointing a City representative to the Border Coast Regional Airport Authority Board of Commissioners.

Mayor Hedenskog said that Councilor Gordon had agreed to continue to fill the seat until a replacement could be found and asked to have the item be postponed until January.

Mayor Hedenskog moved, a second followed, and Council voted unanimously to have Councilor Gordon continue [to fill the seat] until we can make a decision on January 14 when we can tell the Border Coast Regional Airport Authority what our plans are.

Staff Reports

Grant contract with West Family Foundation.

Supervisor Baron presented the staff report to replace backboards at Bud Cross Park.

Councilor Pieper moved, a second followed, and Council voted unanimously to authorize the Mayor to sign the contract submitted to the City of Brookings by the West Family Foundation for a grant in the amount of \$10,000 to be applied to the replacement of backstops at Bud Cross Park.

Postpone the Variable Frequency Drive (VFD) upgrade for the Wastewater Treatment Plant.

Director Pryce gave the staff report.

Councilor Hodges moved, a second followed, and Council voted unanimously to postpone of VFD [Variable Frequency Drive] upgrade for the Wastewater Treatment Plant aeration blowers and to consider this project's inclusion in the fiscal year 2013/14 capital improvement budget.

Ratification of contract with McLennan Excavators for emergency repairs on collapsed Ransom Avenue culvert.

City Manager Milliman provided the staff report.

Councilor Hodges moved, a second followed, and Council voted unanimously to ratify Public Improvement Contract 12-036 with McLennan Excavators for emergency replacement of a collapsed storm drain culvert on Ransom Avenue.

Ratification of contract with Tidewater Contractors, Inc., for emergency Mill Beach culvert replacement and slope protection/drainage improvements behind Oil Can Henry's.

City Manager Milliman provided the staff report.

Councilor Pieper moved, a second followed, and Council voted unanimously to ratify Public Improvement Contract 12-038 with Tidewater Contractors, Inc., for emergency construction work associated with Mill Beach culvert replacement and slope protection/drainage improvements behind Oil Can Henry's.

Consent Calendar

- a. Approve November 13, 2012 City Council Meeting Minutes
- b. Approve November 27, 2012 Special City Council Meeting Minutes
- c. Approve Liquor License Application for Dolittle Cafe, 613 Chetco Ave
- d. Accept Planning Commission Minutes for November 6, 2012
- e. Accept October 2012 Financial Report
- f. Accept November 2012 Vouchers in the amount of \$455,721.85

Councilor Pieper moved, a second followed, and Council voted unanimously to approve the Consent Calendar as written.

Adjournment

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:51pm.

ATTESTED:

Respectfully submitted:

this _____ day of _____ 2012:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

RECEIVED

DEC 21 2012
R#2.111780

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
- ☐ Commercial Establishment
- ☐ Caterer
- ☐ Passenger Carrier
- ☐ Other Public Location
- ☐ Private Club
- ☐ Limited On-Premises Sales (\$202.60/yr)
- ☐ Off-Premises Sales (\$100/yr)
- ☐ with Fuel Pumps
- ☒ Brewery Public House (\$252.60)
- ☐ Winery (\$250/yr)
- ☐ Other:

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other

RECEIVED

JUL 05 2012

MEDFORD REGIONAL OFFICE
OREGON LIQUOR CONTROL COMMISSION

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 12-21-12

The City Council or County Commission:

CITY OF BROOKINGS
(name of city or county)

recommends that this license be:

- ☐ Granted ☐ Denied

By:

(signature)

(date)

Name: Paul Hedenskos

Title: Mayor

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 10/16/12

90-day authority: ☐ Yes ☒ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Tight Lines Brewery LLC

③

② _____ ④ _____

2. Trade Name (dba): TIGHT LINES BREWERY

3. Business Location: 625 Chetco Ave. Brookings Curry Oregon 97415
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 330 Mill Beach Road Brookings Oregon 97415
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 310 529-5598 _____
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Brookings, OR
(name of city or county)

11. Contact person for this application: Dave Faires 310 529-5598
(name) (phone number(s))
330 Mill Beach Rd Tightlinesbrewery@Yahoo.co
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 6-29-12 ③ _____ Date _____

② [Signature] Date 6-29-12 ④ _____ Date _____

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Gary Milliman
From: Lieutenant Donny Dotson 34631/202
Date: 01/04/2013
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **David Faires** and **Nathan Heath** with their attached **New Outlet** liquor license application. The business "**Tight Lines Brewery**" is located at 625 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donny Dotson".

Lieutenant Donny Dotson
Brookings Police Department



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 14, 2013

Signature (submitted by)

Originating Dept: City Manager

City Manager Approval

Subject: Azalea Festival Request from Chamber of Commerce

Recommended Motion:

Approve items 1 through 6, as stated in the January 14, 2013 Council Agenda Report, in connection with the 2013 Azalea Festival, and require submission of a standard event permit and Certificate of Insurance.

Financial Impact:

Some public works staff time in assisting with street closures.

Background/Discussion:

The Brookings-Harbor Chamber of Commerce has submitted a request dated January 4, 2013 for street closures, fee waivers, and assistance with installation of barricades in connection with the annual Azalea Festival event, to be held May 24th through the 27th. The request includes:

1. Authorizing the closure of Frontage Road and a portion of Ross Road from 5:00 p.m. May 24th to 7:00 p.m. May 27th.
2. Provision of a sufficient number of street barricades and traffic cones for use in the street closures.
3. Suspending the sidewalk sale regulations for the same period as indicated in Item 1.
4. Waiving fees for use of the Azalea Park band shell and garden area (the fee would normally be \$116), if needed, for events on the 24th and 25th.
5. Authorizing the installation of no parking signs on Chetco Avenue during the hours of 8:00 a.m. to noon on May 25th to coincide with the parade. This will also require ODOT approval.
6. Use of the City-owned portion of the parking lot adjacent to Ray's Market and the Bankus Fountain.

Because of the traffic flow disruption on Elk Drive, the Chamber will also be securing concurrence from Chase Bank and the Chetco Pharmacy building businesses for the proposed closure of Ross Road and Frontage Road.

Attachment(s):

- a. Letter from Chamber of Commerce



the PULSE of
America's
Wild Rivers
Coast
101 MILES OF NATURE'S BEST

January 4, 2013

Mr. Gary Milliman
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Gary:

In anticipation of the 74th Azalea Festival, scheduled for the Memorial Day Weekend, May 24th through the 27th, 2013, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Spotlight Video and Washington Mutual Bank (see attached map), from 5 p.m., Friday, May 24th to 7:00 p.m., Monday, May 27th, 2013; and the cessation of watering the grassy strip between the Frontage Road and Chetco Avenue for the same time period.

2. The closure of Ross Lane – the area between Mory's and the entrance to Chetco Pharmacy & Gifts (see attached map), for the same time frame as in request #1.

(Both of these closures are to insure pedestrian safety. An adequate emergency vehicle lane will be maintained. Businesses located in these areas will be notified by letter in advance of these closures.)

3. Request for a sufficient number of city barricades and traffic cones for both closures.

4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.

5. Waiving the fee for the use of the Azalea Park Garden Area on Friday, May 24th, 2013, to be used as a back-up site for the Azalea Festival Kick-off Mixer, and the "Stage Under The Stars" Bandshell for the Park Program component of the festival on Saturday, May 25th 2013. No alcoholic beverages will be consumed.

6. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 25th, 2013, to coincide with the parade.

7. Use of the public right-of-way by the fountain area adjacent to the parking lot in front of Ray's Market on Chetco Avenue.

With the above requested assistance from the City of Brookings this year's Azalea Festival, our community's 74th, will again prove to be a big success for residents, visitors and local businesses.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Les Cohen', with a long horizontal flourish extending to the right.

Les Cohen
President & CEO

Enclosures

c: Chris Wallace, Chief, Brookings Police Department

MINUTES
BROOKINGS PLANNING COMMISSION
November 6nd, 2012

The regular meeting of the Brookings Planning Commission was called to order by Chair Markham at 7:00pm in the Council Chambers at the Brookings City Hall on the above date. The following Commission members and staff were in attendance:

Commissioners Present: Hedda Markham, Cheryl McMahan, Marianne Padilla, Curtis Williams, Jerry Wulkowicz, Bryan Tillung.

Commissioners Absent: None

Staff Present: Public Works and Development Services Director – Loree Pryce; Planning Manager - Donna Colby-Hanks; GIS Tech./PWD Admin - Jordan Fanning

Others Present: 4 members of the public

WRITTEN REQUESTS AND COMMUNICATIONS

Public Works and Development Services Director Loree Pryce introduced herself to the commission and briefed them on her role as a city employee. She then made a request for a letter of support to be sent to the Oregon Department of Transportation for funding of the “Railroad Street Improvements” project. Chair Markham made a motion to support and sign the letter of support, seconded by Commissioner Williams. The motion passed with full support.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

Chair Markham opened the quasi-judicial hearing regarding File NO. VAR-1-12 at 7:05 pm. Planning Manager Colby-Hanks presented the staff report and briefly explained the Supplemental Packet, “Exhibit B”. Applicant Noah Bruce, PO Box 69, Brookings, OR, citing the receipt of “new information” requested a continuance in the matter of File No. VAR-1-12. Next, Byron Brimm, PO BOX 41, Brookings, OR, requested that his submission of Exhibit B-3 be withdrawn from the supplemental packet, until further notice. Brimm gave no reason for the withdrawal. At 7:24, public testimony was closed and Commissioner Williams made a motion, seconded by Chair Markham that the Commission allow the continuance regarding File No. VAR-1-12 until the next PC meeting on December 4th, 2012 at 7:00pm.

APPROVAL of MINUTES

By a 6-0 vote (motion: Commissioner McMahan, 2nd Commissioner Tillung,) the Planning Commission approved the minutes of the October 2, 2012 Planning Commission meeting.


REPORT from the PLANNING STAFF & COMMISSION

On the October 2nd PC Meeting, the commission asked the staff to research the amount of park space contained within Brookings city limits. Colby-Hanks presented her findings on the acreage of park space and found that there are 35.9 acres per 1000 people. The National Parks and Recreation Association recommends 6-19 acres per 1000 residents. As part of normal duties, the Chair will need to prepare the Planning Commission Annual Report for the December meeting in preparation for its presentation to the City Council meeting in January. A summary of the Citizen Involvement Survey will be presented in the December hearing.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 7:26 pm.

Respectfully submitted,



Hedda Markham, Chair (approved at the 12/04/12 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
September 27, 2012

CALL TO ORDER

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

ROLL CALL

Introduction and welcome to Commissioner Don Leque

Present: Commissioners Don Laque, Garth Richey and Don Vilelle; Chairperson Patricia Brown

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

A. Motion made by Chair Brown to approve the minutes of July 26, 2012 as written; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES

Sue Mathis, Landscape Architect, who has donated time to provide landscape drawings for Bud Cross Park was attending the meeting and expressed interest in possibly joining the Commission.

REGULAR AGENDA

A. Election of Vice Chair – as another commissioner has joined, Chair Brown asked Commissioner Vilelle to serve as Vice Chair. **A motion was made by Commissioner Richey to appoint Commissioner Vilelle as Vice Chair. The motion was seconded and the Commission voted; the motion carried unanimously.**

STAFF UPDATES

- Maintenance of Chetco Bridge Overlook - Previously Commissioner Vilelle had requested if the City was able to provide a trashcan and maintenance at the northwest end of the Chetco Bridge area. Tony Baron advised that he and Public Works Director Loree Pryce had approached ODOT to determine if there was an agreement they could make with them to take care of the area. He advised there is a strip of land that is City owned behind the area that would allow safe access to provide regular maintenance. ODOT is open to the idea, Tony Baron to develop a concept plan to bring forward for input and then for submittal to ODOT.
- Progress on Parks Projects
 - *Azalea Park* - Snack shack has been broken into, significant damage sustained to DVR, cameras captured footage, but it was dark and camera lens was dirty preventing recognition of images. The gazebo columns have been repaired, doing azalea clean-up and pruning, volleyball courts cleaned up and are being used, bandshell taken down for the season, continuing project of scoping and refining ball field reconfigurations.
 - *Park Signs* - an Eagle Scout has taken on the project of installing the recently purchased park signs at Stout Park and Easy Manor Park. The remaining signs will be installed when current park projects are completed. No smoking signs at parks have been reinstalled.
 - *Frontage Road* - an MOU (Memorandum of Understanding) with the Garden Club is in place, to take care of Frontage Road. They have had a couple of work parties and made great progress to freshen up the landscape.
 - *Bud Cross Park* - approved SDC funding to improve, rebuild and expand ADA accessibility and create a day use picnic area has been started. Sidewalk and stair access is in the process. New tennis court lights have been installed, \$10,000 budget was not sufficient to include new light poles, so current poles were refurbished. Two recycled light fixtures are to be installed at the basketball court. Swimming pool has been drained, pipes and valves

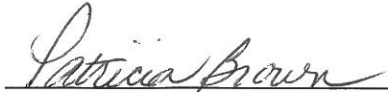
are being repaired and replaced, pool will need resurfacing in future. Will continue to address pool maintenance issues as they come up.

- Tony Baron expressed desire for the public to pursue a dog park. Commissioner Vilelle wished interested dog owners would step forward and initiate efforts to take on the project.
- Rescheduling of November 2012 meeting – due to the Thanksgiving holiday the November meeting will be rescheduled to November 29th.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:28 pm. Next meeting scheduled for November 29, 2012.

Respectfully submitted,



Patricia Brown, Chair

(approved at December 13th, meeting)
2012

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/12	12/06/2012	69645	4854	ACE Engineering LLC	10002005	1,120.00
12/12	12/06/2012	69646	682	Al's Radio Shack	10002005	19.99
12/12	12/06/2012	69647	2505	Aramark	10002005	84.64
12/12	12/06/2012	69648	146	Bay West Supply, Inc	10002005	59.04
12/12	12/06/2012	69649	4939	BI- Mart Corporation	10002005	105.60
12/12	12/06/2012	69650	1169	Brookings Electronic Svs Inc	10002005	65.00
12/12	12/06/2012	69651	313	Brookings Vol Firefighters	10002005	2,250.00
12/12	12/06/2012	69652	715	Budge McHugh Supply	10002005	522.73
12/12	12/06/2012	69653	1840	Chetco Federal Credit Union	10002005	3,053.00
12/12	12/06/2012	69654	3834	Clean Sweep Janitorial Service	10002005	762.00
12/12	12/06/2012	69655	1745	Coastal Paper & Supply, Inc	10002005	197.25
12/12	12/06/2012	69656	4713	Corpro Companies	10002005	655.00
12/12	12/06/2012	69657	4724	Curry County Health Department	10002005	683.00
12/12	12/06/2012	69658	166	Dan's Auto & Marine Electric	10002005	174.98
12/12	12/06/2012	69659	1	Jason Arviso	10002005	4.35
12/12	12/06/2012	69660	1	Richard Basso	10002005	41.31
12/12	12/06/2012	69661	1	Cari Freeman	10002005	95.52
12/12	12/06/2012	69662	1	Stephanie Gallego	10002005	30.56
12/12	12/06/2012	69663	1	Waleed Helal	10002005	31.24
12/12	12/06/2012	69664	1	Zach Lorenz	10002005	230.51
12/12	12/06/2012	69665	1	Jason Potter	10002005	18.83
12/12	12/06/2012	69666	3342	Fastenal	10002005	131.30
12/12	12/06/2012	69667	153	Ferrellgas	10002005	1,073.32
12/12	12/06/2012	69668	4646	Frontier	10002005	652.97
12/12	12/06/2012	69669	269	Grainger	10002005	36.96
12/12	12/06/2012	69670	4978	Grants Pass Daily Courier	10002005	330.00
12/12	12/06/2012	69671	167	Hach Company	10002005	388.57
12/12	12/06/2012	69672	139	Harbor Logging Supply	10002005	255.55
12/12	12/06/2012	69673	199	Harper, Richard	10002005	300.00
12/12	12/06/2012	69674	4969	Bryan Holmes	10002005	115.50
12/12	12/06/2012	69675	4526	Janell K. Howard	10002005	409.33
12/12	12/06/2012	69676	162	Kerr Hardware	10002005	1,480.15
12/12	12/06/2012	69677	3678	Kenneth Manuele	10002005	239.00
12/12	12/06/2012	69678	4269	Milliman, Gary	10002005	67.50
12/12	12/06/2012	69679	4487	Net Assets Corporation	10002005	350.00
12/12	12/06/2012	69680	5008	Online Information Services	10002005	82.00
12/12	12/06/2012	69681	426	Oregon Apparatus Repair Inc	10002005	475.15
12/12	12/06/2012	69682	4728	Oregon Department of Revenue	10002005	123.00
12/12	12/06/2012	69683	427	Oregon Pacific Company	10002005	328.00
12/12	12/06/2012	69684	1561	Pacific Coast Hearing Center	10002005	60.00
12/12	12/06/2012	69685	322	Postmaster	10002005	820.00
12/12	12/06/2012	69686	3751	Proficient Automotive	10002005	255.43
12/12	12/06/2012	69687	5028	Provantage	10002005	198.00
12/12	12/06/2012	69688	187	Quality Fast Lube & Oil	10002005	192.00
12/12	12/06/2012	69689	207	Quill Corporation	10002005	268.36
12/12	12/06/2012	69690	5059	Reddaway INC	10002005	101.29
12/12	12/06/2012	69691	3	Daniel Cepeda	10002005	62.05
12/12	12/06/2012	69692	3	Victoria Kessler	10002005	68.86
12/12	12/06/2012	69693	3	Sandra Wallace	10002005	59.75
12/12	12/06/2012	69694	5029	RPM Powder Coating	10002005	110.00
12/12	12/06/2012	69695	3369	Schwabe Williamson & Wyatt PC	10002005	78.00
12/12	12/06/2012	69696	3475	SIS-Q Communications	10002005	185.00
12/12	12/06/2012	69697	582	South Coast Office Supply	10002005	28.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/12	12/06/2012	69698	316	South Coast Storage & Industry	10002005	150.00
12/12	12/06/2012	69699	5060	Tight Lines Brewery LLC	10002005	2,574.00
12/12	12/06/2012	69700	978	U.S Bank	10002005	400.00
12/12	12/06/2012	69701	2863	Verizon Wireless	10002005	421.38
12/12	12/06/2012	69702	2122	Cardmember Service	10002005	3,751.11
12/12	12/06/2012	69703	169	Waste Connections Inc	10002005	954.50
12/12	12/06/2012	69704	1253	Western Burner Co Inc	10002005	494.88
12/12	12/06/2012	69705	5003	Wild River Pizza	10002005	197.65
12/12	12/06/2012	69706	5054	Willamette Graystone	10002005	800.88
12/12	12/06/2012	69707	5011	Xylem Water Solutions USA, INC	10002005	535.00
12/12	12/13/2012	69708	4058	44Mag Distributing LLC	10002005	622.80
12/12	12/13/2012	69709	3236	AT&T Mobile	10002005	27.51
12/12	12/13/2012	69710	5063	B&H Police Supply	10002005	725.00
12/12	12/13/2012	69711	5061	Bakery by the Sea	10002005	125.00
12/12	12/13/2012	69712	5062	Baron Design	10002005	128.00
12/12	12/13/2012	69713	3996	Beery Elsner & Hammond LLP	10002005	517.50
12/12	12/13/2012	69714	5004	Blumenthal Uniforms & Equipment	10002005	46.99
12/12	12/13/2012	69715	4827	Boldt, Carlisle & Smith LLC	10002005	3,100.00
12/12	12/13/2012	69716	5048	Brookings Harbor Medical Center	10002005	339.00
12/12	12/13/2012	69717	416	Brookings Lock & Safe Co	10002005	87.00
12/12	12/13/2012	69718	4193	C & K Markets, Inc	10002005	77.35
12/12	12/13/2012	69719	2364	C&S Fire-Safe Services	10002005	77.25
12/12	12/13/2012	69720	3015	Charter Communications	10002005	84.90
12/12	12/13/2012	69721	1740	Code Publishing Company Inc	10002005	2,890.50
12/12	12/13/2012	69722	183	Colvin Oil Company	10002005	7,236.69
12/12	12/13/2012	69723	4578	Comspan Communications	10002005	1,037.50
12/12	12/13/2012	69724	151	Curry Coastal Pilot	10002005	537.50
12/12	12/13/2012	69725	5042	Curry General Hospital	10002005	200.00
12/12	12/13/2012	69726	185	Del Cur Supply	10002005	374.25
12/12	12/13/2012	69727	575	Dell Marketing L.P.	10002005	3,858.70
12/12	12/13/2012	69728	1	Patsita Ball	10002005	17.35
12/12	12/13/2012	69729	1	Carl Cooper	10002005	32.61
12/12	12/13/2012	69730	1	Mathew Lounsbury	10002005	27.10
12/12	12/13/2012	69731	5020	Elaine Howard Consulting, LLC	10002005	5,412.03
12/12	12/13/2012	69732	5064	Eye Center of Brookings	10002005	165.00
12/12	12/13/2012	69733	3342	Fastenal	10002005	2,401.12
12/12	12/13/2012	69734	2186	Ferguson	10002005	1,741.44
12/12	12/13/2012	69735	4646	Frontier	10002005	20.12
12/12	12/13/2012	69736	4872	G. W., Inc.	10002005	912.00
12/12	12/13/2012	69737	5065	Gold Beach Lumber	10002005	174.99
12/12	12/13/2012	69738	3135	David Gordon	10002005	10.50
12/12	12/13/2012	69739	269	Grainger	10002005	655.79
12/12	12/13/2012	69740	198	Grants Pass Water Lab	10002005	256.00
12/12	12/13/2012	69741	3961	Grizzly Fence & Construction	10002005	3,945.00
12/12	12/13/2012	69742	154	Hagen's Dry Cleaners	10002005	64.50
12/12	12/13/2012	69743	139	Harbor Logging Supply	10002005	88.35
12/12	12/13/2012	69744	4171	In-Motion Graphics	10002005	185.81
12/12	12/13/2012	69745	4913	Innovate Your Office Products, Inc	10002005	377.32
12/12	12/13/2012	69746	328	Les Schwab Tire Center	10002005	350.75
12/12	12/13/2012	69747	423	Lynn Peavey Company	10002005	191.50
12/12	12/13/2012	69748	4741	M & J Glazebrook Construction	10002005	4,062.45
12/12	12/13/2012	69749	2940	McLennan Builders Inc	10002005	13,024.02
12/12	12/13/2012	69750	4981	McLennan Excavation, Inc	10002005	44,005.69
12/12	12/13/2012	69751	685	Neilson Research Corporation	10002005	130.05
12/12	12/13/2012	69752	329	New Hope Plumbing	10002005	232.00
12/12	12/13/2012	69753	3159	Northcoast Health Screening	10002005	45.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/12	12/13/2012	69754	1573	Northwest Business Systems	10002005	89.69
12/12	12/13/2012	69755	3814	Optics Planet	10002005	146.68
12/12	12/13/2012	69756	252	Paramount Pest Control	10002005	45.00
12/12	12/13/2012	69757	187	Quality Fast Lube & Oil	10002005	46.00
12/12	12/13/2012	69758	3220	Radar Shop, The	10002005	413.00
12/12	12/13/2012	69759	3954	Riverside Manufacturing Co	10002005	267.72
12/12	12/13/2012	69760	4662	Sig Sauer Inc	10002005	774.00
12/12	12/13/2012	69761	797	Town & Country Animal Clinic	10002005	166.70
12/12	12/13/2012	69762	990	UPS	10002005	50.94
12/12	12/13/2012	69763	4370	Verizon Business	10002005	224.81
12/12	12/13/2012	69764	861	Village Express Mail Center	10002005	45.36
12/12	12/13/2012	69765	169	Waste Connections Inc	10002005	3,757.10
12/12	12/13/2012	69766	2178	Watershed, Inc	10002005	407.00
12/12	12/20/2012	69767	682	Al's Radio Shack	10002005	17.47
12/12	12/20/2012	69768	303	Associated Bag Company	10002005	983.00
12/12	12/20/2012	69769	715	Budge McHugh Supply	10002005	181.63
12/12	12/20/2012	69770	5068	C. Woodruff Construction	10002005	5,044.55
12/12	12/20/2012	69771	528	Caselle, Inc	10002005	769.33
12/12	12/20/2012	69772	3015	Charter Communications	10002005	990.00
12/12	12/20/2012	69773	3844	Donna Colby-Hanks	10002005	66.75
12/12	12/20/2012	69774	173	Curry Equipment Company	10002005	253.05
12/12	12/20/2012	69775	259	Da-Tone Rock Products	10002005	1,513.23
12/12	12/20/2012	69776	1	Ginny Davenport	10002005	51.80
12/12	12/20/2012	69777	1	Janet & Gene Graham	10002005	46.01
12/12	12/20/2012	69778	1	Ruby Rylewski	10002005	86.14
12/12	12/20/2012	69779	1	Wil & Rosa Walkoe	10002005	29.80
12/12	12/20/2012	69780	1	Stuart Watkins	10002005	15.20
12/12	12/20/2012	69781	2640	Dyer Partnership Inc., The	10002005	12,737.23
12/12	12/20/2012	69782	4894	Anella Ehlers	10002005	94.93
12/12	12/20/2012	69783	2186	Ferguson	10002005	3,078.00
12/12	12/20/2012	69784	4646	Frontier	10002005	1,065.66
12/12	12/20/2012	69785	269	Grainger	10002005	428.18
12/12	12/20/2012	69786	139	Harbor Logging Supply	10002005	20.00
12/12	12/20/2012	69787	5066	Kristina Hunter	10002005	202.00
12/12	12/20/2012	69788	3408	IDEXX Distribution Inc	10002005	500.00
12/12	12/20/2012	69789	2216	John D Rapraeger Inc	10002005	1,530.00
12/12	12/20/2012	69790	4573	Methodworks	10002005	5,614.00
12/12	12/20/2012	69791	4443	Napa Auto Parts	10002005	183.99
12/12	12/20/2012	69792	5007	Northwest Safety	10002005	56.05
12/12	12/20/2012	69793	442	OCCMA	10002005	196.70
12/12	12/20/2012	69794	4781	OHA Cashier	10002005	540.00
12/12	12/20/2012	69795	279	One Call Concepts, Inc	10002005	91.08
12/12	12/20/2012	69796	427	Oregon Pacific Company	10002005	89.00
12/12	12/20/2012	69797	252	Paramount Pest Control	10002005	45.00
12/12	12/20/2012	69798	866	Purchase Power	10002005	2,000.00
12/12	12/20/2012	69799	4105	Precision Eyecare PC	10002005	338.00
12/12	12/20/2012	69800	2699	Public Works Supply	10002005	2,275.00
12/12	12/20/2012	69801	187	Quality Fast Lube & Oil	10002005	38.00
12/12	12/20/2012	69802	207	Quill Corporation	10002005	332.65
12/12	12/20/2012	69803	3309	Roberts & Associates	10002005	3,840.00
12/12	12/20/2012	69804	444	Secretary of State	10002005	450.00
12/12	12/20/2012	69805	3782	Sensus Metering Systems	10002005	1,524.60
12/12	12/20/2012	69806	956	Suiter's Paint & Body	10002005	134.65
12/12	12/20/2012	69807	861	Village Express Mail Center	10002005	17.92
12/12	12/20/2012	69808	5067	Water Metrics West	10002005	1,007.98
12/12	12/20/2012	69809	5011	Xylem Water Solutions USA, INC	10002005	9,395.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/12	12/20/2012	69810	4369	Zurich American Insurance Co.	10002005	1,783.00
12/12	12/27/2012	69811	682	Al's Radio Shack	10002005	9.99
12/12	12/27/2012	69812	4828	American Press, Inc	10002005	600.00
12/12	12/27/2012	69813	304	Beckwith & Kuffel	10002005	230.43
12/12	12/27/2012	69814	3622	Boardwalk Mail Services	10002005	11.66
12/12	12/27/2012	69815	2364	C&S Fire-Safe Services	10002005	133.69
12/12	12/27/2012	69816	588	Cardinal Services Inc	10002005	512.72
12/12	12/27/2012	69817	183	Colvin Oil Company	10002005	3,043.97
12/12	12/27/2012	69818	182	Coos-Curry Electric	10002005	24,002.33
12/12	12/27/2012	69819	1	Delmas Baumbach	10002005	23.46
12/12	12/27/2012	69820	1	Klymenko, Sergiy	10002005	46.54
12/12	12/27/2012	69821	2340	Diamond Communications, Inc	10002005	2,165.80
12/12	12/27/2012	69822	2640	Dyer Partnership Inc., The	10002005	9,987.04
12/12	12/27/2012	69823	3342	Fastenal	10002005	14.86
12/12	12/27/2012	69824	4646	Frontier	10002005	24.16
12/12	12/27/2012	69825	139	Harbor Logging Supply	10002005	82.50
12/12	12/27/2012	69826	4760	Industrial Electric Arcata, Inc.	10002005	1,987.00
12/12	12/27/2012	69827	4980	iSecure	10002005	33.00
12/12	12/27/2012	69828	2940	McLennan Builders Inc	10002005	8,917.00
12/12	12/27/2012	69829	3561	Oil Can Henry's	10002005	44.99
12/12	12/27/2012	69830	322	Postmaster	10002005	190.00
12/12	12/27/2012	69831	207	Quill Corporation	10002005	128.91
12/12	12/27/2012	69832	3	Marion Carpenter	10002005	10.00
12/12	12/27/2012	69833	3	Chetco Federal Credit Union	10002005	57.10
12/12	12/27/2012	69834	3	Anthony Gates	10002005	120.00
12/12	12/27/2012	69835	3	Mathew Lounsbury	10002005	77.95
12/12	12/27/2012	69836	3	Leon Walker	10002005	15.11
12/12	12/27/2012	69837	142	Tidewater Contractors Inc	10002005	39,254.68
12/12	12/27/2012	69838	861	Village Express Mail Center	10002005	9.24
12/12	12/27/2012	69839	4131	Zumar Industries Inc	10002005	403.53
12/12	12/28/2012	69840	4981	McLennan Excavation, Inc	10002005	98,400.02
Grand Totals:						387,059.73

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,537,268.00	24,836.98	193,375.53	2,343,892.47	7.6
LICENSES AND PERMITS	94,500.00	3,967.34	33,960.51	60,539.49	35.9
INTERGOVERNMENTAL	589,500.00	6,540.42	57,914.61	531,585.39	9.8
CHARGES FOR SERVICES	177,500.00	8,812.14	42,431.77	135,068.23	23.9
OTHER REVENUE	86,000.00	2,275.99	30,079.35	55,920.65	35.0
TRANSFERS IN	193,929.00	.00	.00	193,929.00	.0
	<u>3,678,697.00</u>	<u>46,432.87</u>	<u>357,761.77</u>	<u>3,320,935.23</u>	<u>9.7</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	14,048.00	1,197.78	4,320.02	9,727.98	30.8
MATERIAL AND SERVICES	8,300.00	300.00	1,734.21	6,565.79	20.9
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
	<u>24,348.00</u>	<u>1,497.78</u>	<u>6,054.23</u>	<u>18,293.77</u>	<u>24.9</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	158,373.00	12,822.51	80,321.55	78,051.45	50.7
MATERIAL AND SERVICES	81,800.00	7,607.66	49,257.61	32,542.39	60.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>240,173.00</u>	<u>20,430.17</u>	<u>129,579.16</u>	<u>110,593.84</u>	<u>54.0</u>
POLICE:					
PERSONAL SERVICES	1,779,367.00	143,466.26	743,029.17	1,036,337.83	41.8
MATERIAL AND SERVICES	150,740.00	9,785.69	50,353.78	100,386.22	33.4
CAPITAL OUTLAY	401,100.00	60,339.92	224,973.51	176,126.49	56.1
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	<u>2,346,207.00</u>	<u>213,591.87</u>	<u>1,018,356.46</u>	<u>1,327,850.54</u>	<u>43.4</u>
FIRE:					
PERSONAL SERVICES	168,625.00	8,948.92	75,333.23	93,291.77	44.7
MATERIAL AND SERVICES	122,500.00	3,070.61	27,972.28	94,527.72	22.8
CAPITAL OUTLAY	79,580.00	30,579.01	30,579.01	49,000.99	38.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>370,705.00</u>	<u>42,598.54</u>	<u>133,884.52</u>	<u>236,820.48</u>	<u>36.1</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	191,352.00	13,751.91	78,482.36	112,869.64	41.0
MATERIAL AND SERVICES	66,000.00	1,000.09	6,875.55	59,124.45	10.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>257,352.00</u>	<u>14,752.00</u>	<u>85,357.91</u>	<u>171,994.09</u>	<u>33.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	54,854.00	12,755.54	59,939.23	(5,085.23)	109.3
MATERIAL AND SERVICES	78,900.00	6,245.21	29,127.81	49,772.19	36.9
CAPITAL OUTLAY	10,000.00	523.30	1,731.99	8,268.01	17.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	143,754.00	19,524.05	90,799.03	52,954.97	63.2
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	114,228.00	14,393.16	82,839.41	31,388.59	72.5
MATERIAL AND SERVICES	32,600.00	4,949.16	11,801.41	20,798.59	36.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	146,828.00	19,342.32	94,640.82	52,187.18	64.5
SWIMMING POOL:					
PERSONAL SERVICES	56,449.00	11.43	40,248.53	16,200.47	71.3
MATERIAL AND SERVICES	41,180.00	688.49	22,403.98	18,776.02	54.4
CAPITAL OUTLAY	10,000.00	91.35	3,879.02	6,120.98	38.8
	107,629.00	791.27	66,531.53	41,097.47	61.8
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	157,500.00	5,627.85	25,993.97	131,506.03	16.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	690,201.00	.00	.00	690,201.00	.0
	914,701.00	5,627.85	25,993.97	888,707.03	2.8
	4,551,697.00	338,155.85	1,651,197.63	2,900,499.37	36.3
	(873,000.00)	(291,722.98)	(1,293,435.86)	420,435.86	(148.2)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2012

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	510,000.00	30,533.44	149,629.86	360,370.14	29.3
OTHER REVENUE	300.00	.00	260.24	39.76	86.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>510,300.00</u>	<u>30,533.44</u>	<u>149,890.10</u>	<u>360,409.90</u>	<u>29.4</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	121,992.00	12,566.47	44,723.18	77,268.82	36.7
MATERIAL AND SERVICES	195,600.00	8,154.33	38,031.71	157,568.29	19.4
CAPITAL OUTLAY	208,300.00	20,746.41	61,044.54	147,255.46	29.3
TRANSFERS OUT	24,610.00	.00	.00	24,610.00	.0
CONTINGENCIES AND RESERVES	65,798.00	.00	.00	65,798.00	.0
	<u>616,300.00</u>	<u>41,467.21</u>	<u>143,799.43</u>	<u>472,500.57</u>	<u>23.3</u>
	<u>616,300.00</u>	<u>41,467.21</u>	<u>143,799.43</u>	<u>472,500.57</u>	<u>23.3</u>
	<u>(106,000.00)</u>	<u>(10,933.77)</u>	<u>6,090.67</u>	<u>(112,090.67)</u>	<u>5.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2012

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,395,000.00	100,789.96	622,658.98	772,341.02	44.6
OTHER INCOME	2,000.00	4,180.00	24,288.93	(22,288.93)	1214.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,397,000.00</u>	<u>104,969.96</u>	<u>646,947.91</u>	<u>750,052.09</u>	<u>46.3</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	596,281.00	42,044.87	218,015.22	378,265.78	36.6
MATERIAL AND SERVICES	325,250.00	28,712.33	166,433.93	158,816.07	51.2
CAPITAL OUTLAY	68,300.00	3,171.00	7,939.98	60,360.02	11.6
	<u>989,831.00</u>	<u>73,928.20</u>	<u>392,389.13</u>	<u>597,441.87</u>	<u>39.6</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	379,002.00	.00	.00	379,002.00	.0
CONTINGENCIES AND RESERVES	138,667.00	.00	.00	138,667.00	.0
	<u>517,669.00</u>	<u>.00</u>	<u>.00</u>	<u>517,669.00</u>	<u>.0</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,507,500.00</u>	<u>73,928.20</u>	<u>392,389.13</u>	<u>1,115,110.87</u>	<u>26.0</u>
	<u>(110,500.00)</u>	<u>31,041.76</u>	<u>254,558.78</u>	<u>(365,058.78)</u>	<u>230.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2012

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,650,500.00	213,976.83	1,117,025.07	1,533,474.93	42.1
OTHER REVENUE	3,000.00	140.00	419,509.18	(416,509.18)	13983.
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,653,500.00</u>	<u>214,116.83</u>	<u>1,536,534.25</u>	<u>1,116,965.75</u>	<u>57.9</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	426,141.00	37,336.53	182,032.17	244,108.83	42.7
MATERIAL AND SERVICES	250,100.00	11,782.13	65,452.14	184,647.86	26.2
CAPITAL OUTLAY	24,900.00	.00	2,384.49	22,515.51	9.6
	<u>701,141.00</u>	<u>49,118.66</u>	<u>249,868.80</u>	<u>451,272.20</u>	<u>35.6</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	436,275.00	30,150.86	162,137.67	274,137.33	37.2
MATERIAL AND SERVICES	466,600.00	45,324.76	181,841.14	284,758.86	39.0
CAPITAL OUTLAY	302,400.00	.00	46,878.58	255,521.42	15.5
TRANSFERS OUT	1,075,705.00	.00	.00	1,075,705.00	.0
CONTINGENCIES AND RESERVES	239,379.00	.00	.00	239,379.00	.0
	<u>2,520,359.00</u>	<u>75,475.62</u>	<u>390,857.39</u>	<u>2,129,501.61</u>	<u>15.5</u>
	<u>3,221,500.00</u>	<u>124,594.28</u>	<u>640,726.19</u>	<u>2,580,773.81</u>	<u>19.9</u>
	<u>(568,000.00)</u>	<u>89,522.55</u>	<u>895,808.06</u>	<u>(1,463,808.06)</u>	<u>157.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2012

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	509,838.00	.00	13,191.91	496,646.09	2.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	329.05	1,000,170.95	.0
	<u>1,510,338.00</u>	<u>.00</u>	<u>13,520.96</u>	<u>1,496,817.04</u>	<u>.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	4,590.00	5,740.19	64,259.81	8.2
CAPITAL OUTLAY	1,372,397.00	.00	.00	1,372,397.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	417,941.00	.00	.00	417,941.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,860,338.00</u>	<u>4,590.00</u>	<u>5,740.19</u>	<u>1,854,597.81</u>	<u>.3</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,860,338.00</u>	<u>4,590.00</u>	<u>5,740.19</u>	<u>1,854,597.81</u>	<u>.3</u>
	<u>(350,000.00)</u>	<u>(4,590.00)</u>	<u>7,780.77</u>	<u>(357,780.77)</u>	<u>2.2</u>