

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, April 23, 2012, 7:00pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Introduction of new employees:
 - a. Kim Kennedy, Accounts Receivable Clerk
 - b. Bonnie Anderson, Accounts Payable/Payroll Specialist
 - c. Lindsey Belleque, Communications Officer
 - d. Jaired Freeman, Police Officer

E. Public Hearings/Ordinances/Resolutions/Final Orders

1. Public Hearing in the matter of File LDC-1-12, revisions to Brookings Municipal Code Chapter 17.170.100, Street Standards, Access Management; City initiated. [Planning, Advance Packet]
2. Ordinance amending Section 17.170.100.E, Access Management, Reverse Frontage, of the Brookings Municipal Code. [Planning, Advance Packet]
 - a. Ordinance 12-O-696
3. Resolution establishing a Health Reimbursement Arrangement/Voluntary Employee's Beneficiary Association ("HRA VEBA") Plan. [pg. 5]
 - a. Resolution 12-R-977 [pg. 6]

F. Oral Requests and Communications from the audience

1. Public Comments – 5 minute limit per person.*

G. Staff Reports

1. Authorization for Public Art Committee to proceed with recommendations for City owned art. [Planning, pg. 8]
 - a. Matrix of recommendations [pg. 10]
2. Award of contract for construction of the Cove Road Realignment Project to Tidewater Contractors. [Public Works, pg. 11]
 - a. Letter from City Engineer [pg. 13]
 - b. Site Plan of Cove Road [pg. 14]
 - c. Cross walk diagram and site map [pg. 15]
3. Authorization to execute agreement with Oregon Department of Transportation (ODOT) to upgrade existing pedestrian warning signal to a pedestrian activated flashing beacon. [Public Works, pg. 16]
 - a. ODOT schematic of improvements [pg. 17]
4. Authorization to execute Amendment #1 to 2011 Fund Exchange Agreement #27580 with ODOT. [Public Works, pg. 18]
 - a. Amendment #1 [pg. 19]

5. Authorization to execute an agreement with Brookings Harbor Chamber of Commerce for either 1) tourism promotion services for July 1, 2012 through June 30, 2017, or 2) tourism promotion services for the same period with an overall reduction of \$5,000 in fiscal year 2012-13 to fund a downtown holiday decoration program proposed by the Brookings Merchants Association. [City Manager, pg. 23]
 - a. Cover letter from Chamber of Commerce [pg. 26]
 - b. Agreement with Chamber of Commerce [pg. 28]
 - c. Chamber Tourism Marketing Plan [pg. 32]

H. Consent Calendar

1. Approve Council minutes for March 26, 2012. [pg. 41]
2. Approve Council minutes for March 29, 2012. [pg. 44]
3. Approve Council minutes for April 9, 2012. [pg. 46]
4. Approve reinstatement of Yard of Month Program in two categories and the purchase of two new signs. [pg. 48]
5. Accept March, 2012, Vouchers in the amount of \$419,201. [pg. 49]
6. Receive monthly financial report for March, 2012. [pg. 54]

I. Remarks from Mayor and Councilors

J. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment 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 advance notification. Please contact 469-1102 if you have any questions regarding this notice.

April 2012

April 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Monday	Tuesday	Wednesday	Thursday	Friday
Apr 2 - 6	Apr 2	3	4	5	6
	11:00am CC - VIPs 1:00pm CC - Staff 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng	7:00pm CC-Planning Comm	10:00am CC- Site Plan 12:00pm CC - Stout Park 2:00pm CC - Staff 7:00pm FH-PoliceResrvs	3:00pm CC - Staff	
Apr 9 - 13	9	10	11	12	13
	7:00pm FH-FireTrng 7:00pm CC-Council		10:00am FH-BRFD 10:00am CC- Site Plan	9:00am CC-Crm Stoppers 12:00pm CC - Public Art 1:00pm CC - Court	
Apr 16 - 20	16	17	18	19	20
	11:00am CC-VIPS 3:00pm CC - Staff 7:00pm FH-FireTrng		10:00am CC- Site Plan	5:30pm CC - Budget Committee	
Apr 23 - 27	23	24	25	26	27
	7:00pm CC-Council 7:00pm FH-FireTrng		10:00am CC- Site Plan	5:30pm CC - Budget Committee	
Apr 30 - May 4	30	May 1	2	3	4
	1:00pm CC - Standards & Specs 7:00pm FH-FireTrng				

May 2012

May 2012							June 2012						
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	29	30

Monday		Tuesday		Wednesday		Thursday		Friday	
Apr 30		May 1		2		3		4	
		7:00pm CC-Planning Comm		10:00am CC- Site Plan 12:00pm CC - Stout Park 7:00pm FH-PoliceResrvs		3:00pm CC - Staff 5:30pm CC - Budget Committee			
7		8		9		10		11	
11:00am CC - VIPS 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng				10:00am FH-BRFD 10:00am CC- Site Plan		9:00am CC-Crm Stoppers 1:00pm CC - Court 5:30pm CC - Budget (TENTATIVE)			
14		15		16		17		18	
7:00pm FH-FireTrng 7:00pm CC-Council				10:00am CC- Site Plan		12:00pm CC - Public Art			
21		22		23		24		25	
11:00am CC-VIPS 7:00pm FH-FireTrng				10:00am CC- Site Plan		7:00pm CC-Parks & Rec		10:00am CC - Fujita Reception 6:00pm CC - City Hall Memorial	
28		29		30		31		Jun 1	
7:00pm FH-FireTrng		7:00pm CC-Council		10:00am CC- Site Plan					

Apr 30 - May 4

May 7 - 11

May 14 - 18

May 21 - 25


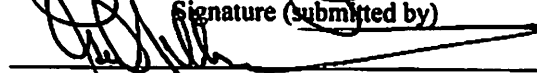
May 28 - Jun 1

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: ASD


Signature (submitted by)

City Manager Approval

Subject:

Adoption of Resolution 12-R-977, establishment of a Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA VEBA") Plan.

Recommended Motion:

Adopt Resolution 12-R-977, authorizing establishment of an HRA VEBA Plan.

Financial Impact:

There will be no increased net cost to the City over the costs budgeted for the High Deductible Health Plan (HDHP) with participation in a Health Savings Account (HSA).

Background/Discussion:

Last month, the City Council approved the change of insurance plans from the Teamsters Trust to a HDHP with an HSA that provided benefits including cost containment, and compliance with Oregon law regarding retirees.

There are some employees that are not eligible to participate in an HSA, and do not have a choice, due to coverage by Medicare, Tricare/VA, or Indian Health Services. Establishing the HRA VEBA, provides a similar benefit, as HSA accounts, to those employees.

Attachment:

Resolution 12-R-977

**IN AND FOR CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 12-R-977

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN.

WHEREAS, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees' beneficiary association which is a tax-exempt health and welfare trust; and

WHEREAS, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

WHEREAS, such HRA plans are available to governmental employers in the Northwest; and

WHEREAS, the City is providing health insurance through a High Deductible Health Plan (HDHP) with contributions to Health Savings Accounts (HSA) for eligible employees, and

WHEREAS, there are employees not eligible to participate in an HSA, and do not have a choice, due to coverage by Medicare, Tricare/VA, or Indian Health Services, and

WHEREAS, an HRA VEBA provides similar benefits to an HSA, and

WHEREAS, the Voluntary Employees' Beneficiary Association for Public Employees in the Northwest Trust ("Trust") offers and will administer an HRA entitled "Voluntary Employees' Beneficiary Association Medical Expense Plan for Public Employees in the Northwest" ("Plan") as amended and restated ; and

WHEREAS, the City of Brookings ("Employer") has determined that establishing an HRA plan which provides a tax-free defined contribution account for employees to pay for medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses is in the best interest of the Employer and its employees; and

WHEREAS, the Employer desires to establish an HRA VEBA plan for its employees that are not eligible to participate in an HSA due to coverage by Medicare, Tricare/VA, or Indian Health Services ; and

WHEREAS, the Employer desires to use the services of the Trust to administer such Plan; and

WHEREAS, such HRA established by the Employer will be administered in accordance with the Plan documents provided by the Trust on file in the Employer's main office.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve as follows:

Section 1. Effective immediately, the Employer hereby elects to participate in the Plan and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plan will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements.

Section 3. The City Manager or the Administrative Services Director is authorized to execute documents and establish procedures consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plan.

Passed by the City Council on April 23, 2012, and made effective the same date.

Attest:

Mayor Larry Anderson

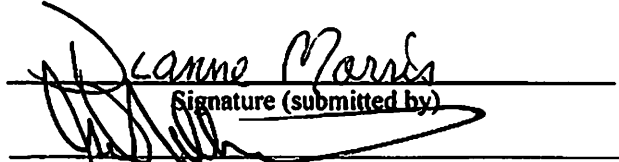
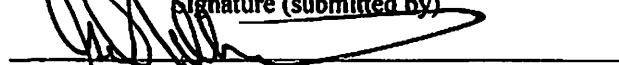
City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: Planning Dept.


Signature (submitted by)

City Manager Approval

Subject: Public Art Committee's City Owned Art Inventory Recommendations.

Recommended Motion: Motion to authorize the Public Art Committee to proceed with recommendations as stated in the City owned art matrix.

Financial Impact: None.

Background/Discussion: At a previous City Council meeting authorization was given to the Public Art Committee to create a complete inventory of art owned by the City and make recommendations for repairs, rotation, replacement etc. This matrix with recommendations has been completed and approved by the Committee at their meeting on April 12th. The Committee also prepared a statement describing the curatorial responsibility of PAC as follows:

The Public Art Committee proposes to assume curatorial responsibility for all City-owned art work as well as the long-term displaying of art work (greater than 30 days) in City-owned public spaces, such as parks, public hallways, council chamber, and public meeting rooms of City property where the public has access.

Curatorial responsibility would include:

- Annual inventory and assessment of City-owned art work. Report and make recommendations to City Manager/Council annually.*
- Coordinate the exhibition of art work on City-owned public spaces. PAC would curate on the City's behalf displays/exhibits/shows of local/regional/historic art work that positively reflect our community.*
- Work in conjunction with Manley Art Center to display work of local and regional artists in the public hallways and council chambers at City Hall.*

The Committee would appreciate the Council's review of the recommendations and authorization to proceed. If any expense would be incurred in carrying out the recommendations, this will be the subject of an additional report to Council with a determination of what actual costs would be.

The matrix will be an attachment to this report. I will put a copy of the inventory of the art in the Council Reading box so you can easily see which pieces are being discussed in the matrix.

Policy Considerations: None.

Attachment(s): A. Art Matrix with Recommendations

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Public Art Assessment
1 to 5 scale, 5 is high

Name of work	medium and survey pg.#	Condition	Historic value	Monetary value*	Aesthetic Value	Retain ?	If N, what?
Azalea Park c. 1950	photo, pg.1	3	5	1	3	Y	remove plexiglass and tiles have artists re-paint covers
Jubilation	sculpture, pg.2	4	3	3	3	Y	
Untitled tiles - trash bins	painted tiles, pg.3	1	1	1	1	Y	
Mural - Police Station	interior wall mural, pg.4-5	5	3	1	3	Y	
Logo - Council chamber	silk screened mirror, pg.6	5	3	3	3	Y	
Aerial photos - Council chamber	photos, pg.7-10	2	3	1	2	N	All have UV damage, some are delaminating. Remove & destroy damaged photos. reframe and rehang in different location
Painting - Council chamber	painting, pg.11	2	3	2	2	Y	
Photo - Mayor's office	photo, pg.12	3	4	1	3	Y	
Aerial photos - Mayor's office	photos, pg.13-15	4	3	1	2	Y	
Poster - Planning office	poster, pg.16	2	4	1	2	Y	
Logo decals - Manager's office	decals, pg.17	4	3	1	2	Y	remove to prevent further UV damage
Poster - HR	poster, pg.18	4	3	2	3	Y	
Salmon Run print - Council chamber	print, pg.19	3	2	1	2	Y	
Blueprint - Recorder's office	blueprint, pg.20	3	5	3	2	Y	
Painting - Planning office	mixed media painting, pg.21	5	1	2	3	Y	
Map - Hallway	1913 contour map, pg.22	1	5	3	2	Y	
Aerial photo - Hallway	photo, pg.23	4	3	1	2	Y	
"Charger" - Hallway	pastel, pg.24	5	4	3	4	Y	
Doll - City Hall display case	wood doll, pg.25	5	5	3	3	Y	
Print - City Hall display case	print, pg.26	4	5	4	3	Y	
Silk Screen - City Hall display case	silk screen, pg.27	4	5	4	4	Y	remove & replace
Silk Screen - City Hall display case	silk screen, pg.28	5	5	4	4	Y	
Fan - City Hall display case	fan, pg.29	4	5	2	2	Y	
Welcome sign - Hwy 101 N	sign, pg.30	5	1	3	3	Y	
Samurai sword - library	samurai sword, pg.31	5	5	5	5	Y	
Mural - Hillside park	mural, pg.32	5	1	3	4	Y	
Port photo - City Hall	photo, pg.33	3	2	1	2	Y	
Christmas lights - Council chamber	photos, pg.34	3	1	1	2	N	

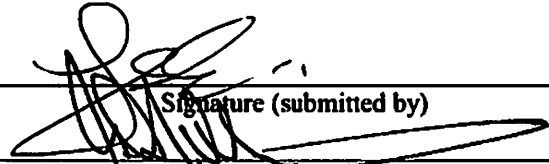
*replacement value

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: Public Works


Signature (submitted by)
City Manager Approval

Subject: Cove Road Realignment

Recommended Motion: Motion to award the contract for construction of the Cove Road Realignment Project for Base Bid and Additive Alternatives #1 and #2 to Tidewater Contractors Inc., the lowest responsible bidder, in an amount not to exceed \$399,434.

Financial Impact: Fifty five percent (55%) of the base bid of \$181,910.85 will be paid by System Development Funds as identified in the 2006 SDC study. The remaining forty five percent (45%) of the base bid of \$148,836.15 will be paid with Urban Renewal Funds. Bid Alternative #1 (\$49,855), for water main improvements, will be paid from fifty percent (50%) SDC and fifty percent (50%) SRF Water Funds. Bid Alternative #2 (\$18,832), for the Rapid Beacon Activated Cross Walk will be paid with 50% SRF and 50% SDC streets funds.

Background/Discussion: This project involves a major reconfiguration of the intersection adjacent to the new Bi-Mart store and will include permanently closing the intersection of Cove Road and Railroad Street. Cove Road will be realigned through the current Superfly Restaurant parking lot to intersect Memory Lane. The Cove Road design, in accordance with the overall proposed Railroad Street improvement concept plan, is shown in Attachment "b".

The base bid includes realignment construction, paving, curbs, sidewalk, utilities, and future electrical undergrounding of conduit. Alternative #1 involves replacement of approximately 170 feet of water main in the realignment area. Alternative #3 includes a rectangular rapid flashing beacon system style of pedestrian crosswalk. The flashing signage will include one sign on either side of Railroad Street at a crosswalk located at the westerly side of the Wharf and Railroad intersection, as demonstrated in Attachment "c".

The summary of the bid results is as follows;

Table 1 - Summary of bids (rounded to nearest dollar)

<u>Bidder</u>	<u>Base bid</u>	<u>Alt #1</u>	<u>Alt #2</u>	<u>Total</u>
Tidewater Construction	\$330,747	\$49,855	\$18,832	\$399,434
McClennan Excavation	\$338,078	\$59,673	\$18,090	\$415,840
Freeman Rock	\$459,703	\$74,698	\$15,017	\$549,418
Engineer's Estimate	\$354,000	\$59,000	\$21,000	\$434,000

Construction duration is seventy-five (75) days commencing late May 2012. Some of the paving will require night work in order to avoid traffic impacts in the area.

Attachment(s):

- a. Letter from City Engineer
- b. Site plan of Cove Road relative to overall Railroad Improvement plans
- c. Cross walk diagram and site map



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

April 12, 2012

Gary Milliman, City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: Cove Road Realignment
Project No. 145.35

Dear Gary:

This letter is to recommend action by the City in response to bids received on April 11, 2012 for the above referenced project. We received three bids ranging from \$399,434 to \$549,417.88 (Basic Bid plus two Additive Alternates). The Engineer's Estimate was \$434,000 for the Basic Bid plus two Additive Alternates. Please see attached summary of bids.

We recommend that the City take the following action:

1. Accept all bids.
2. Award a contract to Tidewater Contractors, Inc., the lowest responsive bidder in the amount of \$399,434, contingent upon no protest being received during the Notice of Intent to Award Protest Period.

It is our opinion that Tidewater Contractors, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the Council concurs with our recommendation, we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We will date the Award following the Protest Period. Contracts and Performance Bonds will then be forwarded to Tidewater Contractors, Inc. for their signature.

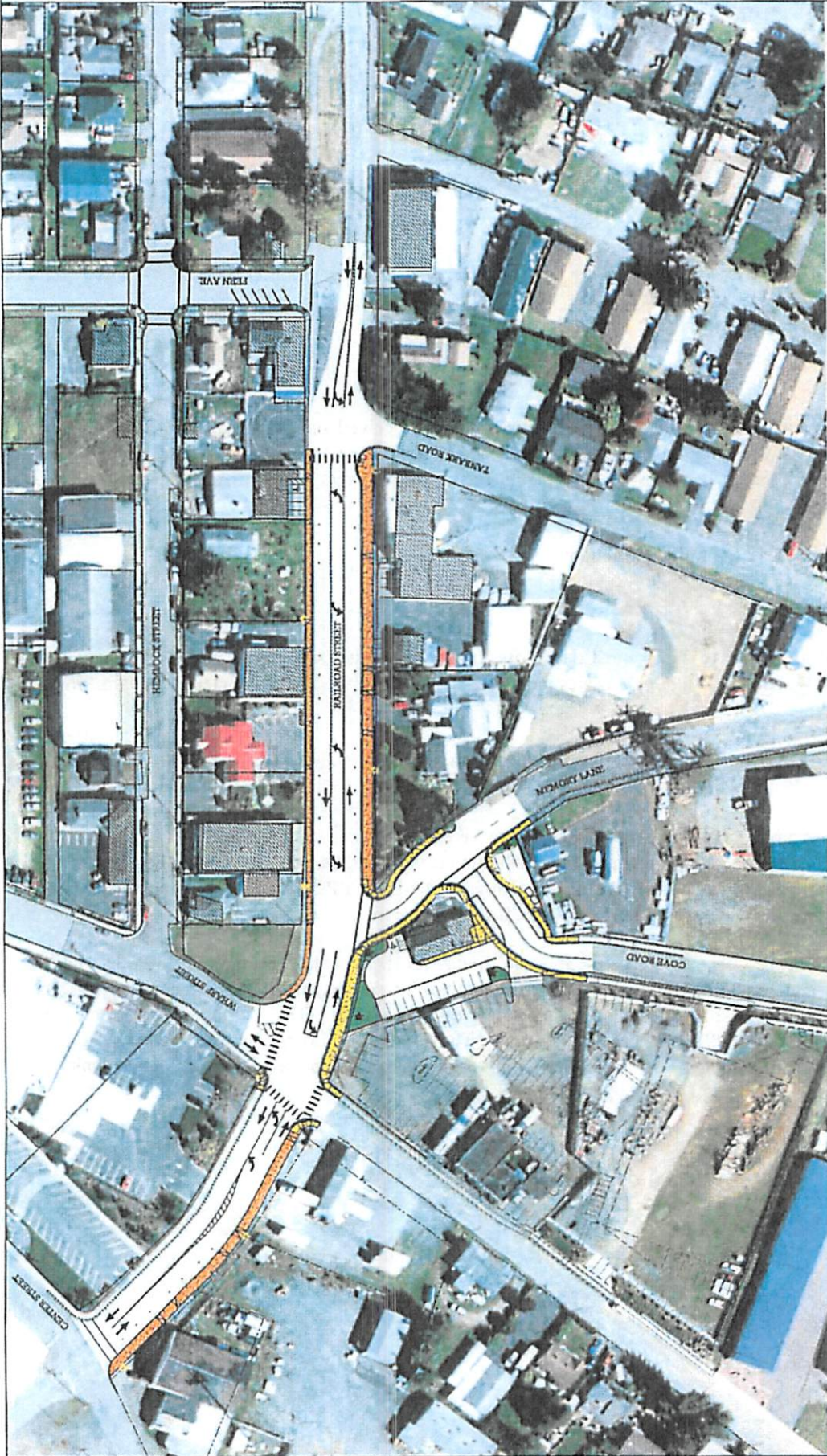
Pursuant to ORS 279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at <http://egov.oregon.gov/BOLI/WH/PWR/jan08/WH-81.doc>. The Owner is also responsible for payment of a Public Works Fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at <http://egov.oregon.gov/BOLI/WH/PWR/docs/wh-39.doc>.

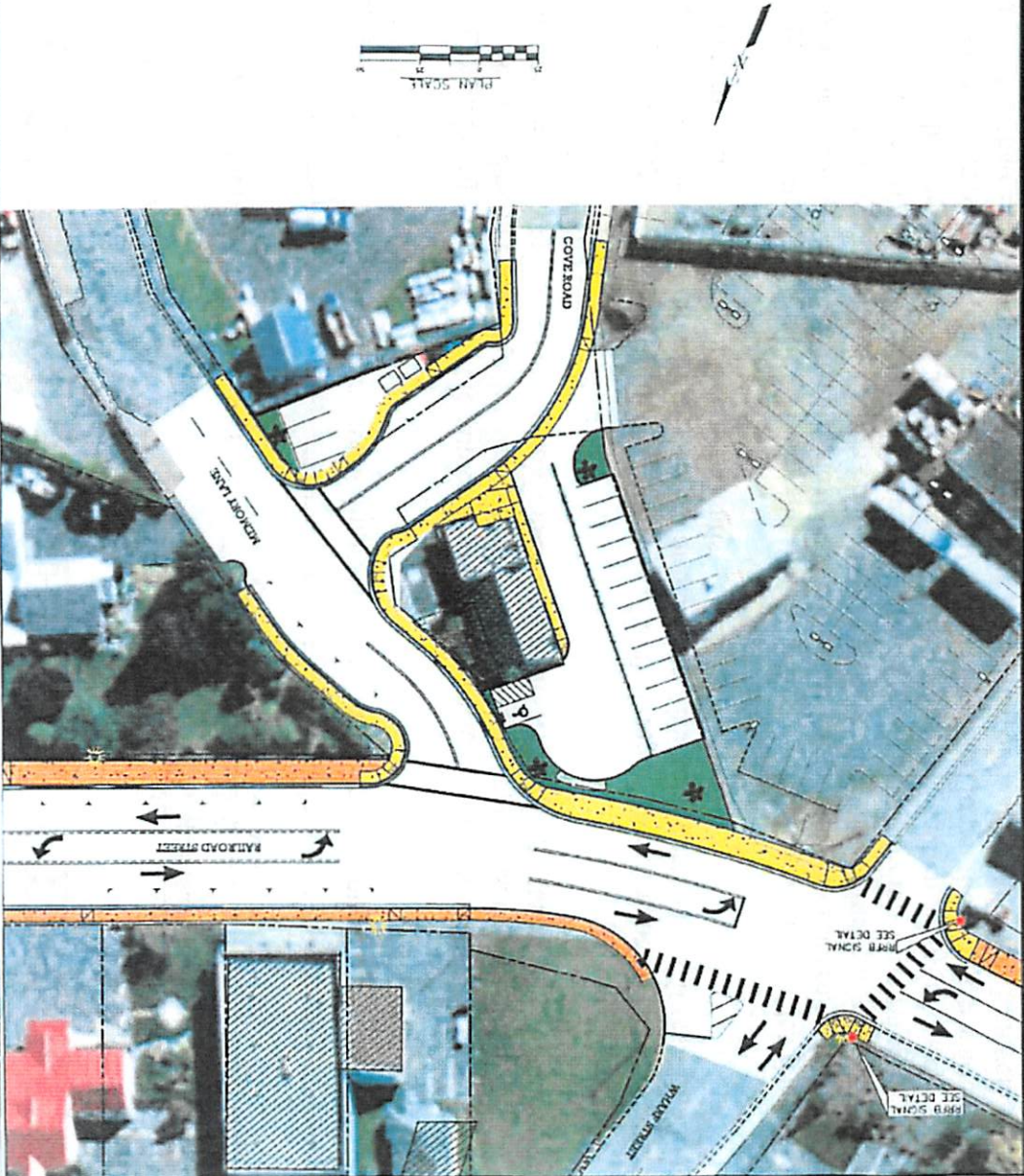
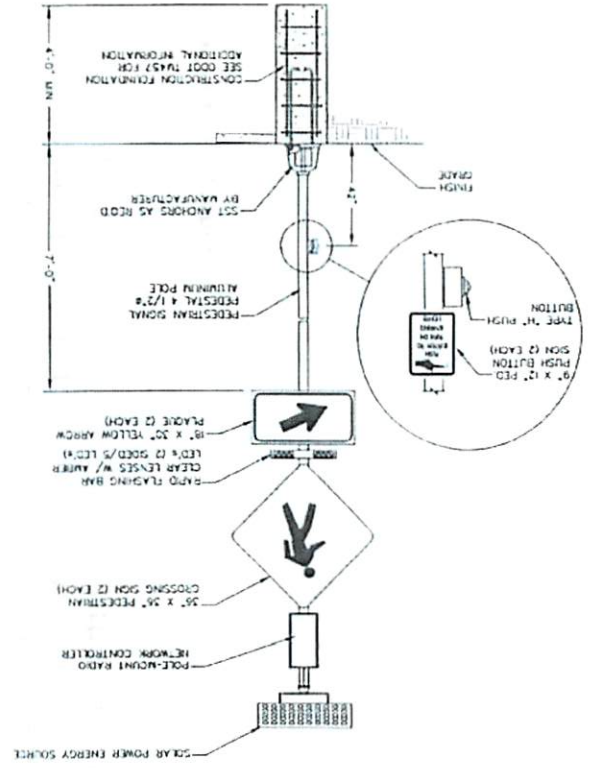
Sincerely,

The Dyer Partnership
Engineers & Planners, Inc.

Michael W. Erickson, P.E.
Project Manager

1330 TEAKWOOD AVENUE
COOS BAY, OREGON 97420
TELEPHONE: (541) 269-0732
FAX: (541) 269-2044
WEB: www.dyerpart.com





THE DYER PARTNERSHIP
ENGINEERS & PLANNERS
DATE: April, 2012
PROJECT NO. 143.00A

CITY OF BROOKINGS
RAILROAD STREET IMPROVEMENTS

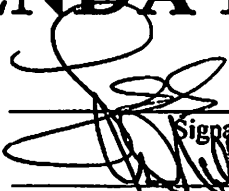
ATTACHMENT C

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: Public Works



Signature (submitted by)

City Manager Approval

Subject: Pedestrian Activated Crosswalk Improvements on Chetco Avenue at the Redwood Movie Theater

Recommended Motion: Motion to authorize Oregon Department of Transportation to upgrade the existing pedestrian warning signal to a pedestrian activated rapid flashing beacon and authorize the City Manager to execute an agreement with Oregon Department of Transportation to install the improvements.

Financial Impact: Total cost for the upgrade is \$15,000. Oregon Department of Transportation (ODOT) has agreed to contribute 30 percent of the costs. The total cost to the City is \$10,500 to be paid from streets system replacement funds.

Background/Discussion: Staff has had requests to improve the Chetco Avenue pedestrian cross walk at the Redwood Movie Theater due to past collisions and continued concern over pedestrian visibility and safety. Staff has been in ongoing discussions with ODOT for options and solutions to improve pedestrian safety at this location. ODOT recommends modifying the existing flashing light mounted above Chetco Avenue to flash only when activated by a pedestrian. This pedestrian activated beacon system is expected to get the motorist's attention much better than a constantly flashing light. The pedestrian activated light will flash yellow, not red as previously described. ODOT will not entertain a flashing red light at this time.

According to current traffic code, vehicles are required to stop within 1 full lane of the pedestrian. Therefore when a pedestrian enters the first lane, two lanes of traffic are required to stop. As the pedestrian moves past the centerline of the first lane, three lanes of traffic will be stopped. This is the same traffic code applied to the existing flashing pedestrian warning sign.

Attachment(s):

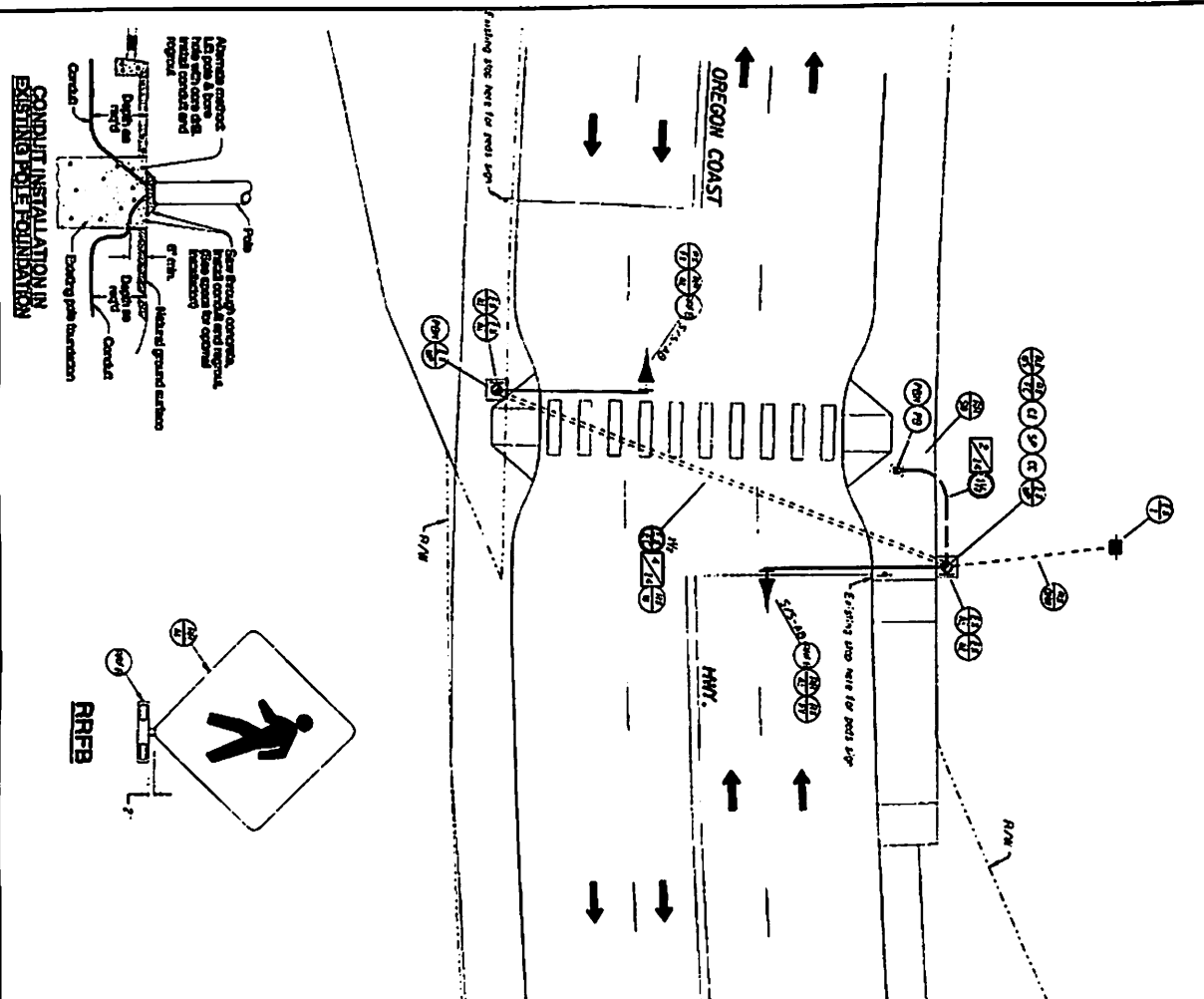
- a. ODOT schematic of improvements

FLASHING BEACON PLAN OREGON COAST HIGHWAY US101, M.P. 357.28 (BROOKINGS)

N.T.S.

LEGEND

- POLES**
- (1) Retain and protect existing power pole (Power source)
 - (2) Retain and protect existing traffic signal mast arm pole
 - (3) Install push button post with trembler base
- CABINETS**
- (C) Install rectangular road flashing beacon controller cabinet
 - (R) Remove existing flasher cabinet
 - (R) Remove existing meter base
- SIGNALS**
- (R) Retain and protect existing aluminum sign
 - (R) Remove and reinstall existing maximum sign
- CONDUITS**
- (4) Retain and protect existing electrical conduit site (5'-6" size)
 - (5) Install 1.5" size inch electrical conduit
 - (C) See conduit inspection in existing base foundation detail, shown on this sheet.
- WIRING**
- (W) Install (14-number) No. 14 AWG wire (size type TMM wire)
 - (W) (Coordinate with power company for overhead wire removal)
 - (W) Remove existing wiring
- MISCELLANEOUS NOTES**
- (M) Remove and replace existing 5' stems, as needed
 - (M) Select at nearest joint
 - (M) Install push button with "W" mount (Mount on "W" frame to stay "PUSH" BUTTON TO TURN ON FLASHING LIGHTS" per MUTCD R10-25, modify to fit 5'-x-17")
 - (M) Install solar panel (20 W. engine) with site of pole mount (with 10' galton) by Calmar Technologies or approved equal.
- SIGNAL/FLASH MOUNTING OPTIONS**
- S/S-418 - Adjustable signal/sign bracket assembly with anast. (See notes to detail R/W 2.4 or 4.0' or greater from R/W 2.4 or 4.0' into (Intersect) from existing pole (slope) (Provide safety copy)

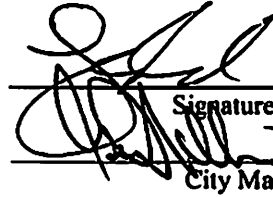


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: Public Works



Signature (submitted by)

City Manager Approval

Subject: Amended Oregon Department of Transportation (ODOT) Fund Exchange Agreement

Recommended Motion:

Authorize the Mayor to execute Amendment #1 to Oregon Department of Transportation, 2011 Fund Exchange Agreement #27580.

Financial Impact:

The City will receive \$135,450.24 in State funds in exchange for \$144,097 in Federal funds.

Background/Discussion:

The City is eligible to receive \$144,097 in Federal funds for sidewalk improvement projects. Due to the high administrative costs associated with the use of Federal funds, many local agencies exchange Federal funding for State funding, which has lower administration costs. City staff has worked with ODOT staff to develop a fund exchange agreement that will provide the City with \$135,450.24 in State funds in exchange for \$144,097 in Federal funds. The City had entered into an earlier agreement regarding this matter, but additional funding has become available necessitating an amendment to the agreement.

Funds will be used for sidewalk improvements adjacent to Bud Cross Park.

Policy Considerations:

By approving this fund exchange, more funding will be made available for actual construction.

Attachment(s):

- a. Amendment #1 to ODOT, 2011 Fund Exchange Agreement #27580

**AMENDMENT NUMBER 01
2011 FUND EXCHANGE AGREEMENT
Bud Cross Park Sidewalk Improvements
City of Brookings**

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "State," and the **City of Brookings**, acting by and through its elected officials, hereinafter referred to as "Agency," entered into an Agreement on July 19, 2011. Said Agreement covers Agency's funds exchange project.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to increase fund exchange funds. Except as expressly amended below, all other terms and conditions of the Agreement are still in full force and effect.

TERMS OF AGREEMENT, Paragraph 3, Page 1, which reads:

3. To assist in funding the Project, Agency has requested State to exchange 2011 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

\$94 state for \$100 federal

Shall be deleted in its entirety and replaced with the following:

3. To assist in funding the Project, Agency has requested State to exchange 2011 & 2012 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

\$94 state for \$100 federal

TERMS OF AGREEMENT, Paragraph 4, Page 1, which reads:

4. Based on this ratio, Agency wishes to trade \$75,201 federal funds for \$70,688 state funds.

Shall be deleted in its entirety and replaced with the following:

4. Based on this ratio, Agency wishes to trade \$144,097 federal funds for \$135,450.24 state funds.

TERMS OF AGREEMENT, Paragraph 6, d, Page 2, which reads:

6. The Parties agree that the exchange is subject to the following conditions:

Agency/State
Agreement No.27580

- d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$70,668. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.

Shall be deleted in its entirety and replaced with the following:

6. The Parties agree that the exchange is subject to the following conditions:

- d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$135,450.24. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.

TERMS OF AGREEMENT, Paragraph 6, i, Page 3, which reads:

6. The Parties agree that the exchange is subject to the following conditions:

- i. Agency, shall submit invoices to State on a monthly basis, for actual costs incurred by Agency on behalf of the Project directly to State's project manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$70,688, including all expenses. Travel expenses will not be reimbursed.

Shall be deleted in its entirety and replaced with the following:

6. The Parties agree that the exchange is subject to the following conditions:

- i. Agency, shall submit invoices to State on a monthly basis, for actual costs incurred by Agency on behalf of the Project directly to State's project manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$135,450.24, including all expenses. Travel expenses will not be reimbursed.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

Agency/State
Agreement No.27580

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Agency/State
Agreement No.27580

City of Brookings, by and through

By _____

Date _____

By _____

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Counsel

Date _____

Agency Contact:

Richard Christensen
Technical Services Superintendent
898 Elk Drive
Brookings, OR 97415
541-469-1152
rchristensen@brookings.or.us

State Contact:

Jeanette Denn
Region 3 Fund Exchange Program
Administrator
3500 NW Stewart Parkway
Roseburg, OR 97470
541-957-3508
Jeanette.m.denn@odot.state.or.us

**STATE OF OREGON, by and through
its Department of Transportation**

By _____

Region 3 Manager

Date _____

APPROVAL RECOMMENDED

By _____

Region 3 Fund Exchange Program
Administrator

Date _____

By _____

Date _____

By _____

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____

Assistant Attorney General

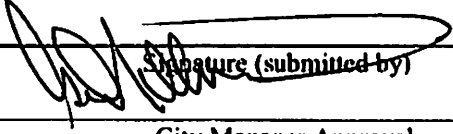
Date: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Chamber of Commerce Agreement

Recommended Motion:

Alternative Motions:

1. Authorize the City Manager to execute the Agreement between the City of Brookings and the Brookings Harbor Chamber of Commerce for tourism promotion services for the period July 1, 2012 through June 30, 2017.
2. Authorize the City Manager to execute the Agreement between the City of Brookings and the Brookings Harbor Chamber of Commerce for tourism promotion services for the period July 1, 2012 through June 30, 2017, and reduce the overall amount paid to the Chamber by \$5,000 in fiscal 2012-13 to fund the downtown Christmas decoration program as proposed by the Brookings Merchants Association.

Financial Impact:

The entire amount of the Transient Lodging Tax funds required in the Brookings Municipal Code to be set aside for tourism promotion would be allocated to the Brookings-Harbor Chamber of Commerce as the City's agent for tourism promotion.

Background/Discussion:

The agreement between the City and the Brookings Harbor Chamber of Commerce dated July 1, 2007, is scheduled to expire on June 30, 2012. The agreement provides that the City pays to the Chamber an amount equal to 25 per cent of the Transient Lodging Tax (TLT) collected by the City. Under the terms of the agreement, the Chamber uses those funds to provide a program to promote tourism and local and special events. The program is generally described to include advertising, mailings, billboards and other advertising methods. The agreement also provides that the Chamber is to operate a Visitor Information Center during certain days and hours as specified. The agreement limits the amount of City funding to be used for payroll costs to 30 per cent of the total funds provided.

During the term of the existing agreement, the City has paid the following amounts to the Chamber of Commerce:

FY 2007-08	44,609	FY 2009-10	35,247
FY 2008-09	40,076	FY 2010-11	35,095

According to financial documents provided by the Chamber, approximately 59 per cent of the Chamber's tourism promotion budget is derived from the City's appropriation of TLT revenues.

All other Chamber revenues used to support tourism promotion are derived through fundraising events and activities, and through voluntary financial contributions from the Best Western Beachfront Inn and several of the RV parks located in the unincorporated area. Attached is the Chamber's marketing plan.

The City enacted a TLT in 1980. The local ordinance establishing the tax provides that 25 per cent of the proceeds are to be used to promote tourism. The 2011-12 budget projects Transient Occupancy Tax revenue of \$138,000; 25 per cent of this amount would be \$34,500. The term "promote tourism" is not defined in the ordinance.

The State has made substantial revisions to TLT regulations since 1980, including provisions requiring that 70 per cent of any tax levied after 2003 be used for "tourism promotion or tourism related facilities." While this provision does not legally apply to the Brookings tax, ORS 320.300 defines "tourism promotion" as 1) advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists, 2) conducting strategic planning and research necessary to stimulate future tourism development, 3) operating tourism promotion agencies and 4) marketing special events and festivals designed to attract tourists.

Staff met with representatives of the Chamber on April 2 and April 18 to discuss a new agreement. The following specific items were discussed:

1. There has been a decline in TLT revenues in every year since the inception of the agreement. The Chamber attributes this decline to general economic conditions. It was noted that a number of motels have reduced their rates in order to sustain occupancy, and this has resulted in reduced TLT revenues.
2. The Chamber has developed a marketing plan (attached). This plan outlines the various approaches they plan to take to promote tourism for the area. Assumptions on occupancy/TLT revenue growth were developed by Chamber President Ken Bryan, owner of the Wild Rivers Motorlodge. Bryan said that this information is reflective of increased bookings activities for this coming summer.
3. The method of distribution of revenues to the Chamber is cumbersome. A new formula was developed which is easier for administration.
4. The Chamber has experienced a shortage of volunteers to maintain the visitor center hours as specified in the agreement. They are currently seeking new additional volunteers.
5. The Chamber's new website and promotions have contributed to promotion of early season lodging bookings and members are optimistic about a stronger summer season.
6. Funding received from the TLT is largely used to fund cooperative promotions with regional tourism promotion agencies. By participating in tourism promotion consortiums, the Chamber is able to secure broader coverage at a lower cost.
7. The amount of funding provided to the Brookings Chamber for tourism promotion is significantly less than funding provided in Gold Beach or Crescent City; Del Norte County's tourism promotion program also receives funding from the County.
8. The visitor center is not located within the City, and is not located on Highway 101. Staff noted that several coastal cities are relocating or expanding their visitor centers to provide for better visibility and accessibility from Highway 101. The Chamber leadership reported that a) there is a high volume of people visiting Sporthaven beach and there is ample parking at their current location, b) they have looked at downtown locations and none are conducive to providing adequate convenient parking for RVs, c) if

a visitor center is located on one side of the road or another, visitors travelling in the other direction are missed, d) some years ago they developed supplemental information sites, including the Central Building, e) they own the existing building. They expressed a willingness to consider other sites, but emphasized convenient parking access for recreational vehicles as a major consideration.

There has been some discussion at the Budget Committee about allocating \$5,000 from the tourism allocation to the Brookings Merchants Association to fund their Christmas decoration project. Staff asked for information from the Chamber as to how this would affect the Chambers tourism promotions effort, and we received the following response from Chamber Executive Director Les Cohen:

“The Chamber would have to drop one or more of the below activities/promotions, each of which plays a crucial role in the promotion of the Brookings-Harbor area:

- Postage for visitor information and relocation packets - \$5,704.39
- Outdoor Sportsmen Shows (Roseburg, Medford) and Tourism Conferences - \$1,230.07
- Oregon Coast Magazine (6 issues) including Mile-by-Mile Guide - \$5,522.30
- Travel Oregon Website Advertising - \$5,075.50
- The Oregon Travel Planner - \$6,600.00
- Festival and Event Advertising - \$7,803.17
- 2011 Winter TV Campaign in northern California and Rogue Valley as a part of a South Coast Partnership with additional matching funds from Travel Oregon - \$13,515.00”

The proposed agreement does not include a provision to reduce the funding allocation to the Chamber. Staff has provided an alternative motion should the City Council decide to implement the proposal discussed by the Budget Committee on funding for the Christmas decoration program.

Ken Bryan will be available at the City Council meeting.

Attachment(s):

- a. Cover Letter from Chamber of Commerce
- b. Agreement with the Brookings Harbor Chamber of Commerce
- c. Chamber Tourism Marketing Plan



CHAMBER OF COMMERCE
"Working To Help Our Businesses Grow"

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

TO: Honorable Mayor Larry Anderson and City Council
City Manager Gary Milliman
FROM: Les Cohen, President & CEO
DATE: April 11, 2012

RE: City Promotions-Chamber Agreement 2012-2017

Dear Mayor Anderson, Counselors and Mr. Milliman:

The Brookings-Harbor Chamber of Commerce has contracted with the City of Brookings since 1990 for the purposes of creating a tourism promotion program utilizing funds from motel taxes collected within the City of Brookings. The City has dispersed 25% of the collected motel tax to the Chamber to promote tourism outside of our area in order to bring more tourists into Brookings-Harbor.

The Chamber utilizes these funds in accordance with Oregon Revised Statutes, ORS 320.350:

As stated in ORS 320.350 Subsection (7) "*Tourism promotion*" means any of the following activities:

- (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
- (b) Conducting strategic planning and research necessary to stimulate future tourism development;
- (c) Operating tourism promotion agencies; and
- (d) Marketing special events and festivals designed to attract tourists.

The only change we are requesting to the existing contract is how the funds are calculated on a monthly basis in order to simplify the process and reduce City staff time in recalculations at the end of the fiscal year; and on changing the references from a calendar year to the City and Chamber's fiscal year (July to June). The Chamber is not requesting any other changes and has shown throughout the contract period(s) that it has spent over and above the 25% distributed each year on defined tourism promotion outside of the area. Over this past 4 years The Transient Room Tax collections have decreased from \$44,609 in FY2007-2008 to \$35,095 in FY2010-2011. Throughout this time period The Chamber has spent significantly more than the dispersed amount each year. As shown in each annual report during this past agreement period, all of the funds have been spent on defined tourism promotions.

Since the economic downturn in this country, hotels and motels have had to decrease rates in order to maintain occupancy levels. Unfortunately the recovery of former rate levels will always occur much slower than the increases in occupancy levels. This is indicative and representative of the trend not only throughout the Oregon Coast and the State of Oregon, but on the National level as well. This is fairly clear in the two prior periods (2009-2010 and 2010-2011) where the decrease in dispersed collections was only \$152. Although The Brookings-Harbor Chamber of Commerce saw this decrease in funds, we increased our tourism and marketing expenditures to better position our advertising to target a "larger piece of a shrinking pie".

The Brookings-Harbor Chamber of Commerce requests that you renew the existing agreement with the noted changes for the next five years.

Respectfully,



Les Cohen

AGREEMENT

(City of Brookings/Brookings-Harbor Chamber of Commerce)

THIS AGREEMENT, effective as of July 1, 2007 2012, by and between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon, hereinafter called "CITY"; and the BROOKINGS-HARBOR CHAMBER OF COMMERCE, an Oregon Not For Profit Corporation, hereinafter called "CHAMBER".

RECITALS

WHEREAS, the Common Council of CITY desires to contract for a tourism promotion program utilizing funds from motel taxes collected within the City of Brookings, and

WHEREAS, CHAMBER has the capability and desire to undertake such a tourism promotion program,

AGREEMENT

NOW, THEREFORE, for and in consideration of the sums to be paid by CITY and the obligations to be performed by CHAMBER as hereinafter set forth, the parties hereto mutually covenant, stipulate and agree as follows:

1. Promotions Fee. CITY agrees to pay to CHAMBER a fee to perform a specified program of activities as agreed upon during the City of Brookings annual budget preparation and adoption process. Said agreed upon fee shall equal 25% of the ~~annual estimated monthly collected motel tax to be collected by CITY in during the upcoming fiscal year previous month.~~

~~If actual motel tax collected exceeds the annual estimate, the following will occur:~~

- ~~• CHAMBER will submit a supplemental budget equal to 25% of the difference between actual and estimated motel tax~~
- ~~• Upon review and approval of the supplemental budget by CITY, 25% of the difference between actual and estimated motel tax will be forwarded to the Chamber.~~

~~If actual motel tax collected is less than the annual estimate, the difference between the actual and estimated motel tax will be deducted from the following year's first monthly payment to the CHAMBER.~~

2. Payment. Monies payable under Paragraph 1 shall be transmitted by CITY to CHAMBER monthly, by the 15th day of the following month, ~~in the amount of 1/12th of the annual agreed upon total annual fee.~~

3. Promotions Program. CHAMBER shall develop and implement an agreed upon program designed to promote tourism and local and special events in the Brookings area. Such

programs may include, but are not limited to: radio, television, and magazine advertisements; mailings; flyers; billboards; and other advertising methods designed to both promote tourism and local and special events, and to inform visitors as to scenic and historic attractions, entertainment, restaurants, accommodations, and other matters of special interest to visitors. CHAMBER will be solely responsible to furnish all labor and supplies necessary to develop and implement such program. CHAMBER shall operate a Visitor Information Center (the "Center") during the hours set forth in Paragraph 5.

4. Use of Funds. All fees paid by CITY under this Agreement shall be disbursed for expenses related to or in support of tourism promotions, provided that no more than thirty percent (30%) of the fees paid may be used for payroll costs.

5. Center Hours. The hours of operation of the Center shall be substantially as follows:

<u>October through March:</u>	8 hours/day	5 days/week
<u>April through May:</u>	8 hours/day	5 days/week
	4 hours/day	Saturdays
<u>June through September:</u>	8 hours/day	5 days/week
	4 hours/day	Sat/Sundays

6. Books and Records. CHAMBER shall prepare an accounting of fees received from CITY under Paragraph 1 and disbursements made by CHAMBER under Paragraph 4 separate and apart from its general books of account (the "Promotions Ledger"). The City Manager or his/her designee may examine the Promotions Ledger during normal business hours after providing written notification to the CHAMBER at least 48 hours prior to the time such examination is to be held. Information provided by CHAMBER to CITY under this Paragraph 6 shall not be considered the confidential property of CHAMBER. Nothing contained herein shall be interpreted to grant CITY access to the general books, papers and accounting records of CHAMBER or any other material of CHAMBER, except as specifically set forth in this Agreement.

7. Reports. CHAMBER shall file a copy of the Promotions Ledger with the City Manager on a monthly basis. CHAMBER understands that such filings shall be considered public information. In addition, CHAMBER shall file with the City Manager on or before ~~January 31~~ August 31 of each year, a program report detailing performance accomplishments, suggestions and problems occurring under this Agreement to that point in time.

8. Annual Proposal and Fee Submittal. On or before ~~March 30~~ July 1 of each year CHAMBER shall submit a proposed detailed program and related fee request for the upcoming fiscal year to begin on July 1. CITY shall consider this submittal as part of the annual City of Brookings budget preparation and adoption process.

9. CHAMBER Covenants. CHAMBER, in receiving monies from CITY and in providing services to CITY hereunder, shall:

(a) At all times be deemed an independent contractor and not an employee, agent, partner or joint venture with CITY. The parties acknowledge that any contracts entered into between CHAMBER and any third party shall not be an obligation of the CITY and CHAMBER shall not represent that it has the power or authority to contractually bind or obligate the CITY.

(b) Not discriminate in providing services hereunder on the basis of age, race, sex, color, religion or national origin.

(c) Not assign, transfer or delegate to any third party complete operational authority for services performed under this Agreement without the prior written consent of CITY, which consent will not be unreasonably withheld or delayed.

10. Equipment. CHAMBER shall purchase no equipment with monies received under this Agreement unless CITY is notified, proper bid procedures are followed, and equipment is consistent with the purposes of this Agreement.

11. Indemnity. CHAMBER shall be solely responsible and shall hold CITY harmless from all matters relating to CHAMBER'S performance under this Agreement, including payment of its employees in compliance with social security, withholding and other regulations governing such matters. CHAMBER shall, at all times, indemnify and hold CITY harmless from and against any and all actions or 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 CHAMBER'S performance under this Agreement. CITY shall, at all times, indemnify and hold CHAMBER harmless from and against any and all actions or causes of action, claims, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, including attorney fees, which CHAMBER may sustain or incur as a result of errors or omissions in CITY'S performance under this Agreement.

12. Term. This Agreement shall take effect on the 1st day of July 2007 2012, and shall remain in effect for a period of five years or until terminated as described in this Agreement.

13. Termination. Either party for any reason may terminate this agreement provided that written notice of termination is given no less than twelve (12) months prior to the anniversary date of the Agreement. In addition, this Agreement may be terminated automatically if it is later determined that any of its terms conflicts with or are preempted by state law, now existing or hereafter enacted.

14. Compliance With Law. CHAMBER shall observe and comply with all local, state and federal laws, ordinances and regulations applicable to the services described in this Agreement.

15. Notices. The addresses of the parties to this Agreement for purpose of any notices

permitted or required under this Agreement are as follows:

CITY: City of Brookings
898 Elk Drive
Brookings, OR 97415

CONTRACTOR: Brookings-Harbor Chamber of Commerce
P.O. Box 940
Brookings, OR 97415

16. Integration. This Agreement constitutes the entire and fully integrated agreement between the parties. All prior negotiations or agreements between the parties, oral or written, are superseded by, and included in, this Agreement.

17. Modification. This Agreement may not be released, discharged, abandoned, changed, or modified in any manner, except by an instrument in writing signed on behalf of each of the parties by their duly authorized representatives.

18. Titles and Headings. Titles and headings to sections and paragraphs herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first herein above written.

CITY OF BROOKINGS,
A municipal corporation

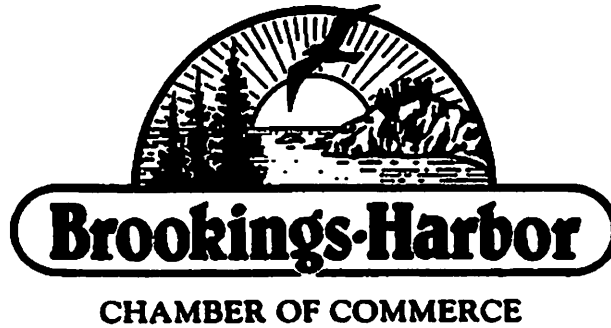
BROOKINGS-HARBOR
CHAMBER OF COMMERCE

By _____
CITY Mayor

By _____
CHAMBER President

ATTEST by City Recorder this ____ day of _____, 2007 2012.

Administrative Services Director/City Recorder



TOURISM MARKETING PLAN 2011/2012 – 2016/2017

MISSION STATEMENT:

The Brookings-Harbor Chamber of Commerce seeks to create and maintain a viable economy that provides all citizens with a high quality of life.

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Tourism Marketing Plan

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- a. Current Situation & Economic Outlook – Brief Overview**
- b. Key Strategies for 2012-2017**

2. Transient Room Tax collections

- a. Historical**
- b. 5 year forecast**

3. Marketing Expense Plan

- a. Advertising Schedule Worksheet**

4. Known and Unknown factors impacting future economic reality

- a. Known**
- b. Unknown**

5. Vision of most effective model to Brand Brookings Harbor as: "The place to Stay – Play – Shop."

- a. Stakeholder roles in process**
- b. Most effective structure to capture strength and synergy of all stakeholder efforts and results**

1. SITUATION ANALYSIS

A. CURRENT SITUATION & ECONOMIC OUTLOOK

In the previous 5 year contract period (2007-2012) the City Brookings has seen a decline in transient room tax collections from \$176,000 in 2007/2008 fiscal year to \$138,000 forecasted in 2011/2012 fiscal year. The reasons for this decline can be attributed to:

1. The nationwide recession that began in 2007/2008 saw a significant decrease in travel throughout the country. The Coast of Oregon had held its own fairly well initially, but as the recession deepened and disposable income decreased, so did travel, even to the closer destinations and vacation markets such as the Oregon Coast.
2. As occupancy began to decrease, hotels and motels began to cut rates in order to achieve similar RevPAR (Revenue per Available Room) goals as previous years, but with declining demand, occupancy was not driven higher by decreasing rates. You cannot increase demand by lowering rates. However, an individual hotel can capture more of the "share" of the demand by lowering rates. Therefore this practice is common in a recession. Unfortunately, when looking at an entire area such as the City of Brookings, all that is accomplished is a decrease in both occupancy and rates. This situation causes a significant decrease in total collections.

Another way to look at this is that although one hotel's strategy may work for them, it does not benefit the area overall because the "pie" of demand has not changed, only the rates applied to each room. RevPAR can only be positively affected by an increase in rate, or an increase in occupancy, or both. As the area begins to rebound, rates will increase slower than occupancy; therefore RevPAR will increase but only slightly at first. As demand, and therefore occupancy increases, hotels will start to increase rates faster causing an exponential increase in RevPAR.

The strategy of the Tourism Promotion Marketing Plan must be to focus as much marketing and advertising on local targeted areas (closer in proximity). At first, as the economy begins to recover, visitors will still only travel short distances, or in the event of a long extended trip, will stay shorter periods of time in each area they visit. At the same time, the strategy also needs to begin to reacquire the lucrative national and international markets while also focusing on convincing travelers to stay longer in the area. As the demand begins to increase we will see further growth in travel from both the short distance and the long distance traveler. Hotels can then begin to increase their rates faster.

B. SPECIFIC KEY STRATEGIES FOR 2012-2017

- 1. Focus on an advertising message via the existing media with a message that is consistent, concise and presents Brookings-Harbor as a primary destination for several nights rather than only one or two (Stay, Play, Shop).**
- 2. Continue targeting the metropolitan areas of Grants Pass, Medford, Klamath Falls, Eureka and Redding. Expand and grow this market even more to include Sacramento, San Francisco, Roseburg, Eugene/Springfield, Salem and Portland.**
- 3. Continue our expansion and use of social media venues to appeal to a broader and younger demographic in a cost effective manner.**
- 4. Begin a stronger focus on the international market as is being done already on the National level. The Brookings-Harbor Chamber of Commerce is ahead of the curve in this area with our new website, translatable into 5 different languages. In particular the Chinese and other Asian markets are seeing a significant increase in travel into the United States. We need to be a destination these travelers seek.**
- 5. Continue our strategic placement of marketing, utilizing co-ops through Travel Oregon. Our relationship with Travel Oregon is a key strategy as 90% of the 1% State Tourism Assessment Tax by ORS statutes must be spent outside of the State of Oregon and focused on increasing visitors to Oregon. These funds are distributed through the RDMOs (Regional Destination Marketing Organizations) as a percentage of what is collected in that region. This too must be spent outside of Oregon. Our RDMO is OCVA (Oregon Coast Visitors Association). We benefit from their advertising in Washington, California and the international market. Additionally Brookings-Harbor benefits from a second RDMO, SOVA (Southern Oregon Visitors Association) which also has a strong focus on international, as well as very heavy marketing efforts in the California and Nevada markets.**
- 6. Continue our 3 year alliance with the South Coast Partnership. This is a co-op of the DMOs (Destination Marketing Organizations), from Reedsport/Winchester Bay to Brookings-Harbor, strategically focused on the South Coast of Oregon. This partnership has created media buys for these metro areas that drives business to the South Coast. We will strengthen and continue to grow this partnership over the next 5 years.**
- 7. Our new website rolled out just this year, and we are rolling out a marketing plan to heavily promote the new website. We already have more capabilities to see where our visitors are coming from and subsequently a better opportunity to place even more marketing in those target areas. Additionally, the new website creates more pages and links which then drive Brookings-Harbor up the search engine lists. We feel very comfortable with the advantages this new website gives to Brookings as noted in strategy number 4 above (the translatability).**

2. TRANSIENT ROOM TAX COLLECTIONS

A. HISTORICAL

**CITY OF BROOKINGS ROOM TAX COLLECTIONS - HISTORICAL
AND DISPERSMENTS TO BROOKINGS-HARBOR CHAMBER OF COMMERCE
FY 2007/2008 - FY 2011/2012**

	FY 2007/2008 ACTUAL	FY 2008/2009 ACTUAL	FY 2009/2010 ACTUAL	FY 2010/2011 ACTUAL	FY 2011/2012 BUDGET
TOTAL COLLECTIONS	\$178,436	\$176,304	\$140,988	\$140,380	\$138,000

DISTRIBUTED AMOUNT	\$44,609	\$40,076	\$35,247	\$35,095	\$34,500
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% of Growth Year on Year	-1.19%	-20.03%	-0.43%	-1.70%
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B. FIVE YEAR FORECAST

**CITY OF BROOKINGS ROOM TAX COLLECTIONS - FORECAST
AND DISPERSMENTS TO BROOKINGS-HARBOR CHAMBER OF COMMERCE
FY 2012/2013 - FY 2016/2017**

	FY 2012/2013 FORECAST	FY 2013/2014 FORECAST	FY 2014/2015 FORECAST	FY 2015/2016 FORECAST	FY 2016/2017 FORECAST
TOTAL COLLECTIONS	\$140,700	\$144,900	\$152,100	\$164,300	\$180,700

DISTRIBUTED AMOUNT	\$35,175	\$36,225	\$38,025	\$41,075	\$45,175
---------------------------	-----------------	-----------------	-----------------	-----------------	-----------------

% of Growth Year on Year	2.0%	3.0%	5.0%	8.0%	10.0%
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3. MARKETING EXPENSE WORKSHEET

2012/2013 - 2016/2017

	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	5 year total
Printing	\$500.00	\$515.00	\$530.45	\$546.36	\$562.75	\$2,654.57
Postage and supplies for visitor & Relocation packets	\$6,000.00	\$6,180.00	\$6,365.40	\$6,556.36	\$6,753.05	\$31,854.81
Toll free number	\$450.00	\$459.00	\$468.18	\$477.54	\$487.09	\$2,341.82
Outdoor Sportsmen Shows (2)	\$1,300.00	\$1,340.00	\$1,380.00	\$1,420.00	\$1,465.00	\$6,905.00
Oregon Coast Magazine (6 issues)/Plus Mile-by-Mile guide	\$5,550.00	\$5,716.50	\$5,888.00	\$6,064.63	\$6,246.57	\$29,465.70
Travel Oregon Website Advertising	\$4,823.00	\$4,967.69	\$5,116.72	\$5,270.22	\$5,428.33	\$25,605.96
Oregon Travel Planner	\$6,600.00	\$6,600.00	\$6,800.00	\$6,800.00	\$7,000.00	\$33,800.00
Curry Coastal Pilot Vacation Guides	\$750.00	\$750.00	\$775.00	\$775.00	\$775.00	\$3,825.00
Charter Media Television Marketing *	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Festival & Event Advertising *	\$10,700.00	\$10,914.00	\$11,132.28	\$11,354.93	\$11,582.02	\$55,683.23
South Coast Partnership Co-Op **	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
Internet Expense	\$1,380.00	\$1,380.00	\$1,380.00	\$1,380.00	\$1,380.00	\$6,900.00
Southern Oregon Visitor Association (SOVA) Vacation Guide	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$4,500.00
Co-Op N. California Travel Shows w/ SOVA	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$1,500.00
Travel Oregon State Welcome Centers	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$1,250.00
Total Expenditures per fiscal year	\$42,503.00	\$43,272.19	\$44,286.03	\$45,095.05	\$46,129.83	\$221,286.10
Total Room Tax from City of Brookings (estimated)	\$35,175.00	\$36,225.00	\$38,025.00	\$41,075.00	\$45,175.00	\$195,675.00
Variance	(\$7,328.00)	(\$7,047.19)	(\$6,261.03)	(\$4,020.05)	(\$954.83)	(\$25,611.10)

This worksheet is not intended to be inclusive of all annual Tourism Marketing expenses.

* Charter Media, regional radio stations and newspapers provide the Chamber with favorable pricing for both Chamber and community events that the Chamber administers advertising for, resulting in more purchasing power for our community's dollar.

** This worksheet does not account for the total amount of actual advertising purchased as a result of our Co-op efforts (ie: our \$2,000.00 expense with the South Coast Partnership Co-op in CY2011 purchased \$13,515.00 of print and television advertising in our principal target market areas during the Winter of 2011/2012. Additionally, the Co-op received 2 for 1 favorable pricing with the majority of the media used, substantially increasing the value of the actual monies spent.)

4. KNOWN AND UNKNOWN FACTORS

a. KNOWN

1. The Brookings-Harbor Chamber of Commerce is the recognized Destination Marketing Organization (DMO) for the Brookings-Harbor area, and as such has been able to maximize available funds by partnering with other DMO and Regional Destination Marketing Organizations (RDMO's), as well as Travel Oregon, the state's DMO.
2. The Brookings-Harbor Chamber of Commerce has a long history of utilizing tourism and marketing funds in a very efficient and effective manner – noted on schedule
3. The Brookings-Harbor Chamber of Commerce is on the leading edge of new social media to create a larger reach to a wider emerging demographic with less cost.
4. The Brookings-Harbor Chamber of Commerce is tied into many regional tourism groups and associations, providing leadership to many of them and keeping current with travel and tourism trending through them.
5. Visitor contacts are measured and recorded – and responded to quickly.
6. The Brookings-Harbor Chamber of Commerce maintains a standing Tourism and Promotions Committee, comprised of representatives from the City of Brookings, Port of Brookings Harbor, Smith River Rancheria and the Brookings and Harbor business community, as well as any other Chamber Member stakeholders who want to contribute their efforts, expertise and discussion.
7. Branding the City of Brookings is closely tied to creating the local area of Brookings-Harbor as a destination worth traveling to, requiring a coordinated effort by all stakeholders.
8. The Brookings-Harbor Chamber of Commerce's attendance at outdoor and sportsmen shows in Douglas and Jackson Counties gets measured and positive actions from attendees.
9. Local area attractions and facilities primarily attract an older demographic. Younger visitors have limited choices for entertainment and other diversions.

b. UNKNOWN

1. Gas Prices – expectation is that they will stay high for some time. Post election impact is a guess. World events and impact.
2. Overall Economy's impact on people's confidence to spend money taking vacations or traveling, and how far, how often, and how long to stay at any destination.
3. Does the Brookings Harbor brand have the attractiveness that makes us a "must" place to visit: Stay – Play – Shop?
4. Duration of the slow recovery.
5. Overall area's lack of development and growth.
6. Impacts of the negative County financial situation and bad press – we already have anecdotal evidence that it is having a negative impact.
7. Impact of fishing season dates and actual fishing results.
8. The effectiveness of competing cities and areas within a hundred miles on Hwy 101 either way to attract the same basic target audience that Brookings Harbor has as a primary base.

5. VISION AND BRANDING OF BROOKINGS HARBOR

1. A clear definition and agreement as to geographic area to be part of the "Brand"
2. Realization of all stakeholders that overall success means more individual success
3. A clear definition of all stakeholders and inclusion of all.
4. Organization, Communication, and Coordinated effort of all stakeholders to common "Brand"
 - a. The Brookings Harbor Chamber of Commerce is the stakeholder with the ability – systems, contacts and experience - in place to utilize public and private funds to promote tourism effectively and efficiently
 - b. The City of Brookings Bed Tax funds approximately 50% of the total funds expended by the Brookings-Harbor Chamber of Commerce for the purpose of tourism promotion.
 - c. Brookings-Harbor Chamber of Commerce fund raising events and activities, voluntary contributions, membership sponsorships and involvement with tourism coalitions with similar goals, provide the balance
 - d. The Port of Brookings is a legal entity and stakeholder who depends on visitors for their economic needs.
 - e. The Brookings Harbor Merchants Association is the City of Brookings retail and service community who are individual stakeholders and are a reason for visitors to shop and stay longer.
 - f. Merchants in Harbor have strong advertising and marketing plans to help them with their individual stakeholders and businesses.
 - g. The medical community, educational opportunities, and special interest groups such as the art community are also stakeholders who have a special reason for visitors to Stay – Play –Shop.

Bringing together all of these stakeholders under a well defined and inclusive umbrella to define a plan that all can agree to and make Brookings Harbor a destination that has more to offer and stands out from our competing markets will be the ultimate combination that works and has longevity.

City of Brookings

CITY COUNCIL MEETING MINUTES

Monday, March 26, 2012

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

The City Council met in Executive Session at 6:00pm, in the City Manager's Office, under the authority of ORS 192.660.2.d), to deliberate with the City Manager as the person designated by the City Council to carry on labor negotiations.

Call to Order

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

Roll Call

Council Present: Mayor Larry Anderson, Councilors Ron Hedenskog, Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Planning Director Dianne Morris, Public Works Director Loree Pryce, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: One member of the public was present and no media.

Public Hearings/Ordinances/Resolutions/Final Orders

Resolution reducing fees for Subdivision Final Approval and Extensions of Time for Conditional Use Permit and Subdivisions.

Director Morris provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 12-R-978 to reduce fees for Subdivision Final Approval and Extensions of Time for Conditional Use Permit and Subdivisions.

Resolution 12-R-976 authorizing Local Government Grant application to Parks and Recreation for the Brookings Coastal Improvement Project.

Director Pryce gave the staff report.

Councilor Gordon moved, a second followed and Council voted unanimously to adopt Resolution 12-R-976 authorizing submission of a Local Government Grant Program [application] to Oregon Parks and Recreation for Brookings Coastal Improvement Projects and authorize the Mayor to sign a letter of support on behalf of the City of Brookings.

Ordinance 12-O-690 adding Section 12.25.017, Smoking Prohibited in Designated Park Areas, to Brookings Municipal Code Chapter 12.25, Public Parks and Recreational Areas.

Patti Patterson, Hidden Court, Brookings, spoke in support of the prohibition.

Director Pryce provided the staff report, explaining that revisions discussed in the last meeting had been incorporated.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-690 by title only.

Mayor Anderson read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-690 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-690 [adding Section 12.25.017, Smoking Prohibited in Designated Park Areas, to Brookings Municipal Code Chapter 12.25, Public Parks and Recreational Areas].

Ordinance 12-O-695 amending Brookings Municipal Code Section 2.50.010, Creation of Parks and Recreation Commission.

City Manager Milliman provided the staff report.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-695 by title only.

Mayor Anderson read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-695 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-695, [amending Brookings Municipal Code Section 2.50.010, Creation of Parks and Recreation Commission].

Staff Reports

Award contract for Pacific and Mendy Sewer Rehabilitation project.

Director Pryce provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to award contract for construction of the Pacific and Mendy Sewer Rehabilitation project to the John Rapraeger, Inc., the lowest responsible bidder, in an amount not to exceed \$133,825 and authorize City Manager to execute all related documents.

Safe Routes to School Agreement and Intergovernmental Agreement for Right of Way Services with Oregon Department of Transportation.

Director Pryce gave the staff report.

Councilor Hedenskog moved, a second followed and Council voted unanimously to authorize the City Manager or designee to execute the Safe Routes to School Agreement and Intergovernmental Agreement for Right of Way Services with the Oregon Department of Transportation.

Authorize the City Manager to execute the Side Letter Agreement with Coos Curry Electric Cooperative regarding street lighting costs.

City Manager Milliman provided the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute the Side Letter Agreement with Coos Curry Electric Cooperative regarding street lighting costs.

Consent Calendar

- Approve Council minutes for March 12, 2012.

Councilor Pieper moved, a second followed and Council voted, with Mayor Anderson abstaining, to approve City Council minutes for March 12, 2012.

- Approve rescheduling of City Council meeting from Monday, May 28th to Tuesday, May 29th, 2012, due to the Memorial Day holiday.
- Receive monthly financial report for February, 2012.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the rescheduling of City Council meeting from Monday, May 28th to Tuesday, May 29th, 2012, due to the Memorial Day holiday, and receive the monthly financial report for February, 2012.

Adjournment

Councilor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:34pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

City of Brookings

SPECIAL CITY COUNCIL MEETING MINUTES

Thursday, March 29, 2012, 6:00pm,
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Call to Order

Mayor Anderson called the special meeting to order at 6:02pm.

Roll Call

Council Present: Mayor Larry Anderson, Councilors Ron Hedenskog, Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard, and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Lorna Rodriguez.

Staff Reports

Ratification of City of Brookings Police Collective Bargaining Agreement for July 1, 2011 to June 30, 2014.

City Manager Milliman provided the staff report and stated that the special meeting had been called due to meet a deadline related to changes in the health insurance program.

Councilor Pieper moved, a second followed and Council voted unanimously to ratify the document "City of Brookings (Police) and Teamsters Local Union No. 223, Collective Bargaining Agreement, July 1, 2011 – June 30, 2014."

Authorization for City Manager to notify Oregon Employers Teamsters Trust of the termination of its health insurance coverage for Non-Bargaining Unit as of April 30, 2012 and to contract with City County Insurance Services for coverage of Police and Non-Bargaining Unit Employees, effective May 1, 2012.

City Manager Milliman gave the staff report.

Councilor Hedenskog moved, a second followed and Council voted unanimously to authorize the City Manager to notify Oregon Employers Teamsters Trust that the City of Brookings will terminate its agreement for providing employee health insurance for Non-Bargaining Unit employees effective April 30, 2012.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize participation in the City County Insurance Services benefits pool an integrated high-deductible and health savings account program as described in the collective bargaining agreement with Teamsters Local 223/Police Unit effective May 1, 2012 for Police and Non-Bargaining Unit Employees.

Adjournment

Councilor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 6:13pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

City of Brookings

CITY COUNCIL MEETING MINUTES

Monday, April 9, 2012

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

Council met in Executive Session at 5:30pm in the City Manager's Office under authority of ORS 192.660.2.d, "to conduct deliberations with persons designated by the governing body to carry on labor negotiations," and under ORS 192.660.2.e, "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

Call to Order

Mayor Anderson called the meeting to order at 7:01pm.

Roll Call

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

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Lorna Rodriguez and two others.

Public Hearings/Ordinances/Resolutions/Final Orders

Resolutions adopting controls over expenditures in compliance with Oregon Budget Law and procedures for reporting depository information to the State Treasurer.

Director Howard provided the staff report.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 12-R-979, a resolution of the City of Brookings adopting controls over expenditures in compliance with Oregon budget law.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 12-R-980, a resolution of the City of Brookings adopting procedures for reporting depository information to the State treasurer.

Staff Reports

Authorization for the Mayor to sign a Letter of Support for the Curry County Veteran's Memorial Project.

City Manager Milliman provided the staff report.

Councilor Gordon moved, a second followed and Council voted unanimously to authorize the Mayor to sign a letter of support for the Curry County Veteran's Memorial Project.

Consent Calendar

1. Accept Planning Commission minutes for February 7, 2012.
2. Accept Parks and Recreation Commission minutes for January 26, 2012.

Councilor Hedenskog 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 to adjourn by voice vote at 7:07pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 23, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Reinstatement of Yard of the Month Program

Recommended Motion:

Approve annual Yard of the Month program for May through September, 2012 in two categories and authorize the purchase of two new signs.

Financial Impact:

Through utility rebates and business license credits, this 5 month program will cost the City approximately \$500, annually. There will also be a one-time expense for new signage. Cost of the new signs is expected to be minimal. The last signs were used for 9 years.

Background/Discussion:

During its March Workshop, Council discussed the continuation of the Yard of the Month Program and suggested changing the program from three categories to two. This will be the program's 10th year.

The two categories proposed for this year's program are Best Residential Property and Best Commercial Property. If the program is approved, the Best Residential Property will replace the past categories of Yard of the Month and Most Improved Property. Two new signs will also be procured, one to reflect the newly defined category of Best Residential Property and the other to replace the existing Best Commercial Property sign which is in poor condition. Existing signs will be used until replacements are made.

The program is designed to recognize residents, business owners and commercial tenants for their beautification efforts.

Monthly awards will be presented May through September and nominations will be encouraged through press releases. Monthly winners will receive a \$50.00 rebate toward their City utility bill, or a credit applied toward a commercial tenant's next business license renewal. Winners will also be recognized with signage, local media coverage and mention at a City Council meeting.

Attachment(s):

None.

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/12	03/05/2012	67048	138	United Pipe & Supply Co Inc	10002005	1,000.00- V
03/12	03/05/2012	67331	188	Curry Transfer & Recycling	10002005	34,086.63- V
03/12	03/01/2012	67845	1190	Mike Batty	10002005	221.00
03/12	03/01/2012	67846	148	B-H Chamber of Commerce	10002005	2,924.59
03/12	03/01/2012	67847	2121	Bound Tree Medical LLC	10002005	473.96
03/12	03/01/2012	67848	313	Brookings Vol Firefighters	10002005	2,250.00
03/12	03/01/2012	67849	370	CCIS	10002005	40.04
03/12	03/01/2012	67850	4832	Central Pipeline Inc.	10002005	111,086.35
03/12	03/01/2012	67851	1840	Chetco Federal Credit Union	10002005	3,053.00
03/12	03/01/2012	67852	182	Coos-Curry Electric	10002005	24,930.67
03/12	03/01/2012	67853	182	Coos-Curry Electric	10002005	174.54
03/12	03/01/2012	67854	166	Dan's Auto & Marine Electric	10002005	82.24
03/12	03/01/2012	67855	4609	Days Inn Portland/Gresham	10002005	256.28
03/12	03/01/2012	67856	4714	Department of Consumer & BS SRVS	10002005	179.20
03/12	03/01/2012	67857	1	Mary Jo Anderson	10002005	16.27
03/12	03/01/2012	67858	1	Cherie Cuzick	10002005	36.40
03/12	03/01/2012	67859	1	Amanda Hernandez	10002005	18.95
03/12	03/01/2012	67860	1	Kessler, Victoria	10002005	40.25
03/12	03/01/2012	67861	1	Kessler, Victoria	10002005	35.28
03/12	03/01/2012	67862	1	Ron McCue	10002005	89.21
03/12	03/01/2012	67863	1	Loree & Dennis Pryce	10002005	70.63
03/12	03/01/2012	67864	1786	Energy Sales	10002005	1,016.19
03/12	03/01/2012	67865	4874	The Galli Group	10002005	4,300.00
03/12	03/01/2012	67866	269	Grainger	10002005	30.10
03/12	03/01/2012	67867	3961	Grizzly Fence & Construction	10002005	120.00
03/12	03/01/2012	67868	1130	H.D. Fowler	10002005	2,122.70
03/12	03/01/2012	67869	167	Hach Company	10002005	276.86
03/12	03/01/2012	67870	139	Harbor Logging Supply	10002005	54.90
03/12	03/01/2012	67871	199	Harper, Richard	10002005	300.00
03/12	03/01/2012	67872	2216	John D Rapraeger Inc	10002005	41,976.62
03/12	03/01/2012	67873	162	Kerr Hardware	10002005	860.17
03/12	03/01/2012	67874	4269	Milliman, Gary	10002005	67.50
03/12	03/01/2012	67875	3873	Mitchell Lewis & Staver Co	10002005	103.52
03/12	03/01/2012	67876	433	NCL of Wisconsin	10002005	278.55
03/12	03/01/2012	67877	4619	Nevada Pacific Fire & Safety Inc.	10002005	509.55
03/12	03/01/2012	67878	4155	NFTCA	10002005	305.00
03/12	03/01/2012	67879	334	North Coast Electric Company	10002005	50.15
03/12	03/01/2012	67880	3935	Northern California Glove	10002005	144.27
03/12	03/01/2012	67881	311	Paramount Supply Company	10002005	151.80
03/12	03/01/2012	67882	322	Postmaster	10002005	820.00
03/12	03/01/2012	67883	316	South Coast Storage & Industry	10002005	150.00
03/12	03/01/2012	67884	142	Tidewater Contractors Inc	10002005	12,957.38
03/12	03/01/2012	67885	4907	UCC Community ED	10002005	279.00
03/12	03/01/2012	67886	4907	UCC Community ED	10002005	395.00
03/12	03/01/2012	67887	2863	Verizon Wireless	10002005	326.63
03/12	03/01/2012	67888	2122	Cardmember Service	10002005	3,817.27
03/12	03/08/2012	67889	4801	Ali's Graphic Shirts & More	10002005	210.00
03/12	03/08/2012	67890	682	Al's Radio Shack	10002005	16.99
03/12	03/08/2012	67891	4908	Corey Ambrecht	10002005	117.00
03/12	03/08/2012	67892	498	APSCO LLC	10002005	90.74
03/12	03/08/2012	67893	2505	Aramark	10002005	89.04
03/12	03/08/2012	67894	3236	AT&T Mobile	10002005	59.53
03/12	03/08/2012	67895	4809	AterWynne LLP	10002005	567.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/12	03/08/2012	67898	817	Auto Additons, Inc	10002005	2,437.78
03/12	03/08/2012	67897	4797	Baron, Tony	10002005	160.93
03/12	03/08/2012	67898	3034	BAVCO Apparatus & Valve Co	10002005	94.70
03/12	03/08/2012	67899	146	Bay West Supply, Inc	10002005	511.04
03/12	03/08/2012	67900	4515	BTA	10002005	30.00
03/12	03/08/2012	67901	588	Cardinal Services Inc	10002005	1,123.50
03/12	03/08/2012	67902	1373	Cascade Fire Equipment	10002005	1,106.30
03/12	03/08/2012	67903	528	Caselle, Inc	10002005	739.33
03/12	03/08/2012	67904	3512	Richard Christensen	10002005	117.00
03/12	03/08/2012	67905	3834	Clean Sweep Janitorial Service	10002005	700.00
03/12	03/08/2012	67906	822	Coast Auto Center	10002005	373.31
03/12	03/08/2012	67907	183	Colvin Oil Company	10002005	6,630.27
03/12	03/08/2012	67908	173	Curry Equipment Company	10002005	14.95
03/12	03/08/2012	67909	259	Da-Tone Rock Products	10002005	731.40
03/12	03/08/2012	67910	284	Day Management Corp	10002005	365.50
03/12	03/08/2012	67911	317	DCBS - Fiscal Services	10002005	2,147.68
03/12	03/08/2012	67912	185	Del Cur Supply	10002005	81.45
03/12	03/08/2012	67913	153	Ferreligas	10002005	1,161.88
03/12	03/08/2012	67914	4646	Frontier	10002005	632.48
03/12	03/08/2012	67915	3135	David Gordon	10002005	10.50
03/12	03/08/2012	67916	198	Grants Pass Water Lab	10002005	448.00
03/12	03/08/2012	67917	154	Hagen's Dry Cleaners	10002005	41.25
03/12	03/08/2012	67918	1856	Helmets R US	10002005	558.75
03/12	03/08/2012	67919	4910	Hilton Eugene & Conference Center	10002005	118.24
03/12	03/08/2012	67920	4171	In-Motion Graphics	10002005	45.00
03/12	03/08/2012	67921	328	Les Schwab Tire Center	10002005	99.95
03/12	03/08/2012	67922	4165	Tyler McCourt	10002005	173.00
03/12	03/18/2012	67923	2834	Kelby McCrae	10002005	.00 V
03/12	03/08/2012	67924	1844	My-Comm, Inc	10002005	526.50
03/12	03/08/2012	67925	685	Neilson Research Corporation	10002005	1,119.60
03/12	03/08/2012	67926	4487	Net Assets Corporation	10002005	300.00
03/12	03/08/2012	67927	334	North Coast Electric Company	10002005	552.99
03/12	03/08/2012	67928	3159	Northcoast Health Screening	10002005	120.00
03/12	03/08/2012	67929	1573	Northwest Business Systems	10002005	66.30
03/12	03/08/2012	67930	3603	Norwest Safety	10002005	307.97
03/12	03/08/2012	67931	2283	NW Technical, Inc	10002005	3,500.00
03/12	03/08/2012	67932	3561	Oil Can Henry's	10002005	42.28
03/12	03/08/2012	67933	4332	Oregon Assoc Chiefs of Police	10002005	69.00
03/12	03/08/2012	67934	207	Quill Corporation	10002005	103.91
03/12	03/08/2012	67935	4363	Robert N. Black, Attorney	10002005	4,212.50
03/12	03/08/2012	67936	954	Super 8 Motel - Roseburg	10002005	133.76
03/12	03/08/2012	67937	954	Super 8 Motel - Roseburg	10002005	133.76
03/12	03/08/2012	67938	2586	TMG Services Inc	10002005	394.33
03/12	03/08/2012	67939	1412	Triangle Pump & Equipment Inc	10002005	253.18
03/12	03/08/2012	67940	990	UPS	10002005	93.96
03/12	03/08/2012	67941	2863	Verizon Wireless	10002005	86.02
03/12	03/08/2012	67942	861	Village Express Mail Center	10002005	45.08
03/12	03/08/2012	67943	189	Waste Connections	10002005	2,063.50
03/12	03/08/2012	67944	4068	Wireless Connections LLC	10002005	165.00
03/12	03/18/2012	67945	2834	Kelby McCrae	10002005	.00 V
03/12	03/08/2012	67946	2834	Kelby McCrae	10002005	341.84
03/12	03/15/2012	67947	3996	Beery Elsner & Hammond LLP	10002005	742.50
03/12	03/15/2012	67948	147	Brookings Glass Inc	10002005	60.00
03/12	03/15/2012	67949	4193	C & K Markets	10002005	165.45
03/12	03/15/2012	67950	588	Cardinal Services Inc	10002005	41.02
03/12	03/15/2012	67951	3015	Charter Communications	10002005	84.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/12	03/15/2012	67952	182	Coos-Curry Electric	10002005	236.06
03/12	03/15/2012	67953	182	Coos-Curry Electric	10002005	31.83
03/12	03/15/2012	67954	4534	Daily Journal of Commerce Inc.	10002005	529.38
03/12	03/15/2012	67955	1	Heather Blondell	10002005	24.14
03/12	03/15/2012	67956	1	John E. Latham	10002005	85.86
03/12	03/15/2012	67957	1	Thomas Quinn	10002005	92.28
03/12	03/15/2012	67958	2640	Dyer Partnership Inc., The	10002005	33,840.75
03/12	03/15/2012	67959	4842	ESRI	10002005	1,750.00
03/12	03/15/2012	67960	2954	Gardner Denver Inc	10002005	345.76
03/12	03/15/2012	67961	4915	Golf Convergence, Inc.	10002005	4,163.12
03/12	03/15/2012	67962	3915	Harrang/Long/Gary/Rudnick PC	10002005	3,023.60
03/12	03/15/2012	67963	4914	Hough, MacAdam & Wartnik, LLC	10002005	1,725.00
03/12	03/15/2012	67964	4913	Innovate Your Office Products, Inc.	10002005	370.00
03/12	03/15/2012	67965	2216	John D Rapraeger Inc	10002005	3,011.91
03/12	03/15/2012	67966	887	Local Gov't Personnel Inst	10002005	1,248.00
03/12	03/15/2012	67967	4911	Materials Inc	10002005	1,850.00
03/12	03/15/2012	67968	1573	Northwest Business Systems	10002005	177.55
03/12	03/15/2012	67969	4794	Pacific Rim Copy Center	10002005	29.00
03/12	03/15/2012	67970	2133	Redwood Memorial Chapel	10002005	200.00
03/12	03/15/2012	67971	3	Wayne Barker	10002005	30.76
03/12	03/15/2012	67972	3	Gardner, Angela	10002005	24.18
03/12	03/15/2012	67973	3	Mary Kincaid	10002005	44.75
03/12	03/15/2012	67974	3	George A. Macfarlane	10002005	7.41
03/12	03/15/2012	67975	3	Shelton Properties	10002005	41.93
03/12	03/15/2012	67976	3	Shelton Properties	10002005	42.01
03/12	03/15/2012	67977	3	Robert E. Thomas	10002005	27.44
03/12	03/15/2012	67978	4912	GTO Management Inc	10002005	3,013.74
03/12	03/15/2012	67979	4916	Travis Krammeler	10002005	133.50
03/12	03/16/2012	67980	4778	Ausland Builders, Inc.	10002005	68,104.31
03/12	03/22/2012	67981	4058	44Mag Distributing LLC	10002005	281.57
03/12	03/22/2012	67982	882	Al's Radio Shack	10002005	39.99
03/12	03/22/2012	67983	2407	Blue Star Gas	10002005	1,704.04
03/12	03/22/2012	67984	416	Brookings Lock & Safe Co	10002005	260.00
03/12	03/22/2012	67985	4594	C & M Equipment, Inc.	10002005	82.29
03/12	03/22/2012	67986	4917	California Contractors Supplie, Inc	10002005	149.75
03/12	03/22/2012	67987	1373	Cascade Fire Equipment	10002005	336.00
03/12	03/22/2012	67988	3015	Charter Communications	10002005	980.00
03/12	03/22/2012	67989	183	Colvin Oil Company	10002005	3,252.11
03/12	03/22/2012	67990	1357	Curry County Clerk	10002005	56.75
03/12	03/22/2012	67991	4724	Curry County Health Dept	10002005	120.00
03/12	03/22/2012	67992	1	Angela Gardner	10002005	48.45
03/12	03/22/2012	67993	1	Dan & Deena Williams	10002005	7.54
03/12	03/22/2012	67994	484	DMV	10002005	70.00
03/12	03/22/2012	67995	4918	K9 Tactical Gear	10002005	86.00
03/12	03/22/2012	67996	1397	L N Curtis & Sons	10002005	156.31
03/12	03/22/2012	67997	4498	Mauldin Electric	10002005	948.00
03/12	03/22/2012	67998	424	Munneil & Sherrill	10002005	24.40
03/12	03/22/2012	67999	1844	My-Comm, Inc	10002005	202.80
03/12	03/22/2012	68000	685	Neilson Research Corporation	10002005	130.05
03/12	03/22/2012	68001	334	North Coast Electric Company	10002005	113.82
03/12	03/22/2012	68002	3935	Northern California Glove	10002005	425.00
03/12	03/22/2012	68003	1330	Northwest Uniforms, Inc	10002005	687.33
03/12	03/22/2012	68004	4754	Oregon Building Officials Association	10002005	140.00
03/12	03/22/2012	68005	4733	PARC Resources, LLC	10002005	792.00
03/12	03/22/2012	68006	187	Quality Fast Lube & Oil	10002005	38.00
03/12	03/22/2012	68007	207	Quill Corporation	10002005	42.29

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/12	03/22/2012	68008	380	Stadelman Electric Inc	10002005	64.00
03/12	03/22/2012	68009	142	Tidewater Contractors Inc	10002005	500.00
03/12	03/22/2012	68010	861	Village Express Mail Center	10002005	27.22
03/12	03/22/2012	68011	4604	Wright's Generator Service, LLC	10002005	710.00
03/12	03/29/2012	68012	682	Al's Radio Shack	10002005	39.88
03/12	03/29/2012	68013	303	Associated Bag Company	10002005	526.36
03/12	03/29/2012	68014	993	ATCO International	10002005	440.00
03/12	03/29/2012	68015	3034	BAVCO Apparatus & Valve Co	10002005	183.00
03/12	03/29/2012	68016	370	CCIS	10002005	16,355.70
03/12	03/29/2012	68017	4919	Certified Laboratories	10002005	173.03
03/12	03/29/2012	68018	1745	Coastal Paper & Supply, Inc	10002005	166.80
03/12	03/29/2012	68019	4578	Comspan Communications	10002005	475.00
03/12	03/29/2012	68020	182	Coos-Curry Electric	10002005	20,948.43
03/12	03/29/2012	68021	151	Curry Coastal Pilot	10002005	1,018.66
03/12	03/29/2012	68022	1357	Curry County Clerk	10002005	51.75
03/12	03/29/2012	68023	1	Richard T. Carter	10002005	59.28
03/12	03/29/2012	68024	1	Daniel & Leola Clary	10002005	15.04
03/12	03/29/2012	68025	1	Curtis Deneau	10002005	67.38
03/12	03/29/2012	68026	1	William & Cathie Halbert	10002005	14.41
03/12	03/29/2012	68027	1	Vera Vreeland	10002005	67.87
03/12	03/29/2012	68028	4357	Downtown Commerical Center	10002005	1,320.00
03/12	03/29/2012	68029	773	Environmental Resource Associates	10002005	503.18
03/12	03/29/2012	68030	3342	Fastenal	10002005	511.94
03/12	03/29/2012	68031	4646	Frontier	10002005	960.64
03/12	03/29/2012	68032	2592	GFS Chemicals Inc	10002005	378.90
03/12	03/29/2012	68033	269	Grainger	10002005	606.48
03/12	03/29/2012	68034	167	Hach Company	10002005	765.70
03/12	03/29/2012	68035	262	Kim Hunnicutt Court Reporting	10002005	33.00
03/12	03/29/2012	68036	202	League of Oregon Cities	10002005	250.00
03/12	03/29/2012	68037	3873	Mitchell Lewis & Staver Co	10002005	106.80
03/12	03/29/2012	68038	283	Mufflers & More	10002005	72.00
03/12	03/29/2012	68039	4748	Northstar Chemical, Inc	10002005	5,014.00
03/12	03/29/2012	68040	2283	Northwest Technical, Inc	10002005	83.92
03/12	03/29/2012	68041	3603	Norwest Safety	10002005	34.70
03/12	03/29/2012	68042	2089	OVFA	10002005	530.00
03/12	03/29/2012	68043	4794	Pacific Rim Copy Center	10002005	2,280.00
03/12	03/29/2012	68044	252	Paramount Pest Control	10002005	45.00
03/12	03/29/2012	68045	4733	PARC Resources, LLC	10002005	990.00
03/12	03/29/2012	68046	3	Brown, Richard	10002005	311.33
03/12	03/29/2012	68047	3369	Schwabe Williamson & Wyatt PC	10002005	273.00
03/12	03/29/2012	68048	142	Tidewater Contractors Inc	10002005	3,225.00
03/12	03/29/2012	68049	2588	TMG Services Inc	10002005	188.74
03/12	03/29/2012	68050	4370	Verizon Business	10002005	210.97
03/12	03/29/2012	68051	861	Village Express Mail Center	10002005	9.91
03/12	03/29/2012	68052	2122	Cardmember Service	10002005	3,140.48
03/12	03/29/2012	68053	4131	Zumar Industries Inc	10002005	57.93
03/12	03/30/2012	68054	2089	OVFA	10002005	250.00
Grand Totals:						419,201.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,473,998.00	8,913.25	2,177,139.66	296,858.34	88.0
LICENSES AND PERMITS	94,500.00	6,988.95	71,839.74	22,660.26	76.0
INTERGOVERNMENTAL	589,000.00	12,756.11	101,859.77	467,340.23	17.9
CHARGES FOR SERVICES	142,500.00	7,598.52	127,637.10	14,862.90	89.6
OTHER REVENUE	94,500.00	11,327.31	69,584.68	24,915.32	73.8
TRANSFERS IN	530,591.00	.00	.00	530,591.00	.0
	3,905,087.00	47,584.14	2,547,860.95	1,357,226.05	65.2
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	13,539.00	.00	.00	13,539.00	.0
MATERIAL AND SERVICES	7,300.00	300.00	2,890.00	4,410.00	39.6
CAPITAL OUTLAY	12,500.00	.00	.00	12,500.00	.0
	33,339.00	300.00	2,890.00	30,449.00	8.7
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	226,652.00	18,928.86	179,181.10	47,470.90	79.1
MATERIAL AND SERVICES	85,700.00	12,585.27	92,291.00	6,591.00	107.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	312,352.00	31,494.13	271,472.10	40,879.90	86.9
POLICE:					
PERSONAL SERVICES	1,775,929.00	126,182.41	1,327,311.39	448,617.61	74.7
MATERIAL AND SERVICES	155,740.00	8,390.33	93,857.99	61,882.01	60.3
CAPITAL OUTLAY	401,100.00	3,203.00	68,991.65	332,108.35	17.2
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,347,769.00	137,775.74	1,490,161.03	857,607.97	63.5
FIRE:					
PERSONAL SERVICES	194,065.00	15,384.49	148,772.11	45,292.89	76.7
MATERIAL AND SERVICES	124,240.00	9,041.38	72,128.94	52,111.06	58.1
CAPITAL OUTLAY	38,600.00	.00	36,685.01	1,914.99	95.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	356,905.00	24,425.87	257,586.06	99,318.94	72.2
PLANNING AND BUILDING:					
PERSONAL SERVICES	266,554.00	24,439.08	234,348.77	32,205.23	87.9
MATERIAL AND SERVICES	66,540.00	1,594.30	15,134.28	51,405.72	22.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	333,094.00	26,033.38	249,483.05	83,610.95	74.9

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	102,320.00	2,470.48	76,144.41	26,175.59	74.4
MATERIAL AND SERVICES	64,650.00	5,894.98	36,619.95	28,030.05	56.6
CAPITAL OUTLAY	60,800.00	.00	60,697.38	102.62	99.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>227,770.00</u>	<u>8,365.46</u>	<u>173,461.74</u>	<u>54,308.26</u>	<u>76.2</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	272,597.00	15,266.12	189,955.72	82,641.28	69.7
MATERIAL AND SERVICES	32,640.00	2,780.11	21,524.61	11,115.39	66.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>305,237.00</u>	<u>18,056.23</u>	<u>211,480.33</u>	<u>93,756.67</u>	<u>69.3</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,635.00	.00	36,022.03	18,612.97	65.9
MATERIAL AND SERVICES	33,680.00	1,927.24	21,271.78	12,408.22	63.2
CAPITAL OUTLAY	20,000.00	.00	11,973.00	8,027.00	59.9
	<u>108,315.00</u>	<u>1,927.24</u>	<u>69,266.81</u>	<u>39,048.19</u>	<u>64.0</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	177,940.00	17,088.31	(31,351.89)	209,291.89	(17.6)
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	663,368.00	.00	.00	663,368.00	.0
	<u>910,308.00</u>	<u>17,088.31</u>	<u>(31,351.89)</u>	<u>941,657.89</u>	<u>(3.4)</u>
	<u>4,935,087.00</u>	<u>265,466.36</u>	<u>2,694,449.23</u>	<u>2,240,637.77</u>	<u>54.6</u>
	<u>(1,030,000.00)</u>	<u>(217,882.22)</u>	<u>(146,588.28)</u>	<u>(883,411.72)</u>	<u>(14.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2012

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	421,000.00	20,954.97	238,116.66	182,883.34	56.6
OTHER REVENUE	300.00	7,561.23	12,804.50	(12,804.50)	4301.5
TRANSFER IN	.00	.00	.00	.00	.0
	<u>421,300.00</u>	<u>28,516.20</u>	<u>251,021.16</u>	<u>170,278.84</u>	<u>58.6</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	61,186.00	4,624.90	42,633.06	18,562.94	69.7
MATERIAL AND SERVICES	193,240.00	8,929.43	158,804.14	34,435.86	82.2
CAPITAL OUTLAY	134,900.00	.00	39,925.67	94,974.33	29.6
TRANSFERS OUT	94,504.00	.00	.00	94,504.00	.0
CONTINGENCIES AND RESERVES	62,460.00	.00	.00	62,460.00	.0
	<u>546,300.00</u>	<u>13,554.33</u>	<u>241,362.87</u>	<u>304,937.13</u>	<u>44.2</u>
	<u>546,300.00</u>	<u>13,554.33</u>	<u>241,362.87</u>	<u>304,937.13</u>	<u>44.2</u>
	<u>(125,000.00)</u>	<u>14,981.87</u>	<u>9,658.29</u>	<u>(134,658.29)</u>	<u>7.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2012

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,275,500.00	91,833.54	954,993.41	320,506.59	74.9
OTHER INCOME	4,000.00	1,864.13	27,326.97	(23,326.97)	683.2
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,279,500.00</u>	<u>93,497.67</u>	<u>982,320.38</u>	<u>297,179.62</u>	<u>76.8</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	421,876.00	34,158.89	320,073.41	101,802.59	75.9
MATERIAL AND SERVICES	372,130.00	22,408.95	213,195.50	158,934.50	57.3
CAPITAL OUTLAY	80,800.00	.00	21,832.65	58,967.35	27.0
	<u>874,806.00</u>	<u>56,568.84</u>	<u>555,101.56</u>	<u>319,704.44</u>	<u>63.5</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	443,149.00	.00	.00	443,149.00	.0
CONTINGENCIES AND RESERVES	151,545.00	.00	.00	151,545.00	.0
	<u>594,694.00</u>	<u>.00</u>	<u>.00</u>	<u>594,694.00</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>1,469,500.00</u>	<u>56,568.84</u>	<u>555,101.56</u>	<u>914,398.44</u>	<u>37.8</u>
	<u>(190,000.00)</u>	<u>36,928.03</u>	<u>427,218.82</u>	<u>(617,218.82)</u>	<u>224.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2012

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,437,900.00	205,706.12	1,869,169.17	568,730.83	76.7
OTHER REVENUE	553,000.00	.00	914.05	552,085.95	.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,990,900.00</u>	<u>205,706.12</u>	<u>1,870,083.22</u>	<u>1,120,816.78</u>	<u>62.5</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	317,604.00	27,067.31	278,675.52	38,928.48	87.7
MATERIAL AND SERVICES	226,740.00	9,306.30	80,308.03	146,431.97	35.4
CAPITAL OUTLAY	24,900.00	.00	120,541.11	(95,641.11)	484.1
	<u>569,244.00</u>	<u>36,373.61</u>	<u>479,524.66</u>	<u>89,719.34</u>	<u>84.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	371,227.00	29,355.29	281,538.60	89,688.40	75.8
MATERIAL AND SERVICES	579,290.00	9,595.82	533,371.46	45,918.54	92.1
CAPITAL OUTLAY	2,287,400.00	187,306.20	1,244,372.00	1,043,028.00	54.4
TRANSFERS OUT	1,123,824.00	.00	.00	1,123,824.00	.0
CONTINGENCIES AND RESERVES	259,915.00	.00	.00	259,915.00	.0
	<u>4,621,656.00</u>	<u>226,257.31</u>	<u>2,059,282.06</u>	<u>2,562,373.94</u>	<u>44.6</u>
	<u>5,190,900.00</u>	<u>262,630.92</u>	<u>2,538,806.72</u>	<u>2,652,093.28</u>	<u>48.9</u>
	<u>(2,200,000.00)</u>	<u>(56,924.80)</u>	<u>(668,723.50)</u>	<u>(1,531,276.50)</u>	<u>(30.4)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2012

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	481,345.00	.00	442,212.59	39,132.41	91.9
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	449.12	1,550.88	22.5
	<u>483,345.00</u>	<u>.00</u>	<u>442,661.71</u>	<u>40,683.29</u>	<u>91.6</u>
EXPENDITURES					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	56.75	7,842.94	62,157.06	11.2
CAPITAL OUTLAY	587,215.00	.00	2,686.07	584,528.93	.5
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	306,130.00	.00	.00	306,130.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>963,345.00</u>	<u>56.75</u>	<u>10,529.01</u>	<u>952,815.99</u>	<u>1.1</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>963,345.00</u>	<u>56.75</u>	<u>10,529.01</u>	<u>952,815.99</u>	<u>1.1</u>
	<u>(480,000.00)</u>	<u>(56.75)</u>	<u>432,132.70</u>	<u>(912,132.70)</u>	<u>90.0</u>

For the month of: **March 2012**

Per Data Base	167,880.00	1,501.81	502.94	47.75					
Per Worksheet	167,880.00	1,501.81	502.94	47.75					

[illegible]

167,880.00	1,501.81	502.94		47.75					
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BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **March 2012**

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDC's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
1	Single Family Dwelling (SFD)	\$773.76	\$502.94	\$92.85	\$0.00	\$164,880.00	1	\$164,880.00	2	\$561,178.00
0	Single Family Addition (SFA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	7	\$339,286.70
0	Single Family Garage-Carport (SFG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	1	\$24,464.00
0	Two Family Residential (TFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0	\$0.00
0	Multi-Family Residential Apts (MFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0	\$0.00
0	Commercial New (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0	\$0.00
0	Commercial Addition-Change (CA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0	\$0.00
0	Churches (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0	\$0.00
0	School Repair-Addition (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0	\$0.00
0	Building Removal (B)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	1	\$0.00
2	Misc.-Retaining Wall-Fence (M,RW,F)	\$728.05	\$0.00	\$87.37	\$0.00	\$3,000.00	3	\$34,457.00	8	\$135,516.98
3	Total Building Permits	\$1,501.81	\$502.94	\$180.22	\$0.00	\$167,880.00	4	\$199,337.00	19	\$1,060,445.68
2	Mechanical Permits	\$47.75	\$0.00	\$5.73	N/A	N/A		N/A		N/A
0	Plumbing Permits	\$0.00	N/A	\$0.00		N/A		N/A		N/A
0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
0	Mfg Home Install - Administrative Fee	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
3	TOTAL PERMITS	\$1,549.56	\$502.94	\$185.95	\$0.00	\$167,880.00	4	\$199,337.00	19	\$1,060,445.68
	Total Year to Date Calculated Fees									