

City of Brookings MEETING AGENDA

CITY COUNCIL

Monday, January 9, 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. Reappointment of Pete Chasar to the Public Arts Committee. [pg. 4]

E. Public Hearings/Ordinances/Resolutions/Final Orders

1. Ordinance amending Brookings Municipal Code Subsection E, Vision Clearance, of Subsection 17.92.100, Development and maintenance standards for off-street parking areas. [Planning, Advance Packet]
 - a. Ordinance 12-O-689

F. Oral Requests and Communications from the audience

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

G. Staff Reports

1. Acceptance of street right-of-way from Bi-Mart Corporation as required by the retail store project. [Planning, pg. 10]
 - a. Deed [pg. 11]
2. Direction to notify Frontier Communications of the City's intent to pursue a new agreement with a 5.0 percent franchise fee. [City Manager, pg. 13]

H. Consent Calendar

1. Approve Council Meeting minutes for December 12, 2011. [pg. 14]
2. Accept Annual Committee for Citizen Involvement (CCI) Report for 2011. [pg.19]
 - a. CCI Annual Report [pg. 20]
3. Accept December, 2011, Vouchers in the amount of \$733,049.53. [pg. 21]
4. Receive monthly financial report for November, 2011. [pg. 26]

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.

January 2012

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

Monday	Tuesday	Wednesday	Thursday	Friday
Jan 2 11:00am 12:00pm CC - VIPS 7:00pm 10:00pm FH-FireTrng	3 4:00pm 6:00pm CC - Wkshop 7:00pm 10:00pm CC-Planning Comm	4 10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 4:00pm 5:00pm CC - Traffic Safety 7:00pm 9:00pm FH-PoliceResrvs	5 12:00pm 1:00pm CC - Public Art Committee 3:00pm 4:00pm CC - Staff	6
9 7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council	10	11 10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan	12 9:00am 10:30am CC-Crm Stoppers 12:00pm 1:00pm CC - Court	13
16 Martin Luther King Day - City Hall Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	17	18 10:00am 12:00pm CC- Site Plan	19	20
23 7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	24	25 10:00am 12:00pm CC- Site Plan	26 7:00pm 9:00pm CC-Parks & Rec	27 10:30am 11:30am CC - Staff (Council Chambers) - Lauri Ziemer
30 7:00pm 10:00pm FH-FireTrng	31	Feb 1	2	3

Jan 2 - 6

Jan 9 - 13

Jan 16 - 20

Jan 23 - 27

Jan 30 - Feb 3

February 2012

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

Monday		Tuesday		Wednesday		Thursday		Friday	
Jan 30		31		Feb 1		2		3	
				10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC- Stout Park 7:00pm 9:00pm FH-PoliceResrvs		3:00pm 4:00pm CC- Staff			
6		7		8		9		10	
11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng		7:00pm 10:00pm CC-Planning Comm		10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan		9:00am 10:30am CC-Cem Stoppes 1:00pm 2:00pm CC- Court			
13		14		15		16		17	
7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council				10:00am 12:00pm CC- Site Plan					
20		21		22		23		24	
Presidents Day - Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng				10:00am 12:00pm CC- Site Plan					
27		28		29		Mar 1		2	
7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng				10:00am 12:00pm CC- Site Plan					

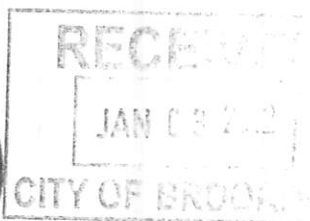
Jan 30 - Feb 3

Feb 6 - 10

Feb 13 - 17

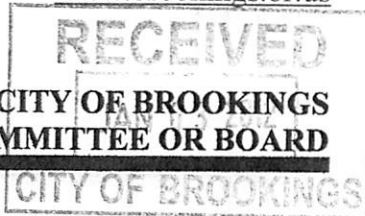
Feb 20 - 24

Feb 27 - Mar 2



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: (541) 469-1100 Fax: (541) 469-3650
www.brookings.or.us



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

Name: PETE CHASAR

Date: _____

Physical Address: 935 MARINA HTS. RD., BROOKINGS

Mailing Address: (SAME) Phone: 541 469-2377

Email Address: chasar@nwtec.com

I would like to apply for the following position (all positions are appointed by Council):

- | <u>Position</u> | <u>Term</u> |
|---|-------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (CCI) | 4 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 years |
| <input type="checkbox"/> Budget Committee | 3 years |
| <input type="checkbox"/> Urban Renewal Advisory Committee | 3 years |
| <input type="checkbox"/> Traffic Safety Committee: | 3 years |
| <input checked="" type="checkbox"/> Public Art Committee | 3 years |
| <input type="checkbox"/> Other _____ | |

NOTE: Terms are as stated unless the appointment is to fill a vacancy with a term already in progress. Refer to specific notices for specific information.

1. Resident of the City of Brookings since: Month: 6 Year: '99

2. Please list no less than three references:

NAME:	ADDRESS:	PHONE:
LUCIE A. <u>CARBONTE</u>	PO BOX 1521 GOLD BEACH, OR 97444	541 247-0935
BOB B. <u>CAFARELLA</u>	16234 N. 11 PLACE PHOENIX, AZ 85022	602 863-0928
BRENDA C. <u>FELLDIN</u>	9846 N. 50TH ST. PARADISE VALLEY, AZ 85253	602 390-2452

3. Briefly explain why you wish to serve the community in this capacity and what prior

experience, community service, or background you have in this area. Attach additional sheets if necessary: I'M A PROFESSIONAL ARTIST AND

SCULPTOR, IN ADDITION, I HAVE SERVED ON
THE FOLLOWING CITY COMMISSIONS/COMMITTEES:

- URBAN RENEWAL (5 YEARS)
- SCOUT PARK (2 YEARS)
- PUBLIC ART (3 YEARS)

ALSO, I HAVE SERVED ON WELCOME SIGN
COMMITTEE AS DESIGN AND CONSTRUCTION
COORDINATOR.

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary.


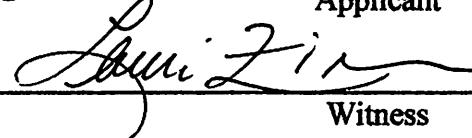
(SEE ATTACHED RESUME)

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

PUBLIC ART COMMITTEE

6. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
7. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
8. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
9. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
10. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

I, PEPE CHASAR sign this application voluntarily and in the presence of the witness whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.

 _____ Applicant	<u>1/3/12</u> _____ Date
 _____ Witness	<u>1/3/2012</u> _____ Date

pete chasar — résumé

935 marina heights road, brookings, or 97415 • 541 469-2377

e-mail: pjc@chasar.com

fine artist and writer

1998-present

Create landscape paintings and geometric sculptures. My triptych painting, Last Light, was in ArtPrize 2011, an international art competition held in Grand Rapids, Michigan.

Published *Desert Spring*, a book about my outdoor experiences and role in the successful campaign to preserve Scottsdale's McDowell Mountains.

advertising writer, designer, creative director

1986-1998 Chasar Ad Group, Phoenix, Arizona.

Owner/operator of Arizona advertising and design firm. Wrote, designed and produced print and broadcast advertising, including brochures and direct mail for clients in many different fields; won several national and local awards for design and writing; retired in 1998.

creative supervisor

1985-1986 Patchen-Brownfeld Advertising, Phoenix, Arizona

Wrote newspaper, magazine, radio and TV advertising for clients that included America West Airlines, Sun State Savings and Arizona Heart Institute.

senior writer

1982-1985 WFC Advertising, Phoenix, Arizona (Won New York Art Directors Award)

Wrote print and broadcast advertising; produced radio and TV commercials for clients that included Circle-K Stores, Southwest Savings, Lincoln Health and ITT Courier.

Partner/Creative Director

1980-1981 Chasar & Hollister, Phoenix, Arizona

Served as writer and creative director for small, short-lived advertising firm serving clients ITT Courier, Air Couriers International and others.

Freelance Writer

1975-1980 Phoenix, Arizona

Wrote advertising and literature for several clients, including construction firms, financial institutions and medical institutions like the Arizona Heart Institute

Writer

1972-1975 Jennings & Thompson/FCB, Phoenix, Arizona

Wrote advertising and literature for Arizona Public Service, Valley National Bank, Bank of Nevada, Circle K Stores, The Phoenix Zoo and more.

1968-1971 Marsteller Advertising, New York, New York

Wrote advertising for Allied Chemical Fibers Division, IBM, American Wood Council, Keep America Beautiful, Louis Sherry Ice Cream and more.

1965-1968 Keyes-Martin, Advertising, Springfield, New Jersey

pete chasar — résumé continued

Catalog Writer

1963-1965 Montgomery Ward, New York, New York

Advertising Trainee

1963-1963 Ben Sackheim Advertising, New York, New York

other awards/achievements

- Wrote "People start pollution. People can stop it." for national Keep America Beautiful Campaign.
- Wrote *Wind Sucks. It Doesn't Blow.* -- a short unpublished work about Buckminster Fuller's ideas and concepts. (Fuller read and praised it.)
- Founding member and original chair of McDowell Sonoran Conservancy
- Served on two committees of Scottsdale's McDowell Sonoran Preserve Commission
- Served as Chair of Promotion Committee, Save Our McDowells, which ran a successful preservation election campaign
- Former Chair, Brookings Urban Renewal Advisory Commission
- Former Secretary, Curry County Cultural Coalition
- Chair, Brookings Public Art Committee
- Mile Adopter, CoastWatch, an affiliate of Oregon Shores Conservation Coalition
- Member, Southern Oregon Land Conservancy

education

1958-1962 BS (Advertising/Marketing), Fairleigh Dickinson University

School newspaper / Yearbook staff / track and field

pete chasar

935 marina heights road, brookings, or 97415 • 541 469-2377

e-mail: pjc@chasar.com

REFERENCES

Lucie LaBonte

Former Curry County Commissioner

PO Box 1521, Gold Beach 97444

541-247-0935 • labontelucie2@gmail.com

Bob Cafarella

Preservation Director (retired), City of Scottsdale

16234 N. 11th Place

Phoenix 85022

(602) 863-0928 • grand-canyon-bob@cox.net

Brenda Felldin

Past Board Member, Contemporary Forum/Phoenix Art Museum

9846 N. 50th Street,

Paradise Valley, AZ 85253

602 390-2452 • felldin@cox.net

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 9, 2012

Dianne Morris
Signature (submitted by)

Originating Dept: Planning

City Manager Approval

Subject: Bi-Mart Right-of-way Street Deed.

Recommended Motion: Motion to accept the street right-of-way deed provided by Bi-Mart and required by the Bi-Mart retail store project.

Financial Impact: None.

Background/Discussion: Bi-Mart was required by the Conditional Use Permit Final Order to give additional land to the street right-of-ways adjacent to the project. A deed is in this packet with descriptions of the areas being given to Wharf, Railroad, and Cove Rd. Staff has verified that these are the areas as stated in the Conditions of Approval in Bi-Mart's Final Order. Dyer Partnership, the City's Engineering firm, has reviewed and confirmed these are appropriate. These documents need to be accepted by Council, signed and recorded prior to completion of the Bi-Mart project.

Policy Considerations: N/A

Materials: Street Deed

Exhibit 'A'

LEGAL DESCRIPTION

Public Street Right-of-Way Dedications
City of Brookings, Curry County, Oregon

Three variable width parcels of land lying in the Southeast Quarter of the Southeast Quarter of Section 6, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon, said parcels being a portion of those properties described in Warranty Deed recorded May 9, 2011, Instrument No. 2011-1630, and in Warranty Deed recorded May 9, 2011, Instrument No. 2011-1632, Records of Curry County, Oregon, and being more particularly described as follows:

Parcel I: Cove Road Public Right-of-Way Dedication

Beginning at a point on the Westerly line of Cove Road in the City of Brookings, Oregon, said point of beginning by record being North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence along the Westerly line of said Cove Road South 12°41'39" East, 283.58 feet; thence leaving the Westerly line of said Cove Road and running North 89°46'21" West, 10.26 feet; thence North 12°41'39" West, 303.91 feet; thence North 27°14'13" West, 64.81 feet; thence North 62°45'47" East, 4.00 feet to a point on the Westerly line of said Cove Road; thence along said Westerly line of Cove Road South 27°14'13" East, 89.22 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Containing 3,246 square feet, more or less.

Parcel II: Railroad Street Public Right-of-Way Dedication

Commencing at a point on the Westerly line of Cove Road in the City of Brookings, Oregon, said point by record being North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence along the Westerly line of said Cove Road the following two (2) courses: 1) North 27°14'13" West, 89.70; thence 2) North 41°02'25" West, 163.28 feet to the Point of Beginning; thence leaving the Westerly line of said Cove Road and running thence South 89°46'14" West, 54.36 feet; thence South 54°32'16" West, 1.60 feet to a point on the Easterly line of Wharf Street; thence along said Easterly line of Wharf Street North 16°12'15" East, 14.00 feet to a point on the Southerly line of Railroad Street; thence along said Southerly line of Railroad Street North 89°46'14" East, 40.92 feet to a point on the Westerly line of said Cove Road; thence along said Westerly line of Cove Road South 41°02'25" East, 16.52 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Containing 603 square feet, more or less.

Parcel III: Wharf Street Public Right-of-Way Dedication

Commencing at a point on the Westerly line of Cove Road in the City of Brookings, Oregon, said point by record being North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence along the Westerly line of said Cove Road South 12°41'39" East, 283.58 feet; thence leaving the Westerly line of said Cove Road and running thence North 89°46'21" West, 399.92 feet to the Point of Beginning; thence continue North 89°46'21" West, 5.20 feet to a point on the Easterly line of Wharf Street; thence along said Easterly line of Wharf Street North 16°14'57" East, 262.40 feet; thence leaving said Easterly line of Wharf Street and running South 7°25'28" West, 26.10 feet; thence South 68°55'00" East, 1.00 feet; thence South 16°14'57" West, 235.08 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Containing 1,231 square feet, more or less.

Bearings and distances in the foregoing descriptions are based on that Map of Survey prepared by Stuntzner Engineering and Forestry, LLC, and filed in the Curry County Surveyors Office under Survey File No. 41-1659.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Michael R. Dahrens

OREGON
JULY 11, 2000
MICHAEL R. DAHRENS
60052

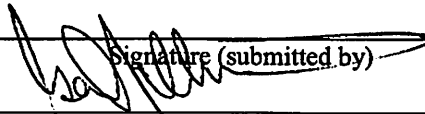
RENEWAL DATE: 12-31-2013

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 9, 2012

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Franchise Negotiations with Frontier Communications

Recommended Motion:

Motion to direct staff to notify Frontier Communications that the City would like to pursue a new franchise agreement for telephone and related telecommunications services, with a franchise fee of 5.0 per cent.

Financial Impact: The City currently receives \$11,000 annually in franchise fee revenue from Frontier Communications. An increase in the franchise fee from 3.3 to 5.0 per cent would result in an estimated \$16,500 annually in General Fund revenue.

Background/Discussion:

The City's franchise agreement with Frontier Communications has expired. Under the terms of the most recent franchise agreement, the City receives revenue equal to 3.3 per cent of Frontier gross revenue as compensation for using the City's streets and rights-of-way for the conduct of Frontier's business by erecting and maintaining transmission lines, manholes, boxes and poles.

A 2008 survey by the League of Oregon Cities found that cities collect a franchise fee ranging from 3.0-7.0 per cent from telephone service providers.

The City is currently in negotiations with Charter Communications to renew its franchise for cable television and related services. The current franchise fee under the Charter franchise agreement is 5.0 per cent of gross revenues, and the City is proposing to retain the fee at this same rate.

In some instances, both Charter and Frontier provide similar telecommunication services.

City of Brookings MEETING Minutes

CITY COUNCIL

Monday, December 12, 2011

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

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 persons 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, Administrative Services Director Janell Howard, Police Lt. Donny Dotson, Senior Planner Donna Colby-Hanks, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel and approximately 19 public.

Councilor Hedenskog moved, a second followed, and Council voted unanimously to move item E-5 (Resolution 11-R-973)) to E-1 and G-3 (Salmon Run Golf Course) to follow item D (Ceremonies).

Ceremonies/Appointments/Announcements

Mayor Anderson introduced new employee, Anella (Lu) Ehlers, Human Resource/Accountant.

Staff Report

Reduce the amount of the lease payment, due in February, 2012, from Claveran Group, LLC for the Salmon Run Golf Course, from \$30,000 to \$15,000 and direct staff to hire a consultant.

City Manager Milliman provided the staff report. Staff, he said, realized that the golf course is an important local resource but has no expertise in its operation and was recommending that the lease amount for 2012 be reduced to \$15,000 and that the money be used to hire a consultant to provide assistance in the courses future development.

Public Comments:

Gerry Ledoux, Salmon Run Men's Club President, commented that he chose to move to the area because of the course and without it he would likely move. He also commented on the amount of money brought into the community through local tournaments and visiting golfers, saying it was somewhere between \$14,000 and \$30,000.

Ed Murdock, Salmon Run Course Manager, gave a prepared report, (a copy of which is on file with the agenda packet), generally commenting that the lack of a permanent water source is the course's biggest challenge and hiring another consultant was unnecessary. Murdock said, "The City needs to determine what their view is of the course," and added that resources could be better utilized making improvements to the golf course. He said that funds for the lease were not available and requested that Council grant the extension.

Mayor Anderson said that he supported the golf course, but felt there were accountability issues. Since the last meeting, he said he'd heard from two people who had questioned the course's management and added that the City had spent a great deal of time trying to resolve the water issue at the course, even though development of a water system was the developer's responsibility. Council, he said, was looking for more definitive information moving forward, such as the number of employees, and he thought that management should know how much money had been donated by Salmon Run and to whom. Anderson added that there needed to be some basis for making modifications to the existing contract if it is to be amended.

Murdock said that the number of employees is always changing and that Salmon Run had been working on procuring the water right for years. He said they'd been told in 2002 by the Water Master that it could not be procured.

Councilor Gordon asked Murdock if the course could become profitable if the water issue were resolved, and Murdock said that until it was resolved, no one was going to put money into the course.

Gordon said that the business plan received by the City did not convince him that the golf course could become profitable and added that the golf course is a private business which the City seems to keep having to bail out.

Mayor Anderson pointed out that the City had paid for both legal and engineering services in its attempts to resolve the water issue while Salmon Run had paid nothing. "There has to be a business plan that is reasonable to justify the operations of that City-owned property," Anderson said.

Councilor Gordon said that he was bothered by the Claveran Group's reluctance to spend the \$15,000 for a consultant to provide a more professional business plan.

Councilor Hedenskog said that by requesting another extension, it was like bringing the Council in as partners and as partners they should be able to see all the financial information. He added that he wanted to see the golf course profitable and viable.

Councilor Pieper said that the City is the landlord and that in the business world, regardless of the economy, if you don't make your lease payment, you eventually lose your lease. It's the golf course's decision whether or not to pay the lease payment, he added, but as the landlord, it was his position that the lease needed to be paid.

Councilor Hodges said that he was a member of the golf course and thinks the golf course does a tremendous amount for the community. He said that a subcommittee that met regularly to review financial and improvement progress would be an improvement over the current practice of a letter every six months. Hodges also mentioned the possibility of putting the lease payment into an escrow account to be held against progress toward meeting goals. "I don't think doing away with the golf course is going to do anyone any good," Hodges said, and asked the City Manager to explain the water right's process.

Milliman responded that the water rights are assigned to the property and that the City had to decide who to sell its water too. An agreement would be needed with the golf course owners outlining its cost, use and development, he added.

Councilor Pieper moved to deny the request for extension of the lease payment and direct staff to keep the current agreement, a second followed, and the motion failed, 2 to 3, with Councilors Pieper and Hedenskog voting "Yes" and Mayor Anderson and Councilors Gordon and Hodges voting "No."

Councilor Gordon moved, a second followed and Council voted 3 to 2, with Mayor Anderson and Councilors Gordon and Hodges voting "Yes," and Councilors Pieper and Hedenskog voting "No," to approve a reduction in the lease amount due in February, 2012, under the terms of the agreement as amended between the City and Claveran Group, LLC, from \$30,000 to \$15,000, and direct said amount to be used to retain professional services to review documents relating to the operation of the Salmon Run Golf Course and make recommendations with respect to lease agreement restructuring and plan implementation to achieve financial sustainability of the golf course.

Ceremonies/Appointments/Announcements

Police Dispatcher, Susan Frisch, was recognized for her ten years of service.

Public Hearings/Ordinances/Resolutions/Final Orders

Resolution 11-R-973, establishing Nationwide as an eligible deferred compensation plan.

Director Howard reviewed the staff report.

Councilor Pieper moved to adopt Resolution 11-R-973, establishing Nationwide as an eligible deferred compensation plan.

Ordinance 11-O-686, amending Brookings Municipal Code Title 8, Health and Safety.

Planner Colby-Hanks reviewed the staff report regarding revisions to Title 8 of the Brookings Municipal Code.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 11-O-686 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 11-O-686 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 11-O-686 [amending Title 8, Health and Safety, of the BMC in its entirety].

Public Hearing on File LCD-3-11, revisions to Brookings Municipal Code Chapter 17.88, Signs Regulations.

Mayor Anderson opened the Public Hearing on File LCD-3-11 at 8:07pm.

Hearing no exparte, declarations of conflict or personal interest, nor objections as to jurisdiction, Mayor Anderson reviewed the guidelines and Planner Colby-Hanks reviewed the staff report. There were no public comments and the hearing was closed at 8:09pm.

Councilor Hodges asked about the engineering required for signs over five square feet in size. During discussion it was determined that staff typically provides the required engineering data needed to make the signs conform to code.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve revisions to Brookings Municipal Code Chapter 17.88, Sign Regulations, as contained in the file LDC-3-11.

Ordinance 11-O-673, amending Brookings Municipal Code Chapter 17.88, Sign Regulations.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 11-O-683 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 11-O-683 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 11-O-683, [amending subsections 17.88.030 (A) and 17.88.040 (B), and deleting subsections 17.88.040 (E) and (H), of Brookings Municipal Code Chapter 17.88, Sign Regulations].

Mayor Anderson opened the public Hearing at 8:21pm, on File LDC-2-11, revisions to Brookings Municipal Code Chapter 17.92, Off-Street Parking and Loading Regulations, City initiated.

Hearing no exparte, declarations of conflict or personal interest, nor objections as to jurisdiction, Mayor Anderson reviewed the guidelines and Planner Colby-Hanks reviewed the staff report.

Mayor Anderson expressed concern about the size of the corner vision area in the recommended option and suggested that those areas with small lot sizes be allowed to conform to the existing code.

After some discussion, it was suggested that the existing code be applied to the downtown core area while in other areas the recommended changes be applied.

Mayor Anderson moved, a second followed and Council voted to approve the revisions with modifications. The vote, motion and second were then withdrawn as the hearing had not been closed, and the hearing was closed at 8:44pm.

Mayor Anderson moved, as second followed and Council voted unanimously to approve revisions to the corner vision requirements for commercial driveways in Chapter 17.92, Off street parking and loading regulations, BMC, excluding the downtown core area map # 17.92.030-1, which would utilize the current design [provided] in [option] A and to implement what is known as option B in the remaining areas.

Staff Reports

Approval to allocate System Development Funds for Parks and Recreation priority projects and \$2,000 to install a picnic table at Hillside Pedestrian Oasis.

City Manager Milliman provided the staff report.

Mayor Anderson asked if the table could be moved, and Milliman said that it could.

Councilor Hodges moved, a second followed and Council voted unanimously to approve the allocation of System Development funding in the amount of \$88,309 for Parks and Recreation Commission priority projects, and an additional \$2,000 for the Public Art Committee's request for a picnic table at the Hillside Oasis.

Approval of a letter of support for Federal Discretionary Grant for Railroad Street Improvements.

Milliman provided the staff report.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approval of a letter of support for Federal Discretionary Grant for Railroad Street Improvements.

Authorization to enter agreement with Ater Wynne, LLP, and CH2MHill for services associated with the development of new intergovernmental agreement with the Harbor Sanitary District.

Milliman provided the staff report.

Councilor Gordon moved, a second followed and Council voted, 3 to 2, with Councilors Pieper and Hedenskog voting "No," and Mayor Anderson and Councilors Hodges and Gordon voted "Yes," to authorize the Mayor to execute agreements with Ater Wynne, LLP, and CH2MHill for legal and technical services associated with the development of a new intergovernmental agreement with the Harbor Sanitary District, with the amount of fee not to exceed \$15,000, without further Council authorization.

Consent Calendar

1. Approve Council minutes for November 14, 2011.
2. Accept Planning minutes for November 1, 2011.
3. Accept November, 2011, Vouchers in the amount of \$549,332.02.
4. Receive monthly financial report for October, 2011.

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

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously by voice vote to adjourn at 9:02pm.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2011:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 9, 2012

Donna Colby-Hanks
Signature (submitted by)

Originating Dept: Planning Dept.

City Manager Approval

Subject: The Committee for Citizen Involvement annual report.

Recommended Motion: Motion to accept the CCI annual report for 2011 and forward to the County Planning coordinator and the State's Citizen Involvement Advisory Committee as required by Resolution #399.

Financial Impact: None.

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

Policy Considerations: None.

Attachment(s): CCI Annual Report



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1138 Fax (541) 469-3650

dmorris@brookings.or.us

TO: Planning Commission

FROM: Donna Colby-Hanks, Senior Planner *DC*

DATE: December 22, 2011

RE: Committee for Citizen Involvement 2011

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

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

A survey form, designed to evaluate the effectiveness of the citizen involvement program, has been available for the past year at the sign-in table at every Planning Commission meeting and on the City's website. In November, Staff mailed out 43 copies of the survey form and provided stamped, addressed return envelopes to all participants in the previous years Planning Commission meetings. Seven were completed and returned.

Summary of key questions:

- Is information concerning meetings, process, and specific applications available to the public?
All responses were favorable.
- Were citizens allowed to participate and did the Planning Commission consider their input.
All responses were favorable.

The Planning Commission acting in their capacity as the Committee for Citizen Involvement conducted a workshop to discuss a proposed Parks Masterplan on May 17, 2011. This Masterplan contains an inventory of parks and open spaces within the City and provides potential sites for acquisitions for additional parks. The City Council adopted the Parks Masterplan in July.

Recommendation: Motion to accept the CCI Annual Report for 2011 and forward to the City Council.

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/11	12/16/2011	67258	4729	Jan Miller	10002005	30.85- V
12/11	12/01/2011	67290	682	Al's Radio Shack	10002005	22.99
12/11	12/01/2011	67291	4734	ARAMARK Uniform Services	10002005	1,367.82
12/11	12/01/2011	67292	4827	Boldt, Carlisle & Smith LLC	10002005	355.00
12/11	12/01/2011	67293	4878	Brookings Youth Activities	10002005	100.00
12/11	12/01/2011	67294	417	Cabela's Mktg & Brand Mgt Inc	10002005	379.83
12/11	12/01/2011	67295	588	Cardinal Services Inc	10002005	1,643.37
12/11	12/01/2011	67296	4832	Central Pipeline Inc.	10002005	139,055.63
12/11	12/01/2011	67297	3512	Christensen, Richard	10002005	254.52
12/11	12/01/2011	67298	1106	City of Grants Pass	10002005	12,824.20
12/11	12/01/2011	67299	4596	Claitor's Law Books & Publishing Div.	10002005	28.96
12/11	12/01/2011	67300	1745	Coastal Paper & Supply, Inc	10002005	144.00
12/11	12/01/2011	67301	183	Colvin Oil Company	10002005	3,388.41
12/11	12/01/2011	67302	182	Coos-Curry Electric	10002005	22,955.21
12/11	12/01/2011	67303	4724	Curry County Health Dept	10002005	668.00
12/11	12/01/2011	67304	2899	Decatur Electronics	10002005	178.75
12/11	12/01/2011	67305	371	Dept. of Environmental Quality	10002005	804.00
12/11	12/01/2011	67306	3342	Fastenal	10002005	6.17
12/11	12/01/2011	67307	2186	Ferguson #3021	10002005	172.50
12/11	12/01/2011	67308	4646	Frontier	10002005	222.23
12/11	12/01/2011	67309	269	Grainger	10002005	139.03
12/11	12/01/2011	67310	1130	H.D. Fowler	10002005	495.00
12/11	12/01/2011	67311	167	Hach Company	10002005	348.02
12/11	12/01/2011	67312	2680	Kathy Dunn	10002005	100.00
12/11	12/01/2011	67313	262	Kim Hunnicutt Court Reporting	10002005	30.00
12/11	12/01/2011	67314	4048	Liquivision Technology Inc	10002005	4,250.00
12/11	12/01/2011	67315	4574	Miller, Jan	10002005	30.85
12/11	12/01/2011	67316	4224	Oce Imagistics, Inc.	10002005	170.04
12/11	12/01/2011	67317	4781	OHA Cashier	10002005	200.00
12/11	12/01/2011	67318	2854	OHS - Drinking Water Program	10002005	380.00
12/11	12/01/2011	67319	375	OR Department of Revenue	10002005	73.00
12/11	12/01/2011	67320	860	Oregon Fire Chiefs Assn	10002005	65.00
12/11	12/01/2011	67321	1251	Performance Promotions	10002005	456.37
12/11	12/01/2011	67322	4879	Renaissance Inn	10002005	231.00
12/11	12/01/2011	67323	4659	Rock Island Design	10002005	2,870.00
12/11	12/01/2011	67324	3369	Schwabe Williamson & Wyatt PC	10002005	429.00
12/11	12/01/2011	67325	4237	St. Timothy's Church	10002005	5,000.00
12/11	12/01/2011	67326	142	Tidewater Contractors Inc	10002005	5,340.00
12/11	12/01/2011	67327	136	United Pipe & Supply Co Inc	10002005	5,764.68
12/11	12/01/2011	67328	861	Village Express Mail Center	10002005	35.86
12/11	12/01/2011	67329	2122	Cardmember Service	10002005	5,508.23
12/11	12/01/2011	67330	4225	William H. Reilly & Co.	10002005	213.31
12/11	12/01/2011	67331	195	Curry Transfer & Recycling	10002005	34,066.63
12/11	12/01/2011	67332	182	Coos-Curry Electric	10002005	102.37
12/11	12/08/2011	67333	4880	Musaelian J.D., Andrew	10002005	1,710.00
12/11	12/08/2011	67334	2505	Aramark	10002005	89.04
12/11	12/08/2011	67335	303	Associated Bag Company	10002005	443.90
12/11	12/08/2011	67336	3236	AT&T Mobile	10002005	130.76
12/11	12/08/2011	67337	4778	Ausland Builders, Inc.	10002005	144,457.00
12/11	12/08/2011	67338	4827	Boldt, Carlisle & Smith LLC	10002005	7,345.00
12/11	12/08/2011	67339	4752	Border Coast Regional Airport Authority	10002005	2,741.00
12/11	12/08/2011	67340	416	Brookings Lock & Safe Co	10002005	118.83
12/11	12/08/2011	67341	715	Budge McHugh Supply	10002005	206.82

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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12/11	12/08/2011	67343	193	Central Equipment Co, Inc	10002005	75.11
12/11	12/08/2011	67344	3834	Clean Sweep Janitorial Service	10002005	745.00
12/11	12/08/2011	67345	4882	Coastal Heating & Air	10002005	187.50
12/11	12/08/2011	67346	1740	Code Publishing Company Inc	10002005	64.35
12/11	12/08/2011	67347	173	Curry Equipment Company	10002005	840.00
12/11	12/08/2011	67348	195	Curry Transfer & Recycling	10002005	646.13
12/11	12/08/2011	67349	1	Beyers, Grace	10002005	19.13
12/11	12/08/2011	67350	1	Ciceric, Walter	10002005	19.38
12/11	12/08/2011	67351	1	Hedenskog, Scott & Sheila	10002005	58.43
12/11	12/08/2011	67352	1	Marrone, David	10002005	14.77
12/11	12/08/2011	67353	1	Schreiber, Mary	10002005	17.92
12/11	12/08/2011	67354	1	The Mentor Network	10002005	69.37
12/11	12/08/2011	67355	1	White, Francia	10002005	1.93
12/11	12/08/2011	67356	371	Dept. of Environmental Quality	10002005	100.00
12/11	12/08/2011	67357	4595	Doctor "D" Autocare	10002005	120.04
12/11	12/08/2011	67358	153	Ferrellgas	10002005	1,418.14
12/11	12/08/2011	67359	4646	Frontier	10002005	642.83
12/11	12/08/2011	67360	198	Grants Pass Water Lab	10002005	256.00
12/11	12/08/2011	67361	1130	H.D. Fowler	10002005	142.05
12/11	12/08/2011	67362	154	Hagen's Dry Cleaners	10002005	75.50
12/11	12/08/2011	67363	3408	IDEXX Distribution Inc	10002005	179.36
12/11	12/08/2011	67364	2216	John D Rapraeger Inc	10002005	19,090.97
12/11	12/08/2011	67365	4863	Ken Meier Tree Service	10002005	50.00
12/11	12/08/2011	67366	162	Kerr Hardware	10002005	731.02
12/11	12/08/2011	67367	328	Les Schwab Tire Center	10002005	1,076.23
12/11	12/08/2011	67368	4852	Loree Pryce	10002005	175.00
12/11	12/08/2011	67369	283	Mufflers & More	10002005	488.00
12/11	12/08/2011	67370	4443	Napa Auto Parts	10002005	17.98
12/11	12/08/2011	67371	685	Neilson Research Corporation	10002005	624.50
12/11	12/08/2011	67372	4487	Net Assets Corporation	10002005	250.00
12/11	12/08/2011	67373	3159	Northcoast Health Screening	10002005	215.00
12/11	12/08/2011	67374	3935	Northern California Glove	10002005	649.50
12/11	12/08/2011	67375	2283	NW Technical, Inc	10002005	3,500.00
12/11	12/08/2011	67376	3644	NWFF International	10002005	573.00
12/11	12/08/2011	67377	4224	Oce Imagistics, Inc.	10002005	15.10
12/11	12/08/2011	67378	279	One Call Concepts, Inc	10002005	29.04
12/11	12/08/2011	67379	426	Oregon Apparatus Repair Inc	10002005	4,373.27
12/11	12/08/2011	67380	311	Paramount Supply Company	10002005	104.77
12/11	12/08/2011	67381	866	Pitney Bowes Global Financial	10002005	137.00
12/11	12/08/2011	67382	1029	Pitney Bowes Purchase Power	10002005	1,000.00
12/11	12/08/2011	67383	4363	Robert N. Black, Attorney	10002005	3,782.48
12/11	12/08/2011	67384	169	Roto Rooter	10002005	1,837.00
12/11	12/08/2011	67385	3475	SIS-Q Communications	10002005	785.00
12/11	12/08/2011	67386	316	South Coast Storage & Industry	10002005	150.00
12/11	12/08/2011	67387	3819	Stancil Solutions	10002005	886.00
12/11	12/08/2011	67388	3487	Tailored Solutions Corp	10002005	456.00
12/11	12/24/2011	67389	3917	Barnstead International	10002005	.00 V
12/11	12/08/2011	67390	142	Tidewater Contractors Inc	10002005	500.00
12/11	12/08/2011	67391	797	Town & Country Animal Clinic	10002005	79.30
12/11	12/08/2011	67392	2541	U.S. Bank	10002005	400.00
12/11	12/08/2011	67393	1486	United Parcel Service	10002005	79.05
12/11	12/08/2011	67394	4881	United States Water Fitness Assoc.	10002005	245.00
12/11	12/08/2011	67395	2863	Verizon Wireless	10002005	335.21
12/11	12/08/2011	67396	861	Village Express Mail Center	10002005	8.11
12/11	12/08/2011	67397	148	B-H Chamber of Commerce	10002005	2,924.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/11	12/09/2011	67398	313	Brookings Vol Firefighters	10002005	2,250.00
12/11	12/09/2011	67399	1840	Chetco Federal Credit Union	10002005	3,053.00
12/11	12/09/2011	67400	199	Harper, Richard	10002005	300.00
12/11	12/09/2011	67401	4269	Milliman, Gary	10002005	67.50
12/11	12/09/2011	67402	322	Postmaster	10002005	820.00
12/11	12/15/2011	67403	4885	AA Testing Services, Inc.	10002005	295.00
12/11	12/15/2011	67404	370	CCIS	10002005	37.73
12/11	12/15/2011	67405	3015	Charter Communications	10002005	84.80
12/11	12/15/2011	67406	183	Colvin Oil Company	10002005	5,671.03
12/11	12/15/2011	67407	2542	Crystal Fresh Bottled Water	10002005	160.00
12/11	12/15/2011	67408	1	Kevin Cales	10002005	43.52
12/11	12/15/2011	67409	1	Edward Kessler	10002005	45.54
12/11	12/15/2011	67410	1	Sherri King	10002005	33.40
12/11	12/15/2011	67411	1	Harlan & Linda Martin	10002005	39.31
12/11	12/15/2011	67412	1	John Mitzner	10002005	35.37
12/11	12/15/2011	67413	1	Robert W. Morris	10002005	26.98
12/11	12/15/2011	67414	1	Ashley Peterson	10002005	31.38
12/11	12/15/2011	67415	1	R J Rich	10002005	57.68
12/11	12/15/2011	67416	1	Sarah Stevens	10002005	103.70
12/11	12/15/2011	67417	1	Thomas E. Stanton	10002005	39.93
12/11	12/24/2011	67418	4883	Doernbecher Children's Hospital	10002005	.00 V
12/11	12/15/2011	67419	2640	Dyer Partnership Inc., The	10002005	45,699.10
12/11	12/15/2011	67420	4646	Frontier	10002005	38.36
12/11	12/15/2011	67421	544	Legislative Counsel Committee	10002005	560.00
12/11	12/15/2011	67422	867	Local Gov't Personnel Inst	10002005	1,344.00
12/11	12/15/2011	67423	4884	Mouser Electronics, Inc.	10002005	28.33
12/11	12/15/2011	67424	1573	Northwest Business Systems	10002005	12,007.78
12/11	12/15/2011	67425	3619	Oregon Tool & Supply	10002005	228.45
12/11	12/15/2011	67426	3782	Sensus Metering Systems	10002005	1,452.00
12/11	12/15/2011	67427	4870	Systems West Engineers, Inc.	10002005	3,978.00
12/11	12/15/2011	67428	142	Tidewater Contractors Inc	10002005	84,857.25
12/11	12/15/2011	67429	991	Verizon Northwest	10002005	215.85
12/11	12/22/2011	67430	1843	Action Industrial Systems	10002005	794.00
12/11	12/22/2011	67431	1985	American Water Works Assn	10002005	2,241.65
12/11	12/22/2011	67432	342	Applied Industrial Technology	10002005	142.64
12/11	12/22/2011	67433	146	Bay West Supply, Inc	10002005	93.75
12/11	12/22/2011	67434	4669	Boise Packaging and Newsprint, LLC	10002005	462.00
12/11	12/22/2011	67435	4827	Boldt, Carlisle & Smith LLC	10002005	1,970.00
12/11	12/22/2011	67436	147	Brookings Glass Inc	10002005	60.00
12/11	12/22/2011	67437	1886	BOLI	10002005	160.00
12/11	12/22/2011	67438	588	Cardinal Services Inc	10002005	1,664.35
12/11	12/22/2011	67439	3015	Charter Communications	10002005	990.00
12/11	12/22/2011	67440	3512	Christensen, Richard	10002005	94.74
12/11	12/22/2011	67441	3844	Colby-Hanks, Donna	10002005	46.62
12/11	12/22/2011	67442	183	Colvin Oil Company	10002005	6,061.39
12/11	12/22/2011	67443	182	Coos-Curry Electric	10002005	473.19
12/11	12/22/2011	67444	4145	Crescent Fire Protection Dist	10002005	80.00
12/11	12/22/2011	67445	2542	Crystal Fresh Bottled Water	10002005	160.00
12/11	12/22/2011	67446	151	Curry Coastal Pilot	10002005	559.51
12/11	12/22/2011	67447	648	Curry County Sheriffs Office	10002005	250.00
12/11	12/22/2011	67448	166	Dan's Auto & Marine Electric	10002005	325.44
12/11	12/22/2011	67449	1	Collins, Peggy	10002005	48.41
12/11	12/22/2011	67450	1	Geraghty Coin Machine	10002005	19.89
12/11	12/22/2011	67451	1	Premier Property Management	10002005	36.10
12/11	12/22/2011	67452	3316	DEQ - Water Quality Division	10002005	100.00
12/11	12/22/2011	67453	4876	D'sineZ	10002005	360.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/11	12/22/2011	67454	2840	Dyer Partnership Inc., The	10002005	1,650.00
12/11	12/22/2011	67455	153	Ferrellgas	10002005	1,214.20
12/11	12/22/2011	67456	4646	Frontier	10002005	24.91
12/11	12/22/2011	67457	3135	Gordon, David	10002005	10.50
12/11	12/22/2011	67458	269	Grainger	10002005	274.50
12/11	12/22/2011	67459	1130	H.D. Fowler	10002005	733.40
12/11	12/22/2011	67460	3632	Harbor View Windows	10002005	125.00
12/11	12/22/2011	67461	4887	Lester, Gary	10002005	1,537.50
12/11	12/22/2011	67482	123	Motorola	10002005	3,339.60
12/11	12/22/2011	67463	1573	Northwest Business Systems	10002005	98.00
12/11	12/22/2011	67464	4332	Oregon Assoc. Chiefs of Police	10002005	325.00
12/11	12/22/2011	67465	974	Oregon Chapter 31	10002005	20.00
12/11	12/22/2011	67466	252	Paramount Pest Control	10002005	42.00
12/11	12/22/2011	67487	4815	PLATT	10002005	398.40
12/11	12/22/2011	67468	378	Quality Control Services	10002005	670.00
12/11	12/22/2011	67469	187	Quality Fast Lube & Oil	10002005	121.00
12/11	12/22/2011	67470	207	Quill Corporation	10002005	1,470.79
12/11	12/22/2011	67471	4888	Rigel, Sierra	10002005	200.00
12/11	12/22/2011	67472	3954	Riverside Manufacturing Co	10002005	1,885.89
12/11	12/22/2011	67473	4662	Sig Sauer Inc	10002005	864.00
12/11	12/22/2011	67474	3060	South Coast Employer Council	10002005	59.00
12/11	12/24/2011	67475	3917	Barnstead International	10002005	.00 V
12/11	12/22/2011	67476	4889	Tideflex Technologies	10002005	7,317.95
12/11	12/22/2011	67477	861	Village Express Mail Center	10002005	60.43
12/11	12/22/2011	67478	4369	Zurich American Insurance Co.	10002005	1,693.00
12/11	12/27/2011	67479	3917	Thermo Fisher Scientific	10002005	356.09
12/11	12/29/2011	67480	4801	Ali's Graphic Shirts & More	10002005	71.00
12/11	12/29/2011	67481	255	Batteries Plus	10002005	419.00
12/11	12/29/2011	67482	4193	C & K Markets	10002005	172.73
12/11	12/29/2011	67483	370	CCIS	10002005	16,351.59
12/11	12/29/2011	67484	212	Chem Quip Inc	10002005	1,772.29
12/11	12/29/2011	67485	1745	Coastal Paper & Supply, Inc	10002005	424.48
12/11	12/29/2011	67486	3844	Colby-Hanks, Donna	10002005	68.75
12/11	12/29/2011	67487	182	Coos-Curry Electric	10002005	28,854.89
12/11	12/29/2011	67488	648	Curry County Sheriffs Office	10002005	3,187.00
12/11	12/29/2011	67489	284	Day Management Corp	10002005	3,223.38
12/11	12/29/2011	67490	1	Rosichelli, Al	10002005	18.74
12/11	12/29/2011	67491	1	Deposit Refund	10002005	100.27
12/11	12/29/2011	67492	3342	Fastenal	10002005	54.09
12/11	12/29/2011	67493	4646	Frontier	10002005	158.60
12/11	12/29/2011	67494	4890	GearGrid Corporation	10002005	3,107.00
12/11	12/29/2011	67495	167	Hach Company	10002005	817.62
12/11	12/29/2011	67496	139	Harbor Logging Supply	10002005	41.72
12/11	12/29/2011	67497	1397	L N Curtis & Sons	10002005	176.58
12/11	12/29/2011	67498	386	Lab Safety Supply Inc	10002005	79.79
12/11	12/29/2011	67499	1573	Northwest Business Systems	10002005	55.10
12/11	12/29/2011	67500	3561	Oil Can Henry's	10002005	80.07
12/11	12/29/2011	67501	4715	OSU Extension	10002005	175.00
12/11	12/29/2011	67502	322	Postmaster	10002005	190.00
12/11	12/29/2011	67503	4659	Rock Island Design	10002005	115.68
12/11	12/29/2011	67504	4413	Rogue Scuba	10002005	120.00
12/11	12/29/2011	67505	3369	Schwabe Williamson & Wyatt PC	10002005	351.00
12/11	12/29/2011	67506	3499	Simplot Grower Solutions	10002005	1,212.50
12/11	12/29/2011	67507	380	Stadelman Electric Inc	10002005	1,943.75
12/11	12/29/2011	67508	990	UPS	10002005	97.43
12/11	12/29/2011	67509	861	Village Express Mail Center	10002005	32.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/11	12/29/2011	67510	2122	Cardmember Service	10002005	3,004.57
12/11	12/29/2011	67511	917	Wm. H. Reilly & Co	10002005	405.31
Grand Totals:						<u>733,049.53</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2011

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,473,996.00	21,203.59	134,634.65	2,339,361.35	5.4
LICENSES AND PERMITS	94,500.00	3,213.97	45,159.96	49,340.04	47.8
INTERGOVERNMENTAL	569,000.00	16,890.70	49,129.40	519,870.60	8.6
CHARGES FOR SERVICES	142,500.00	1,500.00	32,912.46	109,587.54	23.1
OTHER REVENUE	94,500.00	3,751.23	40,194.47	54,305.53	42.5
TRANSFERS IN	530,591.00	.00	.00	530,591.00	.0
	3,905,087.00	46,559.49	302,030.94	3,803,056.06	7.7
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	13,539.00	.00	.00	13,539.00	.0
MATERIAL AND SERVICES	7,300.00	300.00	1,690.00	5,610.00	23.2
CAPITAL OUTLAY	12,500.00	.00	.00	12,500.00	.0
	33,339.00	300.00	1,690.00	31,649.00	5.1
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	226,652.00	18,558.41	96,296.54	130,355.46	42.5
MATERIAL AND SERVICES	85,700.00	8,326.71	47,093.40	38,606.60	55.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	312,352.00	26,885.12	143,389.94	168,962.06	45.9
POLICE:					
PERSONAL SERVICES	1,775,929.00	138,090.65	715,913.49	1,060,015.51	40.3
MATERIAL AND SERVICES	155,740.00	14,133.34	54,434.61	101,305.39	35.0
CAPITAL OUTLAY	401,100.00	14,275.02	45,808.65	355,291.35	11.4
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,347,769.00	166,499.01	816,156.75	1,531,612.25	34.8
FIRE:					
PERSONAL SERVICES	194,065.00	15,407.34	80,555.77	113,509.23	41.5
MATERIAL AND SERVICES	124,240.00	7,365.68	37,653.76	86,586.24	30.3
CAPITAL OUTLAY	38,600.00	30,579.01	36,685.01	1,914.99	95.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	356,905.00	53,352.03	154,894.54	202,010.46	43.4
PLANNING AND BUILDING:					
PERSONAL SERVICES	266,554.00	24,434.80	126,232.37	140,321.63	47.4
MATERIAL AND SERVICES	66,540.00	1,555.25	12,418.94	54,121.06	18.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	333,094.00	25,990.05	138,651.31	194,442.69	41.6

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2011

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	102,320.00	6,384.64	39,161.14	63,158.86	38.3
MATERIAL AND SERVICES	64,650.00	5,162.96	21,852.29	42,797.71	33.8
CAPITAL OUTLAY	60,800.00	17,819.00	59,227.53	1,572.47	97.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>227,770.00</u>	<u>29,366.60</u>	<u>120,240.96</u>	<u>107,529.04</u>	<u>52.8</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	272,597.00	24,323.52	117,336.77	155,260.23	43.0
MATERIAL AND SERVICES	32,640.00	4,097.33	9,635.30	23,004.70	29.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>305,237.00</u>	<u>28,420.85</u>	<u>126,972.07</u>	<u>178,264.93</u>	<u>41.6</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,635.00	.00	35,488.70	19,146.30	65.0
MATERIAL AND SERVICES	33,680.00	798.52	17,567.38	16,112.62	52.2
CAPITAL OUTLAY	20,000.00	.00	11,973.00	8,027.00	59.9
	<u>108,315.00</u>	<u>798.52</u>	<u>65,029.08</u>	<u>43,285.92</u>	<u>60.0</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	177,940.00	8,223.15	39,985.85	137,954.15	22.5
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	663,366.00	.00	.00	663,366.00	.0
	<u>910,306.00</u>	<u>8,223.15</u>	<u>39,985.85</u>	<u>870,320.15</u>	<u>4.4</u>
	<u>4,935,087.00</u>	<u>339,835.33</u>	<u>1,607,010.50</u>	<u>3,328,076.50</u>	<u>32.6</u>
	<u>(1,030,000.00)</u>	<u>(293,275.84)</u>	<u>(1,304,979.56)</u>	<u>274,979.56</u>	<u>(126.7)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2011

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	421,000.00	30,311.38	125,630.50	295,369.50	29.8
OTHER REVENUE	300.00	.00	2,625.11	(2,325.11)	875.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>421,300.00</u>	<u>30,311.38</u>	<u>128,255.61</u>	<u>293,044.39</u>	<u>30.4</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	61,186.00	4,359.42	22,963.09	38,232.91	37.5
MATERIAL AND SERVICES	193,240.00	36,275.04	107,651.31	85,588.69	55.7
CAPITAL OUTLAY	134,900.00	.00	34,114.24	100,785.76	25.3
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>40,634.46</u>	<u>164,728.64</u>	<u>381,571.36</u>	<u>30.2</u>
	<u>546,300.00</u>	<u>40,634.46</u>	<u>164,728.64</u>	<u>381,571.36</u>	<u>30.2</u>
	<u>(125,000.00)</u>	<u>(10,323.08)</u>	<u>(36,473.03)</u>	<u>(88,526.97)</u>	<u>(29.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2011

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	93,363.84	591,583.12	683,916.88	46.4
OTHER INCOME	4,000.00	1,540.03	20,418.61	(16,418.61)	510.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,279,500.00</u>	<u>94,903.87</u>	<u>612,001.73</u>	<u>667,498.27</u>	<u>47.8</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	421,876.00	33,022.50	177,282.81	244,593.19	42.0
MATERIAL AND SERVICES	372,130.00	29,780.44	128,525.31	243,604.69	34.5
CAPITAL OUTLAY	80,800.00	.00	16,201.69	64,598.31	20.1
	<u>874,806.00</u>	<u>62,802.94</u>	<u>322,009.81</u>	<u>552,796.19</u>	<u>36.8</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>62,802.94</u>	<u>322,009.81</u>	<u>1,147,490.19</u>	<u>21.9</u>
	<u>(190,000.00)</u>	<u>32,100.93</u>	<u>289,991.92</u>	<u>(479,991.92)</u>	<u>152.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2011

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,437,900.00	213,034.26	1,033,424.58	1,404,475.42	42.4
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>213,034.26</u>	<u>1,034,338.63</u>	<u>1,956,561.37</u>	<u>34.8</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	317,604.00	28,011.42	158,572.40	159,031.60	49.9
MATERIAL AND SERVICES	226,740.00	11,554.63	49,317.50	177,422.50	21.8
CAPITAL OUTLAY	24,900.00	.00	18,542.67	6,357.33	74.5
	<u>569,244.00</u>	<u>39,566.05</u>	<u>226,432.57</u>	<u>342,811.43</u>	<u>39.8</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	371,227.00	28,601.14	152,086.14	219,160.86	41.0
MATERIAL AND SERVICES	579,290.00	118,335.89	370,385.30	208,904.70	63.9
CAPITAL OUTLAY	2,287,400.00	241,742.65	901,331.90	1,386,068.10	39.4
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>388,679.68</u>	<u>1,423,783.34</u>	<u>3,197,872.66</u>	<u>30.8</u>
	<u>5,190,900.00</u>	<u>428,245.73</u>	<u>1,650,215.91</u>	<u>3,540,684.09</u>	<u>31.8</u>
	<u>(2,200,000.00)</u>	<u>(215,211.47)</u>	<u>(615,877.28)</u>	<u>(1,584,122.72)</u>	<u>(28.0)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2011

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	481,345.00	.00	7,326.31	474,018.69	1.5
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>7,775.43</u>	<u>475,569.57</u>	<u>1.6</u>
EXPENDITURES					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	660.00	2,444.19	67,555.81	3.5
CAPITAL OUTLAY	587,215.00	.00	2,665.08	584,549.92	.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>660.00</u>	<u>5,109.27</u>	<u>958,235.73</u>	<u>.5</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>660.00</u>	<u>5,109.27</u>	<u>958,235.73</u>	<u>.5</u>
	<u>(480,000.00)</u>	<u>(660.00)</u>	<u>2,666.16</u>	<u>(482,666.16)</u>	<u>.6</u>

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **November 2011**

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
0	Single Family Dwelling (SFD)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$1,357,866.65	7	\$1,675,880.19
0	Single Family Addition (SFA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	14	\$553,974.19	13	\$475,180.71
0	Single Family Garage-Carport (SFG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$24,464.00	1	\$31,507.00
0	Two Family Residential (TFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Multi-Family Residential Apts (MFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Commercial New (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$4,024,788.24	2	\$13,098,600.00
1	Commercial Addition-Change (CA)	\$161.28	\$104.83	\$19.35	\$0.00	\$17,264.80	2	\$172,800.80	1	\$2,400.00
0	Churches (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	School Repair-Addition (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Building Removal (B)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1		1	
0	Misc.-Retaining Wall-Fence (M,R,W,F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	31	\$510,926.96	43	\$1,159,727.00
1	Total Building Permits	\$161.28	\$104.83	\$19.35	\$0.00	\$17,264.80	56	\$6,644,820.84	68	\$16,443,294.90
0	Mechanical Permits	\$0.00	\$0.00	\$0.00	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
1	TOTAL PERMITS	\$161.28	\$104.83	\$19.35	\$0.00	\$17,264.80	56	\$6,644,820.84	68	\$16,443,294.90
	Total Year to Date Calculated Fees									

For the month of: **November 2011**

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BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **December 2011**

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
0	Single Family Dwelling (SFD)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$1,357,866.65	7	\$1,675,880.19
0	Single Family Addition (SFA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	14	\$553,974.19	13	\$475,180.71
0	Single Family Garage-Carport (SFG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$24,464.00	1	\$31,507.00
0	Two Family Residential (TFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Multi-Family Residential Apts (MFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Commercial New (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$4,024,788.24	2	\$13,098,600.00
0	Commercial Addition-Change (CA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$172,800.80	1	\$2,400.00
0	Churches (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	School Repair-Addition (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Building Removal (B)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1		1	
0	Misc.-Retaining Wall-Fence (M,RW,F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	31	\$510,956.96	43	\$1,159,727.00
0	Total Building Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	56	\$6,644,850.84	68	\$16,443,294.90
1	Mechanical Permits	\$20.80	\$0.00	\$2.50	N/A	N/A	1	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
0	TOTAL PERMITS	\$20.80	\$0.00	\$2.50	\$0.00	\$0.00	57	\$6,644,850.84	68	\$16,443,294.90
	Total Year to Date Calculated Fees									

For the month of: **December 2011**

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