

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, January 11, 2010, 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. Employee Anniversary - Police Chief Chris Wallace, 15 years.

E. Public Hearings/Ordinances -Planning, Advance Packet

1. Revisions to BMC Chapter 17.56, Tourist Commercial (C-4) District:
 - a. Public Hearing
 - b. Ordinance 10-O-651
2. Revisions to BMC Chapter 17.70, Master Plan Development (MPD) District:
 - a. Public Hearing
 - b. Ordinance 10-O-652

F. Scheduled Public Appearances

1. Lea Sevey, Oasis House

G. Oral Requests and Communications from the audience.

1. Annual Planning Commission Report. *Planning Commission*
2. Public Comments – 5 minute limit per person. Obtain forms at City Hall or at www.brookings.or.us. Turn-in completed forms to City Recorder before start of meeting or during regular business hours.

H. Staff Reports

1. Citizen Involvement Report. *Planning, Pg. 2*
2. Revisions to BMC Chapter 2.63, Urban Renewal Advisory Committee. *City Manager, Pg. 5*

I. Consent Calendar

1. Approve Council minutes for December 2 and December 14, 2009. *Pg. 9*
2. Accept Planning Commission minutes for October 6 & December 1, 2009. *Pg. 15*
3. Accept Parks & Recreation minutes for October 22 & November 19, 2009. *Pg. 21*
4. Accept December, 2009 Vouchers in the amount of \$980,763.99. *Pg. 25*
5. Receive monthly financial report for November, 2009. *Pg. 29*

J. Remarks from Mayor and Councilors

K. Adjournment

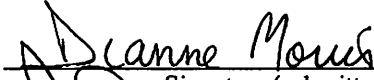
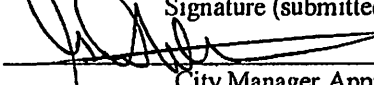
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 11, 2009

Originating Dept: Planning Dept.


Signature (submitted by)

City Manager Approval

Subject: The Committee for Citizen Involvement annual report.

Recommended Motion: Motion to accept the CCI annual report for 2009 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: Dianne Morris, Planning Director

DATE: November 20, 2009

RE: Committee for Citizen Involvement 2009

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.

The Purpose statement in the Resolution creating the Citizen Involvement Program states "The purpose of the Brookings' citizens involvement program is to assure that citizens of the community have an opportunity to be meaningfully involved in all phases of the land use planning process, and to provide an open forum for the presentation and discussion of differing opinions and points of view." To this end, the survey form created by the Planning Commission several years ago solicits feedback on how well information is disseminated and whether citizens are able to participate in the decision-making process.

The survey form has been available for the past year at the sign-in table at every Planning Commission meeting and on the City's website. The Planning Department received one form filled out during that time. In October Staff mailed out copies of the survey form with stamped, addressed return envelopes to all participants in the previous years Planning Commission meetings.

Last year the State Citizen Involvement Advisory Committee recommended that copies of the returned survey forms should not be circulated, but that Staff should summarize comments.

Summary of key questions:

- Is information concerning meetings, process, and specific applications available to the public?
Most responses were favorable. Many efforts are made to be sure this is true including providing hearing notices and/or agendas to several local papers, several radio stations, to the library, posted 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.
- Were citizens allowed to participate and did the Planning Commission consider their input.
Almost all respondents were very positive in this regard. When answering whether the Planning Commission considered your testimony, the responses ranged from a "no" to "yes, a discussion ensued that was relevant, lively and involved all Commissioners."

A suggestion was made stating, "The Planning Commission should be made up of a broad cross-section of our community, and should include rich and poor, business owners and workers, young and old, etc." It is the City's policy to have as much diversity as possible in the composition of the Commission. The limitation is in the number of applicants from which to choose when vacancies occur. This suggestion will be passed on to the City Council though to reinforce the importance of this.



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dmorris@brookings.or.us

The Planning Commission acting in their capacity as the Committee for Citizen Involvement conducted several workshops in 2009. These workshops were:

- To consider the Harbor Area Transportation System Refinement Plan
- Discuss possible revisions to the City/County Joint Management Agreement and Urban Service Provider Agreements
- Solicit input on a proposed Landscaping Chapter for the Land Development Code.

The City appreciates your dedication. One comment received was, "I feel your Commission does a fair, and rules-based job. Even when tempers flair, you all stay cool and on the job. Keep up the good work." Staff agrees with this assessment and thanks you.

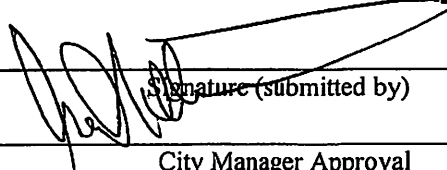
Recommendation: Motion to accept the CCI annual report for 2009 and forward to the City Council.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 11, 2009

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Urban Renewal Advisory Committee

Recommended Motion: Accept revisions to Chapter 2.63, Urban Renewal Advisory Committee, of the Brookings Municipal Code, and direct staff to prepare the adopting ordinance.

Financial Impact: Minimal cost of amending Code.

Background/Discussion:

The City Council had earlier requested advice from the Urban Renewal Advisory Committee (URAC) on the topic of residency for members of the Committee. The Council also discussed the possibility of reclassifying the Committee as a Commission and the policy of limiting City Council commission, board and committee appointees to service on one commission, board or committee.

Proposed revisions to Chapter 2.63 include the following:

1. Deletes the occupational classifications for membership on the URAC.
2. Establishes that all seven of the URAC members must be residents of Curry County, but allows the appointment of two non-City residents who reside in the Urban Growth Area and one non-City resident who may reside anywhere in Curry County.
3. Reclassifies the Urban Renewal Advisory Committee as the Urban Renewal Advisory Commission.
4. Includes a provision that a member of the URAC cannot simultaneously serve on any other City Council appointed commission, board or committee.

Attachment(s):

Chapter 2.63 draft revisions

New language is in ***bold italics***

Language to be changed or removed is indicated by ~~strikeout~~.

Chapter 2.63 URBAN RENEWAL ADVISORY ~~COMMITTEE~~ **COMMISSION**

Sections:

- 2.63.010 Name.
- 2.63.020 Powers and duties.
- 2.63.030 Organization.

2.63.010 Name.

The Brookings City Council hereby creates the Urban Renewal Advisory ~~Committee~~ **Commission** for the Urban Renewal Agency. [Ord. 08-O-607 § 2.]

2.63.020 Powers and duties.

A. General Duties and Responsibilities.

1. The Urban Renewal Advisory ~~committee~~ **Commission** is an advisory body to the City Council acting as the Urban Renewal Agency. It has no authority to spend or approve the expenditure of Urban Renewal Agency funds. Its recommendations are made to the Urban Renewal Agency through its minutes. ~~Recommendations for an action by the Urban Renewal Agency shall be made in the form; "The Urban Renewal Advisory Committee recommends to the Urban Renewal Agency..."~~
2. ~~Committee~~ **Commission** members shall serve at the pleasure of the Urban Renewal Agency.
3. ~~Committee~~ **Commission** membership is honorary and without compensation.
4. All ~~committee~~ **commission** meetings shall be open to the public and held in a place that is handicapped accessible.
5. Any matters pertaining to the Urban Renewal Plan shall only be acted upon by the Urban Renewal Agency following review and recommendation by the ~~committee~~ **commission**.
6. This ~~committee~~ **commission** may be assigned other duties related to urban renewal by the Urban Renewal Agency.

B. Specific Duties and Responsibilities.

1. The primary role of the Urban Renewal Advisory ~~committee~~ **Commission** is to advise the Urban Renewal Agency on the implementation of the Urban Renewal Plan, including, but not limited to, the following:
 - a. The timing, final design and funding for projects and activities listed in the Urban Renewal Plan.
 - b. The annual or periodic review of work plans related to implementation of the Urban Renewal Plan.
 - c. Minor or major amendments to the Urban Renewal Plan.

- d. Sponsoring public events and other activities to gather input and communicate with the community regarding the plan.
2. ~~Committee~~ **Commission** minutes, as prepared by staff and approved by the ~~committee~~ **commission**, shall be submitted to the Urban Renewal Agency for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the ~~committee~~ **commission** at its next meeting. [Ord. 08-O-607 § 3.]

2.63.030 Organization.

A. Membership.

1. The ~~committee~~ **commission** shall consist of seven voting members to be appointed by the chair with approval of the Urban Renewal Agency, and non-voting members to consist of the city manager acting in the capacity of the agency's executive director, an agency liaison, and other staff members as deemed necessary or appropriate by the agency's executive director to support the activities of the ~~committee~~ **commission**.
2. Insofar as possible, residents of the urban renewal district area shall have precedence over other applicants ~~and membership shall consist of representatives in each of the following categories: finance, business, arts, parks, transportation, planning and real estate.~~
 - a. ***All members of the Commission shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Two of the seven members may be non-city residents, residing within the Brookings Urban Growth Area (UGA). One of the seven members may reside anywhere within Curry County.*** These members shall not be officials or employees of the city.
 - b. **No member of any other City Council appointed board, commission or committee shall simultaneously serve on the Urban Renewal Advisory Commission.**
3. The executive director shall designate a staff member whose responsibility it shall be to record the minutes of the meetings.

B. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.
2. No member shall be eligible to serve for more than two full terms on the ~~committee~~ **commission**.
3. Vacancies created by a mid-term resignation or termination shall be filled by appointment of the Urban Renewal Agency.
4. Members may be removed by a consensus of the Urban Renewal Agency for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50 percent of regularly scheduled meetings shall result

in automatic termination, unless the absences have been excused by the ~~committee's~~ **commission's** chair.

C. Election of Officers.

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the ~~committee~~ **commission** for a one-year term.
2. The newly elected officers shall take their seats at the first meeting of the next calendar year.
3. No member shall serve more than two consecutive years in any one office.

D. Quorum/Rules/Meetings.

1. Four voting members of the commission shall constitute a quorum.
2. The ~~committee~~ **commission** shall meet at least once each month at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary with approval of the ~~committee~~ **commission** chair. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the ~~committee~~ **commission** on all matters shall be consistent with the process adopted by the city council under BMC 2.05.160, with the exception that the staff member designated by the executive director to take the minutes shall call the names of each member and record the votes.
4. Recommendations made by the ~~committee~~ **commission** shall be submitted to the agency in the manner prescribed by city administrative regulation. [Ord. 08-O-607 § 4.]

City of Brookings SPECIAL MEETING MINUTES

CITY COUNCIL

Wednesday, December 2, 2009

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

Call to Order

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

Roll Call

Council Present: Mayor Larry Anderson, Councilors Hedenskog, Kitchen, Gordon, and Pieper; a quorum present.

Staff Present: City Manager Gary Milliman, Planning Director Dianne Morris, Planning Secretary Alex Carr-Frederick.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice and 4 public.

Council Resignation

Mayor Anderson introduced Councilor Dave Kitchen who tendered his resignation, citing health concerns. Councilor Kitchen then excused himself from the proceedings.

Public Hearing

Mayor Anderson opened the continuation of the October 26, 2009 hearing at 7:05pm, in the matter of File No. CPZ-1-09, an application for a Comprehensive Plan designation change from Residential to Commercial and a zone change from R-3 (Multi-family residential) to C-3 (General Commercial) on a 4.17 acre parcel located on Assessor's Map 41-13-06, Tax Lot 100 and Map 41-13-06AD, Tax Lot 700; Zoned R-3; was re-opened.

Councilor Hedenskog declared an ex parte between himself and a member of the public in the parking lot of Fred Meyers, involving a discussion about the use of the lot for the hospital. Hedenskog stated that he did not feel the conversation involved the zone change, and did not believe it would bias his decision.

Hearing no other declarations of ex parte, personal bias or conflict of interest, nor any objections as to Council's jurisdiction to hear the matter, Mayor Anderson reviewed the guidelines and entered into the record Exhibits E, F and G and Planning Director Morris reviewed the staff report.

The hearing was closed at 7:13pm and Council proceeded to deliberation.

Councilor Hedenskog generally stated that the use of the property is not relative to the matter of the hearing, and that in essence this change would merely expand the adjacent C-3 boundary.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the application for CPZ-1-09 based on the findings and conclusions, staff report analysis, and oral and written evidence presented at the hearing, and direct staff to prepare the findings of fact and adopting ordinance.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve the Final Order for File CPZ-1-09.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 09-0-647 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a second reading [of Ordinance 09-0-647] by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 09-O-647, [an ordinance amending the Comprehensive Plan designation on a parcel of land located on Assessor's Map 41-13-06, Tax Lot 100 and Map 41-13-06AD, Tax Lot 700; from Residential to Commercial and the zoning from R-3 (Multi-family Residential) to C-3 (General Commercial)].

Adjournment

Councilor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:27pm.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2009:

Mayor Larry Anderson

City Recorder Joyce Heffington

City of Brookings

MEETING Minutes

CITY COUNCIL

Monday, December 14, 2009

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

Council met in Executive Session at 6:00pm with City Attorney Martha Rice and City Manager Gary Milliman, in the City Manager's office, under authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law."

Call to Order

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

Roll Call

Council Present: Mayor Larry Anderson, Councilors Hedenskog, Gordon, and Pieper; a quorum present.

Staff Present: City Manager Gary Milliman, Planning Director Dianne Morris, Public Works Director John Cowan, City Attorney Martha Rice, Chief Treatment Plants Operator Ray Page, Treatment Plants Operator Assistant Holly Jorgensen, and City Recorder Joyce Heffington.

Others Present: Approximately 10 public; no media representation.

Ceremonies/Appointments/Announcements

Chief Treatment Plants Operator Page introduced new employee, Holly Jorgensen, Treatment Plants Operator Assistant.

Councilor Hedenskog moved to express gratitude for Dave's help and to accept Dave Kitchen's resignation from Council Position #2 & direct staff to advertise the vacancy; a second followed and the motion was passed unanimously.

Public Comments

Catherine Wiley, 96370 Duley Creek Rd, commented on a "Permitting" workshop being held on January 30th at the Best Western Beachfront Inn, the purpose of which is to provide agency contact and other permit information as it relates to work being done near or within a body of water.

Mayor Anderson pointed out that the City should be one of the agency contacts regarding permitting within the City limits.

Staff Reports

Director Morris reviewed the staff report regarding an Intergovernmental Agreement with Curry County for Geographical Information System (GIS) services.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve the Intergovernmental Agreement with Curry County for GIS services.

City Manager Milliman briefly reviewed the staff report regarding the proposed KASPER agreement.

Mayor Anderson generally stated that his understanding was that the program was begun to replace the school's after school program. City Manager Milliman advised that it was begun as a replacement for the City's summer youth program, and that the charter includes the ability to undertake an after school program, as well. The funding provided by the City was to be used for the summer program.

Mayor Anderson stated that the numbers appeared to be down this year, from 60 in 2008 to 46 in 2009 and asked about tuition.

Carolyn Milliman stated that 76 had participated in 2008, and that participation had been down this year, somewhat, and Tiffany Hicks stated that tuition was being charged, but because the program's goal was to serve all children regardless of ability to pay, close to 90% of the attendees were subsidized by the program; in lieu of tuition, many of the parents volunteered their time. Hicks also stated that KASPER's goal was to have the City fund the summer program, leaving fundraising and grants to pay for the after school program, which they hope to extend.

Mayor Anderson generally stated that while he supported the nature of the KASPER program, he had concerns about the City subsidizing programs used by non-residents, and he thought it likely that not all students participating in the program lived in the City. He also noted that, based on the figures presented, the City's cost per student in 2008 was \$197 per student, while it was \$326 in 2009.

KASPER Treasurer, Darryn Ballance, stated that Administrative Services Director Howard had advised her that the only disbursement made to KASPER was for \$9,000 in 2008. Balance was unaware if a request for a 2009 disbursement was made; they funded the 2009 program with a grant and fundraising. She also stated that 46 was the average number of participants per day and not the total enrollment for 2009.

Mayor Anderson suggested that KASPER representatives meet with the City Manager and the Administrative Services Director regarding disbursement of budgeted funds.

Carolyn Milliman suggested that the program could charge more for children living outside the City limits, to which Mayor Anderson replied that it was not his intention to tell anyone how to run their program, but that subsidizing services for out-of-city residents, such as fire and parks services, was a concern of this Council, which is seeking parity in these matters, to include the possibility of forming a parks and recreation district.

City Manager Milliman requested a continuance as the information provided appeared to be inaccurate.

Councilor Gordon moved, a second followed and Council voted unanimously to continue the KASPER request for funding to a future meeting.

City Manager Milliman presented the staff report regarding the request to reconfigure the Athletic Fields at Azalea Park and revise the Azalea Park Master Plan accordingly.

During discussion, Milliman stated that City was not being asked to fund or to undertake the work, just to approve the master plan revision to show the change in

configuration and pointed out that Parks and Recreation Commissioner Tony Baron had advised the Commission that he had met with the leadership of both groups and that they were in agreement with the change.

Mayor Anderson, Councilor Hedenskog and Councilor Gordon generally agreed that it was important that all of the stakeholders have the opportunity to weigh in on the proposed change prior to revising the Azalea Park Master Plan.

Mayor Anderson stated that any motion made to approve the change would need to clearly reflect the lack of financial commitment on the City's part.

Councilor Hedenskog moved, a second followed, and Council voted unanimously to do a continuance of this question [revising the Azalea Park Master Plan to accommodate the proposed reconfiguration], allow Park and Recs to provide some sort of letters from the other softball groups that they are aware of what's going on and whether they are going to agree or not, and perhaps come out with financial reports indicating what portions the City feels that they are responsible for and what parts they are not.

City Manager Milliman reviewed the staff report regarding adoption and implementation of the Pavement Management System Report (PMSR), generally stating that adoption of the PMSR was similar to adoption of other Master Plans; funding for implementation of the PMSR would be handled with the budget process.

Councilor Pieper asked what portion could be paid from System Development funds, as opposed to System Replacement funds and if it was safe to say that the majority of funds would come from replacement fees. Pieper also stated that he took issue with the adoption of a study that would annually allocate funds based on the stated fee schedule without knowing if sufficient funds would be available and would like to give some thought to reformulating the numbers with a more realistic fee schedule.

Milliman stated that the City is unable to estimate annual development funds at this time, and that he was fairly certain that development funds had to be used for increasing capacity. Funding resources would include replacement fees, state revenues or the General Fund, and funding allocations would be made during the budget process, as it is done with other City plans.

Mayor Anderson generally stated that he would like to see staff work toward budgeting an amount sufficient to meet the minimal recommendations of the study.

Councilor Gordon moved, a second followed, and Council voted unanimously to adopt the Pavement Management System Report prepared by WILLDAN Engineering and authorize staff to budget for and begin implementing the system within existing funding parameters.

City Manager Milliman briefly reviewed the staff report regarding the recommendation to authorize installation of transit passenger bus shelter at Bankus Park.

Councilor Pieper moved, a second followed, and Council voted unanimously to authorize the installation of a transit passenger shelter at Bankus Park.

City Manager Milliman briefly reviewed the staff report regarding the recommendation to authorize execution of the Intergovernmental Household Hazardous Waste Management Plan (HHWMP) and appoint a steering committee delegate.

Pete Smart, 7165 Vista Ridge Drive, generally commented that "e" waste was "pretty much" already being handled and provided some background and an overview of his understanding of the HHWMP. Smart also discussed the proposed rate schedule, and stated that he had heard that Coos Bay did not pass the HHWMP, which could mean that Coos Bay residents might have to pay more to dispose of their hazardous waste. Smart offered to see how other locations were handling this and report back.

Councilor Pieper pointed out that all of the effected cities would need to participate to get the proposed \$.28 per can, per month rate.

Mayor Anderson, Councilor Gordon and Councilor Hedenskog, while appreciating the importance of the proposed process, expressed concern about entering into an open-ended agreement. Councilor Gordon suggested setting a limit, and allowing participants to withdraw from participation if it was exceeded.

City Manager Milliman suggested that the lack of full participation could result in fewer events, as opposed to greater costs and that the City could propose a cap.

Councilor Pieper stated that he had no problem approving the agreement with the condition of a rate cap.

Mayor Anderson suggested that the matter be continued and staff directed to enter into appropriate discussions regarding Council's concerns.

Councilor Hedenskog moved, a second followed, and Council voted unanimously to continue the [matter of the Intergovernmental Household Hazardous Waste Management Plan] agreement to a future date.

Consent Calendar

- Approval of City Council minutes for November 9, 2009.
- Acceptance of Planning Commission minutes for November 3, 2009.
- Acceptance of November, 2009 Vouchers in the amount of \$313,936.72.
- Approval of Liquor License Application for Bistro Gardens Restaurant, 1025 Chetco.
- Receive monthly financial report for October, 2009.

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 by voice vote to adjourn at 8:25pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2009:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

MINUTES
BROOKINGS PLANNING COMMISSION
October 6, 2009

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

Commissioners Present:

Hedda Markham
Ken Bryan
Randy Gorman
Kelly McClain
Jerry Wulkowicz
Steve Bismarck

Commissioners Absent:

Cheryl McMahan

Staff Present:

Planning Director Dianne Morris, Senior Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick

Press: no press

Participants: Approximately 16 participants

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

The Chair announced at 7:02pm that the public hearing regarding File No. **CPZ-1-09**, Applicant: Curry General Hospital, a request to change the zoning of two parcels from Multi-family Residential (R3) to General Commercial (C-3) located on Assessor's map 41-13-06AC tax lot 100 and Assessor's map 41-13-06AD tax lot 700 was open. A possible conflict was declared by Commissioner Bismarck as his wife is employed by Curry General Hospital (CGH) and he recused himself. No other exparte contact, personal bias, personal conflicts or objections were declared by the remaining commissioners. There was no challenge from the audience as to the jurisdiction of the Commission to hear these requests.

Director Morris reviewed the staff report. By changing the zoning of the parcels in question, the City would also be satisfying a recommendation from the Economic Opportunity Analysis prepared earlier this year. In that report, it was noted that Brookings has a shortage of large commercial parcels in the 5-10 acre range. This zone change would create an eight acre parcel. Staff recommended approval of this application.

CGH Representative John Bischoff of 96333 Wildwood Rd. spoke in favor of the zone change, citing the facts that CGH planned to maintain a 30 foot wide 'buffer' zone between the residentially zoned neighbors and the proposed re-zone area, and that the exit onto Hawthorn Street would be gated and used for police and fire emergencies only.

Dwayne Cork of 635 Hawthorn St. spoke in opposition to the change. He felt there was plenty of space across the street in the Fifth St Medical Building. He also expressed doubt about CGH's ability to keep a new, larger facility properly staffed.

Interested parties from the audience then spoke. Carol Brewer, PO Box 1865 wished to have additional Conditions of Approval added to the zone change application. Two trees on the subject property overhang private property on Hawthorn St. and their removal should be mandated, the developers should be responsible for the re-paving of Hawthorn St., the properties

neighboring the subject property should be allowed to keep their fences intact and the buffer zone should be expanded to 45 feet to accommodate an access street for a land locked parcel, map and tax lot # 41-13-06AC 300 between Fifth and Hawthorn. In addition to agreeing with the removal of trees condition, Dorothy Schreiber of 634 Hawthorn also expressed concern over possible drainage problems that could result from re-paving Hawthorn if the street ended up higher than the residents driveways. Next Judi Krebs of 15951 Bayview spoke. She suggested that instead of a zone change, the City should consider granting a Conditional Use Permit to CGH, or making the re-zone provisional, specific to CGH only. She expressed concern over allowing a commercial zone so near to the schools and other residential parcels. If for some reason CGH is unable to fulfill their building plans, the City of Brookings will have a large commercial property, on a sub-standard street, with all of it's allowed uses, very close to the schools.

Mr. Bischoff was given time to rebut and recommended that the citizen concerns be discussed between City Staff and the Applicant. He agreed with Ms. Krebs regarding the permanence of the new C-3 zone and offered that the issue could be remedied through qualified or conditioned zoning, but then he went on to say that Brookings has not used conditioned zoning in the past. Mr. Bischoff deferred questions regarding construction details to D&K Builders Jim Kelly of 92 Tanbark Circle. He confirmed that access for the construction vehicles will be on Hawthorn and that the heavy construction vehicles could damage the sub standard Hawthorn Street further. Todd Construction out of Portland was awarded the construction contract and while D&K may be a sub on the job, Mr. Kelly didn't know if the road would be re-paved. He deferred that question to Blake Middleton of 23896 Carpenterville Road, a third representative for CGH. He stated construction was to take 57 weeks, and he did not know if Hawthorn would be re-paved at the end of construction. Director Morris explained that Public Works did not deem it reasonable to require the developer to pave Hawthorn after construction as it was only to be used as an emergency exit. Morris suggested that the Commission could add an additional condition of approval requiring the applicant to bring Hawthorn Street back to the condition it was in before construction. Commissioner McClain asked why the City was choosing to re-zone the parcels instead of granting a Conditional Use Permit which would allow the parcels to revert to R-2 in case CGH failed to finish it's plans. Director Morris stated that the applicants were spending a great deal of money and did not want to invest such a large sum on a project that would be hampered by specific conditions regarding where the parking is. By changing the zoning, CGH has the right to expand the medical facilities in the future if need be. Commissioner McClain asked if the proposed parking area would have to remain as such if the City decided to go the Conditional Use route. Director Morris stated that CGH would be confined to whatever they applied for in the Conditional Use permit. She also reminded the Commissioners that the subject properties are currently adjacent to a C-3 zoned parcel. She also stated that this application was a qualified zone change with conditions, so if another commercial endeavor did take over the parcels, they would still have to abide by the buffer zone on the North, Hawthorn gated access, and they would be required to perform a traffic impact study. Chair Markham closed the public discussion at 7:53 pm. After adding an additional condition of approval which requires that Hawthorn Street be paved to minimal municipal standards after construction is completed (Motion Commissioner Wulkowicz/ Second Chair Markham) the PC recommended approval of File # CPZ-1-09 to the City Council 5-0.

The Chair opened the public legislative hearing regarding File No. LDC-13-09, Hazardous Building Site Protection/ Hillside Development Standards, a proposed amendment to Chapter 17.100 of the Brookings Municipal Code, of the BMC, City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. No exparte contact, personal bias, personal interest, conflicts or objections were declared by the Commission. There was no

challenge from the audience as to the jurisdiction of the Commission to hear these requests. Sr. Planner Colby-Hanks reviewed the staff report. A Letter from the State Board of Geologists that redefined "geological report" and clarified which individuals could submit that type of report, prompted the revisions. Erosion control measures and additional assurances that engineered plans were actually constructed as approved were also added. The new language includes reference to Chetco River adjacent properties and Commissioner Wulkowicz was concerned that citizens attempting to build on flat river front properties would be required to utilize expensive engineers and geologists when it may be unnecessary. Director Morris explained that river adjacent properties often have storm drainage concerns that require engineering and for that reason requiring engineering consultation is a good thing for the community and the property owner. She suggested that the PC add the words 'with a greater than 15% slope' to the text concerning Chetco River adjacent properties. With a minimum of further discussion, Commissioner Bismarck made a motion and Commissioner Gorman seconded that the PC make a recommendation to City Council, with the addition of 'with a greater than 15% slope' for approval of File No. **LDC-13-09**. Motion passed unanimously.

The Chair opened the public legislative hearing regarding File No. **LDC-15-09** Establishment of Zoning Districts & Zoning Map, a proposed amendment to Chapter 17.12 of the BMC, City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. Sr. Planner Colby-Hanks reviewed the staff report regarding File No. **LDC-15-09**. The revisions included, adding Master Zone, some language simplification and an update of the zoning map. Commissioner Bryan moved that the PC make a recommendation to City Council for approval of File No. **LDC-15-09**. Commissioner Wulkowicz seconded and the motion carried unanimously.

APPROVAL of MINUTES

By a 5-0 vote (motion: Chair Markham Second: Commissioner Bryan, Commissioner Bismarck abstaining) the PC approved the minutes of the September 1, 2009 PC meeting.

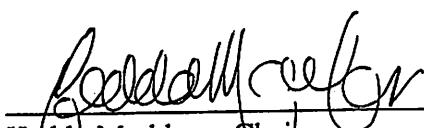
COMMENTS by the PLANNING STAFF

Director Morris reminded the PC that they had received an invite to the Volunteer Recognition event. November 2nd will be a Joint Management Agreement Workshop at 4:00pm. Additionally the LCDC Chair responded to Mr. Thomas Huxley regarding his concerns surrounding the planning process in Brookings, Director Morris shared the letter.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed at 8:19 pm.

Respectfully submitted,


Hedda Markham, Chair
(approved at 11/3/2009 meeting)

MINUTES
BROOKINGS PLANNING COMMISSION
December 1, 2009

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

Commissioners Present:

Steve Bismarck	Hedda Markham
Ken Bryan	Cheryl McMahan
Randy Gorman	Jerry Wulkowicz
Kelly McClain	

Staff Present:

Planning Director Dianne Morris, Senior Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick

Other: 2 participants, no member of the press

THE PLANNING CHAIR MADE THE FOLLOWING ANNOUNCEMENTS

Chair Markham presented a brief annual report re-capping the Planning Commissions accomplishments in 2009. In 2009, the Commission handled 32 cases, 16 Land Development Code Chapter revisions, 6 Conditional Use Permits, 2 Partitions, 1 Subdivision, 1 Variance, 3 Modifications and 2 Plat Map reviews.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

The Chair announced at 7:05 pm that the public hearing regarding File No. CP-2-06, an update to the Joint Management Agreement (JMA) between Curry County and the City of Brookings. No exparte contact, personal bias, personal interest, conflicts or objections were declared by the Commission. There was no challenge from the audience as to the jurisdiction of the Commission to hear this case.

Director Morris reviewed the staff report and presented a written document submitted in opposition to the JMA changes written by Mr. Thomas Huxley of 15877 Pelican Bay Drive. Within that document, Mr. Huxley requested a continuance of the public hearing on this matter. Chair Markham made a motion (Commissioner Bismarck seconded) to accept the document into the record as Exhibit B. Motion passed 7-0. Yvonne Maitland of 15676 Oceanview Drive presented the Commission with a 5 page document, which was unanimously accepted into the record as Exhibit C (Motion Chair Markham, second Commissioner Bryan). Ms. Maitland then spoke in opposition to the JMA, her primary concern being the wording of Article 10, items B & C regarding 2 acre parcels and their ability/duty to hook up to City services. It was clarified that any property owner who wishes to *urbanize* their rural property by splitting it into parcels smaller than 2 acres, would first need to hook up to City sewer and water when it is available. If they choose not to subdivide their property, they are welcome to continue using their rural sewer and water systems as long as the Curry County Sanitarian deems their system safe and in compliance with all applicable codes. Commissioner Bryan moved to keep the hearing regarding CP-2-06 open for additional oral and/or written public comment until the next regularly scheduled Planning Commission meeting on January 5, 2010. Commissioner McClain seconded, and motion failed 4-

3, (Commissioner McMahan also voting in favor). A motion was then made by Commissioner Bismarck (Second: Chair Markham) to close the public oral testimony portion of the hearing, yet allow for the submission of additional written testimony. Written, public testimony will be accepted until December 8, 2009 at 4:30 pm, with the next 7 days (12/9/09 -12/15/09) through 4:30 p.m. for rebuttals to material submitted within the first 7 days. The following 7 days, 12/16/09- 12/22/09) through 4:30 will be for the staff to submit rebuttals to any of the material in the record. The hearing will reconvene on the next regularly scheduled meeting, January 5, 2010 when the Planning Commission will deliberate and make a recommendation to City Council. The motion passed 4-3 (Commissioners Wulkowicz and Gorman also voting in favor).

The Chair opened the public hearing regarding File No. LDC-16-09 Chapter 17.56 Tourist Commercial District (C-4) of the BMC, City initiated No exparte contact, personal bias, personal interest, conflicts or objections were declared by the Commission. There was no challenge from the audience as to the jurisdiction of the Commission to hear these requests.

Sr. Planner Colby-Hanks reviewed the staff report. With minimal discussion, Commissioner Bismarck made a motion, Commissioner Bryan seconded it, to make a favorable recommendation to City Council for approval of file No. LDC-16-09, Chapter 17.56 Tourist Commercial District (C-4). Motion passed 7-0.

The Chair opened the public legislative hearing in the matter of File No. LDC-14-09 a proposed amendment to Chapter 17.70, Master Plan Development District of the Brookings Municipal Code (BMC), City initiated. No exparte contact, personal bias, personal interest, conflicts or objections were declared by the Commission. There was no challenge from the audience as to the jurisdiction of the Commission to hear these requests.

Director Morris read the staff report. After minimal discussion, Commissioner Wulkowicz made a motion, Commissioner McMahan seconded it, and by a unanimous vote, changes to Chapter 17.70, Master Plan Development District of the BMC were recommended for approval to the City Council.

APPROVAL of MINUTES

By a 7-0 vote (motion: Commissioner McMahan Second Chair Markham) the PC approved the minutes of the November 3, 2009 PC meeting.

COMMENTS by the PLANNING STAFF

Director Morris presented the Citizen Involvement Program (CCI) report for 2009. As directed by LCDC, Director Morris summarized the questionnaires for the Commission, but a few Commissioners expressed a desire to see the actual surveys themselves. Director Morris said she would run it by DLCD, and if there was no conflict, she would provide copies of the 10 completed surveys the City received of the 30 they sent out.

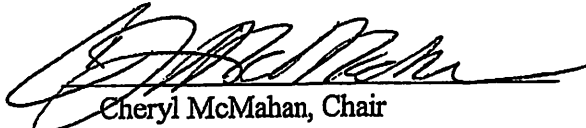
COMMISSIONERS COMMENTS

The Planning Commission voted for their new Chair and Vice-Chair for the 2010 session. Commissioner McMahan was voted Chair, and Commissioner Bismarck was voted in as Vice-Chair. Both votes were unanimous.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed at 8:15 pm.

Respectfully submitted,



Cheryl McMahan, Chair
(approved at 1/5/2010 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
October 22, 2009

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Ken Barkema, Tony Baron, Patricia Brown, Chair Don Vilelle.

Absent: Commissioners Frances Hartmann and Tony Parrish

Also present: Gary Milliman, City Manager and John Cowan, Public Works Director

APPROVAL OF MINUTES

- A. **Motion made by Commissioner Baron to approve the minutes of September 24, 2009 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. *KASPER Program* – Carolyn Milliman, KASPER board member presented a report and request from the KASPER program for the City to continue their support of the KASPER program in the amount of \$15,000 for the summer 2010 program. Program received many positive supportive comments from the public. **Motion made by Commissioner Brown to continue support of the KASPER program for the 2010 summer; motion seconded and Commission voted; the motion carried unanimously.**
- B. *Removal of Azalea Park Volleyball Courts* – Gary Milliman directed Commissioners to the seven public comments received which indicated support in keeping the volleyball courts and installing directional signage. **Motion made to table the issue until next Fall with the installation of signs in appropriate places in the meantime; motion seconded and Commission voted; the motion carried unanimously.**
- C. *Mill Beach Access* – Gary Milliman advised this matter was referred from the City Council to determine if there is an interest in developing this property for safe public access and camping. The current roadway and parking area is owned partially by the City and South Coast Lumber. Commission recommended council pursue 1st step in developing, which would be to pursue acquiring through donation from South Coast Lumber, the parking area property and the 25 foot wide parallel roadway strip of land to widen the roadway. Further access development to be determined at a later date.
- D. *Azalea Park Master Plan – Athletic Fields* – Gary Milliman advised that Commissioner Baron has proposed an alternative design of the Azalea Park athletic fields, locating the softball fields back to back, allowing central location of restrooms and snack shack, and locating the soccer field along Lundeen Lane. Commissioner Baron explained design plans, details and benefits of reconfiguring field areas. **Motion made by Chair Vilelle to approve reconfiguration of field areas and amending Master Plan; motion seconded and Commission voted; the motion carried unanimously.**

E. *Park Capital Improvement Plan* – Gary Milliman presented Park Capital Projects list which indicated park projects and the order in which the Commission had determined they were needed and would be completed. Cost estimates to be provided at January 2010 meeting. **Motion made by Commissioner Baron to approve the Park Capital Improvement Plan; motion seconded and Commission voted; the motion carried unanimously.**

F. *Bus Shelter* – Gary Milliman advised that a meeting with Curry Public Transit resulted in a site visit to Bankus Park for determination of location of a bus shelter for which they currently have grant funding. Proposed bus shelter site to be staked out for Commissioners review. Proposed bus shelter may be viewed at belson.com website. Commissioner Baron suggested shelter be a standard City color.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Easy Manor Park* – Commissioner Brown advised the new park continues to be enjoyed. Park has been hydroseeded and a Lyons Club Kans for Kids container installed as required for the grant.
- B. *Lower Stout Park* – Commissioner Parrish absent, Commissioner Brown advised the Stout Park Committee has scheduled a presentation to the Garden Club next month.
- C. *Azalea Park Sports Field Rehabilitation* – Commissioner Baron advised the infields have been tilled and conditioning material/topsoil added. Over the next several months hope to continue with more field improvements.

COMMISSIONER REPORTS/COMMENTS

Commissioner Brown – would like to thank City for new landscaping put in on Easy and Fifth.

Chair Vilelle – wondered where replacement tree was for Morys, John Cowan will inquire. Paint on light standards on Hwy 101 is chipping off, John Cowan to obtain paint to touch up.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:13 pm. Next meeting scheduled for November 19, 2009.

Respectfully submitted,

 Patricia B. Brown Vice Chair

Don Vilelle, Chair

(approved at December 17, 2009 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
November 19, 2009

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Tony Baron, Patricia Brown, Frances Hartmann, Tony Parrish

Absent: Chair Don Velle, Commissioner Ken Barkema

Also present: Gary Milliman, City Manager and John Cowan, Public Works Director

APPROVAL OF MINUTES

A. Approval of minutes continued to December 17, 2009 meeting.

PUBLIC APPEARANCES

Tim Stadelman – Port Park. Mr. Stadelman appeared representing an anonymous donor wishing to contribute funds to construct a playground in the Harbor Port area. He wanted advice/suggestions in the process of building a park. As the Port is located outside the city limits the Commission is unable to make any decisions but location, grant availability, possible funding, park requirements and playground equipment discussed. Suggested he have further discussions with the Port.

REGULAR AGENDA

A. *Bus Shelter* – Gary Milliman. The proposed area for the bus shelter is staked out at Bankus Park, would like to hear from Commissioners with comments. The exact structure is not determined yet as they have just submitted the application for funding.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Lower Stout Park* – Commissioner Parrish advised they have met the requirements to join the Wild River Foundation, the exact agreement language is being worked out. They will be planning more fundraising efforts.
- B. *Azalea Park Sports Field Rehabilitation* – Commissioner Baron reviewed the field rehabilitation/reconfiguration plan. He presented the concept to the soccer and softball organizations and they have agreed to submit letters of support. Matter was voted on and approved at October, 2009 meeting and is being forwarded to City Council for consideration.
- C. *Bankus Park Landscaping Status* – Commissioner Parrish advised there is a plan to finish landscaping the second half of the area to match the first half. Materials list, site preparation, rhododendrons removed and irrigation needed. Staff to organize prep work, Commissioner Brown to get a list of the plantings, volunteers to do installation, Leo Club willing to replenish bark chips.

COMMISSIONER REPORTS/COMMENTS

Commissioner Hartmann – commented on individuals selling cranberries and private signage set up at Bankus Park without permission. Commissioner Parrish suggested a rededication of Bankus Park be done after landscaping is complete and a "Bankus Park" sign be installed so people realize it is an actual City park. Commissioners were provided with more details on the Vietnam "Moving Wall" that is scheduled in Azalea Park June 23rd to June 29th. Private security is being provided by VFW and Commissioners wondered if lighting of the park paths would be possible as event is open 24 hours a day.

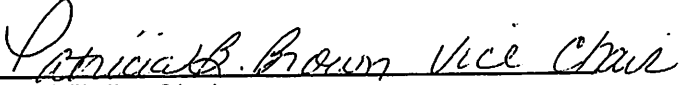
Commissioner Brown – read a report from Chair Vilelle on Nature's Coastal Holiday.

Commissioner Parrish – invited everyone to Santa's Workshop next to the Malt Shop, Stout Mountain Railway will be set up there also during the holidays. Advised that scaffolding/staging is available from McLennan Contractors to wash windows at the Capella if someone is interested.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:04 pm. Next meeting scheduled for December 17, 2009.

Respectfully submitted,


Don Vilelle, Chair
(approved at December 17, 2009 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/09	12/01/2009	62836	4555	Cardinal Industrial Finishes	10002005	75.80- V
12/09	12/01/2009	62937	1	Deposit Refunds	10002005	7.54- V
12/09	12/01/2009	62944	4560	KME Fire Apparatus	10002005	935.00- V
12/09	12/02/2009	62958	148	B-H Chamber of Commerce	10002005	3,436.46
12/09	12/02/2009	62959	313	Brookings Vol Firefighters	10002005	2,083.33
12/09	12/02/2009	62960	370	CCIS	10002005	327.46
12/09	12/02/2009	62961	1840	Chetco Federal Credit Union	10002005	3,053.00
12/09	12/02/2009	62962	183	Colvin Oil Company	10002005	4,923.99
12/09	12/02/2009	62963	182	Coos-Curry Electric	10002005	4,938.88
12/09	12/02/2009	62964	337	Curry County Public Health	10002005	668.00
12/09	12/21/2009	62965	1	Deposit Refunds	10002005	.00 V
12/09	12/02/2009	62966	4289	Gary Milliman	10002005	67.50
12/09	12/02/2009	62967	3639	Gleaves Swearingen	10002005	202.54
12/09	12/02/2009	62968	269	Grainger	10002005	950.95
12/09	12/02/2009	62969	162	Kerr Hardware	10002005	319.10
12/09	12/02/2009	62970	544	Legislative Counsel Committee	10002005	430.00
12/09	12/02/2009	62971	155	Mory's	10002005	99.75
12/09	12/02/2009	62972	322	Postmaster	10002005	750.00
12/09	12/02/2009	62973	1193	PRN Data Services, Inc	10002005	3,500.00
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12/09	12/02/2009	62975	3	Kunkel, Tami	10002005	69.03
12/09	12/02/2009	62976	3	Marvin, Gloria	10002005	268.62
12/09	12/02/2009	62977	3	Oregon Acres LLC	10002005	101.45
12/09	12/02/2009	62978	3	Whipple, Mike	10002005	1.77
12/09	12/02/2009	62979	199	Richard Harper	10002005	300.00
12/09	12/02/2009	62980	316	South Coast Storage & Industry	10002005	548.00
12/09	12/02/2009	62981	991	Verizon Northwest	10002005	3.44
12/09	12/02/2009	62982	2863	Verizon Wireless	10002005	355.90
12/09	12/02/2009	62983	2122	Cardmember Service	10002005	1,009.11
12/09	12/11/2009	62984	3581	ALSCO	10002005	120.81
12/09	12/11/2009	62985	3236	AT&T Mobile	10002005	226.48
12/09	12/11/2009	62986	4563	Bainbridge Associates, Inc.	10002005	4,558.90
12/09	12/11/2009	62987	1314	Bernie Bishop Mazda	10002005	228.78
12/09	12/11/2009	62988	1986	BOLI	10002005	103.48
12/09	12/11/2009	62989	1840	Chetco Federal Credit Union	10002005	121.50
12/09	12/11/2009	62990	3834	Clean Sweep Janitorial Service	10002005	700.00
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12/09	12/11/2009	62992	4557	Coburg Bed & Breakfast	10002005	185.30
12/09	12/11/2009	62993	1740	Code Publishing Company Inc	10002005	193.05
12/09	12/11/2009	62994	183	Colvin Oil Company	10002005	2,425.76
12/09	12/11/2009	62995	3254	Coos County Solid Waste Dept	10002005	54.00
12/09	12/11/2009	62996	182	Coos-Curry Electric	10002005	377.42
12/09	12/11/2009	62997	151	Curry Coastal Pilot	10002005	408.66
12/09	12/11/2009	62998	1357	Curry County Clerk	10002005	306.00
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12/09	12/11/2009	63001	166	Dan's Auto & Marine Electric	10002005	86.94
12/09	12/11/2009	63002	1	Feeney, Jack	10002005	7.54
12/09	12/11/2009	63003	1	Kitchens, Dale	10002005	39.68
12/09	12/11/2009	63004	1	Metzler, Katy	10002005	49.15
12/09	12/11/2009	63005	3831	Dept of Consumer & Business	10002005	907.20
12/09	12/11/2009	63006	371	Dept. of Environmental Quality	10002005	200.00
12/09	12/11/2009	63007	3498	DHS Health Services	10002005	380.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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12/09	12/11/2009	63010	153	Ferrellgas	10002005	1,052.84
12/09	12/11/2009	63011	154	Hagen's Dry Cleaners	10002005	27.00
12/09	12/11/2009	63012	4190	Integra Telecom	10002005	165.39
12/09	12/11/2009	63013	2416	ITT Flygt Corp	10002005	1,920.48
12/09	12/11/2009	63014	202	League of Oregon Cities	10002005	275.00
12/09	12/11/2009	63015	328	Les Schwab Tire Center	10002005	1,137.40
12/09	12/11/2009	63016	525	Mark Haglund	10002005	54.00
12/09	12/11/2009	63017	4487	Net Assets Corporation	10002005	180.00
12/09	12/11/2009	63018	334	North Coast Electric Company	10002005	160.84
12/09	12/11/2009	63019	4277	OFSI	10002005	246.00
12/09	12/11/2009	63020	3561	Oil Can Henry's	10002005	501.68
12/09	12/11/2009	63021	279	One Call Concepts, Inc	10002005	16.80
12/09	12/11/2009	63022	860	Oregon Fire Chiefs Assn	10002005	85.00
12/09	12/11/2009	63023	1561	Pacific Coast Hearing Center	10002005	30.00
12/09	12/11/2009	63024	3830	Peggy Ghiringhelli	10002005	66.45
12/09	12/11/2009	63025	2351	Perrine Industrial Elect Inc	10002005	1,147.12
12/09	12/11/2009	63026	1029	Purchase Power	10002005	1,000.00
12/09	12/11/2009	63027	187	Quality Fast Lube & Oil	10002005	77.00
12/09	12/11/2009	63028	180	Ray's Food Place	10002005	461.48
12/09	12/11/2009	63029	3	Myer, Richard	10002005	98.63
12/09	12/11/2009	63030	4363	Robert N. Black, Attorney	10002005	2,770.50
12/09	12/11/2009	63031	3907	Rock Island Industries	10002005	1,635.52
12/09	12/11/2009	63032	4565	Rosie's Workwear for Women	10002005	68.05
12/09	12/11/2009	63033	169	Roto Rooter	10002005	198.00
12/09	12/11/2009	63034	4564	Sanderson Safety Supply	10002005	298.26
12/09	12/11/2009	63035	3369	Schwabe Williamson & Wyatt PC	10002005	1,482.00
12/09	12/11/2009	63036	267	SeaWestern Fire Fighting Equip	10002005	5,587.90
12/09	12/11/2009	63037	2871	Sprint	10002005	11.71
12/09	12/11/2009	63038	3487	Tailored Solutions Corp	10002005	456.00
12/09	12/11/2009	63039	2640	The Dyer Partnership Inc	10002005	21,935.45
12/09	12/21/2009	63040	990	United Parcel Service	10002005	.00 V
12/09	12/11/2009	63041	136	United Pipe & Supply Co Inc	10002005	9,367.28
12/09	12/11/2009	63042	991	Verizon Northwest	10002005	624.82
12/09	12/11/2009	63043	861	Village Express Mail Center	10002005	43.39
12/09	12/14/2009	63044	4560	KME Fire Apparatus	10002005	455,001.00
12/09	12/17/2009	63045	4566	Advanced Safety Devices	10002005	150.80
12/09	12/17/2009	63046	4080	Aquastore NW Inc	10002005	118,239.00
12/09	12/17/2009	63047	993	ATCO International	10002005	155.00
12/09	12/17/2009	63048	3015	Charter Communications	10002005	84.90
12/09	12/17/2009	63049	182	Coos-Curry Electric	10002005	807.21
12/09	12/17/2009	63050	1357	Curry County Clerk	10002005	204.00
12/09	12/17/2009	63051	648	Curry County Sheriffs Office	10002005	4,405.00
12/09	12/17/2009	63052	1	Hanscam, Margo	10002005	4.91
12/09	12/17/2009	63053	1	Sherman, Paul	10002005	45.88
12/09	12/17/2009	63054	3342	Fastenal	10002005	199.09
12/09	12/17/2009	63055	269	Grainger	10002005	90.66
12/09	12/17/2009	63056	198	Grants Pass Water Lab	10002005	243.20
12/09	12/17/2009	63057	167	Hach Company	10002005	164.99
12/09	12/17/2009	63058	123	Motorola	10002005	97.20
12/09	12/17/2009	63059	3159	Northcoast Health Screening	10002005	60.00
12/09	12/17/2009	63060	4224	Oce Imagistics, Inc.	10002005	5.93
12/09	12/17/2009	63061	533	OCPSA	10002005	55.00
12/09	12/17/2009	63062	3830	Peggy Ghiringhelli	10002005	6.64
12/09	12/17/2009	63063	1893	Public Safety Center, Inc	10002005	160.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/09	12/17/2009	63064	444	Secretary of State	10002005	150.00
12/09	12/17/2009	63065	3782	Sensus Metering Systems	10002005	1,320.00
12/09	12/17/2009	63066	3819	Stancil Solutions	10002005	675.00
12/09	12/21/2009	63067	2640	The Dyer Partnership Inc	10002005	.00 V
12/09	12/17/2009	63068	142	Tidewater Contractors Inc	10002005	5,498.00
12/09	12/17/2009	63069	797	Town & Country Animal Clinic	10002005	269.45
12/09	12/17/2009	63070	2541	U.S. Bank	10002005	400.00
12/09	12/17/2009	63071	990	United Parcel Service	10002005	55.70
12/09	12/17/2009	63072	136	United Pipe & Supply Co Inc	10002005	156.37
12/09	12/17/2009	63073	991	Verizon Northwest	10002005	52.16
12/09	12/17/2009	63074	2328	Vicki Merrill	10002005	664.00
12/09	12/17/2009	63075	861	Village Express Mail Center	10002005	17.60
12/09	12/17/2009	63076	4131	Zumar Industries Inc	10002005	721.80
12/09	12/22/2009	63077	4170	KASPER	10002005	12,000.00
12/09	12/22/2009	63078	4567	Scott Partney Construction, Inc.	10002005	21,935.45
12/09	12/22/2009	63079	142	Tidewater Contractors Inc	10002005	145,767.01
12/09	12/28/2009	63080	4570	Barlow's Printing Co	10002005	97.59
12/09	12/28/2009	63081	146	Bay West Supply, Inc	10002005	201.98
12/09	12/28/2009	63082	1118	Brookside Nursery	10002005	17.50
12/09	12/28/2009	63083	370	CCIS	10002005	18,153.98
12/09	12/28/2009	63084	102	CDWG	10002005	172.36
12/09	12/28/2009	63085	3015	Charter Communications	10002005	1,062.97
12/09	12/28/2009	63086	2172	Coastal Heating & Air	10002005	5,900.00
12/09	12/28/2009	63087	183	Colvin Oil Company	10002005	2,636.37
12/09	12/28/2009	63088	182	Coos-Curry Electric	10002005	1,054.69
12/09	12/28/2009	63089	1357	Curry County Clerk	10002005	6.00
12/09	12/28/2009	63090	1	Glaze, Warren	10002005	1.44
12/09	12/28/2009	63091	1	Knopsnyder, Brandon & Shelly	10002005	18.24
12/09	12/28/2009	63092	1	Larsen, Eric B.	10002005	41.97
12/09	12/28/2009	63093	1	Wescott, Harold	10002005	11.30
12/09	12/28/2009	63094	3498	DHS Health Services	10002005	60.00
12/09	12/28/2009	63095	4569	Dwyer Instruments, Inc.	10002005	192.30
12/09	12/28/2009	63096	3342	Fastenal	10002005	362.40
12/09	12/28/2009	63097	2592	GFS Chemicals Inc	10002005	210.69
12/09	12/28/2009	63098	269	Grainger	10002005	288.23
12/09	12/28/2009	63099	167	Hach Company	10002005	30.50
12/09	12/28/2009	63100	4568	Harbor Copy All	10002005	24.00
12/09	12/28/2009	63101	1397	L N Curtis & Sons	10002005	608.76
12/09	12/28/2009	63102	137	LauraLee Gray	10002005	157.84
12/09	12/28/2009	63103	283	Mufflers & More	10002005	100.00
12/09	12/28/2009	63104	424	Munnell & Sherrill	10002005	28.95
12/09	12/28/2009	63105	1844	My-Comm, Inc	10002005	2,580.23
12/09	12/28/2009	63106	329	New Hope Plumbing	10002005	8,875.00
12/09	12/28/2009	63107	3935	Northern California Glove	10002005	170.00
12/09	12/28/2009	63108	4181	OAMR	10002005	50.00
12/09	12/28/2009	63109	4224	Oce Imagistics, Inc.	10002005	165.64
12/09	12/28/2009	63110	4396	OMA	10002005	113.00
12/09	12/28/2009	63111	4428	Page, Raymond	10002005	50.00
12/09	12/28/2009	63112	3936	Pape' Material Handling	10002005	465.40
12/09	12/28/2009	63113	4318	Pauly, Rogers and Co., PC	10002005	6,500.00
12/09	12/28/2009	63114	708	Pelican Bay Art Association	10002005	200.00
12/09	12/28/2009	63115	866	Pitney Bowes Global Financial	10002005	137.00
12/09	12/28/2009	63116	378	Quality Control Services	10002005	670.00
12/09	12/28/2009	63117	207	Quill Corporation	10002005	1,358.08
12/09	12/28/2009	63118	380	Stadelman Electric Inc	10002005	636.18
12/09	12/28/2009	63119	854	SWOCC	10002005	15.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/09	12/28/2009	63120	2640	The Dyer Partnership Inc	10002005	16,434.49
12/09	12/28/2009	63121	3752	Trace Analytics Inc	10002005	75.00
12/09	12/28/2009	63122	136	United Pipe & Supply Co Inc	10002005	41,968.70
12/09	12/28/2009	63123	4370	Verizon Business	10002005	378.69
12/09	12/28/2009	63124	991	Verizon Northwest	10002005	741.06
12/09	12/28/2009	63125	2122	Cardmember Service	10002005	1,803.95
12/09	12/28/2009	63126	2880	Zurich North America	10002005	1,263.00
Grand Totals:						<u>980,763.99</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2009

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,380,366.00	32,693.51	173,862.75	2,206,503.25	7.3
LICENSES AND PERMITS	87,000.00	5,118.74	38,165.83	48,834.17	43.9
INTERGOVERNMENTAL	226,800.00	27,075.82	80,023.14	146,776.86	35.3
CHARGES FOR SERVICES	132,000.00	1,270.00	576,445.57	(444,445.57)	436.7
OTHER REVENUE	101,000.00	7,648.84	48,057.83	52,942.17	47.6
TRANSFERS IN	642,332.00	.00	.00	642,332.00	.0
	<u>3,569,498.00</u>	<u>73,806.91</u>	<u>916,555.12</u>	<u>2,652,942.88</u>	<u>25.7</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	5,850.00	303.41	2,181.71	3,668.29	37.3
	<u>5,850.00</u>	<u>303.41</u>	<u>2,181.71</u>	<u>3,668.29</u>	<u>37.3</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	227,957.04	15,792.27	85,099.52	142,857.52	37.3
MATERIAL AND SERVICES	128,800.00	4,049.09	21,325.60	107,474.40	16.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>356,757.04</u>	<u>19,841.36</u>	<u>106,425.12</u>	<u>250,331.92</u>	<u>29.8</u>
POLICE:					
PERSONAL SERVICES	1,578,180.00	113,371.97	613,905.08	964,274.92	38.9
MATERIAL AND SERVICES	140,000.00	4,814.40	51,495.42	88,504.58	36.8
CAPITAL OUTLAY	51,100.00	3,053.00	29,571.93	21,528.07	57.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>1,769,280.00</u>	<u>121,239.37</u>	<u>694,972.43</u>	<u>1,074,307.57</u>	<u>39.3</u>
FIRE:					
PERSONAL SERVICES	184,219.00	13,749.20	73,880.36	110,338.64	40.1
MATERIAL AND SERVICES	110,080.00	14,474.84	50,066.96	60,013.04	45.5
CAPITAL OUTLAY	78,000.00	.00	.00	78,000.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>372,299.00</u>	<u>28,224.04</u>	<u>123,947.32</u>	<u>248,351.68</u>	<u>33.3</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	281,805.00	20,996.16	112,935.54	168,869.46	40.1
MATERIAL AND SERVICES	95,980.00	2,441.08	15,805.25	80,174.75	16.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>377,785.00</u>	<u>23,437.24</u>	<u>128,740.79</u>	<u>249,044.21</u>	<u>34.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2009

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	92,225.00	6,881.13	38,066.64	54,158.36	41.3
MATERIAL AND SERVICES	57,000.00	3,840.79	11,244.73	45,755.27	19.7
CAPITAL OUTLAY	56,800.00	795.56	32,412.99	24,387.01	57.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	206,025.00	11,517.48	81,724.36	124,300.64	39.7
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	248,686.00	19,086.69	102,160.36	146,525.64	41.1
MATERIAL AND SERVICES	38,130.00	3,441.65	11,780.09	26,349.91	30.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	286,816.00	22,528.34	113,940.45	172,875.55	39.7
SWIMMING POOL:					
PERSONAL SERVICES	53,441.00	57.92	36,900.94	16,540.06	69.1
MATERIAL AND SERVICES	39,100.00	666.92	11,299.45	27,800.55	28.9
CAPITAL OUTLAY	11,750.00	.00	224.00	11,526.00	1.9
	104,291.00	724.84	48,424.39	55,866.61	46.4
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	141,400.00	11,453.88	43,081.72	98,318.28	30.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	110,000.00	.00	.00	110,000.00	.0
CONTINGENCIES AND RESERVES	408,995.00	.00	.00	408,995.00	.0
	660,395.00	11,453.88	43,081.72	617,313.28	6.5
	4,139,498.04	239,269.96	1,343,438.29	2,796,059.75	32.5
	(570,000.04)	(165,463.05)	(426,883.17)	(143,116.87)	(74.9)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2009

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	249,000.00	24,381.78	107,140.27	141,859.73	43.0
OTHER REVENUE	1,200.00	.00	39.17	1,160.83	3.3
TRANSFER IN	32,000.00	.00	.00	32,000.00	.0
	<u>282,200.00</u>	<u>24,381.78</u>	<u>107,179.44</u>	<u>175,020.56</u>	<u>38.0</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	90,157.00	5,401.20	30,097.57	60,059.43	33.4
MATERIAL AND SERVICES	180,740.00	25,177.86	72,307.07	108,432.93	40.0
CAPITAL OUTLAY	18,300.00	2,807.14	8,250.06	10,049.94	45.1
TRANSFERS OUT	45,675.00	.00	.00	45,675.00	.0
CONTINGENCIES AND RESERVES	42,328.00	.00	.00	42,328.00	.0
	<u>377,200.00</u>	<u>33,386.20</u>	<u>110,654.70</u>	<u>266,545.30</u>	<u>29.3</u>
	<u>377,200.00</u>	<u>33,386.20</u>	<u>110,654.70</u>	<u>266,545.30</u>	<u>29.3</u>
	<u>(95,000.00)</u>	<u>(9,004.42)</u>	<u>(3,475.26)</u>	<u>(91,524.74)</u>	<u>(3.7)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2009

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,252,700.00	83,708.19	588,529.99	664,170.01	47.0
OTHER INCOME	2,006,000.00	2,272.72	1,028,842.68	977,157.32	51.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>3,258,700.00</u>	<u>85,980.91</u>	<u>1,617,372.67</u>	<u>1,641,327.33</u>	<u>49.6</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	218,582.00	18,376.99	102,564.71	116,017.29	46.9
MATERIAL AND SERVICES	265,230.00	15,022.36	79,350.97	185,879.03	29.9
CAPITAL OUTLAY	2,104,900.00	17,630.64	138,883.52	1,866,016.48	6.6
	<u>2,588,712.00</u>	<u>51,029.99</u>	<u>320,799.20</u>	<u>2,267,912.80</u>	<u>12.4</u>
WATER TREATMENT:					
PERSONAL SERVICES	196,787.00	13,282.93	72,414.48	124,372.52	36.8
MATERIAL AND SERVICES	193,400.00	12,617.94	58,136.69	135,263.31	30.1
CAPITAL OUTLAY	182,400.00	2,786.22	31,471.81	150,928.19	17.3
TRANSFERS OUT	591,376.00	.00	.00	591,376.00	.0
CONTINGENCIES AND RESERVES	106,025.00	.00	.00	106,025.00	.0
	<u>1,269,988.00</u>	<u>28,687.09</u>	<u>162,022.98</u>	<u>1,107,965.02</u>	<u>12.8</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>3,858,700.00</u>	<u>79,717.08</u>	<u>482,822.18</u>	<u>3,375,877.82</u>	<u>12.5</u>
	<u>(600,000.00)</u>	<u>6,263.83</u>	<u>1,134,550.49</u>	<u>(1,734,550.49)</u>	<u>189.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2009

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,676,000.00	186,761.21	1,007,519.62	1,668,480.38	37.7
OTHER REVENUE	8,000.00	.00	984.11	7,015.89	12.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,684,000.00</u>	<u>186,761.21</u>	<u>1,008,503.73</u>	<u>1,675,496.27</u>	<u>37.6</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	331,621.00	23,825.76	134,355.24	197,265.76	40.5
MATERIAL AND SERVICES	214,480.00	5,353.84	48,039.81	166,440.19	22.4
CAPITAL OUTLAY	27,900.00	5,614.29	13,613.07	14,286.93	48.8
	<u>574,001.00</u>	<u>34,793.89</u>	<u>196,008.12</u>	<u>377,992.88</u>	<u>34.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	400,821.00	26,852.75	147,663.84	253,157.16	36.8
MATERIAL AND SERVICES	693,300.00	93,879.00	370,939.79	322,360.21	53.5
CAPITAL OUTLAY	156,275.00	2,615.44	10,623.86	145,651.14	6.8
TRANSFERS OUT	1,185,942.00	.00	.00	1,185,942.00	.0
CONTINGENCIES AND RESERVES	423,661.00	.00	.00	423,661.00	.0
	<u>2,859,999.00</u>	<u>123,347.19</u>	<u>529,227.49</u>	<u>2,330,771.51</u>	<u>18.5</u>
	<u>3,434,000.00</u>	<u>158,141.08</u>	<u>725,235.61</u>	<u>2,708,764.39</u>	<u>21.1</u>
	<u>(750,000.00)</u>	<u>28,620.13</u>	<u>283,268.12</u>	<u>(1,033,268.12)</u>	<u>37.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2009

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	348,500.00	.00	8,637.88	339,862.12	2.5
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	5,000.00	.00	861.03	4,138.97	17.2
	<u>353,500.00</u>	<u>.00</u>	<u>9,498.91</u>	<u>344,001.09</u>	<u>2.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	1,625.86	76,644.81	(76,644.81)	.0
CAPITAL OUTLAY	3,213,186.00	551.00	258,759.00	2,954,427.00	8.1
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	390,314.00	.00	.00	390,314.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>3,603,500.00</u>	<u>2,176.86</u>	<u>335,403.81</u>	<u>3,268,096.19</u>	<u>9.3</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>3,603,500.00</u>	<u>2,176.86</u>	<u>335,403.81</u>	<u>3,268,096.19</u>	<u>9.3</u>
	<u>(3,250,000.00)</u>	<u>(2,176.86)</u>	<u>(325,904.90)</u>	<u>(2,924,095.10)</u>	<u>(10.0)</u>

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **December 2009**[illegible]

For the month of: **December 2009**[illegible]