

Vault

AGENDA
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, January 28, 2008, 7:00 p.m.

A meeting of the **Urban Renewal Agency** will follow immediately after the regular Council meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

- A. Motion to approve Mayor's appointment of Cheryl McMahan to Planning Commission Position #2. [pg. 7]

V. Oral Requests and Communications from Audience

- A. Committee and Liaison Reports

1. Council Liaisons

- B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form** must be filled out and turned in **prior to the start of the meeting**.

Forms are available in the City Manager's office and may be downloaded from the City's website at www.brookings.or.us. Completed forms may be turned in to the City Manager's office during regular business hours. Comments **will be restricted** to the topics indicated on the form. All remarks and questions must be addressed to the **presiding officer, only**. Comments will be **respectful**. Harsh or abusive language will not be tolerated.

VI. Regular Agenda

- A. Review and discussion of staff recommendation to accept the Comprehensive Annual Financial Audit for the Fiscal Year 2006-2007 as provided by Wall & Wall P.C. for the City of Brookings. *Administrative Services Director* [pg. 23]

- B. Review and discussion of staff recommendation to approve Task Order #2, with Oscar Larson and Associates, for engineering services associated with the Harris Heights Area Water Storage Reservoir Project. *City Manager* [pg. 25]

VII. Consent Calendar

- A. Approval of Council Meeting Minutes for December 14, 2008. [pg. 31]

VIII. Ordinances

- A. Review and discussion of staff recommendation to approve Ordinance 08-O-600, an ordinance amending Chapter 17.04, Development Permit Procedures, of Title 17, Land Development Code, of the Brookings Municipal Code (BMC), in its entirety. *Planning Director* [Advance Packet]

IX. Remarks from Mayor and Councilors

- A. Mayor
B. Councilors

X. Adjournment

URBAN RENEWAL AGENCY
REGULAR MEETING

To follow immediately after the Common Council Meeting

- I. Call to Order**
- II. Roll Call**
- III. Minutes**
 - A. Approval of Urban Renewal Agency minutes for January 14, 2008. [pg. 35]
- IV. Comments**
- V. Regular Agenda**
 - A. Motion to accept the Comprehensive Annual Financial Audit for the Fiscal Year 2006-2007 as provided by Wall & Wall P.C. for the Urban Renewal Agency. *Administrative Services Director* [pg. 37]
- VI. Adjournment**

January 2008

January 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2008						
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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	January 1, 2008	2	3	4	5
	New Years - Closed (closest workd	10:00am CC- Site Plan Com Mtg 7:00pm FH-PoliceReserves	3:00pm CC SafetyComMtg Kathy Dunn		
					6
7	8	9	10	11	12
1:30pm CC - Health Fair 7:00pm FH-FireTng/ChShrp	7:00pm CC - Planning Comm	10:00am CC- Site Plan Com Mtg 10:00am FH - Brookings Rural Fire Dept 12:00pm CC - Stout Park	9:00am CC-Crm Stoppers 1:00pm CC - Court 3:00pm CC Urban Renewal Advisory Committee	1:00pm CC - Water Conservation - Staff meeting	4:00pm 2nd Saturday Art Walk (Downtown Galleries)
					13
14	15	16	17	18	19
2:00pm 911 7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg		9:30am Traffic Safety Committee 10:00am CC- Site Plan Com Mtg	9:00am CC - Larry Anderson 10:00am CC - BH Rec Program 2:00pm CC - CEP (Emergency preparedness)	9:30am CM - Exec Session 12:00pm CC - Easy Manor Park Subcomm 3:00pm CC Workshop - Water Reservoir Design Changes	
					20
21	22	23	24	25	26
Martin Luther King Day - City Hall C 9:00am CC-VIPS/Volunteers in Police Service-BPalicki 11:00am Garden Club Mtg, Brookings Best W 1:30pm CC - Health Fair 7:00pm FH-FireTng/ChShrp		10:00am CC- Site Plan Com Mtg 1:00pm CC - Wastewater Master Plan Workshop	7:00pm CC-Parks & Rec Comm		CC Traffic School with Marvin 2259
					27
28	29	30	31		
CC - Council Meeting 4:00pm B-H Homeless Runaway Youth for CF 7:00pm FH-FireTng/ChShrp		10:00am CC- Site Plan Com Mtg 1:30pm CC - Ball Use Field Scheduling 5:00pm CC - Goals Workshop	1:00pm FH - PW Interviews		

February 2008

February 2008						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
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March 2008						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				February 1	2
					10:00am Safety City
					3
4	5	6	7	8	9
8:00am CC - Public Safety/911 Workshop		9:30am Traffic Safety Committee	3:00pm CC SafetyComMtg Kathy Dunn		4:00pm 2nd Saturday Art Walk (Downtown Galleries)
9:00am FH- VIPS/Volunteers in Police Service/Marvin Parker		10:00am CC- Site Plan Com Mtg			10
7:00pm FH-FireTng/ChShrp		1:30pm CC - LDC Meeting			
		7:00pm FH-PoliceReserves			
11	12	13	14	15	16
7:00pm FH-FireTng/ChShrp		10:00am CC- Site Plan Com Mtg	9:00am CC-Crm Stoppers		
7:00pm CC-Council Mtg		10:00am FH - Brookings Rural Fire Dept	1:00pm CC - Court		
		1:30pm CC - LDC Meeting	3:00pm CC Urban Renewal Advisory Committee		17
18	19	20	21	22	23
Presidents Day - Closed	7:00pm CC Planning Commission meeting	10:00am CC- Site Plan Com Mtg	9:30am CC - BH Rec Program	1:00pm CC - Easy Manor Park	CC Traffic School with Marvin 2259
9:00am CC-VIPS/Volunteers in Police Service-BPalicki		1:30pm CC - LDC Meeting	2:00pm CC - CEP (Emergency preparedness)		
11:00am Garden Club Mtg, Brookings Best Western Inn (Best					24
7:00pm FH-FireTng/ChShrp					
25	26	27	28	29	
7:00pm FH-FireTng/ChShrp		10:00am CC- Site Plan Com Mtg	7:00pm CC-Parks & Rec Comm		
7:00pm CC-Council Mtg		1:30pm CC - LDC Meeting			



City of Brookings
898 Elk Drive, Brookings, OR 97415
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Fax: (541) 469-3650
Email: city@brookings.or.us
www.brookings.or.us

RECEIVED

JAN 09 2008

Per. [Signature]

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

Name: CHERYL McMAHAN Date: 1-9-08

Physical Address: 15715 NAPA LANE, HARBOR

Mailing Address: PO BOX 2732, HARBOR Phone: 469-7436

Email Address: CLASWM@AOL.COM

I would like to serve on one or more of the following Councils, Commissions or Committees:

<u>Council, Commission or Committee</u>	<u>Selection Method</u>	<u>Term</u>
<input type="checkbox"/> City Council	Elected	4 years
<input checked="" type="checkbox"/> Planning Commission /Commission for Citizen Involvement (CCI)	Appointed by Council	4 years
<input type="checkbox"/> Parks and Recreation Commission	Appointed by Council	4 years
<input type="checkbox"/> Budget Committee	Appointed by Council	3 years
<input type="checkbox"/> Urban Renewal Agency Advisory Committee	Appointed by Council	3 years
<input type="checkbox"/> Other (please specify): _____		

1. Resident of the City of Brookings since: Month: 06 Year: 2007

2. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. SEE ATTACHMENT 1

B. _____

C. _____

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: _____

SEE ATTACHMENT 2

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


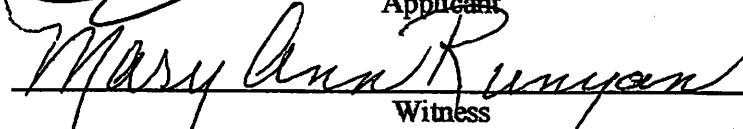
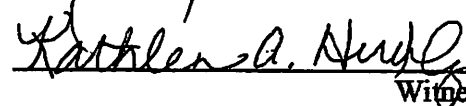
SEE ATTACHMENT 3

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

MEMBER OF PLANNING COMMISSION

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, CHERYL MCMAHAN sign this application voluntarily and in the presence of the witnesses 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>1/7/2008</u> Date
 Witness	<u>1/7/08</u> Date
 Witness	<u>1/7/08</u> Date

Attachment 1 – References
Application to Serve on the City of Brookings Planning Commission

Rick Ansoff, PhD Professor	Alliant International University 10455 Pomerado Rd San Diego, CA 92131	858-635-4623
Jay Sullivan, PhD Professor	Alliant International University 10455 Pomerado Rd San Diego, CA 92131	858-635-4783
Jose Perez Manager Financial Services Southern California Edison	5000 Pacific Coast Hwy San Clemente, CA 92672	949-368-6292
Anna Northrup Financial Analyst Southern California Edison	5000 Pacific Coast Hwy San Clemente, CA 92672	949-368-6956

Attachment 2 – Response to Item 3
Application to Serve on the City of Brookings Planning Commission

I am interested in helping our community maintain high standards of excellence in community development while protecting our natural resources. I have the qualifications, expertise, and motivation required to successfully understand and analyze technical, financial, and legal issues related to community planning.

My mechanical engineering education and extensive work as an engineer helped me develop advanced analytical and assessment skills. These skills are necessary in evaluating technical aspects of projects and requests reviewed by the Planning Commission.

I have a Doctorate Degree in strategic planning and a Masters Degree in Business Administration. My academic experiences have given me the ability to develop and utilize my verbal and written communications skills while further expanding evaluation skills useful to a Planning Commissioner.

My project management work experience at a large corporation has allowed me the opportunity to plan, lead, organize, and control activities and resources. My management experiences have provided me with a good understanding of the many aspects of management that can be applied to community and land use planning.

I feel confident of my potential to make a significant contribution to our community.

Attachment 3 – Response to Item 4
Application to serve on the City of Brookings Planning Commission

Education and Professional Training:

Alliant International University San Diego, CA 2006

- Doctorate in Business Administration with a concentration in Strategic Planning

University of Phoenix San Diego, CA 1997

- Masters in Business Administration

Purdue University West Lafayette, IN 1973

- Bachelors of Science in Mechanical Engineering

Southern California Edison

- Chosen for Southern California Edison's Executive Leadership Development Program.
Received extensive training in leadership, management, negotiations, and media relations.

Professional Experience:

Southern California Edison, San Clemente, CA 1982 - 2006

Project Manager

- Managed development and implementation of strategic business and operating plans for an organization with 2,000 employees and an annual budget of \$500 million. Evaluated complex engineering and construction projects for inclusion in the plan.
- A member of the Board of Directors of the Palo Verde Nuclear Generating Station from 1999 - 2006. Evaluated and approved yearly budgets; assessed and tracked plant performance; and analyzed and authorized major capital engineering projects.

Senior Engineer

- Researched and analyzed engineering and technical issues for potential safety problems. Communicated results of evaluations to corporate Vice Presidents and government agencies.
- Managed teams in performing root cause analyses on technical and compliance issues for engineering, construction, operations, and maintenance of a nuclear power plant.

Engineer

- Planned, performed, directed, and documented audits of design, operation, testing, maintenance, procurement, and supplier programs.
- As a member of the Corporate Speakers' Task Force, created and delivered presentations on energy production, nuclear power, electric vehicles, and other topics to community organizations.

University of Phoenix, San Diego, CA 2001 – 2007

Part-time Instructor

- Developed and taught courses in strategic management, organizational leadership, change management, operations management, and management theory and practice.



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RECEIVED

JAN 11 2008

Per. 

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

Name: Kenneth A. Bryan Date: 1/7/08

Physical Address: 437 Chetco ave.

Mailing Address: PO Box 6266 Phone: 541-469-5361

Email Address: ken_bryan38@msn.com

I would like to serve on one or more of the following Councils, Commissions or Committees:

<u>Council, Commission or Committee</u>	<u>Selection Method</u>	<u>Term</u>
<input type="checkbox"/> City Council	Elected	4 years
<input checked="" type="checkbox"/> Planning Commission /Commission for Citizen Involvement (CCI)	Appointed by Council	4 years
<input type="checkbox"/> Parks and Recreation Commission	Appointed by Council	4 years
<input type="checkbox"/> Budget Committee	Appointed by Council	3 years
<input type="checkbox"/> Urban Renewal Agency Advisory Committee	Appointed by Council	3 years
<input type="checkbox"/> Other (please specify): _____		

1. Resident of the City of Brookings since: Month: 9 Year: 2007

2. Please list no less than three references:

NAME:	ADDRESS:	PHONE:
A. <u>Erhard Gross</u>	<u>letter submitted</u>	<u>503-791-0209 cell</u>
B. <u>Dave Weber</u>	<u>204 W. Marine Dr.</u> <u>Astoria OR 97103</u>	<u>503-325-6222 work</u>
C. <u>Rick Gray</u>	<u>16389 Hwy 101</u> <u>Harbor OR 97415</u>	<u>work 469-3510</u>
D. <u>Rebecca Conary</u>	<u>326 5th st.</u> <u>Brookings OR 97415</u>	<u>469-5353 work</u>

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 wish to be involved in any way possible to assist the City of Brookings in it's efforts to increase economic growth and community vitality. The planning commission is a perfect starting point. I am a Rotarian and have served in many community service areas, committees, etc. In my work experience I have been involved in financial planning, business plan development, budgeting, and several tourism related committees and organizations.
Please see attached sections from my resume for more details

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

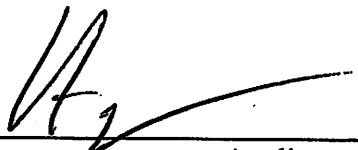
Please see resume attached

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


If appointed I will serve on the Planning Commission

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.

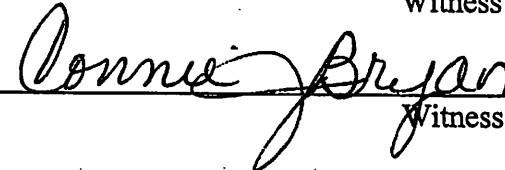
I, Kenneth Bryan sign this application voluntarily and in the presence of the witnesses whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.


Applicant

1/11/08
Date


Witness

1-11-08
Date


Witness

1-11-08
Date

KENNETH A. BRYAN
Wild Rivers Motorlodge
437 Chetco Ave.
PO Box 6266
Brookings, Oregon 97415
541-469-5361, cell 541-291-0521

QUALIFICATIONS

- Over 30 years of experience in hospitality as Owner/Operator, General Manager, Assistant General Manager, Director of Operations, Director of Rooms, Director of Revenue Management, Director of Front Office Services, Guest Service Manager, Director of Housekeeping, Night Manager on Duty, Beverage Manager, Night Auditor and Front Office Desk Agent.
- Highly motivated; Committed to delivering complete customer satisfaction on all levels through constant attention to teamwork and quality assurance.
- Extremely goal oriented; Able to see "the big picture" through any and all challenges.
- Successful in accurate accounting, record keeping, revenue and expense forecasting.
- Aggressive; Able to handle; large workload while staying focused on projects and systems to make the goal realistic and achievable.
- Flexible; Enjoy the challenge of new concepts and ideas; Able to manage several priorities simultaneously.

MOST RECENT WORK EXPERIENCE INCLUDES:

13 Years with Red Lion Hotels November 1993 through September 2006

8 Years with Cascade Village Management Co. November 1985 through May 1993

Other industry experience varies from company to company, but with no "gap" longer than 4 weeks, seasonally related

EXPERIENCE

August 2007 – Present

President/Owner/Operator

Wild Rivers Motorlodge
30 Rooms, limited service

September 2006 – August 2007

General Manager

Ramada Inn & Conv. Center
117 rms/Conv. Ctr/fullservice

- Turned F&B operation from .84% profit margin YTD through September 2006 into 8.57% YTD through December 2006.
- Finished 2006 up 5% ADR year on year, up 5% occupancy year on year.
- Assisted in 2007 budget process, and business plan.
- Have completed new menu and rollout effective April 1, 2007 for re-designed Sicily's restaurant.
- Re-opened Oak Event center as premier location for events such as Comedy show (Monthly), and live bands producing revenues monthly of close to \$1,000 above budget. This process has just begun and is currently growing.
- Effectively improved QA inspection from "D" rating to "B" rating, anticipating another "B" rating with next inspection due in March 2007.

August 2001 – September 2006

General Manager

Red Lion Hotel – Pocatello, ID
150 rms/Conv. Ctr/full service
Red Lion Inn – Astoria, OR
124-rms/full service

- Completed full (\$1.4 million) renovation of hotel rooms, project management, coordination, design oversee, construction crew oversee, coordination of out of order rooms during business levels to ensure minimum loss, and maximum revenue during 11 month renovation
- Increased ADR during period of June 2005 to September 2006 by 10%, while increasing occupancy by an additional 8%.
- Astoria, completed 2001 up 30k to budgeted EBITDA, 2003 up 201% of EBITDA, 2004 up 108% of revenue budget, 105% of GOP budget, 104% of EBITDA budget, YTD through March 2005, hotel was up 19k to revenue budget, and 5k to GOP budget.
- Completed 2002, 2003, 2004, and 2005 budgets & business plans for hotel, effectively utilized business plans through plans and actions throughout entire plan year.

- Restructured Food & Beverage operation during first year at this hotel with focus towards quality food and consistent service by creating Executive chef position and training of staff to provide professional service. Exceeded budgeted profit margin for F&B during 2003. Successfully transitioned hotel from full service to catering and banquet service F&B operation only.
- Successfully hired and trained new management team between August 2001 and February 2003 with aggressive focus towards consistent customer service, fully involved employees and quality product. Current management team has been in place for 2 plus years with a team success approach.
- Consistently improved year on year the following scores: Quality Assurance inspection (2003 year end 8.5% improvement from prior year). Guest Satisfaction (2003 year end 5% improvement from prior year). Employee Satisfaction (2004 first survey 14% improvement from prior survey, highest score since November 2000). HSA (quality track) reservation shop calls (# 3 company wide 2003, improvement from prior year by over 20%). 2005 scores were maintaining and climbing in some areas, with latest Associate satisfaction at it's highest level since before 2001
- Hotel was awarded first ever CARE cup in third quarter 2003, after a 1 point difference for second place in second quarter 2003. Had followed up with a second place finish in first quarter 2004 as well.
- Instrumental in creating positive public opinion of Red Lion Astoria through involvement in Rotary International (member since August 2001); Chamber of Commerce functions; Lower Columbia Tourism Committee (serve on two subcommittees within); Conference Center Task Force, Clatsop County Economic Development Council (soon to be formed tourism subcommittee), and finally, founder and first two year chairman of newly formed Astoria Lodging Association. Additionally, was existing Chairman of LCFC, Secretary/Treasurer of ALA, OCVA board member, active in OTTA (Oregon Tour and Travel Alliance), and School board budget committee member, upon departure from the area.

May 2000 – August 2001

Director of Operations
Director of Revenue Management
Director of Rooms

DoubleTree Hotel & Conf. Center
223 rms, 2 full service with 38k sq.
ft. conf ctr. & 90k athletic facility.

- Successfully oversee all food & beverage operations in absence of F&B director, to include conference center, banquet, restaurant, and lounge operations.
- Finalized 2001 forecasts and began building 2002 budgets for all operations including F&B, rooms and conference facilities.
- Graduated Hilton's Revenue Management University training course
- Completed revenue management system training including Profit Pack and Delphi sales system
- Participated in new user training for revenue management system with length of stay restriction format
- Hired and trained Director of Housekeeping, Revenue manager, and Front Office Manager
- Coordinated communication between rooms division departments to include engineering, housekeeping, front office, reservations, and sales departments
- Accurately forecasted revenues and expenses for all rooms division
- Successfully converted PMS computer system to System 21 (PMS system for the 21st century) through aggressive training and all computer system integration, acting as administrator through implementation and ongoing training.

June 1999 – May 2000

Front Office Manager

DoubleTree Hotel Spokane WA
379 rooms, full service/Meetings

- Coordinated conversion of PMS computer system to system 21 (PMS system for the 21st century)
- Implemented Front desk renovation for new computer system and administered system training for all users.
- Successfully coordinated multiple convention and group bookings to maximize front office and bell staff efficiency focusing on providing excellent customer service.

February 1999 – June 1999

Guest Service Manager

Homewood Suites, Beaverton OR
123 Suites (one and two bedroom)

- Able to train and supervise new front office staff in reservation training, night audit training and guest service (100% satisfaction) training.
- Coordinated night audit forms and procedures to maximize accounting efficiency
- Assisted General Manager and Assistant manager in preparing for and achieving high scores in Quality assurance inspection.
- Responsible for turning Suite Shop from break even to profitable venture.
- Successfully achieved personal contacts with frequent stay guests for prime volume accounts, NIKE, and Pricewaterhouse

- | | | |
|------------------------------|---|---|
| January 1997 – February 1999 | Beverage Manager/Night MOD
Director of Front Office Services | DoubleTree Hotel, Redding CA
193 rooms, full service |
|------------------------------|---|---|
- Performed as Food & Beverage manager for first two months of Beverage manager position, overseeing all F&B operations, two restaurants, banquets, catering, and lounge
 - As Night MOD managed all operations of hotel as the only manager on property from 5pm to 2am
 - Achieved annual pour cost improving from YTD of 28.5% in April to 24% at year end
 - Was successful in booking entertainment groups locally, decreasing costs of entertainment by 20% while improving the quality of the bands.
 - Managed all lounge promotions and created entertainment/specials calendar and all advertising.
 - Participated in property conversion from Red Lion to Doubletree brand, successfully converting reservations system and administering all training
 - Created new night audit procedures and training manuals, and implemented training.
- | | | |
|--------------------------|-----------------------------------|---|
| June 1995 – January 1997 | Director of Front Office Services | Red Lion Inn, Klamath Falls OR
108 rooms, full service |
|--------------------------|-----------------------------------|---|
- Successfully assisted General Manager in exceeding budget for the hotel in 1995 and first 6 months 1996
 - Achieved bonus for all managers for 1995 to maximum bonus percentage
 - Acted as assistant to General Manager through rooms operations, coordination of housekeeping department, and recruiting sales director for the hotel.
 - Worked with Sales director in direct sales efforts and managing of all volume discount accounts
 - Decreased accounts receivables from 40k to fewer than 10k in 3 months time, while booking additional 10k in future business through AR accounts contacts.
 - Successfully maintained frequent stay program, while creating new business contacts.
 - Performed Central reservations presentation to expose hotel and area to CRES agents.
- | | | |
|---------------------------|--------------------------|---|
| February 1994 – June 1995 | Director of Housekeeping | Red Lion Hotel, Kelso/Longview
163 rooms, full service |
|---------------------------|--------------------------|---|
- Organized all inventory sheets and ordering par levels to ensure accounting controls and physical controls of supplies.
 - Served on linen committee with central laundry to improve efficiency and costs for 7 properties serviced by central laundry
 - Assisted in implementing room renovation turning one wing from single queen rooms to double doubles
- | | | |
|-------------------------------|-------------------------------|--|
| November 1993 – February 1994 | Front Desk/Relief night audit | Red Lion Inn, Kalispell MT
64 rooms |
|-------------------------------|-------------------------------|--|
- Successfully assisted in conversion of property from manual front desk operations to computer, including night audit reports and training
- | | | |
|---------------------------|---------------------------|--|
| May 1993 – September 1993 | Assistant General Manager | Glacier National Park, MT
Many Glacier Hotel
208 rooms, full service |
|---------------------------|---------------------------|--|
- Acted as liaison with National Park Service to ensure quality assurance standards, and adherence of staff to Federal laws.
 - Oversaw entire hotel operation in absence of General Manager, and rooms division management constantly
 - Implemented seasonal opening and closing procedures as if new hotel, then completely shut down in winter.

SKILLS

- Proficient in all Office 97, 2000, 2003, and office XP applications, including Advanced Excel knowledge, Word, Power Point, Publisher.
- Ability to analyze, forecast, and plan revenues and expenses in addition to analyzing demand, setting pricing and displacement analysis through revenue management trainings
- Internet and e-mail proficient
- Knowledge of F&B POS systems including NCR, MICROS and HSI
- Knowledge of Front Office PMS systems to include extensive Guestrac knowledge, System 21 & HSS

REFERENCES

- References available upon request.



City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-1100

Fax: (541) 469-3650

Email: city@brookings.or.us

www.brookings.or.us

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

Name: GLENN THOMPSON Date: 12-20-2007
Physical Address: 17180 OLD COUNTY RD.
Mailing Address: P.O. BOX 6434 Phone: 541-4696309
Email Address: NONE

I would like to serve on one or more of the following Councils, Commissions or Committees:

<u>Council, Commission or Committee</u>	<u>Selection Method</u>	<u>Term</u>
<input type="checkbox"/> City Council	Elected	4 years
<input checked="" type="checkbox"/> Planning Commission /Commission for Citizen Involvement (CCI)	Appointed by Council	4 years
<input type="checkbox"/> Parks and Recreation Commission	Appointed by Council	4 years
<input type="checkbox"/> Budget Committee	Appointed by Council	3 years
<input type="checkbox"/> Urban Renewal Agency Advisory Committee	Appointed by Council	3 years
<input type="checkbox"/> Other (please specify): _____		

1. Resident of the City of Brookings since: Month: 10 Year: 1979

2. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. RICHARD FLYNN LOWER HARBOR RD. 2513790
B. BRUCE GRIFFITH WINCHUCK RD. 4691833
C. GARY DEFAZIO OLD COUNTY RD. 4690119

RECEIVED

DEC 20 2007

Page 1 of 3

Per: 

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:

32 YEARS OF CONSTRUCTION
KNOWLEDGE, COMMERCIAL AND
RESIDENTIAL, 4 YEARS (2002
B. L. M. (RAC) COUNCIL REP. (VOLUNTEER
FOR CURRY COUNTY, ARTIST,
AND HAVE A DEFENDANT
PLAN, CONSTITUTIONAL
PROTECTION OF ALL CITIZENS.

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

SEE ABOVE, AND
MOSTLY SELF EDUCATED
AFTER HIGH SCHOOL, PLUS 4 YEARS
① MACHINIST AND PROGRAMMER
FOR NUMERICAL CONTROL OPERATOR
IN ADVANCED AUTOMATED GUIDANCE
EQUIPMENT, (1968 THRU 1972)

ALSO: I AM
(CURRENTLY LIVING IN THE
URBAN GROWTH BOUNDARY)

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

PLANNING 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, GLENN THOMPSON, sign this application voluntarily and in the presence of the witnesses 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.

Glenn Thompson
Applicant

12-20-07
Date

Julie M. P.
Witness

12-20-07
Date

Richard Elger
Witness

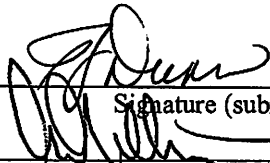
12-20-07
Date

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: Jan. 28, 2008

Originating Dept: Administration



Signature (submitted by)

City Manager Approval

Subject: FY 2006-2007 Annual Audit

Recommended Motion:

Motion to accept the Comprehensive Annual Financial Report for the Fiscal Year 2006-2007 as provided by Wall & Wall P.C. for the City of Brookings.

Financial Impact:

\$21,325.00 to Wall & Wall

Background/Discussion:

Oregon Revised Statutes (ORS) requires a Comprehensive Annual Financial Report (CAFR) to be conducted on an annual basis within six months of the close of the fiscal period. The auditor's report state the audit was conducted in accordance with auditing standards contained in the Government Auditing Standards. The audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Wall & Wall found the City's accounting records to be sufficient for audit and the internal control structure was adequate. The City's financial activities showed they met requirements for collateral coverage, indebtedness, insurance and fidelity bonding, investments, public contracts and disclosures, and appropriate use of highway funds. However, the auditor's findings, found the City was over expended in the Debt Service Bond Fund due to the City not budgeting 20% of the 2003 advance refunding debt. Additionally, the City complied with the laws, rules and regulations pertaining to programs funded wholly or partially by other governmental agencies.

Brief highlights of the City's financial activities and the financial position are explained in the Management's Discussion and Analysis on page 3.

J. Robert Wall, CPA, will be present at the Council meeting with brief comments on the audit and to respond to questions.

Policy Considerations:

None

Attachment(s):

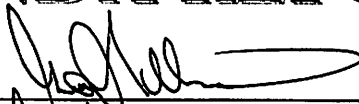
FY 2006-07 CAFR City of Brookings (distributed separately)


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 28, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Engineering Services Associated with Water Storage Reservoir

Recommended Motion: Motion to approve Task Order #2 with Oscar Larson and Associates for engineering services associated with the Harris Heights Area Water Storage Reservoir Project

Financial Impact: Not to exceed \$10,000.

Background/Discussion:

At the January 18 City Council workshop concerning the Harris Heights Area Water Storage Reservoir, the City Council requested that the project engineer submit a cost proposal for engineering services associated with investigating drainage concerns and hydraulic operation of the tank.

Task Order #2 is for the engineering services required to determine and design improvements, if any, are needed to the storm drain system that will receive overflow waters from the reservoir. Additionally, this task order will authorize engineering services to investigate available hydraulic grade line at the proposal reservoir and verify floor elevations of the City's existing 1.5 million gallon reservoir and the proposed reservoir.

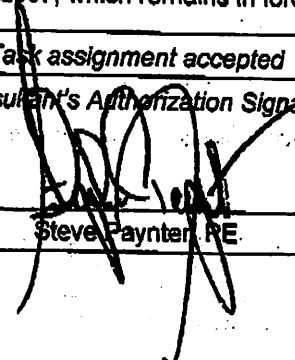
Attachment(s): Task Order #2

Oscar Larson & Associates TASK ORDER FORM		JN: 30712.1 Task Order #: 2
Project Name:	2-M GALLON RESERVIOR - STORM DRAIN, VERTICAL & HYDRAULIC GRADES	
Client:	City of Brookings	
Task Requested By:	Client	
Date of Request:	16 January 2008	
Estimated Completion:	February 2008	

Target Estimate:		
<input type="checkbox"/> \$200 - \$1,000	<input type="checkbox"/> \$5,000 - \$10,000	Estimate Requested:
<input type="checkbox"/> \$1,000 - \$5,000	<input checked="" type="checkbox"/> \$10,000	
Compensation is to be made on a time and materials basis utilizing the fee schedule in effect at the time the services are provided. The services to be provided are not subject to the payment of prevailing wages.		

Task Description:
Client shall provide: <ol style="list-style-type: none"> 1. All legal and physical access to project site. 2. All documentation required for Consultant to complete its work. 3. Timely project management decisions. Consultant shall provide: See Attachment A, Scope of Work.
Justification: Requested by Client.

Client's Authorization Signature:	Title:	Date:
_____	_____	_____

Oscar Larson & Associates Use Only		
Job #: 30712.1, Task 2	Identifier Used on Billings:	
Phase:	TO #: 2	
Project Manager: Michael Holtrigel		
Comments: This Task Order is an amendment to the Master Agreement between Client and Consultant dated 11/8/2007, which remains in force.		
<input checked="" type="checkbox"/> Task assignment accepted <input type="checkbox"/> Request modification and reissuance of task request		
Consultant's Authorization Signature:	Title:	Date:
 Steve Paynter, PE	Project Engineer	23 January 2008

ATTACHMENT A**Scope of Work**

Description: Consultant submitted a report outlining options for resolving the problem with the height of the proposed 2-million gallon reservoir to be located off Seacrest Lane in Harris Heights, Brookings, Oregon. Client has selected Alternative 1 as described in that report, which is to reduce the height and volume of the reservoir. Subsequently, the Client has requested that the first task of our original proposal and two additional tasks be performed prior to proceeding with the remainder of our original proposal and construction of Alternative 1.

This task order is for the engineering services required to determine what improvements, if any, are needed to the storm drain system that will receive the overflow from the reservoir. The evaluation of the storm drain system will be based on available data from the project plans and the City's Storm Drain Master Plan. Also included in this task order are engineering services to investigate available hydraulic grade line at the proposed 2-million gallon tank and verify floor elevations of the existing 1.5-million gallon tank and proposed 2-million gallon tank.

Tasks:

1. Review storm drain system from the reservoir to the point of connection to the 24-inch storm drain in Seacrest Lane. Determine pipe capacities based on pipe slope and elevations as shown on available storm drain system mapping and the plans for the new reservoir. If required, determine the need for storm drain modifications or other measures to provide adequate capacity for potential tank overflows. It is our understanding that the City may be desirous of routing the reservoir overflow in the private road and Seacrest Lane (parallel with the new 12-inch water line) and connecting to the existing storm drain detention basin just southwest of the private road. This route will be evaluated as well as the existing storm drain system and other alternatives. If it is determined that a new storm drain to the detention basin, or other route, is needed, additional field survey and design will be required and will be provided at additional cost. The results of this task will be provided in a brief letter report.
2. Investigate the available hydraulic grade line at the proposed 2-million gallon reservoir site. The intent of this task is to verify that the proposed reservoir will typically fill to capacity. The results of this task will be provided in a brief letter report.
3. Perform field survey to determine (verify) the elevation of the floor elevation of the City's existing 1.5-million gallon reservoir and proposed 2-million gallon reservoir. The results of this task will be provided in a brief letter report.

The following services are not included but can be provided at additional cost on request:



ATTACHMENT A, CONTINUED

1. Engineering services to determine storm drain capacities downstream of the detention basin.
2. Design of storm drain improvements.
3. The remainder of our original proposal and construction of Alternative 1.

Our estimated cost for the above work is based on the following assumptions:

1. Client to provide all available information on the existing storm drain system, including a storm drain master plan showing storm drain sizes, slopes and design loadings. Our services do not include development of storm drain loadings or field survey to determine storm drain sizes, slopes or locations.
2. Client to provide access to the project site and to storm drains as necessary for the performance of the work.
3. Access to existing 1.5-million gallon reservoir site and proposed 2-million gallon reservoir site.



Minutes
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, January 14, 2008

Call to Order

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

Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Dave Gordon, Ron Hedenskog and Jan Willms; a quorum present.

Staff Present: City Manager Gary Milliman, Planning Director Dianne Morris, Public Works Director John Cowan, Police Lieutenant John Bishop, Fire Chief Bill Sharp, City Attorney John Trew, Administrative Assistant Joyce Heffington.

Media Present: Curry Pilot Editor Scott Graves

Other: Approximately 5 public

Ceremonies/Appointments/Announcements

Mayor Sherman recognized the Administrative Services Department Accounts Payable Clerk, Kathy Dunn, for five years of service.

Mayor Sherman stated that the Council President was appointed in the odd years and so that item was not acted upon.

Council Gordon moved, a second followed and Council voted unanimously to appoint the Mayor's recommendations for the following Council liaisons for calendar year 2008:

- | | |
|---|-----------------------------|
| • American Music Festival | Councilor Gordon |
| • Brookings/Harbor School District 17C | Councilor Anderson |
| • Coos Curry Douglas Business Development (CCDBD) | City Manager Milliman |
| • Chetco River Watershed | Councilor Anderson |
| • Coos Curry Electric Coop (CCEC) | Councilor Hedenskog |
| • CCEC Alternate | Mayor Sherman |
| • Curry County | Mayor Sherman |
| • Curry County Recycling | Councilor Willms |
| • Del Norte County Airport Commission | Councilor Gordon |
| • Harbor Sanitary District | Councilor Anderson |
| • Local Public Safety Coordinating Council (LPSCC) | Councilor Gordon |
| • Oregon Coastal Zone Management Association (OCZMA) | Mayor Sherman |
| • OCZMA Alternate | City Manager Milliman |
| • Parks and Recreation Commission | Councilor Willms |
| • Planning Commission | Councilor Hedenskog |
| • Port of Brookings Harbor | Councilor Hedenskog |
| • South West Advisory Committee on Transportation (SWACT) | City Manager Milliman |
| • SWACT Alternate | Public Works Director Cowan |
| • Urban Renewal Advisory Committee | Councilor Willms |

Public Hearing

Mayor Sherman opened the legislative public hearing regarding proposed revisions to Chapter 17.04, Development Permit Procedures, of the Brookings Municipal Code at 7:06pm and reviewed the hearing process. Hearing no declarations of ex parte or other conflicts of interest, Mayor Sherman asked Planning Director Morris to present the staff report.

Following a brief review of the staff report by Planning Director Morris, Council requested that Item D under Section 17.40.020 be modified to better define what is meant by "other development."

Hearing no requests from the audience to address Council, Mayor Sherman closed the public hearing at 7:15pm and Council moved to deliberation.

During deliberations, Council generally agreed that the term "other development" under Item D, needed further definition. City Manager Milliman offered alternative wording.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve revisions to Chapter 17.04, Development Permit Procedures, of the Brookings Municipal Code, and to direct staff to prepare an adopting ordinance for review and possible adoption at the January 28, 2008, City Council meeting, with [Item D under 17.04.020, amended to read, "Other development requiring written authorization to proceed in this code"]].

Mayor Sherman asked for a motion to add, as Item 8(G) under the Regular Agenda, a discussion regarding the Border Coast Authority Joint Powers Agreement.

Councilor Gordon moved, a second followed and Council voted unanimously to add, as Item 8(G) under the Regular Agenda, a discussion regarding the Border Coast Authority Joint Powers Agreement.

Scheduled Public Appearances

Planning Commission Chair Bill Dundom presented the Annual Report as prepared by outgoing Chair Hedda Markham.

Fire Chief Sharp presented a brief report on the Curry County Wildfire Protection Plan, generally stating that the plan was initiated approximately two years ago following the Biscuit Fire with the intent of reducing risks to life and property caused by wildfires in the Urban Interface zone and is now in its final phase of public review and comment, to be completed at the end of the month. The plan may be accessed on-line at <http://ri.uoregon.edu/programs/CCE/curry.html>.

Council Liaison Report

Councilor Willms attended two meetings of the Brookings Harbor Health Fair and the Urban Renewal Advisory Committee, and meetings of the Parks and Recreation Commission, Stout Park and Sutter Coast Hospital Board.

Councilor Anderson attended four school related, and four city related, meetings.

Mayor Sherman attended two meetings of the Brookings Harbor Health Fair, and meetings of the Curry County Commission on Children and Families and Oregon Coastal Zone Management Association.

Councilor Gordon attended a meeting of the Del Norte Airport Advisory.

Regular Agenda

Public Works Director Cowan reviewed the staff report regarding the recommendation to approve a cost share agreement with Colvin Oil for replacement of a failing storm drain pipe.

Mayor Sherman asked City Attorney Trew if there were any issues around prevailing wages with regards to the project. Trew generally stated that he had not looked at this issue.

Councilor Anderson moved, a second followed and Council voted unanimously to approve the cost share agreement with Colvin Oil to replace 150 feet of failing, undersized storm drain pipe, and authorize the City Manager to accept an easement for new storm drainpipe, as presented in the staff report.

Public Works Director Cowan reviewed the staff report regarding Coos Curry Electric Cooperative's proposal to remove hazardous trees at two City locations, adding that the Parks and Recreation Commission had reviewed the issue twice.

Councilor Willms moved, a second followed and Council voted unanimously to accept the Parks and Recreation Commission's recommendation and to authorize Coos Curry Electric Cooperative (CCEC) to remove and replace, at their own cost, four hazardous trees on Lundeen Lane [near Azalea Park], and four hazardous trees at Stout Park [adjacent to Oak Street], and that a written agreement be signed between the City and CCEC regarding this action.

Public Works Director Cowan reviewed the staff report for the planting of trees in Azalea Park to replace trees that were removed due to Sudden Oak Death. Cowan stated that staff had requested that alder not be chosen and that the trees not be planted within 100 feet of power lines. The decision as to which species is to be planted will be dependant upon availability.

Councilor Gordon moved, a second followed and Council voted unanimously to approve the planting of trees in Azalea Park by the Oregon Department of Forestry.

City Manager Milliman reviewed the staff report regarding staff's recommendation to execute engineering and project management agreements for the modification of the Harris Heights water reservoir project and execute a Change Order with Aquastore NW Inc.

After some discussion, Council determined that a workshop was needed prior to making this decision. Staff was directed to arrange a workshop at the earliest possible time.

Council Anderson moved, a second followed and Council voted unanimously to continue this item [to execute a Task Order with Oscar Larson and Associates for engineering and project management services in connection with modification of the Harris Heights water reservoir project design, and to authorize the City Manager to execute a Change Order with Aquastore NW Inc] until such time as a workshop is completed [to review the history of the project and the various options].

Steve Paynter, employee of Oscar Larson and Associates, introduced himself to Council at the Mayor's invitation.

City Manager Milliman reviewed the staff report recommending that the City issue a Request for Qualifications for As-Needed Technical Services as a routine effort to evaluate, as good management practice, the quality and cost of services being provided.

Councilor Anderson moved, a second followed and Council voted unanimously to approve the recommendation to authorize the City Manager to issue a Request for Qualifications for As-Needed Technical Services.

City Manager Milliman reviewed the staff report regarding issues of public safety, generally requesting that Council consider the issues presented and hold a workshop to hear from public safety staff and bring these concerns to the public.

Councilor Anderson requested that the Budget Committee attend this meeting and generally asked for documentation regarding the extent to which the City is subsidizing other public safety entities.

After some discussion, Council directed staff to organize a workshop to begin this discussion sometime in February.

City Attorney Trew provided a brief report on the research that he had thus far conducted regarding the City's participation in the Border Coast Authority Joint Powers Agreement (JPA), generally stating that while such an agreement appears to be legal in Oregon, he had a great many questions still to be asked and answered before he could offer an opinion. Trew also advised Council that it could cost up to \$3600 to complete this task.

Councilor Gordon generally stated that the City's participation in the JPA is important to the economic growth of the region and is worth pursuing.

After some discussion, Council generally agreed that the City had higher priorities and now was not the time to spend money for research on this project.

Councilor Anderson moved, a second followed, and Council voted unanimously to continue [the item regarding acceptance of the annual audit] on the Consent Calendar to the January 28, 2008 meeting.

Consent Calendar

- A. Approval of Council Meeting Minutes for December 10, 2007 and December 26, 2007
- B. Acceptance of Planning Commission Meeting Minutes for November 29, 2007 and December 4, 2007.
- C. Acceptance of Traffic Safety Committee Minutes for September, 2007
- D. Approval of vouchers for December, 2007 in the amount of \$352,321.02.
- E. Approval of Budget Calendar & Budget Officer Appointment, FY 2008-2009.
- F. Authorize the Mayor to write a letter to Governor Kulongoski thanking him for his response to the City's letter regarding the Oregon Ocean Marine Reserves.
- G. Approval of Liquor License Application for One Love, LLC, 1011 Chetco Ave.

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

Remarks from Mayor and Councilors

Mayor Sherman asked if the City is required to repeal the ordinance related to Measure 37. City Attorney Trew said that he would look into it.

Councilor Willms announced that the Brooking Harbor Health Fair would be held on February 2nd.

Adjournment

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn to a meeting of the Urban Renewal Agency at 8:55pm.

Respectfully submitted:

ATTESTED by City Recorder
this day of , 2008:

Pat Sherman
Mayor

Joyce Heffington
Interim City Recorder

MINUTES
City of Brookings
Urban Renewal Agency Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, January 14, 2008

Call to Order

Chair Sherman called the meeting to order at 8:55pm.

Roll Call

Present were Chair Pat Sherman, Directors Larry Anderson, Ron Hedenskog, Dave Gordon and Jan Willms; a quorum present. *Also present* were Executive Director Gary Milliman, Administrative Assistant Joyce Heffington, and approximately 2 public.

Chair Sherman asked for a motion to remove Item D, acceptance of the annual audit, from the Consent Calendar.

Director Willms moved, a second followed and the Agency voted unanimously to remove Item D, acceptance of the annual audit for 2006-2007, from the Consent Calendar.

Consent

A. Approval of Urban Renewal Agency minutes for December 10, 2007.

B. Acceptance of Urban Renewal Advisory Committee minutes for October 4 and November 8, 2007.

Director Anderson moved, a second followed and the Agency voted unanimously to approve the Consent Calendar as written.

Comments

Chair Sherman requested that the Urban Renewal Advisory Committee determine staggering terms for their members at their next meeting.

Regular Agenda

Executive Director Milliman briefly reviewed the staff recommendation to set project priorities and approve agreements related to the undertaking of tax increment debt issuance.

Director Anderson moved, a second followed and the Agency voted unanimously to approve the agreements with Seattle Northwest Securities, and Orrick, Herrington and Sutcliffe, to undertake tax increment debt issuance.

Director Anderson moved, a second followed and the Agency voted unanimously to approve the recommendation to send the project list back to the Urban Renewal Advisory Committee for prioritization.

Adjournment

Director Willms moved and the Agency voted unanimously by voice vote to adjourn at 9:08pm.

Respectfully submitted:

ATTEST by City Recorder
this ____ day of _____, 2008:

Pat Sherman
Chair

Joyce Heffington
Interim City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: Jan. 28, 2008

Originating Dept: Administration


Signature (submitted by)


City Manager Approval

Subject: FY 2006-2007 Annual Audit - URA

Recommended Motion:

To accept the Comprehensive Annual Financial Report for the Fiscal Year 2006-2007 as provided by Wall & Wall P.C. for the Brookings Urban Renewal Agency.

Financial Impact:

None of the auditor's expenses were taken from the Agency.

Background/Discussion:

Oregon Revised Statutes requires a Comprehensive Annual Financial Report (CAFR) to be conducted on an annual basis within six months of the close of the fiscal period. The auditor's report state the audit was conducted in accordance with auditing standards contained in the Government Auditing Standards. The audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Their conclusions include the accounting records were properly maintained and the accounting and internal control structure was adequate. The results of tests indicate for the items tested, the Agency complied with the laws, rules, and regulations pertaining to programs funded wholly or partially by other governmental agencies, and for the items test, financial reports and related data were in agreement with and supported by the accounting records.

Brief highlights of the report are that net assets increased by 41% caused mostly by an increase in the tax increments of 37%, and annual expenditures increased by 65%.

J. Robert Wall, CPA, will be present at the Council Meeting with brief comments on the audit and to respond to questions.

Policy Considerations:

None

Attachment(s):

FY 2006-07 CAFR Brookings Urban Renewal Agency (distributed separately)

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **October 2007**

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	8	2,695,131.00	39	\$8,149,844.00
2	Single Family Addition	\$507.50	\$329.88	\$40.60	\$0.00	\$85,971.00	16	1,160,204.00	12	\$577,507.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	7	125,076.00	10	\$106,647.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	4	\$1,117,383.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13	6,743,224.00	2	\$1,372,930.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	7	\$1,377,347.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13	396,746.00	13	\$206,727.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	8	0.00	8	\$0.00
2	Misc.-Retaining Wall-Fence	\$19.00	\$31.35	\$1.52	\$0.00	\$1,100.00	17	180,156.00	20	\$285,662.00
4	Total Building Permits	\$526.50	\$361.23	\$42.12	\$0.00	\$87,071.00	82	\$11,300,537.00	115	\$13,194,047.00
5	Mechanical Permits	\$106.55	\$0.00	\$8.52	N/A	N/A	55	N/A	79	N/A
2	Plumbing Permits	\$95.20	N/A	\$7.62	\$26,566.80	N/A	25	N/A	53	N/A
0	Mfg Home Install - Permit Fee	\$0.00	\$0.00	\$0.00	\$0.00	N/A	2	N/A	2	N/A
0	Mfg Home Install - Administrative Fee	N/A	N/A	\$0.00	N/A	N/A	2	N/A	2	N/A
11	TOTAL PERMITS	\$728.25	\$361.23	\$58.26	\$26,566.80	\$87,071.00	166	\$11,300,537.00	251	\$13,194,047.00
	Total Year to Date Calculated Fees	\$35,046.85	\$20,960.61	\$2,861.34	\$231,550.54					
	2006 YTD Calculated Fees	\$51,814.72	\$31,745.51	\$4,200.37	\$498,784.90					

For the month of: **October 2007**For the month of: **October 2007**

Per Data Base	87,071.00	526.50	361.23		50.00				
Per Worksheet	87,071.00	526.50	361.23		50.00				

[illegible]

87,071.00	526.50	361.23		50.00				
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BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: November 2007

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
2	Single Family Dwelling	\$1,198.00	\$777.40	\$95.68	\$35,553.12	\$331,206.00	10	3,026,337.00	40	\$8,523,298.00
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	16	1,160,204.00	13	\$586,807.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	7	125,076.00	10	\$106,647.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	4	\$1,117,383.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13	6,743,224.00	2	\$1,372,930.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	7	\$1,377,347.00
3	Commercial Addition-Change	\$650.00	\$422.51	\$52.00	\$0.00	\$172,800.00	16	569,546.00	14	\$436,727.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	8	0.00	9	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	17	180,156.00	20	\$285,662.00
5	Total Building Permits	\$1,846.00	\$1,199.91	\$147.68	\$35,553.12	\$504,006.00	87	\$11,804,543.00	119	\$13,806,801.00
3	Mechanical Permits	\$75.00	\$0.00	\$8.00	N/A	N/A	58	N/A	89	N/A
2	Plumbing Permits	\$95.20	N/A	\$7.62	\$0.00	N/A	27	N/A	54	N/A
0	Mfg Home Install - Permit Fee	\$0.00	\$0.00	\$0.00	\$0.00	N/A	2	N/A	2	N/A
0	Mfg Home Install - Administrative Fee	N/A	N/A	\$0.00	N/A	N/A	2	N/A	2	N/A
10	TOTAL PERMITS	\$2,016.20	\$1,199.91	\$161.30	\$35,553.12	\$504,006.00	176	\$11,804,543.00	266	\$13,806,801.00
	Total Year to Date Calculated Fees	\$37,063.05	\$22,160.52	\$3,022.64	\$267,103.66					
	2006 YTD Calculated Fees	\$54,012.72	\$33,018.87	\$4,376.21	\$505,909.34					

For the month of: **November 2007**For the month of: **November 2007**

Per Data Base	504,006.00	1,846.00	1,199.91	95.20	75.00		35,553.12
Per Worksheet	504,006.00	1,846.00	1,199.91	95.20	75.00		35,553.12

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504,006.00	1,846.00	1,199.91	95.20	75.00			35,553.12		
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BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **December 2007**

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10	3,026,337.00	41	\$8,904,435.00
2	Single Family Addition	\$332.00	\$215.81	\$26.56	\$0.00	\$52,131.00	18	1,212,335.00	13	\$586,807.00
1	Single Family Garage-Carport	\$38.50	\$63.53	\$3.08	\$0.00	\$2,962.00	8	128,038.00	11	\$131,637.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	4	\$1,117,383.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13	6,743,224.00	2	\$1,372,930.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	8	\$1,547,947.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	16	569,546.00	14	\$436,727.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	8	0.00	10	\$0.00
1	Misc.-Retaining Wall-Fence	\$17.50	\$0.00	\$1.40	\$0.00	\$0.00	18	180,156.00	20	\$285,662.00
4	Total Building Permits	\$388.00	\$279.34	\$31.04	\$0.00	\$55,093.00	91	\$11,859,636.00	123	\$14,383,528.00
1	Mechanical Permits	\$18.85	\$0.00	\$1.51	N/A	N/A	59	N/A	93	N/A
2	Plumbing Permits	\$95.20	N/A	\$7.62	\$0.00	N/A	29	N/A	56	N/A
0	Mfg Home Install - Permit Fee	\$0.00	\$0.00	\$0.00	\$0.00	N/A	2	N/A	2	N/A
0	Mfg Home Install - Administrative Fee	N/A	N/A	\$0.00	N/A	N/A	2	N/A	2	N/A
7	TOTAL PERMITS	\$502.05	\$279.34	\$40.16	\$0.00	\$55,093.00	183	\$11,859,636.00	276	\$14,383,528.00
	Total Year to Date Calculated Fees	\$37,565.10	\$22,439.86	\$3,062.80	\$267,103.66					
	2006 YTD Calculated Fees	\$56,112.12	\$34,264.61	\$4,544.16	\$513,731.34					

For the month of: **December 2007**

Per Data Base	55,093.00	388.00	279.34						
Per Worksheet	55,093.00	388.00	279.34						

Per Data Base								
Per Worksheet								

55,093.00	388.00	279.34							
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