

CITY OF COOS BAY CITY COUNCIL MEETING

March 20, 2012 – 7:00 p.m.

Library Meeting Room – 525 Anderson Avenue – Coos Bay, Oregon

- 1) Flag Salute
- 2) Public Comments
- 3) Consent Calendar
 - a) Acceptance of the February Check Register
 - b) Acceptance of the February Combined Cash Report
- 4) Recognition of the 2nd Court Mural Contest Winners
- 5) Review on Downtown Vending Carts
- 6) Consideration of Approval on the Marshfield Pioneer Cemetery Management & Preservation Plan
- 7) Consideration to Approve Additional Scope of Work and a Change Order for 2012 City Timber Sale Timber Management Services Contract
- 8) City Attorney's Report
- 9) City Manager's Report
- 10) Council Comments
- 11) Adjourn

All citizens addressing the City Council under regular agenda items or public comments are required by City Council Rule 4.8.4 to sign-in on the forms provided on the agenda table and podium.

If you require a listening enhancement device please contact the City Recorder.
Please silence electronic devices – Thank you.

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE March 20, 2012	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director
Through: Rodger Craddock, City Manager *see*

ISSUE: February 2012 Accounts Payable and Payroll Check Registers

BACKGROUND:

This report is being provided to the Council and public from a recommendation of our Auditor and the City Manager to provide transparency and full disclosure to all interested parties. Routinely, the accounts payable checks are issued weekly, and the payroll checks issued twice monthly. Attached are the February Accounts Payable (AP) and Payroll (PR) Check Registers totaling \$686,824.74 and \$745,235.77 respectively. The attached Accounts Payable Check Register includes a Payment Approval Report noting the details of all checks over \$25,000. For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll benefit checks and electronic transmittals are expensed from the payroll account. TABLE #1 reflects the payroll benefit checks greater than \$25,000.

TABLE #1

Payroll Transmittals Electronic Funds Transfer EFT	Payee	Amount	Description
PR Vendor 16 Transmittal #4391	City County Insurance	\$ 71,630.07	January Payroll: Health/Life Insurance/ Premium due 2/10/12
PR Vendor 17 Transmittal #4392	Oregon PERS	\$ 98,379.86	January Retirement Contribution/ Invoice due 2/10/12
PR Vendor 1 Transmittal #4561	Internal Revenue Service	\$110,793.56	February 29, 2012 pay date Federal Withholding Taxes, Medicare and Social Security
PR Vendor 2 Transmittal #4562	Oregon Dept of Revenue	\$ 32,676.24	February 29, 2012 pay date State Withholding Taxes

ADVANTAGES:

This process provides for full public disclosure and transparency in government.

DISADVANTAGES:

None

BUDGET:

The Accounts Payable and the Payroll are within the budget appropriations for FYE12.

RECOMMENDATION:

None at this time

Attachments:

Check Register GL Posting Periods 02/12 – Accounts Payable 02/01/2012 through 02/29/2012 (6 pages)
Check Register AP – Payment Approval Report Invoices >\$25K – 02/01/2012 through 02/29/12 (2 pages)
Check Register – Check Issue Date Check Register - Payroll – 02/01/2012 through 02/29/2012 (4 pages)

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/12	02/02/2012	93302	1001831	VOID - Brown, Charles H Jr	07-000-200-2001	350.00 -M
02/12	02/02/2012	93336	1001829	VOID - Laird, Dave	33-000-200-2001	194.98 -M
02/12	02/02/2012	94285	1000583	Belloni Ranch, Inc.	01-000-200-2001	5,000.00
02/12	02/02/2012	94266	168800	Boys & Girls Club Of	01-000-200-2001	10,000.00
02/12	02/02/2012	94267	1001831	Brown, Charles H Jr	07-000-200-2001	350.00
02/12	02/02/2012	94268	1001523	Coos Bay Boat Build Center	05-000-200-2001	400.00
02/12	02/02/2012	94269	1001533	Coos Bay Public Schools	01-000-200-2001	5,000.00
02/12	02/02/2012	94270	1000362	Coos County Area Transit Dist	01-000-200-2001	6,000.00
02/12	02/02/2012	94271	706927	DCBS Fiscal Services	08-000-200-2001	17,419.13
02/12	02/02/2012	94272	1001876	DEQ Dept of Environmental Qual	29-000-200-2001	156.00
02/12	02/02/2012	94273	1000641	DH McCowan Medical Lab INC	02-000-200-2001	500.00
02/12	02/02/2012	94274	1001875	Howell Group LLC	01-000-200-2001	9,566.00
02/12	02/02/2012	94275	1001499	Joe Pate	33-000-200-2001	900.00
02/12	02/02/2012	94276	1001829	Laird, Dave	33-000-200-2001	194.98
02/12	02/02/2012	94277	1001020	Mental Health Assoc SW OR Inc	01-000-200-2001	1,500.00
02/12	02/02/2012	94278	1000140	Neighbor To Neighbor	01-000-200-2001	1,924.00
02/12	02/02/2012	94279	708251	OMI, Inc	03-000-200-2001	161,796.25
02/12	02/02/2012	94280	1000870	ORCCA - OR Coast Community Act	01-000-200-2001	1,000.00
02/12	02/02/2012	94281	710235	Pacific Power & Light Co	05-000-200-2001	318.96
02/12	02/02/2012	94282	1001675	Rogers Engineering Inc	08-000-200-2001	3,080.00
02/12	02/02/2012	94283	999354	RSVP, Coos County	01-000-200-2001	4,000.00
02/12	02/02/2012	94284	1001877	SOVO Southwestern Oregon	01-000-200-2001	2,000.00
02/12	02/02/2012	94285	1000137	T.H.E. House	01-000-200-2001	8,500.00
02/12	02/02/2012	94286	1000139	Women's Safety & Resource Ctr	01-000-200-2001	3,076.00
02/12	02/08/2012	94287	1000189	Ereth, Mark	01-000-200-2001	117.00
02/12	02/08/2012	94288	1001586	Meier, Ty	01-000-200-2001	117.00
02/12	02/08/2012	94289	103323	Agri-Tech Design	02-000-200-2001	546.00
02/12	02/08/2012	94290	103324	Airgas NorPac	02-000-200-2001	20.97
02/12	02/08/2012	94291	101225	All Coast Saw & Garden	02-000-200-2001	24.00
02/12	02/08/2012	94292	999686	Amazon/GE Money	07-000-200-2001	119.90
02/12	02/08/2012	94293	1001868	APS-Automotive Paint Specialty	03-000-200-2001	71.00
02/12	02/08/2012	94294	1001280	AT&T Mobility	33-000-200-2001	94.06
02/12	02/08/2012	94295	126503	Baker, Susanne	01-000-200-2001	112.00
02/12	02/08/2012	94296	1001704	Bandwidth.com INC	01-000-200-2001	122.42
02/12	02/08/2012	94297	135616	Bassett-Hyland Energy Co	08-000-200-2001	7,715.95
02/12	02/08/2012	94298	138038	Bay Area Chamber of Comm	01-000-200-2001	38.00
02/12	02/08/2012	94299	999888	Bay Area Copier Co., Inc.	01-000-200-2001	1,097.87
02/12	02/08/2012	94300	1000016	BOLI	34-000-200-2001	250.00
02/12	02/08/2012	94301	1001721	Branding Merchandise DBA	01-000-200-2001	354.15
02/12	02/08/2012	94302	999424	Brilliance Audio, Inc.	07-000-200-2001	183.05
02/12	02/08/2012	94303	1001709	Builders Book INC	07-000-200-2001	96.30
02/12	02/08/2012	94304	999829	Cardinal Employment Ser., Inc	33-000-200-2001	2,349.23
02/12	02/08/2012	94305	118918	Carquest of Coos Bay	01-000-200-2001	167.60
02/12	02/08/2012	94306	213750	Cash & Carry /United Grocers	07-000-200-2001	174.18
02/12	02/08/2012	94307	240539	CB-NB Water Board	07-000-200-2001	574.15
02/12	02/08/2012	94308	217709	Chamber's Plumbing & HTG	01-000-200-2001	815.44
02/12	02/08/2012	94309	220916	Chevron & Texaco Business	01-000-200-2001	108.94
02/12	02/08/2012	94310	1001878	City of Central Point	01-000-200-2001	3,000.00
02/12	02/08/2012	94311	229900	Coastal Paper & Supply Inc	01-000-200-2001	512.45
02/12	02/08/2012	94312	1000821	Computer Works	05-000-200-2001	105.00
02/12	02/08/2012	94313	1001412	Comspan Communications	01-000-200-2001	24.00
02/12	02/08/2012	94314	1001710	Concrete Cutting Concepts LLC	02-000-200-2001	320.00
02/12	02/08/2012	94315	1001808	Coos County Road Department	02-000-200-2001	106.50
02/12	02/08/2012	94316	240886	Coos Grange Supply Co	01-000-200-2001	30.38
02/12	02/08/2012	94317	249350	Craddock, Rodger	01-000-200-2001	96.00
02/12	02/08/2012	94318	1000017	Criller Country	01-000-200-2001	25.00
02/12	02/08/2012	94319	253640	Crown Roofing	05-000-200-2001	168.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/12	02/08/2012	94320	1001879	Deep Green Films Limited DBA	07-000-200-2001	15.99
02/12	02/08/2012	94321	1001862	Dixon, Joanne	01-000-200-2001	30.00
02/12	02/08/2012	94322	1001530	EMT Associates	01-000-200-2001	240.00
02/12	02/08/2012	94323	313276	Englund Marine Supply Co	02-000-200-2001	151.35
02/12	02/08/2012	94324	314525	Enviro-Clean Equipment	03-000-200-2001	49.49
02/12	02/08/2012	94325	999200	Epuerto	33-000-200-2001	20.00
02/12	02/08/2012	94326		Information Only Check	02-000-200-2001	.00 V
02/12	02/08/2012	94327	322610	Farr's True Value Hdwr	02-000-200-2001	307.99
02/12	02/08/2012	94328	322621	Farwest Tire, Inc.	03-000-200-2001	647.48
02/12	02/08/2012	94329	999188	Fastenal Company	01-000-200-2001	96.10
02/12	02/08/2012	94330	1000192	Ferguson Ent, Inc #3021	01-000-200-2001	234.81
02/12	02/08/2012	94331	1000114	Ferrellgas	02-000-200-2001	252.32
02/12	02/08/2012	94332	329940	First American Title	08-000-200-2001	85.00
02/12	02/08/2012	94333	1001891	Fleet Pride Heavy Duty Experts	03-000-200-2001	27.83
02/12	02/08/2012	94334	1001603	Frontier	10-000-200-2001	183.40
02/12	02/08/2012	94335	352703	Gale	07-000-200-2001	178.00
02/12	02/08/2012	94336	352725	Galls An Aramark Company	01-000-200-2001	22.97
02/12	02/08/2012	94337	362130	General Fire Apparatus	01-000-200-2001	374.50
02/12	02/08/2012	94338	452615	Honda World	01-000-200-2001	28.05
02/12	02/08/2012	94339	1000866	Hoppe, Katherine	33-000-200-2001	271.40
02/12	02/08/2012	94340	476016	Industrial Steel & Supply	01-000-200-2001	62.72
02/12	02/08/2012	94341	476508	Ingram	07-000-200-2001	1,410.81
02/12	02/08/2012	94342	999303	Interstate Auto Parts Warehous	34-000-200-2001	1,602.52
02/12	02/08/2012	94343	1001364	Kinnaman, Amy	01-000-200-2001	216.00
02/12	02/08/2012	94344	1001112	Knife River, LTM Inc DBA	02-000-200-2001	939.94
02/12	02/08/2012	94345	999680	Koontz Machine & Welding, Inc,	02-000-200-2001	476.60
02/12	02/08/2012	94346	999704	Koos Environmental Serv., Inc	34-000-200-2001	1,091.93
02/12	02/08/2012	94347	999965	Laskey-Clifton Corp	02-000-200-2001	1,455.90
02/12	02/08/2012	94348	565011	Legislative Counsel Comm	01-000-200-2001	560.00
02/12	02/08/2012	94349	870913	Les Schwab Tire Centers	02-000-200-2001	412.68
02/12	02/08/2012	94350	1000321	Marlin, Dean	01-000-200-2001	38.00
02/12	02/08/2012	94351	999753	Net Assets Corporation	01-000-200-2001	170.00
02/12	02/08/2012	94352	1000109	Northwest Arbitration, Ltd.	01-000-200-2001	260.00
02/12	02/08/2012	94353	1000231	Office Max	07-000-200-2001	105.77
02/12	02/08/2012	94354	706055	OMFOA	01-000-200-2001	590.00
02/12	02/08/2012	94355	707838	Oregon Pacific Co	03-000-200-2001	311.65
02/12	02/08/2012	94356	708300	Oregon Tool & Supply Inc	03-000-200-2001	145.00
02/12	02/08/2012	94357	710235	Pacific Power & Light Co	01-000-200-2001	3,361.61
02/12	02/08/2012	94358	1000118	Peterson Machinery Co., Inc	02-000-200-2001	562.24
02/12	02/08/2012	94359	737932	Platt Electric Supply	01-000-200-2001	592.80
02/12	02/06/2012	94360		Information Only Check	34-000-200-2001	.00 V
02/12	02/08/2012	94361	590000	PRO Build	02-000-200-2001	1,227.68
02/12	02/08/2012	94362	1000369	Random House, Inc	07-000-200-2001	44.00
02/12	02/08/2012	94363	757000	Recorded Books LLC	07-000-200-2001	33.00
02/12	02/08/2012	94364	1000673	RP & T Trucking LLC	02-000-200-2001	650.00
02/12	02/08/2012	94365	999418	Sause Bros. Ocean Towing	01-000-200-2001	1,500.00
02/12	02/08/2012	94366		Information Only Check	02-000-200-2001	.00 V
02/12	02/08/2012	94367	862426	So Coast Office Supply	01-000-200-2001	1,797.22
02/12	02/08/2012	94368	1001551	Staples Advantage Pmnts	01-000-200-2001	235.48
02/12	02/08/2012	94369	871400	Staples Credit Plan	01-000-200-2001	317.20
02/12	02/08/2012	94370	882968	Stunlzner Engineering	57-000-200-2001	500.00
02/12	02/08/2012	94371	1000370	Takis, Steve	01-000-200-2001	38.00
02/12	02/08/2012	94372	918215	Tom's Lock & Key, DBA	34-000-200-2001	370.50
02/12	02/08/2012	94373	920119	Tower Motor Co	02-000-200-2001	727.70
02/12	02/08/2012	94374	922669	Tri-County Plumbing	01-000-200-2001	1,984.87
02/12	02/08/2012	94375	1001407	Umpqua Bank	39-000-200-2001	59,047.08
02/12	02/08/2012	94376	1000838	Umpqua Valley Fire Services	02-000-200-2001	156.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/12	02/08/2012	94377	1000235	UPS Store, The DBA	01-000-200-2001	106.26
02/12	02/08/2012	94378	999345	Upstart	07-000-200-2001	815.40
02/12	02/08/2012	94379		Information Only Check	02-000-200-2001	.00 V
02/12	02/08/2012	94380	934000	Vend West Services Inc	02-000-200-2001	454.25
02/12	02/08/2012	94381	999120	Verizon Wireless	02-000-200-2001	173.48
02/12	02/08/2012	94382	1000160	Visa - Elan Financial Service	01-000-200-2001	2,238.44
02/12	02/08/2012	94383	1001881	Wyatt, Donald P	08-000-200-2001	124.29
02/12	02/08/2012	94384	986914	Xerox Corporation	07-000-200-2001	325.62
02/12	02/10/2012	94385	126503	Baker, Susanne	01-000-200-2001	96.00
02/12	02/10/2012	94386	1001153	Civil West Engineering Inc	29-000-200-2001	24,735.35
02/12	02/10/2012	94387	1001372	Crime Prevention Outreach LLC	01-000-200-2001	249.00
02/12	02/10/2012	94388	322621	Farwest Tire, Inc.	01-000-200-2001	302.30
02/12	02/10/2012	94389		Information Only Check	01-000-200-2001	.00 V
02/12	02/10/2012	94390		Information Only Check	01-000-200-2001	.00 V
02/12	02/10/2012	94391		Information Only Check	01-000-200-2001	.00 V
02/12	02/10/2012	94392		Information Only Check	01-000-200-2001	.00 V
02/12	02/10/2012	94393	378513	Golder Company Inc	03-000-200-2001	602.09
02/12	02/10/2012	94394	583508	Lounsbury, Robert	01-000-200-2001	125.00
02/12	02/10/2012	94395	1000360	Northwest Leadership Seminar	01-000-200-2001	550.00
02/12	02/10/2012	94396	1000952	Pace, Matt	02-000-200-2001	14.99
02/12	02/10/2012	94397	1000290	Pumpteck, Inc.	29-000-200-2001	14,529.44
02/12	02/14/2012	94398	1000189	Ereth, Mark	01-000-200-2001	171.00
02/12	02/17/2012	94399	1001321	911 Supply Public Safety Gear	01-000-200-2001	1,574.37
02/12	02/17/2012	94400	999136	A Worksafe Service, Inc.	05-000-200-2001	600.00
02/12	02/17/2012	94401	101225	All Coast Saw & Garden	01-000-200-2001	118.40
02/12	02/17/2012	94402	999686	Amazon/GE Money	07-000-200-2001	114.40
02/12	02/17/2012	94403	109490	Amerigas - North Bend	01-000-200-2001	147.72
02/12	02/17/2012	94404	112520	Anderson, Mark	01-000-200-2001	112.00
02/12	02/17/2012	94405	1001868	APS-Automotive Paint Specialty	03-000-200-2001	20.40
02/12	02/17/2012	94406	999694	Aramark Uniform Ser. Inc.	01-000-200-2001	331.41
02/12	02/17/2012	94407	1001351	Atlas Edge Staffing Svcs INC	34-000-200-2001	195.97
02/12	02/17/2012	94408	999549	Auto Additions, Inc	01-000-200-2001	106.50
02/12	02/17/2012	94409	999888	Bay Area Copier Co., Inc.	01-000-200-2001	125.00
02/12	02/17/2012	94410	139365	Bayshore Chevron	01-000-200-2001	28.00
02/12	02/17/2012	94411	952281	Bayshore Paints	01-000-200-2001	10.00
02/12	02/17/2012	94412	1001882	Branderhorst, Marijke	01-000-200-2001	30.00
02/12	02/17/2012	94413	1001017	Bratwear Group LLC	01-000-200-2001	1,217.00
02/12	02/17/2012	94414	180500	Brock Construction	03-000-200-2001	275.00
02/12	02/17/2012	94415	1001883	Buell, Kendra	01-000-200-2001	100.00
02/12	02/17/2012	94416	999829	Cardinal Employment Ser., Inc	33-000-200-2001	2,349.23
02/12	02/17/2012	94417	1001880	Carothers, Bornefeld & Assoc	08-000-200-2001	2,306.18
02/12	02/17/2012	94418	118918	Carquest of Coos Bay	03-000-200-2001	243.17
02/12	02/17/2012	94419	240539	CB-NB Water Board	02-000-200-2001	582.20
02/12	02/17/2012	94420	1001198	Center for Education & Employm	01-000-200-2001	159.00
02/12	02/17/2012	94421	216200	Center Point Large Print	07-000-200-2001	127.02
02/12	02/17/2012	94422	216350	Centric Elevator Corp of	05-000-200-2001	367.73
02/12	02/17/2012	94423	1001884	Chambers Construction LLP	34-000-200-2001	140,500.25
02/12	02/17/2012	94424	217709	Chamber's Plumbing & HTG	05-000-200-2001	95.00
02/12	02/17/2012	94425	223656	City County Insurance	01-000-200-2001	631.64
02/12	02/17/2012	94426	1001153	Civil West Engineering Inc	29-000-200-2001	4,067.52
02/12	02/17/2012	94427	229900	Coastal Paper & Supply Inc	01-000-200-2001	504.09
02/12	02/17/2012	94428	1001412	Comspan Communications	05-000-200-2001	40.15
02/12	02/17/2012	94429	1001412	Comspan Communications	01-000-200-2001	48.22
02/12	02/17/2012	94430	240723	Coos County Clerk	01-000-200-2001	81.00
02/12	02/17/2012	94431	240765	Coos County Solid Waste	01-000-200-2001	44.50
02/12	02/17/2012	94432	240886	Coos Grange Supply Co	01-000-200-2001	93.90
02/12	02/17/2012	94433	1000712	Coquille Animal Hospital	01-000-200-2001	211.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/12	02/17/2012	94434	1000507	Creekridge Capital LB#17	07-000-200-2001	749.01
02/12	02/17/2012	94435	1001147	Elizabeth's Alterations	01-000-200-2001	10.00
02/12	02/17/2012	94436	999188	Festanal Company	03-000-200-2001	205.34
02/12	02/17/2012	94437	999389	Fawns Diesel Service Inc.	03-000-200-2001	646.23
02/12	02/17/2012	94438	323760	FedEx	03-000-200-2001	62.21
02/12	02/17/2012	94439	1000114	Ferrellgas	02-000-200-2001	136.58
02/12	02/17/2012	94440	1001691	Fleet Pride Heavy Duty Experts	03-000-200-2001	86.96
02/12	02/17/2012	94441	1001603	Frontier	01-000-200-2001	100.31
02/12	02/17/2012	94442	352703	Gale	07-000-200-2001	115.68
02/12	02/17/2012	94443	378130	Gold Coast Truck Repair Inc	02-000-200-2001	105.93
02/12	02/17/2012	94444	476508	Ingram	07-000-200-2001	1,294.56
02/12	02/17/2012	94445	999814	Integra Telecom, Inc Billing	01-000-200-2001	379.85
02/12	02/17/2012	94446	1001850	Jones Plumbing & Heating INC	03-000-200-2001	300.00
02/12	02/17/2012	94447	1001886	Kramer & Company	57-000-200-2001	1,754.25
02/12	02/17/2012	94448	580618	League of Oregon Cities	01-000-200-2001	1,224.64
02/12	02/17/2012	94449	573900	Life Safety Corporation	01-000-200-2001	65.00
02/12	02/17/2012	94450	1001888	Major, Beverly	32-000-200-2001	500.00
02/12	02/17/2012	94451	634425	Mast Brothers Ent Inc	01-000-200-2001	45.00
02/12	02/17/2012	94452	634800	Maya Graphics Inc	01-000-200-2001	28.00
02/12	02/17/2012	94453	1000107	Mckay's Markets	01-000-200-2001	250.00
02/12	02/17/2012	94454	1001026	Milliman	01-000-200-2001	195.00
02/12	02/17/2012	94455	1001856	Modern Building Systems INC	34-000-200-2001	1,540.00
02/12	02/17/2012	94456	1001887	Mountain View Paving INC	02-000-200-2001	900.00
02/12	02/17/2012	94457	1001889	National Recreation & Park	01-000-200-2001	360.00
02/12	02/17/2012	94458	999753	Net Assets Corporation	01-000-200-2001	370.00
02/12	02/17/2012	94459	696447	North Coast Electric	01-000-200-2001	136.33
02/12	02/17/2012	94460	706080	One Call Concepts Inc	03-000-200-2001	101.64
02/12	02/17/2012	94461	707020	OR Dept of State Lands	01-000-200-2001	2,007.77
02/12	02/17/2012	94462	1001885	OR NW Black Pioneers	07-000-200-2001	179.00
02/12	02/17/2012	94463	1000652	ORCA Communications	01-000-200-2001	1,159.37
02/12	02/17/2012	94464	707599	Oregon Linen	05-000-200-2001	140.40
02/12	02/17/2012	94465	707838	Oregon Pacific Co	02-000-200-2001	145.48
02/12	02/17/2012	94466	708300	Oregon Tool & Supply Inc	03-000-200-2001	249.95
02/12	02/17/2012	94467	1000477	Owens, Howard	01-000-200-2001	112.00
02/12	02/17/2012	94468	1000118	Peterson Machinery Co., Inc	02-000-200-2001	207.48
02/12	02/17/2012	94469	736402	Pitney Bowes Reserve	07-000-200-2001	3,000.00
02/12	02/17/2012	94470	757000	Recorded Books LLC	07-000-200-2001	13.90
02/12	02/17/2012	94471	352100	Reese Electric Co Inc	01-000-200-2001	1,921.00
02/12	02/17/2012	94472	999223	Roto-Rooter, Inc	01-000-200-2001	281.00
02/12	02/17/2012	94473	763320	RSC Equipment Rental	03-000-200-2001	200.24
02/12	02/17/2012	94474	999242	Teletron Communications	01-000-200-2001	115.17
02/12	02/17/2012	94475	918215	Tom's Lock & Key, DBA	34-000-200-2001	315.00
02/12	02/17/2012	94476	920119	Tower Motor Co	01-000-200-2001	62.90
02/12	02/17/2012	94477	1001187	USDA Forest Service	05-000-200-2001	772.50
02/12	02/17/2012	94478	961400	West Coast Fencing	01-000-200-2001	760.00
02/12	02/17/2012	94479	1001891	Willamette TURF INC	03-000-200-2001	670.00
02/12	02/17/2012	94480	986315	World, The	01-000-200-2001	593.40
02/12	02/17/2012	94481	1001492	ZCS Engineering INC	34-000-200-2001	9,514.90
02/12	02/27/2012	94482	999189	Abel Insurance Agency	01-000-200-2001	1,531.25
02/12	02/27/2012	94483	1001547	Access Info Mgmt DBA	01-000-200-2001	64.00
02/12	02/27/2012	94484	101912	Action Trophies	01-000-200-2001	101.75
02/12	02/27/2012	94485	103323	Agri-Tech Design	07-000-200-2001	242.00
02/12	02/27/2012	94486	999686	Amazon/GE Money	07-000-200-2001	134.92
02/12	02/27/2012	94487	109490	Amerigas - North Bend	01-000-200-2001	705.29
02/12	02/27/2012	94488	1000920	Anderson, Jared	02-000-200-2001	100.00
02/12	02/27/2012	94489	1001757	Associated Business Systems	01-000-200-2001	18.20
02/12	02/27/2012	94490	1001280	AT&T Mobility	33-000-200-2001	94.06

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/12	02/27/2012	94491	1001894	AT&T Subpoena Center	01-000-200-2001	40.00
02/12	02/27/2012	94492	1000854	Banc of America Leasing	01-000-200-2001	123.00
02/12	02/27/2012	94493	135616	Bassett-Hyland Energy Co	01-000-200-2001	5,345.68
02/12	02/27/2012	94494	138038	Bay Area Chamber of Comm	05-000-200-2001	5,285.80
02/12	02/27/2012	94495	1000587	Bay Area Enterprises Inc.	01-000-200-2001	2,748.45
02/12	02/27/2012	94496	227058	Carl D Williams	07-000-200-2001	1,365.00
02/12	02/27/2012	94497	213750	Cash & Carry /United Grocers	01-000-200-2001	32.37
02/12	02/27/2012	94498	1000101	Chambers Communications Corp.	33-000-200-2001	1,145.00
02/12	02/27/2012	94499	217709	Chamber's Plumbing & HTG	01-000-200-2001	183.72
02/12	02/27/2012	94500	999850	VOID - Chapanar, Chris	01-000-200-2001	79.00
02/12	02/27/2012	94501	999508	Charter Communications	07-000-200-2001	114.98
02/12	02/27/2012	94502	220916	Chevron & Texaco Business	01-000-200-2001	232.51
02/12	02/27/2012	94503	1000203	Comcast Spotlight, Inc	33-000-200-2001	1,247.00
02/12	02/27/2012	94504	1000821	Computer Works	05-000-200-2001	3,408.99
02/12	02/27/2012	94505	240305	Coos Art Museum	05-000-200-2001	1,250.00
02/12	02/27/2012	94506	1000852	Echo Design	33-000-200-2001	3,011.20
02/12	02/27/2012	94507	1001359	Eileen Traylor	33-000-200-2001	300.00
02/12	02/27/2012	94508	1001147	Elizabeth's Alterations	01-000-200-2001	10.00
02/12	02/27/2012	94509	999200	Epuerto	01-000-200-2001	100.00
02/12	02/27/2012	94510	1000729	Fire Service Bookstore	01-000-200-2001	1,201.34
02/12	02/27/2012	94511	1001585	Fitness Equipment of Eugene	01-000-200-2001	85.00
02/12	02/27/2012	94512	352703	Gale	07-000-200-2001	84.99
02/12	02/27/2012	94513	378121	Gold Coast Security Inc	01-000-200-2001	20.00
02/12	02/27/2012	94514	1001890	Green Coast Plumbing	32-000-200-2001	500.00
02/12	02/27/2012	94515	1001892	Grizzle, Jim & Helen	01-000-200-2001	5.00
02/12	02/27/2012	94516	1001872	Hewlett-Packard Co	07-000-200-2001	605.00
02/12	02/27/2012	94517	1000866	Hoppe, Katherine	33-000-200-2001	173.46
02/12	02/27/2012	94518	476508	Ingram	07-000-200-2001	692.81
02/12	02/27/2012	94519	1001893	Je'Hanne, Lakiesha	01-000-200-2001	10.00
02/12	02/27/2012	94520	517195	Kendall, June	32-000-200-2001	228.74
02/12	02/27/2012	94521	1000513	Kussmaul Electronics Co, Inc	01-000-200-2001	272.07
02/12	02/27/2012	94522	532800	Kyle Electric Inc	01-000-200-2001	475.38
02/12	02/27/2012	94523	641775	Meyers, Beverly J	17-000-200-2001	196.83
02/12	02/27/2012	94524	1001866	Mobile Mini INC	34-000-200-2001	170.93
02/12	02/27/2012	94525	1000653	NW Natural	01-000-200-2001	6,284.73
02/12	02/27/2012	94526	937352	Office Depot	07-000-200-2001	283.24
02/12	02/27/2012	94527	1000231	Office Max	07-000-200-2001	12.82
02/12	02/27/2012	94528		Information Only Check	01-000-200-2001	.00 V
02/12	02/27/2012	94529	710235	Pacific Power & Light Co	05-000-200-2001	37,418.78
02/12	02/27/2012	94530	710128	Pacific Power Products	01-000-200-2001	237.90
02/12	02/27/2012	94531	736400	Pitney-Bowes - 8345191	07-000-200-2001	120.27
02/12	02/27/2012	94532	737932	Platt Electric Supply	07-000-200-2001	87.94
02/12	02/27/2012	94533	748100	Puppy Love	01-000-200-2001	203.06
02/12	02/27/2012	94534	753943	Ram Offset Lithographers	33-000-200-2001	494.00
02/12	02/27/2012	94535	1000369	Random House, Inc	07-000-200-2001	155.00
02/12	02/27/2012	94536	1001003	Sam Kappa	02-000-200-2001	60.25
02/12	02/27/2012	94537	825500	Seawestern Fire Apparatus	01-000-200-2001	249.99
02/12	02/27/2012	94538	1001858	So Coast Head Start/ORCCA	07-000-200-2001	100.00
02/12	02/27/2012	94539	862426	So Coast Office Supply	05-000-200-2001	356.37
02/12	02/27/2012	94540	1001551	Staples Advantage Pmnts	01-000-200-2001	273.64
02/12	02/27/2012	94541	871400	Staples Credit Plan	01-000-200-2001	730.27
02/12	02/27/2012	94542	872002	Star of Hope	01-000-200-2001	250.00
02/12	02/27/2012	94543	999408	Steven Winfrey	01-000-200-2001	75.00
02/12	02/27/2012	94544	1001539	SuperMedia LLC	07-000-200-2001	109.10
02/12	02/27/2012	94545	1001895	Trans Fix	01-000-200-2001	1,675.00
02/12	02/27/2012	94546	1000838	Umpqua Valley Fire Services	01-000-200-2001	17.50
02/12	02/27/2012	94547	999120	Verizon Wireless	01-000-200-2001	742.26

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/12	02/27/2012	94548	1000160	Visa - Elan Financial Service	01-000-200-2001	49.00
02/12	02/27/2012	94549	986315	World, The	57-000-200-2001	271.14
02/12	02/27/2012	94550	1001492	ZCS Engineering INC	34-000-200-2001	17,582.44
Totals:						<u>686,824.74</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Job No
706251	OMI, Inc	201202	Waste Water Operations	02/01/2012	71,190.35	71,190.35	02/02/2012	
			Waste Water Operations		37,213.14	37,213.14	02/02/2012	
			Waste Water Operations		40,449.06	40,449.06	02/02/2012	
			Waste Water Operations		12,943.70	12,943.70	02/02/2012	
Total 706251					161,796.25	161,796.25		
710235	Pacific Power & Light Co	201202-2	12447751-001 8 February	02/16/2012	2,107.53	2,107.53	02/27/2012	
			12447751-001 8 February		647.11	647.11	02/27/2012	
			12447751-001 8 February		25.33	25.33	02/27/2012	
			12447751-001 8 February		5,406.70	5,406.70	02/27/2012	
			12447751-001 8 February		815.89	815.89	02/27/2012	
			12447751-001 8 February		2,522.51	2,522.51	02/27/2012	
			12447751-001 8 February		17,884.19	17,884.19	02/27/2012	
			12447751-001 8 February		951.18	951.18	02/27/2012	
			12447751-001 8 February		1,637.84	1,637.84	02/27/2012	CAMUTILITIES1
			12447751-001 8 February		480.00	480.00	02/27/2012	
			12447751-001 8 February		2,996.38	2,996.38	02/27/2012	
			12447751-001 8 February		1,208.14	1,208.14	02/27/2012	POOLUTILITY1
			12447751-001 8 February		204.41	204.41	02/27/2012	EGYPTUTIL1
			12447751-001 8 February		148.16	148.16	02/27/2012	
Total 710235					37,035.37	37,035.37		
1001407	Umpqua Bank	20120215	Jurisdictional Exchange/Ocean Blvd Overlay	02/01/2012	54,467.18	54,467.18	02/08/2012	
			Jurisdictional Exchange/Ocean Blvd Overlay		4,579.90	4,579.90	02/08/2012	
Total 1001407					59,047.08	59,047.08		
1001884	Chambers Construction LLP	1286-1 01/31/12	City Hall/PP Seismic Retrofit & Remodel	01/31/2012	140,500.25	140,500.25	02/17/2012	1260021
Total 1001884					140,500.25	140,500.25		
Total Paid:					398,378.95			
Total Unpaid:					-			
Grand Total:					398,378.95			

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____
City Treasurer: _____

Report Criteria:

Transmittal Checks Are Included

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Transmittal No/ Emp No	Description	GL Account	Amount
01/31/12	CDPT	02/10/12	4391	City County Insurance	16	Employee Insurance Premiums 01	01-000-200-2034	71,630.07
01/06/12	CDPT	02/10/12	4392	Oregon PERS	17	Employee Retirement 01-000-200-	01-000-200-2035	98,379.88
02/15/12	PC	02/15/12	4393	Fare, Matthew M	126002		99-000-100-1002	352.07
02/15/12	PC	02/15/12	4394	McAvoy, Daniel W	126008		99-000-100-1002	2,023.05
02/15/12	PC	02/15/12	4395	Seldon, Michael A	126017		99-000-100-1002	1,395.59
02/15/12	PC	02/15/12	4396	Wilson, Jason H	126018		99-000-100-1002	941.82
02/15/12	PC	02/15/12	4397	Miles, Randy S	126021		99-000-100-1002	1,120.46
02/15/12	PC	02/15/12	4398	Takis, Stephen P	126034		99-000-100-1002	1,149.71
02/15/12	PC	02/15/12	4399	Owens, Howard D	126035		99-000-100-1002	1,537.47
02/15/12	PC	02/15/12	4400	Argyle, Tanya	213019		99-000-100-1002	1,415.25
02/15/12	PC	02/15/12	4401	Kinnaman, Amelia J.	213020		99-000-100-1002	1,450.49
02/15/12	PC	02/15/12	4402	Frankenberger, Deborah M	213021		99-000-100-1002	819.29
02/15/12	PC	02/15/12	4403	Barr, Crystal C	226001		99-000-100-1002	1,272.94
02/15/12	PC	02/15/12	4404	Magill, Elisa A	227032		99-000-100-1002	765.07
02/15/12	PC	02/15/12	4405	Hossley, James G	227033		99-000-100-1002	1,661.99
02/15/12	PC	02/15/12	4406	Carlson, Amelia Berry	227035		99-000-100-1002	1,289.51
02/15/12	PC	02/15/12	4407	Spann, Jessica Joye	227041		99-000-100-1002	471.75
02/15/12	PC	02/15/12	4408	Baker, Susanne M	231002		99-000-100-1002	1,255.76
02/15/12	PC	02/15/12	4409	Neff, Kevin Lynn	231020		99-000-100-1002	1,315.21
02/15/12	PC	02/15/12	4410	Wirsing, Jennifer L	231023		99-000-100-1002	1,548.47
02/15/12	PC	02/15/12	4411	Moore, Joseph Michael	232001		99-000-100-1002	377.40
02/15/12	PC	02/15/12	4412	Anderson, Jared	232002		99-000-100-1002	898.32
02/15/12	PC	02/15/12	4413	Christiana, Philip A	232005		99-000-100-1002	641.18
02/15/12	PC	02/15/12	4414	Pace, Matthew James	232010		99-000-100-1002	1,087.38
02/15/12	PC	02/15/12	4415	La Pralm, Julie A	232012		99-000-100-1002	819.29
02/15/12	PC	02/15/12	4416	Jackson, Thomas T	232016		99-000-100-1002	806.79
02/15/12	PC	02/15/12	4417	Kaiser, Frank Lynn	232022		99-000-100-1002	633.28
02/15/12	PC	02/15/12	4418	Sheaffer, Walter P	232034		99-000-100-1002	564.79
02/15/12	PC	02/15/12	4419	Pierson, Samantha K	251003		99-000-100-1002	1,236.67
02/15/12	PC	02/15/12	4420	Price, Nancy Waterman	251009		99-000-100-1002	670.57
02/15/12	PC	02/15/12	4421	Shamet, Barbara J	251010		99-000-100-1002	594.40
02/15/12	PC	02/15/12	4422	Fisher, Valerie J	251029		99-000-100-1002	321.42
02/15/12	PC	02/15/12	4423	Knight, Dolores L	251031		99-000-100-1002	1,073.99
02/15/12	PC	02/15/12	4424	Mitchell, Linda S	324004		99-000-100-1002	1,301.27
02/15/12	PC	02/15/12	4425	Sparks, Randy L	324007		99-000-100-1002	330.73
02/15/12	PC	02/15/12	4426	Wilson, Rhonda M	324035		99-000-100-1002	1,314.78
02/15/12	PC	02/15/12	4427	Akers, Tia D	324037		99-000-100-1002	840.45
02/15/12	PC	02/15/12	4428	Welmoe, Anthony S	324043		99-000-100-1002	580.40
02/15/12	PC	02/15/12	4429	Lounsbury, Robert A	324044		99-000-100-1002	652.91
02/15/12	PC	02/15/12	4430	Dubray, Ramona A	324054		99-000-100-1002	732.73
02/15/12	PC	02/15/12	4431	Cupp, Tessa M	324058		99-000-100-1002	576.66
02/15/12	PC	02/15/12	4432	Craddock Jr, Rodger E	324059		99-000-100-1002	1,865.23
02/15/12	PC	02/15/12	4433	McCullough, Gary L	324060		99-000-100-1002	1,902.62
02/15/12	PC	02/15/12	4434	Mitts, Cal Patrick	324061		99-000-100-1002	1,706.05
02/15/12	PC	02/15/12	4435	Rogers, Terry Scott	324065		99-000-100-1002	532.52
02/15/12	PC	02/15/12	4436	Kirk, Peter E	324067		99-000-100-1002	1,781.39
02/15/12	PC	02/15/12	4437	Merritt, Sean Trefle	324070		99-000-100-1002	1,509.36
02/15/12	PC	02/15/12	4438	Ereth, Mark W	324074		99-000-100-1002	377.40
02/15/12	PC	02/15/12	4439	Shaffer, Michael W	324075		99-000-100-1002	985.89
02/15/12	PC	02/15/12	4440	Thompson, Helen N	324079		99-000-100-1002	955.69
02/15/12	PC	02/15/12	4441	West, Timothy S	324082		99-000-100-1002	381.02
02/15/12	PC	02/15/12	4442	Esperance, Christine Marie	324101		99-000-100-1002	961.64
02/15/12	PC	02/15/12	4443	Lindahl, Thomas W	324103		99-000-100-1002	1,286.60
02/15/12	PC	02/15/12	4444	Pollin, Tracye K.	324105		99-000-100-1002	891.14
02/15/12	PC	02/15/12	4445	Lawson, Daniel R	324107		99-000-100-1002	1,318.75
02/15/12	PC	02/15/12	4446	Looney, Bryan R	324108		99-000-100-1002	732.73
02/15/12	PC	02/15/12	4447	Pickett, Jennifer M	324110		99-000-100-1002	377.40
02/15/12	PC	02/15/12	4448	McGarity, Kristen Marie	324112		99-000-100-1002	1,180.63

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
02/15/12	PC	02/15/12	4449	Blue, Rachel Ann	324113		99-000-100-1002	1,134.92
02/15/12	CDPT	02/15/12	4450	Internal Revenue Service	1	93-6002141 01-000-200-2031 F	01-000-200-2031	16,126.09
02/15/12	CDPT	02/15/12	4451	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	5,657.81
02/29/12	PC	02/29/12	4452	Fare, Matthew M	126002		99-000-100-1002	3,857.00
02/29/12	PC	02/29/12	4453	Anderson, Mark R	126003		99-000-100-1002	5,928.71
02/29/12	PC	02/29/12	4454	Gibson, Stanley L	126006		99-000-100-1002	4,412.10
02/29/12	PC	02/29/12	4455	McAvoy, Daniel W	126008		99-000-100-1002	2,059.14
02/29/12	PC	02/29/12	4456	Crutchfield, Daniel C	126016		99-000-100-1002	4,088.16
02/29/12	PC	02/29/12	4457	Seldon, Michael A	126017		99-000-100-1002	3,061.08
02/29/12	PC	02/29/12	4458	Wilson, Jason H	126018		99-000-100-1002	3,442.85
02/29/12	PC	02/29/12	4459	Haagen, Kevin J	126020		99-000-100-1002	4,541.98
02/29/12	PC	02/29/12	4460	Miles, Randy S	126021		99-000-100-1002	3,062.90
02/29/12	PC	02/29/12	4461	Cunningham, Kevin D	126023		99-000-100-1002	6,578.62
02/29/12	PC	02/29/12	4462	Vetter, Douglas J	126026		99-000-100-1002	4,320.31
02/29/12	PC	02/29/12	4463	Takis, Stephen P	126034		99-000-100-1002	2,733.89
02/29/12	PC	02/29/12	4464	Owens, Howard D	126035		99-000-100-1002	3,330.93
02/29/12	PC	02/29/12	4465	Martin, Dean E	126036		99-000-100-1002	5,225.29
02/29/12	PC	02/29/12	4466	Adkins, Jeffery S	126041		99-000-100-1002	4,032.26
02/29/12	PC	02/29/12	4467	Jansen, Joyce L	212002		99-000-100-1002	4,406.05
02/29/12	PC	02/29/12	4468	McClintock, Nathan Byron	212004		99-000-100-1002	4,153.27
02/29/12	PC	02/29/12	4469	Mickelson, Jackie Rose	212010		99-000-100-1002	2,658.65
02/29/12	PC	02/29/12	4470	Kremers, Julie L	213018		99-000-100-1002	2,788.45
02/29/12	PC	02/29/12	4471	Argyle, Tanya	213019		99-000-100-1002	1,566.01
02/29/12	PC	02/29/12	4472	Kinnaman, Amelia J.	213020		99-000-100-1002	2,091.94
02/29/12	PC	02/29/12	4473	Frankenberger, Deborah M	213021		99-000-100-1002	1,789.82
02/29/12	PC	02/29/12	4474	Barr, Crystal C	226001		99-000-100-1002	1,636.47
02/29/12	PC	02/29/12	4475	Erlar, Debbie L	227004		99-000-100-1002	2,744.58
02/29/12	PC	02/29/12	4476	Barron, Laura J	227005		99-000-100-1002	4,034.67
02/29/12	PC	02/29/12	4477	Magill, Elisa A	227032		99-000-100-1002	2,119.62
02/29/12	PC	02/29/12	4478	Hossley, James G	227033		99-000-100-1002	4,458.46
02/29/12	PC	02/29/12	4479	Carlson, Amelia Berry	227035		99-000-100-1002	1,515.21
02/29/12	PC	02/29/12	4480	Palton, Pamela G	227038		99-000-100-1002	2,131.96
02/29/12	PC	02/29/12	4481	Smith, Michael J	227040		99-000-100-1002	4,841.65
02/29/12	PC	02/29/12	4482	Spann, Jessica Joye	227041		99-000-100-1002	2,367.31
02/29/12	PC	02/29/12	4483	Baker, Susanne M	231002		99-000-100-1002	2,829.05
02/29/12	PC	02/29/12	4484	Neff, Kevin Lynn	231020		99-000-100-1002	2,514.69
02/29/12	PC	02/29/12	4485	Dixon, Randy D.	231022		99-000-100-1002	4,972.29
02/29/12	PC	02/29/12	4486	Wirsing, Jennifer L	231023		99-000-100-1002	1,627.70
02/29/12	PC	02/29/12	4487	Moore, Joseph Michael	232001		99-000-100-1002	1,460.20
02/29/12	PC	02/29/12	4488	Anderson, Jared	232002		99-000-100-1002	1,675.29
02/29/12	PC	02/29/12	4489	Christiana, Philip A	232005		99-000-100-1002	1,515.87
02/29/12	PC	02/29/12	4490	Pace, Matthew James	232010		99-000-100-1002	1,983.91
02/29/12	PC	02/29/12	4491	La Prais, Julie A	232012		99-000-100-1002	2,062.81
02/29/12	PC	02/29/12	4492	Jackson, Thomas T	232016		99-000-100-1002	1,805.60
02/29/12	PC	02/29/12	4493	Kaiser, Frank Lynn	232022		99-000-100-1002	1,796.18
02/29/12	PC	02/29/12	4494	Eck, Lloyd J	232032		99-000-100-1002	2,944.66
02/29/12	PC	02/29/12	4495	Sheaffer, Walter P	232034		99-000-100-1002	1,764.36
02/29/12	PC	02/29/12	4496	Filtcroft, Iris P	251002		99-000-100-1002	2,555.78
02/29/12	PC	02/29/12	4497	Pierson, Samantha K	251003		99-000-100-1002	3,421.60
02/29/12	PC	02/29/12	4498	Couture, Beverly A	251005		99-000-100-1002	2,555.96
02/29/12	PC	02/29/12	4499	Granstrom, Pamela R	251007		99-000-100-1002	2,348.47
02/29/12	PC	02/29/12	4500	Price, Nancy Waterman	251009		99-000-100-1002	2,493.97
02/29/12	PC	02/29/12	4501	Shamet, Barbara J	251010		99-000-100-1002	810.29
02/29/12	PC	02/29/12	4502	Vaughan, Deborah Dilley	251014		99-000-100-1002	163.85
02/29/12	PC	02/29/12	4503	Fisher, Valerie J	251029		99-000-100-1002	1,698.43
02/29/12	PC	02/29/12	4504	Knight, Dolores L	251031		99-000-100-1002	1,427.62
02/29/12	PC	02/29/12	4505	Knutson, Margaret Diane	251055		99-000-100-1002	297.45
02/29/12	PC	02/29/12	4506	Pedersen, Winifred Joan	251064		99-000-100-1002	425.14
02/29/12	PC	02/29/12	4507	Collins, Laura R	251066		99-000-100-1002	29.45
02/29/12	PC	02/29/12	4508	Mikowski, Holly Ann	251069		99-000-100-1002	332.15
02/29/12	PC	02/29/12	4509	Suppes, Josephine M	251072		99-000-100-1002	92.21

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
02/29/12	PC	02/29/12	4510	Lesco, Barbara Claire	251080		99-000-100-1002	167.90
02/29/12	PC	02/29/12	4511	Spence, Christina Marie	251090		99-000-100-1002	545.99
02/29/12	PC	02/29/12	4512	Wright, Kimie	251091		99-000-100-1002	545.79
02/29/12	PC	02/29/12	4513	Mitchell, Linda S	324004		99-000-100-1002	1,927.57
02/29/12	PC	02/29/12	4514	Sparks, Randy L	324007		99-000-100-1002	3,744.80
02/29/12	PC	02/29/12	4515	Wilson, Rhonda M	324035		99-000-100-1002	1,764.31
02/29/12	PC	02/29/12	4516	Akers, Tia D	324037		99-000-100-1002	2,569.51
02/29/12	PC	02/29/12	4517	Larson, Calherine Elizabeth	324041		99-000-100-1002	3,544.27
02/29/12	PC	02/29/12	4518	Welmoe, Anthony S	324043		99-000-100-1002	3,949.37
02/29/12	PC	02/29/12	4519	Lounsbury, Robert A	324044		99-000-100-1002	3,570.23
02/29/12	PC	02/29/12	4520	Dubray, Ramona A	324054		99-000-100-1002	2,352.69
02/29/12	PC	02/29/12	4521	Cupp, Tesse M	324058		99-000-100-1002	2,497.60
02/29/12	PC	02/29/12	4522	Craddock Jr, Rodger E	324059		99-000-100-1002	5,379.64
02/29/12	PC	02/29/12	4523	McCullough, Gary L	324060		99-000-100-1002	4,182.77
02/29/12	PC	02/29/12	4524	Mitts, Cal Patrick	324061		99-000-100-1002	3,582.65
02/29/12	PC	02/29/12	4525	Myers, Steven A	324063		99-000-100-1002	4,641.30
02/29/12	PC	02/29/12	4526	Rogers, Terry Scott	324065		99-000-100-1002	2,893.68
02/29/12	PC	02/29/12	4527	Babb Jr, Darrell D	324066		99-000-100-1002	4,300.28
02/29/12	PC	02/29/12	4528	Kirk, Peter E	324067		99-000-100-1002	3,505.32
02/29/12	PC	02/29/12	4529	Hatzel, Hugo J	324068		99-000-100-1002	5,841.28
02/29/12	PC	02/29/12	4530	Merritt, Sean Trefie	324070		99-000-100-1002	3,567.04
02/29/12	PC	02/29/12	4531	Labrousse, Kenneth James	324071		99-000-100-1002	4,232.53
02/29/12	PC	02/29/12	4532	Chapaner, Christopher J	324073		99-000-100-1002	5,653.61
02/29/12	PC	02/29/12	4533	Ereth, Mark W	324074		99-000-100-1002	4,371.13
02/29/12	PC	02/29/12	4534	Shaffer, Michael W	324075		99-000-100-1002	4,355.07
02/29/12	PC	02/29/12	4535	Zavada, Jeffrey P	324076		99-000-100-1002	3,090.83
02/29/12	PC	02/29/12	4536	Wheeling, Mark E	324077		99-000-100-1002	4,370.48
02/29/12	PC	02/29/12	4537	Thompson, Helen N	324079		99-000-100-1002	1,842.00
02/29/12	PC	02/29/12	4538	Schwenninger, Eric Wayne	324081		99-000-100-1002	5,838.83
02/29/12	PC	02/29/12	4539	West, Timothy S	324082		99-000-100-1002	3,560.00
02/29/12	PC	02/29/12	4540	Gulbransen, Aaron D	324084		99-000-100-1002	3,584.21
02/29/12	PC	02/29/12	4541	Esperance, Christine Marie	324101		99-000-100-1002	1,797.32
02/29/12	PC	02/29/12	4542	Lindahl, Thomas W	324103		99-000-100-1002	2,685.79
02/29/12	PC	02/29/12	4543	Pollin, Tracie K.	324105		99-000-100-1002	2,116.45
02/29/12	PC	02/29/12	4544	Lawson, Daniel R	324107		99-000-100-1002	2,368.30
02/29/12	PC	02/29/12	4545	Looney, Bryan R	324108		99-000-100-1002	2,649.20
02/29/12	PC	02/29/12	4546	Meier, Ty David	324109		99-000-100-1002	3,411.99
02/29/12	PC	02/29/12	4547	Pickett, Jennifer M	324110		99-000-100-1002	2,651.36
02/29/12	PC	02/29/12	4548	McGarity, Kristen Marie	324112		99-000-100-1002	1,390.24
02/29/12	PC	02/29/12	4549	Blue, Rachel Ann	324113		99-000-100-1002	1,093.31
02/29/12	CDPT	02/29/12	4550	ASIFlex	30	Flexible Spending - 01-000-200-20	01-000-200-2034	621.66
02/29/12	CDPT	02/29/12	4551	ASIFlex - Admin Fee	31	Admin Fee Flexible Spending - 01	01-000-200-2034	11.25
02/29/12	CDPT	02/29/12	4552	CB Volunteer Firefighter As	20	CBVFA 01-261-520-2109	01-281-520-2109	3,416.67
02/29/12	CDPT	02/29/12	4553	Coos Bay Police Officer Ass	12	Police Dues 01-000-200-2038	C 01-000-200-2036	1,555.50
02/29/12	CDPT	02/29/12	4554	DHR Child Support	13	Employee Child Support 01-000-2	01-000-200-2038	205.00
02/29/12	CDPT	02/29/12	4555	HSA BANK	19	All Groups EE/ER Contributions	C 01-000-200-2034	8,734.89
02/29/12	CDPT	02/29/12	4556	IAFF	8	Fire Dues 01-000-200-2036	IAFI 01-000-200-2036	900.00
02/29/12	CDPT	02/29/12	4557	ICMA	15	Employee 457 Contributions	01-00 01-000-200-2033	1,125.00
02/29/12	CDPT	02/29/12	4558	ING	18	Employee 457 Contributions	01-0 01-000-200-2033	2,750.67
02/29/12	CDPT	02/29/12	4559	Merrill Lynch	28	Merrill Lynch HSA HSA Merrill Ly	01-000-200-2034	187.50
02/29/12	CDPT	02/29/12	4560	Nationwide Retirement Solu	11	Employee 457 Contributions	01-0 01-000-200-2033	16,214.00
02/29/12	CDPT	02/29/12	4561	Internal Revenue Service	1	93-6002141 01-000-200-2031	S 01-000-200-2031	110,793.56
02/29/12	CDPT	02/29/12	4562	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	32,676.24
02/29/12	CDPT	02/29/12	4563	OR Dept of Revenue - WC	3	Workers' Benefit Fund Assess 01-(01-000-200-2032	440.56
02/15/12	PC	02/15/12	34762	Burris, Willy B	126040		99-000-100-1002	804.43
02/15/12	PC	02/15/12	34763	Ekelund, Lisa Marie	227042		99-000-100-1002	1,066.47
02/15/12	PC	02/15/12	34764	Thompson, Ellen Claire	251025		99-000-100-1002	761.96
02/15/12	PC	02/15/12	34765	Kirby, Michelle M	324042		99-000-100-1002	1,135.80
02/29/12	PC	02/29/12	34766	Burris, Willy B	126040		99-000-100-1002	2,354.16
02/29/12	PC	02/29/12	34767	Ekelund, Lisa Marie	227042		99-000-100-1002	1,169.90
02/29/12	PC	02/29/12	34768	Clausen, Nathan G	232033		99-000-100-1002	2,517.25

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Transmittal No/ Emp No	Description	GL Account	Amount
02/29/12	PC	02/29/12	34769	Thompson, Ellen Claire	251025		99-000-100-1002	2,698.57
02/29/12	PC	02/29/12	34770	Simmons, Marjorie A	251042		99-000-100-1002	181.63
02/29/12	PC	02/29/12	34771	Fitzhenry, Sarah Marie	251045		99-000-100-1002	1,583.19
02/29/12	PC	02/29/12	34772	Polenz, Jessie K	251083		99-000-100-1002	1,190.97
02/29/12	PC	02/29/12	34773	Rieck, Trevor L	251095		99-000-100-1002	313.25
02/29/12	PC	02/29/12	34774	Mauer, Larry P	324025		99-000-100-1002	646.12
02/29/12	PC	02/29/12	34775	Kirby, Michelle M	324042		99-000-100-1002	2,358.19
02/29/12	CDPT	02/29/12	34776	AFLAC	4	Employee Premium Contributions	01-000-200-2038	1,283.22
02/29/12	CDPT	02/29/12	34777	AFSCME	5	Employee Dues	01-200-200-2036 01-000-200-2036	1,349.57
02/29/12	CDPT	02/29/12	34778	Bay Area Athletic Club	6	Employee Dues	01-000-200-2036 01-000-200-2038	45.00
02/29/12	CDPT	02/29/12	34779	Downtown Health & Fitness	9	Employee Dues	01-000-200-2036 01-000-200-2038	206.00
02/29/12	CDPT	02/29/12	34780	Union Security Insurance Co	10	Addnl Life for Public Safety	01-00 01-261-510-1010	45.32
02/29/12	CDPT	02/29/12	34781	United Way of Southwestern	33	Employee Donations	United Way 01-000-200-2038	50.95
02/29/12	CDPT	02/29/12	34782	Employment Tax	23	Unemployment Benefits - Shamet	07-510-510-1006	14,604.20
Grand Totals:								<u>745,235.77</u>

Report Criteria:

Transmittal Checks Are Included

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 20, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director
Through: Rodger Craddock, City Manager *RC*

ISSUE: February 2012 Fund Summary, Balance Sheet, Combined Cash Investment Reports

BACKGROUND:

These reports are being provided to the Council and the public pursuant to a recommendation from the City's Auditor and City Manager to provide transparency and full disclosure to all interested parties. Routinely, the City's five bank statements (Accounts Payable, Payroll, Local Government Investment Pool, Umpqua Bank State Pool, and Umpqua Bank Money Market Investment Account) are balanced by the middle of the following month; a Certificate of Deposit (Library) is balanced quarterly when interest earned; expenditures and receipts are updated daily; deposits made daily; and the financial reports available upon request as well as uploaded monthly onto the Citywide drive.

ATTACHED REPORTS:

The **Fund Summary** shows all City funds are within appropriation levels for January with 67% of the fiscal year having elapsed. General Fund Property Tax Collections are at 91.7% of budget.

The **Balance Sheet** shows the Beginning Balance (Fund Balance 7/1/11); (Used or Earned) or the difference between what has been earned to what has been spent (7/1/2011 through 2/29/2012); and the Ending Balance or what amount remains as Fund Balance on 2/29/2012.

Balance Sheet Fund	Beginning Fund Balance FYE11 Audited	(Used) Earned	Ending Fund Balance
General	3,968,255.92	548,203.24	4,516,459.16
Gas Tax	88,815.07	139,638.90	228,453.97
Wastewater	1,737,219.63	(163,858.99)	1,573,360.64
Hotel/Motel	100,843.48	2,175.21	103,018.69
Library	368,793.52	205,678.73	574,472.25
Bldg. Codes	313,097.48	230,658.23	543,755.71
9-1-1	96,111.45	1,934.83	98,046.28

The **Combined Cash Investment Report** shows total combined cash of \$21,792,709.15 (see table below).

Combined Cash Accounts:

Accts Payable	*35,633.57	Sweep	Timing, checks paid in February; normal \$150,000 sweep balance
Payroll	*(64,793.48)	"	Timing, checks paid in February; normal zero sweep balance
Local Government Investment Pool (LGIP)	513,673.99	Investment On Demand	0.50 % annualized interest rate: 1/31/2012
Umpqua, State Pool Account	*16,447,992.80	Operations	0.60 % annualized interest rate: 1/31/12; 100% collateralization effective 1-01-10; Division of State Finance Administrative Decision
Umpqua - CD Library Certificate	59,768.30	Not allocated compounded quarterly	0.40 % Library, 18 mos. Opened 09/02/2011, matures 03/02/2013
Umpqua Money Market - Jurisdictional	4,800,433.97	Not allocated	.55% Jurisdictional Exchange, Money Market opened 02/24/2012
Cash Allocated*	16,932,506.88	Across funds	See Cash Allocation Reconciliation
COMBINED CASH	(allocated* & unallocated)	Umpqua Bank LGIP Umpqua Bank Umpqua Bank	Operations (allocated) \$* 16,418,832.89 Investment (allocated) 513,673.99 CD (unallocated) 59,768.30 Investment (unallocated) 4,800,433.97
TOTAL COMBINED CASH			\$ 21,792,709.15
Less Unallocated Cash			\$ 4,860,202.27
Total Allocated Cash			\$ 16,932,506.88

*35,633.57 + (64,793.48) + 16,447,992.80 = \$16,418,832.89; Umpqua Operations Allocated

Entities	Fund Numbers	Cash Allocated*
City of Coos Bay	1-32,34, 40-42	\$ 10,788,926.37
Jurisdictional Exchange	39	(7,965.02)
Total City		
Urban Renewal Agency	51-61	6,014,930.89
Visitors Convention Bureau	33	136,614.64
Total Cash Allocated		\$ 16,932,506.88

*Umpqua Operations \$16,418,832.89+ LGIP Investment \$513,673.99 = \$16,932,506.88 Cash Allocated

DISADVANTAGES:

None

BUDGET:

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

ACTION:

If it pleases the Council, accept this monthly Fund Summary/Balance Sheet/Combined Cash Reports for February 29, 2012.

Attachments:

Fund Summary February 29, 2012 (7 pages)

Balance Sheet February 29, 2012 (7 pages)

Combined Cash Investment February 29, 2012 (2 pages)

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

General Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	3,237,500.00	3,237,500.00	.0
Property Taxes	41,123.52	4,741,916.99	5,169,475.00	427,558.01	91.7
Franchise Taxes	160,747.15	876,386.76	1,430,000.00	553,613.24	61.3
Licenses & Permits	11,346.27	120,999.72	130,000.00	9,000.28	93.1
Fines, Grants & State Revenues	29,919.76	299,722.05	812,776.00	313,053.95	48.9
Use Of Money & Property	6,153.96	68,843.54	97,500.00	28,656.46	70.6
Services	1,015.25	366,419.18	457,864.00	91,444.82	80.0
Repayments	.00	555.79	.00	(555.79)	.0
Other Revenue	67.00	17,796.31	10,720.00	(7,076.31)	166.0
Other Financing Sources	2,079,861.00	2,941,997.00	5,896,164.00	2,954,167.00	49.9
Total Fund Revenue	2,332,233.91	9,434,637.34	17,041,999.00	7,607,361.66	55.4
<u>Expenditures</u>					
City Council	989.11	66,537.33	95,500.00	28,962.67	69.7
City Manager	11,937.15	102,177.23	152,298.00	50,120.77	67.1
Urban Renewal Administration	20,217.32	183,253.13	261,535.00	78,281.87	70.1
Finance Department/accounting	17,650.29	141,880.78	256,916.00	115,035.22	55.2
City Attorney	5,218.69	38,084.77	59,822.00	21,737.23	63.7
City Hall	8,518.06	64,222.83	118,100.00	53,877.17	54.4
Community Promotion & Support	48,000.00	48,000.00	48,000.00	.00	100.0
Non-departmental	21,058.37	138,460.26	200,389.00	61,928.74	69.1
Other Financing Uses	1,557,664.00	2,180,658.00	4,858,633.00	2,677,975.00	44.9
Police Administration	262,787.11	2,220,000.56	3,622,841.00	1,402,840.44	61.3
Police Support Services	53,063.68	447,830.05	701,259.00	253,428.95	63.9
Codes Enforcement	3,327.64	28,768.98	67,951.00	39,182.02	42.3
Fire Department Operations	174,854.82	1,475,563.45	2,222,521.00	746,957.55	66.4
Community Services Admin.	5,779.35	43,802.84	61,592.00	17,789.16	71.1
C.S. Planning Division	9,849.91	140,358.18	226,772.00	86,413.82	61.9
Coastal Implementation Grant	8,000.00	8,000.00	16,000.00	8,000.00	50.0
Engineering Division	6,901.52	55,884.10	97,930.00	42,045.90	57.1
Parks Division	27,788.01	219,748.61	373,440.00	153,691.39	58.8
ODF&W Department	.00	.00	500.00	500.00	.0
CBNBWB Series 2010 Water Proj	522,067.00	1,283,203.00	3,600,000.00	2,316,797.00	35.6
Total Fund Expenditures	2,765,872.23	8,886,434.10	17,041,999.00	8,155,564.90	52.1
Net Revenue Over Expenditures	(433,638.32)	548,203.24	.00	(548,203.24)	.0

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

Gas Tax Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Carryover	.00	.00	88,815.00	88,815.00	.0
Revenue From Other Agencies	84,075.10	527,343.73	800,000.00	272,656.27	65.9
Use Of Money & Property	92.20	283.73	250.00 (33.73)	113.5
Miscellaneous	3,790.00	25,226.50	30,750.00	5,523.50	82.0
Transfer From GF	.00	175,000.00	175,000.00	.00	100.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Revenue	87,957.30	727,853.96	1,094,615.00	366,961.04	66.5
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Expenditures</u>					
Maintenance Department	64,175.51	588,215.06	1,094,815.00	506,599.94	53.7
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Expenditures	64,175.51	588,215.06	1,094,815.00	506,599.94	53.7
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Revenue Over Expenditures	23,781.79	139,638.90	.00 (139,638.90)	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	840,000.00	840,000.00	.0
Revenue From Other Agencies	.00	215,766.59	175,000.00	(40,766.59)	123.3
Use Of Money & Property	1,489.95	8,463.66	13,000.00	4,536.34	65.1
Current Services	381,511.36	2,655,264.11	4,632,100.00	1,976,835.89	57.3
Miscellaneous	267.00	(1,914.11)	.00	1,914.11	.0
Total Fund Revenue	383,268.31	2,877,580.25	5,660,100.00	2,782,519.75	50.8
<u>Expenditures</u>					
W/w Administration	15,294.09	1,300,169.08	2,004,413.00	704,243.92	64.9
Plant #1	81,377.12	673,248.89	1,096,647.00	423,398.11	61.4
Plant #2	49,336.00	407,819.98	697,740.00	289,920.02	58.5
Sanitary & Storm Drain	57,378.41	463,628.57	1,276,189.00	812,560.43	36.3
Stormwater	24,541.89	196,572.72	585,111.00	368,538.28	33.6
Total Fund Expenditures	227,927.51	3,041,439.24	5,660,100.00	2,618,660.76	53.7
Net Revenue Over Expenditures	155,340.80	(163,858.99)	.00	163,858.99	.0

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	66,363.00	66,363.00	.0
Taxes	980.56	273,737.29	465,517.00	191,779.71	58.8
Use Of Money & Property	60.57	826.50	1,220.00	393.50	67.8
Visitor Center Revenue	418.85	6,820.02	.00 (6,820.02)	.0
Other Revenue	1,542.61	6,932.62	.00 (6,932.62)	.0
Transfer From General Fund	.00	127,696.00	127,696.00	.00	100.0
Total Fund Revenue	3,002.59	416,012.43	660,796.00	244,783.57	63.0
<u>Expenditures</u>					
Hotel/motel Tax Fund	34,431.64	413,837.22	660,796.00	246,958.78	62.6
Total Fund Expenditures	34,431.64	413,837.22	660,796.00	246,958.78	62.6
Net Revenue Over Expenditures	(31,429.05)	2,175.21	.00 (2,175.21)	.0

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

Library Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	289,688.00	289,688.00	.0
Revenue From Other Agencies	.00	805,735.52	929,400.00	123,664.48	86.7
Use Of Money & Property	384.44	2,741.76	4,500.00	1,758.24	60.9
Current Services	8,053.25	52,618.41	92,026.00	39,407.59	57.2
Miscellaneous	767.34	19,517.74	30,000.00	10,482.26	65.1
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Revenue	9,205.03	880,613.43	1,345,614.00	465,000.57	65.4
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditures</u>					
Library Fund	81,350.17	674,934.70	1,345,614.00	670,679.30	50.2
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	81,350.17	674,934.70	1,345,614.00	670,679.30	50.2
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	(72,145.14)	205,678.73	.00	(205,678.73)	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	96,000.00	96,000.00	.0
Licenses & Permits	11,485.98	364,700.63	417,450.00	52,749.37	67.4
Use Of Money & Property	265.30	2,086.21	2,000.00	(86.21)	104.3
Other Income	.00	23,250.00	100.00	(23,150.00)	1250.0
Transfers In	.00	64,298.00	118,295.00	53,997.00	54.4
	<u>11,751.28</u>	<u>454,334.84</u>	<u>633,845.00</u>	<u>179,510.16</u>	<u>71.7</u>
<u>Expenditures</u>					
Codes Department	<u>26,885.55</u>	<u>223,676.61</u>	<u>633,845.00</u>	<u>410,168.39</u>	<u>35.3</u>
	<u>26,885.55</u>	<u>223,676.61</u>	<u>633,845.00</u>	<u>410,168.39</u>	<u>35.3</u>
Net Revenue Over Expenditures	(15,134.27)	230,658.23	.00	(230,658.23)	.0

City of Coos Bay
Fund Summary
For the 8 Months Ending February 29, 2012

9-1-1 Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	32,227.00	32,227.00	.0
Revenue From Other Agencies	15,513.61	94,060.33	170,250.00	76,189.67	55.3
Use Of Money & Property	41.97	408.91	.00	(408.91)	.0
Total Fund Revenue	15,555.58	94,469.24	202,477.00	108,007.76	46.7
<u>Expenditures</u>					
9-1-1 Tax Fund	10,808.14	92,534.41	202,477.00	109,942.59	45.7
Total Fund Expenditures	10,608.14	92,534.41	202,477.00	109,942.59	45.7
Net Revenue Over Expenditures	4,947.44	1,934.83	.00	(1,934.83)	.0

City of Coos Bay
Balance Sheet
February 29, 2012

General Fund

ASSETS

01-000-100-1001	Cash - Combined Fund	4,675,050.41	
01-000-100-1015	Petty Cash	800.00	
01-000-100-1101	Prepaid Workers Comp Ins.	3,581.67	
01-000-100-1201	Accounts Receivable	1,705.48	
01-000-100-1202	Assessments Receivable Dist 72	216,409.03	
01-000-100-1204	Taxes Receivable	584,781.00	
01-000-100-1207	Accounts Receivable-Unapplied	(1,262.50)	
01-000-100-1208	Assessments Receivable Dist 78	21,413.03	
01-000-100-1209	Assessments Receivable Dist 99	66,316.18	
01-000-100-1350	Postage Inventory	692.34	
	Total Assets		5,569,486.64

LIABILITIES AND EQUITY

LIABILITIES

01-000-200-2015	Unclaimed Property Liability	59.95	
01-000-200-2034	Insurance Payable	72,182.70	
01-000-200-2035	P.E.R.S. Payable	90,223.70	
01-000-200-2040	Deferred Tax Revenue	584,781.00	
01-000-200-2041	Deferred Revenue - Dist 72	216,409.03	
01-000-200-2043	Deferred Revenue - District 78	21,413.03	
01-000-200-2044	Deferred Revenue - District 99	66,316.18	
01-000-200-2045	Deferred Revenue District 2010	1,641.89	
	Total Liabilities		1,053,027.48

FUND EQUITY

	Unappropriated Fund Balance:		
01-000-200-2500	Fund Balance	3,988,255.92	
	Revenue over Expenditures - YTD	548,203.24	
	Balance - Current Date	4,516,459.16	
	Total Fund Equity		4,516,459.16
	Total Liabilities and Equity		5,569,486.64

City of Coos Bay
Balance Sheet
February 29, 2012

Gas Tax Fund

ASSETS

02-000-100-1001	Cash - Combined Fund	228,453.97	
	Total Assets		228,453.97

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
02-000-200-2500	Fund Balance	88,815.07	
	Revenue over Expenditures - YTD	139,638.90	
	Balance - Current Date	228,453.97	
	Total Fund Equity		228,453.97
	Total Liabilities and Equity		228,453.97

City of Coos Bay
Balance Sheet
February 29, 2012

Wastewater Fund

ASSETS

03-000-100-1001	Cash - Combined Fund	1,368,061.21	
03-000-100-1201	Accounts Receivable	253,661.93	
	Total Assets		1,621,723.14

LIABILITIES AND EQUITY

LIABILITIES

03-000-200-2103	490 Fullon Weseman/Stonesifer	1,295.00	
	Total Liabilities		1,295.00

FUND EQUITY

03-000-200-2520	Accrued Vac. & Comp. Liability	47,067.50	
	Unappropriated Fund Balance:		
03-000-200-2500	Fund Balance	1,737,219.63	
	Revenue over Expenditures - YTD	(163,858.99)	
	Balance - Current Date	1,573,360.64	
	Total Fund Equity		1,620,428.14
	Total Liabilities and Equity		1,621,723.14

City of Coos Bay
Balance Sheet
February 29, 2012

Hotel/Motel Tax Fund

ASSETS

05-000-100-1001	Cash - Combined Fund	102,613.14	
05-000-100-1201	Accounts Receivable	405.55	
		<hr/>	
	Total Assets		<u>103,018.69</u>

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
05-000-200-2500	Fund Balance	100,843.48	
	Revenue over Expenditures - YTD	2,175.21	
		<hr/>	
	Balance - Current Date	103,018.69	
		<hr/>	
	Total Fund Equity		<u>103,018.69</u>
	Total Liabilities and Equity		<u>103,018.69</u>

City of Coos Bay
Balance Sheet
February 29, 2012

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	514,503.95	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	59,768.30	
	Total Assets		574,472.25

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	59,768.30	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	309,025.22	
	Revenue over Expenditures - YTD	205,678.73	
	Balance - Current Date	514,703.95	
	Total Fund Equity		574,472.25
	Total Liabilities and Equity		574,472.25

City of Coos Bay
Balance Sheet
February 29, 2012

Building Codes Fund

ASSETS

08-000-100-1001	Cash - Combined Fund	556,623.10	
08-000-100-1201	Accounts Receivable	23,250.00	
	Total Assets		579,873.10

LIABILITIES AND EQUITY

LIABILITIES

08-000-200-2116	Sur-charge Deposit	2,801.44	
08-000-200-2120	Chamber's Permit Deposit	141.14	
08-000-200-2121	Tri-county Plumbing Deposit	635.26	
08-000-200-2126	All Weather Heating Deposit	70.14	
	Total Liabilities		3,647.98

FUND EQUITY

08-000-200-2520	Accrued Vac. & Comp. Liability	32,469.41	
	Unappropriated Fund Balance:		
08-000-200-2500	Fund Balance	313,097.48	
	Revenue over Expenditures - YTD	230,658.23	
	Balance - Current Date	543,755.71	
	Total Fund Equity		576,225.12
	Total Liabilities and Equity		579,873.10

City of Coos Bay
Balance Sheet
February 29, 2012

9-1-1 Tax Fund

ASSETS

10-000-100-1001	Cash - Combined Fund		98,046.28	
	Total Assets			98,046.28

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:			
10-000-200-2500	Fund Balance	96,111.45		
	Revenue over Expenditures - YTD	1,934.83		
	Balance - Current Date		98,046.28	
	Total Fund Equity			98,046.28
	Total Liabilities and Equity			98,046.28

City of Coos Bay
Combined Cash Investment
February 29, 2012

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	35,633.57
99-000-100-1002	Cash - Chacking Payroll	(64,793.48)
99-000-100-1003	Cash - Lgip State Pool	513,673.99
99-000-100-1004	Umpqua Bank - State Pool	16,447,992.80
99-000-100-1005	Umpqua Bank - CD Library	59,768.30
99-000-100-1008	Umpqua Bank - Jurisdictional	4,800,433.97
Total Combined Cash		21,792,709.15
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,800,433.97)
99-000-100-1090	FB-Nonspendable Library CD	(59,768.30)
99-000-100-1000	Cash Allocated To Other Funds	(16,932,506.88)
Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	4,675,050.41
2	Allocation to Gas Tax Fund	228,453.97
3	Allocation to Wastewater Fund	1,368,061.21
5	Allocation to Hotel/Motel Tax Fund	102,613.14
7	Allocation to Library Fund	514,503.95
8	Allocation to Building Codes Fund	556,623.10
10	Allocation to 9-1-1 Tax Fund	98,046.28
11	Allocation to G.O. Bond Redemption Fund	571,553.27
12	Allocation to Revenue Bond Fund	974,868.25
15	Allocation to Special Improvement Fund	142,620.07
16	Allocation to Street Improvement Fund	266.26
17	Allocation to Parks Improvement Fund	118,057.31
18	Allocation to Bike/pedestrian Path Fund	14,394.03
19	Allocation to Transportation SDC Fund	14,384.54
20	Allocation to Wastewater SDC Fund	242,718.56
21	Allocation to Stormwater SDC Fund	18,691.94
23	Allocation to Insurance Reserve Fund	298,164.98
27	Allocation to Fire Dept. Equipment Reserve	77,120.35
29	Allocation to Wastewater Improvement Fund	262,696.87
32	Allocation to Trust Fund	15,935.26
33	Allocation to Coos Bay-North Bend VCB	136,614.64
34	Allocation to Major Capital Reserve Fund	(57,253.12)
39	Allocation to Jurisdictional Exchange Fund	(7,965.02)
40	Allocation to Technology Reserve Fund	232,664.39
41	Allocation to County-wide CAD Core Reserve	24,109.04
42	Allocation to Rainy Day Reserve Fund	294,582.31
51	Allocation to Downtown Special Revenue Fund	592,568.68
52	Allocation to Empire Special Revenue Fund	123,062.34
53	Allocation to Empire Program Fund	431,421.06
54	Allocation to Downtown Bond Fund	1,033.66
55	Allocation to Empire Bond Fund	.15
56	Allocation to Downtown Program Fund	23,164.58
57	Allocation to Downtown Capital Projects Fund	2,690,787.80
58	Allocation to Empire Capital Projects Fund	1,247,461.82
60	Allocation to Downtown Bond Reserve Fund	665,719.94
61	Allocation to Empire Bond Reserve Fund	239,710.86


City of Coos Bay
Combined Cash Investment
February 29, 2012

Total Allocations to Other Funds	16,932,506.88
Allocation from Combined Cash Fund - 99-000-100-1000	(16,932,506.88)
Zero Proof if Allocations Balance	.00

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 20, 2012	

TO: Mayor Shoji and City Councilors

FROM: Joyce Jansen, Economic Revitalization Administrator
Rodger Craddock, City Manager 

ISSUE: **Recognition of 2nd Court Mural Contest Winners**

BACKGROUND

Coos Bay public school students in grades K-12 were invited to help design a mural to beautify a 157-foot wall on 2nd Court in downtown Coos Bay. The project was coordinated by a group of citizens who participated in the recent "Your Town" training session organized by the South Coast Development Council. Participants in this rural design training course were asked to consider a small project to improve the downtown area in each of their communities. The volunteer group, who call themselves "Alley Cats", initially spent a Saturday morning in October pulling weeds and cleaning up the 2nd Court in front of the wall, and City workers helped by removing trees that were not appropriate for the planting location. In addition to the new murals, the Alley Cats plan to landscape the area with more suitable plantings.

Judging of the submissions was done by a panel comprised of Mayor Shoji, Director of the Coos Art Museum Steve Brooks, owner of First Call Resolution building John Stadter, and owner of the Art Connection Rondi Potter. Fifty-eight designs were submitted and ten finalists were selected. The original concept had the east wall of the building sectioned off with a space for each school. Since not all Coos Bay public schools submitted designs the judges combined all submissions into one "pool" and selected the top ten designs. The winning designs will be on display during the March 20th City Council meeting and then displayed at the Coos Art Museum.

The next step for the 2nd Court Improvement Committee is to prepare a layout of the designs and develop a plan for completing the mural. The committee plans to have the project completed in June before school lets out for summer break.

BUDGET IMPLICATIONS

There will not be an impact on the city's budget for mural project. Funding for art supplies will come from donations and a grant from Coos County Cultural Coalition.

ADVANTAGES

The recent renovation of the First Call Resolution building and the removal of debris and trees has improved a portion of 2nd Court. The mural will further enhance the area and make it more inviting for pedestrians. The contest also provided students an opportunity to participate in a community project. The committee has recommended the area for a future city improvement project.

DISADVANTAGES

None identified

ACTION REQUESTED

The winning designs will be on display at the City Council meeting and Mayor Shoji will recognize the winners of the mural contest:

Ben Muth, Harding Learning Center
Kevin Mast, Harding

Ravyn Miranda, Millicoma
Payton Davidson, Millicoma
Julia Mapilisan, Millicoma
Kailan Bjornerud, Millicoma
Dreihanna Wofford, Millcoma
Sage Nelson, Millicoma

Allissa Holcomb, Sunset
Jaydin Solano, Sunset

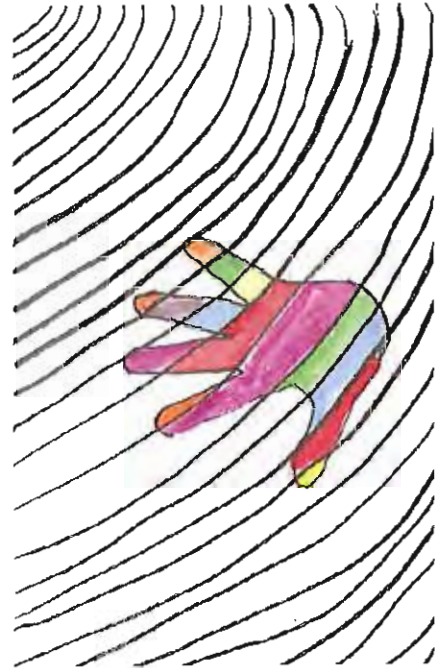


First Call Resolution is located at 161 Anderson Avenue. Property owner John Stadter graciously partnered with the committee to allow the east wall (facing onto 2nd Court) to be used for the student mural project.

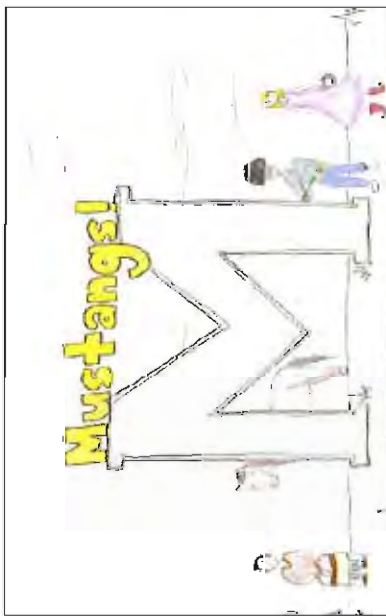
Attachments

- Winning mural designs

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CITY OF COOS BAY

Agenda Staff Report

MEETING DATE March 20, 2012	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Jim Hossley, Director of Public Works and Development Department
Laura Barron Planning Administrator



ISSUE **VENDING ON THE BOARDWALK**

Can vending be permitted on the Boardwalk? The Boardwalk, from Commercial to Curtis Avenues, is zoned Waterfront Industrial (W-I) and Coos Bay Estuary Management Plan shoreland segment 44a-UW (Urban Water-dependent). Uses in the W-I zoning district are regulated by the Coos Bay Estuary Management Plan.

The Management Objectives for this area, from the Coos Bay Estuary Management Plan (CBEMP), are as follows:

This shoreland segment shall be managed primarily to protect existing uses and to allow new water dependent/water related uses, recognizing that this ideal development is constrained by development patterns.

In particular, the following specific Management Objectives apply to the segment:

1. The City of Coos Bay's downtown waterfront development project (including a waterfront boardwalk) shall be allowed in order to encourage public observation of waterfront activities; and,
2. Non-water-dependent/non-water-related uses shall not otherwise be allowed, except as allowed in Policy #16.

COOS BAY ESTUARY MANAGEMENT PLAN POLICY 16

Policy 16 states that new non-water-dependent uses may be permitted which are a temporary use which involves minimal capital investment and no permanent structures, or a use in conjunction with and incidental and subordinate to a water-dependent use. Such new non-water-dependent uses may be allowed only if the following findings are made prior to permitting such uses:

Temporary use involving minimal capital investment and no permanent structures:

1. The proposed use is temporary in nature (such as storage, etc); and
2. The proposed use would not pre-empt the ultimate use of the property for water-dependent uses; and
3. The site is committed to long-term water-dependent use or development by the landowner.

Use in conjunction with and subordinate to a water-dependent use:

1. Such non-water-dependent uses shall be constructed at the same time as or after the water-dependent use of the site is established, and must be carried out together with the water-dependent use.
2. The ratio of the square footage of ground-level indoor floor space plus outdoor acreage distributed between the non-water dependent uses and the water-dependent uses at the site shall not exceed one to three (non-water-dependent to water-dependent).
3. Such non-water-dependent uses shall not interfere with the conduct of the water-dependent use.

This policy shall be implemented through provision in ordinance measures that require an *administrative conditional use* application be filed and approved, and the above findings be made, prior to establishing the proposed uses or activities.

ANALYSIS

CBEMP Policy 16 permits temporary uses which involve minimal capital investment and no permanent structures. The Planning Division understands the vending carts to be temporary and likely based on weather. Staff suggests that if the City Council pursues the allowance of carts on the Boardwalk, the conditional use process be forwarded to the Planning Commission in order to hold a public hearing and the opportunity for public input.

Below is a brief summary from our research in other cities for vendors in the public right of way. The information may/may not be pertinent for public/city-owned property.

1. Types of Mobile Units (See Attachment.)
 - Open Air
 - Enclosed Limited Service
 - Enclosed Full Service
2. Application for vending. An application will need to be submitted and approved to insure the proper licensing has been obtained. For example:
 - Business license
 - Right of way use permit
 - County Health requirements/inspection
 - Fire inspection if using propane or open flame (charcoal, wood)
 - Nurseryman's license from the Department of Agriculture if over \$250 worth of plants are sold/year; no license required for cut flowers
 - Letter of consent from abutting property owner (if located on the sidewalk)
 - Service base (an essential part of a mobile food establishment operation; used daily for preparing food, storing food/equipment, filling fresh water, dumping wastewater, dishwashing, cleaning the mobile unit, etc)
 - Commercial *liability insurance* with the city as an additional insured
3. Regulations to be considered:
 - Size/design limitations
 - Hours/days of use
 - Carts must be self-contained (no use of on-site utilities)
 - Vendor owned chairs/tables for patrons

- Litter monitoring/trash removal
- Access to restroom
- Care of Boardwalk surface (wood)
- Number/type of vendors that will be allowed (food, non-food, First Amendment vending [e.g., nonprofit, political, religious])
- Monitoring/enforcement

BUDGET

City staff time will be required to set up an application and review process. Enforcement will also be required in order to insure vendors do not move into spaces that are not approved or without the proper licenses/insurance/documentation.

RECOMMENDATION

City staff is looking for direction from the City Council. If the Council is so inclined to direct staff to move ahead, we will need to first determine rules and guidelines for the project and then complete the administrative conditional use process to allow vendors on the Boardwalk.

ATTACHMENTS

Pages from "Mobile Food Establishment Plan Review Guide" (Madison, WI)
 "The Do's" and "The Don'ts" from City of Portland Sidewalk Vending Application.

What is a Service Base?



A service base, or commissary, is an essential part of a mobile food establishment's operation. It is used daily for conducting activities such as:

- Preparing food
- Storing food and equipment
- Filling fresh water
- Dumping wastewater
- Dishwashing
- Cleaning the mobile unit

Minimum plumbing requirements usually include:

- Handwashing sink
- Approved dishwashing facilities
- Food preparation sink
- Utility or mop sink

An equipment/storage layout of service base facilities shall be submitted with your "Operational Plan" for review.

Personal homes will not be approved!

A restaurant, retail food store, or commercial kitchen may be approved as the service base if it meets the necessary requirements of the Wisconsin Food Code.

If an operator plans to use a restaurant as a service base, the operator shall complete the "Service Base Sharing Agreement" form and submit this with the operational plan. Do not submit your "Operational Plan" for review until you have a signed agreement; your plan can not be approved until the service base location is verified. If your proposed service base is not currently licensed by Public Health

Madison & Dane County, equipment layout plans of the service base will be required.



Operators shall maintain a "mobile log" at the service base verifying dates/times of use.

Service Base Considerations

The following are items to keep in mind when selecting a service base location:

- Is the service base a practical distance to vending location?
- How will the food be transported at proper temperatures?
- Is the mop/utility sink located in a practical location for filling and dumping water?
- Do the food handling activities require a commercial ventilation hood or a grease trap?
- Is there approved dishwashing?
 - ✓ 3 or 4 compartment manual dishwashing sinks
 - ✓ Chemical or high temperature sanitizing dish machine
- Are all handwashing sinks non-hand operated?
- Is there a toilet facility?
- Are there approved handwashing sink(s) in all required areas (e.g. food prep, dish-washing, toilet)?
- Is there a required freestanding, air gapped food prep sink for washing produce or thawing meat?

Types of Mobile Units

Mobile food establishments are categorized into three types:

- ❶ Open Air
- ❷ Enclosed Limited Service
- ❸ Enclosed Full Service

Depending on the type of mobile unit, different restrictions or limitations may exist. See the following pages for specific requirements. If your mobile food establishment does not fit into one of these categories, you may contact Public Health Madison & Dane County to discuss your idea.

Open Air

This style is operated in an unenclosed, open-air environment. It is restricted to activities that involve very limited food handling.

Activities on the mobile units are limited to:

- hot/cold holding
- assembly per order
- prepackaged items

Examples include:

- Hotdog pushcarts
- Snow cone pushcarts
- Moveable coffee kiosks
- Boats serving prepackaged sandwiches
- Prepackaged ice cream bicycle carts



Important Considerations:

- *All food preparation (e.g. chopping, dicing, mixing, forming) is required to be conducted at the service base.
- *Dishwashing shall be conducted at the service base.
- *Open air mobiles are not allowed to grill, cook, or handle raw animal foods. Items such as brats and sausages must be precooked (either commercially or at the service base).
- *All equipment and food must be contained within the mobile unit (e.g. a refrigerator can not be placed on the ground next to the mobile unit).

- *Units serving potentially hazardous products (e.g. hot dogs, cooked corn, milk) shall be mechanically equipped to hold food at proper temperatures. Dry ice may be approved only for prepackaged, ice cream novelties.
- *Insulated chest coolers are not approved for cold holding potentially hazardous foods (e.g. back stock of hot dogs can not be stored on ice).
- *Outdoor units must be located on a paved surface and all unpackaged food must be kept in an enclosed system (e.g. steam table with lid).
- *Indoor units must be located on an easily cleanable surface and shall have adequate shielding to protect food displays.
- *A handwashing sink is required if you are handling any unpackaged food items.

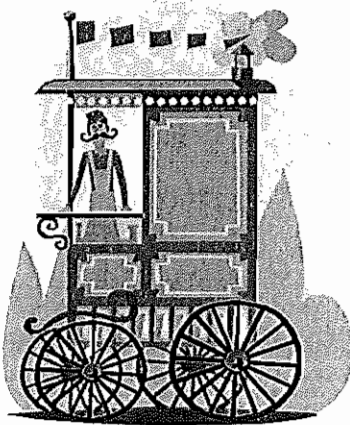
Fresh water supply system:

- ☒ Non-hand operated handwashing sink (e.g. long wing handles for wrist operation)
- ☒ Fresh water supply tank 5 gallon minimum
- ☒ Waste water storage tank sized 15% larger than fresh water tank
- ☒ Pressurized or gravity fed (If gravity fed you must show adequate flow)
- ☒ Tempered water (85°F - 110°F)
- ☒ See page 12 for additional water tank construction requirements



Enclosed Limited Service

This style is the most common type of mobile food establishment. It includes enclosed units, such as the trailers frequently seen around the Capital Square and Library Mall. Resources on these units are limited. Therefore, many food preparation and processing activities are restricted from occurring on the units and must be conducted at the service base.



Food activities on the mobile units are limited to:

- ♦ Hot/cold holding
- ♦ Reheating
- ♦ Assembly per order
- ♦ Prepackaged items

Important Considerations:

- * All food preparation (e.g. chopping, dicing, mixing, forming) is required to be conducted at the service base.
- * Dishwashing shall be conducted at the service base.
- * No raw animal products are allowed (e.g. cracking/cooking eggs or grilling raw burgers).

Example: Chicken Tacos

Service base activities:

Cook raw chicken

Shred chicken

Wash/ chop vegetables

Mobile unit activities:

Hot hold meat in steam table

Cold hold toppings

Reheat taco shells on grill

Assemble tacos per order

*Floors, walls, and ceilings shall be smooth, durable, easily cleanable, and nonabsorbent.

*All enclosed mobile units shall have adequate ventilation for their proposed food activities. Hood ventilation may be required if there is not sufficient ventilation through screening.

*Outer openings must be kept closed or protected by the use of screens.

The pass through window shall be screened and sized appropriately to prevent the entry of flies or other pests.

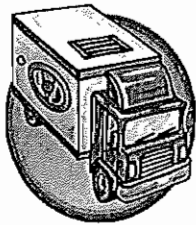
Details shall be specified on the layout drawings or photographs submitted with your "operational plan" review.

Fresh water supply system:

- ☒ Non-hand operated handwashing sink (e.g. long wing handles for wrist operation)
- ☒ Fresh water supply tank 10 gallon minimum
- ☒ Waste water storage tank sized 15% larger than fresh water tank
- ☒ Pressurized or gravity fed (If gravity fed you must show adequate flow)
- ☒ Tempered water (85°F - 110°F)
- ☒ See page 12 for additional water tank construction requirements

Enclosed Full Service

This style of mobile food establishment is typically sized much larger than the other types. Due to the size, this type of unit will be restricted from operating in certain areas, such as the high density areas in downtown Madison.



Public Health Madison & Dane County recommends that you consult with the zoning department of the local municipality you plan to operate in for additional restrictions. Often times, this type of mobile unit is limited to vending on private, commercial property or in city parks (park permit required).

This type of mobile establishment will enable you to conduct much more food processing and/or preparation on the mobile unit.

Why do I need a service base if I can conduct all of my food preparation on my mobile vending truck?



Examples include:

- Washing & chopping vegetables
- Forming dough & cooking pizzas
- Cooking raw animal products

Answer: A service base is always required, at minimum, for filling fresh water and dumping waste water.

Important Considerations:

*Full service mobile establishments must have handwashing and dishwashing facilities on the mobile unit.

*If washing/rinsing of produce or thawing of meat occurs on the mobile unit, a separate food preparation sink will be required.

These details shall be specified on the layout drawings or photographs of the unit submitted with your "operational plan" review.



*If necessary to keep the unit free of excessive heat, steam, condensation, or smoke, mechanical ventilation of sufficient capacity shall be provided.

*Floors, walls, and ceilings shall be smooth, durable, easily cleanable, and nonabsorbent.

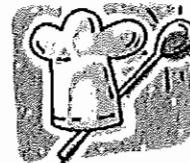
*Outer openings must be kept closed or protected by the use of screens. The pass through window shall be screened and sized appropriately to prevent the entry of flies or other pests.

*Driving quarters, if applicable, shall be separated by a partition. No food or supplies may be kept in this space.

Fresh water supply system:

Given the multiple sinks and increased food handling on this type of unit, the following are the specific water requirements:

- ☒ Non-hand operated handwashing sink (e.g. long wing handles for wrist operation)
- ☒ Fresh water supply tank 40 gallon minimum
- ☒ Waste water storage tank sized 15% larger than fresh water tank
- ☒ Pressurized water is required
- ☒ Tempered water (85°F - 110°F)
- ☒ See page 12 for additional water tank construction requirements



Fresh Water System

Water tanks are required for mobile food establishments handling unpackaged food. The following are the general design requirements for fresh water and waste water tanks.

General Construction Requirements

Fresh Water Tank:

- ♦ Durable, food grade material
- ♦ Translucent color or sight gauge glass - (so that water level is viewable)
- ♦ Threaded opening on inlet line - (for flushing or sanitizing the tank)



Waste Water Tanks:

- ♦ Smooth, durable material
- ♦ Discharge connection with tight closing valve
- ♦ Waste water tank 15% larger than fresh water tank

The water supply tank shall be maintained with 10 ppm chlorine at all times of operation to prevent bacterial growth within the system.

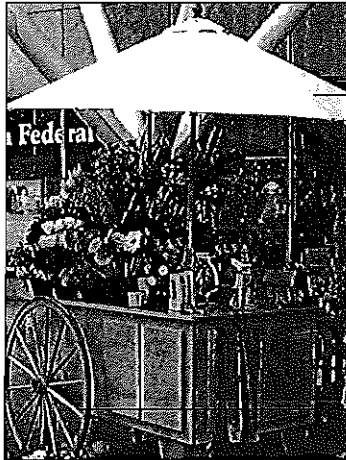
See "*Mobile Food Establishment Fresh Water Tank Maintenance*" factsheet for instructions.



The Do's



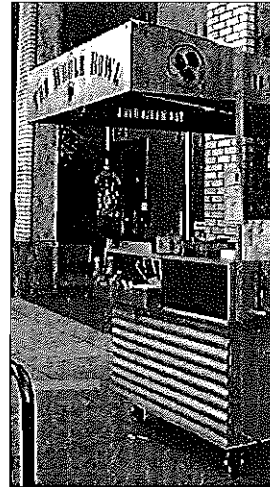
Examples of well-designed sidewalk vending carts.



umbrella

high-quality
wood materials

spoke wheels



canopy

well-crafted,
creative design

caster wheels



umbrella

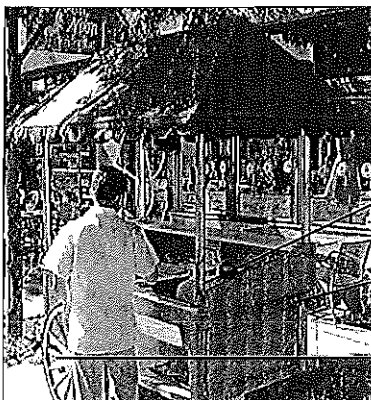
fenders

spoke wheels that sit
tightly up against cart



playful graphics

caster wheels

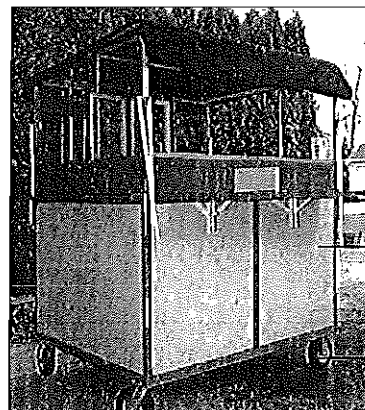


canopy

propane tank
contained within cart

high-quality
construction

spoke wheels



spacious cart holds
all equipment

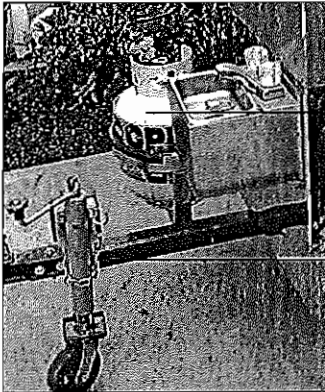
caster wheels



The Don'ts



Examples of design features that are discouraged.



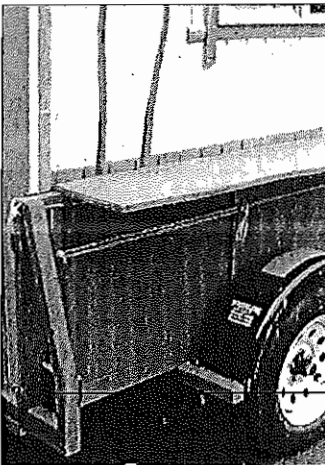
Propane tank not enclosed

hitch has not been removed



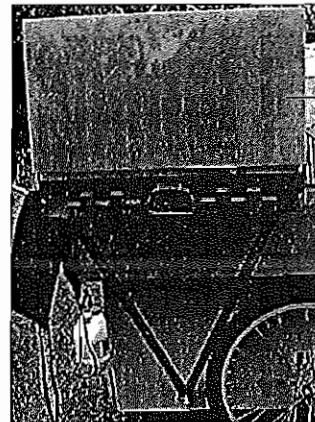
poorly crafted design and low-quality materials

vehicle-type wheels



vehicle-type wheels

tail light has not been removed



grill is separately attached and not contained within cart



wash buckets not securely attached to outside of cart



accessory equipment on sidewalk




accessory equipment on separate shelving unit outside cart

propane tank on sidewalk

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 20, 2012	

TO: Mayor Shoji and City Council

FROM: Jim Hossley, Public Works and Development Director 
Through: Rodger Craddock, City Manager

ISSUE: Consideration to Approve – The Marshfield Pioneer Cemetery Management Plan

BACKGROUND:

Becky Soules, a 2008 Marshfield High School graduate, has been a tireless advocate for the Marshfield Pioneer Cemetery. During her high school years, she organized school and community wide activities to help maintain, preserve and bring recognition to this City asset. Becky continued this effort while attending Brown University in Providence, Rhode Island. In fact she nominated the cemetery to the State Historic Preservation Office (SHPO) for inclusion on the National Register of Historic Places. SHPO has approved the Marshfield Pioneer Cemetery for submission to the National Register. The next step is for the national board to consider the proposal.

In 2009, Becky completed the original draft of Cemetery Management & Preservation Plan for the Marshfield Cemetery. The final draft was revised in January 2012. The plan has been reviewed by City staff and, at their February 9, 2012 meeting, the City of Coos Bay Parks Commission unanimously recommended the City Council approve management plan.

This management plan has been developed utilizing historic cemetery standards and best practices. These general guidelines are designed to foster the Marshfield Pioneer Cemetery's preservation and ensure that any future plans or developments remain true to the historic character of the cemetery.

The Marshfield Pioneer Cemetery, as a landmark and focal point of the Coos Bay area, is the predominant burial place for area residents from 1888 to 1921. In addition, it contains excellent examples of historic headstones in a variety of types and styles and may serve as a place for researching history and genealogy. Due to the cemetery's close proximity to the community high school, the cemetery can serve as an educational opportunity and "outdoor classroom" for inquiring students.

The Marshfield Pioneer Cemetery is located on one of the hillsides above the city of Coos Bay's central downtown. The cemetery is bordered to the north and west by the parking lot and gymnasium of Marshfield High School. Ingersoll Avenue and 7th Street border the cemetery's south and east property lines, respectively. The southern side of the cemetery is also bounded by rock retaining wall with arched supports that originally marked the main entrance the cemetery. In addition to the rock wall along the cemetery's southern border, a chain link fence encloses the reminder of the cemetery.

The 3.86-acre site contains approximately 2,020 burials. The cemetery contains

approximately 1050 headstones and grave markers located on individual plots, reflecting late nineteenth-century Victorian stylistic trends. Upright marble and granite headstones predominate; the scattered headstones from more recent burials blend into the overall landscape.

The cemetery also has three prominent features. The cemetery's 1915 Civil War monument erected in memory of the "Sailor-Soldier Dead" is the city's only Civil War-era memorial. The other monument, a 15-ft. tall structure including the marble sculpture of an angel, was erected by one of Marshfield's leading families and the original owner of the cemetery property. There is also a prominent granite mausoleum in the cemetery that contains the remains of the Hirst family.

ADVANTAGES:

This plan will help guide future use, preservation efforts, and maintenance to the cemetery.

DISADVANTAGES:

None noted

BUDGET:

There is no budget impact as a result of adopting this plan.

RECOMMENDATION:

If it pleases the Council, adopt the Marshfield Pioneer Cemetery Management and Preservation Plan.

ATTACHMENTS:

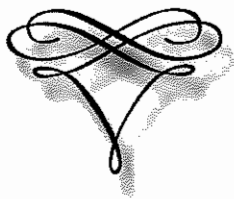
Cemetery Management & Preservation Plan

MARSHFIELD PIONEER CEMETERY



COOS BAY, OREGON

CEMETERY MANAGEMENT & PRESERVATION PLAN



CEMETERY MANAGEMENT & PRESERVATION PLAN

JANUARY 2009
REVISED JANUARY 2012

Marshfield Pioneer Cemetery
COOS BAY, OREGON

Prepared by:

Rebecca Soules

Marshfield Pioneer Cemetery Volunteer Coordinator
Brown University Class of 2012
American Civilization & Urban Studies

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Provision has been made for “a city of the dead.”

**The cemetery is well located, and has been
decorated and tastefully arranged by loving hands.**

**Monuments and head stones have been reared at no little cost
and marks of affection for lost ones are visible on every hand.**

-- Orville Dodge on the Marshfield I.O.O.F. Cemetery
A Pioneer History of Coos and Curry Counties

I. INTRODUCTION

This management plan has been developed utilizing historic cemetery standards and best practices. These general guidelines are designed to foster the Marshfield Pioneer Cemetery's preservation and ensure that any future plans or developments remain true to the historic character of the cemetery.

The Marshfield Pioneer Cemetery, as a landmark and focal point of the Coos Bay area, is the predominant burial place for area residents from 1888 to 1921. In addition, it contains excellent examples of historic headstones in a variety of types and styles and may serve as a place for researching history and genealogy. Due to the cemetery's close proximity to the community high school, the cemetery can serve as an educational opportunity and "outdoor classroom" for inquiring students.

For questions or concerns not addressed by this document, please contact the City of Coos Bay, Public Works Department, Coos Bay City Hall, 500 Central Avenue Coos Bay.

For historical and genealogical inquiries, or for more information about the cemetery, please contact the Marshfield Pioneer Cemetery volunteers at cbcemetery@gmail.com.

II. CEMETERY DESCRIPTION

The Marshfield Pioneer Cemetery is located on one of the hillsides above the city of Coos Bay's central downtown. The cemetery is bordered to the north and west by the parking lot and gymnasium of Marshfield High School, the city's only public high school. Ingersoll Avenue and 7th Street border the cemetery's south and east property lines, respectively. The southern side of the cemetery is also bounded by a rock retaining wall with arched supports that originally marked the main entrance to the cemetery. In addition to the rock wall along the cemetery's southern border, a chain link fence encloses the remainder of the cemetery.

The 3.86-acre site contains approximately 2,020 burials. The cemetery contains approximately 1050 headstones and grave markers located on individual plots, reflecting late nineteenth-century Victorian stylistic trends. Upright marble and granite headstones predominate; the scattered headstones from more recent burials blend into the overall landscape.

The cemetery also has three prominent features. The cemetery's 1915 Civil War monument erected in memory of the "Sailor-Soldier Dead" is the city's only Civil War-era memorial. The other monument, a 15-ft. tall structure including the marble sculpture of an angel, was erected by one of Marshfield's leading families and the original owner of the cemetery property. There is also a prominent granite mausoleum in the cemetery that contains the remains of the Hirst family.



Sailor-Soldier Monument dedicated in commemoration of the Civil War's 50th anniversary on Memorial Day, 1915.

III. HISTORY

Settlement of the Coos Bay Area

In 1853, Euro-Americans established a permanent settlement along the Oregon Coast in the region now known as “Coos Bay,” roughly 110 miles north of the Oregon-California border. The unique layout of the bay, and the potentially treacherous bar, had precluded the region’s discovery until several chance encounters during 1852. With glowing initial reports, a joint-stock company -- the Coos Bay Commercial Company -- quickly formed and made plans for settlement. These early settlers were primarily native-born Americans, most of whom had come west in the 1840s either overland via the Oregon Trail or around Cape Horn and up to California in search of gold. By autumn of 1853, over fifty Euro-Americans had settled on the bay in a small community named “Empire City.”

Early Community Burying Grounds

As the original settlement at Empire City expanded in the 1850s, burials were conducted on the bluffs overlooking the bay, in what is commonly known as the “Empire Pioneer Cemetery.” The cemetery was primarily accessible by water, limiting its usage; the last public burial occurred in January of 1908. Headstones quickly deteriorated in the salt-laden ocean environment and the cemetery was not maintained. No records dating from the cemetery’s active period have survived, leaving little indication of the actual number of burials. In the early 1960s, when a historic records survey was conducted at the cemetery, only several monuments were identified, although the researchers located an earlier list that indicated there had been at least fifty-seven burials. As the area was developed in the late twentieth century, additional burials, generally considered to be those of Native Americans, were discovered outside the formal boundaries of the cemetery. The cemetery is currently owned by the Confederated Tribes of Coos, Siuslaw, and Lower Umpqua, and is completely overgrown.

The earliest site in Marshfield used as a burying ground was near what is now Highland Avenue and 4th Street. In the 1870s, a private academy was built on the site, and during the construction, remains were unearthed. In a later newspaper article, area citizens recalled that seven or eight bodies had been disinterred at the time. In October of 1895, as the site was graded for the new, public “Central School,” several more remains were discovered at the site.

In addition, there was a burial ground referred to as the “Old Marshfield Cemetery” located on Knob Hill in Marshfield, southwest of what is now Park Avenue and 5th Street. In 1883, the property was ceded to the city of Marshfield by the Knowles family for use as a public burying ground. By 1910, the burying ground was labeled as the “old cemetery” on city maps and in local newspapers. During this same time period, a debate emerged over who owned the title to the abandoned cemetery, and plans were briefly discussed for turning it into a city park. In 1914, it was estimated that there were between two hundred and three hundred bodies that would need to be disinterred before the property could be repurposed. Although the plans for a park, and later



Emma Gamble's headstone, removed from the abandoned “Old Cemetery” and placed on her son's grave site in April 2010.

suggestions to use the site for the new hospital, were dismissed, at some point between 1920 and 1946, there are indications that all of the identifiable Euro-American remains were removed and reburied, primarily at the Marshfield I.O.O.F. Cemetery (although there are specific references to the exception of William Archer.)

Adjoining the “Old Marshfield Cemetery” there was also a Chinese burial ground. According to custom, the bones were later disinterred and returned to China, although evidence of the Chinese burials remained in the porcelain sherds that littered the site as late as the 1940s.



U.S. Coast and Geodetic Survey map from 1889, showing the area of Coal Bank Slough and early monuments at the cemetery site.

Marshfield I.O.O.F. Cemetery

By the late nineteenth century, Marshfield had emerged as the nexus of the entire Coos Bay region. Marshfield served as the commercial and civic center for all of the small, outlying, farming settlements, as well as the logging and coal mining camps, that grew up along the region’s inland waterways. Marshfield’s central location and undeveloped hillsides made it the prime location for a new community cemetery. Although several small cemeteries did develop upriver, such as the Coos River and Allegany cemeteries, most residents of the region maintained close ties to Marshfield and choose to be buried in the Marshfield I.O.O.F. Cemetery.

On July 14, 1888, the wealthy Marshfield landowner Charles H. Merchant sold approximately eight acres of wooded hillside property overlooking the city of Marshfield to the newly-established Odd Fellows Cemetery Corporation for the sum of \$350. This Corporation had been formed a month earlier, on June 8, 1888, by Sunset Lodge No. 51 of the Independent Order of Odd Fellows, for the purposes of operating a local cemetery. The I.O.O.F. had a long history of establishing cemeteries and considered the four duties of membership to “move modestly, quietly and without ostentation, obeying the injunction of the ritual to visit the sick, to relieve the distressed, to bury the dead and to educate the orphan.”

The cemetery was officially dedicated as the Independent Order of Odd Fellows (I.O.O.F.) Cemetery in 1891, and the first burial recorded in the corporation’s logbooks occurred on August 16, 1891. Although the cemetery was operated by the I.O.O.F. for the benefit of their membership, it was also the community burying ground for all local citizens. Over the next three decades, over two thousand people were buried in the cemetery, their burial information hand-recorded into a set of two logbooks kept by the corporation’s secretary.



Page from cemetery logbook currently kept at Sunset Memorial Park; information was seldom recorded after the early 1920s.

On January 4, 1909, the Odd Fellows Cemetery Corporation sold four acres adjoining the cemetery to Coos Bay School District 9, for \$12,000. This land had been included in the original purchase from C. H. Merchant, but it had remained undeveloped and unplatted. On this site the school district began construction of the city's first public high school in 1909. The site continued to be developed by the school district and currently contains the central high school building, science/math building, two gymnasiums, and an auditorium.

The City of Marshfield's rapid development quickly enveloped the Marshfield I.O.O.F. Cemetery; it was no longer sufficient in size, and city growth made expansions or additions to the cemetery impossible. In 1914, I.O.O.F. Lodge No. 51 dedicated a second cemetery three miles outside of the city. Following the prevailing burial practices, Sunset Memorial Park developed into a "lawn cemetery" with well-kept greenery and perpetual care for cemetery plots.

By the early 1920s, the majority of plots in the Marshfield I.O.O.F. Cemetery had been sold. Since the opening of the Sunset Memorial Park, sale of new plots in the older cemetery had slowly declined as new residents in the Coos Bay region chose to purchase plots in the more modern lawn cemetery. Families did continue to bury deceased relatives on already-purchased family plots; no restriction was placed on the site's continuing use as a burying ground. On November 8, 1921, the Odd Fellows Cemetery Corporation deeded all of the unsold plots, as well as the public walkways and driveways, of the Marshfield I.O.O.F. Cemetery to the City of Marshfield. Neither the corporation -- still the nominal property owner -- nor the City of Marshfield, devoted resources to the cemetery's upkeep.

Throughout the 1930s, plans for improving the cemetery, including the potential of converting it into a memorial park sans headstones, were discussed, but projects stalled due to a lack of funds and confusion over the property's ownership. The only major project completed at the cemetery during the 1930s was the construction of a new wall along the cemetery's southern border with Ingersoll Street. In January of 1938, the city of Marshfield received over \$9,000 in federal funding through the Works Project Administration (WPA) to improve and widen Ingersoll Avenue. Funds were also allocated to build a new wall at the cemetery, and in February, the project received final approval and the wall construction began.

New Deal funds from the federal government also provided for the construction of a complex of new buildings, including a gymnasium and auditorium, on the school district site adjoining the cemetery. The expansion of the school resulted in several major changes to the cemetery. The trees along the cemetery's western edge were cut down in 1939 after School District 9 petitioned to the Marshfield City Council -- suggesting that removing the trees and establishing a new hedge "could conceal the cemetery from the High School, and would also provide a wider roadway along the High School grounds." In place of the Monterey cypress trees a hedge of cedar trees was planted; the sole mature cedar tree in that section of the cemetery is likely a remnant. In the 1950s, the nine Monterey cypress trees growing in an east-west line along the driveway were also cut down, when their presence blocked the light available through the windows of the newly constructed gymnasium. The windows have since been boarded up; a row of large stumps still clearly delineates where the trees once stood.

Concerned citizens began to push for complete ownership of the cemetery by city, noting that with the Odd Fellows Cemetery Corporation in steady decline and only limited municipal ownership, no entity would take responsibility for the cemetery's upkeep. In November of 1944, the City of Coos Bay, renamed from Marshfield at that time, acquired complete cemetery ownership by filing a Marshal's deed. Unsure of the legality of utilizing city funds for the cemetery, the City Attorney was

subsequently directed to draft a bill to be presented at the 1945 state legislative session that would enable cities to use public funds for the maintenance and upkeep of cemeteries. With the advocacy of the local state legislators, both SB 150 and SB 181 were signed into law; Oregon cities were now legally able to expend city funds on municipally owned cemeteries.

Despite the passage of this landmark legislation, the City of Coos Bay never allocated much funding for the cemetery's maintenance. By the 1940s, the region's economy was in decline, and times had changed significantly since the Odd Fellows had first envisioned a community cemetery for the region in 1888. A more mobile population, changing funerary traditions, and the decline of strong social and fraternal organizations within the community signaled an end to the rural cemetery movement and establishment of community cemeteries.

IV. PROPERTY ACCESS

The Marshfield Pioneer Cemetery is locked due to incidents of vandalism and inappropriate cemetery behavior. The main gate is locked with a 4-digit combination lock. The access code may be obtained from the Public Works Department, Coos Bay City Hall, 500 Central Avenue, or from the Coos Bay Visitors' Center at 50 Central Avenue. Staff will encourage visitors them to sign the cemetery log at that time. The access code is also available during school hours from the Registrar in the Principal's Office at Marshfield High School. Summer office hours may vary. Visitors may also contact cemetery volunteers and make their own arrangements. The Merchant plot is locked with a separate combination lock with a different code -- access should only be granted to relatives or upon specific request.

The cemetery is open to visitation from dawn to dusk -- anyone wishing to visit at another time should notify the Coos Bay Police Department. The City of Coos Bay will also have the cemetery unlocked and open over both the Veterans' Day and Memorial Day weekends, as well as the weekend of the Bay Area Fun Festival in September and in conjunction with the Oregon Coast Music Festival concerts at Marshfield High School.

When school is in session, cemetery parking is limited. Visitors should observe all posted restrictions; parking in the school lot is limited to several spaces designated "visitor." Because of potential damage, drive-in access is limited to Memorial Day weekend unless prior arrangements are made. Vehicles are permitted only on the main roadway and no off-road motorized vehicles are allowed.

The many fragile headstones in the cemetery make the cemetery an inappropriate place for walking dogs. Dogs, with the exception of service dogs, are not permitted in the Marshfield Pioneer Cemetery and signage should be erected to reflect this policy.

V. VOLUNTEER ORGANIZATIONS

All volunteer organizations working in the cemetery must receive approval by the City of Coos Bay. They may be expected to sign a waiver releasing the city from damage liability or file a written proposal of what they plan to do. Organizations must comply with city restrictions and management plan guidelines.

VI. LANDSCAPE MANAGEMENT

Uneven Terrain

Due to ground shift and the practice of burial without vaults or liners, the ground in the cemetery is very uneven with numerous holes. In addition, when bodies were later exhumed, the grave sites may have been left partially unfilled. These depressions are in keeping with the character of the cemetery and may continue to help with cemetery documentation. Holes should only be filled in with soil only if they are deep enough to be dangerous to cemetery visitors.

Mowing and String-Trimming

Historic headstones are very fragile and prone to damage from mowing and string-trimming. Before any cutting, the area should be carefully examined. Headstone fragments or small footstones are easily overlooked. The use of lawn mowers or string-trimmers also increases the potential of turning rocks and other debris into projectiles that can damage headstones and other built elements. Lawn mowers and string-trimmers should not be used directly adjacent to markers or curbing. Using a fine gauge nylon string in the string-trimmers will decrease the likelihood of damage. A certain amount of grass/plant growth near the base of headstones is not only unavoidable, but is desirable and in keeping with the original rural nature of the cemetery.



Overview of the cemetery from the main gate, showing the advantages of careful and routine mowing.

Invasive Species

Every effort will be made to comply with current guidelines for invasive species control. Certain undesirable plants are most effectively removed by pulling, particularly cotoneaster and broom. Weed wrenches available for loan from the Coos Bay Watershed Association, the Bureau of Land Management, and other agencies are helpful in removing larger specimens. English ivy -- now banned from sale or importation in the state of Oregon -- is a particular problem in the cemetery. It may be reduced, though not eradicated, by pulling the vines and removing the waste from the site. Please consult the Coos County Weed Board or the state of Oregon for the most current guidelines on invasive species and how to eradicate them.

Chemical Application

No commercial herbicides, fertilizers, or any kind of chemical product may be used the Marshfield Pioneer Cemetery without permission. These substances contain salts and acids that will leach into the headstones and expedite stone decay. In order to control certain invasive species -- specifically blackberries and holly -- trained applicators authorized by the City of Coos Bay will apply pesticides on a limited basis with minimal damage. Volunteers/relatives should consult with cemetery management if they have a specific issue or problem that they would like to address.



Cemetery monument showing the problems of invasive species, particularly holly.

VII. VEGETATION & PLANTINGS

The planting of trees, shrubs, and ornamentals is often considered an integral part of memorializing the dead in cemeteries. It is important that families or individuals planning any plantings take a moment to reflect on the long-term ramifications. Because of space constraints and the potential damage to nearby headstones, trees and large plantings are not permitted within the Marshfield Pioneer Cemetery. Plantings should be limited to family plots. Other landscaping proposals must be approved by cemetery management.

Plantings that enhance the native landscape and the cemetery's historic character are most appropriate. They should be selected for ease of maintenance, noninvasive qualities, and their compatibility with 1900-era cemetery plantings. Plantings should not be put immediately next to curbing or headstones. Roots and limbs can, as time goes on, disrupt the curbing and markers, necessitating the removal of the planting.

A limited number of heritage plants have been identified within the cemetery. Most of these plants have been identified with protective fencing. These plants include several varieties of heritage roses. Every effort must be made to protect and cultivate them in accordance with guidelines for this type of rose, rather than with the techniques used for modern hybrids, especially over aggressive pruning.

VIII. HEADSTONES

Photographing

Visitors to the cemetery are encouraged to enjoy the interesting and unique headstones that they encounter on their visit. Photographing these headstones is an excellent method of preserving a memory of the visit. However, even such an activity as photographing presents risks to fragile headstones unless conducted properly. Headstones should not be moved in order to improve the lighting or setting. Many bases are unstable, and headstones are very heavy and dangerous. The use of shaving cream or any other substance in order to improve the reading of an inscription is forbidden -- this practice leads to serious long-term headstone decay. Mirrors or a light spray of distilled water are a much more effective way of reading/photographing faint inscriptions.

Headstone Rubbings

Although the practice of headstone rubbing was at one time prevalent, there is significant potential of damage to headstones. Rubbings are unsafe for both the headstone and the visitor in cemeteries where many stones may be unstable or loose. As this is the case in the Marshfield Pioneer Cemetery, rubbings are prohibited at this time. Any visitor or relative wishing to get a rubbing of a particular headstone should contact the cemetery management.

Cleaning

Many of the headstones in the Marshfield Pioneer Cemetery are covered with lichen, moss, other biologicals, or are simply dirty from years of exposure. This is the normal and acceptable condition of a historic burial ground and, unless this vegetation is causing damage, no cleaning is necessary. If the condition of a stone is offensive to family members, or the stone is at risk from extensive biological growth, then a gentle cleaning is appropriate.

Cleaning should be done infrequently and markers that are tilted or damaged in any way should not be cleaned. Use the gentlest method possible when cleaning a headstone. Begin with dry soft brushing. Continue with low-pressure water from a pump sprayer and scrubbing with a soft bristle brush. Keep the stone very moist to prevent streaks or uneven cleaning. If a simple cleaning with water has no effect, refer to the Oregon Commission on Historic Cemeteries Position Papers for additional information.



Headstone of Maxine Jewell Ostrow, showing discoloration and loss of patina from improper cleaning with a wire bristle brush.

Chlorine bleach will irrevocably damage marble and should never be used to clean headstones. Sandblasting, pressure washing, wire brushing, chemical cleaners, and soaps will all damage historic headstones are not permitted in the cemetery.



Vandalized headstone in need of repair - old mortar loosens and headstones often break along these joints.

Repair/Resetting

Broken or damaged headstones should not be left as they lay or leaned against bases or curbing. Instead, a hole should be dug in front of where the headstone belongs, and the headstone should be placed upright, in clean sand, to a depth of about six inches. This practice improves the appearance of the cemetery and ensures that headstones remain in the correct location until permanent repairs can be conducted.

Repair or resetting should only be undertaken with the approval of the cemetery management, and only by individuals experienced with stone conservation. Inappropriate repair or resetting can contribute to more damage to the marker or curbing. No marker, curbing, or fragments should be removed from the cemetery grounds. Please notify the cemetery management regarding fragment locations. Resetting markers horizontally in concrete is inappropriate. This method is irreversible and damages the stone.

IX. BURIAL PLOT UPKEEP

The cemetery has a tolerant attitude toward individual families' temporary treatment of grave sites with decorative materials such as flowers, holiday decorations, flags, or other transitory "grave goods."

Flowers

Families are encouraged to choose decorations in keeping with the early twentieth-century character of the cemetery, especially with regards to fresh, rather than artificial, flowers. Artificial flowers are particularly discouraged as they age quickly and are easily spread around the cemetery by the local bird population, creating an unkempt appearance. No glass is permitted in the cemetery, as it

constitutes a hazard to volunteer workers as well as to cemetery management removing deteriorated floral arrangements. All floral, decorative, and commemorative materials may be removed at the discretion of cemetery management.

Ground Covers

Families wishing to maintain a permanent surface covering over burial plots beyond that of the cemetery's grass/wildflower mix are encouraged to follow the following guidelines in order to maintain the cemetery's historic character. Dirt, grass or native plant plot coverings are most compatible with the rural character of the Marshfield Pioneer Cemetery. Appropriate ground covers that do not spread aggressively and do not attach to stone can provide a satisfactory foliage cover for plots and blocks. Vinca major, ivy and everlasting pea should be avoided and eventually eradicated. Small ground cover species can be planted near curbing and grave markers to reduce mower damage to vulnerable stones.

Plot Coverings

Over the years various plot coverings have been used within the cemetery that are not compatible with its historic character and should be avoided for future use. Families are permitted to maintain their plots as is, but no additional plots may utilize the following covers:

- Astro-turf
- Concrete
- Non-native species
- Lava cinders or colored volcanic rock
- Multi-bark
- marble chips, crushed stone, or river rock

X. BURIAL POLICY

Interment

The cemetery no longer sells burial plots or functions as an active cemetery. Individuals wishing to be buried in a family plot within the cemetery must submit a written request to the City of Coos Bay. These requests will be honored provided there is adequate space in the family plot. Due to the hilly terrain, numerous unstable headstones, and lack of definitive knowledge of early burials, cremated ashes (cremains) are the only remains permitted. They must be buried in an appropriate fashion, in an urn or container following the Oregon Mortuary and Cemetery Board guidelines and as approved by cemetery management.

Disinterment

The remains of a deceased person interred in a plot in a cemetery may be removed with the consent of the City of Coos Bay and written consent of the person who has the right to control the disposition of the remains of the deceased person. Disinterment must be conducted in an appropriate fashion and supervised by cemetery management in order to limit the risk of damage to other graves or headstones. Any actions must adhere to the regulations of the Oregon Mortuary and Cemetery Board and the Oregon Commission on Historic Cemeteries.

Headstones

The use of early twentieth-century style markers should be encouraged in order to maintain the historic character of the cemetery. While there are monuments flush with the ground present in the cemetery, reflecting the later lawn cemetery trend, vertical headstones are most in keeping with tradition. Marker heights of 10" to 24" or more above grade, including a concrete or stone base, should be encouraged. Ideally, markers would be at least 8" high x 12" wide x 3" deep. No glass, plastic or similar material is permitted for markers. Marble and gray or black granite are the headstone materials most prevalent in the cemetery. Government issued headstones for

military veterans are also appropriate markers. Cemetery management should be consulted in regard to marker design prior to installation to assure compatibility. Information on installing headstones in historic cemeteries is also available through the Oregon Commission on Historic Cemeteries.



The modern headstone of Flora Wiker contrasts sharply with the other early 20th century stones in the Painter plot. Gray granite would have been a more appropriate choice.

XI. ADDITIONAL RECOMMENDATIONS

If additional funding or staff time became available to support the Marshfield Pioneer Cemetery, several opportunities exist to enhance its future care. These include:

Historic Records

The historic Marshfield Pioneer Cemetery logbooks, currently kept at City Hall and at Sunset Memorial Park, are valuable and fragile documents. With digital photographs of the logbooks and the development of a computerized cemetery database, the original logbooks and other records should no longer be used for primary reference. Storage should be in a secure location following appropriate archival techniques.

Interpretative Brochure

Cemetery volunteers have designed a comprehensive brochure with basic information, cemetery history, and a cemetery walking tour of important graves. This brochure is available at Marshfield High School, the Coos Bay City Hall, Coos Bay Visitors' Center, and at the cemetery. Plans should be made for the City taking over printing and distribution.

Signage

Currently, two blue informational signs on U.S. Highway 101 direct visitors towards the cemetery. Funds were donated for two signs reading "Marshfield Pioneer Cemetery;" one is located at the corner of 7th Street and Ingersoll and the other one marks the cemetery's main entrance off the Marshfield High School parking lot. Additional permanent informational signage is needed: cemetery hours, contact information, cemetery etiquette, etc. Signage relating to cemetery history or those interred there would also improve the visitor experience at the cemetery.

Fencing

The cemetery is currently fenced on three sides with chain link fencing and with a historic rock wall on the fourth. The rock wall should be preserved and maintained as an integral part of the cemetery. In particular, the southwest corner of the wall has deteriorated where it is in contact with a large Monterey cypress tree. Efforts should be made to stabilize the wall while also preserving the important heritage tree. Although the cemetery was historically unfenced, an enclosure of some kind will provide moderate protection from unwanted visitors. Replacement of the chain link fence with something more historically appropriate would improve the general appearance of the cemetery. Along the 7th Street border of the cemetery, the steep road cut and unstable ground might necessitate the installation of a retaining wall rather than fencing.

Vehicle Access

Currently, vehicles are allowed indiscriminate access to the cemetery. The steep driveway and exit onto Ingersoll St. is very dangerous -- that gate should remain locked except in special situations. A removable bollard installed in the middle of the cemetery driveway near the parking lot entrance would limit all cemetery vehicle traffic and reduce city liability.

Vandalism

The City should develop a regular contact program with adjacent property owners to enlist their assistance in reporting any problems and work with the Coos Bay Police Department to provide regular patrols of the cemetery to the extent possible -- especially on Halloween, 4th of July, or on occasions of evening school events (football games, dances, etc). The City should consider working in partnership with the Coos Bay School District to utilize and enhance the existing security lighting system. In the long-term, the security of the cemetery is intrinsically linked to the community's awareness and appreciation of its unique and valuable character.

Headstone Repair

The headstone repair workshop offered by Jonathan Appell of New England Cemetery Services in August of 2009 was a valuable first step in beginning to address the cemetery's years of vandalism and monument destruction. Over the course of the workshop, several cemetery headstones were reset and best practice repair techniques were taught. Headstone repair should continue to be addressed as time and funds become available. City staff and cemetery volunteers should take advantage of the resources offered by the Oregon Commission on Historic Cemeteries and continue to follow repair protocol for historic cemeteries.



Brynn Family monument repaired by Jonathan Appell, August 10, 2009.

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
CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 20, 2012	

TO: Mayor Shoji and City Council

FROM: Jennifer Wirsing, Engineering Service Coordinator
Jim Hossley, Public Works and Development Director 

Through: Rodger Craddock, City Manager 

ISSUE: Consideration of Approval for the Additional Scope of Work and a Change Order for 2012 City Timber Sale Timber Management Services Contract

BACKGROUND:

The City Staff is currently working with Water Board Staff and our consultant, Stuntzner Engineering & Forestry, LLC, in preparation for the 2012 City Timber Sale. Recently, Stuntzner performed a timber cruise to assess the units for this year's timber sale and assess the condition of the Loop Road. Based on the results of the timber cruise four additional items have surfaced that were not a part of the original contract however should be included in the preparation for the upcoming sale. These items have been discussed in detail in the attached March 8, 2012 Stuntzner letter (see attached) and have been summarized below:

Item 1 and 3 recommends logging approximately 3 acres of Water Board managed/owned timber as part of the City sale to reduce wind throw and damage to the new plantation. The Water board will pay for a portion of the consultant's fees. These fees will be based on a pro-rated formula of the total volume of lumber that is included in the harvest.

Item 1 also recommends that after the sale, that the City purchases the portion of the land that comprises 0.88 acres from the Water Board. This land is located west of the loop road immediately adjacent to City owned property.

Item 2 recommends a survey of the common boundary between City owned land and Water Board managed land. The work will include setting a monument. The cost to perform this survey would be spit evenly between the City and Water Board. The Water Board will assume 50% of the cost and the City will assume 50% of the cost.

Item 4 recommends widening a portion of the primary road (Loop Road) along Merritt Lake. There has been a small slump that occurred in this area that narrowed the road. The cost to design this fix and repair the road will be shared by both the City and Water Board based on an existing Road Maintenance agreement. The Water Board will assume 69% of the cost and the City will assume 31% of the cost.

ADVANTAGES:

In the past, both the City and the Water Board has combined sales when appropriate. If this additional scope of work is approved, this will strengthen the working relationship between the City and the Water Board and allow the City to harvest during a Water Board sale if the opportunity arises in the future. Because the Water Board managed land will be harvested at the same time that the City conducts their Timber Sale, at the end of the sale, the City will pay the Water Board for their portion of the harvest. It is anticipated, that the Water Board's portion of the sale will exceed \$25,000. At this time an exact amount is not known due to the volatile nature of the timber industry.

If the purchase of the land is approved (additional scope of work), it will increase the acreage that the City currently owns.

If the change order is approved, Item 2 will not only assist in establishing ownership for this sale, but also assist in future timber sales.

If this additional scope of work and change order is approved, Item 4 can potentially save on labor costs during the Timber Sale. At the last Timber Sale, a truck driver refused to haul the equipment past this location. The equipment had to be unloaded and hauled to and from the harvest site, which damaged the road further and increased labor costs. If not approved and the road is not fixed, there is also a potential that the equipment cannot negotiate this tight turn and potentially slip off of the fill/road.

DISADVANTAGES:

Staff sees no disadvantages with this recommendation.

BUDGET:

Items 2 and 4 will increase Stuntzner's original scope of work. The requested change order will increase the scope from \$54,990 to \$62,490 (\$6,000 for the survey and \$1,500 for the road design). The source of funds for this contract is the Major Capital Reserve Funds. At the time the 2011-2012 budget was established, Staff estimated the budget amount for this Timber Sale. With this addendum the budget amount is not exceeded.

RECOMMENDATION:

If it pleases the Council, approve the additional scope of work and a change order for \$7,500 for the 2012 City Timber Sale Timber Management Services Contract.

ATTACHMENTS:

March 8, 2012 letter prepared by Stuntzner Engineering & Forestry, LLC Regarding the City 2012 Timber Sale

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COOS BAY • BROOKINGS • FOREST GROVE • DALLAS

March 8, 2012

Ron Hoffine
Coos Bay North Bend Water Board
PO Box 539
Coos Bay, Oregon 97420

Jennifer Wirsing
Coos Bay Public Works
500 Central
Coos Bay, Oregon 97420

Mr. Hoffine and Ms. Wirsing,

RE: City 2012 Timber Sale

We will wait for the Water Board and City of Coos Bay to answer four outstanding issues dealing with the City 2012 Timber Sale.

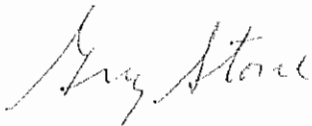
- 1) The Water Board has approximately 0.88 acres of timber west of the loop road adjacent to the City Timber Sale, which should be included with the City's 2012 Timber Sale. The payment to the Water Board from the City will be based on marking the units separately on the ground and keeping the logs segregated; loaded, marked and scaled separately between the two owners. The City and Water Board will have a separate agreement to share in the consulting fees based on pro-rated volume. The Water Board should realize a net profit of approximately \$10,800. We recommend harvesting this piece with the Timber Sale to avoid the problems associated with windthrow at a later date. After the sale is completed, City and Water Board staff concur the sale of the 0.88-acres to the City from the Water Board is prudent.
- 2) The boundary between the City and the Water Board is not marked. This line needs to be surveyed and the SE 1/16th corner set to establish the boundary accurately. The survey will establish the property line for additional sales in the future. We recommend the survey since it will establish the common boundary for future timber sales, both City and Water Board. The survey cost estimate is \$6,000 and we recommend the cost be split between the City and the Water Board.
- 3) We recommend including 2.17 acres of Water Board timber between two streams off the south end of the City 2012 Timber Sale. This area would need to be logged over the City's plantation if left for a later date. We recommend harvesting this piece to avoid

damaging the City's plantation at a later date. Payment to the Water Board from the City will be based in the same manner described in paragraph one above. The units will be flagged separately. The logger will keep logs segregated between owners; loaded, marked and scaled separately by owner. The Water Board should realize a net profit of approximately \$26,600. The City and Water Board will have a separate agreement to share in the consulting fees based on pro-rated volume.

- 4) We recommend reconstructing/ repairing a corner on the main access road to the watershed. The corner as you approach Merritt Lake is narrow and lowboy trucks are having difficulty negotiating the curve. The repair will cost approximately \$7,500 and will widen the curve so lowboys can make the corner and not slip off the fill. The road repair should be included in the Timber Sale Contract as a separate line item to establish a firm cost for the repair. The Water Board and City could share the cost using an agreed upon formula. During the last two timber sales on the watershed, the lowboy trucks have had more difficulty negotiating this corner. There has been a small slump which has narrowed the road. With the last sale, a truck driver refused to haul the equipment past this spot and made the equipment walk out, which can do damage to the road. We recommend fixing this corner and reducing the cost of moving equipment in and out in the future.

The four items above have been discussed and agreed to by City and Water Board staff. Prior to commencing forward with the City 2012 Timber Sale, the City and Water Board must obtain approval from their respective Council and Board.

Stuntzner Engineering & Forestry, LLC



Greg Stone, ACF, CF #1147