CITY OF COOS BAY CITY COUNCIL MEETING

June 5, 2012 – 7:00 p.m.

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

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1) Flag Salute

2) Public Comments

3) Consent Calendar
   a) Approval of the minutes of May 15, 2012
   b) Adoption of resolution 12-12 extending workers' compensation coverage to City volunteers
   c) Adoption of resolution 12-13 authorizing interfund borrowing and loans
   d) Adoption of resolution 12-16 appropriating workers compensation insurance proceeds
   e) Adoption of resolution 12-17 complying with the Government Accounting Standards Board (GASB)
   f) Approval of an annual Library District contract renewal and amendment
   g) Approval of OLCC annual renewals for Abby's Legendary Pizza, Bassett-Hyland Energy Company, Benetti's Italian Restaurant, Best Western Holiday Motel, Bi-Mart Store, Coney Station Inc., El Sombrero, Elk's Lodge, Englewood Market, Fred Meyer, Gooney's Sports Bar, Coos Bay Grocery Outlet, Kum Yon's Restaurant, Margarita's Mexican Grill, McKay's Markets, Oregon Coast Culinary Institute (SOCC), T n T Market, Wal-Mart Super Center, Sumin's Restaurant, and Silver Dollar Tavern

4) Public Hearing on the Use of Revenue Sharing Funds – Approval will Require Adoption of Resolution 12-14

5) Public Hearing on the Approved Budget for Fiscal Year 2012-2013 – Adoption of Resolution 12-15 will Adopt the Budget and Make Appropriations and Levy Ad Valorem Taxes

6) Public Hearing on the Adoption on a Supplemental Budget for the Fiscal Year 2011/2012 – Approval will Require Adoption of Resolution 12-19

7) Consideration of Approval of an Insurance Waver

8) Award of Bid for the Watershed Timber Sale

9) Consideration of Donated Property Located at Tax Lot 2000

10) City Attorney's Report

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.

11) City Manager's Report

12) Council Comments

13) Adjourn

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

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

May 15, 2012

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held at 7 p.m. in the Library Meeting Room, 525 Anderson Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji and Councilors Jennifer Groth, Jon Hanson, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Public Works and Development Director Jim Hossley, Library Director Sami Pierson, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Flag Salute

Mayor Shoji opened the meeting and asked Fire Chief Stan Gibson to lead the Council and assembly in the salute to the flag.

Public Comments

James Fereday, Coos Bay: expressed concern about the City of Coos Bay's current transportation system plan; provided the Council with a proposed bicycle action plan and offered his assistance to help seek funding for transportation.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of March 8 and May 1, 2012; 3b: acceptance of April 2012 accounts payable and payroll check registers; 3c: acceptance of the April 2012 combined cash report; and 3d: approval of Resolution 12-10 accepting an Oregon State Marine Board and Oregon Department of Fish and Wildlife (ODF&W) grant for the Eastside boat ramp improvements. Councilor Melton moved to approve the consent calendar approving the minutes of March 8 and May 1, 2012, accepting the April 2012 accounts payable and payroll check registers, accepting the April 2012 combined cash reports, and approving Resolution 12-10 accepting an Oregon State Marine Board and Oregon Department of Fish and Wildlife (ODF&W) grant for the Eastside boat ramp improvements. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Presentation of a Proclamation on Emergency Medical Services (EMS) Week by Pamela Armijo

Pamela Armijo from Bay Cities Ambulance stated the Emergency Medical Services proclamation would identify the City of Coos Bay as a community that recognizes the important contributions the Emergency Medical Services provide to our citizens. Ms. Armijo and Mayor Shoji read the proclamation aloud, declaring the week of May 20 – 26, 2012 as Emergency Medical Services Week. Councilor Kramer moved to approve the Emergency Medical Services

Week proclamation. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Presentation of a Proclamation on National Public Works Week by Public Works and Development Director Jim Hossley

Public Works and Development Director Jim Hossley stated the National Public Works proclamation would raise the public's awareness of public work issues and increase confidence in public works employees who are dedicated to improving the quality of life for present and future generations. Mr. Hossley and Mayor Shoji read the proclamation aloud, declaring the week of May 21 – 26, 2012 as National Public Works Week. Councilor Melton moved to approve the National Public Works Week proclamation. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Approval of a Proposed Sewer Rate Increase – Approval Would Require Adoption of Resolution 12-11

Public Works and Development Director Jim Hossley stated the City of Coos Bay Budget Committee concluded the FY 2012-2013 budget hearings in April which included a 6.5% increase in sewer user rates. The sewer fee portion on the Coos Bay – North Bend Water Board billing would increase, based upon the rate study average use of 570 cubic feet per household, approximately $2.99 per month. The revenue would provide funding for sewer line replacements, pump station rehabilitations, storm drain repairs, and the capital improvements at both wastewater treatment plants pursuant to the Dept. of Environmental Quality (DEQ) Mutual Agreement and Orders (MAO). Mr. Hossley stated the rate of $57.85 noted in section two of the proposed resolution was incorrect and advised the resolution would be updated to reflect the correct rate of $61.61. Councilor Groth inquired if rates would stabilize once the wastewater treatment projects were completed. Mr. Hossley suggested rates would likely continue to increase to maintain and upgrade the facilities. Councilor Groth moved to adopt Resolution 12-11 as revised. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Consideration of Approval on a Jordon Cove Reimbursement Agreement

City Manager Rodger Craddock stated employees and representatives of the Jordan Cove Energy Project (Jordon Cove) have been working through the regulatory requirements to bring their proposed project to fruition. Part of the regulatory requirements included emergency planning and identifying potential impacts on emergency service providers should the project become a reality. Mr. Craddock advised while the fate of the proposed project was still unknown, the City proposed to enter into a reimbursement agreement with Jordon Cove for the following: To reimburse the City for staff time spent during the regulatory process and to reimburse the City for impacts, as required by law, on the City's public safety resources should the project become a reality. Mr. Craddock stated the agreement was not an endorsement of the project; rather it was a mechanism for reimbursements of City resources and would allow for $10,799.52 in reimbursements for FYE 2013. City Attorney Nate McClintock stated Council may be called upon in the future to make land use decisions on the proposed Jordon Cove project; advised quasi-judicial decisions should be made based upon evidence provided at the

time of the hearing and recommended the Council focus their attention and consideration on the current reimbursement proposal agreement with Jordon Cove. Councilor Groth inquired how often the fee schedule for the proposed agreement would be considered. Mr. Craddock advised the fee schedule reviewed annually through the budget process. Councilor Vaughan inquired if the City would take on any liability with the proposed agreement. Mr. McClintock advised the proposed agreement did not create liability for the City for Jordan Cove's activities. Jody McCaffree, North Bend: expressed concern about the indemnification clause listed in the proposed Jordon Cove contract. Mr. McClintock stated the indemnification clause noted in the proposed contract was typical of any contract of this type. Councilor Muenchrath moved to direct the City Manager to sign the Jordon Cove Reimbursement Agreement. Councilor Groth seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

City Attorney's Report

No report was given.

City Manager's Report

City Manager Rodger Craddock invitation for dedication of Historic Marker at the Visitor's Information Center on May 19th at 11:00 a.m.; noted several committee openings which included: Building and Fire Codes Board of Appeals, Design Review Committee, Library Board, Tree Board, and Parks Commission; and advised phase one of the City Hall Seismic project was completed and phase two was in process.

Council Comments

Councilor Kramer stated the Clamboree was scheduled for June 30th and expressed concern about the possible decline in gas tax revenue. Councilor Groth expressed concern about the planning for a construction boom and suggested the City should consider the impact infrastructure and other aspects of the City. Councilor Vaughan stated he was helping to coordinate the 2nd Court project to showcase murals; and advised a contractor volunteered to assist with the patchwork on the front of the Egyptian Theatre building. Councilor Melton stated Memorial Day Parade was schedule for May 26th and the Avenue of Flags was scheduled for May 28th. Mayor Shoji invited citizens to "Walk with the Mayor" in the upcoming Memorial Day Parade; and attended the Oregon Planners Conference last week and suggested the City should consider including gardening in the City's Comprehensive Plan.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for June 5, 2012 in the meeting room at the Coos Bay Public Library.

_____

Crystal Shoji, Mayor

Attest:

_____
Susanne Baker, City Recorder

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

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

ISSUE Adoption of Resolution For Volunteer Workers' Compensation Coverage

BACKGROUND

City County Insurance Services requires that members pass an updated resolution annually to extend workers' compensation insurance coverage to volunteers.

ADVANTAGES

Adoption of the resolution will allow the City of Coos Bay to provide workers' compensation coverage to volunteers with City County Insurance Services.

DISADVANTAGES

None.

BUDGET

The Fiscal Year 2012-2013 volunteer workers' compensation coverage will be contractually paid by the City of Coos Bay.

RECOMMENDATION

It is staff's recommendation the Council adopt the resolution.

City of Coos Bay

Resolution 12-12

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF COOS BAY.

WHEREAS, the City of Coos Bay elects the following pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers pursuant to CIS requirements.

1. An aggregate assumed annual wage of $2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and

2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and

3. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and

4. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Coos Bay's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the City of Coos Bay to provide for workers' compensation insurance coverage as indicated above.

The foregoing resolution was duly adopted by the City of Coos Bay, Coos County, Oregon this 5th day of June 2012.

_____
Crystal Shoji, Mayor

ATTEST:

_____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director SB

THROUGH: Rodger Craddock, City Manager RLC

ISSUE Adoption of Resolution Authorizing Inter-fund Loans

BACKGROUND

The City's auditor has recommended that we adopt a resolution each fiscal year authorizing interfund loans. This has been necessary in prior years in funds that receive grants on a reimbursement basis. The loans would be repaid to the loaning fund by the borrowing fund on or before June 30, 2013, or the respective repayments would be budgeted in the 2013-14 budget. No interest would be charged to the borrowing funds for the loan.

ADVANTAGES

The City would meet their obligations without borrowing from lending institutions and paying interest on borrowed funds. Interfund loans are an acceptable municipal accounting practice. By adopting the resolution, the City is in compliance with Oregon municipal budget law.

DISADVANTAGES

None.

BUDGET

The loans would be made from one of the City's funds and would keep the City's cash flow in each fund at a level necessary to meet the City's obligations. Therefore, there is no net effect on the budget.

RECOMMENDATION

It is staff's recommendation the City Council adopt the resolution, authorizing inter-fund borrowing and inter-fund loans during the Fiscal Year 2012-2013 budget.

City of Coos Bay

Resolution 12-13

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2012-13 FISCAL YEAR INCLUDING THOSE TO THE COOS BAY – NORTH BEND VISITOR AND CONVENTION BUREAU

WHEREAS, the City Council recognizes that interfund borrowing and loans may be necessary during the 2012-13 fiscal year; and

WHEREAS, ORS 294.468 allows the City to borrow internally as provided in this official resolution; and

WHEREAS, the need for interfund loans would be to cover the borrowing funds' cash flow needs; and

WHEREAS, the interfund loans would be repaid to the loaning funds by the borrowing funds on or before June 30, 2013 or the respective repayments would be budgeted for in the duly adopted budget for the ensuing 2013-14 fiscal year; and

WHEREAS, no interest shall be charged to the borrowing funds for such interfund loans herein authorized; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Coos Bay hereby authorizes interfund loans to be made from any City funds during the 2012-13 fiscal year, except from any fund established for bonded indebtedness to any other City funds that occur and are necessary in accordance with ORS 294.468.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 5th day of June 2012.

_____
Crystal Shoji, Mayor

ATTEST:

_____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE Adoption of Resolution 12-16

BACKGROUND

The City of Coos Bay's insurance provider, Citycounty Insurance Services (CIS), has a workers' compensation return to light duty program that the City of Coos Bay has been able to utilize this fiscal year. Through the program the City can purchase equipment to be utilized by an injured worker to perform their approved light duty job tasks.

The program requires a doctor's release to light duty for the employee and approved light duty job tasks. The City has had several employees utilize this program and Resolution 12-16 provides the budget appropriation for the reimbursement from CIS for the equipment purchases.

General Fund

	Total Appropriation Before Resolution 12-16	Resolution 12-16	New Total Appropriation
General Government	$1,212,560	$20,000	$1,232,560
Total General Fund	$15,246,024	$20,000	$15,266,024

ADVANTAGES

The City will be in compliance with ORS 294.388 with regards to the appropriation of insurance proceeds for a specific purpose.

DISADVANTAGES

None.

BUDGET

The resolution will provide the appropriation authority for the reimbursement of the insurance proceeds.

RECOMMENDATION

It is staff's recommendation the City Council adopt Resolution 12-16.

City of Coos Bay

Resolution 12- 16

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, ADOPTING A SUPPLEMENTAL BUDGET MAKING APPROPRIATIONS IN THE GENERAL FUND.

WHEREAS, the City of Coos Bay has complied with the provisions of ORS 294.338 to appropriate insurance proceeds to be used for maintenance, repair, or self-insurance for a specific purpose or purposes; and

WHEREAS, the City of Coos Bay anticipates receiving insurance payments up to $20,000 for the purchase of equipment in conjunction with the CIS workers' compensation return to light duty program; and

WHEREAS, the City of Coos Bay could not have foreseen the occurrence or condition of the CIS worker's compensation light duty program at the time the current year or current budget period budget was prepared.

NOW, THEREFORE, BE IT RESOLVED THAT, the City of Coos Bay City Council hereby authorizes the appropriation of $20,000 for the purposes cited above and as set forth:

General Fund

Resources	Other Reimbursements	$20,000	
Requirements	Material & Services	$20,000	
New Total General Government		$1,232,560	
New Total General Fund			$15,266,024

The foregoing resolution was duly adopted by the City of Coos Bay, Coos County, Oregon this 5th day of June, 2012.

_____
Crystal Shoji, Mayor

ATTEST:

_____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE Adoption of Resolution 12-17

BACKGROUND

The City's auditor recommended to the City Council in FY 2010-2011 to close several funds which did not meet the Governmental Accounting Standards Board Statement (GASB) No. 54 criteria. During the following budget cycle the Building Codes Reserve Fund, Police Public Safety Fund, and the Fire Public Safety Fund were closed. Staff has further evaluated the Insurance Reserve fund and based upon GASB 54 criteria, this fund is also being recommended to be closed to more closely align budgetary and GAAP (Generally Accepted Accounting Principles) accounting. The proposed resolution provides a mechanism to transfer the full ending fund balance as of June 30th to the General Fund and then to the Wastewater Fund to continue the intention of setting aside funds as wastewater environmental insurance.

ADVANTAGES

The City of Coos Bay budgetary and GAAP accounting will be more closely aligned.

DISADVANTAGES

None.

BUDGET

The ending balance of the Insurance Reserve fund will be transferred to the General Fund and then to the Wastewater Fund.

RECOMMENDATION

It is staff's recommendation the City Council adopt Resolution 12-17.

City of Coos Bay

Resolution 12–17

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, TO CLOSE THE INSURANCE RESERVE FUND

WHEREAS, the Governing Body of the City of Coos Bay, Oregon will close the Insurance Reserve Fund created for the purpose of setting funds aside to mitigate wastewater environmental issues; and

WHEREAS, the fund does not fit the special revenue or capital projects fund definition per GASB 54 and the City of Coos Bay has elected to close the fund to more closely align budgetary and GAAP (Generally Accepted Accounting Principles) accounting; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the City of Coos Bay, Oregon as follows:

Section 1: That the Insurance Reserve Fund be closed effective June 30, 2012.

Section 2: That any remaining fund balance be transferred in full to the General Fund and then transferred to the Wastewater Fund as of the end of June 30, 2012.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 5th day of June 2012.

_____
Crystal Shoji, Mayor

ATTEST:

_____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Sami Pierson, Library Director
Through: Rodger Craddock, City Manager RLC

ISSUE Annual Renewal of Library District Contract

BACKGROUND

The annual contract for library services between the City of Coos Bay and the Coos County Library Service District is due for renewal. It will take effect on July 1, 2012. It is an amendment to the original 1996-1997 contract because the terms of the contract are unchanged except for the amount to be paid to Southwestern Oregon Community College for provision of shared public library services.

ADVANTAGES

Approving the contract amendment will allow the City to continue receiving tax revenue from the Library District tax base for the purpose of operating the public library.

DISADVANTAGES

None

BUDGET

The 2012-13 Coos Bay Library Fund budget includes an estimated $927,000 in revenue from the library district based on the terms of this contract amendment.

RECOMMENDATION

It is staff's recommendation that the City Council approve the amendment as presented and authorize the City Manager to sign the annual library district contract amendment.

OFFICE OF LEGAL COUNSEL

Coos County Courthouse
250 N. Baxter St., Coquille, Oregon 97423
(541) 396-3121 Ext. 215; Fax (541) 396-3651
TDD Relay: 1-800-735-2900

OUBONH WHITE, County Counsel
owhite@co.coos.or.us

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jsoper@co.coos.or.us

DIANNA DAGUE, Legal Office Manager
ddague@co.coos.or.us

May 11, 2012

TO: Coos County Libraries

FROM: Dianna L. Dague, Legal Office Manager

RE: Amendment for Library Services 2012-2013

I received the budget figures for the 2012-2013 amendment to the library funding agreement. The Amendment with the new budget information is enclosed.

Please have the Amendment approved by your governing body and signed by the appropriate official. Return the signed original to this office no later than June 30th at the above-stated address.

Thank you for your assistance with this request.

Enclosure

AMENDMENT TO AGREEMENT

This Amendment to Agreement is entered into on the last date set forth below by and between the City of Coos Bay, the Coos County Library Service District, and Coos County.

The 1996-1997 library funding agreement is amended as follows:

1. The term of the library agreement is extended to include the 2012-2013 fiscal year and shall commence on July 1, 2012 and terminate on June 30, 2013.

2. The amount to be paid to SWOCC shall be $299,912 for the Coastline Budget (automation) and $291,581 for the Extended Service Office for a total of $591,493.

3. The percentages distributed to the remaining libraries shall remain the same.

4. The 1996-1997 funding agreement shall remain in full force and effect in all other respects.

CITY OF COOS BAY

_____ Date:_____
(Signature of Official)

_____ _____
Print Name Title

COOS COUNTY LIBRARY SERVICE DISTRICT GOVERNING BODY:
(COOS COUNTY BOARD OF COMMISSIONERS)

_____
Chair

_____
Commissioner

_____ Date:_____
Commissioner

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 05, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Abby's Legendary Pizza**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 09, 2012, Buddy Reynolds, an agent of Abby's Legendary Pizza of Coos Bay submitted a renewal application for their existing OLCC license for their restaurant. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:
If it pleases the Council, recommend the approval of Abby's Legendary Pizza OLCC License renewal.

5/10/12 JL

RECEIVED
MAY - 9 2012
City of Coos Bay

Oregon Liquor Control Commission

PO Box 22297, Milwaukie, OR 97269 1-800-452-6522

License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **LIMITED ON-PREMISES SALES**	*District:* **3**	*License:* **156724**	*Premises:* **14444**	*Code:* **226**

ABBY'S INC
997 S 1ST ST
COOS BAY, OR 97420

Licensee(s) **ABBY'S INC**

Server Education Designee(s)
REYNOLDS, BUDDY R 05/01/2013

Tradename **ABBY'S LEGENDARY PIZZA OF COOS BAY**
997 S 1ST ST
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by 06/11/2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	*Responses:*
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name DOB
(2) Please list a daytime phone number.	Phone Number:
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company, Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Unigard Ins. Policy # CM008719 Insurance Agent's Phone # 800-866-9001
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☑ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☑ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☑ NO ☐ YES ☞ EXPLAIN:

4 5 2 0 0 1 A 1

Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$202.60**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$252.60**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$282.60**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ **NO** ☑ **YES**

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature *– Please have each licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Buddy Reynolds			m	4/30/12		☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2011	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for Bassett-Hyland Energy Company

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 09, 2012, Owners of Bassett-Hyland Energy Company submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Bassett-Hyland Energy Company OLCC License renewal.

5/10/12 JA

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154268**	*Premises:* **16824**	*Code:* **227**

BASSETT-HYLAND ENERGY CO
PO BOX 689
COOS BAY, OR 97420

RECEIVED
MAY - 9 2012
City of Coos Bay

Licensee(s) **BASSETT-HYLAND ENERGY CO**

Tradename **BASSETT HYLAND ENERGY COMPANY**
1059 EVANS BLVD
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	*Responses:*
(1) Please list a daytime phone number.	Phone Number: 541-267-2107
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☑ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☑ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☑ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☑ NO ☐ YES

4 5 2 0 0 1 A 1

Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☑ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
SCOTT BASSETT			M	5.8.12	Scott Bassett	☐ NO ☑ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Benetti's Italian Restaurant**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On April 25, 2012, Joe Benetti, owner of Benetti's Italian Restaurant submitted a renewal application for their existing OLCC license's at their business. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Benetti's Italian Restaurant OLCC License's renewal.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

NEED SVED

YOUR DUE DATE FOR RENEWAL IS *June 11, 2012*.

License Type: FULL ON-PREMISES SALES	*District:* 3	*License:* 154269	*Premises:* 9782	*Code:* 225

BOONDOX INC
260 S BROADWAY
COOS BAY, OR 97420

Licensee(s) BOONDOX INC

Server Education Designee(s)
BENETTI, JOE 01/16/2012

Tradename
BENETTI'S ITALIAN RESTAURANT
260 S BROADWAY
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON *06/30/2012*. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name N/A DOB
(2) Please list a daytime phone number.	Phone Number: 541-267-6066
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result N/A
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company,Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company LIBERTY N.W. Policy # BENE057601 Insurance Agent's Phone # 541-267-3165
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

Receipt #1025679 4/25/12 JA

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Please proceed to back side.

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Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by *06/11/2012* please pay this amount.	$402.60
If completed renewal application is postmarked after *06/11/2012* **but on or before** *06/30/2012* please pay this amount.	$502.60
If completed renewal application is postmarked after *06/30/2012* please pay this amount.	$562.60

Local Government- Send Payment to local government listed below.	
Local government City of Coos Bay, Finance Dept. located at 500 Central Ave ; Coos Bay, OR 97420 requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's date*	*Signature*	*SSN Authorization*
Joe J. Benetti			M	4/25/12		☐ NO ☒ YES
Patricia L Benetti			F	4/25/12		☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Best Western Holiday Motel**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 15, 2012, The owners of Best Western Holiday Motel submitted a renewal application for their existing OLCC license's at their business. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Best Western Holiday Motel OLCC License's renewal.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **156080**	*Premises:* **46755**	*Code:* **227**

LLERTTOC INC
411 N BAYSHORE DR
COOS BAY, OR 97420

Licensee(s) **LLERTTOC INC**

Tradename **BEST WESTERN HOLIDAY MOTEL**
411 N BAYSHORE DR
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number:
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☐ NO ☒ YES

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Please proceed to back side.

GD $25.00 5/15/12 CR# 107859

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before** 06/30/2012 please pay this amount.	**$125.00**
If completed renewal application is postmarked after 06/30/2012 please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☐ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Thomas L Cottrell THOMAS L. COTTRELL			M	5-10-12	Thomas Cottrell	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for Bi-Mart Store #668

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 1, 2012, Owners of Bi-Mart store #668 submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Bi-Mart store #668 OLCC License renewal.

5/1/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154247**	*Premises:* **36012**	*Code:* **227**

BI-MART CORP
PO BOX 2310
EUGENE, OR 97420

Licensee(s) **BI-MART CORP**

Tradename **BI-MART #668**
550 S 4TH ST
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: (541) 344-0681
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
DAN CHIN			M	4/30/12	Dan Chin	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Coney Station Inc.**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 7, 2012 Eugene W. Jones, Agent for Coney Station Inc. submitted a renewal application for their existing OLCC license at their club. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Coney Station Inc OLCC License renewal.

5/7/12 JL

Oregon Liquor Control Commission

PO Box 22297, Milwaukie, OR 97269 1-800-452-6522

License Renewal Application

YOUR DUE DATE FOR RENEWAL IS *June 11, 2012*.

License Type: FULL ON-PREMISES SALES	*District:* 3	*License:* 155940	*Premises:* 22836	*Code:* 225

CONEY STATION INC
295 S BROADWAY
COOS BAY, OR 97420

Licensee(s) CONEY STATION INC

Server Education Designee(s)
JONES, EUGENE W 04/29/2013

Tradename
CONEY STATION #1
295 S BROADWAY
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON *06/30/2012*. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	*Responses:*
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name DOB
(2) Please list a daytime phone number.	Phone Number: 541 269 6948
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company,Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company ANCHOR BAY INSURANCE MANAGERS, INC Policy # OCP 689 758 Insurance Agent's Phone # 541 267 4124
(5)Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

1

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by *06/11/2012* please pay this amount.	$402.60
If completed renewal application is postmarked after *06/11/2012* **but on or before** *06/30/2012* please pay this amount.	$502.60
If completed renewal application is postmarked after *06/30/2012* please pay this amount.	$562.60

Local Government- Send Payment to local government listed below.	
Local government City of Coos Bay, Finance Dept. located at 500 Central Ave ; Coos Bay, OR 97420 requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have each licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's date*	*Signature*	*SSN Authorization*
EUGENE W. JONES	[redacted]	[redacted]	M	4/25/12	EWJ	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 05, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for El Sombrero

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 10, 2012, Monica Ruiz-Perez, owner of El Sombrero submitted a renewal application for their existing OLCC license's at their business. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the El Sombrero OLCC License's renewal.

5/10/12 JA

Oregon Liquor Control Commission

PO Box 22297, Milwaukie, OR 97269 1-800-452-6522

License Renewal Application

YOUR DUE DATE FOR RENEWAL IS *June 11, 2012*.

License Type: FULL ON-PREMISES SALES	*District:* 3	*License:* 165105	*Premises:* 35193	*Code:* 225

EL SOMBRERO R LLC
252 S BROADWAY
COOS BAY, OR 97420

Licensee(s) EL SOMBRERO R LLC

Server Education Designee(s)
RUIZ PEREZ, MONICA 01/18/2016

Tradename EL SOMBRERO
252 S BROADWAY
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON *06/30/2012*. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name N/A DOB N/A
(2) Please list a daytime phone number.	Phone Number:
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result N/A
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company,Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Liberty Northwest Policy # BK5549533726 Insurance Agent's Phone #541-756-4121
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

N A

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by *06/11/2012* please pay this amount.	$402.60
If completed renewal application is postmarked after *06/11/2012* **but on or before** *06/30/2012* please pay this amount.	$502.60
If completed renewal application is postmarked after *06/30/2012* please pay this amount.	$562.60

Local Government- Send Payment to local government listed below.	
Local government City of Coos Bay, Finance Dept. located at 500 Central Ave ; Coos Bay, OR 97420 requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☑ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's date*	*Signature*	*SSN Authorization*
Monica Ruiz Perez	[redacted]	[redacted]	F	05/10		☐ NO ☑ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 05 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Elk's Lodge #1160**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 18, 2012, a representative, of The Elk's Lodge #1160, submitted a renewal application for their existing OLCC license at their club. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Elk's Lodge #1160 OLCC License renewal.

5/18/12 JA

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

RECEIVED
MAY 18 2012
City of Coos Bay

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **FULL ON-PREMISES SALES**	*District: 3*	*License:* **156158**	*Premises:* **35533**	*Code:* **225**

ELKS LODGE #1160, COOS BAY
265 CENTRAL AVE
COOS BAY, OR 97420

Licensee(s) **ELKS LODGE #1160, COOS BAY**

Server Education Designee(s)
~~**JOHNSON, SHERRY L 01/09/2013**~~
See Below

Tradename **ELKS LODGE #1160 COOS BAY**
265 CENTRAL AVE
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name LETA J. FAVALORA-ECKLEY DOB
(2) Please list a daytime phone number.	Phone Number: 541-266-7320
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result NONE
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company, Policy/ID # and your Insurance agent's phone number.	Insurance/Bonding Company ADN RISK SERVICE OF IL Policy # 31-3-744465 Insurance Agent's Phone # 1-800-421-3557
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is received by ***06/11/2012*** please pay this amount.	**$202.60**
If completed renewal application is received after ***06/11/2012*** **but on or before** ***06/30/2012*** please pay this amount.	**$252.60**
If completed renewal application is received after ***06/30/2012*** please pay this amount.	**$282.60**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ **NO** ☒ **YES**

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Date*	*Signature*	*SSN Authorization*
Barbara Porter			5/16/12	Barbara Porter	☐ NO ☒ YES
					☐ NO ☐ YES
					☐ NO ☐ YES
					☐ NO ☐ YES
					☐ NO ☐ YES
					☐ NO ☐ YES
					☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for Englewood Market

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On 04/30/2012, Bruce Parry, Owner of the Englewood Market submitted a renewal application for his existing OLCC license at store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Englewood Market OLCC License renewal.

4/30/12 JA

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154836**	*Premises:* **4121**	*Code:* **227**

PARRY CORP
1434 SOUTHWEST BLVD
COOS BAY, OR 97420

Licensee(s) **PARRY CORP**

Tradename **ENGLEWOOD MARKET**
1434 SOUTHWEST BLVD
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: 541-269-2717
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Bruce A. Parry	[redacted]	[redacted]	M	4/30/12	[signature]	☒ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for Fred Meyer

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 21, 2012, Owners of the Coos Bay Fred Meyer store submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Coos Bay Fred Meyer Store's OLCC License renewal.

5/21/12 JA

RECEIVED
MAY - 8 2012
City of Coos Bay

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154775**	*Premises:* **4117**	*Code:* **227**

FRED MEYER STORES INC
TAX-BUSINESS LICENSES
PO BOX 305103
NASHVILLE, TN 37230

Licensee(s) **FRED MEYER STORES INC**

Tradename **FRED MEYER #50**
1020 S FIRST
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	*Responses:*
(1) Please list a daytime phone number.	Phone Number:
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result N/A
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☑ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☑ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☑ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☑ NO ☐ YES

4 5 2 0 0 1 A 1

Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have each licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
David W. Deatherage			M	5/3/12	David Deatherage	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for Gooney's Sports Bar

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 15, 2012, Ron and Lori Ross, Owners of Gooney's Sports Bar submitted a renewal application for their existing OLCC license at their club. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of Gooney's Sports Bar OLCC License renewal.

5/15/12 JA

Oregon Liquor Control Commission

PO Box 22297, Milwaukie, OR 97269 1-800-452-6522

License Renewal Application

YOUR DUE DATE FOR RENEWAL IS *June 11, 2012*.

License Type: FULL ON-PREMISES SALES	*District:* 3	*License:* 154486	*Premises:* 4122	*Code:* 225

AIMS INC
3290 OCEAN BLVD
COOS BAY, OR 97420

Licensee(s) **AIMS INC**

Server Education Designee(s)
ROSS, RONALD E 06/02/2015

Tradename **GOONEY'S SPORTS BAR**
3290 OCEAN BLVD
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON *06/30/2012*. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name N/A DOB
(2) Please list a daytime phone number.	Phone Number: 541-266-7090
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result N/A
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company,Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Western Heritage Policy # SCP0764048 541-915-4303 / 541-268-4856 Insurance Agent's Phone #
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

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Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC. CK#7908	*Dollar Amount ($)*
If completed renewal application is postmarked by ***06/11/2012*** please pay this amount.	**$402.60**
If completed renewal application is postmarked after ***06/11/2012*** **but on or before** ***06/30/2012*** please pay this amount.	**$502.60**
If completed renewal application is postmarked after ***06/30/2012*** please pay this amount.	**$562.60**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES CK# 7907 $25.00

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's date*	*Signature*	*SSN Authorization*
Ron Ross	[redacted]		M	5/10/12	Ron Ross	☒ NO ☐ YES
Lori Ross	[redacted]		F	5/10/12	Lori Ross	☒ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Coos Bay Grocery Outlet**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 21, 2012, Patricia Backman, Owner of the Coos Bay Grocery Outlet submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Coos Bay Grocery Outlet OLCC License renewal.

5/21/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: OFF-PREMISES SALES	*District:* 3	*License:* 154118	*Premises:* 16234	*Code:* 227

GPF INC
1385 NEWMARK
COOS BAY, OR 97420

Licensee(s) **GPF INC**
GROCERY OUTLET INC

Tradename **COOS BAY GROCERY OUTLET**
1385 NEWMARK
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	*Responses:*
(1) Please list a daytime phone number.	Phone Number: 541-888-6702
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3)Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

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Please proceed to back side.

Agenda Item #3g

License Fees – Please make check/money order to OLCC. Do not mail cash. Send payment to OLCC.	Dollar Amount ($)
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government – Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have each licensee sign below. An authorized official with a corporation, member of an LLC or a partner of a limited partnership must sign for a legal entity.						
Name (First, Middle, Last)	Social Security Number	Date of Birth	Sex M/F	Today's Date	Signature	Social Security Authorization
Patricia Anne Backman			F	5.03.12	Patricia Anne Backman	☐ NO ☒ YES
MICHAEL WARD			M	5.7.12		☐ NO ☐ YES
LRD GROCERY OUTLET INC						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

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CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager RC

ISSUE: OLCC License Renewals for Kum Yon's Restaurant

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On April 30, 2012, The Owner of Kum Yon's Restaurant submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Kum Yon's Restaurant OLCC License renewal.

4/30/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **LIMITED ON-PREMISES SALES**	*District:* **3**	*License:* **155044**	*Premises:* **15091**	*Code:* **226**

TAEGU FOOD LLC
PO BOX 621
COOS BAY, OR 97420

Licensee(s) **TAEGU FOOD LLC**

Server Education Designee(s)
PRATT, KUM YON 05/14/2013

Tradename **KUM YON'S RESTAURANT**
835 S BROADWAY
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by 06/11/2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name DOB
(2) Please list a daytime phone number.	Phone Number: 541-294-0519
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company, Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Oregon Mutual Insurance Group Policy # 87427 4030 Insurance Agent's Phone # 541-269-1103
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$202.60**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$252.60**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$282.60**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ **NO** ☒ **YES**

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have each licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
KUM YON PRATT	[redacted]	[redacted]	F	5-1-12	Kum Yon Pratt	☒ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Margarita's Mexican Grill**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 11, 2012, The Owner of Margarita's Mexican Grill submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Margarita's Mexican Grill OLCC License renewal.

5/11/12 JL

Oregon Liquor Control Commission

PO Box 22297, Milwaukie, OR 97269 1-800-452-6522

License Renewal Application

YOUR DUE DATE FOR RENEWAL IS *June 11, 2012*.

License Type: FULL ON-PREMISES SALES	*District:* 3	*License:* 155936	*Premises:* 47677	*Code:* 225

RODRIGUEZ, CARLOS R
825 CENTRAL AVE
COOS BAY, OR 97420

Licensee(s)

RODRIGUEZ, CARLOS R 11/21/2016
RODRIGUEZ, MIRIAM 02/04/2013

Server Education Designee(s)

Tradename

MARGARITA'S MEXICAN GRILL
825 CENTRAL AVE
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON *06/30/2012*. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name _____ DOB _____
(2) Please list a daytime phone number.	Phone Number: 541-888-9459
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company,Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Fallhart Insurance Policy # BSP346925 Insurance Agent's Phone # 541-271-2146
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☑ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☑ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☑ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by *06/11/2012* please pay this amount.	$402.60
If completed renewal application is postmarked after *06/11/2012* **but on or before** *06/30/2012* please pay this amount.	$502.60
If completed renewal application is postmarked after *06/30/2012* please pay this amount.	$562.60

Local Government- Send Payment to local government listed below.	
Local government City of Coos Bay, Finance Dept. located at 500 Central Ave ; Coos Bay, OR 97420 requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

***Signature** – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's date*	*Signature*	*SSN Authorization*
Carlos Rodriguez			M	5-9-12	Carlos Rodriguez	☐ NO ☒ YES
Myriam Rodriguez			F	5-9-12	Myriam Rodriguez	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for McKay's Markets

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 10, 2012, The Owners of McKay's Market submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the McKay's Market OLCC License renewal.

5/10/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154983**	*Premises:* **4130**	*Code:* **227**

KE MCKAYS MARKET OF COOS BAY INC
PO BOX 1080
COOS BAY, OR 97420

Licensee(s) **KE MCKAYS MARKET OF COOS BAY INC**

Tradename **MCKAY'S MARKET**
149 S CENTRAL ST
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: 541-269-5921
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

4 5 2 0 0 1 A 1

Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
C.P. McKay	- -	/ /	M	5/9/12	C.P. McKay	☐ NO ☒ YES
		/ /				☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

5/10/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154984**	*Premises:* **4131**	*Code:* **227**

KE MCKAYS MARKET OF COOS BAY INC
PO BOX 1080
COOS BAY, OR 97420

Licensee(s) **KE MCKAYS MARKET OF COOS BAY INC**

Tradename **MCKAY'S MARKET**
130 N CAMMANN
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: 541-269-5921
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
C. P. McKAY	544-30-[illegible]	[illegible]	M	5/9/12	C.P.McKay	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

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CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for Oregon Coast Culinary Institute (SOCC)

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 21, 2012, Shawn Hanlin, a representative of the Southwestern Oregon Community College submitted a renewal application for their existing OLCC license for the Oregon Coast Culinary Institute. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Oregon Coast Culinary Institute's OLCC License renewal.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

NEED SVED

YOUR DUE DATE FOR RENEWAL IS June 11, 2012. 5/21/12 JL

License Type: **LIMITED ON-PREMISES SALES**	*District:* **3**	*License:* **156099**	*Premises:* **41258**	*Code:* **226**

SOUTHWESTERN OREGON COMMUNITY COLLEGE
1988 NEWMARK
COOS BAY, OR 97420

Licensee(s) **SOUTHWESTERN OREGON COMMUNITY COLLEGE**

Server Education Designee(s)
HANLIN, SHAWN L 06/12/2012

Tradename **OREGON COAST CULINARY INSTITUTE**
1988 NEWMARK
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by 06/11/2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:*** N/A
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name _____ DOB
(2) Please list a daytime phone number.	Phone Number: 541-888-5460
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result N/A
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company, Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company _____ Policy # _____ Insurance Agent's Phone # _____
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

RECEIVED
MAY 15 2012

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	***Dollar Amount ($)***
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$202.60**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$252.60**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$282.60**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.** No longer needs to have licensees send in copy of renewals. **Have you met all Local Government Requirements?**	☐ NO ☑ YES ☐ NO ☐ YES ☐ N/A

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

Signature – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or a partner of a limited partnership must sign for a legal entity.

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
SHAWN HANLIN		-/-/	M	5/21/12		☐ NO ☑ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for T n T Market

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On April 30, 2012 Tom Craig, Owner of the T n T Market submitted a renewal application for his existing OLCC license at store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the T n T Market OLCC License renewal.

PO Box 22297, Milwaukie, OR 97269 1-800-452-6522

License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

4/30/12 JA

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154086**	*Premises:* **4153**	*Code:* **227**

CRAIG & CRAIG INC
CRAIG & CRAIG INC
PO BOX 4001
EASTSIDE, OR 97420

Licensee(s) **CRAIG & CRAIG INC**

Tradename **T N T MARKET**
899 D ST
COOS BAY OR 97420

Instructions:

1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: 541-267-2409
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before** 06/30/2012 please pay this amount.	**$125.00**
If completed renewal application is postmarked after 06/30/2012 please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

***Signature** – Please have each licensee sign below. An authorized officer with a corporation, a member of an LLC, or a partner of a limited partnership must sign for a legal entity.*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Thomas A. CRAIG-			M	4/3/12	Thomas A Craig	☐ NO ☒ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **Wal-Mart Super Center #1880**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 10, 2012, Representatives of the Wal-Mart Supercenter #1880 submitted a renewal application for their existing OLCC license at their store. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Wal-Mart Supercenter #1880 OLCC License renewal.

5/10/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

RECEIVED
MAY 10 2012
City of Coos Bay

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **154510**	*Premises:* **37106**	*Code:* **227**

WAL-MART STORES INC
LICENSING DEPTARTMENT
702 SW 8TH ST DEPT 8916
BENTONVILLE, AR 72716-0500

Licensee(s) **WAL-MART STORES INC**

Tradename **WAL-MART SUPERCENTER #1880**
2051 NEWMARK AVE
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: 479-277-2768
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result N/A
(3)Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☒ NO ☐ YES

4 5 2 0 0 1 A 1

Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ **NO** ☒ **YES**

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

***Signature** – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Andrea Lazenby			F	5/2/12		☐ NO ☐ YES
Assistant Secretary						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for **SUMIN'S RESTAURANT**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 14, 2012, The Owner of Sumin's Restaurant submitted a renewal application for their existing OLCC license at their restaurant. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Sumin's Restaurant OLCC License renewal.

5/14/12 JK

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **LIMITED ON-PREMISES SALES**	*District:* **3**	*License:* **154435**	*Premises:* **22280**	*Code:* **226**

KU, CHUNG N
298 "B" S BROADWAY
COOS BAY, OR 97420

Licensee(s) **KU, CHUNG N 06/06/2013**
KU, KYONG Y 06/05/2013

Server Education Designee(s)

Tradename **SUMIN'S RESTAURANT**
298 "B" S BROADWAY
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by 06/11/2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth. no	Name no change DOB
(2) Please list a daytime phone number.	Phone Number: 541-267-0119
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result none
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company, Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Farmers Insurance Policy # BM94735 Insurance Agent's Phone # 503-644-7227
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☒ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

1025847 cl/ul

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$202.60**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$252.60**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$282.60**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☒ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

***Signature** – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an <u>LLC</u>, or <u>a</u> partner of a limited partnership must sign for a legal entity.*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Ku, Chung N			F	5-9-12	⊗	☒ NO ☐ YES
Ku, Kyong Y			M	5-9-12	⊗	☒ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
THROUGH: Rodger Craddock, City Manager

ISSUE: OLCC License Renewals for the **Silver Dollar Tavern**

BACKGROUND:

Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to OLCC regarding approval of or denial of initial OLCC license applications and subsequent yearly renewals. As part of the process, the Police Department reviews all initial and renewal applications to ensure compliance with applicable regulations. The City Council is charged with the responsibility for recommending approval or denial of these applications to the Oregon Liquor Control Commission bases on information submitted by the Police Department.

On May 03, 2012, Giustina Lund, Owner of the Silver Dollar Tavern submitted a renewal application for their existing OLCC license at their club. Support Services Supervisor Linda Mitchell has reviewed the renewal application, conducted a records check of the business and applicants. The investigation revealed no information that would prohibit the approval of the application.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

A business, operating in compliance with OLCC regulations, can add to the economic stability of our community.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, recommend the approval of the Silver Dollar Tavern OLCC License renewal.

5/3/12 JA

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS *June 11, 2012*.

License Type: FULL ON-PREMISES SALES	*District:* 3	*License:* 157021	*Premises:* 4126	*Code:* 225

LUND ENTERPRISES INC
479 NEWMARK ST
COOS BAY, OR 97420

Licensee(s) LUND ENTERPRISES INC

Server Education Designee(s)
LUND, GIUSTINA D 06/08/2016

Tradename SILVER DOLLAR TAVERN
479 NEWMARK ST
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON *06/30/2012*. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Is there a change in your Server Education Designee? If yes, please list their name and date of birth.	Name DOB
(2) Please list a daytime phone number.	Phone Number: 541 888 5634
(3) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result 0
(4) Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN $300,000.** Please list Insurance/Bonding Company,Policy/ID # and Insurance agent's phone number.	Insurance/Bonding Company Western Heritage Policy # SC P0839925 Insurance Agent's Phone #
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☑ NO ☐ YES ☞ EXPLAIN:
(6) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☑ NO ☐ YES ☞ EXPLAIN:
(7) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☑ NO ☐ YES ☞ EXPLAIN:

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Please proceed to back side.

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by *06/11/2012* please pay this amount.	$402.60
If completed renewal application is postmarked after *06/11/2012* **but on or before** *06/30/2012* please pay this amount.	$502.60
If completed renewal application is postmarked after *06/30/2012* please pay this amount.	$562.60

Local Government- Send Payment to local government listed below.	
Local government City of Coos Bay, Finance Dept. located at 500 Central Ave ; Coos Bay, OR 97420 requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ NO ☑ YES

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

***Signature** – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a member of an LLC, or a partner of a limited partnership must sign for a legal entity.</u>*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's date*	*Signature*	*SSN Authorization*
Cristina D Lund	[redacted]	[redacted]	F	5/2/12	Cristina D Lund	☐ NO ☑ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

5/3/12 JL

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: **OFF-PREMISES SALES**	*District:* **3**	*License:* **157020**	*Premises:* **4126**	*Code:* **227**

LUND ENTERPRISES INC
479 NEWMARK ST
COOS BAY, OR 97420

Licensee(s) **LUND ENTERPRISES INC**

Tradename **SILVER DOLLAR TAVERN**
479 NEWMARK ST
COOS BAY OR 97420

Instructions:
1. Answer all questions completely on the renewal application.
2. Each licensee listed above must sign the renewal application. If any licensee is a legal entity (Corporation, LLC, etc.) an authorized person must sign for the entity.
3. Submit annual processing fee to your local governing body.
4. Return ***completed*** renewal application along with the appropriate license fee ***by June 11, 2012 to avoid late fees.***

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2012. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Operational Questions:	***Responses:***
(1) Please list a daytime phone number.	Phone Number: 541 888-5634
(2) Please list all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	Name Offense Date City/State Result D
(3) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	☑ NO ☐ YES ☞ EXPLAIN:
(4) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☑ NO ☐ YES ☞ EXPLAIN:
(5) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☑ NO ☐ YES ☞ EXPLAIN:
(6) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacture? **Note: You may not conduct tastings if your establishment sells gasoline or other fuel products.**	☑ NO ☐ YES

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Please proceed to back side.

Agenda Item #3g

License Fees - Please make check or money order to OLCC. Do not mail cash. Send payment to OLCC.	*Dollar Amount ($)*
If completed renewal application is postmarked by **06/11/2012** please pay this amount.	**$100.00**
If completed renewal application is postmarked after **06/11/2012 but on or before 06/30/2012** please pay this amount.	**$125.00**
If completed renewal application is postmarked after **06/30/2012** please pay this amount.	**$140.00**

Local Government- Send Payment to local government listed below.	
Local government **City of Coos Bay, Finance Dept.** located at **500 Central Ave ; Coos Bay, OR 97420** requires a **$25.00** processing fee. Have you paid this processing fee? **We will not process your application until this has been paid.**	☐ **NO** ☑ **YES**

MANDATORY DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER

Federal and State laws require you to provide your Social Security Number to the Oregon Liquor Control Commission (OLCC) on the license renewal application. The OLCC will refuse a renewal if an applicant signing the renewal fails to provide his/her Social Security Number. The Social Security Number will be used only for Child Support Enforcement purposes, unless you authorize the use of your Social Security Number for the additional administrative purposes listed below (42 USC § 666(a)(13) & ORS 25.785).

The OLCC also asks for your authorization to use your Social Security Number(s) for additional administrative purposes, to make our application process more efficient and accurate. We use your Social Security Number to:

1. Help us keep accurate records about your identity because applicants often have the same last name and birth date.
2. Ensure your identity when we run a criminal background check through law enforcement agencies.
3. Match your license application to your Alcohol Server Education class and test score (applies only to applicants who are required by law to take and pass an alcohol server education program.)

Our authority to request this use is ORS 471.311 and OAR 845-005-0312(6). **Please check the box next to your signature to authorize our use of your Social Security Number for the additional administrative purposes listed above.**

You will not be denied a right, benefit or privilege if you do not authorize the OLCC to use your Social Security Number for these additional administrative purposes (5 US § C 552(a)).

***Signature** – Please have <u>each</u> licensee sign below. An authorized officer with a corporation, <u>a</u> member of an LLC, or <u>a</u> partner of a limited partnership must sign for a legal entity.*

Print Name	*Social Security Number*	*Date of Birth*	*Sex M/F*	*Today's Date*	*Signature*	*SSN Authorization*
Gustina D Lund	- -		F	5/3/12	Gustina D Lund	☐ NO ☑ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES
						☐ NO ☐ YES

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CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE Public Hearing on the Use of State Revenue Sharing and Adoption of Resolution

BACKGROUND

In order to participate in the State Revenue Sharing Funds program a public hearing is required to be held before the Budget Committee and the City Council. A public hearing before the Budget Committee was held April 24, 2012. In accordance with ORS 221.770, a public hearing before the City Council has been scheduled and published for the purpose of taking public input on the use of State Revenue Sharing funds.

ADVANTAGES

By holding a hearing and adopting the resolution, it ensures the City is in compliance with ORS 221.770 and is eligible to receive State Revenue Sharing Funds for fiscal year 2012-13.

DISADVANTAGES

None.

BUDGET

Adoption of the resolution provides notice to the state of the City's intent to participate in the State Revenue Sharing program.

RECOMMENDATION

It is staff's recommendation the City Council

1) Hold the public hearing and accept input in the use of State Revenue Sharing Funds, and

2) Adopt the resolution to accept State Revenue Sharing funds.

City of Coos Bay

Resolution 12-14

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON APPROVING PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating that they elect to receive state revenue sharing money; and

WHEREAS, the required hearing was held on April 24, 2012.

NOW THEREFORE, BE IT RESOLVED, that the City of Coos Bay elects to receive state revenues for Fiscal Year 2012-2013.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 5th day of June 2012.

_____
Crystal Shoji, Mayor

ATTEST:

_____
Susanne Baker, City Recorder

I certify that a public hearing before the Budget Committee was held April 24, 2011 and a public hearing before the City Council was held on June 5, 2012 giving citizens an opportunity to comment on use of State Revenue Sharing.

_____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE Public Hearing on the Fiscal Year 2012-2013 Budget and Adoption of Resolution

BACKGROUND

The proposed budget for fiscal year 2012-2013 has been reviewed by the Budget Committee, approved on April 24, 2012, and recommended to be forwarded to the City Council for adoption. In accordance with Oregon budget law a public hearing before the City Council has been scheduled and published for the purpose of taking public input on the budget for the June 5, 2012 meeting.

ADVANTAGES

Following ORS 294 ensures the City is in compliance with Oregon budget law and adoption of the resolution provides the City with appropriation authority.

DISADVANTAGES

None.

BUDGET

Adoption of the resolution adopts the budget for Fiscal Year 2012-2013, makes appropriations, and levies taxes.

RECOMMENDATION

It is staff's recommendation the City Council

1) Hold the public hearing and accept input, and

2) Adopt the resolution for the Fiscal Year 2012-2013 budget.

City of Coos Bay
Resolution 12-15

A RESOLUTION ADOPTING THE BUGET OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, FOR THE 2012-2013 TAX YEAR, MAKING APPROPRIATIONS FOR THE PURPOSES DESIGNATED, AND LEVYING TAXES

WHEREAS, a hearing was held at the City of Coos Bay, within the said City on June 5, 2012, to discuss the Fiscal Year 2012-2013 budget and the tax levy for 2012-2013.

BE IT RESOLVED that the Coos Bay City Council hereby adopts the budget for the Fiscal Year 2012-2013 in the sum of **$ 51,326,824** now on file in the Finance Department at City Hall 500 Central Avenue, Coos Bay Oregon.

BE IT RESOLVED that the amounts for the Fiscal Year Beginning July 1, 2012, and for the purposes shown below, are hereby appropriated, as follows:

APPROPRIATIONS FOR FISCAL YEAR ENDING JUNE 30, 2013

GENERAL FUND		
General Government: City Council, City Manager/Urban Renewal Administration, Finance, City Attorney, City Hall, Community Contributions, Non-Departmental Total General Government		$ 1,305,856
Public Safety: Police and Fire		$ 6,886,135
Public Works and Development: Administration, Planning, Grants, Engineering, Parks, ODF&W and Coos Bay North Bend Water Board IFA Project 2010 Total Public Works and Development		$ 4,455,926
Other Financing Uses and Expenditures:		
Debt Service	$ 735,971	
Special Payments	118,098	
Transfers	1,232,057	
Contingency	650,000	
Total Other Financing Uses and Expenditures		$ 2,736,126
Total General Fund Appropriations		**$ 15,384,043**
STATE GAS TAX FUND		
Street Maintenance	$ 1,070,122	
Transfers to Other Funds	8,000	
Total State Gas Tax Fund Appropriations		**$ 1,078,122**
WASTEWATER FUND		
Wastewater Collection and Treatment	$ 3,279,213	
Contingency	631,051	
Transfers to Other Funds	2,506,371	
Total Wastewater Fund Appropriations		**$ 6,416,635**
HOTEL/MOTEL TAX FUND		
Tourism Promotion Program		**$ 668,323**

LIBRARY Fund		
Library Operations	$ 1,102,214	
Contingency	262,937	
Total Library Fund Appropriations		**$ 1,365,151**
BUILDING CODES FUND		
Building Codes Operations	$ 433,289	
Transfer	$ 5,300	
Contingency	50,185	
Total Building Codes Fund Appropriations		**$ 488,774**
9-1-1 TAX FUND		
9-1-1 Communications Operations	$ 189,105	
Contingency	15,554	
Total 9-1-1 Fund Appropriations		**$ 204,659**
GENERAL OBLIGATION BOND REDEMPTION FUND		
Debt Service		**$ 488,300**
REVENUE BOND REDEMPTION FUND		
Debt Service		**$ 3,024,840**
SPECIAL IMPROVEMENT FUND		
Materials and Services	$ 14,550	
Capital Outlay	137,814	
Total Special Improvement Fund Appropriation		**$ 152,364**
STREET IMPROVEMENT FUND		
Capital Outlay		**$ 176,274**
PARK IMPROVEMENT FUND		
Materials and Services	$ 2,429	
Capital Outlay	580,000	
Contingency	4,520	
Total Park Improvement Fund Appropriations		**$ 586,949**
TRANSPORTATION SDC FUND		
Capital Outlay		**$ 14,414**
BICYCLE/PEDESTRIAN PATH CONSTRUCTION FUND		
Capital Outlay		**$ 22,377**
WASTEWATER IMPROVEMENT FUND		
Capital Outlay	$ 10,723,984	
Transfers to Other Funds	1,040,000	
Total Wastewater Improvement Fund Appropriations		**$ 11,763,984**
FIRE STATION RESERVE FUND		
Transfers to Other Funds		**$ 129,375**
MAJOR CAPITAL RESERVE FUND		
Materials and Services	$ 113,500	
Capital Outlay	1,601,000	
Transfers to Other Funds	75,000	

Total Major Capital Reserve Fund Appropriations			**$ 1,789,500**
JURISDICTIONAL EXCHANGE STREETS RESERVE FUND			
Debt Service			**$ 118,098**
TECHNOLOGY RESERVE FUND			
Materials and Services		$ 45,000	
Capital Outlay		153,315	
Transfers to Other Funds		4,585	
Total Technology Reserve Fund Appropriations			**$ 202,900**
COUNTY-WIDE CAD CORE RESERVE FUND			
Materials and Services		$ 10,000	
Capital Outlay		15,886	
Total County-wide CAD Core Reserve Fund Appropriations			**$ 25,886**
Total Appropriations All Funds			**$ 44,100,968**
Total Unappropriated:	General Fund	$ 859,036	
	Building Codes Fund	285,776	
	9-1-1 Tax Fund	38,848	
	General Obligation Bond Redemption F	235,291	
	Revenue Bond Redemption Fund	597	
Total Appropriations All Funds			**$ 1,419,548**
Total Reserve Funds:	Wastewater SDC	242,390	
	Stormwater SDC	18,723	
	Insurance	297,745	
	Major Capital	1,259	
	Jurisdictional Exchange	4,822,359	
	Technology Reserve	20,000	
	County-wide CAD Core	10,000	
	Rainy Day	393,832	
Total Reserve for Future Expenditures			**$ 5,806,308**
Total Budget Fiscal 2012-2013			**$ 51,326,824**

BE IT RESOLVED, that the City Council of the City of Coos Bay hereby imposes the taxes provided for in the adopted budget at the rate of 6.3643 per $1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2012-2013 upon the assessed value of all taxable property within the city.

CATEGORIZING THE TAX

	General Government	Excluded from Limitation
General Fund	**$6.3643/$1,000**	
Debt Service Fund		**$ 542,556**

The foregoing resolutions was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 5th day of June 2012.

Crystal Shoji, Mayor

ATTEST: _____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE Adoption of Resolution 12-19

BACKGROUND

The FYE 11 Technology Fund budget anticipated a carryover of $8,000 wherein the actual carryover was $136,606, an additional $128,606. Staff proposes to appropriate the additional carryover to ensure a positive cash flow with the purchase and installation of computer hardware and software for a business license module for Public Works, $25,000; purchase and installation of technology and data/communications systems (Council Chambers PowerPoint, microphones, and hearing impaired equipment) for City Hall, $10,000; and an electronic/network keypad entry lock system for City Hall, $17,253 for an estimated total cost of $52,253, of which $9,000 will be reimbursed with a grant. ORS 294.473 allows appropriation of additional carryover through the public hearing and supplemental budget process and approval by resolution of the governing body.

Technology Fund

	Total Appropriation Before Resolution 12-19	Resolution 12-19	New Total Appropriation
Capital Outlay	$138,803	$128,606	$267,409
Total Fund	$187,438	$128,606	$316,044

ADVANTAGES

The City will be in compliance with ORS 294.473 and have sufficient funding for the projects listed.

DISADVANTAGES

None.

BUDGET

The appropriations will provide the resources needed to balance proposed expenditures.

RECOMMENDATION

It is staff's recommendation the City Council hold a public hearing to accept public comment and then adopt Resolution 12-19.

G:/Finance/Common/Council FYE12/resolution 12-19 technoloby fund carryover staff report

City of Coos Bay

Resolution 12 - 19

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, SUPPLEMENTAL BUDGET APPROPRIATING TECHNOLOGY FUND CARRYOVER.

WHEREAS, appearing to the City of Coos Bay that the City of Coos Bay has complied with the provisions of ORS 294.473 to appropriate funds to adjust one fund's expenditures by more than 10% of the fund's adopted expenditure total; a public hearing shall be held; the governing body at a regularly scheduled meeting shall adopt a supplemental budget by resolution stating the need, purpose, and amount of the appropriation; provide notice of the meeting by publishing not less than five days before the meeting; and the notice included a summary of the changes proposed; and

WHEREAS, the Technology Fund requires additional appropriation of $128,606 for Capital Outlay for the purchase of computer hardware and software for Public Works, technology and data/communications systems for City Hall, and an electronic/network lock system for City Hall; and

WHEREAS, the Technology Fund has sufficient unanticipated carryover from FYE 11 of $128,606; and

WHEREAS, the requirements for the appropriation has been determined as set forth below:

Technology Fund

Resources	Carryover	$128,606
Requirements	Capital Outlay	$128,606

New Total Capital Outlay	$267,409
New Total Technology Fund Requirements	$316,044

NOW, THEREFORE, BE IT RESOLVED THAT, the City of Coos Bay, Coos County Oregon hereby adopts the FY 2011-2012 Resolution as set forth above, and appropriates the sums as shown above.

The foregoing resolution was duly adopted by the City of Coos Bay, Coos County, Oregon this 5th day of June, 2012.

_____
Crystal Shoji, Mayor

ATTEST:

_____
Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Councilors

FROM: Rodger Craddock, City Manager RAC

ISSUE Request for Insurance Waiver – Benefit Dessert & Silent Auction for Joanie Johnson

BACKGROUND

In December 2011, former City Councilor Joanie Johnson resigned from the Coos Bay City Council due to heath issues. Former Councilor Johnson was later diagnosed with ALS, also known as Lou Gehrig's disease. ALS is a rapidly progressive neurological disease that attacks the nerve cells *(neurons)* responsible for controlling voluntary muscles.

Former Councilor Johnson continues to fight this debilitating disease which has taken a toll on not only her health but the family's finances as well. DeeDee Johnson (Joanie's daughter) and the members of the North Bend Church of Christ will be conducting a fundraiser, "Benefit Desert & Silent Auction" in an effort to help the Johnson family with the ever mounting medical costs. Johnson's Benefit Dessert & Silent Auction has been scheduled for June 23rd, and it will be held at the Coos Bay's downtown fire station.

Pursuant to the City's Administrative Directive No. 6 Insurance Requirements, this event would require the following insurance:

Level 1 Insurance Requirements: Special Events and other events held on City/Agency property require the following insurance policy limits. If alcohol is being served, the insurance policy limits increase to Level 2, except for the requirement to provide Professional Errors and Omissions liability. With the current local OTCA limits (including the limit for property damage or destruction) at $1,566,700, the City/Agency elects to retain a minimum $566,700 (7/1/2011 $633,300 and increasing thereafter pursuant to statute) exposure per occurrence if a claim should occur involving more than one claimant.

Commercial General Liability Per occurrence	$ 1,000,000
Workers' Compensation	Statutory Limit
Applicable Federal (e.g., Longshoremen's)	Statutory Limit
Employer's Liability	$ 500,000
Automobile Liability Per occurrence	$1,000,000

The Johnson family is requesting an insurance waiver for the special event permit application. Pursuant to Section 5 of Administrative Directive No. 6 insurance policy, limits may be reduced or waived at the discretion of the City Council.

RECOMMENDATION

If it pleases the City Council, consider approval of the insurance waiver requirements for special event permit application for the Johnson Benefit Dessert & Silent Auction.

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor and City Councilors

FROM: Jim Hossley, Public Works & Development Director
Jennifer Wirsing, Engineering Service Coordinator
Through: Rodger Craddock, City Manager

ISSUE: 2012 City Timber Sale Award

BACKGROUND:
The Fiscal Year ending 2013 budget includes a timber sale of 47.52 acres of land of which the City owns 44.5 acres and the Coos Bay North Bend Water Board owns 3.02 acres. The total acreage is located within the watershed as noted on the attached map. The total timber volume for the 2012 Timber Sale was cruised at 1,990 million board feet (mbf). The actual amount the City will receive will be based upon the bid price per species multiplied by the actual board feet harvested. The successful bidder purchases the standing timber from the City and is responsible for the logging operation and delivery to the mills.

The sale was advertised on April 25, 2012 and bids opened on May 25, 2012 with a total of two bids received:

BIDDER	AMOUNT
Swanson	$523,633.76
Scott Timber	$262,394.00

The contract requires a down payment of $150,000 to be remitted to the City upon contract signing to be applied as a credit toward the final stumpage payment. A total of $300,000 shall be paid by December 15. If the stumpage payments plus the down payment do not meet or exceed $300,000 by November 31, 2012, Swanson shall make an additional advance payment to total $300,000 in stumpage and down payment. All of the merchantable timber must be cut by August 15, 2013 with the contract fully performed by December 31, 2013. Slash burning will be completed by March 15, 2014 with the reforestation completed thereafter.

In addition to the Timber Sale, a road widening project must take place so that the equipment and logging trucks can be safely transported to the logging area. This project cost has been bid by Swanson and totals $7,290.

ADVANTAGES:
The City has scheduled timber sales at two year intervals, with the last timber sale being 2010.

DISADVANTAGES:
None

BUDGET:
As in past years, the costs associated with the 2012 Timber Sale will be funded from timber sale proceeds. The administration of the timber sale was contracted with Stuntzner Engineering, on a time and materials basis not-to-exceed $62,490; reforestation costs are estimated at $15,000; and the 1980 Water Board Road Use agreement reimbursement fee of $6.00/mbf at approximately at $11,940.

The road project will be funded by both the Coos Bay North Bend Water Board and the City of Coos Bay. Per the Memo of Understanding that the City and Water Board have entered into as a result of this sale and the Road Use Agreement, the City will pay for 31% of the construction cost and the Water Board will pay for 69% of the construction.

RECOMMENDATION:
If it pleases the City Council, award the 2012 Timber Sale to Swanson for the amounts specified on their Bid Form for the May 25, 2012 bid opening.

ATTACHMENTS:
- Timber Sale Maps (Exhibit A and B)
- Road Project Exhibit – Curve Widening
- Recommendation from Stuntzner Engineering
- Swanson Bid Form

EXHIBIT "A"
City of Coos Bay 2012 Timber Sale

Stuntzner Engineering & Forestry, LLC

Roads(by Type)
- 'Existing Dirt'
- 'Existing Gravel'
- 'New'
- Designated Haul Route
- Stream
- City 2012 TS
- Water Board Portions
- Equipment Exclusion
- ORTHO_1-1_1N_S_OR011_2011_1.SID

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Scale = 1 : 1500.00 (In : Feet)

1500 0 1500 3000 Feet

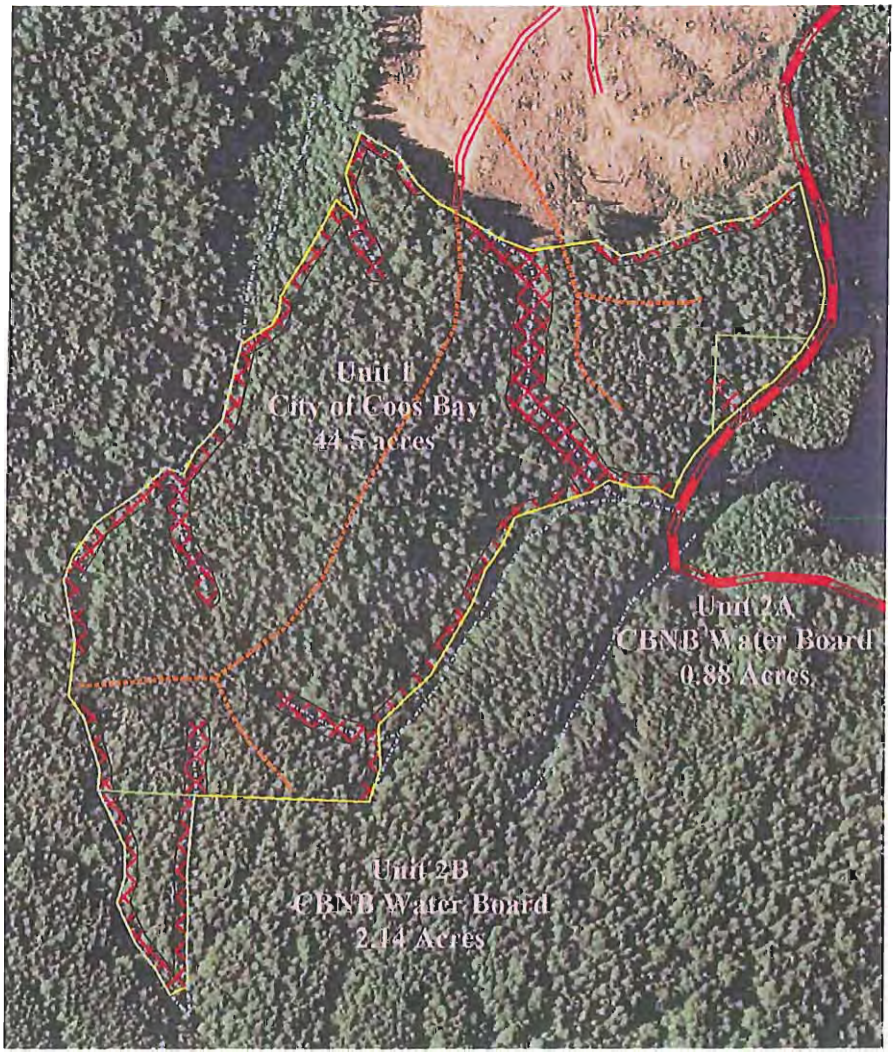
04-19-2012

Agenda Item #8

EXHIBIT "B"
City of Coos Bay 2012 Timber Sale

Portions of Section 32, T.25S., R.13W., and
Section 5, T.26S., R.13W., W.M.,
Coos County, Oregon

Stuntzner Engineering & Forestry, LLC
PO BOX 118 – 705 SOUTH 4TH STREET
COOS BAY, OREGON 97420
541-267-2872



- Survey Corners

Roads(by Type)

- 'Existing Dirt'
- 'Existing Gravel'
- 'New'
- Stream
- City 2012 TS
- Water Board Portions
- Equipment Exclusion
- ORTHO_1-1_1N_S_OR011_2011_1.SID

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Scale = 1 : 500.00 (In : Feet)

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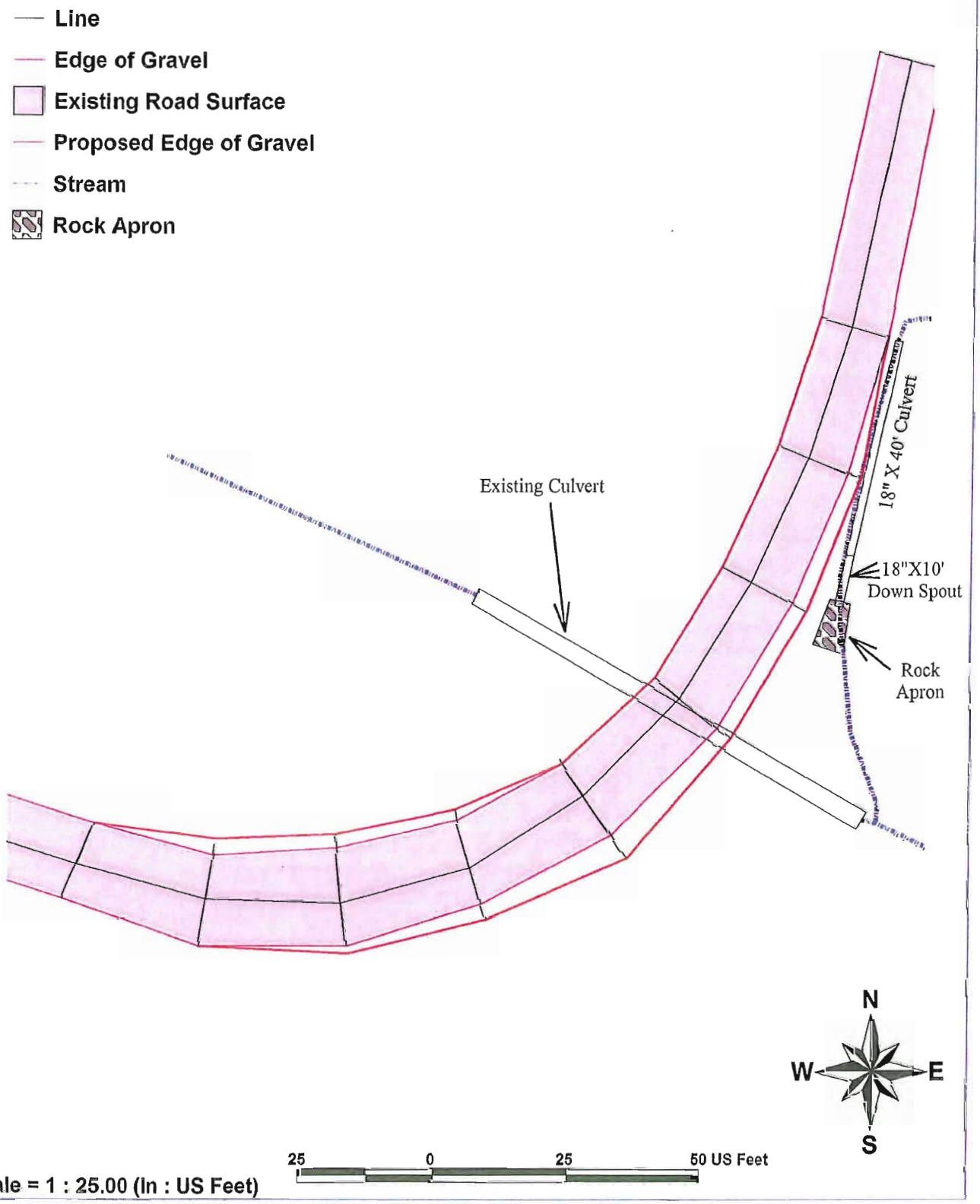
04-13-2012

Agenda Item #8

Project #1 Curve Widening
Plan View

Stuntzner Engineering & Forestry, LLC
PO BOX 118 – 705 SOUTH 4TH STREET
COOS BAY, OREGON 97420
541-267-2872



Scale = 1 : 25.00 (In : US Feet)

Jennifer Wirsing

From: Greg Stone <gregstone@stuntzner.com>
Sent: Friday, May 25, 2012 1:54 PM
To: Jennifer Wirsing; Ron Hoffine
Cc: Steve Frichtl; Ron Stuntzner
Subject: Bid Results.xlsx
Attachments: Bid Results.xlsx; 20120526013912965.pdf

Jennifer and Ron

Congratulations on a successful bid.

Here are the results. The consensus in our office is that this high bid reflects current market value. My estimate before the bid opening was within $1,000 of the bid. We recommend you accept Swanson's bid.

Also attached is a scan of the apparent high bidder's paperwork. Note the road project costs too.

We'll bring over the check for the high bidder on Tuesday. I'll just hold the other deposit until council awards, and then return to Scott.

On Tuesday, I'll start calling about the required references and let Swanson know they are the apparent high bidder.

Have a terrific three-day Holiday!

Greg

Bidder: Swanson Group, Inc.

Estimated volume	Species	Bid Price	Total Bid
	Douglas fir, No. 4 Sawmill		
550 MBF	Better, Net Scale	$ 340.97 /M	$ 187,533.50
Incidental	Conifer, Special Cull, Adjusted Gross Scale	$ 30 /M	
Incidental	Conifer, Peelable Cull, Adjusted Gross Scale	$ 10 /M	
	Conifer, Utility Cull,		
26 MBF	Adjusted Gross Scale	$ 10 /M And $ 0.1 /ton	$ 260.00
	Hemlock, No. 4		
460 MBF	Sawmill & Better, Net Scale	$ 218.47 /M	$ 100,496.20
Incidental	Grand Fir, No. 4 Sawmill & Better, Net Scale	$ 218.47 /M	
	Spruce No. 4 Sawmill & Better,		
798 MBF	Net	$ 205.97 /M	$ 164,364.06
	Port Orford-cedar No. 4 Sawmill		
182 MBF	& Better, Net	$ 390 /M	$ 70,980.00
Incidental	Maple, No. 4 Sawmill & Better, Net Scale	$ 5 /M And $ 0.1 /ton	
Incidental	Red alder, Net Scale	$ 190 /M And $ 0.5 /ton	
Incidental	Red cedar, Net Scale	$ 250 /M	
			$ 523,633.76
Road Project Cost			$ 7,290.00

All volumes are Scribner Scale. Average conifer log length to be cut 30 _____feet.

Bidder: Scott Timber Co

Estimated volume	Species	Bid Price	Total Bid
	Douglas fir, No. 4 Sawmill		
550 MBF	Better, Net Scale	$ 164 /M	$ 90,200.00
Incidental	Conifer, Special Cull, Adjusted Gross Scale	$ 14 /M	
Incidental	Conifer, Peelable Cull, Adjusted Gross Scale	$ 10 /M	
	Conifer, Utility Cull,		
26 MBF	Adjusted Gross Scale	$ 1 /M And $ /ton	$ 26.00
	Hemlock, No. 4		
460 MBF	Sawmill & Better, Net Scale	$ 114 /M	$ 52,440.00
Incidental	Grand Fir, No. 4 Sawmill & Better, Net Scale	$ 114 /M	
	Spruce No. 4 Sawmill & Better,		
798 MBF	Net	$ 114 /M	$ 90,972.00
	Port Orford-cedar No. 4 Sawmill		
182 MBF	& Better, Net	$ 158 /M	$ 28,756.00
Incidental	Maple, No. 4 Sawmill & Better, Net Scale	$ 1 /M And $ /ton	
Incidental	Red alder, Net Scale	$ 1 /M And $ /ton	
Incidental	Red cedar, Net Scale	$ 1 /M	
			$ 262,394.00
Road Project Cost			$ (10,490.00)

All volumes are Scribner Scale. Average conifer log length to be cut 34 _____feet.

BID FORM
City of Coos Bay 2010 Timber Sale

Sealed Bid Due: On or before Friday, May 25, 2012, at 1:30 p.m.

At the Office of: Stuntzner Engineering and Forestry
705 South Fourth Street.
Coos Bay, Oregon 97420
Phone: 541-267-2872

Following is our bid for the timber described in the City of Coos Bay 2012 Timber Sale Notice and Prospectus.

Estimated volume	Species	Bid Price
550 MBF	Douglas fir, No. 4 Sawmill Better, Net Scale	$340.97 /M
Incidental	Conifer, Special Cull, Adjusted Gross Scale	$ 30.00 /M
Incidental	Conifer, Peelable Cull, Adjusted Gross Scale	$ 10.00 /M
26 MBF	Conifer, Utility Cull, Adjusted Gross Scale	$ 10.00 /M
		And $ .10 /ton
460 MBF	Hemlock, No. 4 Sawmill & Better, Net Scale	$ 218.47 /M
Incidental	Grand Fir, No. 4 Sawmill & Better, Net Scale	$ 218.47 /M
798 MBF	Spruce No. 4 Sawmill & Better, Net Scale	$ 205.97 /M
182 MBF	Port Orford cedar No. 4 Sawmill & Better, Net Scale	$ 390.00/M
Incidental	Maple, No. 4 Sawmill & Better, Net Scale	$ $5.00 /M
		And $ .10 /ton
Incidental	Red alder, Net Scale	$ 190.00/M
		And $ .50 /ton
Incidental	Red cedar, Net Scale	$ 250.00/M

All volumes are Scribner Scale. Average conifer log length to be cut 30 feet.

Road Project #1 Curve Widening Costs $ 7,290.00
This cost will be deducted from the next stumpage payment following acceptable completion of the project.

Coos Bay
QUALIFICATIONS STATEMENT

Reference #1

Sale Name: Clear Lake Volume (MBF): 1117

Sale Date: 4/22/2010

Timber Seller:
Timber Owner/Agency: Douglas County
Contact Person: Charlie Dukovich
Contact Phone No.: 541-440-4265

Reference #2

Sale Name: Fugate Volume (MBF): 975

Sale Date: 3/24/2011

Timber Seller:
Timber Owner/Agency: Delbert Fugate
Contact Person: Delbert Fugate
Contact Phone No.: 541-530-0371

Reference #3

Sale Name: Coos Bay N. Bend Water Volume (MBF): 2287

Sale Date: 10/24/2011

Timber Seller:
Timber Owner/Agency: Coos Bay North Bend Water Board
Contact Person: Ron Hoffine
Contact Phone No.: 541-267-3128

Bidder (Company): Swanson Group Mfg. LLC **By:**

Enclosed herewith is a cashier's check/certified check payable to the CITY OF COOS BAY in the amount of $10,000. It is our understanding that if we are the apparent successful bidder, we will be notified no later than Wednesday, June 6, 2012, and that upon five days of Council award, the Timber Sale Contract will be executed.

Date: 5-25-12

Firm or Name of Bidder: Swanson Group mfg. LLC

Signature of Bidder: Rich Harbick

Title: Cruiser

Address: P.O. Box 250
Glendale, OR 97442

Telephone Number: 541-832-1121

C:\Docs\PROSPECT\2012\city cb prspts.DOC

CITY OF COOS BAY
TIMBER SALE – 2012

CERTIFICATION OF ELIGIBILITY TO BID ON MUNICIPAL TIMBER

Under the penalties of perjury, the undersigned on behalf of Swanson Group Mfg. LLC (company), certifies that the company:

1) Will not directly export the unprocessed Municipal Timber which is the subject of this transaction;

2) Will not sell, transfer, exchange or otherwise convey the unprocessed timber which is the subject of this transaction to any other person without first obtaining a certification from that person which meets the requirements of the applicable resolutions 170 and 210;

3) Is not prohibited by City Ordinance 170 or Water Board Resolution 210 from bidding on the subject timber;

4) Understands that falsely entering into this certification is a violation of the Forest Conservation and Shortage Relief Act of 1990, the Water Board's resolution and other state and federal provisions, and subjects the undersigned and the company to any and all penalties contained therein.

Signed

Swanson Group Mfg. LLC
Company

V.P. Timber Resources
Title

5/16/12
Dated

STATE OF OREGON)
Douglas)ss.
COUNTY OF ~~COOS~~)

May 16, 2012.

Personally appeared the above named Don Hardwick and acknowledged the foregoing instrument to be a voluntary act and deed.

Before me: Peggy Lea Oliver
Notary Public for Oregon
My Commission Expires: 2-4-2014

OFFICIAL SEAL
PEGGY LEA OLIVER
NOTARY PUBLIC - OREGON
COMMISSION NO. 445838
MY COMMISSION EXPIRES FEBRUARY 4, 2014

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 5, 2012	

TO: Mayor Shoji and City Council

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

ISSUE: Consideration of Real Property Donation to the City of Coos Bay

BACKGROUND:
The City Manager was contacted by an attorney representing the owner of a lot on North Morrison Street who wants to donate the land to the City. The real property is located on Morrison Street in Empire at or near Morrison and Taylor Streets, and is described as Lots 15 and 16 in the First Addition to Empire. Rodger and I investigated the property. As indicated in the attached GIS information, the property is primarily a steep ravine. There is a creek that flows at the bottom of the ravine in or behind the property. According to the records retrieved by our GIS Specialist, Kevin Neff, the area abutting the back of the lot has been identified as a "FEMA special flood hazard" area. As this is a real property transaction, staff is bringing this issue to the City Council for consideration.

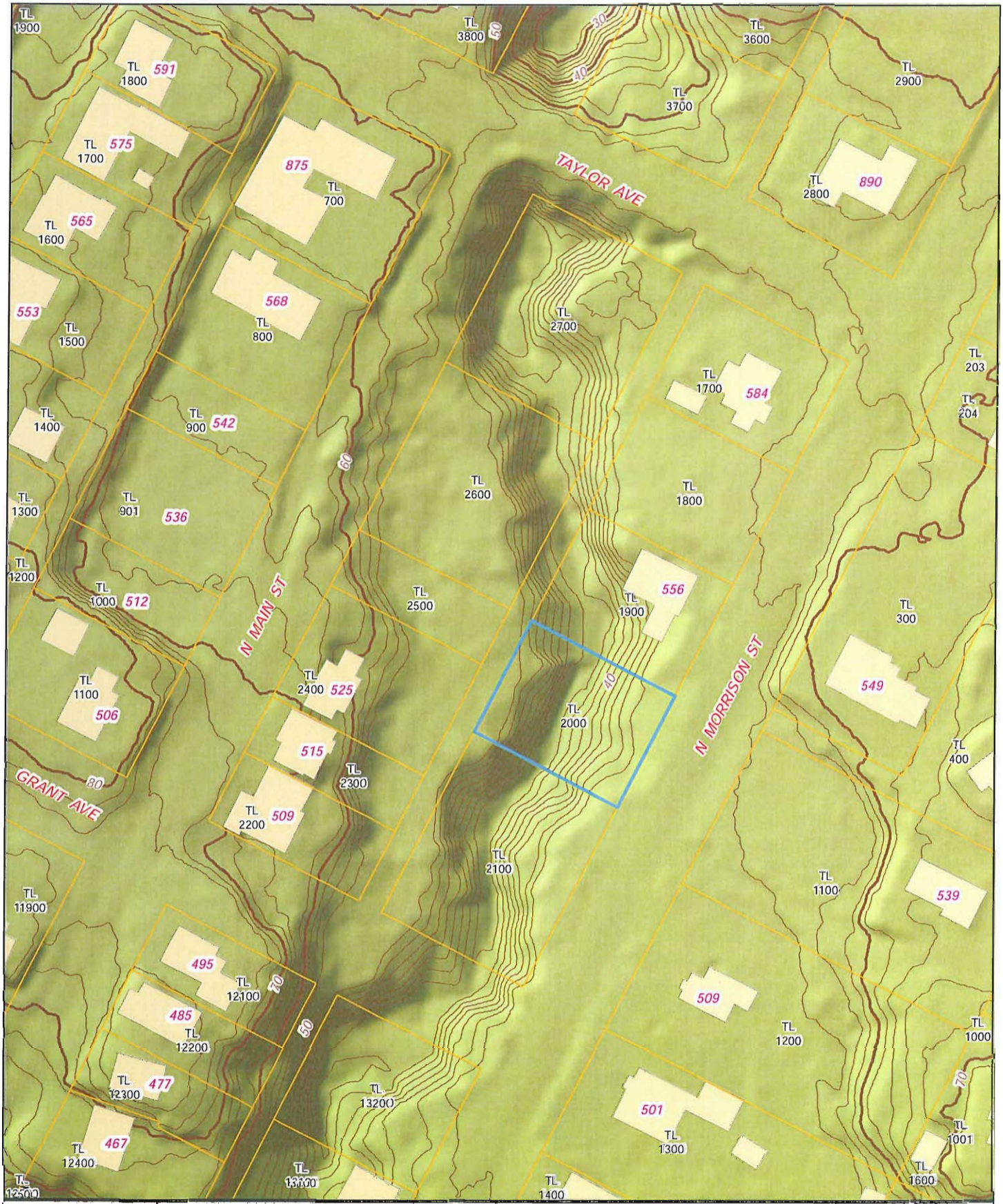
ADVANTAGES:
Should the City Council choose to accept the donation of this property, it may be possible to sell it and deposit the proceeds into the City's general fund.

DISADVANTAGES:
This property is encumbered by very steep slopes, a creek and FEMA special flood hazard area. This property would be very challenging, if not impossible, to develop. Therefore the value of the property is minimal and it would likely be difficult to sell the property.

BUDGET:
Should the Council accept the donation the property would no longer be on the tax roll. There would likely be cost associated with vegetation management and removal of illicitly dumped garbage. Because of the challenges to developing the property, it is unlikely the City could sell it. Should the Council not accept the donation there will be no cost to the City.

RECOMMENDATION:
Staff recommends that the Council **not** accept the donation of property located on Morrison Street in Empire at or near Morrison and Taylor Streets, and is described as Lots 15 and 16 in the First Addition to Empire.

ATTACHMENTS:
Aerial Photo and Topographic Map



Disclaimer:
This document is produced using a Geographic Information System (GIS). The data contained herein is intended to be a graphical representation only and is by no means an official survey or legal interpretation thereof. The City of Coos Bay provides this data in good faith and makes no warranties, guarantees or representations of any kind, either expressed or implied, as to the content, accuracy, completeness or reliability of this data.

Date: 5/15/2012

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1 inch = 80 feet

Agenda Item #9

Disclaimer:
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Date: 5/15/2012

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1 inch = 80 feet

Agenda Item #9