



CITY OF COOS BAY CITY COUNCIL MEETING

July 17, 2012 – 7:00 p.m.

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

6:10 p.m. – City Council Interviews

Interviews of Applicants for the Library Board and Parks Commission will be held in the Fire Department's Small Conference Room.

- 1) Flag Salute
- 2) Public Comments
- 3) Consent Calendar
 - a) Acceptance of June Check Register
 - b) Acceptance of June Combined Cash Report
 - c) Approval of the Planning Commission's recommendation of appointment to the Design Review Committee
 - d) Approval of annual OLCC license renewals for Oregon Wine Cellars and The Pyramid
- 4) Presentation of an Appreciation Plaque for Andrew Locati for Serving on the Building & Fire Code Board of Appeals
- 5) Appointments to the Library Board and Parks Commission
- 6) Approval to Set a Public Hearing on a Proposal to Vacate the Alley Between North Morrison and North Schoneman Streets
- 7) Approval of Proposed Improvements to the Coos River Highway and Empire Boulevard Avenue Paving Project
- 8) Approval of a Proposed Moratorium on Memorial Plaque Placement in Mingus Park
- 9) Presentation on the 2012 Council Goals Progress Report
- 10) City Attorney's Report
- 11) City Manager's Report
- 12) Council Comments
- 13) Adjourn

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

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

CITY COUNCIL INTERVIEWS

Parks Commission and Library Board

July 17, 2012

Fire Department's Small Conference Room

The attached applications are citizens interested in being appointed to the Library Board and Parks Commission.

<u>Time</u>	<u>Name</u>	<u>Committee</u>
6:10 p.m.	Dennis Dater	Parks Commission
6:20 p.m.	Carmen Matthews	Parks Commission
6:30 p.m.	George Ruggles	Library Board
6:40 p.m.	Aron Boesl	Parks Commission

Library Board - There is one opening, and there was one application.

George Ruggles – New applicant

Parks Commission – There is one opening, and we have received two applications.

Aron Boesl – New applicant
Dennis Dater – New applicant
Carmen Matthews – New applicant

Please indicate which committee(s) you are applying for:

- ☐ Building & Fire Codes Board of Appeal
- ☐ Library Board ☒ Parks Commission

1. Identify your experience, education and training which would benefit the committee and the community.

User of Coos Bay Parks 6 - 7 days per week

One of the reasons we moved here was the parks system

BA and MBA degrees

1 year architectural engineering

2. List the nature and extent of your past and present community involvement.

Vice Chair Library Board, Coos Bay Oregon

Member Human Relations Advisory Board, Santee, Calif

Rotarian, San Diego, Calif, 17 years

Volunteer Bay Area Senior Computer Club

3. List two references we may contact; include name, title, affiliation, address and phone.

Jack Gillhover, PO Box 3248 Coos Bay, 541-888-6516 Friend

Rene Reulet, 1120 Oakway Drive, Coos Bay, 541-269-7396

Dennis Dater

Name

541-217-0109

Daytime Telephone Number

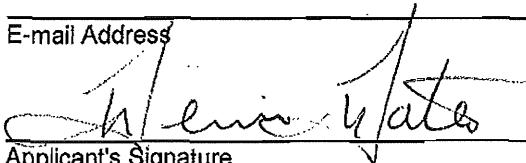
715 North 8th Loop, Coos Bay, Or 97420

Home Address [mailing and street address]

Dennisdater@gmail.com

E-mail Address

Applicant's Signature



Date

6/27/12

Dater, Dennis

Please indicate which committee(s) you are applying for:

☐

Building & Fire Codes Board of Appeal

☐

Library Board



Parks Commission

1. Identify your experience, education and training which would benefit the committee and the community.

I, Carmen Matthews have served on many community boards, and I am going to be a resident of the downtown business district. My experience with the community has always been to improve the appeal for all users. I have only an Associate's degree, and no formal training in landscape, but I love to landscape.

2. List the nature and extent of your past and present community involvement.

I have been involved in the Oregon Coast Music Association, as president of the board. I am involved in Rotary and was selected as a representative of our area for Rotary. I am also part of the Downtown Association, and the Surfrider Foundation, serving as Chapter Chair.

3. List two references we may contact; include name, title, affiliation, address and phone.

* Kathy Metzger - President of the Board of the OCMA (Oregon Coast music association.) 541-751-9848 / North Bend, OR.

* Brad Young - Owner of Dutch Bros. Coffee (current employer.) (541) 297-6882 - 98808 Henderson Ln. Coos Bay, OR 97420

CARMEN MATTHEWS

Name

(541) 297-5636


Daytime Telephone Number

1832 Juniper Ave. Coos Bay, OR 97420

Home Address [mailing and street address]

beachcarmen@yahoo.com.

E-mail Address



Applicant's Signature

6/28/12

Date

Matthews, Carmen

Please indicate which committee(s) you are applying for:

☐ Building & Fire Codes Board of Appeal

☒ Library Board ☐ Parks Commission

1. Identify your experience, education and training which would benefit the committee and the community.

Thirty-four years in marketing, engineering, and management in a multi-national firm based in Portland. BS degree in General Engineering from United States Military Academy at West Point, NY. Studies included the Evolution of American Ideals as Reflected in American Literature.

2. List the nature and extent of your past and present community involvement.

Volunteer with the Admissions Dept, USMA, coordinating new cadet candidate appointments to West Point since 2003. Last two years have been in congressional district OR 04.

3. List two references we may contact; include name, title, affiliation, address and phone.

Leo Sillis, Retired from Blount, Inc; 14331 SE Summit Drive Clackamas, OR 97015. 971 269 8311

Frederick Goeth, ESCO, Chief Engineer, 968 SW Schaeffer Rd West Linn 97156. 503-638-0621

George Ruggles

Name

503 799 0167

Daytime Telephone Number

1460 Hillside Court, Coos Bay, OR 97420

Home Address [mailing and street address]

geo424242@gmail.com

E-mail Address

Applicant's Signature

6-28-12

Date

Ruggles, George

Please indicate which committee(s) you are applying for:

☐ Building & Fire Codes Board of Appeal

☐ Library Board ☒ Parks Commission

1. Identify your experience, education and training which would benefit the committee and the community.

I have lived and worked in the bay area for nearly thirty years.

I am employed by Bay Area Hospital as the Supervisor of Radiology and I am very involved in the community. I have a passion to see our community continue to enhance and develop our parks.

2. List the nature and extent of your past and present community involvement.

MHS Girls Head Tennis Coach, Member of the Coos Bay-North Bend Rotary Club. Project coordinator for the building of the outdoor tennis courts at the Boys and Girls Club. Volunteer for Young Life, Rescue Mission.

3. List two references we may contact; include name, title, affiliation, address and phone.

Doug Gauntz, Director of Radiology, Bay Area Hospital 1775 Thompson Rd
Coos Bay, Oregon 97420. 541-269-8070

Scott Frasier, Support Tech, Bay Area Hospital
23 Cypress Point Coos Bay, OR 97420-6309 541-269-2531

Aron J. Boesl

Name

541-435-4042

Daytime Telephone Number

1001 West Park Roadway, Coos Bay, Oregon 97420

Home Address [mailing and street address]

aboesl@frontier.com

E-mail Address

Applicant's Signature

Date

Boesl, Aron

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE July 17, 2012	AGENDA ITEM NUMBER
-------------------------------	--------------------

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager



ISSUE: June 2012 Accounts Payable and Payroll Check Registers

BACKGROUND:

This report is being provided to the Council and public from a recommendation of our Auditor and the City Manager to provide transparency and full disclosure to all interested parties. Routinely, the accounts payable checks are issued weekly, and the payroll checks issued twice monthly. Attached are the June Accounts Payable (AP) and Payroll (PR) Check Registers totaling \$1,319,647.65 and \$755,889.75 respectively. The attached Accounts Payable Check Register includes a Payment Approval Report noting the details of all checks over \$25,000. For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll benefit checks and electronic transmittals are expensed from the payroll account. TABLE #1 reflects the payroll benefit checks greater than \$25,000.

TABLE #1

Payroll Transmittals Electronic Funds Transfer EFT	Payee	Amount	Description
PR Vendor 16 Transmittal #5080	City County Insurance	\$ 71,124.16	May Payroll: Health/Life Insurance/ Premium due 6/10/12
PR Vendor 17 Transmittal #5081	Oregon PERS	\$ 91,232.72	May Retirement Contribution/ Invoice due 6/10/12
PR Vendor 1 Transmittal #5246	Internal Revenue Service	\$113,432.07	June 30, 2012 pay date Federal Withholding Taxes, Medicare and Social Security
PR Vendor 2 Transmittal #5247	Oregon Dept of Revenue	\$ 33,611.70	June 30, 2012 pay date State Withholding Taxes

ADVANTAGES:

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

DISADVANTAGES:

None

BUDGET:

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

RECOMMENDATION:

None at this time

Attachments:

Check Register GL Posting Periods 06/12 – Accounts Payable 06/01/2012 through 06/30/2012 (6 pages)
Check Register AP – Payment Approval Report Invoices >\$25K – 06/01/2012 through 06/30/12 (2 pages)
Check Register – Check Issue Date Check Register - Payroll – 06/01/2012 through 06/30/2012 (4 pages)

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/12	06/01/2012	92618	240769	VOID - Coos County Treasurer	01-000-200-2001	620.57 -M
06/12	06/28/2012	93523	1001839	VOID - Hanna, Matt	01-000-200-2001	3.00 -M
06/12	06/01/2012	93898	999189	VOID - Abel Insurance Agency	01-000-200-2001	1,531.25 -M
06/12	06/29/2012	93978	1001182	VOID - U-Haul International	08-000-200-2001	59.50 -M
06/12	06/01/2012	95091	1000477	VOID - Owens, Howard	01-000-200-2001	33.00 -M
06/12	06/01/2012	95165	1001280	VOID - AT&T Mobility	33-000-200-2001	188.02 -M
06/12	06/01/2012	95308	999189	Abel Insurance Agency	01-000-200-2001	1,531.25
06/12	06/01/2012	95309	1001942	Baker, Tyson	01-000-200-2001	250.00
06/12	06/01/2012	95310	1000554	Bicoastal Media, Inc	01-000-200-2001	306.24
06/12	06/01/2012	95311	227058	Carl D Williams	07-000-200-2001	1,340.00
06/12	06/01/2012	95312	240359	CB Fire Auxiliary	05-000-200-2001	1,200.00
06/12	06/01/2012	95313	1000821	Computer Works	40-000-200-2001	3,550.00
06/12	06/01/2012	95314	1001523	Coos Bay Boat Build Center	05-000-200-2001	1,200.00
06/12	06/01/2012	95315	240769	Coos County Treasurer	01-000-200-2001	620.57
06/12	06/01/2012	95316	999727	Dell Marketing L.P.	40-000-200-2001	509.97
06/12	06/01/2012	95317	1000974	Larson, Cathy	01-000-200-2001	50.00
06/12	06/01/2012	95318	1001790	Merchants Credit Bureau	01-000-200-2001	15.00
06/12	06/01/2012	95319	1001137	Modern Marketing, Inc	01-000-200-2001	304.13
06/12	06/01/2012	95320	1000653	NW Natural	05-000-200-2001	107.93
06/12	06/01/2012	95321	1001742	OBEC Consulting Engineers INC	58-000-200-2001	356.00
06/12	06/01/2012	95322	706251	OMI, Inc	03-000-200-2001	161,796.25
06/12	06/01/2012	95323	999468	OR Corp Division	01-000-200-2001	40.00
06/12	06/01/2012	95324	1001936	Richardson, Larz	01-000-200-2001	285.00
06/12	06/01/2012	95325	934050	Robert Vandervelden	01-000-200-2001	1,377.00
06/12	06/01/2012	95326	882968	Stuntzner Engineering	29-000-200-2001	15,487.35
06/12	06/01/2012	95327	1000875	Torres, Mary E	05-000-200-2001	11,905.00
06/12	06/01/2012	95328	1001564	Union Bank - Los Angeles	01-000-200-2001	400.00
06/12	06/01/2012	95329	1000235	UPS Store, The DBA	01-000-200-2001	46.59
06/12	06/01/2012	95330	934000	Vend West Services Inc	01-000-200-2001	89.85
06/12	06/01/2012	95331	1001492	ZCS Engineering INC	34-000-200-2001	5,665.19
06/12	06/08/2012	95332	999686	Amazon/GE Money	07-000-200-2001	342.68
06/12	06/08/2012	95333	999481	Atlas Pen & Pencil Corp.	07-000-200-2001	350.00
06/12	06/08/2012	95334	139365	Bayshore Chevron	01-000-200-2001	387.00
06/12	06/08/2012	95335	180500	Brock Construction	58-000-200-2001	2,360.00
06/12	06/08/2012	95336	1001943	CA State Controller John Chian	01-000-200-2001	32.95
06/12	06/08/2012	95337	1001884	Chambers Construction LLP	34-000-200-2001	452,808.58
06/12	06/08/2012	95338	999508	Charter Communications	01-000-200-2001	84.99
06/12	06/08/2012	95339	220916	Chevron & Texaco Business	01-000-200-2001	185.31
06/12	06/08/2012	95340	1001153	Civil West Engineering Inc	29-000-200-2001	26,142.98
06/12	06/08/2012	95341	1000852	Echo Design	33-000-200-2001	16,237.33
06/12	06/08/2012	95342	322621	Farwest Tire, Inc.	03-000-200-2001	1,673.42
06/12	06/08/2012	95343	1001945	Frank Amato Publications INC	33-000-200-2001	800.00
06/12	06/08/2012	95344	1001603	Frontier	01-000-200-2001	863.86
06/12	06/08/2012	95345	352703	Gale	07-000-200-2001	163.73
06/12	06/08/2012	95346	1001374	Godwin, Pearlann	32-000-200-2001	1,000.00
06/12	06/08/2012	95347	1001944	Hanson-Meekins Animal Hospital	01-000-200-2001	30.00
06/12	06/08/2012	95348		Information Only Check	07-000-200-2001	.00 V
06/12	06/08/2012	95349	476508	Ingram	07-000-200-2001	2,345.62
06/12	06/08/2012	95350	1001790	Merchants Credit Bureau	01-000-200-2001	22.73
06/12	06/08/2012	95351	999223	Roto-Rooter, Inc	01-000-200-2001	550.51
06/12	06/08/2012	95352	1000673	RP & T Trucking LLC	02-000-200-2001	1,959.72
06/12	06/08/2012	95353	1001907	Shane R Thurston Construction	58-000-200-2001	16,416.00
06/12	06/08/2012	95354	1000376	Shell Fleet Plus	07-000-200-2001	243.90
06/12	06/08/2012	95355	999830	SHN Consulting Engin & Geo Inc	34-000-200-2001	12,451.57
06/12	06/08/2012	95356	999120	Verizon Wireless	01-000-200-2001	55.00
06/12	06/08/2012	95357	999817	Vetter, Douglas	01-000-200-2001	161.00
06/12	06/08/2012	95358	1001492	ZCS Engineering INC	58-000-200-2001	5,622.78

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/12	06/13/2012	95359	1000378	3 B's Nursery	01-000-200-2001	243.50
06/12	06/13/2012	95360	1001321	911 Supply Public Safety Gear	01-000-200-2001	769.84
06/12	06/13/2012	95361	1001547	Access Info Mgmt DBA	01-000-200-2001	210.00
06/12	06/13/2012	95362	101912	Action Trophies	01-000-200-2001	84.00
06/12	06/13/2012	95363	103324	Airgas NorPac	01-000-200-2001	17.80
06/12	06/13/2012	95364	109490	Amerigas - North Bend	01-000-200-2001	180.97
06/12	06/13/2012	95365	1001946	Ames, Melvin	01-000-200-2001	822.82
06/12	06/13/2012	95366	999694	Aramark Uniform Ser. Inc.	07-000-200-2001	248.09
06/12	06/13/2012	95367	1001757	Associated Business Systems	01-000-200-2001	3.05
06/12	06/13/2012	95368	1000854	Banc of America Leasing	01-000-200-2001	123.00
06/12	06/13/2012	95369	1001704	Bandwidth.com INC	01-000-200-2001	116.03
06/12	06/13/2012	95370	135616	Bassett-Hyland Energy Co	02-000-200-2001	1,831.26
06/12	06/13/2012	95371	999888	Bay Area Copier Co., Inc.	01-000-200-2001	869.02
06/12	06/13/2012	95372	138353	Bay Area Hydraulics, Inc	02-000-200-2001	244.72
06/12	06/13/2012	95373	1000792	Bay Cities Ambulance	01-000-200-2001	99.70
06/12	06/13/2012	95374	1001139	Bay Watch Security DBA	57-000-200-2001	1,130.00
06/12	06/13/2012	95375	952261	Bayshore Paints	01-000-200-2001	331.46
06/12	06/13/2012	95376	223750	C J O'Neil & Co	01-000-200-2001	260.00
06/12	06/13/2012	95377	999829	Cardinal Employment Ser., Inc	33-000-200-2001	4,984.52
06/12	06/13/2012	95378	118918	Carquest of Coos Bay	03-000-200-2001	24.33
06/12	06/13/2012	95379	213750	Cash & Carry /United Grocers	07-000-200-2001	46.79
06/12	06/13/2012	95380	240539	CB-NB Water Board	02-000-200-2001	1,590.65
06/12	06/13/2012	95381	1001884	Chambers Construction LLP	57-000-200-2001	157,307.54
06/12	06/13/2012	95382	217709	Chamber's Plumbing & HTG	01-000-200-2001	673.82
06/12	06/13/2012	95383	999508	Charter Communications	07-000-200-2001	114.98
06/12	06/13/2012	95384	999616	CIS	02-000-200-2001	125.00
06/12	06/13/2012	95385	230029	Coast Metal Works Inc	02-000-200-2001	4,052.18
06/12	06/13/2012	95386	229900	Coastal Paper & Supply Inc	01-000-200-2001	1,372.80
06/12	06/13/2012	95387	1001142	Coastal Spas	01-000-200-2001	228.35
06/12	06/13/2012	95388	1001412	Comspan Communications	01-000-200-2001	115.76
06/12	06/13/2012	95389	1001412	Comspan Communications	01-000-200-2001	345.51
06/12	06/13/2012	95390	1001710	Concrete Cutting Concepts LLC	02-000-200-2001	1,850.00
06/12	06/13/2012	95391	240723	Coos County Clerk	57-000-200-2001	111.00
06/12	06/13/2012	95392	240886	Coos Grange Supply Co	01-000-200-2001	17.58
06/12	06/13/2012	95393	1000712	Coquille Animal Hospital	01-000-200-2001	196.15
06/12	06/13/2012	95394	272250	Day Wireless Systems Inc	10-000-200-2001	1,005.00
06/12	06/13/2012	95395	862358	Diane's So Coast Xterminat Inc	01-000-200-2001	49.00
06/12	06/13/2012	95396	1001862	Dixon, Joanne	01-000-200-2001	30.00
06/12	06/13/2012	95397	260808	DJC	57-000-200-2001	202.13
06/12	06/13/2012	95398	313276	Englund Marine Supply Co	01-000-200-2001	37.02
06/12	06/13/2012	95399	314525	Enviro-Clean Equipment	03-000-200-2001	227.38
06/12	06/13/2012	95400	999200	Epuerto	33-000-200-2001	20.00
06/12	06/13/2012	95401		Information Only Check	01-000-200-2001	.00 V
06/12	06/13/2012	95402		Information Only Check	01-000-200-2001	.00 V
06/12	06/13/2012	95403	322610	Farr's True Value Hdwr	01-000-200-2001	582.33
06/12	06/13/2012	95404	999188	Fastenal Company	02-000-200-2001	45.92
06/12	06/13/2012	95405	999389	Fawns Diesel Service Inc.	01-000-200-2001	340.76
06/12	06/13/2012	95406	323760	FedEx	01-000-200-2001	23.37
06/12	06/13/2012	95407	1000729	Fire Service Bookstore	01-000-200-2001	472.07
06/12	06/13/2012	95408	1001603	Frontier	01-000-200-2001	87.75
06/12	06/13/2012	95409		Information Only Check	01-000-200-2001	.00 V
06/12	06/13/2012	95410		Information Only Check	01-000-200-2001	.00 V
06/12	06/13/2012	95411	378513	Golder Company Inc	01-000-200-2001	636.93
06/12	06/13/2012	95412		Void Check	57-000-200-2001	.00 V
06/12	06/13/2012	95413	999335	Rose, Celeste	07-000-200-2001	225.00
06/12	06/13/2012	95414	1001947	Stierle, Paul	07-000-200-2001	450.00
06/12	06/13/2012	95415	986914	Xerox Corporation	07-000-200-2001	314.26

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/12	06/13/2012	95416	1001899	Historic Theatre Consultants	57-000-200-2001	9,623.00
06/12	06/15/2012	95417	1000821	Computer Works	01-000-200-2001	550.00
06/12	06/15/2012	95418	707675	DMV Driver & Motor Vehicle Ser	01-000-200-2001	23.00
06/12	06/15/2012	95419	352703	Gale	07-000-200-2001	38.92
06/12	06/20/2012	95420	1001915	VOID - Garden Elements	01-000-200-2001	.00 M
06/12	06/15/2012	95421	1001948	Garratt Callahan	01-000-200-2001	1,499.85
06/12	06/15/2012	95422	362130	General Fire Apparatus	01-000-200-2001	196.00
06/12	06/15/2012	95423	378121	Gold Coast Security Inc	05-000-200-2001	110.50
06/12	06/15/2012	95424	378130	Gold Coast Truck Repair Inc	03-000-200-2001	63.77
06/12	06/15/2012	95425	452615	Honda World	01-000-200-2001	55.34
06/12	06/15/2012	95426	1000604	IBS Incorporated	03-000-200-2001	142.88
06/12	06/15/2012	95427	476027	Industrial Source	03-000-200-2001	29.37
06/12	06/15/2012	95428	476016	Industrial Steel & Supply	02-000-200-2001	80.00
06/12	06/15/2012	95429	476508	Ingram	07-000-200-2001	723.22
06/12	06/15/2012	95430	517200	Ken Ware Chevrolet	01-000-200-2001	55.58
06/12	06/15/2012	95431	517195	Kendall, June	32-000-200-2001	228.74
06/12	06/15/2012	95432	1001112	Knife River, LTM Inc DBA	01-000-200-2001	268.80
06/12	06/15/2012	95433	530105	Knutson's Carpet Hut Inc	01-000-200-2001	862.50
06/12	06/15/2012	95434	999965	Laskey-Clifton Corp	02-000-200-2001	2,419.05
06/12	06/15/2012	95435	1001739	Lawson, Daniel	01-000-200-2001	109.99
06/12	06/15/2012	95436	560618	League of Oregon Cities	01-000-200-2001	383.09
06/12	06/15/2012	95437	870913	Les Schwab Tire Centers	01-000-200-2001	363.40
06/12	06/15/2012	95438	1001129	Libdata.com	07-000-200-2001	400.00
06/12	06/15/2012	95439	575050	Lincoln Equipment Inc	01-000-200-2001	157.69
06/12	06/15/2012	95440	1001568	Looney, Bryan	01-000-200-2001	125.00
06/12	06/15/2012	95441	1001619	Maranatha Perspective LLC	01-000-200-2001	15.50
06/12	06/15/2012	95442	634425	Mast Brothers Ent Inc	01-000-200-2001	320.00
06/12	06/15/2012	95443	1001866	Mobile Mini INC	34-000-200-2001	170.93
06/12	06/15/2012	95444	999362	Myers, Patrick Tree Ser Inc.	02-000-200-2001	3,000.00
06/12	06/15/2012	95445	999753	Net Assets Corporation	01-000-200-2001	360.00
06/12	06/15/2012	95446	1001549	Newsweek	07-000-200-2001	39.96
06/12	06/15/2012	95447	1001950	OEMA Oregon Emer Mngmnt Assoc	01-000-200-2001	100.00
06/12	06/15/2012	95448	702100	Off The Record	07-000-200-2001	60.00
06/12	06/15/2012	95449	1000231	Office Max	07-000-200-2001	219.52
06/12	06/15/2012	95450	706080	One Call Concepts Inc	03-000-200-2001	102.96
06/12	06/15/2012	95451	1000652	ORCA Communications	41-000-200-2001	1,155.25
06/12	06/15/2012	95452	1001203	Oregon Coast Culinary Institut	33-000-200-2001	800.00
06/12	06/15/2012	95453	707599	Oregon Linen	05-000-200-2001	284.34
06/12	06/15/2012	95454	707838	Oregon Pacific Co	57-000-200-2001	849.73
06/12	06/15/2012	95455	708300	Oregon Tool & Supply Inc	01-000-200-2001	151.10
06/12	06/15/2012	95456	1001949	Oregon Travel Experience	58-000-200-2001	16,400.00
06/12	06/15/2012	95457	1001755	Perry's Supply Co	01-000-200-2001	84.98
06/12	06/15/2012	95458	590000	PRO Build	01-000-200-2001	362.58
06/12	06/15/2012	95459	748100	Puppy Love	01-000-200-2001	142.21
06/12	06/25/2012	95460	999189	Abel Insurance Agency	01-000-200-2001	1,531.25
06/12	06/25/2012	95461	1001547	Access Info Mgmt DBA	01-000-200-2001	30.00
06/12	06/25/2012	95462	103323	Agri-Tech Design	07-000-200-2001	242.00
06/12	06/25/2012	95463	999686	Amazon/GE Money	07-000-200-2001	66.63
06/12	06/25/2012	95464	1001954	Archer, Michael	01-000-200-2001	85.00
06/12	06/25/2012	95465		Information Only Check	01-000-200-2001	.00 V
06/12	06/25/2012	95466	135616	Bassett-Hyland Energy Co	03-000-200-2001	12,747.33
06/12	06/25/2012	95467	1001953	Batch, Lindsey	01-000-200-2001	85.00
06/12	06/25/2012	95468	138038	Bay Area Chamber of Comm	05-000-200-2001	4,976.42
06/12	06/25/2012	95469	1000587	Bay Area Enterprises Inc.	05-000-200-2001	2,748.45
06/12	06/25/2012	95470	952261	Bayshore Paints	01-000-200-2001	77.03
06/12	06/25/2012	95471	1000830	Beaver Hill Productions, LLC	33-000-200-2001	7,550.00
06/12	06/25/2012	95472	1000807	Best, Suzanne R. Ph.D.	01-000-200-2001	600.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/12	06/25/2012	95473	999715	Blumenthal Uniforms & Equip	01-000-200-2001	3,331.00
06/12	06/25/2012	95474	156200	BNT Promotional Products	01-000-200-2001	10.95
06/12	06/25/2012	95475	1001593	Bothe, Henrik	07-000-200-2001	450.00
06/12	06/25/2012	95476	999424	Brilliance Audio, Inc.	07-000-200-2001	181.40
06/12	06/25/2012	95477	180500	Brock Construction	02-000-200-2001	7,550.00
06/12	06/25/2012	95478	1001864	Call One INC	01-000-200-2001	158.00
06/12	06/25/2012	95479	999829	Cardinal Employment Ser., Inc	33-000-200-2001	2,349.23
06/12	06/25/2012	95480	118918	Carquest of Coos Bay	01-000-200-2001	212.24
06/12	06/25/2012	95481	1001906	Cascadia Consulting LLC DBA	57-000-200-2001	2,061.94
06/12	06/25/2012	95482	213750	Cash & Carry /United Grocers	07-000-200-2001	194.72
06/12	06/25/2012	95483	1001334	CDFX, LLC	33-000-200-2001	325.00
06/12	06/25/2012	95484	216200	Center Point Large Print	07-000-200-2001	127.02
06/12	06/25/2012	95485	216350	Centric Elevator Corp of	07-000-200-2001	250.00
06/12	06/25/2012	95486	1001935	CFE-LLC Electrical Contracting	02-000-200-2001	328.00
06/12	06/25/2012	95487	1001870	CH2M Hill Engineers Inc	29-000-200-2001	3,813.28
06/12	06/25/2012	95488	999508	Charter Communications	01-000-200-2001	199.97
06/12	06/25/2012	95489	223400	City of Coos Bay - Petty Cash	01-000-200-2001	31.34
06/12	06/25/2012	95490	229900	Coastal Paper & Supply Inc	01-000-200-2001	104.42
06/12	06/25/2012	95491	1000821	Computer Works	40-000-200-2001	3,349.00
06/12	06/25/2012	95492	1001412	Comspan Communications	05-000-200-2001	120.57
06/12	06/25/2012	95493	1001710	Concrete Cutting Concepts LLC	02-000-200-2001	215.00
06/12	06/25/2012	95494	240305	Coos Art Museum	05-000-200-2001	1,250.00
06/12	06/25/2012	95495	1001844	Coos Bay Printing DBA	01-000-200-2001	99.80
06/12	06/25/2012	95496	240723	Coos County Clerk	57-000-200-2001	111.00
06/12	06/25/2012	95497	240886	Coos Grange Supply Co	01-000-200-2001	123.85
06/12	06/25/2012	95498	1000507	Creekridge Capital LB#17	07-000-200-2001	749.01
06/12	06/25/2012	95499	1001389	Cummins Northwest LLC	01-000-200-2001	1,546.96
06/12	06/25/2012	95500	290650	Dyer Partnership, The	29-000-200-2001	1,536.00
06/12	06/25/2012	95501	1001359	Eileen Traylor	33-000-200-2001	650.00
06/12	06/25/2012	95502	314525	Enviro-Clean Equipment	03-000-200-2001	341.05
06/12	06/25/2012	95503	999200	Epuerto	01-000-200-2001	100.00
06/12	06/25/2012	95504	322610	Farr's True Value Hdwr	03-000-200-2001	8.87
06/12	06/25/2012	95505	322621	Farwest Tire, Inc.	01-000-200-2001	423.85
06/12	06/25/2012	95506	999188	Fastenal Company	03-000-200-2001	56.18
06/12	06/25/2012	95507	999389	Fawns Diesel Service Inc.	03-000-200-2001	4,603.02
06/12	06/25/2012	95508	1000192	Ferguson Ent, Inc #3021	01-000-200-2001	46.35
06/12	06/25/2012	95509	329940	First American Title	57-000-200-2001	1,078.00
06/12	06/25/2012	95510	1001959	Frankenberger, Debbie	01-000-200-2001	3.33
06/12	06/25/2012	95511	1001603	Frontier	05-000-200-2001	2,194.95
06/12	06/25/2012	95512	352703	Gale	07-000-200-2001	69.52
06/12	06/25/2012	95513	1001915	Garden Elements	01-000-200-2001	35.40
06/12	06/25/2012	95514	362130	General Fire Apparatus	01-000-200-2001	106.00
06/12	06/25/2012	95515	378121	Gold Coast Security Inc	02-000-200-2001	19.00
06/12	06/25/2012	95516	1000891	Hart, Mary	07-000-200-2001	350.00
06/12	06/25/2012	95517	1001899	Historic Theatre Consultants	57-000-200-2001	1,808.80
06/12	06/25/2012	95518	1000216	Hughes, Scott	07-000-200-2001	275.00
06/12	06/25/2012	95519	1000604	IBS Incorporated	03-000-200-2001	142.57
06/12	06/25/2012	95520	476508	Ingram	07-000-200-2001	707.98
06/12	06/25/2012	95521	999814	Integra Telecom, Inc Billing	01-000-200-2001	376.97
06/12	06/25/2012	95522	532800	Kyle Electric Inc	07-000-200-2001	514.05
06/12	06/25/2012	95523	1001311	Library Advantage	07-000-200-2001	280.00
06/12	06/25/2012	95524	1001952	Martin, Travis	01-000-200-2001	60.00
06/12	06/25/2012	95525	641775	Meyers, Beverly J	17-000-200-2001	196.83
06/12	06/25/2012	95526	1001211	Mike Vaughan	01-000-200-2001	119.32
06/12	06/25/2012	95527	696327	North Bend Medical Center	01-000-200-2001	79.00
06/12	06/25/2012	95528	1000653	NW Natural	01-000-200-2001	20.76
06/12	06/25/2012	95529	706988	ODOT - Signal Maintenance	02-000-200-2001	104.39

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/12	06/25/2012	95530	1000231	Office Max	07-000-200-2001	165.37
06/12	06/25/2012	95531	1000652	ORCA Communications	01-000-200-2001	131.06
06/12	06/25/2012	95532	999810	VOID - Oregon Mayors Assn	01-000-200-2001	.00
06/12	06/25/2012	95533	708300	Oregon Tool & Supply Inc	01-000-200-2001	26.90
06/12	06/25/2012	95534	1001951	OVIVO USA LLC	29-000-200-2001	4,101.99
06/12	06/25/2012	95535		Information Only Check	01-000-200-2001	.00 V
06/12	06/25/2012	95536	710235	Pacific Power & Light Co	05-000-200-2001	35,883.06
06/12	06/25/2012	95537	710128	Pacific Power Products	03-000-200-2001	137.51
06/12	06/25/2012	95538	1001957	Pacific Survey Supply	01-000-200-2001	9,629.68
06/12	06/25/2012	95539	1001755	Perry's Supply Co	01-000-200-2001	28.35
06/12	06/25/2012	95540	1000118	Peterson Machinery Co., Inc	02-000-200-2001	685.02
06/12	06/25/2012	95541	736400	Pitney-Bowes - 8345191	07-000-200-2001	120.27
06/12	06/25/2012	95542	737932	Platt Electric Supply	07-000-200-2001	219.53
06/12	06/25/2012	95543	1001754	Price, Elizabeth Sue	33-000-200-2001	1,226.92
06/12	06/25/2012	95544	590000	PRO Build	57-000-200-2001	139.82
06/12	06/25/2012	95545	750800	Quill Corp	01-000-200-2001	411.49
06/12	06/25/2012	95546	1000369	Random House, Inc	07-000-200-2001	362.25
06/12	06/25/2012	95547	757000	Recorded Books LLC	07-000-200-2001	33.00
06/12	06/26/2012	95548	352100	VOID - Reese Electric Co Inc	01-000-200-2001	.00 M
06/12	06/25/2012	95549	1001659	Resource Consultants INC	57-000-200-2001	1,500.00
06/12	06/25/2012	95550	1000934	Rider	07-000-200-2001	12.00
06/12	06/25/2012	95551	1001956	Rosenbauer Aerials LLC	01-000-200-2001	329.14
06/12	06/25/2012	95552	1001848	Salem Press	07-000-200-2001	1,080.00
06/12	06/25/2012	95553	825500	Seawestern Fire Apparatus	01-000-200-2001	1,825.68
06/12	06/25/2012	95554	1001907	Shane R Thurston Construction	58-000-200-2001	26,373.33
06/12	06/25/2012	95555	1001858	So Coast Head Start/ORCCA	07-000-200-2001	100.00
06/12	06/25/2012	95556		Information Only Check	01-000-200-2001	.00 V
06/12	06/25/2012	95557	862426	So Coast Office Supply	33-000-200-2001	8,482.00
06/12	06/25/2012	95558	1001788	Stanley Security Solutions INC	40-000-200-2001	17,234.96
06/12	06/25/2012	95559	1001551	Staples Advantage Pmnts	01-000-200-2001	27.52
06/12	06/25/2012	95560	999408	Steven Winfrey	01-000-200-2001	75.00
06/12	06/25/2012	95561	882968	Stuntzner Engineering	34-000-200-2001	4,961.55
06/12	06/25/2012	95562	1001539	SuperMedia LLC	07-000-200-2001	199.44
06/12	06/25/2012	95563	1001625	Tantor Media	07-000-200-2001	295.43
06/12	06/25/2012	95564	999197	Terry Stragey	01-000-200-2001	58.50
06/12	06/25/2012	95565	918215	Tom's Lock & Key, DBA	02-000-200-2001	62.98
06/12	06/25/2012	95566	922669	Tri-County Plumbing	01-000-200-2001	5,310.00
06/12	06/25/2012	95567	1001922	TruEdge Communications	40-000-200-2001	15,088.67
06/12	06/25/2012	95568	1000235	UPS Store, The DBA	01-000-200-2001	80.42
06/12	06/25/2012	95569		Information Only Check	02-000-200-2001	.00 V
06/12	06/25/2012	95570	934000	Vend West Services Inc	01-000-200-2001	942.55
06/12	06/25/2012	95571		Information Only Check	01-000-200-2001	.00 V
06/12	06/25/2012	95572		Information Only Check	01-000-200-2001	.00 V
06/12	06/25/2012	95573	1000160	Visa - Elan Financial Service	01-000-200-2001	7,387.39
06/12	06/25/2012	95574	1001955	Wagner, Tim	01-000-200-2001	85.00
06/12	06/25/2012	95575	945500	Walmart Community	07-000-200-2001	271.00
06/12	06/25/2012	95576	961400	West Coast Fencing	01-000-200-2001	88.84
06/12	06/25/2012	95577	1000633	WesTek Marketing	01-000-200-2001	1,512.00
06/12	06/25/2012	95578	1001138	Westways Press	05-000-200-2001	144.00
06/12	06/25/2012	95579	1000675	VOID - Wilson, Rhonda	01-000-200-2001	.00
06/12	06/25/2012	95580	986315	World, The	34-000-200-2001	200.30
06/12	06/25/2012	95581	1001958	Wright, Allen	01-000-200-2001	10.00
06/12	06/25/2012	95582	999317	Wright's Business Ent.	01-000-200-2001	306.75
06/12	06/25/2012	95583	997804	Zumar Industries Inc	02-000-200-2001	1,118.07
06/12	06/26/2012	95584	240723	Coos County Clerk	57-000-200-2001	111.00
06/12	06/26/2012	95585	999965	Laskey-Clifton Corp	03-000-200-2001	95,865.89
06/12	06/26/2012	95586	352100	Reese Electric Co Inc	57-000-200-2001	3,429.45

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/12	06/26/2012	95587	1000160	Visa - Elan Financial Service	01-000-200-2001	93.77
06/12	06/28/2012	95588	999686	Amazon/GE Money	07-000-200-2001	238.75
06/12	06/28/2012	95589	138038	Bay Area Chamber of Comm	33-000-200-2001	33.20
06/12	06/28/2012	95590	227058	Carl D Williams	07-000-200-2001	1,365.00
06/12	06/28/2012	95591	1000208	Charlies Truck Service DBA	01-000-200-2001	150.00
06/12	06/28/2012	95592	220916	Chevron & Texaco Business	01-000-200-2001	33.82
06/12	06/28/2012	95593	1001715	City of Coos Bay	32-000-200-2001	55.12
06/12	06/28/2012	95594	223400	City of Coos Bay - Petty Cash	07-000-200-2001	56.77
06/12	06/28/2012	95595	223400	City of Coos Bay - Petty Cash	01-000-200-2001	64.40
06/12	06/28/2012	95596	322621	Farwest Tire, Inc.	01-000-200-2001	2,120.94
06/12	06/28/2012	95597	1000866	Hoppe, Katherine	33-000-200-2001	524.48
06/12	06/28/2012	95598	476508	Ingram	07-000-200-2001	1,272.97
06/12	06/28/2012	95599	1001551	Staples Advantage Pmnts	01-000-200-2001	73.26
06/12	06/28/2012	95600	871400	Staples Credit Plan	01-000-200-2001	241.56
06/12	06/28/2012	95601	999509	Sternberg Vintage Lighting Inc	02-000-200-2001	7,434.00
06/12	06/28/2012	95602	920119	Tower Motor Co	01-000-200-2001	1,619.00
06/12	06/28/2012	95603	922669	Tri-County Plumbing	32-000-200-2001	2,200.00
Totals:						<u>1,319,647.65</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Job No
706251	OMI, Inc	201206	Waste Water Operations	06/01/2012	71,190.35	71,190.35	06/01/2012	
			Waste Water Operations		37,213.14	37,213.14	06/01/2012	
			Waste Water Operations		40,449.06	40,449.06	06/01/2012	
			Waste Water Operations		12,943.70	12,943.70	06/01/2012	
Total 706251					161,796.25	161,796.25		
710235	Pacific Power & Light Co	201206-2	12447751-001 8 - June	06/15/2012	1,620.70	1,620.70	06/25/2012	
			12447751-001 8 - June		673.87	673.87	06/25/2012	
			12447751-001 8 - June		10.44	10.44	06/25/2012	
			12447751-001 8 - June		3,848.26	3,848.26	06/25/2012	
			12447751-001 8 - June		587.67	587.67	06/25/2012	
			12447751-001 8 - June		2,474.34	2,474.34	06/25/2012	
			12447751-001 8 - June		17,526.54	17,526.54	06/25/2012	
			12447751-001 8 - June		886.41	886.41	06/25/2012	
			12447751-001 8 - June		1,311.02	1,311.02	06/25/2012	CAMUTILITIES1
			12447751-001 8 - June		355.92	355.92	06/25/2012	
			12447751-001 8 - June		2,867.33	2,867.33	06/25/2012	
			12447751-001 8 - June		1,189.16	1,189.16	06/25/2012	POOLUTILITY1
			12447751-001 8 - June		178.76	178.76	06/25/2012	EGYPTUTIL1
			12447751-001 8 - June		53.49	53.49	06/25/2012	
Total 710235					33,583.91	33,583.91		
999965	Laskey-Clifton Corp	4518	Emergency Sewer Repair-Central Ave & N 7th	05/31/2012	22,722.10	22,722.10	06/26/2012	1200121
			Emergency Sewer Repair-Central Ave & N 7th		16,453.93	16,453.93	06/26/2012	1200121
			Emergency Sewer Repair-Central Ave & N 7th-CO #1		19,765.05	19,765.05	06/26/2012	1200121
			Emergency Sewer Repair-Central Ave & N 7th-CO #1		27,294.60	27,294.60	06/26/2012	1200121
			Emergency Sewer Repair-Central Ave & N 7th-CO #2		5,585.52	5,585.52	06/26/2012	1200121
			Emergency Sewer Repair-Central Ave & N 7th-CO #2		4,044.69	4,044.69	06/26/2012	1200121
Total 999965					95,865.89	95,865.89		
1001884	Chambers Construction LLP	1286-4	City Hall/PD Seismic Retrofit & Remodel	04/30/2012	452,808.58	452,808.58	06/08/2012	1260021
		1286-5	City Hall/PD Seismic Retrofit & Remodel	05/30/2012	139,539.14	139,539.14	06/13/2012	1260021
			City Hall/PD Seismic Retrofit & Remodel		17,768.40	17,768.40	06/13/2012	1260021
Total 1001884					610,116.12	610,116.12		
1001907	Shane R Thurston Construction	12-007 6/11/2012	Dolphin Theatre Restroom Renovation	06/11/2012	15,222.23	15,222.23	06/25/2012	1260061
			Dolphin Theatre Restroom Renovation-CO#1 Remove Lobby C		3,363.00	3,363.00	06/25/2012	1260061
			Dolphin Theatre Restroom Renovation-CO#3-Delete Mop Sink		878.75	878.75	06/25/2012	1260061

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Job No
			Dolphin Theatre Restroom Renovation-CO#4-Hot Water Heate		1,100.10	1,100.10	06/25/2012	1260061
			Dolphin Theatre Restroom Renovation-CO#6-Electrical Work		3,016.25	3,016.25	06/25/2012	1260061
			Dolphin Theatre Restroom Renovation-CO #7-Drywall		2,793.00	2,793.00	06/25/2012	1260061
Total 1001907					26,373.33	26,373.33		

Total Paid:

927,735.50

Total Unpaid:

-

Grand Total:

927,735.50

Dated:

Mayor:

City Council:

City Recorder:

City Treasurer:

Report Criteria:

Transmittal Checks Are Included

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
05/31/12	CDPT	06/06/12	5080	City County Insurance	16	Employee Insurance Premiums 01	01-000-200-2034	71,124.16
05/15/12	CDPT	06/06/12	5081	Oregon PERS	17	Employee Retirement 01-000-200-	01-000-200-2035	91,232.72
06/15/12	PC	06/15/12	5082	Fare, Matthew M	126002		99-000-100-1002	352.07
06/15/12	PC	06/15/12	5083	McAvoy, Daniel W	126008		99-000-100-1002	2,023.05
06/15/12	PC	06/15/12	5084	Seldon, Michael A	126017		99-000-100-1002	1,395.59
06/15/12	PC	06/15/12	5085	Wilson, Jason H	126018		99-000-100-1002	941.82
06/15/12	PC	06/15/12	5086	Miles, Randy S	126021		99-000-100-1002	1,120.46
06/15/12	PC	06/15/12	5087	Takis, Stephen P	126034		99-000-100-1002	1,149.71
06/15/12	PC	06/15/12	5088	Owens, Howard D	126035		99-000-100-1002	1,537.47
06/15/12	PC	06/15/12	5089	Argyle, Tanya	213019		99-000-100-1002	1,415.25
06/15/12	PC	06/15/12	5090	Kinnaman, Amelia J.	213020		99-000-100-1002	1,450.49
06/15/12	PC	06/15/12	5091	Frankenberger, Deborah M	213021		99-000-100-1002	819.29
06/15/12	PC	06/15/12	5092	Barr, Crystal C	226001		99-000-100-1002	1,243.70
06/15/12	PC	06/15/12	5093	Magill, Elisa A	227032		99-000-100-1002	765.07
06/15/12	PC	06/15/12	5094	Hossley, James G	227033		99-000-100-1002	1,661.99
06/15/12	PC	06/15/12	5095	Carlson, Amelia Berry	227035		99-000-100-1002	1,289.51
06/15/12	PC	06/15/12	5096	Spann, Jessica Joye	227041		99-000-100-1002	471.75
06/15/12	PC	06/15/12	5097	Baker, Susanne M	231002		99-000-100-1002	1,255.76
06/15/12	PC	06/15/12	5098	Neff, Kevin Lynn	231020		99-000-100-1002	1,315.21
06/15/12	PC	06/15/12	5099	Wirsing, Jennifer L	231023		99-000-100-1002	1,548.47
06/15/12	PC	06/15/12	5100	Moore, Joseph Michael	232001		99-000-100-1002	377.40
06/15/12	PC	06/15/12	5101	Anderson, Jared	232002		99-000-100-1002	898.32
06/15/12	PC	06/15/12	5102	Christiana, Philip A	232005		99-000-100-1002	641.18
06/15/12	PC	06/15/12	5103	Pace, Matthew James	232010		99-000-100-1002	1,087.38
06/15/12	PC	06/15/12	5104	La Prais, Julie A	232012		99-000-100-1002	819.29
06/15/12	PC	06/15/12	5105	Jackson, Thomas T	232016		99-000-100-1002	806.79
06/15/12	PC	06/15/12	5106	Kaiser, Frank Lynn	232022		99-000-100-1002	633.28
06/15/12	PC	06/15/12	5107	Sheaffer, Walter P	232034		99-000-100-1002	564.79
06/15/12	PC	06/15/12	5108	Pierson, Samantha K	251003		99-000-100-1002	1,236.67
06/15/12	PC	06/15/12	5109	Price, Nancy Waterman	251009		99-000-100-1002	670.57
06/15/12	PC	06/15/12	5110	Shamet, Barbara J	251010		99-000-100-1002	594.40
06/15/12	PC	06/15/12	5111	Fisher, Valerie J	251029		99-000-100-1002	321.42
06/15/12	PC	06/15/12	5112	Knight, Dolores L	251031		99-000-100-1002	1,073.99
06/15/12	PC	06/15/12	5113	Mitchell, Linda S	324004		99-000-100-1002	1,301.27
06/15/12	PC	06/15/12	5114	Sparks, Randy L	324007		99-000-100-1002	330.73
06/15/12	PC	06/15/12	5115	Wilson, Rhonda M	324035		99-000-100-1002	1,314.78
06/15/12	PC	06/15/12	5116	Akers, Tia D	324037		99-000-100-1002	840.45
06/15/12	PC	06/15/12	5117	Wetmore, Anthony S	324043		99-000-100-1002	580.40
06/15/12	PC	06/15/12	5118	Dubray, Ramona A	324054		99-000-100-1002	732.73
06/15/12	PC	06/15/12	5119	Cupp, Tessa M	324058		99-000-100-1002	576.66
06/15/12	PC	06/15/12	5120	Craddock Jr, Rodger E	324059		99-000-100-1002	1,865.23
06/15/12	PC	06/15/12	5121	McCullough, Gary L	324060		99-000-100-1002	1,689.02
06/15/12	PC	06/15/12	5122	Mitts, Cal Patrick	324061		99-000-100-1002	1,706.05
06/15/12	PC	06/15/12	5123	Rogers, Terry Scott	324065		99-000-100-1002	532.52
06/15/12	PC	06/15/12	5124	Kirk, Peter E	324067		99-000-100-1002	1,781.39
06/15/12	PC	06/15/12	5125	Merritt, Sean Trefle	324070		99-000-100-1002	1,509.36
06/15/12	PC	06/15/12	5126	Ereth, Mark W	324074		99-000-100-1002	377.40
06/15/12	PC	06/15/12	5127	Shaffer, Michael W	324075		99-000-100-1002	985.89
06/15/12	PC	06/15/12	5128	Thompson, Helen N	324079		99-000-100-1002	955.69
06/15/12	PC	06/15/12	5129	West, Timothy S	324082		99-000-100-1002	381.02
06/15/12	PC	06/15/12	5130	Esperance, Christine Marie	324101		99-000-100-1002	961.64
06/15/12	PC	06/15/12	5131	Lindahl, Thomas W	324103		99-000-100-1002	1,286.60
06/15/12	PC	06/15/12	5132	Pollin, Tracye K.	324105		99-000-100-1002	1,052.29
06/15/12	PC	06/15/12	5133	Lawson, Daniel R	324107		99-000-100-1002	1,318.75
06/15/12	PC	06/15/12	5134	Looney, Bryan R	324108		99-000-100-1002	732.73
06/15/12	PC	06/15/12	5135	Pickett, Jennifer M	324110		99-000-100-1002	377.40
06/15/12	PC	06/15/12	5136	McGarity, Kristen Marie	324112		99-000-100-1002	1,180.63
06/15/12	CDPT	06/15/12	5137	Internal Revenue Service	1	93-6002141 01-000-200-2031 S	01-000-200-2031	15,626.77

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
06/15/12	CDPT	06/15/12	5138	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	5,464.57
06/29/12	PC	06/29/12	5139	Fare, Matthew M	126002		99-000-100-1002	4,153.01
06/29/12	PC	06/29/12	5140	Anderson, Mark R	126003		99-000-100-1002	5,857.55
06/29/12	PC	06/29/12	5141	Gibson, Stanley L	126006		99-000-100-1002	4,412.90
06/29/12	PC	06/29/12	5142	McAvoy, Daniel W	126008		99-000-100-1002	2,747.05
06/29/12	PC	06/29/12	5143	Crutchfield, Daniel C	126016		99-000-100-1002	3,573.44
06/29/12	PC	06/29/12	5144	Seldon, Michael A	126017		99-000-100-1002	2,904.03
06/29/12	PC	06/29/12	5145	Wilson, Jason H	126018		99-000-100-1002	3,721.99
06/29/12	PC	06/29/12	5146	Haagen, Kevin J	126020		99-000-100-1002	4,799.93
06/29/12	PC	06/29/12	5147	Miles, Randy S	126021		99-000-100-1002	2,934.69
06/29/12	PC	06/29/12	5148	Cunningham, Kevin D	126023		99-000-100-1002	3,997.62
06/29/12	PC	06/29/12	5149	Vetter, Douglas J	126026		99-000-100-1002	4,502.51
06/29/12	PC	06/29/12	5150	Takis, Stephen P	126034		99-000-100-1002	3,886.90
06/29/12	PC	06/29/12	5151	Owens, Howard D	126035		99-000-100-1002	3,331.32
06/29/12	PC	06/29/12	5152	Martin, Dean E	126036		99-000-100-1002	5,225.78
06/29/12	PC	06/29/12	5153	Adkins, Jeffery S	126041		99-000-100-1002	3,961.43
06/29/12	PC	06/29/12	5154	Jansen, Joyce L	212002		99-000-100-1002	4,786.27
06/29/12	PC	06/29/12	5155	McClintock, Nathan Byron	212004		99-000-100-1002	4,153.27
06/29/12	PC	06/29/12	5156	Mickelson, Jackie Rose	212010		99-000-100-1002	2,658.88
06/29/12	PC	06/29/12	5157	Kremers, Julie L	213018		99-000-100-1002	2,859.33
06/29/12	PC	06/29/12	5158	Argyle, Tanya	213019		99-000-100-1002	1,695.40
06/29/12	PC	06/29/12	5159	Kinnaman, Amelia J.	213020		99-000-100-1002	2,079.32
06/29/12	PC	06/29/12	5160	Frankenberger, Deborah M	213021		99-000-100-1002	1,789.54
06/29/12	PC	06/29/12	5161	Barr, Crystal C	226001		99-000-100-1002	1,636.56
06/29/12	PC	06/29/12	5162	Erlar, Debbie L	227004		99-000-100-1002	2,745.30
06/29/12	PC	06/29/12	5163	Barron, Laura J	227005		99-000-100-1002	4,034.62
06/29/12	PC	06/29/12	5164	Magill, Elisa A	227032		99-000-100-1002	2,119.83
06/29/12	PC	06/29/12	5165	Hossley, James G	227033		99-000-100-1002	4,458.99
06/29/12	PC	06/29/12	5166	Carlson, Amelia Berry	227035		99-000-100-1002	1,514.26
06/29/12	PC	06/29/12	5167	Patton, Pamela G	227038		99-000-100-1002	2,223.76
06/29/12	PC	06/29/12	5168	Smith, Michael J	227040		99-000-100-1002	4,293.76
06/29/12	PC	06/29/12	5169	Spann, Jessica Joye	227041		99-000-100-1002	2,367.15
06/29/12	PC	06/29/12	5170	Baker, Susanne M	231002		99-000-100-1002	3,037.81
06/29/12	PC	06/29/12	5171	Neff, Kevin Lynn	231020		99-000-100-1002	2,514.54
06/29/12	PC	06/29/12	5172	Dixon, Randy D.	231022		99-000-100-1002	4,972.36
06/29/12	PC	06/29/12	5173	Wirsing, Jennifer L	231023		99-000-100-1002	1,627.46
06/29/12	PC	06/29/12	5174	Moore, Joseph Michael	232001		99-000-100-1002	1,461.97
06/29/12	PC	06/29/12	5175	Anderson, Jared	232002		99-000-100-1002	1,780.88
06/29/12	PC	06/29/12	5176	Carlson, Brad E	232004		99-000-100-1002	352.48
06/29/12	PC	06/29/12	5177	Christiana, Philip A	232005		99-000-100-1002	2,678.24
06/29/12	PC	06/29/12	5178	Pace, Matthew James	232010		99-000-100-1002	2,131.18
06/29/12	PC	06/29/12	5179	La Praim, Julie A	232012		99-000-100-1002	2,063.22
06/29/12	PC	06/29/12	5180	Jackson, Thomas T	232016		99-000-100-1002	1,805.93
06/29/12	PC	06/29/12	5181	Kaiser, Frank Lynn	232022		99-000-100-1002	1,770.50
06/29/12	PC	06/29/12	5182	Eck, Lloyd J	232032		99-000-100-1002	2,944.66
06/29/12	PC	06/29/12	5183	Sheaffer, Walter P	232034		99-000-100-1002	1,886.46
06/29/12	PC	06/29/12	5184	Flitcroft, Iris P	251002		99-000-100-1002	2,555.27
06/29/12	PC	06/29/12	5185	Pierson, Samantha K	251003		99-000-100-1002	3,387.60
06/29/12	PC	06/29/12	5186	Couture, Beverly A	251005		99-000-100-1002	2,555.48
06/29/12	PC	06/29/12	5187	Granstrom, Pamela R	251007		99-000-100-1002	2,349.92
06/29/12	PC	06/29/12	5188	Price, Nancy Waterman	251009		99-000-100-1002	2,494.24
06/29/12	PC	06/29/12	5189	Shamet, Barbara J	251010		99-000-100-1002	810.56
06/29/12	PC	06/29/12	5190	Vaughan, Deborah Dilley	251014		99-000-100-1002	20.57
06/29/12	PC	06/29/12	5191	Fisher, Valerie J	251029		99-000-100-1002	1,698.26
06/29/12	PC	06/29/12	5192	Knight, Dolores L	251031		99-000-100-1002	1,426.79
06/29/12	PC	06/29/12	5193	Knutson, Margaret Diane	251055		99-000-100-1002	308.10
06/29/12	PC	06/29/12	5194	Collins, Laura R	251066		99-000-100-1002	10.29
06/29/12	PC	06/29/12	5195	Mikowski, Holly Ann	251069		99-000-100-1002	325.34
06/29/12	PC	06/29/12	5196	Suppes, Josephine M	251072		99-000-100-1002	92.21
06/29/12	PC	06/29/12	5197	Spence, Christina Marie	251090		99-000-100-1002	496.89
06/29/12	PC	06/29/12	5198	Wright, Kimie	251091		99-000-100-1002	517.42

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
06/29/12	PC	06/29/12	5199	Smith, Phyllis J	251098		99-000-100-1002	133.95
06/29/12	PC	06/29/12	5200	Mitchell, Linda S	324004		99-000-100-1002	1,981.39
06/29/12	PC	06/29/12	5201	Sparks, Randy L	324007		99-000-100-1002	4,359.85
06/29/12	PC	06/29/12	5202	Wilson, Rhonda M	324035		99-000-100-1002	2,154.08
06/29/12	PC	06/29/12	5203	Akers, Tia D	324037		99-000-100-1002	2,569.64
06/29/12	PC	06/29/12	5204	Larson, Catherine Elizabeth	324041		99-000-100-1002	4,218.73
06/29/12	PC	06/29/12	5205	Wetmore, Anthony S	324043		99-000-100-1002	3,799.38
06/29/12	PC	06/29/12	5206	Lounsbury, Robert A	324044		99-000-100-1002	3,890.20
06/29/12	PC	06/29/12	5207	Dubray, Ramona A	324054		99-000-100-1002	2,023.44
06/29/12	PC	06/29/12	5208	Cupp, Tessa M	324058		99-000-100-1002	2,631.88
06/29/12	PC	06/29/12	5209	Craddock Jr, Rodger E	324059		99-000-100-1002	5,379.87
06/29/12	PC	06/29/12	5210	McCullough, Gary L	324060		99-000-100-1002	3,805.55
06/29/12	PC	06/29/12	5211	Mitts, Cal Patrick	324061		99-000-100-1002	3,582.79
06/29/12	PC	06/29/12	5212	Myers, Steven A	324063		99-000-100-1002	4,339.64
06/29/12	PC	06/29/12	5213	Rogers, Terry Scott	324065		99-000-100-1002	3,536.23
06/29/12	PC	06/29/12	5214	Babb Jr, Darrell D	324066		99-000-100-1002	3,572.41
06/29/12	PC	06/29/12	5215	Kirk, Peter E	324067		99-000-100-1002	3,231.13
06/29/12	PC	06/29/12	5216	Hatzel, Hugo J	324068		99-000-100-1002	5,677.07
06/29/12	PC	06/29/12	5217	Merritt, Sean Trefle	324070		99-000-100-1002	3,155.78
06/29/12	PC	06/29/12	5218	Labrousse, Kenneth James	324071		99-000-100-1002	4,543.77
06/29/12	PC	06/29/12	5219	Chapanar, Christopher J	324073		99-000-100-1002	5,384.92
06/29/12	PC	06/29/12	5220	Ereth, Mark W	324074		99-000-100-1002	4,367.38
06/29/12	PC	06/29/12	5221	Shaffer, Michael W	324075		99-000-100-1002	4,781.26
06/29/12	PC	06/29/12	5222	Wheeling, Mark E	324077		99-000-100-1002	4,384.27
06/29/12	PC	06/29/12	5223	Thompson, Helen N	324079		99-000-100-1002	1,841.16
06/29/12	PC	06/29/12	5224	Schwenninger, Eric Wayne	324081		99-000-100-1002	6,463.46
06/29/12	PC	06/29/12	5225	West, Timothy S	324082		99-000-100-1002	3,832.14
06/29/12	PC	06/29/12	5226	Gulbransen, Aaron D	324084		99-000-100-1002	3,715.43
06/29/12	PC	06/29/12	5227	Esperance, Christine Marie	324101		99-000-100-1002	1,797.82
06/29/12	PC	06/29/12	5228	Lindahl, Thomas W	324103		99-000-100-1002	3,136.99
06/29/12	PC	06/29/12	5229	Pollin, Tracye K.	324105		99-000-100-1002	2,461.68
06/29/12	PC	06/29/12	5230	Lawson, Daniel R	324107		99-000-100-1002	2,664.34
06/29/12	PC	06/29/12	5231	Looney, Bryan R	324108		99-000-100-1002	2,834.02
06/29/12	PC	06/29/12	5232	Meier, Ty David	324109		99-000-100-1002	3,417.44
06/29/12	PC	06/29/12	5233	Pickett, Jennifer M	324110		99-000-100-1002	2,957.53
06/29/12	PC	06/29/12	5234	McGarity, Kristen Marie	324112		99-000-100-1002	1,700.58
06/29/12	CDPT	06/29/12	5235	ASIFlex	30	Flexible Spending - 01-000-200-20	01-000-200-2034	621.66
06/29/12	CDPT	06/29/12	5236	ASIFlex - Admin Fee	31	Admin Fee Flexible Spending - 01	01-000-200-2034	11.25
06/29/12	CDPT	06/29/12	5237	CB Volunteer Firefighter As	20	CBVFA 01-261-520-2109	01-261-520-2109	3,416.63
06/29/12	CDPT	06/29/12	5238	Coos Bay Police Officer Ass	12	Police Dues 01-000-200-2038 C	01-000-200-2036	1,453.50
06/29/12	CDPT	06/29/12	5239	DHR Child Support	13	Employee Child Support 01-000-2	01-000-200-2038	205.00
06/29/12	CDPT	06/29/12	5240	HSA BANK	19	All Groups EE/ER Contributions C	01-000-200-2034	9,034.89
06/29/12	CDPT	06/29/12	5241	IAFF	8	Fire Dues 01-000-200-2036 IAFI	01-000-200-2036	900.00
06/29/12	CDPT	06/29/12	5242	ICMA	15	Employee 457 Contributions 01-00	01-000-200-2033	1,275.00
06/29/12	CDPT	06/29/12	5243	ING	18	Employee 457 Contributions 01-0	01-000-200-2033	2,750.67
06/29/12	CDPT	06/29/12	5244	Merrill Lynch	28	Merrill Lynch HSA HSA Merrill Ly	01-000-200-2034	187.50
06/29/12	CDPT	06/29/12	5245	Nationwide Retirement Solu	11	Employee 457 Contributions 01-0	01-000-200-2033	14,764.00
06/29/12	CDPT	06/29/12	5246	Internal Revenue Service	1	93-6002141 01-000-200-2031 S	01-000-200-2031	113,432.07
06/29/12	CDPT	06/29/12	5247	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	33,611.70
06/29/12	CDPT	06/29/12	5248	OR Dept of Revenue - WC /	3	Workers' Benefit Fund Assess 01-0	01-000-200-2032	406.12
06/30/12	CDPT	06/29/12	5249	Internal Revenue Service	1	93-6002141 01-000-200-2031 S	01-000-200-2031	7,155.44
06/30/12	CDPT	06/29/12	5250	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	1,286.59
06/30/12	CDPT	06/29/12	5251	OR Dept of Revenue - WC /	3	Workers' Benefit Fund Assess 01-0	01-000-200-2032	3.12
06/30/12	CDPT	06/29/12	5252	HSA BANK	19	All Groups EE/ER Contributions C	01-000-200-2034	1,450.00
06/30/12	CDPT	06/29/12	5253	Nationwide Retirement Solu	11	Employee 457 Contributions 01-0	01-000-200-2033	14,208.24
06/15/12	PC	06/15/12	34846	Burris, Willy B	126040		99-000-100-1002	804.43
06/15/12	PC	06/15/12	34847	Ekelund, Lisa Marie	227042		99-000-100-1002	1,066.47
06/15/12	PC	06/15/12	34848	Thompson, Ellen Claire	251025		99-000-100-1002	761.96
06/15/12	PC	06/15/12	34849	Kirby, Michelle M	324042		99-000-100-1002	1,135.80
06/29/12	PC	06/29/12	34850	Burris, Willy B	126040		99-000-100-1002	2,426.98
06/29/12	PC	06/29/12	34851	Ekelund, Lisa Marie	227042		99-000-100-1002	1,177.15

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Transmittal No/ Emp No	Description	GL Account	Amount
06/29/12	PC	06/29/12	34852	Clausen, Nathan G	232033		99-000-100-1002	2,661.88
06/29/12	PC	06/29/12	34853	Thompson, Ellen Claire	251025		99-000-100-1002	2,698.80
06/29/12	PC	06/29/12	34854	Simmons, Marjorie A	251042		99-000-100-1002	217.44
06/29/12	PC	06/29/12	34855	Fitzhenry, Sarah Marie	251045		99-000-100-1002	1,583.45
06/29/12	PC	06/29/12	34856	Polenz, Jessie K	251083		99-000-100-1002	1,255.99
06/29/12	PC	06/29/12	34857	Rieck, Trevor L	251095		99-000-100-1002	243.31
06/29/12	PC	06/29/12	34858	Mauer, Larry P	324025		99-000-100-1002	738.78
06/29/12	PC	06/29/12	34859	Kirby, Michelle M	324042		99-000-100-1002	2,486.89
06/29/12	CDPT	06/29/12	34860	AFLAC	4	Employee Premium Contributions	01-000-200-2038	1,283.22
06/29/12	CDPT	06/29/12	34861	AFSCME	5	Employee Dues 01-200-200-2036	01-000-200-2036	1,356.81
06/29/12	CDPT	06/29/12	34862	Bay Area Athletic Club	6	Employee Dues 01-000-200-2038	01-000-200-2038	45.00
06/29/12	CDPT	06/29/12	34863	Downtown Health & Fitness	9	Employee Dues 01-000-200-2038	01-000-200-2038	240.00
06/29/12	CDPT	06/29/12	34864	Union Security Insurance Co	10	Addtl Life for Public Safety 01-00	01-261-510-1010	42.70
06/29/12	CDPT	06/29/12	34865	United Way of Southwestern	33	Employee Donations United Way	01-000-200-2038	50.95
06/30/12	PC	06/30/12	34866	Christiana, Philip A	232005		99-000-100-1002	1,152.04
06/30/12	PC	06/30/12	34867	Mitchell, Linda S	324004		99-000-100-1002	7,084.06
06/30/12	PC	06/30/12	34868	Merritt, Sean Trefle	324070		99-000-100-1002	71.05
Grand Totals:								<u>755,889.75</u>

Report Criteria:

Transmittal Checks Are Included

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 17, 2012	

TO: Mayor Shoji and City Councilors

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

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

BACKGROUND:

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

ATTACHED REPORTS:

The **Fund Summary** shows all City funds are within appropriation levels for June with 100% of the fiscal year having elapsed. General Fund Property Tax Collections are at 99.9% of budget.

The **Balance Sheet** shows the Beginning Balance (Fund Balance 7/1/11); Used or Earned or the difference between what has been earned to what has been spent (7/1/2011 through 6/30/2012); and the Ending Balance or what amount remains as Fund Balance on 6/30/2012.

Balance Sheet Fund	Beginning Fund Balance FYE11 Audited	(Used) Earned	Ending Fund Balance
General	3,968,255.92	(373,146.62)	3,595,109.30
Gas Tax	88,815.07	89,800.27	178,615.34
Wastewater	1,737,219.63	240,607.49	1,977,827.12
Hotel/Motel	100,843.48	(89,844.53)	10,998.95
Library	368,793.52	64,705.32	433,498.84
Bldg. Codes	313,097.48	149,278.92	462,376.40
9-1-1	96,111.45	23,707.10	119,818.55

The **Combined Cash Investment Report** shows total combined cash of \$19,111,607.26 (see table below).

Combined Cash Accounts:

Accts Payable	*72,949.14	Sweep	Timing, checks paid in June; normal \$150,000 sweep balance
Payroll	*(83,083.73)	Sweep	Timing, checks paid in June; normal zero sweep balance
Local Government Investment Pool (LGIP)	517,646.69	Investment On Demand	0.6000 % annualized interest rate: 05/01/2012
Umpqua, State Pool Account	*13,741,739.70	Operations	0.6500 % annualized interest rate: 6/01/12; 100% collateralization effective 1-01-10; Division of State Finance Administrative Decision
Umpqua - CD Library Certificate	59,888.22	Unallocated compounded quarterly	0.40 % Library, 18 mos. Opened 09/02/2011, matures 03/02/2013
Umpqua Bank Incoming Grants	*(15.00)	Operations	Timing of Incoming grant and interest earned for June 2012.
Umpqua Money Market - Jurisdictional	4,802,482.24	Unallocated	.6500% Jurisdictional Exchange, Money Market annualized interest rate: 06/01/2012
Cash Allocated*	14,249,236.80	Across funds	See Cash Allocation Reconciliation
COMBINED CASH	(allocated* & unallocated)	Umpqua Bank LGIP Umpqua Bank Umpqua Bank	Operations (allocated) \$* 13,731,590.11 Investment (allocated) 517,646.69 CD (unallocated) 59,888.22 Investment (unallocated) 4,802,482.24
TOTAL COMBINED CASH			\$ 14,249,236.80
Less Unallocated Cash			\$ 4,862,370.46
Total Allocated Cash			\$ 19,111,607.26

*72,949.14 + (83,083.73) + (15.00) + 13,741,739.70 = \$13,731,590.11; Umpqua Operations Allocated

Entities	Fund Numbers	Cash Allocated*
City of Coos Bay	1-32,34, 39-42	\$ 8,826,385.93
Total City		
Urban Renewal Agency	51-61	5,328,673.84
Visitors Convention Bureau	33	94,177.03
Total Cash Allocated		\$ 14,249,236.80

*Umpqua Operations \$13,731,590.11+ LGIP Investment \$517,646.69 = \$14,249,236.80 Cash Allocated

DISADVANTAGES:

None

BUDGET:

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

ACTION:

If it pleases the Council, accept the monthly Fund Summary, Balance Sheet, and Combined Cash Reports for June 30, 2012.

Attachments:

Fund Summary June 30, 2012 (7 pages)

Balance Sheet June 30, 2012 (7 pages)

Combined Cash Investment June 30, 2012 (2 pages)

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

General Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	3,237,500.00	3,237,500.00	.0
Property Taxes	176,126.34	5,165,996.77	5,169,475.00	3,478.23	99.9
Franchise Taxes	102,573.33	1,405,063.25	1,430,000.00	24,936.75	98.3
Licenses & Permits	5,857.00	140,729.01	130,000.00	(10,729.01)	108.3
Fines, Grants & State Revenues	51,010.38	469,625.17	635,200.00	165,574.83	73.9
Use Of Money & Property	8,234.15	103,274.94	97,500.00	(5,774.94)	105.9
Services	4,848.75	458,338.00	477,864.00	19,526.00	95.9
Repayments	372,755.36	373,311.15	.00	(373,311.15)	.0
Other Revenue	(249.04)	31,694.90	10,720.00	(20,974.90)	295.7
Other Financing Sources	513,600.00	4,865,298.00	6,596,164.00	1,730,866.00	73.8
Total Fund Revenue	1,234,756.27	13,013,331.19	17,784,423.00	4,771,091.81	73.2
<u>Expenditures</u>					
City Council	166.07	68,113.34	95,500.00	27,386.66	71.3
City Manager	11,626.29	148,598.49	152,298.00	3,699.51	97.6
Urban Renewal Administration	19,103.12	259,055.44	261,535.00	2,479.56	99.1
Finance Department/accounting	15,855.59	206,512.51	256,916.00	50,403.49	80.4
City Attorney	4,398.89	55,680.33	59,822.00	4,141.67	93.1
City Hall	11,899.65	100,900.22	118,100.00	17,199.78	85.4
Community Promotion & Support	.00	48,000.00	48,000.00	.00	100.0
Non-departmental	31,975.21	199,186.88	440,389.00	241,202.12	45.2
Other Financing Uses	.00	2,180,658.00	4,858,633.00	2,677,975.00	44.9
Police Administration	294,375.83	3,299,463.31	3,622,841.00	323,377.69	91.1
Police Support Services	53,743.59	666,179.64	701,259.00	35,079.36	95.0
Codes Enforcement	3,635.53	42,975.98	67,951.00	24,975.02	63.3
Fire Department Operations	183,122.30	2,219,086.47	2,224,945.00	5,858.53	99.7
Community Services Admin.	4,227.72	63,506.52	61,592.00	(1,914.52)	103.1
C.S. Planning Division	17,453.51	210,244.06	226,772.00	16,527.94	92.7
Coastal Implementation Grant	.00	8,000.00	16,000.00	8,000.00	50.0
Engineering Division	7,706.77	83,905.32	97,930.00	14,024.68	85.7
Parks Division	23,678.76	319,907.30	373,440.00	53,532.70	85.7
ODF&W Department	.00	.00	500.00	500.00	.0
CBNBWB Series 2010 Water Proj	513,600.00	3,206,504.00	4,100,000.00	893,496.00	78.2
Total Fund Expenditures	1,196,568.83	13,386,477.81	17,784,423.00	4,397,945.19	75.3
Net Revenue Over Expenditures	38,187.44	(373,146.62)	.00	373,146.62	.0

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

Gas Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	88,815.00	88,815.00	.0
Revenue From Other Agencies	74,930.42	795,185.13	800,000.00	4,814.87	99.4
Use Of Money & Property	101.55	731.32	250.00	(481.32)	292.5
Miscellaneous	1,230.05	32,358.79	30,750.00	(1,608.79)	105.2
Transfer From GF	.00	175,000.00	175,000.00	.00	100.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Revenue	76,262.02	1,003,275.24	1,094,815.00	91,539.76	91.6
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditures</u>					
Maintenance Department	88,702.04	913,474.97	1,094,815.00	181,340.03	83.4
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	88,702.04	913,474.97	1,094,815.00	181,340.03	83.4
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	(12,440.02)	89,800.27	.00	(89,800.27)	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	840,000.00	840,000.00	.0
Revenue From Other Agencies	84,865.23	300,631.82	175,000.00	(125,631.82)	171.8
Use Of Money & Property	1,103.05	13,329.69	13,000.00	(329.69)	102.5
Current Services	349,300.19	4,119,737.98	4,632,100.00	512,362.02	88.9
Miscellaneous	.00	767.00	.00	(767.00)	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Revenue	435,268.47	4,434,466.49	5,660,100.00	1,225,633.51	78.4
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditures</u>					
W/w Administration	14,319.88	1,359,540.30	2,004,413.00	644,872.70	67.8
Plant #1	81,661.10	1,001,952.56	1,096,647.00	94,694.44	91.4
Plant #2	48,610.63	615,074.11	697,740.00	82,665.89	88.2
Sanitary & Storm Drain	113,509.27	860,116.03	1,276,189.00	416,072.97	67.4
Stormwater	61,211.30	357,176.00	585,111.00	227,935.00	61.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	319,312.18	4,193,859.00	5,660,100.00	1,466,241.00	74.1
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	<u>115,956.29</u>	<u>240,607.49</u>	<u>.00</u>	<u>(240,607.49)</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	66,363.00	66,363.00	.0
Taxes	.00	361,421.76	465,517.00	104,095.24	77.6
Use Of Money & Property	31.84	1,184.60	1,220.00	35.40	97.1
Visitor Center Revenue	957.30	9,733.59	.00	(9,733.59)	.0
Other Revenue	20.83	8,695.94	.00	(8,695.94)	.0
Transfer From General Fund	.00	127,696.00	127,696.00	.00	100.0
Total Fund Revenue	1,009.97	508,731.89	660,796.00	152,064.11	77.0
<u>Expenditures</u>					
Hotel/motel Tax Fund	49,436.70	598,576.42	660,796.00	62,219.58	90.6
Total Fund Expenditures	49,436.70	598,576.42	660,796.00	62,219.58	90.6
Net Revenue Over Expenditures	(48,426.73)	(89,844.53)	.00	89,844.53	.0

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

Library Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	289,688.00	289,688.00	.0
Revenue From Other Agencies	136,034.68	942,532.72	929,400.00	(13,132.72)	101.4
Use Of Money & Property	303.26	4,321.72	4,500.00	178.28	96.0
Current Services	12,599.14	86,673.14	92,026.00	5,352.86	94.2
Miscellaneous	4,193.59	30,012.74	30,000.00	(12.74)	100.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Revenue	153,130.67	1,063,540.32	1,345,614.00	282,073.68	79.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditures</u>					
Library Fund	83,214.51	998,835.00	1,345,614.00	346,779.00	74.2
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	83,214.51	998,835.00	1,345,614.00	346,779.00	74.2
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	69,916.16	64,705.32	.00	(64,705.32)	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	96,000.00	96,000.00	.0
Licenses & Permits	4,996.71	406,019.12	417,450.00	11,430.88	97.3
Use Of Money & Property	276.60	3,236.70	2,000.00	(1,236.70)	161.8
Other Income	.00	129.80	100.00	(29.80)	129.8
Transfers In	.00	64,298.00	118,295.00	53,997.00	54.4
	<u>5,273.31</u>	<u>473,683.62</u>	<u>633,845.00</u>	<u>160,161.38</u>	<u>74.7</u>
Total Fund Revenue					
<u>Expenditures</u>					
Codes Department	23,333.16	324,404.70	633,845.00	309,440.30	51.2
	<u>23,333.16</u>	<u>324,404.70</u>	<u>633,845.00</u>	<u>309,440.30</u>	<u>51.2</u>
Total Fund Expenditures					
Net Revenue Over Expenditures	(18,059.85)	149,278.92	.00	(149,278.92)	.0

City of Coos Bay
Fund Summary
For the 12 Months Ending June 30, 2012

9-1-1 Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	32,227.00	32,227.00	.0
Revenue From Other Agencies	15,432.89	149,890.44	170,250.00	20,359.56	88.0
Use Of Money & Property	61.27	637.64	.00	(637.64)	.0
	<u>15,494.16</u>	<u>150,528.08</u>	<u>202,477.00</u>	<u>51,948.92</u>	<u>74.3</u>
<u>Expenditures</u>					
9-1-1 Tax Fund	<u>9,831.29</u>	<u>126,820.98</u>	<u>202,477.00</u>	<u>75,656.02</u>	<u>62.6</u>
Total Fund Expenditures	<u>9,831.29</u>	<u>126,820.98</u>	<u>202,477.00</u>	<u>75,656.02</u>	<u>62.6</u>
Net Revenue Over Expenditures	<u>5,662.87</u>	<u>23,707.10</u>	<u>.00</u>	<u>(23,707.10)</u>	<u>.0</u>

City of Coos Bay
Balance Sheet
June 30, 2012

General Fund

ASSETS

01-000-100-1001	Cash - Combined Fund	3,405,862.18	
01-000-100-1015	Petty Cash	800.00	
01-000-100-1101	Prepaid Workers Comp Ins.	(22,795.97)	
01-000-100-1201	Accounts Receivable	8,100.57	
01-000-100-1202	Assessments Receivable Dist 72	216,409.03	
01-000-100-1204	Taxes Receivable	584,781.00	
01-000-100-1207	Accounts Receivable-Unapplied	(2,489.10)	
01-000-100-1208	Assessments Receivable Dist 78	21,413.03	
01-000-100-1209	Assessments Receivable Dist 99	439,071.54	
01-000-100-1350	Postage Inventory	281.81	
	Total Assets		<u>4,651,434.09</u>

LIABILITIES AND EQUITY

LIABILITIES

01-000-200-2015	Unclaimed Property Liability	30.00	
01-000-200-2034	Insurance Payable	70,106.59	
01-000-200-2035	P.E.R.S. Payable	95,627.07	
01-000-200-2040	Deferred Tax Revenue	584,781.00	
01-000-200-2041	Deferred Revenue - Dist 72	216,409.03	
01-000-200-2043	Deferred Revenue - District 78	21,413.03	
01-000-200-2044	Deferred Revenue - District 99	66,316.18	
01-000-200-2045	Deferred Revenue District 2010	1,641.89	
	Total Liabilities		1,056,324.79

FUND EQUITY

	Unappropriated Fund Balance:		
01-000-200-2500	Fund Balance	3,968,255.92	
	Revenue over Expenditures - YTD	(373,146.62)	
	Balance - Current Date	3,595,109.30	
	Total Fund Equity		<u>3,595,109.30</u>
	Total Liabilities and Equity		<u>4,651,434.09</u>

City of Coos Bay
Balance Sheet
June 30, 2012

Gas Tax Fund

ASSETS

02-000-100-1001	Cash - Combined Fund	178,615.34	
	Total Assets		178,615.34

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
02-000-200-2500	Fund Balance	88,815.07	
	Revenue over Expenditures - YTD	89,800.27	
	Balance - Current Date	178,615.34	
	Total Fund Equity		178,615.34
	Total Liabilities and Equity		178,615.34

City of Coos Bay
Balance Sheet
June 30, 2012

Wastewater Fund

ASSETS

03-000-100-1001	Cash - Combined Fund	1,781,000.83	
03-000-100-1201	Accounts Receivable	243,893.79	
	Total Assets		2,024,894.62

LIABILITIES AND EQUITY

FUND EQUITY

03-000-200-2520	Accrued Vac. & Comp. Liability	47,067.50	
	Unappropriated Fund Balance:		
03-000-200-2500	Fund Balance	1,737,219.63	
	Revenue over Expenditures - YTD	240,607.49	
	Balance - Current Date	1,977,827.12	
	Total Fund Equity		2,024,894.62
	Total Liabilities and Equity		2,024,894.62

City of Coos Bay
Balance Sheet
June 30, 2012

Hotel/Motel Tax Fund

ASSETS

05-000-100-1001	Cash - Combined Fund	10,862.87	
05-000-100-1201	Accounts Receivable	136.08	
	Total Assets		10,998.95

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
05-000-200-2500	Fund Balance	100,843.48	
	Revenue over Expenditures - YTD	(89,844.53)	
	Balance - Current Date	10,998.95	
	Total Fund Equity		10,998.95
	Total Liabilities and Equity		10,998.95

City of Coos Bay
Balance Sheet
June 30, 2012

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	373,410.62	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	59,888.22	
	Total Assets		433,498.84

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	59,888.22	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	308,905.30	
	Revenue over Expenditures - YTD	64,705.32	
	Balance - Current Date	373,610.62	
	Total Fund Equity		433,498.84
	Total Liabilities and Equity		433,498.84

City of Coos Bay
Balance Sheet
June 30, 2012

Building Codes Fund

ASSETS

08-000-100-1001	Cash - Combined Fund	497,581.20	
	Total Assets		497,581.20

LIABILITIES AND EQUITY

LIABILITIES

08-000-200-2116	Sur-charge Deposit	2,026.20	
08-000-200-2120	Chamber's Permit Deposit	207.08	
08-000-200-2121	Tri-county Plumbing Deposit	272.15	
08-000-200-2126	All Weather Heating Deposit	229.96	
	Total Liabilities		2,735.39

FUND EQUITY

08-000-200-2520	Accrued Vac. & Comp. Liability	32,469.41	
	Unappropriated Fund Balance:		
08-000-200-2500	Fund Balance	313,097.48	
	Revenue over Expenditures - YTD	149,278.92	
	Balance - Current Date	462,376.40	
	Total Fund Equity		494,845.81
	Total Liabilities and Equity		497,581.20

City of Coos Bay
Balance Sheet
June 30, 2012

9-1-1 Tax Fund

ASSETS

10-000-100-1001	Cash - Combined Fund	119,818.55	
	Total Assets		119,818.55

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
10-000-200-2500	Fund Balance	96,111.45	
	Revenue over Expenditures - YTD	23,707.10	
	Balance - Current Date	119,818.55	
	Total Fund Equity		119,818.55
	Total Liabilities and Equity		119,818.55

City of Coos Bay
Combined Cash Investment
June 30, 2012

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	72,949.14
99-000-100-1002	Cash - Checking Payroll	(83,083.73)
99-000-100-1003	Cash - Lgip State Pool	517,646.69
99-000-100-1004	Umpqua Bank - State Pool	13,741,739.70
99-000-100-1005	Umpqua Bank - CD Library	59,888.22
99-000-100-1007	Umpqua Bank - Incoming Grants	(15.00)
99-000-100-1008	Umpqua Bank - Jurisdictional	4,802,482.24
Total Combined Cash		19,111,607.26
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,802,482.24)
99-000-100-1090	FB-Nonspendable Library CD	(59,888.22)
99-000-100-1000	Cash Allocated To Other Funds	(14,249,236.80)
Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	3,405,862.18
2	Allocation to Gas Tax Fund	178,615.34
3	Allocation to Wastewater Fund	1,781,000.83
5	Allocation to Hotel/Motel Tax Fund	10,862.87
7	Allocation to Library Fund	373,410.62
8	Allocation to Building Codes Fund	497,581.20
10	Allocation to 9-1-1 Tax Fund	119,818.55
11	Allocation to G.O. Bond Redemption Fund	239,869.91
12	Allocation to Revenue Bond Fund	967,884.92
15	Allocation to Special Improvement Fund	142,927.66
16	Allocation to Street Improvement Fund	266.83
17	Allocation to Parks Improvement Fund	85,941.61
18	Allocation to Bike/pedestrian Path Fund	14,425.07
19	Allocation to Transportation SDC Fund	14,415.59
20	Allocation to Wastewater SDC Fund	243,242.03
21	Allocation to Stormwater SDC Fund	18,732.26
23	Allocation to Insurance Reserve Fund	298,808.02
27	Allocation to Fire Dept. Equipment Reserve	76,731.19
29	Allocation to Wastewater Improvement Fund	142,314.36
32	Allocation to Trust Fund	21,651.75
33	Allocation to Coos Bay-North Bend VCB	94,177.03
34	Allocation to Major Capital Reserve Fund	(279,897.11)
39	Allocation to Jurisdictional Exchange Fund	278.26
40	Allocation to Technology Reserve Fund	153,779.45
41	Allocation to County-wide CAD Core Reserve	22,644.91
42	Allocation to Rainy Day Reserve Fund	295,217.63
51	Allocation to Downtown Special Revenue Fund	321,479.94
52	Allocation to Empire Special Revenue Fund	50,442.56
53	Allocation to Empire Program Fund	432,351.51
54	Allocation to Downtown Bond Fund	1,033.66
55	Allocation to Empire Bond Fund	.15
56	Allocation to Downtown Program Fund	23,214.53
57	Allocation to Downtown Capital Projects Fund	2,476,063.68
58	Allocation to Empire Capital Projects Fund	1,118,657.01
60	Allocation to Downtown Bond Reserve Fund	665,719.94
61	Allocation to Empire Bond Reserve Fund	239,710.86

City of Coos Bay
Combined Cash Investment
June 30, 2012

Total Allocations to Other Funds	14,249,236.80
Allocation from Combined Cash Fund - 99-000-100-1000	(14,249,236.80)
Zero Proof if Allocations Balance	.00


CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE July 17, 2012	AGENDA ITEM NUMBER
-------------------------------	--------------------

TO: Mayor Shoji and City Councilors

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



Through: Rodger Craddock, City Manager 

ISSUE: RECOMMENDATION TO FILL POSITION - DESIGN REVIEW
COMMITTEE

On July 10, 2012, the Planning Commission recommended Cindi Miller, the sole applicant, for appointment to the Design Review Committee. Ms. Miller would fill the vacancy of Mr. Patrick Erm who resigned earlier this year. If appointed Ms. Miller would finish out Mr. Erm's term which expires December 31, 2012.

The application is attached.

COUNCIL ACTION

If it pleases the Council, appoint Ms. Miller to the Design Review Committee.

Attachment: Application

planning\fcstsheet\recommenddropc

Please indicate which committee(s) you are applying for:

☐ Building & Fire Codes Board of Appeal ☒ Design Review Committee

☐ Library Board ☐ Parks Commission ☐ Tree Board

1. Identify your experience, education and training which would benefit the committee and the community.

I have been involved in every aspect in our community and have served the Chamber, Coos Bay Downtown Association who are & have been concerned with the future of our town -

2. List the nature and extent of your past and present community involvement.

Served on City Council for 20 years & have been involved serving on or helping to create the Boards & commissions -

3. List two references we may contact; include name, title, affiliation, address and phone.

① Joe Benetti, Past Mayor & owner of Benetti's Italian Restaurant - 267-6066 - 260 So. Broadway CB
② Roger Gould - Past Mayor - Gould & Gould Attys at Law - 541 2695566 -

Cindi Miller *541 267-3341*
Name Daytime Telephone Number

1076 So 4th St Coos Bay OR 97420
Home Address [mailing and street address]

Cindi @ coosbaydowntown.org
E-mail Address

Cindi Miller *6/4/12*
Applicant's Signature Date

ORDINANCE NO. 310

AN ORDINANCE ESTABLISHING AN HISTORIC DESIGN REVIEW COMMITTEE TO SERVE AS AN ADVISORY BODY CONCERNING ARCHITECTURAL DESIGN REVIEW AND OTHER MATTERS REGARDING HISTORIC, CULTURAL, ARCHITECTURAL, NATURAL, OR ARTISTIC RESOURCES

The City of Coos Bay ordains as follows:

Section 1. Purpose. The purpose of this ordinance is to establish an Historic Design Review Committee to act as an advisory body to the City of Coos Bay Community Services Department, Planning Commission, City Council and, if requested, the Urban Renewal Agency for the City of Coos Bay.

Section 2. Historic Design Review Committee; Creation; Membership.

(a) There is hereby created an Historic Design Review Committee, which shall consist of five (5) members to be appointed by, and to serve at the pleasure of, the City Council. Membership shall not be limited to residents of the City of Coos Bay, and may include any person possessing interest in furthering the betterment of historic, cultural, architectural, natural or artistic resources in the Coos Bay area.

(b) Membership should, if possible, include three members, one each with knowledge and expertise in one of the following areas:

(i) history;

(ii) art, graphics, or interior design;

(iii) architecture.

(c) The Planning Commission shall review applications and interview applicants for appointment to the Historical Design Review Committee, and make recommendations to the City Council for appointments to fill vacant positions.

(d) Terms of appointment shall be three (3) years, and shall be staggered, with no more than three (3) terms expiring in any one year. The initial appointment of three (3) members shall be for three (3) years; the initial appointment for two (2) members shall be for two (2) years.

(e) A vacancy created in the Historical Design Review Committee shall be filled for the unexpired term of the predecessor in office.

Section 3: Meetings; Rules; Procedure

(a) The Historic Design Review Committee shall hold such meetings as may be necessary to carry on the business of the Committee. Meetings may be called by the Chairperson, by any two members of the Committee, or by the Planning Department, Planning Commission or City Council.

(b) Meetings and records of the Historic Design Review Committee are subject to

Oregon public meetings law and public records law; provided, however, that to the extent not inconsistent with state and local laws, the Committee may make and alter rules and regulations for its proceedings and operation

(c) The Historical Design Review Committee shall, at the first meeting of each fiscal year, elect a chairperson and vice-chairperson, who shall serve a term of one year. The chairperson shall preside over the meetings of the Historical Design Review Committee, and shall have a right to vote on any decision of the Committee. The vice-chairperson shall preside over meetings in the chairperson's absence.

(d) Members of the Historic Design Review Committee shall receive no compensation for their service, but shall be reimbursed for duly authorized expenses.

(e) Three (3) members of the Historic Design Review Committee shall constitute a quorum to do business.

Section 4. Powers and Duties of the Historic Design Review Committee.

(a) The Historic Design Review Committee shall function as an advisory body in implementing and interpreting architectural design review, as set forth in the City of Coos Bay Land Development Ordinance.

(b) The members of the Historic Design Review Committee shall become familiar with all aspects of architectural design review, and may prepare and recommend to the City Council from time to time such changes in architectural design review which it deems in the best interests of the City.

(c) The Historic Design Review Committee shall cooperate with the Planning Department, Planning Commission, the City Council, as well as other local bodies, to further the architectural design review process and to assure harmonious and integrated planning in areas subject to architectural design review in the City.

(d) The Historic Design Review Committee shall, upon referral by the Planning Department, Planning Commission or City Council, review specific design proposal for consistency with and compliance with architectural design review as set forth in the City's Land Development Ordinance.

(e) The Historic Design Review Committee shall, upon request by an applicant for a specific design proposal subject to architectural design review, meet with the applicant to review the proposal and provide the applicant with input for recommendations concerning and for compliance of the proposal with architectural design review goals and standards

(f) Consultants or City staff involved with the design responsibility for publically-funded capital improvements in areas subject to architectural design review may hold preliminary discussions with the Historic Design Review Committee to obtain recommendations as to aesthetic, environmental and design principles and objectives which should be sought in the development of the improvement. The Historical Design Review Committee may also review the design of substantial capital improvements at the completion of the design development phase, or at any time, upon request by the City Council for compliance with and recommendations concerning architectural design review goals and standards.

(g) In no instance shall the Historic Design Review Committee's action conflict with the land development ordinance, the building codes, other applicable city ordinances, or state or federal requirements.

(h) The Historical Design Review Committee may meet with and act as a resource for other persons or groups interested in undertaking projects which are directed at preserving historic, cultural, architectural, natural or artistic resources in the Coos Bay area, including those areas subject to the Coos Bay Estuary Management Plan, but shall not, without prior approval by the City Council, have the authority to endorse or officially support any particular project.

(i) The Historical Design Review Committee shall undertake such other duties as may be delegated to it by the Planning Department, Planning Commission or City Council from time to time.

Section 5: Severability. Invalidity of a section, subsection, paragraph or clause of this ordinance shall not affect the validity of the remaining sections or parts of this ordinance.

ORDINANCE NO. 439

AN ORDINANCE AMENDING ORDINANCE 310 RENAMING THE HISTORIC DESIGN REVIEW COMMITTEE

The City of Coos Bay ordains as follows:

Section 1: Historic Design Review Committee Renamed. Historic Design Review Committee is hereby renamed Design Review Committee.

Section 2: Renaming of Historic Design Review Committee in City Documents. Any and all designations of Historic Design Review Committee in any ordinance, resolution, or other documents of the City of Coos Bay shall be understood to refer to Design Review Committee; and all documents created hereafter by the City of Coos Bay shall designate the Committee formerly known as Historic Design Review Committee as Design Review Committee.


Section 3: Effective Date. This ordinance shall become effective upon the 30th day after the enactment by the City Council and signature of the Mayor.


The foregoing ordinance was enacted by the City Council of the City of Coos Bay this 5th day of October 2010 by the following vote:

Yes: Mayor Jeff McKeown and Councilors Mark Daily, Joanie Johnson, Stephanie Kramer, Gene Melton, and John Pundt.

No: None

Absent: Councilor Jon Eck


Jeff McKeown
Mayor of the City of Coos Bay
Coos County, Oregon



ATTEST: 

Rae Lea Cousens
Recorder of the City of Coos Bay
Coos County, Oregon

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 17, 2012	

TO: Mayor Shoji and City Councilors

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

ISSUE: OLCC License Renewals for Oregon Wine Cellars

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 June 29, 2012, owners of Oregon Wine Cellars submitted a renewal application for their existing Limited On-Premises and Off-Premises OLCC licenses at his 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 Oregon Wine Cellars OLCC License renewal.

rd \$25 CR#1.026164

6-29-12
as of
7-2-12

<p align="center">Oregon Liquor Control Commission PO Box 22297, Milwaukie, OR 97269 1-800-452-6522 License Renewal Application</p>

YOUR DUE DATE FOR RENEWAL IS June 11, 2012.

License Type: OFF-PREMISES SALES	District: 3	License: 156934	Premises: 25564	Code: 227
---	--------------------	------------------------	------------------------	------------------

LANDRUM, GENE
155 S BROADWAY
COOS BAY, OR 97420

Licensee(s)

LANDRUM, GENE
LANDRUM, TAMARA

Tradename

OREGON WINE CELLARS
155 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.

<u>Operational Questions:</u>	<u>Responses:</u>																				
(1) Please list a daytime phone number.	Phone Number:																				
(2) Please list all <u>arrests or convictions</u> 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.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Offense	Date	City/State	Result															
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.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> 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.	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES																				



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.	\$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 longer needs to have licensees send in copy of renewals. Have you met all Local Government Requirements?	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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 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 R. LANGRISH			F	6/29/11	<i>Thomas Langrish</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
GEORGE L. LANGRISH			M	4/29/11	<i>George L. Langrish</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2

pdv \$25 CR#1.066164
6-29-12
as of
7-2-12

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: 156968	Premises: 25564	Code: 226
--	--------------------	------------------------	------------------------	------------------

LANDRUM, GENE L
155 S BROADWAY
COOS BAY, OR 97420

Licensee(s) **LANDRUM, GENE L 07/02/2012**
LANDRUM, TAMARA I 07/02/2012

Server Education Designee(s)

Tradename **OREGON WINE CELLARS**
155 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: _____																				
(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 <u>not liquor related</u> for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th><th>Offense</th><th>Date</th><th>City/State</th><th>Result</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Offense	Date	City/State	Result															
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 _____ 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.	<input type="checkbox"/> NO <input type="checkbox"/> 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?	<input type="checkbox"/> NO <input type="checkbox"/> 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?	<input type="checkbox"/> NO <input type="checkbox"/> YES ☞ EXPLAIN: _____																				



4 5 2 0 0 1 A 1

Please proceed to back side.

Agenda Item #3d

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.	<input type="checkbox"/> NO <input type="checkbox"/> 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
TAMARA I. ANDRUM			F	6/29/12	<i>Tamara Andrums</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
TAMARA GENE L. ANDRUM			M	6/29/12	<i>Tamara Andrums</i>	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 17 2012	

TO: Mayor Shoji and City Councilors

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



ISSUE: OLCC License Renewals for **The Pyramid**

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 June 20, 2012, Marcelino Garcia the owner of The Pyramid 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 The Pyramid OLCC License's renewal.

Receipt # 1.026177 7/3/12 Jd

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: 155922	Premises: 47881	Code: 225
---	--------------------	------------------------	------------------------	------------------

M GARCIA LLC
PO BOX 5694
CHARLESTON, OR 97420

Licensee(s) **M GARCIA LLC**

Server Education Designee(s)
GARCIA, MARCELINO 06/09/2014

Tradename **THE PYRAMID**
375 CENTRAL
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. 10	Name _____ DOB _____										
(2) Please list a daytime phone number.	Phone Number: <u>541 888-5711</u>										
(3) Please list all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="5"><u>NONE</u></td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	<u>NONE</u>				
Name	Offense	Date	City/State	Result							
<u>NONE</u>											
(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. <u>IPFS CORP.</u> <u>WAS-292755 FULL HART INS.</u> <u>541 271-2146</u>	Insurance/Bonding Company <u>IPFS CORP</u> Policy # <u>WAS 292755</u> Insurance Agent's Phone # <u>541 271 2146</u>										
(5) Will anyone share in the profits that is not a licensee of this business? If yes, please give name(s) and explain.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										



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.	<input type="checkbox"/> NO <input checked="" type="checkbox"/> 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
Marcelino Garcia			M	6-20-12		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES
						<input type="checkbox"/> NO <input type="checkbox"/> YES



4 5 2 0 0 1 A 2

**CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report**

MEETING DATE July 17, 2012	AGENDA ITEM NUMBER
--------------------------------------	---------------------------

TO: Mayor Shoji and City Councilors

FROM: Jackie Mickelson, Executive Assistant *JM*
Through: Rodger Craddock, City Manager *SB*

ISSUE **Appreciation Plaque to Andrew Locati**

BACKGROUND

Andrew Locati served on the Building & Fire Code Board of Appeals from April 18, 2000 to June 30, 2012.

ADVANTAGES:

Citizens serving in volunteer capacities on the City's boards and commissions fulfill an important community need and provide a valuable resource for city government.

ACTION REQUESTED:

If it pleases the City Council, please present an appreciation of service plaque to Andrew Locati for serving on the Building & Fire Code Board of Appeals.

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE July 17, 2012	AGENDA ITEM NUMBER
---	---------------------------

TO: Mayor Shoji and City Councilors

FROM: Jackie Mickelson, Executive Assistant

Through: Rodger Craddock, City Manager

ISSUE Appointments to the Parks Commission and Library Board

BACKGROUND

The Parks Commission was established by Ordinance No. 56 to assist staff in preparation of parks plans, site, and building designs, development standards, and recreation services. The Commission consists of eight members appointed by the City Council, and they meet on a monthly basis. At the July 3rd City Council meeting, Parks Commission member Beverly Meyers' *at-large* position was approved for re-designation to the *landscape professional or business*. This left one vacancy on the Parks Commission for an *at-large* representative. This position was advertised, and we received applications from Aron Boesl, Dennis Dater, and Carmen Matthews.

The Library Board was established by Ordinance No. 57 and consists of seven members. The term of office is four years; up to three board members may, at any one time, reside in Coos County within the boundaries of School Dist. 9, but outside the city limits of Coos Bay. Members shall be limited to serving no more than two full consecutive terms; however, any person may be reappointed after an interval of one year. The Library Board has one opening, and we received an application from George Ruggles.

ADVANTAGES

Citizens serving in volunteer capacities on the City's boards and commissions fulfill an important community need and provide a valuable resource for city government.

RECOMMENDATION

If it pleases the council, cast your ballot to appoint Aron Boesl, Dennis Dater, or Carmen Matthews to the Parks Commission's *at-large* position with the unexpired term ending December 31, 2012 vacated by Beverly Meyers; and consider appointing George Ruggles to the Library Board for a four year term ending June 31, 2016.

Chapter 2.30 PARKS COMMISSION

2.30.020 Members – Terms – Composition

(1) The Commission shall consist of eight voting members.

(2) The members shall be appointed by the council to serve four-year terms, except that members in office when the ordinance codified in this chapter takes effect shall serve the terms for which they were originally appointed. Vacancies, except the regular expiration of a term, shall be filled by a temporary appointment made by the council for the remainder of the term.

(3) The membership shall be composed of one councilor, one planning commissioner, one representative of a service club, one representative of a landscape design profession or business, and one representative of the design profession. The three remaining positions may be filled by any interested persons.

(4) All members shall be city residents. [Ord. 364 § 1, 2005; Ord. 213 § 1, 1995; Ord. 56 § 2, 1986].

2.30.030 Resignation and removal.

(1) A member of the Commission may resign at any time by submitting a letter of resignation to the council.

(2) A member may be removed by the council for nonperformance of duty. A member who is absent from three consecutive meetings without excuse is considered to be in nonperformance of duty. The possible need for removal may be brought to the attention of the council by the Commission. [Ord. 56 § 3, 1986].

2.30.040 Officers, meetings, rules and procedures.

(1) The Commission members, by majority vote, shall elect a chairperson and vice-chairperson for a one-year term at the beginning of each year, and may re-elect the incumbent. The chairperson shall preside over Commission meetings and retain the right to vote. The vice-chairperson shall preside in the chairperson's absence.

(2) Regular meetings shall be held at a frequency necessary to carry out Commission duties. Meetings shall be called at the request of the chairman, or four commissioners, or at the request of the public works or community development departments.

(3) Five members of the Commission shall constitute a quorum for conducting any business.

(4) The Commission may make and alter rules and regulations for its operation consistent with the City Charter, ordinances, and resolutions, subject to review and approval of the council.

(5) Members of the Commission shall receive no compensation, but shall be reimbursed for duly authorized expenses. [Ord. 364 § 2, 2005; Ord. 56 § 4, 1986].

2.30.050 Functions – Powers – Duties.

(1) The Commission shall have the powers and duties which are now or may hereafter be assigned to it by the Charter, ordinances, or resolutions of the City.

(2) The Commission shall review and recommend to the council, shall coordinate with the Planning Commission as appropriate, and shall assist staff in the preparation of parks plans, site and building designs, development standards, and recreation services. These general duties shall include, but are not limited to: the identification of potential new sites to be added to the park and recreation system; recommendations on acquisition of park and recreation property including fund raising, grant assistance, or other revenue sources; recommendations on designation of open space; and recommendations on development of pedestrian trails and bikeways for accessibility to and within the park system for recreation and for transportation within the City. [Ord. 56 § 5, 1986].

CITY OF COOS BAY
LIBRARY BOARD ORDINANCE

The Library Board

- (1) The public library shall be governed by a library board.
- (2) The library board shall have seven members.
- (3) Except as provided by subsection (5) of this section, members shall hold office for terms of four years, with the member's term of office commencing on July 1st in the year of their appointment.
 - (a) Terms of office shall be staggered, with terms of no more than two members expiring in any year. Members shall be limited to serving no more than two full consecutive terms; however, any person may be reappointed after an interval of one year.
 - (b) Up to three appointees to the library board may, at any one time, reside in Coos County within the boundaries of School District No. 9, but outside the city limits of Coos Bay.
- (4) At the expiration of the term of any member of the library board, the council shall appoint a new member or reappoint the incumbent member.
- (5) If a vacancy occurs, the council shall appoint a new member for the unexpired term.
- (6) The library board may recommend persons to the mayor or council for appointment to any open position on the library board, based upon criteria determined by the library board to be necessary and proper for effective library board membership.
- (7) After each regular appointment, the library board shall meet and shall elect officers from among its members. The library director shall serve as secretary to the library board and shall keep a record of its actions.
- (8) Library board members may not be removed during their period of appointment, except for good cause shown.

Functions – Powers – Duties

- (1) The library board shall have such powers and duties which are assigned or delegated to it by the Charter, ordinances, or resolutions of the city of Coos Bay.
- (2) The library board shall:
 - (a) Advise the city manager regarding the selection of the library director and the prescription of duties of the library director.
 - (b) Formulate bylaws, rules and policies for the governance of the library.
 - (c) Prepare and submit an annual budget request.

- (d) Approve all expenditures from the library budget.
 - (e) Advise the city council regarding the selection of sites and locations for library buildings or other library facilities.
 - (f) Subject to the rules of the local contract review board, authorize the library director to enter into contracts for library purposes.
 - (g) Perform such other activities as are necessary for the maintenance of the library.
- (3) The library board shall have the following powers and duties regarding donations of property to the library:
- (a) The library board may accept donations of real or personal property, may use any real or personal property offered to the library, and may expend any funds donated to the library for library purposes.
 - (b) Any donation to the library shall be administered according to the terms of the donation, but shall be held in the name of the city of Coos Bay.
 - (c) The library board may use funds donated to the library for the purchase or control of personal property necessary for library purposes.
 - (d) The library board may dispose of any item of personal property donated to the library with a market value less than \$2,000. Any item of personal property donated to the library with a market value greater than \$2,000 may be disposed of by the library board upon approval by the city council.
 - (e) The library board may request to have real property donated to the library declared surplus property as provided by Chapter 3.45 CBMC; upon declaration that such real property is surplus property, the property may be disposed of, and the proceeds disbursed to the library.

**CITY OF COOS BAY
Agenda Staff Report**

MEETING DATE July 17, 2012	AGENDA ITEM NUMBER
---	---------------------------

TO: Mayor Shoji and City Council

FROM: Jim Hossley, Public Works and Development Department Director

Through: Rodger Craddock, City Manager *rb*

ISSUE: SET A PUBLIC HEARING ON A PROPOSAL TO VACATE THE ALLEY BETWEEN NORTH MORRISON AND NORTH SCHONEMAN STREETS

BACKGROUND:

The Public Works and Development Department has received a request to vacate the alley between North Morrison and North Schoneman Streets. The alley was not platted to be a through alley. The applicant, 1090 Newmark LLC, 8733 S.E. Division Street #201, Portland Oregon 97266 own both sides of the east end of the alley, which is used as part of the parking lot.

In order to proceed with the request, the City Council must set a date for the Planning Commission to hold a public hearing.

ADVANTAGE:

Processing the application will allow full consideration of the proposed alley vacation.

DISADVANTAGE:

None noted.

BUDGET:

The application fee paid at the time of submittal helps defray the costs associated with processing an alley vacation.

RECOMMENDATION:

If it pleases the City Council set a public hearing date for the proposed alley vacation before the Planning Commission during their regular meeting on **August 14, 2012.**

ATTACHMENT:

A map of the area proposed for vacation is attached.

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 17, 2012	

TO: Mayor Shoji and City Councilors

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

ISSUE: ODOT Maintenance Work to City Streets

BACKGROUND:

The City has an agreement with ODOT, a Memorandum of Understanding (MOU) to utilize their services to resurface streets at the City request. ODOT charges dollar for dollar, otherwise; direct cost for labor and material. City staff has prioritized a list of street repairs with two areas having the potential for serious failure; A.) *Coos River Hwy is showing serious road failure particularly in the sharp curves and where the elevation of the road is very aggressive.* B.) *Empire Boulevard in front of Lighthouse Grocery store directly across the bridge area.*

ADVANTAGES:

Improve road safety and appearance.

DISADVANTAGES:

None

BUDGET:

ODOT estimate to provide direct labor and materials to the City is; \$30,410.00 associated with the repairs to *Coos River Hwy and Empire Boulevard*. Funding to support these repairs will come from State Gas Tax Fund, Concrete Asphalt and Gravel.

RECOMMENDATION:

If it pleases the Agency members, consider the proposed improvements by ODOT to the Coos River Hwy and Empire Boulevard and direct staff how you wish to proceed.

ATTACHMENTS:

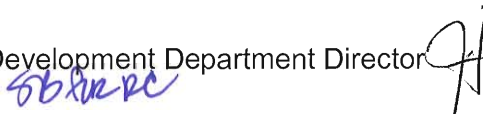
None

CITY OF COOS BAY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 17, 2012	

TO: Mayor Shoji and City Councilors

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



ISSUE: Mingus Park Moratorium on Memorial Plaque Placement

BACKGROUND:

The City is in the process of updating the Parks Master Plan, which includes existing conditions, standards, community input (surveys), neighborhood parks, community parks, sports parks, funding and policy questions, etc. In the near future staff will be presenting several planning and policy questions to council, and seeking direction from council on items such as memorial plaque placement. Therefore City staff requests a moratorium is placed on any future placement of memorial plaques in Mingus Park until after the Parks Master Plan is completed and adopted by council.

ADVANTAGES:

Park master plan provides the public a way to help determine the best uses for a specific site and to optimize management of the site's resources. We use community input combined with analyses of current trends and future needs identified in the **Oregon Recreation and Parks Association and National Recreation and Parks Association** guide to help craft a long-range blueprint for use of parks and open space.

DISADVANTAGES:

None

BUDGET:

None

RECOMMENDATION:

If it pleases the Agency members, consider the proposed moratorium to memorial plaque placement in Mingus Park and direct staff how you wish to proceed.

ATTACHMENT:

3 Pictures of Memorials

Remembering with love,
our brave, bright, and beautiful girl,
we will try to "be so, so nice!"

ZEVENNA BURRIS

October 1997 - March 2001



May you always wear Red.

In Loving Memory of

PAULINE GOLDEN

March 6, 1936 - November 29, 2004



"You are my Sunshine"

Walk with a Smile.



CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 17, 2012	

TO: Mayor Shoji and City Councilors

FROM: Rodger Craddock, City Manager

ISSUE 2012 Council Goals Progress Report

BACKGROUND

On November 29, 2011 and February 23, 2012, Council members developed and outlined the Council Goals for 2012. There are five individual overarching goals. The top goal priorities were identified for each of those five goals as well as activities aimed at achieving those goals.

Below you will find a list of those goals and the progress (in dark red) that has been made in effort to achieve those goals:

Goal 1: Citizen Education & Involvement: Educate, cultivate, and encourage public participation in City government.

Top Goal Priorities:

- ✓ Educate citizens on the roles and activities of City government.
- ✓ Encourage citizen input and volunteerism in City government.

Ongoing Activities Aimed at Achieving Goal Priorities:

- Provide opportunities for individuals, groups, and service clubs to actively participation in community projects, committees, meetings, projects, and other forums.

Work started in the spring of 2012 with students from the Harding Learning Center performing trail maintenance, invasive plant species removal, and disc golf course area improvements in Mingus Park. Harding Learning Center, AmeriCorps, and other volunteers helped remove invasive plant species near the band stage in Mingus Park.

The softball association volunteers assisted staff with storm drainage work around the ball field. On Arbor Day, Parks Commissioners, area school students, and volunteers from the general public helped planting trees around Mingus Park.

Short Term Activities Aimed at Achieving Goal Priorities:

- Redevelop City's website to provide greater usability and information on services, projects, programs, and upcoming public meetings.

The City solicited RFP's for a website consultant in March of

2012; signed a contract with Delaris, LLC from Portland on June 11th; and held a kick-off meeting with Delaris staff and City staff on June 13th. Staff is in the process of gathering photographs for possible display on the new website and working with Delaris staff on the structuring of the various components, levels, and organizational structure of the new website. The new website is anticipated to be completed by December 1st. The use of the City's website to disseminate information via the use of social media is a task in the development of the website.

- Create options for internet outreach and input through the City's website to aid the Council in their decision making process.

Staff will work with Delaris staff to utilize outreach opportunities through social media and input options through the new website.

- Utilize social media as an additional tool to educate, cultivate, and encourage public participation in City government.

Implementing social media as part of the City's new website is included in Delaris website development's scope of work.

- Create a Wastewater public involvement stakeholder's group to educate the public on the infrastructure needs and to encourage citizen input on financing options.

Staff is in the process of preparing a "White Paper" needs assessment for various infrastructure including streets, wastewater, sidewalks, and street lighting; a document is scheduled to be completed by the end of August 2012; and an infrastructure stakeholder group will be formed in early fall to consider priorities, alternatives, and funding.

Goal 2: Economic Development & City Revitalization: To create a vibrant community for City citizens and entrepreneurs.

Top Goal Priorities:

- ✓ To promote and assist in the revitalization of the Downtown and Empire URA Districts in an effort to provide development opportunities for businesses and industry.
- ✓ To coordinate with our economic development partners in an effort to attract, retain, and promote expansion of local business opportunities.

Ongoing Activities Aimed at Achieving Goal Priorities:

- Continue to implement economic development programs such as the façade and other business related grants and /or loan programs, and explore ways through which the City can encourage the revitalization of underutilized and blighted areas in the City.

Façade grants have been awarded to Hwy 101 Harley Davidson, Little Caesars, and Jon Webster/Memories of Time scrapbook store. The projects for Memories of Time and Little Caesars have been completed. Work on the façade of the old National

Bank Building on Central Avenue began in June. The grant was awarded in 2011 with an extension approved so the work could be completed during good weather. A façade proposal for Subway, 814 Newmark Avenue, was reviewed by the Design Review Committee June 21st and an Architectural Design Review by the Planning Commission was completed July 10th. The design review is required because the property is located in the Empire design standards area. The applicant plans to have the façade grant application submitted on or before July 30th. The grant is scheduled for the Urban Renewal Agency August 7th meeting.

Public Works staff managed a project to construct new restrooms, lobby, and ADA ramp for the Dolphin Theatre located at 580 Newmark Avenue. The restrooms and lobby were completed in mid-June and the ramp is currently under construction. The project was funded by the URA for \$100,000. Public Works staff is also assisting with removal of the planter box attached to the front of the building. Staff is working with the theatre on obtaining a concept design for the façade for use in applying for grant funds. Once the theatre has obtained the needed matching funds, staff will assist with an application for a City façade grant. The theatre Board plans to do the façade project in 2013.

- Encourage redevelopment of downtown buildings through enforcement of existing building codes and available economic development programs.

Through enforcement of the building code, the Fletcher building was stabilized and patched to remove the substandard designation; the Chandler building stabilization has been started with initial pilings installed, and final stabilization plans currently under design. Bayshore Motel has been vacated and posted as a dangerous building, the owner has stated an intent to demolish but has not moved forward as of yet. The Sunset Tavern has been posted as a dangerous building; attempts to contact the owner have been unsuccessful and staff is exploring alternatives to clean up the property. Staff is working with the new owner of the previous Bay Area Enterprises building to renovate it and create new businesses; staff is currently preparing easement documents to provide necessary fire safety setbacks and thus improve the usefulness of the building. The Dolphin Theater restroom rehabilitation project is complete and staff will have the rear accessibility ramp completed by the end of July 2012.

- Provide a business-friendly environment that attracts and retains both large and small businesses to our community.

Pre-application meetings are held for potential business and building owners with staff from key/relevant city departments.

Potential applicants usually request these meetings. Otherwise, staff requires them especially for new construction, to reconstruct or with a change of use. The pre-application has not been formalized in ordinances or policy.

Web based e-permitting for building and some development permits is up and running for internal training and testing only. It will go live to the public at the end of summer 2012. This system will allow applicants to submit plans and applications on-line as well as monitor the progress of their permit review. The system will also facilitate simultaneous review by multiple divisions and departments.

Short Term Activities Aimed at Achieving Goal Priorities:

- Encourage strategic planning and coordination of economic development activities through our economic development partners including but not limited to URA, SCDC, Chamber, and VCB.

Work on this activity has not yet begun in earnest. Staff hopes to work with our economic development partners to identify each partner's economic development services and how we can work together to achieve better outcomes.

- Pursue the development of Hollering Place, and the Lockhart and old fire station lots.

Staff has consulted with Jerry Johnson, the URA's Hollering Place development consultant who advised waiting for improvements in the overall economy before initiating another RFP process. Despite the economic conditions staff continues to work on components (historic marker and interpretive signs) of the Hollering Place wayside. Staff also recently explored grant options for the development of the old dock / pier.

Staff is in the process to obtain ownership of the Lockhart lot. After the foreclosure process has been complete, staff suggests waiting one year for the right of redemption period to pass before attempting to secure a developer for the site.

Staff is in the process of implementing some temporary improvements to the old fire station lot which should be completed by mid August.

- Implement "Old Marshfield" concepts in the downtown core area.

The Coos Bay Downtown Association has established the Oregon Main Street program in downtown Coos Bay. The Main Street Approach includes forming four committees with members comprised of downtown property and business owners serving in a volunteer capacity. Committees are: Design, Economic Development, Organization, and Promotions. The Promotions Committee's first task was to develop a brand for the downtown area and develop activities to promote the business district. Gary Rifkin serves on this committee and

agreed to use the groundwork he completed for the Old Marshfield District. The committee began work on the project in March and presented a logo/brand concept to the CBDA Board in June. After research and obtaining input from downtown businesses, the term *Old Marshfield* was replaced with *Coos Bay's Marshfield District*. The CBDA approved the brand June 11, 2012.



- Start discussions on economic development along the waterfront walkway area.

No work on this activity has been done to date.

- Develop an elevator grant aimed at encouraging upper floor usage and redevelopment.

While this topic was discussed at the URA's recent work session, no additional work on this activity has been done to date.

- Develop wayfinding signage or legends to aid in directing drivers and pedestrians off of Hwy 101 and into the downtown business district.

The Coos Bay Downtown Association Design Committee will be working with City Staff on development of signage to help direct people traveling through the City on Hwy 101 to businesses located in the downtown area. This project will take some time to research appropriate and allowable signage and as well as working with ODOT for approval.

The Main Street Downtown Business District borders Curtis Avenue on the south and Market Avenue on the north. One of the ideas discussed was a directory type of sign located just south of the Super 8 facing south bound Hwy 101 and near the rail museum property facing north bound traffic.

- Identify and implement changes to 2nd Court to encourage economic development and increased pedestrian usage.

Staff and committee members from the DRC have considered potential improvements to 2nd Court. The local Town committee cleaned up weeds and garbage. A mural of student art was installed and unveiled on the east wall of First Call Resolution building. Staff will landscape the area in front of mural using Councilor Vaughan's design over the next few weeks. Staff will bring Council/URA a menu of options in September 2012 for

additional improvements to consider including lighting, canopies, and trash enclosure along with cost estimates.

- Continue to support the Downtown Association with its efforts to bring economic development through the Main Street program.

The Coos Bay Downtown Association applied for the Transforming Downtown level of Oregon Main Street last fall and was accepted into the program in January 2012. The application process required the association to hold public meetings with downtown property and business owners and the City Council, and obtaining letters of support for the program. The City Council adopted a resolution supporting the association's Main Street application and further supported the association's economic development efforts by including the program as a goal. The Urban Renewal Agency budgeted funds to help the association establish the Main Street office and hire a manager, and approved a management agreement for \$24,000 annually, not to exceed three years. The City's economic revitalization administrator has served for several years as the City's liaison to the association and as a board member since 2008. The administrator played a key role in scheduling the public meetings, assisting in the completion of the Main Street application, preparing a job description for the Main Street Manager, setting up a Main Street office in downtown, and serves as chair on the Main Street Economic Development Committee.

Long Term Activities Aimed at Achieving Goal Priorities:

- Consider future development alternatives and the renaming of the Pedway.

Earlier this year, the URA considered utilizing the Pedway for a Coos County Area Transit (CCAT) bus transfer station, although another location was ultimately chosen. Recently the URA was presented with a proposal to construct an obelisk in the Pedway. The proposal is still in its concept stage and may be brought back to the Agency for further discussion.

- Increase bus / parking / bike / walking connections in the downtown area

The CCAT transfer station location has been approved by Council, and at this time CCAT is searching for grant funds. When funding is available, the project can move forward. Part of the project will include finalizing a Memo of Understanding and Agreement between the City and CCAT. The Waterfront Walkway resolution stating City support for efforts to fund the proposed walkway was adopted by the City Council. ODOT will improve existing sidewalk on Broadway north of the Super 8 as well as construct new sidewalk on Broadway west of the Super 8 completing this long missing pedestrian link. Room for this

new sidewalk will be provided when ODOT shifts the road alignment to the east. Work is expected to commence during the 2013 construction season. Bicycle related improvements are not currently funded for the downtown area. Staff met in late June with Jamie Fereday and another interested cyclist to discuss potential low cost improvements and implementation of the bicycle portion of the City's Transportation System Plan. Jamie and others will be back with recommendations and ideas later in the summer of 2012.

Goal 3: Infrastructure and Services: To maintain and improve the City's physical infrastructure and provide quality services for current and future citizens.

Top Goal Priorities:

- ✓ Maintain staffing levels to adequately provide core services.
- ✓ Ensure that the City can protect and enhance the useful life of streets, utilities, and facilities.
- ✓ Ensure staff is properly equipped and trained to deliver city services to those who work, live, and visit the City of Coos Bay.

Ongoing Activities Aimed at Achieving Goal Priorities:

- Maintain staffing levels to adequately provide core services.
Staff levels as allowed by the adopted FYE 2013 budget are being maintained at last year's levels.
- Maintain equipment replacement schedules to ensure staff is properly equipped to provide and deliver city services.

As allowed by the adopted FYE 2013 budget, staff is preparing to purchase capital equipment identified in our replacement schedule and discussed during the recently budget approval process.

Short Term Activities Aimed at Achieving Goal Priorities:

- Update the Parks Master Plan.
Work started in the winter of 2012; work completed to date - media advertising (TV, Radio, newspaper), public service announcements, website; distribution of surveys. Parks Commissioners divided the City into geographic zones, held public meetings in these zones, and completed existing conditions analysis of all parks.
What is next – Survey data collection to be completed July 31st; stakeholder interviews commence the end of July through August; and City Council work session in October 2012 to discuss parks visioning. Master plan is scheduled for completion in the summer of 2013.
- Implement identified facilities improvement projects which include but are not limited to: stabilization and repair of the Library foundation, reroofing of the Library, painting the exterior of the Art Museum,

seismic retrofit and upgrades at City Hall, restoration of the Egyptian Theatre, expansion of the Eastside boat ramp facilities, development of multi-modal pathways on S Empire Blvd., and identified wastewater / stormwater capital improvements.

Library Foundation: Work started winter 2012; the initial geotechnical consultant work identifying potential reasons for settlement is complete; Council approval to move forward with consultant's recommendation to employ structural engineer and do further investigation; staff working with structural engineer to determine cost estimate for this next; scope should be done in very near future; and engineering evaluation should be complete in fall 2012. Once the investigation into the cause has been completed and a remedy is identified, the repair will be contingent upon finding funding.

Library Roof: Reroofing is on hold until the Library foundation is addressed.

Art Museum: Exterior painting advertised bid in spring 2012 with no response to first advertisement. The project was re-bid, and we received one bidder with the bid price under \$19,000. The contract documents are complete, and we are awaiting insurance documents from the contractor. The painting should commence in July, and it should be completed in August.

City Hall: Work on the seismic retrofit project started in December 2011. The structural enhancements have been completed to the parking area structure below the building. Structural, electrical, HVAC, and flooring enhancements to the police services north side work are complete and that section of the building has been re-occupied by Police Department staff. Structural, electrical, HVAC, and flooring enhancements to the south half of the building and re-roofing work is underway. The final phase of the project, council chambers, is to start in four to six weeks. Total project is 90% complete. The work is ahead of schedule and will be completed in late summer, no later than the end of September.

Egyptian Theater: Restoration – Engineering value analysis report project, RFQ advertisement, and review of submittals were completed in late spring. Council approved part 1 of 2-part engineering value analysis process. Staff is currently preparing the contract. Part 1 should be complete in September 2012. Staff will bring recommendations to the City Council for considerations in late September or early October. Drainage accumulation in front of Egyptian Theater – Staff negotiated with the on-call engineering firm to evaluate and recommend solutions. Work to be completed in September 2012. Staff will bring recommendations to the City Council for considerations in late September or early October.

Eastside Boat Ramp Facilities Expansion: Work commenced in the summer of 2011. Work completed includes wetland evaluation; staff design of improvements; state/federal permit applications and approval; grant applications to ODF&W and OSMB approved and funded; staff started grubbing and grading activities in spring and early summer 2012; bid paving, seal coating and striping work in summer 2012; Council approved the award of bid July 3rd; and work to be completed by early September.

S. Empire Blvd Multi-Modal Path: The project design is 35% complete. The City was awarded an ODOT Flex 21 Fund grant for a majority of the project. Because of the federal strings attached to the grant funds, ODOT will administer the project. ODOT is currently soliciting for an engineering firm to complete the project design and oversee construction. Design work will commence this summer and should be complete in the fall. Construction is likely to commence during the 2013 construction season.

- Codify sidewalk expansion & management plans.

The draft sidewalk expansion & management plan has been completed; staff is reviewing and refining; and will complete the final draft late fall 2012.

Long Term Activities Aimed at Achieving Goal Priorities:

- Explore funding opportunities to pave and maintain City streets.

Infrastructure stakeholder group will consider. Stakeholder group expected to assemble in early fall 2012. It will likely take 6 to 12 months for the group to prepare recommendations.

- Complete facilities master plan to include, but not limited to: Library expansion, remodel and / or replace of the Empire Fire Station, and relocation of City Shops outside the floodplain.

Library has prepared a concept plan - need funding to design and construct; Empire Fire Station remodel/replacement and City Shops relocation plans have not commenced - no funding identified.

- Implement identified Empire traffic circulation improvements.

Traffic study with recommendations completed and presented to Council/URA in 2011 - no funding source identified. Staff will bring prioritized list with funding requirements for City Council consideration in late summer or fall 2012

- Improve sidewalk crossings and ADA access (ADA curb cuts) throughout the City.

This work has been ongoing over the last several years. Work completed recently includes two high intensity crosswalk flashers, twelve new or improved crosswalks, and two ADA

ramps. There will be two more high intensity crosswalk flashers installed - one at Blossom Gulch Elementary and the other on Thompson road near the hospital. Four additional ADA ramps will be installed this summer on Hall near HWY 101. Recent sidewalk repair per the master plan includes the sidewalk at 2nd and Commercial which was completed earlier this summer.

Goal 4: Finance: To adopt and maintain a sustainable budget that reflects City priorities and realizes current economic conditions.

Top Goal Priorities:

- ✓ Provide a sustainable level of core services, meet regulatory requirements, and contribute to a stated goal within budgetary constraints of predictable revenue.
- ✓ Maintain public trust and confidence by utilizing resources in the most efficient manner possible.

Ongoing Activities Aimed at Achieving Goal Priorities:

- Exercise fiscal responsibility and keep the City Council actively involved in monitoring the financial health of the City.

Fiscal responsibility has been demonstrated by the submission of a balanced budget to the Budget Committee and City Council for consideration and approval. The preparation of the budget utilizes a conservative and realistic approach in the estimation of revenues and expenditures. Areas of concern are discussed openly during the budget process and goals are set at the Council level to address issues. Monthly, the Council receives a report on the financial statements for review and approval.

- Conduct long range revenue & expenditure forecasting to better anticipate upcoming financial challenges and allow opportunities to make necessary adjustments.

Staff keeps apprised of pending and anticipated changes in areas that would affect the City financially such as PERS rates, negotiated union contract obligations, etc., and staff develops budgets to accommodate and makes recommendations to maintain a balanced budget. Adjustments such as changing from the traditional medical insurance to the high deductible health insurance would be an example of making necessary adjustments as would be the development and continued funding of the Rainy Day Reserve Fund.

- Demonstrate financial stability by maintaining healthy solvency, liquidity, and leverage measures.

During the budget process staff develops and recommends a budget endeavoring to maintain as high of a carryover as possible. The carryover is utilized from July through October prior to receipt of tax revenues to fund expenditures. This solvency and leveraging of cash enables the City to operate without the use of short term tax anticipation notes.

- Through Council consideration and action, develop an adequate reserve policy to fund predictable future costs as well as unforeseen eventualities.

The establishment of the Rainy Day Reserve Fund was in anticipation of unanticipated as well as foreseen costs such as PERS increases that could negatively impact the General Fund and the services provided to the public. Continued funding of the various reserve funds such as the Technology Fund, ensures that the City is able to continue to leverage technology to provide efficient and effective service to the public.

- Through Council consideration and action, develop an investment policy which maintains a secure, adequate and liquid operational cash balance as well as a secure, acceptable reserve cash balance.

The current investment policy directs staff to invest all available surplus funds with the goal to protect the principal and earn a fair rate of return. Staff adheres to the Oregon Revised Statutes on the limitations provided to municipalities on selecting institutions that are 100% collateralized and limits investments to 18 months. Additionally, during the first part of the fiscal year, capital expenses are limited until tax receipts are received in November in order to preserve an acceptable cash balance.

- Maintain current financial rating to maintain and continue to earn the lowest possible cost of financing needed for capital projects.

The City's financial rating is maintained through actions controlled by both staff and Council as well as actions that the City cannot directly control. During the review of the City's financial rating by Standards & Poor's this spring, they requested and reviewed the City's budgets and audits; area employer demographics; taxable assessed value changes and projections; City capital expenditures over the last three years and future projections; anticipated City debt issuance; and current fiscal year City revenues and expenditures. Additionally, Standard & Poor's requested information pertaining to the funding for current and projected wastewater projects. More specifically, where the wastewater debt service payments would be derived and if any General Fund tax revenues would be obligated. As a result of this review, Standard & Poor's affirmed the bond rating of A+ with a stable outlook. Standard & Poor's attributes this rating to the General Fund's low debt burden, history of operating surpluses, and very strong available fund balances. This affirmation was a positive reflection on the City of Coos Bay's for future credit ratings, and it will benefit any debt issuance the City would choose to undertake with low interest rates.

- Before the City undertakes capital expenditures or accepts grant funds, the ongoing costs and commitments should be described fully

including identification of the revenue sources expected to provide for such ongoing costs, so that proper consideration may be given to the longer term financial sustainability of the project or commitment.

As part of the grant application process, staff identifies the capital expenditures required to complete a project, considers the amount of the grant award, and identifies the funding source for the grant match. If the project is financially attainable, the project moves forward with submission of the grant application. The identified funding source for the grant match is set aside until the grant award decision has been made. Once notification of the grant award is made to the City, the grant contract and acceptance of the grant is presented to the Council or Agency for approval. The budget is then adjusted to implement the financial obligation and carried forward into the next budget cycle.

Short Term Activities Aimed at Achieving Goal Priorities:

- Explore and evaluate shared service options with other municipalities and the county in an effort to obtain increased efficiencies in the delivery of city services.

Staff explored potential for providing fleet maintenance service to CCAT. The upfront cost for providing improvements necessary at City Shops to accommodate CCAT fleet ended the discussion. The City has a formal agreement with ODOT for each entity to provide maintenance services to the other's infrastructure upon request on an as available basis, and cost of providing service is reimbursed. The City's Public Works Department has informal agreements with the CB/NB Water Board and the City of North Bend for use of one another's equipment. The City uses Water Board equipment on a regular basis.

- Explore wastewater project funding options.

The City Charter places limits on the financing of capital projects pursuant to Section 9.12 Sales of Bonds and Warrants. All selling of bonds or warrants shall be submitted to the people for approval by a majority of votes cast. [Section 9.12 added by election held November 5, 1996]. The specific language in this section precludes the City from the selling of bonds or warrants as a venue for capital financing. Staff has had this section reviewed by Bond Counsel (Carol McCoog) and our City Attorney (Nate McClintock) and they have advised that a loan agreement with a promissory note would be allowed and confirmed the selling of any form of a bond or obligation under a bond-like structure, such as through the State's LOCAP program, is prohibited without a vote of the citizens.

Goal 5: City Policies & Procedures: To review and evaluate the City Charter, ordinances, and policies to provide for the current and future needs of the citizens.

Top Goal Priorities:

- ✓ Evaluate the City Charter, ordinances, and policies to efficiently address the needs of the businesses and citizens in a cost effective and timely manner.
- ✓ Evaluate the City Charter, ordinances, and policies for compliance with existing and revised federal and state regulatory agency rules.

Short Term Activities Aimed at Achieving Goal Priorities:

- Review and evaluate the City Charter to ensure it provides the necessary framework to provide for the current and future needs of our citizens.

It is anticipated that the review and evaluation of the City Charter will ensue after completion of the Council Rules review.

- Review, evaluate, and update if needed, the City's comprehensive plan to provide for the current and future needs of our community.

The Mayor and staff have identified revisions to be made to the Transportation System portion of the comprehensive plan. These revisions are to clearly identify a downtown transit transfer station and the waterfront walkway projects as part of the City's comprehensive plan. The addition of these projects to the comprehensive plans may improve opportunities for grant funding. Staff will work on the revisions through the fall as the workload permits. Target for completion is December 2012.

- Evaluate, implement, revise & update as necessary, City ordinances to include but not limited to Empire Design Standards, Taxi Cab's & Towing ordinances.

Draft Wind Energy Conversion Systems ordinance was discussed last year at public meetings; a planning consultant reviewed and suggested revisions; staff revised and had the document reviewed by a local technical expert who recommended some revisions; staff is currently working on the revisions and will finish by mid August as workload permits. The draft ordinance will then go to the Planning Commission for a work session, and then to the City Council for a work session in the fall.

The Empire Design Standards ordinance have been with a consultant for revision in the past few months, and the draft should be to staff by the end of July. After staff review, the Planning Commission will review. The vendor cart ordinance will be crafted by staff through the fall with a target date of December to bring the draft ordinance to the City Council for consideration. A proposed expansion to the northwest portion of the Downtown Parking District will go to the Planning Commission for a recommendation August 14, 2012 and to the City Council for consideration on September 4, 2012.

The Vendor Cart ordinance will be crafted by staff through the

fall with a target date of December to bring the draft ordinance to the City Council for consideration. Staff will look for and use examples from other communities of similar size as Coos Bay when putting together the ordinance. Staff will also prepare recommendations for potential locations on City properties for vendor carts.

After receiving numerous consumer complaints about reported price gouging, staff starting looking into a contract program for non-preference tows within the city limits. Several **Tow ordinances** were gathered with a draft ordinance written and presented to the City Council early last year. After hearing comments from local tow companies, staff was given direction to revise the ordinance and with a specific rate schedule included that would be fair to both the consumer and tow companies. Staff is currently working on the revisions and rate schedule. Next steps in process are to set up a meeting with local tow companies to determine rate amounts. After rate schedule is set, staff will present revised ordinance to City Council late August to early September.

In 2011, staff at the Police Department was contacted by one of the local taxi company's wishing to meet and discuss portions of the current **Taxi Cab ordinance**. A meeting was set up and attended by representatives from both active taxi cab businesses as well as Police Department staff. Several sections within the ordinance were discussed, with suggested changes documented. Police Department staff has gathered sample ordinances to compare with suggested changes in order to present a fair and equitable ordinance. Staff is currently working on revisions and once completed, will schedule a meeting with all stake holders to review proposed revisions. Staff will present a revised ordinance to the City Council for approval late summer or early fall.

In an effort to better track our local stolen property through the state wide pawn shop/second hand store businesses, Police Department staff started looking into online pawn shop/second hand store mandatory reporting system. Staff found several companies that offered such services and entered into an agreement with Regional Automated Property Information Database (RAPID). This company was founded through the Portland Police Bureau, and it has since grown to represent numerous Law Enforcement agencies. After entering into the agreement with RAPID, Police Department staff began looking at our existing ordinance that required only our local pawn shops to report property bought, pawned, or sold. This reporting procedure is hand written and required staff time to enter and research property.

- Evaluate, implement, revise and update as necessary, Council Rules along with rules and regulations for the City's various boards, commissions and committees.

The council subcommittee began their evaluation of our current Council Rules last month. A draft containing some proposed changes are in process, and the subcommittee is scheduled to reconvene on August 2, 2012.

Recommendation:

This report is informational only and does not require Council action.