

City of Brookings

WORKSHOP Agenda

CITY COUNCIL

Thursday, March 6, 2014, 4:00pm

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

A. Call to Order

B. Roll Call

C. Topics

1. Americans with Disabilities Act Compliance: 5th Street Paving Project. [Building, pg. 2]
 - a. Photo of Easy Street ADA issues [pg. 3]
 - b. Accessibility guidelines excerpt [pg. 4]
 - c. City of Brookings Transition Plan [pg. 5]
2. Azalea Park Master Plan: Athletic Field Reconfiguration [Parks, pg. 7]
 - a. Master Plan [pg. 9]
 - b. Reconfiguration Plan [pg. 10]
 - c. Support letters [pg. 11]
 - d. Preliminary estimate and phasing [pg. 14]
3. Social Security Bar Access Development [Parks, pg. 15]
 - a. RV Park Concept [pg. 16]
 - b. Photo of Sign vandalism [pg. 17]
4. City's relationship with the Vision Council [PWDS, pg. 18]
 - a. Community Input Questionnaire [pg. 20]
 - b. League of Oregon Cities article "Community Visioning & Strategic Planning" [pg. 28]

D. Council Member Requests for Workshop Topics

E. Adjournment

All public City meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 10 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: March 6, 2014

Originating Dept: PW/DS


Building Official

City Manager Approval

Subject: Americans with Disabilities Act (ADA) Compliance related to the paving project on 5th Street.

Recommendation: Provide compliant route at the intersection of Easy and 5th Streets

Financial Impact: The street paving project at Fifth Street from Highway 101 to Easy Street is designed and scheduled to construct this fiscal year. As explained in this report, all paving projects prompt ADA compliance under federal law. Staff assessed the site with Council Hamilton; several ADA non compliance issues were noted along Fifth Street. The most severe is the lack of a safe landing and curb ramp at Easy and Fifth Street. Estimated cost for this work is \$10,000. Additional driveway apron ADA compliance along Fifth Street is estimated to be in the range of \$20,000 to \$30,000.

Background/Discussion: The Department of Justice adopted revisions to Title II Regulations, affecting new construction and alterations of pedestrian facilities located in the public way, effective March 15, 2012. This law applies to all municipalities overseeing public facilities and requires a transition plan (attachment C) identifying obstacles limiting ADA access and a schedule for improving these deficiencies.

Additionally, the new law states, “Newly constructed or altered streets, roads, and highways must contain curb ramps or other sloped areas at any intersections having curbs or other barriers to entry from a street level pedestrian walkway.” As defined in Exhibit b, resurfacing is defined as an alteration, thereby triggering compliance. This law provides a proportional measurement clause that the agency is not required to spend over 20% of the project cost on ADA improvements.

Policy Considerations: The City can elect to not install ADA compliant ramps which puts the City at risk of not complying with Federal law and potential lawsuit for ADA compliance. Staff recommends the City install the ramp and landing at the intersection at 5th and Easy Streets as the current configuration provides no means of accessible access due to the steep slope and lack of curb cut.

Attachment(s):

- a. Photo of Easy Street ADA issues
- b. Excerpt Part 1190- Accessibility guidelines for Pedestrian Facilities in the ROW
- c. City of Brookings Transition Plan



→ **R105.5 Defined Terms.**

Accessible. Describes a facility in the public right-of-way that complies with this document.

Alteration. A change to a facility in the public right-of-way that affects or could affect pedestrian access, circulation, or use. Alterations include, but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or changes or rearrangement of structural parts or elements of a facility.

Blended Transition. A raised pedestrian street crossing, depressed corner, or similar connection between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that has a grade of 5 percent or less.

Cross Slope. The grade that is perpendicular to the direction of pedestrian travel.

CHAPTER R2: SCOPING REQUIREMENTS

R201 Application

- **R201.1 Scope.** All newly constructed facilities, altered portions of existing facilities, and elements added to existing facilities for pedestrian circulation and use located in the public right-of-way shall comply with the requirements in this document.

Advisory R201.1 Scope. The requirements in this document are to be applied to all areas of a facility within the scope of the project. Where multiple features of the same type are provided, such as on-street parking spaces, and a percentage of the features are required to be accessible, only the required number of features must comply with the technical requirements in this document and be connected to a pedestrian access route. Where elements are provided on a site that is a designated portion of a public right-of-way, the elements are required to comply with the applicable requirements in this document instead of the requirements in the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities and the Architectural Barriers Act Accessibility Guidelines (36 CFR part 1191).

R201.2 Temporary and Permanent Facilities. The requirements in this document shall apply to temporary and permanent facilities in the public right-of-way.

Advisory R201.2 Temporary and Permanent Facilities. Temporary pedestrian circulation paths around work zones and portable public toilets are examples of temporary facilities in the public right-of-way that are covered by the requirements in this document.

R201.3 Buildings and Structures. Buildings and structures in the public right-of-way that are not covered by the requirements in this document shall comply with the applicable requirements in 36 CFR part 1191.

Transition Plan ADA Title II

Accessibility issues are extremely important to the City of Brookings and every attempt is made to resolve any situations or complaints that come up relating to accessibility.

Grievance procedure: Any person who feels that their access to any program, activity, service or facility, which is administered by the City of Brookings, may file a written complaint to the City Manager. Upon receiving such complaint the City Manager will forward the complaint to the appropriate department head for resolution.

If the complaint is regarding a program, activity or service the complaint will be followed up by the department head that oversees the program, activity or service to determine how the program, activity or service can be altered to allow all individuals with disabilities to participate.

If the complaint is related to access to facilities the complaint is forwarded to the Building Official, who also acts as the ADA Coordinator and is responsible for the ADA Transition Plan, to determine whether an alteration to the building is possible in order to resolve the complaint. Depending on the cost of the alteration and the availability of budgeting, the alteration will be scheduled for repair or put on a transition list for future budgeting.

The following elements of the Transition Plan have been completed:

Physical barriers:

09/1992:	Addition of ADA restroom to main City Hall
06/1994:	Conversion of 2 jail cells to ADA unisex restroom in Police Department
06/2007:	Renovate restrooms at Azalea Park and replace fixtures with accessible units
10/2007:	Install accessible walkways through Azalea Park
06/2008:	Addition of thresholds at all exterior doors at City Hall to bring into compliance.
06/2009	Change thresholds in restrooms at concession stand at Azalea Park
07/2009	Renovate interior and replace all fixtures in restroom at Easy Manor Park, provide ADA parking space, loading zone and accessible route to restrooms. Replace playground equipment with play structure that incorporates accessible play elements and accessible picnic area.
08/2009	Change thresholds on all doors at City Hall and adjust tension so exterior doors meet "pull" maximums.
05/2010	Construct accessible trail and wheelchair viewing stations at Azalea Park band shell.
06/2010	Replace ladder and diving board platform with accessible stairs to new platform at swimming pool.

- 08/10/10 Contract to build accessible ramp to Council Chamber Dais, additional renovations to concrete block wall to accommodate wider opening at ramp end and add door adjacent to dais.
- Fall 2011 Add accessible parking at south entrance of City Hall
- Fall 2011 Added accessible parking spaces and curb cuts in downtown street parking areas on Fern and Willow Streets.

Programs, activities and services

- 2008 TTI # added to all letterheads and mailings
- 2010 Grievance process and complaint forms created and put on City web site

GOALS


- 2012: Evaluate all park facilities for compliance
- Installation of compliant swimming pool lift
 - Accessible route to Bud Cross fields
- 2013: Evaluate all additional facilities not accessed by the Public
- 2014: Evaluate pedestrian infrastructure such as sidewalks and intersections

CITY OF BROOKINGS

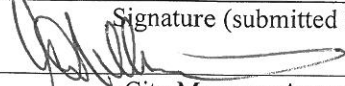
COUNCIL WORKSHOP REPORT

Meeting Date: 3/6/14

Originating Dept: Parks



Signature (submitted by)



City Manager Approval

Subject: Azalea Park Master Plan – Athletic Field Reconfiguration

Background/Discussion:

In October of 2009, the Parks and Recreation Commission voted unanimously to recommend that the City Council amend the Azalea Park Master Plan to include the reconfiguration of the athletic fields. The proposed reconfiguration would include the reorientation of one of the softball fields in order to create an area for the development of a dedicated soccer/multipurpose field adjacent to Lundeen Lane.

Months prior to the presentation of this proposal, the Brookings Harbor Soccer League proposed the development of an area located between the two softball fields as a multipurpose field primarily for soccer use. At that time, the project did not move forward due to cost of developing the site with limited funds. The City, acting as the Urban Renewal Agency, authorized using URA funds to install a water line extension to serve this project and a proposed restroom/concession building. The utility work would also include the installation of electrical and sewer services to the proposed facility. The Brookings Harbor Softball Association will also pledge \$25,000 to the construction of a restroom/concession building.

The Master Plan (See Attachment a) calls for the installation of restroom/concession building generally along the left foul line of field #1. The Commission noted this could be a dangerous location for pedestrians given the direction of hard hit “line drive” foul ball in this area.

The proposed Athletic Field Reconfiguration (see Attachment b) would reorient field #1, and shift its location to abut field #2. This would improve the location of the restroom/concession building by placing it in a neutral location relative to the ball fields. The field area vacated by field #1 would then be redeveloped into a multipurpose field for soccer and other athletic events. The ball fields #1 and #2 will also have the ability to accommodate soccer fields in the outfields.

At its meeting of December 14th, 2009, City Council voted unanimously to continue the question of revising the Azalea Park Master Plan to accommodate the proposed reconfiguration in order to get support from the different users of the facility as well as develop a plan for implementation of the project.

Staff has developed a four phased project stretched over the next four to five years that when complete will accommodate a variety of adult and youth recreation including athletic tournaments year round. Phase one of this four phased project includes the construction of a restroom/concession building and play structure as well as connecting ADA ramps and pathways throughout the complex. Phase two will include the reconfiguration of field #1 to allow for the addition of a dedicated multi-use field (soccer, football, lacrosse, ultimate frisbee, etc). Perimeter fencing, dugout, and backstop for both field #1 and #2 round out the remainder of phase two.

Phase three of the project will include the preparation and installation of an all weather turf system on all three fields. During phase three, field #1 and #2 will be configured and prepared (striped) to include a multi-use field bringing the total multi-use fields at the park to three. The final phase of the project will include the paving and striping of both Lundeen and North Bank parking lots as well as lighting for parking lots and playing fields. At the completion of the project, Brookings will have the capacity to support multi-sport athletic tournaments for the Southern Oregon and Northern California Coast region in every season of the year and in doing so generating much needed tourism revenue for the region.


Project support letters from the BH Softball Association, BH Soccer League and BH Little League as well as the City of Brookings Tourism and Promotion Advisory Committee are included in attachments.

Potential funding sources for the project include, General Fund, Urban Renewal Fund, Parks, Streets, Water & Sewer SDC's, OPRD grants, Community Sports Development (CSD) grant (matching grant already awarded for turf), Local Foundation grants, as well as collaborative donors. The BH Adult Softball League has pledged \$25,000 towards the restroom/concessions building.

Attachments:

- a. Azalea Park Master Plan
- b. Azalea Park Ball Field Reconfiguration Plan
- c. Support Letters
- d. Preliminary Estimate & Phasing



	PARKING
	KIDS TOWN
	HERITAGE AREA
	SOFTBALL
	MULTI-PURPOSE FIELD
	PLAYGROUND
	HORSESHOES

AZALEA PARK

CITY OF BROOKINGS 2008

- Located on the corner of 1st and 2nd Streets, Azalea Park is a 10-acre park.
- The park is a popular destination for families and friends, offering a variety of recreational activities.
- The park is a great place to enjoy the outdoors, whether you are looking for a quiet place to read or a place to play.
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AZALEA PARK FIELDS



Legend

- TOWNSHIPS
- CITY LIMITS
- URBAN GROWTH BOUNDARY

PARKING (100)

PAVED PATH

PLAYGROUND / PICNIC AREA

RESTROOM / CONCESSIONS/ STORAGE

SPECTATOR SEATING

PARKING (75)

NORTH BANK ACCESS



Scale: 1:1,200



0 120 240 360 ft.

Map center: 42° 3' 29.9" N, 124° 16' 23.5" W

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

MASTER PLAN

BROOKINGS HARBOR SOCCER LEAGUE

November 30, 2009

In regards to: Azalea Park Master Plan

City of Brookings
898 Elk Dr.
Brookings, OR 97415

Attention: Brookings City Parks and Recreation Commission

Dear City of Brookings,

Tony Barron attended the Brookings Harbor Soccer League board meeting in October and presented the amended master plan for Azalea Park. We fully support the changes made to the plan including moving the all-purpose/soccer field to the Lundeen Lane field location. Thank you for your continued service and hard work on this project.

Sincerely,

A handwritten signature in cursive script that reads "Chaulene Bayless-Worthey".

Chaulene Bayless-Worthey
Secretary
Brookings Harbor Soccer League

P.O. BOX 7494
BROOKINGS, OR 97415



BROOKINGS HARBOR LITTLE LEAGUE



Jason Testa
B-H Little League
P.O. Box 4490
Brookings, OR 97415

Mark Cowan
Oregon Parks and Recreation Department
725 Summer St. NE STE C
Salem, OR 97301

Re: Oregon Parks and Recreation Department – LWCF & Local Government Grant Programs

Mark,

Please except this letter of support for the reconfiguration of the Azalea Park Ball Fields in Brookings Oregon. I have reviewed the concept plan developed by City of Brookings Parks & Technical Services Supervisor Anthony Baron and fully support the project. We have a solid foundation of volunteer support to assist in the creation of this wonderful atmosphere for the kids to play ball. When complete, this project will greatly reduce scheduling conflicts between the local organizations that use the fields.

We urge you to approve funding for this important project and thank you for the opportunity to express our support for this valuable project.

We appreciate efforts made by the Oregon Parks and Recreation Department to help create and improve local park assets through grant opportunities.

Sincerely,
Jason Testa
President, B-H Little League

A handwritten signature in black ink, appearing to read "Jason Testa", is written over the typed name and title.

Barbara Glazebrook
Brookings Harbor Softball Association
16070 Hwy 101 South
Brookings, OR 97415

Mark Cowan
Oregon Parks and Recreation Department
725 Summer St. NE STE C
Salem, OR 97301

Re: Oregon Parks and Recreation Department – LWCF & Local Government Grant Programs

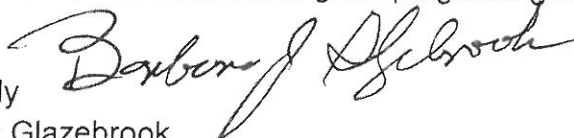
Dear Mr. Cowan,

I am writing this letter to express our support for the reconfigured softball field concept at Azalea Park presented to me by City of Brookings Parks & Technical Services Supervisor Tony Baron. The Brookings Harbor Softball Association will pledged \$25,000 to push forward and install restroom facilities and concessions with the help of the City of Brookings and hope this new concept will get us closer to making that happen. We urge you to approve grant funding for this project and thank you for the opportunity the Oregon Parks and Recreation grant programs give to small rural communities like ours.

Sincerely

Barbara Glazebrook

President, Brookings Harbor Softball Association

A handwritten signature in cursive script, reading "Barbara J. Glazebrook". The signature is written in dark ink and is positioned above the typed name and title.

Azalea Park Ball Field Reconfiguration Cost Estimate

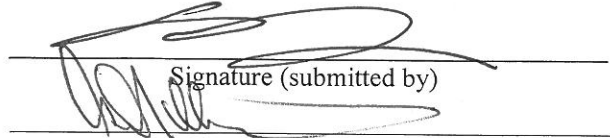
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CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: 3/6/14

Originating Dept: Parks


Signature (submitted by)

City Manager Approval

Subject: Social Security Bar Access Development

Background/Discussion:

Staff was recently informed by CTR that they will no longer service a portable toilet at Social Security Bar due to continued damage from vandalism. This coupled with the recent vandalism to the City sign located there, has prompted a new round of staff discussion about the 1.6 acres of City-owned property at Social Security Bar.

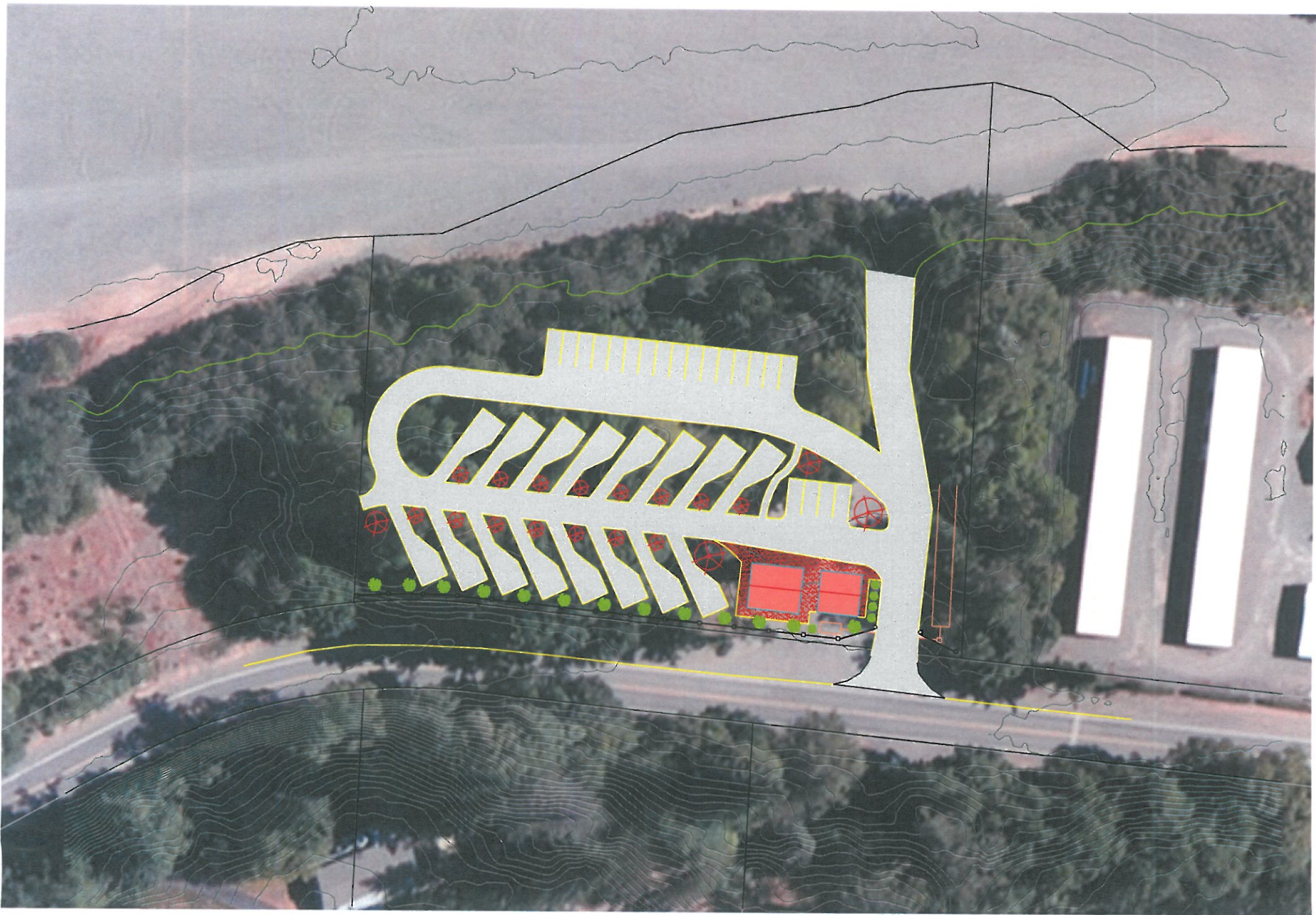
An idea that has emerged is to develop the City property as an RV park with a camp host and a restroom/shower building. An onsite camp host would potentially curb vandalism and illegal activities that occur on the river bar in the evenings. The property is within the Urban Growth Boundary, but would need a County zone change to accommodate an RV park or campground (currently zoned Public Facilities).

Another development concept discussed in the past is a day-use area for picnicking with restrooms and parking.

Staff has also received a request from the Brookings Harbor High School Senior Class to erect a roadside memorial monument at Social Security Bar for lives lost in traffic accidents along the Chetco River Roads. The memorial project could be integrated into either of the two previous discussed developments.

Attachments:

- a. Social Security Bar RV Park Concept.
- b. Sign vandalism



City of Brookings Social Security Bar Access

No Overnight Parking - Fine For Littering \$1,250

State Regulations On Social Security Bar
No Camping - No Fires: May 1 - November 1

Boat Anglers

Reduce conflict on coastal rivers.
Prevent restrictive regulations.

Please...

- Share the water with other users.
- Fish a hole once or twice, move along.
- Minimize motor and anchor use.
If backing up, no stream disruption.
If anchoring, limit your trips.
- Bank access is limited.
If bank anglers, move to fish.
If bank anglers, move to fish.
- Fishing in beds.
There are no designated gravel patches
lighter in color than surrounding gravel.

Operating your boat in a way that causes damage or injury
(including your wake) is unsafe boating.

Boating Under the Influence of alcohol or drugs is a crime
punishable by a \$6,250 maximum fine.

Stay below the ordinary high water mark on private
property. Remove all garbage.

Report illegal activity. Poaching, trespass, dumping, or
other illegal activities cannot be corrected if they are not
reported.

Report Crime to Curry County Sheriff's Office

541-247-3250

Oregon State Marine Board

CHETCO RIVER

From 101 Hwy Bridge to River Mile 11*

All state-owned land below the line of ordinary high water of the Chetco River,
from the Hwy 101 Bridge upstream to RM 11.

The following restrictions apply to the submersible land, which includes the gravel bars:

- CLOSED TO THE PUBLIC FROM 10 PM TO 5 AM ALL YEAR
- NO OPEN FIRES ALLOWED MAY 1 - NOVEMBER 1

The following restriction applies to the wetted channel of the main stem:

- CLOSED TO MOTOR VEHICLES DRIVING IN THE WATER
(Unless actively launching or retrieving a boat. (Exceptions listed in OAR 141-088-0055))

VIOLATORS WILL BE SUBJECT TO CITATION FOR CRIMINAL TRESPASS AND OTHER
PENALTIES ALLOWED BY LAW.

* RM 11 is about 1 mile upstream from the mouth of Elk Creek.
The open fire restriction period may be extended by Coon Forest Protective Association.



Oregon
Department of
State Lands

OREGON DEPARTMENT OF STATE LANDS
503-948-5200
www.oregonstatelands.us
OAR 141-088-0050
OAR 141-088-0055

NOTICES

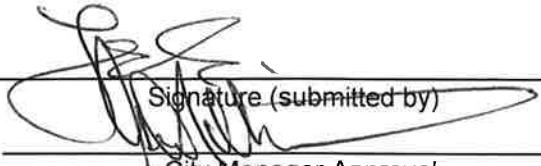
For Emergencies or To Report Violations Call 9-1-1

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: March 6, 2014

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Vision Council

Recommendation: Discussion on the City's Relationship with the Vision Council

Financial Impact: N/A

Background/Discussion: The Vision Council is a community volunteer group which meets monthly and has assembled a strategic plan similar to the City of Brookings for bettering the community. Staff has successfully collaborated with Vision Council to paint the public pool, and Vision Council supported City staff in sharrow striping of Railroad Street. Staff recently obtained a \$5,000 grant from Northwest Health Foundation to reimburse the Vision Council for their expenses in hosting community meetings. There are future opportunities for partnering with the Vision Council for community input, volunteers, partnerships, and grant opportunities. Attachment a herein is a community survey prepared by Vision Council which has been requested to partner with the City of Brookings's website.

An article was recently published in League of Oregon Cities monthly magazine and included as Attachment b herein. As stated in the article, "Community vision and organizational strategic plans can provide frameworks for local governments to make decisions and achieve long-term objectives, particularly when facing budget constraints and conflicting community needs. These plans can help foster consensus and understanding around policy direction and priorities."

We, as City staff, need to make sure that our efforts are focused on achieving City Council goals. Is the Vision Council "strategic platform" the same as the City's "strategic plan?" For example, the Vision Council's goal is to make Brookings a more bike friendly community. City Council's strategic plan is to "create bike paths 6 to 10 miles beyond the City." Are these goals implied to be the same? The City Council needs to discuss what role the Vision Council has in the City's strategic planning process which could be accomplished with a follow up joint workshop. Another example was a recent quote in Wild Rivers Connect, *"As an organization, the Brookings Vision Council has teamed up with the City of Brookings to develop a strategic platform of developing resources for the local community, such as working towards plans for an aquatic center, developing our sustainable living agriculture, making Brookings a more bike friendly community, and developing quality health care services in our local area."*

Yet, City staff have not been given direction from City Council to develop our sustainable living agriculture which is a goal of Vision Council.

The Vision Council's purpose is to engage Brookings residents as volunteers in the realms of community revitalization, community recreation, and community health. Alternatively, the Vision Council has three strategic goals which align with City Council strategic plan goals identified as follows;

Goal 1: Community Revitalization - Make Brookings a more attractive place for tourists and residents to live, work, and play.

Goal 1 aligns with City Council 2013 Strategic Plan: Goal 3- "Influence Economic Growth/Improve quality of life," Priority/Action items 11, "Downtown beautification," and Priority/Action items 13, "Attract tourists to stop in downtown Brookings."

Goal 2: Community Recreation - Increase opportunities for community recreation through improved bikeability, walkability, and enhanced parks and recreation programs including a community recreation center.

Goal 2 aligns with City Council 2013 Strategic Plan, Goal 3-Priority/Action item 12- "Expand bike paths 6-10 miles beyond city," and Goal 2- Priority/Action item 3- "Develop bicycle plan and pursue funding for improvements," and Goal 2 – Priority /Action item 7 – "Improve pedestrian/vehicular safety."

Goal 3: Community Health - Increase community health through health access and promoting healthy behaviors.

Goal 3 aligns with City Council's desire to increase health access through an emergency room and/or hospital. The Vision Council further develops this community health concept into pursuing opportunities to utilize public spaces, schools, private businesses and non profits for gardening projects to raise awareness about and provide access to healthy food.

Policy Considerations: Should the City develop a Memorandum of Understanding or Joint Visioning Workshop process with the Vision Council?

Attachment(s): a) Community Input Questionnaire from Vision Council
 b) LOC Article "Community Visioning and Strategic Planning"

Attachment a
Brookings Consumer Survey

Gather feedback and input from residents of Brookings-Harbor, Oregon

Focus: Consumer preferences regarding local retail, parks and trails, and an indoor recreation facility

February 21, 2014

Dear Brookings-Harbor Area Neighbor:

This is an exciting time for the Brookings area! Many of you provided your dreams for the future of our community by submitting them on surfboards during last year's Vision Council. Now the visionary volunteers of the Brookings-Harbor Vision Council are poised and ready to coordinate an effort to achieve the dreams provided. The democratic process of collecting input from everyone, from young children, students, business operators to senior citizens, were collected in surveys as part of the "Catch the Wave Campaign" in which the principle projects most preferred by your friends and neighbors became very apparent.

Goal 1: Community Revitalization

The dreams submitted by the community clearly stated that we all want to make Brookings a more attractive place for tourists and residents to live, work and play.

Vision Council's goal will encompass economic growth, beautification and tourism--all of which will improve the quality of life for all our citizens. This will be a collaboration of many volunteers together with the Public Arts Committee and will include local artists and efforts to beautify local business and community gathering spaces.

Goal 2: Community Recreation

Survey respondents overwhelmingly told the Vision Council our community wants increased opportunities for healthy physical activities and an indoor recreation facility.

This goal includes significantly reducing vehicle fuel consumption through walking and biking. Concerned friends and neighbors will pursue creating, extending and improving bicycle paths through our beautiful area. This objective encompasses cycling and pedestrian safety, combined with continuous improvement of the walkability of our community.

Goal 3: Community Health

Brookings residents clearly stated they want to improve the health of the people who live here through access to health care and promotion of healthy behaviors.

Actions to be taken to achieve this goal include the creation of an emergency room and/or hospital in our local community. The efforts of the Vision Council will include developing community public spaces for gardening projects that will engage everyone in providing access to nourishing, locally sourced food. Actions taken in this goal encompass the community's desire for increased public gardening programs that engage the community's youth. This effort will be championed in collaboration between area food providers—the food bank and community kitchens to improve everyone's access to healthy locally grown food.

The following pages provide an opportunity for you to tell the members of the Brookings Vision Council your intention to use and support these goals, facilities and changes. You can also assist in targeting business development efforts. It is an anonymous survey, so please feel free to be direct. The members of the Vision Council will have the survey results analyzed and use the information as the cornerstone of all future planning efforts.

We appreciate your time and look forward to your responses. Key findings will be reported to the public as soon as they are available. If you have additional questions, feel free to contact Scott at the Brookings Vision Council at (SCOTT- can we use your number?)

WHEN, WHERE AND WHY YOU SHOP**1. When do you typically shop for non-grocery items?**

(● mark up to SEVEN times total for the week)

	Before 11:00 a.m.	11:00 a.m.- 2:00 p.m.	2:00 p.m.- 5:00 p.m.	After 5:00 p.m.
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. During which of the following**extended hours are you
currently most likely to shop for
non-grocery items?**

(● mark ONE)

- ☐ Monday after 7:00 p.m.
☐ Tuesday after 7:00 p.m.
☐ Wednesday after 7:00 p.m.
☐ Thursday after 7:00 p.m.
☐ Friday after 7:00 p.m.
☐ Sunday afternoon
☐ Other _____

3. How often do you eat out...

(● mark ONE answer for each question)

5 or more
times a week
Never

2-4 times
a week

Once
a week

Once
a month

Once every
few months

...for breakfast?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...for lunch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...for dinner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How often do you dine out where each meal costs...

(● mark ONE answer for each question)

5 or more
times a week
Never

2-4 times
a week

Once
a week

Once
a month

Once every
few months

...\$4.99 or less per person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...from \$5 to \$9.99 per person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...from \$10 to \$14.99 per person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...\$15 or more per person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. What two restaurants or types of cuisine would you most like to see come to Brookings?

a. _____ b. _____

6. How often do you do the following?

(● mark ONE answer for each)

More than
once a weekOnce
a weekTwice
a monthOnce a
monthOnce every
few months

Never

Watch movies at a theater.....

☐☐☐☐☐☐

Rent movies from a store to watch at home.....

☐☐☐☐☐☐**7. Which of the following events did you attend in the last 12 months? (● mark ALL that apply)**☐ Brookings Art Walk☐ Nature's Coastal☐ Azalea Park Concert☐ Trick or Treat☐ Azalea Festival

Holiday

☐ Festival of Art☐ Other _____☐ Southern OR Kite
Festival☐ Farmer's Market☐ Winter Art &
Chocolate Festival☐ Other _____☐ 4th of July Fireworks**8. How often do you access****the following? (● mark ONE answer for each)**5 or more
times a week2-4 times
a weekOnce
a weekOnce
a monthOnce every
few months

Never

Non-grocery retail shopping.....

☐☐☐☐☐☐

Eating out.....

☐☐☐☐☐☐

Personal care or professional services.....

☐☐☐☐☐☐

Work.....

☐☐☐☐☐☐

Passing through on your way to someplace else.....

☐☐☐☐☐☐**9. Where do you typically park when you drive to Brookings for any reason but work?**

(● mark ONE)

☐ On the street☐ In a private parking lot☐ In a public parking lot☐ Other _____**10. The following businesses ARE NOT currently available in Brookings. Which four businesses would you most likely patronize if they opened in Brookings within the next year? (● mark up to FOUR)**☐ Shoe Store☐ Dress Shop☐ Music Store☐ Other _____☐ Children's Clothing☐ Office Supplies☐ Toys & Hobby☐ Jewelry Store (what
about Halbrook's)☐ Sports & Fitness☐ Department Store☐ Bath & Beauty☐ Technology/Electronics

11. Name four retail businesses you would most like to see come to Brookings.

(i.e. specific store name, company, chain business or franchise)

- a. _____ b. _____
 c. _____ d. _____

20. How strongly do you agree or disagree with the following statements? (● mark ONE answer for each)

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
I like to buy the latest fashions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always try to buy products and services locally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I like the look and feel of Brookings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brookings salespeople are friendly and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel safe walking in Brookings, even at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brookings businesses sell items at fair prices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I like to invite out-of-town guests to Brookings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Which three community assets would you most like to see developed? (● mark up to THREE)

- | | | |
|--|--|--|
| <input type="checkbox"/> Walking trail | <input type="checkbox"/> Skateboard park | <input type="checkbox"/> None of these |
| <input type="checkbox"/> Bike trail | <input type="checkbox"/> Expanded "green space" | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sports facilities | <input type="checkbox"/> Expanded public parking | |

13. Which leisure activities does your household enjoy? (● mark ALL that apply) (can we shorten this to just include high level like athletics, arts, outdoor activities, crafting, etc.?)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Acting/Drama | <input type="checkbox"/> Boating/Jet Skiing | <input type="checkbox"/> Gardening | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Attending Concerts/Shows | <input type="checkbox"/> Bowling | <input type="checkbox"/> Golf | <input type="checkbox"/> Running |
| <input type="checkbox"/> Performing Music | <input type="checkbox"/> Camping | <input type="checkbox"/> Hiking | <input type="checkbox"/> Snowmobiles/ATVs |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> Traveling |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Collecting _____ | <input type="checkbox"/> Hunting | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Computers | <input type="checkbox"/> Motorcycling | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Baseball/Softball | <input type="checkbox"/> Cooking | <input type="checkbox"/> Painting/Drawing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Crafts | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Dancing | <input type="checkbox"/> Quilting/Sewing | |
| | <input type="checkbox"/> Fishing | <input type="checkbox"/> Raising Pets | |

14. In the past 12 months, how many times have you visited parks, recreation and open spaces facilities in Brookings? (● mark ONE answer)

Five or more 2-4 times Once Never
☐ ☐ ☐ ☐

15. On a scale of 0 to 10, where 0 is “Not at all satisfied” and 10 is “Very satisfied,” how do you rate your overall satisfaction with Brookings’ parks and recreation facilities and services? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

16. On the same scale of 0 to 10, where 0 is “Not at all satisfied” and 10 is “Very satisfied,” how do you rate the overall appearance of Brookings’ parks and recreation facilities? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

17. On a scale of 0 to 10, where 0 is “Not likely at all” and 10 is “Highly likely,” how likely would you and/or members of your family use an aquatic facility? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

18. When a new aquatic center is built, what will be the TWO programs you and/or members of your family would most likely to participate in? (Circle TWO answers)

- a. Swim Lessons
- b. Competitive Swimming/Swim Teams
- c. Lap Swimming
- d. Open Swim/Family Swim sessions
- e. Water Exercise Classes
- f. Rehabilitation Programs/Water Therapy
- g. Water Polo
- h. Other – Specify _____
- i. Don’t Know

19. What type of aquatic facility would you prefer? (Circle One answer)

- a. Indoor
- b. Outdoor/Seasonal Pool
- c. Both Indoor and Outdoor

A **Community Recreation Center** is also being considered. This facility would serve a broad range of citizens and provide a wide array of programs and activities. The facility may be constructed jointly with an aquatic center.

20. On a scale of 0 to 10, where 0 is “Not likely at all” and 10 is “Highly likely,” how likely would you and/or members of your family use a community recreation center? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

21. If a Community Recreation Center were built, what would the TWO MOST important elements/features to include in the facility? (Circle Two answers)

- a. Fitness center, indoor sport courts, and/or running and walking track
 - b. Arts & Crafts Rooms
 - c. Multi-Purpose Gymnasium
 - d. Dance Studio
 - e. Rock Climbing Wall
 - f. Banquet and meeting facilities with kitchen
 - g. Space for Childcare
 - h. Other _____
-

22. Select the TWO MOST important factors to you and your family in choosing recreational programs and facilities? (Circle Two answers)

- a. Operating Hours of Facility
 - b. Quality of Instructors/Programs
 - c. Proximity to Work or Home
 - d. Availability of Childcare
 - e. Overall Value for the Programs/Services Received
 - f. Quality of Facilities/Equipment
 - g. Easy Access/Availability of Parking
 - h. Selection of Programs and Activities
 - i. Other _____
-

A regional approach (partnering with our neighboring communities—Harbor, Pistol River, Gold Beach, etc.) may be considered as a cost-saving measure for the construction and operation of a Community Recreation Center and/or an Aquatic Center.

23. On a scale of 0 to 10, where 0 is “Not likely at all” and 10 is “Highly likely,” how likely are you to support a regional Recreation District that includes neighboring communities? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

24. On a scale of 0 to 10, where 0 is “Not likely at all” and 10 is “Highly likely,” following construction, how likely are you and/or members of your family to purchase a Family Membership in the Community Recreation Center that would allow economical and consistent use of the facility? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

25. Without a Family Membership in the Community Recreation Center, approximately what price, per visit, per adult, would you consider appropriate for using the new, expanded facility? (Circle ONE answer)

a. \$10

d. \$ 5

b. \$ 8

e. Other \$ _____

c. \$ 6

26. Without a Family Membership in the Community Recreation Center, approximately what price, per visit, per child, would you consider appropriate for using the new, expanded facility? (Circle ONE answer)

a. \$10

d. \$ 5

b. \$ 8

e. \$ 3

c. \$ 6

e. Other \$ _____

27. On a scale of 0 to 10, where 0 is “Not likely at all” and 10 is “Highly likely,” how likely would you be to support construction and operation of a multi-purpose Community Recreation Center if the average increase in local taxes is \$ _____? (Circle ONE answer)

a. \$30 per month

b. \$20 per month

c. \$10 per month

d. \$ 5 per month

28. On a scale of 0 to 10, where 0 is “Not important at all” and 10 is “Extremely important,” how important do you feel Recreation is for improving and maintaining overall health and wellness? (Circle ONE answer)

1 2 3 4 5 6 7 8 9 10

MARKET DEMOGRAPHIC DATA

29. What is your gender? ☐ Male
☐ Female

30. What is your age?

☐ Under 18 ☐ 25-44 ☐ 55-64
☐ 18-24 ☐ 45-54 ☐ Over 64

31. By age, how many people live in your household? (● mark ONE per age category)

	None	One	Two	Three	Four +
<5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-9 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-14 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-17 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 & older	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

32. What is your home zip code?

33. What is your marital status? (● mark ONE)

☐ No partner (single, divorced or widowed)
☐ Unmarried partner
☐ Married partner

34. What is the highest level of formal education you have completed? (● mark ONE)

☐ Less than 9th grade ☐ Associate degree
☐ 9th-- 12th grade, ☐ Bachelor's degree
☐ High school graduate ☐ Graduate or
☐ Some college, no degree prof. degree

35. Please provide any additional comments and/or suggestion that would help the Brookings Vision Council achieve your dreams for our community:

Community Visioning & Strategic Planning

Effective Tools for Building Community and Organization

By Erik Jensen

Do more with less. That phrase seems to be the mantra for many local governments in Oregon and across the country as revenues have decreased and costs have escalated in recent years. So when community visioning or strategic planning are proposed for an individual jurisdiction, they may be easily derailed by fear of costs, lack of staff time, unclear benefits, or even how to justify the value to citizens or staff. However, advantages of undertaking these two planning processes may bring greater clarity of policy direction, cost efficiencies, and more effective service delivery.

What Are Community Visions and Strategic Plans?

Community visions and strategic plans are big picture planning tools that government leaders can use to integrate and align city services (e.g. land use, finance, public works, public safety, etc.) toward common goals. They can also help local governments make many policy, budgetary and operational decisions by providing an overall direction for community building and organizational effectiveness. However, for these plans to be successful, it is important to understand their purpose, process framework, advantages and success factors.

These planning tools are not exclusive of one another. Rather, if developed in concert, the vision can bring focus to a community, while the strategic plan can build on it and set a more comprehensive and detailed direction at the organizational level:

Community Vision: Externally focused, this plan sets a direction for building a community desired by those who live, work and play there. The plan has a vision statement describing what a community looks and feels like at



a future time, often 20-30 years from its adoption. Developed with resident, business and other stakeholder input, the community vision offers a broad-brush picture of the community's preferred outcomes. It also includes an action plan, a road map of specific strategies, projects and programs to achieve the vision. For example, a sample project might include an annual community arts fair or a new public plaza in the downtown.

Strategic Plan: The intent of this plan is to provide a tactical direction for a local government organization to help guide policy development and service delivery for the community it serves. While the plan is more internally focused, its ultimate goal is to provide greater efficiency and effective provision of services for the organization's constituents. The completed plan most often includes an organizational mission, core values, goals/objectives, strategies and actions.

(continued on page 30)

Developing the Plans – Key Questions

The visioning process should happen prior to the strategic planning process. To understand the community's perspective and preferred future will bring value to the development of an organizational strategic planning process. Community visions offer "big picture" scenarios that can help local governments be more strategic and responsive in future planning.

The development of both plans covers four main questions:

1. Where are we now?

- For community visioning, what are the current big-picture trends (e.g., economic, education, population, demographic, etc.)?
- For strategic planning, what trends is the organization facing (e.g., revenue, expenditures, infrastructure, capital improvements, staffing, etc.)?

2. Where do we want to be?

- For community visioning, what is the preferred scenario for the community's future?
- For strategic planning, what are the organization's mission, core values and long-term goals?

3. How are we going to get there?

- For both plans – What are the strategies and actions that will get us to the preferred scenario/long-term goals?

4. How will we ensure it happens?

- For both plans – Who will champion the implementation of the plan? What resources will be dedicated to help move it forward? How will the plan be kept current? What information/action will indicate success?

As each plan is developed starting with the bigger picture (e.g., vision statement, organization long-term goals) it will be important to ensure the more detailed products (strategies, goals) are linked by content. This connection from top to bottom helps to strengthen the final plan.

The Role of the Stakeholder

Stakeholder involvement is a key element of both processes. At a minimum, a stakeholder is anyone or any organization impacted by the final plan. Providing opportunities for stakeholders to be part of the development gives them ownership in the plan. Task forces, committees, workshops, speakers' bureaus and online surveys are some of the many ways that stakeholders can be involved.



An annual festival could be part of a community's visioning plan

Methodology and Cost

Depending upon the community, resources and organization size, the tools and stakeholders that are engaged with each planning process can vary. Hence, the cost and timeline can differ as well. Regardless, it is important to maintain the integrity of the process where key stakeholders are involved and there is a two-way dialogue that is open and transparent.

Consultants can be helpful in both planning efforts serving as impartial third party facilitators and providing additional personnel support. It is possible for small cities with more limited budgets to run effective processes without consultant support if they work to maintain neutrality and balance during either initiative. Another option is to have a consultant help design the process but have it carried out by staff.

Success Factors

There is a certain degree of luck that comes with the success of a community vision or a strategic plan. For example, there are elements that jurisdictions cannot control such as global economic downturns or natural disasters. Worrying about external factors that could negatively impact participation or even outcomes is not a good reason to delay or not start these plans. In general, the following factors are often indicators of a strong and healthy long-term plan:

- Broad engagement of stakeholders in the development process;
- Transparency of the plan's development and implementation;
- Linkages and consistency within all levels of the plan as well as other long-term plans;
- Clear processes for keeping the plan up-to-date;

- An implementation structure which includes a designated champion (organization, staff person), continued stakeholder engagement (e.g., oversight committee), and resources; and
- Accountability (e.g., annual report).

Benefits

The benefits of developing and implementing community visions and strategic plans can bring long-term dividends to the community and the organization including:

- Ability to prioritize and deliver services based on agreed-upon plan(s);
- Long-term direction validated by early community input;
- Opportunity to build confidence in local government as community-inspired plans are implemented;
- Clarity of organizational purpose and priorities which are understood by all levels from elected officials to management to staff; and
- Decision-making streamlined as the plans offer previously-approved policy and operational guidance and direction.

Conclusion

Embarking on community visioning and strategic planning may seem daunting and even overwhelming in light of other priorities. However, the time spent on these efforts can result in long-term cost and time efficiencies, not to mention increased community confidence in local government. Finally, it is difficult to guide a community or organization in any direction without a plan. As Casey Stengel, major league baseball outfielder and manager, once said, "If you don't know where you are going, you might end up someplace else."

Editor's Note: Mr. Jensen is the principal of Jensen Strategies, a consulting firm which specializes in policy and organizational development for public, private and non-profit clients. ■

OLLI WORKSHOP

Community Visioning & Strategic Planning

Instructor: Erik Jensen

Date: April 1, 2014, 9:00 a.m. - 4:00 p.m.

Location: Happy Valley City Hall

Cost: \$150 if registered before March 18

Register online at www.orcities.org/training.

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Preventing Slip, Trip and Fall Claims

The U.S. Bureau of Labor Statistics reports there are more than one million injuries each year from slips, trips and falls. These injuries show up in CIS' workers' compensation and general liability loss statistics, and can be more serious than one might imagine. They can include head injuries, broken bones, damaged joints, serious back and neck sprains, and lacerations and puncture wounds.

There are a number of precautions a city can take to effectively minimize the number of these losses and their impact. The following is a summary of those preventative measures.

Facility Inspections

Based on Occupational Safety and Health Administration requirements, cities should conduct careful, quarterly facilities inspections to catch trip hazards before they result in a claim.

Here's what to look for:

- Defects in the flooring, carpet (torn or loose), linoleum or tile. If the budget does not permit solving the problem immediately, place a sign or perhaps mark the defect with colored tape to alert people to the hazard.
- Stairs that may be deteriorating or require improvements to make them non-skid. Don't forget to test any handrails to make sure they can support a person's weight.
- Extension cords in walkways that are not secured by "gaffer" tape or marked by a sign.
- Boxes or desk-size trash cans that are against a wall but in a walkway. They may not be seen by people carrying larger items... and they don't belong there anyway.
- Damaged sidewalks, walkways and parking lots around your buildings. Mark or repair any raised or deteriorated areas. Good exterior lighting is very important to make sure pedestrians can see hazards they encounter; poor lighting contributes to people falling over parking bumpers, raised areas around landscaping, etc.
- Unsecured or skid-prone mats and rugs.
- Open drawers, especially bottom drawers, on desks and file cabinets.

Walking Surfaces

Of course, problems with walking surfaces can arise between quarterly facilities inspections. There are other measures that can be implemented to address this problem:

- A sound practice is to conduct weekly inspections of obvious problem areas.
- Inform all staff of these hazards and encourage them to be alert for hazards that arise, and to promptly report the hazard. Some entities incentivize employee reporting of hazards; perhaps a report enters an employee in a quarterly or monthly drawing for a lunch coupon or other prize.

Falls often occur when the walking surfaces are wet due to weather conditions. Cities should develop a wet weather protocol that includes:

- Placing non-skid mats on areas likely to attract water, snow or ice.
- Placing absorbent or non-skid mats at building entryways.
- Having available "Wet Floor" signs that can be easily accessed and placed when needed, and even reminder signs at the beginning of the rainy season to alert people to the change in conditions indoors and out.
- Publicizing the fact that the weather has changed and that things can be unexpectedly slippery. Remind employees to be extra vigilant indoors and out, and to adjust their footwear accordingly.

