



AGENDA

Parks and Recreation Commission

City of Brookings - Council Chamber - 898 Elk Drive

February 23, 2006 7:00 p.m.

I. CALL TO ORDER

II. PLEDGE of ALLEGIANCE

III. ROLL CALL

IV. PUBLIC APPEARANCES

- A. Representatives from the Brookings-Harbor Leadership Class will present ideas for interpretive/information signage for the Chetco Point Park Trail Project

V. COMMISSIONERS CONSIDERATIONS

- A. Request from Lion's Club to place *Kans for Kids* box and sign at the north end of Bankus Fountain
- B. Review and consider approval for a proposal to install a flagpole and other improvements at Bud Cross Park. (Commissioner Don Gallian, Little League representative)
- C. Review and consider the idea that the city-owned property adjacent to the car wash, "*Betsy Bubble Bath*", on Alder Street, be designated as a City Park for the protection of the large trees on the property, and allowing the City to place a perimeter around the property to prevent vehicles from compacting the tree root zones. (Discussion and no staff report).
- D. Need to possibly have a series of meetings/work sessions with: Azalea Park Foundation, Garden Club, Nature's Coastal Holiday Committee, Ballfield Users, etc. (Discussion and no staff report).
- E. Review of ordinance creating the Parks & Recreation Commission

VI. UPDATES

- A. Status of Bankus Fountain redesign concept (ODOT/Parametrix)
- B. Status/Timelines for Tree Ordinance/*Tree City USA* membership

VII. STAFF ANNOUNCEMENTS/CONCERNS


- A. Financial report-January 2006 statement
- B. Review Budget items for current Fiscal Year 2005-06 and FY 2006-07
- C. City Manager

VIII. COMMISSIONERS COMMENTS

IX. ADJOURNMENT



Memo

To: Parks and Recreation Commission (Mtg. 2/23/06)
From: City Manager 
Date: February 15, 2006
Re: Lions Club Request – Kans for Kids Facility in Bankus Fountain Park

The attached letter dated February 9 from George Fernandez, President of the Brookings-Harbor Lions Club, requests that the City approve of locating the Kans for Kids facility in the Bankus Fountain Park.

Specifically, the location would be in the north/west end of the park, on the exposed aggregate concrete area. The receptacle would be an attractive “Rubbermaid” style box, with a locking feature, and associated signage.

The advantage of this location is that it is out of the way of vehicle movements, allowing safe deposits of “kans” from the parking lot side of the park.

The concept is that the City would be partnering with the Lions Club in their fund raising efforts by allowing the receptacle on public property.

If the Commission approves of this proposal, then city staff would prepare an agreement between the Lions and the City, including any conditions of approval, liability insurance coverage naming the City as an additional insured, and a 30-day termination clause.

I would recommend approval, at least until the park is reconstructed as part of the future Alternative 5 project, expected in about 2010. In fact, the agreement should include this reference so that we all remember it 4 years from now.

**Brookings-Harbor Lions Club
P.O. Box 1105
Brookings OR 97415**

February 9, 2006

**City of Brookings
898 Elk Drive
Brookings OR 97415**

RECEIVED

FEB 10 2006

PerD.S....

**Attention: City of Brookings Mayor Pat Sherman
City of Brookings City Manager Dale Shaddock**

The Brookings Harbor Lions Club has been offered the opportunity to develop the Kans for Kids project which was designed to help disadvantaged youth and adults in our community.

The Lions Club has worked on supporting vision screening and eye glass procurement for disadvantaged students. The Kans for Kids project will help support our ongoing projects.

We hope to include the Lions sponsored Leo Club at Brookings-Harbor High School in this project so they can also help low income students secure necessities.

The Kans for Kids program will be operated under the auspices of the Lions Club and maintained by members of the Lions and Leo Clubs on a regular basis guaranteeing a neat and tidy operation.

We are asking your permission to place the Kans for Kids container on City property, near the fountain, in front of Ray's Market.

Your kind consideration of this matter will be greatly appreciated.

We Serve,


George Fernandez, President

412-7846

ORDINANCE NO. 91-O-482

AN ORDINANCE CREATING A PARKS AND RECREATION COMMISSION FOR THE CITY OF BROOKINGS; PROVIDING FOR THE ORGANIZATION OF SUCH COMMISSION AND THE POWERS AND DUTIES THEREOF; AND REPEALING ORDINANCE NO. 89-O-459. [Effective December 18, 1991]

Sections:

- | | |
|-------------------|---|
| Section 1. | Creation of Parks and Recreation Commission. |
| Section 2. | Terms of office. |
| Section 3. | Organization of Parks and Recreation Commission. |
| Section 4. | Powers and duties. |
| Section 5. | Removal/vacancies. |
| Section 6. | Repeal of Ordinance No. 89-O-459. |

The city of Brookings ordains as follows:

Section 1. Creation of Parks and Recreation Commission.

There is hereby created a Park and Recreation Commission for the City of Brookings, Oregon, consisting of seven members, as hereinafter provided. The seven members of the commission shall be appointed by the mayor with the approval of the council. Six of the seven members shall be residents of Brookings, and the seventh appointed member may be a nonresident. The city council may appoint one of its own members to act as liaison between the commission and the council. [As amended by Ordinance No. 93-O-482.A, effective June 8, 1993]

Section 2. Terms of office. With the exception of the first members appointed to the commission, the term of office for the appointed members of the commission shall be four years. The first seven members appointed to the commission shall choose their term of office by lot, as follows:

- A. One for one year;
- B. Two for two years;
- C. Two for three years;
- D. Two for four years;

and they shall immediately thereafter notify the mayor and the city council in writing of such allotment. Elected officers shall include, but not be limited to, Chairperson, Vice Chairperson and Secretary. Term of elected office shall be one (1) year, commencing February 1. [As amended by Ordinance No. 93-O-482.A, effective June 8, 1993, and Ordinance No. 93-O-482.B, effective July 12, 2000]

Section 3. Organization of Parks and Recreation Commission.

The first meeting of the commission shall be called by the mayor. At this meeting the commission shall organize by electing a chairman and secretary of the commission. Thereafter the commission shall hold regular monthly meetings on a day and hour to be fixed by the commission. Four members of the commission, shall constitute a quorum. Special meetings may be held upon a call of the chairman or any four members of the commission, or upon unanimous consent of all members of the commission.

Section 4. Powers and duties. The Park and Recreation Commission shall have the following powers and duties, in addition to such others as may be prescribed by the council. Upon authorization of the city council, the Park and Recreation Commission shall:

A. Negotiate for the lease, purchase and acquisition of park and recreational sites, facilities and property, subject to the approval of the council. The commission may solicit or receive gifts, bequests, devises or loans for park and recreational purposes, subject to the approval of the council.

B. Make and recommend in writing to the council plans for the future growth, development, beautification and establishment of parks and recreational facilities in the city consistent with the future growth and development of the city of Brookings.

C. Make a detailed and exhaustive study of the future requirements of the city for park and recreational facilities, establish and recommend in writing to the planning commission and the city council a definite long-range plan for the orderly growth and development of park and recreational facilities within the City.

D. Meet and cooperate with representatives of other governmental bodies for joint and integrated plans between various municipal bodies for the most efficient and economical use of park and recreational facilities of the different governmental units.

E. Recommend to the city council such acts necessary and proper for the protection, operation or improvement of city parks and recreational facilities and all necessary rules and regulations, including user fees, schedules and concessions that aid in governing the use of those parks and facilities. [As amended by Ordinance No. 93-O-482.A, effective June 8, 1993]

F. To keep the city council informed on the activities of the commission, the commission shall submit a copy of their minutes to the city council after each meeting. The commission shall present at least an annual progress report to the city council at their January meeting each year.

G. New members of the commission shall receive, upon appointment, at a minimum:

1. Current city budget.
2. Parks and Recreation policy.
3. Master plan for parks and recreation facilities.
4. Ordinance No. 91-O-482.
5. Resolution No. 91-R-501.
6. Ethics Guide for Public Officials.
7. Tour of park areas. [As added by Ordinance No. 93-O-482.A, effective June 8, 1993]

Section 5. Removal/vacancies. A member may be removed by the city council, after hearing, for misconduct or nonperformance of duty. A member who is absent from two consecutive meetings without the permission of the commission chairperson, or chairperson when absent without permission from the vice chairperson, is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise following the hearing. All vacancies on the commission shall be filled by appointment by the mayor, with the approval of the city council, for the unexpired term. [As amended by Ordinance No. 93-O-482.A, effective June 8, 1993]

Section 6. Repeal of Ordinance No. 89-O-459. Ordinance No. 89-O-459 is hereby repealed in its entirety.

City of Brookings
898 Elk Drive
Brookings, OR 97415



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager 

Date: February 8, 2006

Re: Bankus Fountain Park Redesign Concept Approval

Subject:

Bankus Fountain Park Redesign Concept Approval

Recommendation:

Approve Resolution No. 06-R-749, A Resolution Adopting the Redesign of Bankus Fountain Park As Part Of The Highway 101 – Downtown Brookings Transportation Solutions Project

Background /Discussion:

The City Council and the Parks and Recreation Commission conducted a joint study session on January 26, 2006. The study session, facilitated by representatives of ODOT, reviewed design alternative concepts and assisted the group in reaching a consensus on a preferred design.

That preferred design is described and depicted in the recommended Resolution and its attachments presented to the City Council for approval this evening.

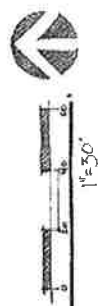
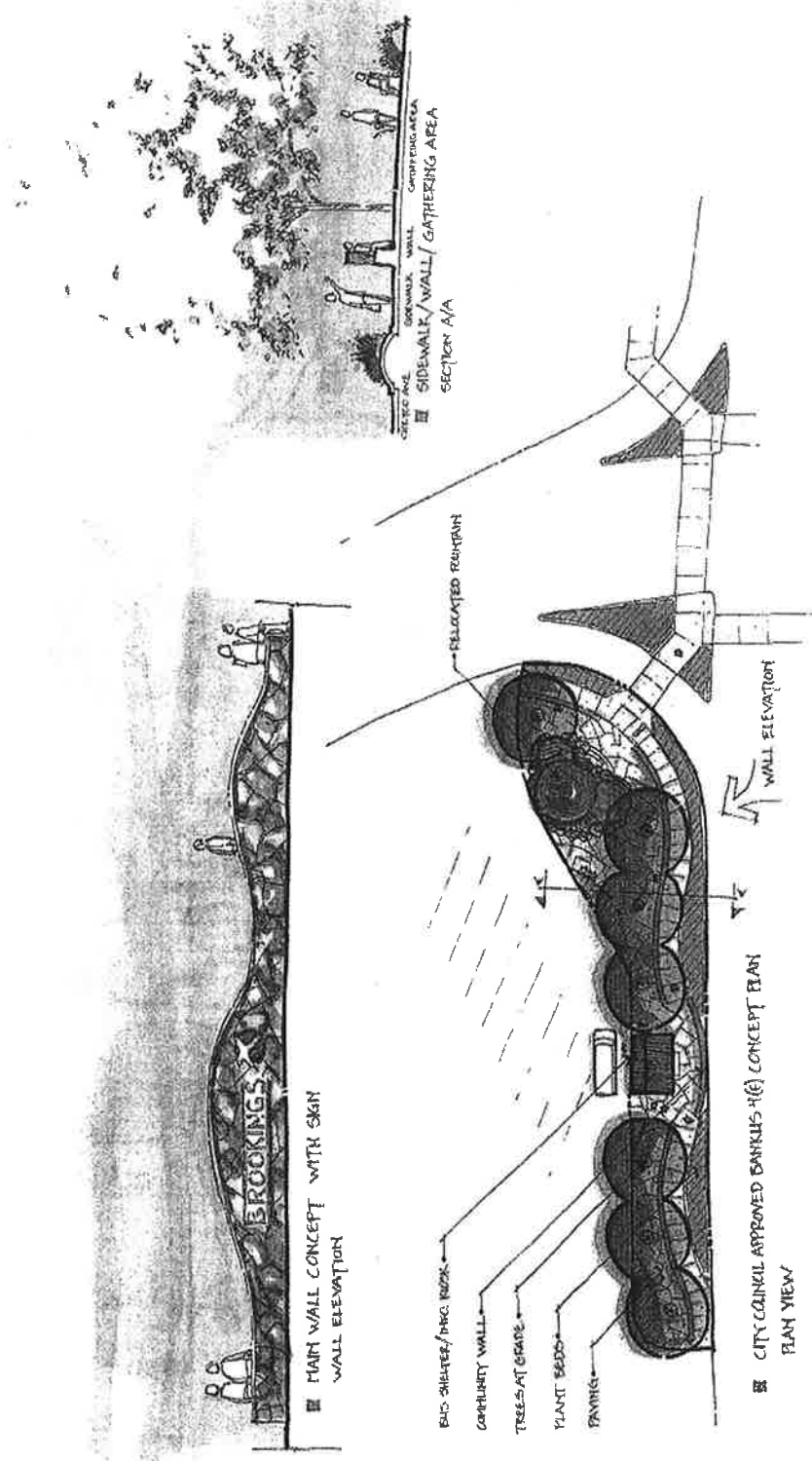
Financial Impact(s):

The proposed project, including design and construction, will be fully funded by the state in the future as part of the Highway 101-Downtown Brookings Transportation Solution Project, and expected to be constructed in 2010, or after.

City Manager Review and Approval for placement on Council Agenda:



Dale Shaddox, City Manager



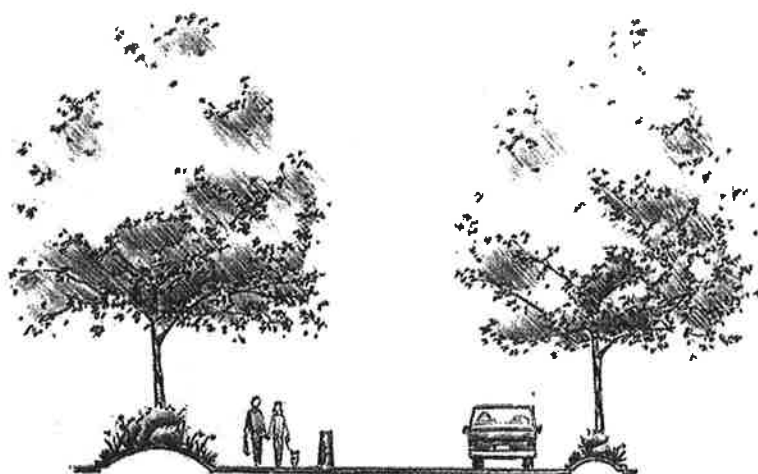
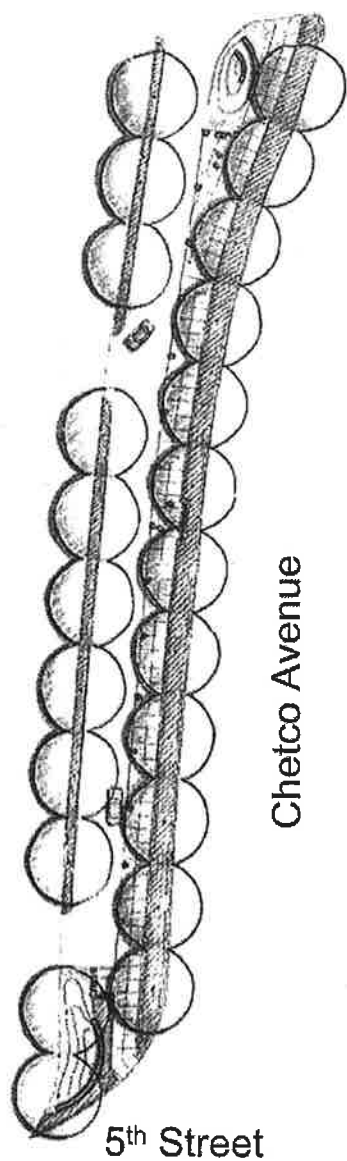
BANKUS FOUNTAIN PARK - PREFERRED ALTERNATIVE 4(E) PLAN

1-16-06



Bankus Fountain Park

Festival Street Preferred Alternative



Festival Street Cross Section

**Downtown Brookings – Highway 101 Transportation Solutions Project
Bankus Fountain Park Design
Preferred Alternative
January 26, 2006**

Process

A workshop with the City Council and the Parks and Recreation Commission was conducted on Thursday, January 26. The workshop included a presentation of three concepts for the redesign of Bankus Fountain Park and one design for an associated Festival Street on the frontage road to the east of the Park. After review and discussion of each of the alternatives and the Festival Street, the City Council and Parks and Recreation Commission reached consensus on a preferred alternative.

Park Footprint

The preferred alternative does not expand the footprint of the park outside the existing park area. It does not include any additional area within the City's adjacent Recreational Vehicle parking lot. While the size of the park will decrease due to the acquisition of approximately 4,000 square feet for construction of the preferred roadway design (Alternative 5), the creation of a Festival Street to the east extends the "feel" of the park and provides the city with additional space for community events (see description below).

Park Function

The redesigned Bankus Fountain Park is intended to serve multiple functions for the City of Brookings. The park will continue to honor Elmer Bankus as one of the city's early prominent businessmen, land developer, and philanthropist who lived in Brookings from the 1940s until his death in 1973. The park will include a fountain designed in a manner that emulates the current fountain. The fountain will include multiple pools and moving water.

The park also will serve as a community gathering spot for annual festivals and special events. The portion of the park currently used for recreational vehicle parking will remain in its current configuration, and will also continue to be utilized for special events as it does today.

Finally the park will continue to serve as a transit stop for the Curry Public Transit Coastal Express with a new bus shelter that could include a community information kiosk. The bus shelter could include a bench and trash receptacle.

Design Concept

The preferred design concept will include an undulating wall for much of the park's length. The wall will be seating height (18 inches) in places and transition to larger heights (four to five feet) to accommodate signage and art. The wall could include some of the existing stone found in the park that was originally selected by Bankus from his property. The wall will partially serve as a physical barrier to the traffic on Highway 101.

The park will include a fountain as its focal point. The fountain will have a similar feel as the current fountain by including a combination of pools and moving water. The use of the existing stone could provide an even stronger connection to the existing fountain.

The area surrounding the fountain will serve as a plaza for local events and include seating for people to enjoy the fountain. The plaza will be surfaced with pavers or scored concrete to set it off from the adjacent parking lot. When larger events are planned the adjacent recreational vehicle parking area could be roped off to create a larger gathering area.

The existing memorials to Elmer Bankus and the Soroptimist Club of Brookings will be incorporated into the new park during final design.

Festival Street

This area on the northeastern corner of Chetco Avenue and 5th Street will be a direct extension of Bankus Fountain Park and provide an opportunity for a Festival Street environment by designing a linear street/plaza. While this area will be buffered by a planted berm along Chetco Avenue and a curbless sidewalk with bollards and seating to protect pedestrians, it will be able to accommodate booths or parked cars when desired. Festival Street will accommodate market booths on both sides of the park/plaza for events such as a farmers' market, craft fairs, festivals and other outdoor gatherings. It will include facilities for the "fish poles" to maintain this tradition with the power company. On non-event days, this area will serve as link to the next block and adjoining neighborhood. Similar plant and construction material with sign walls at both ends will provide continuity and a visual and physical connection to Bankus Park Fountain.


Oregon



Data Sources:
Oregon Department of Transportation, City Maps, Micromass design file
<http://web.mit.edu/urban-robotics/www/transport/>
Oregon Geospatial Data Consortium
from <http://www.digitalland.com/>



Memo

To: Parks and Recreation Commission (Mtg. 2/23/06)
From: City Manager 
Date: February 17, 2006
Re: Status of Tree Ordinance / Tree City USA Membership

As you will recall, we discussed last December the need/desire to take steps to protect existing trees as part of development and building permit approvals. We also discussed a need to establish an overall urban tree management program to include pruning and planting of trees on public property throughout the City limits (parks and public places).

On these efforts we should discuss the following components:

- **Tree Ordinance**. City staff will be preparing a tree preservation component to the update of the City's Land Use Code. This is expected to be completed by the end of June and will address the issues surrounding development and building permit approvals.
- **Tree City USA Membership**. We have discussed this further with the Friends of Trees organization. With the adoption of the Tree Ordinance, and the documentation of budgeting at least \$13,000 in tree work for the next fiscal year, we will qualify for membership in Tree City USA. So, we intend to submit the application form in July/August, with the expectation that our membership will be approved by late August. We could be flying the Tree City USA flag by the end of summer.
- **Arbor Day Activities**. I have asked the Friends of Trees if they would be willing to partner with the City on a Arbor Day ceremony in April. The thought is to ask the Mayor to proclaim the month of April as Arbor Day month. We have yet to set a date for a formal Arbor Day ceremony, but the suggestion is that we would do a tree planting at City Hall. So, we need to select the tree type(s) to be planted and coordinate with the Commission, Council, Friends of Trees and the press to be present at the ceremony, and select a date. Commissioner Benoit has agreed to assist/coordinate.


- **Tree Management Program for City Parks and Other Public Places.** We need to develop a list of desirable trees for planting in our parks and other public places, and establish a more formal program for ongoing pruning, planting, removing trees. More discussion on this to come.

I would appreciate any input from the Commission on these topics, and would suggest that individual commissioners volunteer to work on these issues.

City of Brookings – Administrative Office
898 Elk Drive
Brookings, OR 97415
(541) 469-1101 Fax: 469-3650
dshaddox@brookings.or.us
www.brookings.or.us



Memo

To: Parks and Recreation Commission (Mtg. 2/23/06)
From: City Manager 
Date: February 17, 2006
Re: Parks and Recreation Budget Information Update

Attached are several documents that are intended to update you on the status of the Parks and Recreation budget.

These include:

- Financial Statements as of January, 2006
- Comprehensive List and Cost Estimates of Needed Parks Projects
- Proposed priority list of projects to be included in the FY 2006/07 budget

I will be prepared at the meeting to review these with you.

CITY OF BROOKINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2006

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING BUDGET	PCNT
<u>PARKS & RECREATION</u>					
PERSONAL SERVICES:					
10-16-5005 SALARIES & WAGES	3,849.58	31,307.28	61,000.00	29,692.72	51.3
10-16-5010 OVERTIME	.00	867.09	2,500.00	1,632.91	34.7
10-16-5015 PERS	769.53	6,078.56	12,500.00	6,421.44	48.6
10-16-5020 FICA	294.48	2,515.29	4,875.00	2,359.71	51.6
10-16-5025 HEALTH INSURANCE	1,311.52	8,345.14	15,130.00	6,784.86	55.2
10-16-5030 WORKERS' COMPENSATION	172.12	1,597.96	3,275.00	1,677.04	48.8
10-16-5035 UNEMPLOYMENT	65.44	559.00	1,100.00	541.00	50.8
TOTAL PERSONAL SERVICES	6,462.67	51,270.32	100,380.00	49,109.68	51.1
MATERIALS & SERVICES:					
10-16-6025 UNIFORM ALLOWANCE	.00	.00	1,100.00	1,100.00	.0
10-16-6030 OPERATING SUPPLIES	417.75	6,685.28	9,250.00	2,564.72	72.3
10-16-6040 BUILDING MAINTENANCE	443.14	443.14	5,000.00	4,556.86	8.9
10-16-6045 TENNIS COURT MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
10-16-6050 PARK MAINTENANCE	646.25	1,787.29	5,500.00	3,712.71	32.5
10-16-6090 CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-16-6110 CHEMICALS	.00	1,276.25	2,000.00	723.75	63.8
10-16-6115 INSURANCE/BONDS	.00	1,974.80	2,250.00	275.20	87.8
10-16-6120 TRAINING/TRAVEL	.00	132.99	200.00	67.01	66.5
10-16-6130 UTILITIES	326.98	2,486.76	3,300.00	813.24	75.4
10-16-6175 SUMMER RECREATION PROGRAM	.00	4,438.66	7,500.00	3,061.34	59.2
TOTAL MATERIALS & SERVICES	1,834.12	19,225.17	38,100.00	18,874.83	50.5
CAPITAL OUTLAY:					
10-16-7020 EQUIPMENT	.00	4,985.00	5,000.00	15.00	99.7
TOTAL CAPITAL OUTLAY	.00	4,985.00	5,000.00	15.00	99.7
SUBTOTAL	8,296.79	75,480.49	143,480.00	67,999.51	52.6
TRANSFERS OUT:					
10-16-8560 TRANSFER OUT-GENERAL RESERVE	.00	.00	25,000.00	25,000.00	.0
TOTAL TRANSFERS OUT	.00	.00	25,000.00	25,000.00	.0
TOTAL PARKS & RECREATION	8,296.79	75,480.49	168,480.00	92,999.51	44.8

CITY OF BROOKINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2006

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING BUDGET	PCNT
<u>SWIMMING POOL</u>					
PERSONAL SERVICES:					
10-18-5005 SALARIES & WAGES	.00	23,962.19	37,000.00	13,037.81	64.8
10-18-5010 OVERTIME	.00	361.24	1,000.00	638.76	36.1
10-18-5015 PERS	.00	2,192.79	3,550.00	1,357.21	61.8
10-18-5020 FICA	.00	1,797.16	2,910.00	1,112.84	61.8
10-18-5025 HEALTH INSURANCE	.00	3,934.75	5,710.00	1,775.25	68.9
10-18-5030 WORKERS' COMPENSATION	.00	1,291.13	1,850.00	558.87	69.8
10-18-5035 UNEMPLOYMENT	.00	399.34	630.00	230.66	63.4
TOTAL PERSONAL SERVICES	.00	33,938.60	52,650.00	18,711.40	64.5
MATERIALS & SERVICES:					
10-18-6030 OPERATING SUPPLIES	.00	1,376.85	3,600.00	2,223.15	38.3
10-18-6040 BUILDING MAINTENANCE	.00	.00	200.00	200.00	.0
10-18-6110 CHEMICALS	.00	269.85	1,500.00	1,230.15	18.0
10-18-6115 INSURANCE/BONDS	.00	2,135.57	2,350.00	214.43	90.9
10-18-6120 TRAINING/TRAVEL	.00	.00	700.00	700.00	.0
10-18-6125 DUES	.00	.00	315.00	315.00	.0
10-18-6130 UTILITIES	(378.30)	14,049.34	25,000.00	10,950.66	56.2
TOTAL MATERIALS & SERVICES	(378.30)	17,831.61	33,665.00	15,833.39	53.0
TOTAL SWIMMING POOL	(378.30)	51,770.21	86,315.00	34,544.79	60.0

CITY OF BROOKINGS
BALANCE SHEET
JANUARY 31, 2006

AZALEA PARK FUND

ASSETS

35-00-1000	CASH - COMBINED FUND	120,189.60	
	TOTAL ASSETS		120,189.60

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
35-00-3100	BEGINNING FUND BALANCE	134,642.61	
	REVENUE OVER EXPENDITURES - YTD	(14,453.01)	
	BALANCE - CURRENT DATE	120,189.60	
	TOTAL FUND EQUITY		120,189.60
	TOTAL LIABILITIES AND EQUITY		120,189.60

CITY OF BROOKINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2006

AZALEA PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING BUDGET	PCNT
<u>TAXES</u>					
35-01-4020 TRANSIENT ROOM TAXES	462.69	11,800.42	20,000.00	8,199.58	59.0
TOTAL TAXES	462.69	11,800.42	20,000.00	8,199.58	59.0
<u>OTHER REVENUE</u>					
35-06-4115 INTEREST INCOME	474.00	2,403.00	1,000.00	(1,403.00)	240.3
TOTAL OTHER REVENUE	474.00	2,403.00	1,000.00	(1,403.00)	240.3
SUBTOTAL	936.69	14,203.42	21,000.00	6,796.58	67.6
TOTAL FUND REVENUE	936.69	14,203.42	21,000.00	6,796.58	67.6

CITY OF BROOKINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2006

AZALEA PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING BUDGET	PCNT
<u>EXPENDITURES</u>					
MATERIALS & SERVICES:					
35-10-6030 OPERATING SUPPLIES	.00	.00	2,500.00	2,500.00	.0
35-10-6040 BUILDING MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
35-10-6050 PARK MAINTENANCE	88.33	688.67	3,500.00	2,811.33	19.7
35-10-6090 CONTRACT SERVICES	800.00	1,481.19	20,000.00	18,518.81	7.4
35-10-6115 INSURANCE/BONDS	.00	789.91	900.00	110.09	87.8
35-10-6130 UTILITIES	295.73	1,414.66	2,500.00	1,085.34	56.6
TOTAL MATERIALS & SERVICES	1,184.06	4,374.43	31,400.00	27,025.57	13.9
CAPITAL OUTLAY:					
35-10-7005 IMPROVEMENTS	.00	.00	20,000.00	20,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	20,000.00	20,000.00	.0
SUBTOTAL	1,184.06	4,374.43	51,400.00	47,025.57	8.5
TRANSFERS OUT:					
35-10-8505 TRANSFER OUT-GENERAL FUND	.00	24,282.00	24,282.00	.00	100.0
TOTAL TRANSFERS OUT	.00	24,282.00	24,282.00	.00	100.0
CONTINGENCIES & RESERVES:					
35-10-9200 CONTINGENCY	.00	.00	21,018.00	21,018.00	.0
TOTAL CONTINGENCIES & RESERVES	.00	.00	21,018.00	21,018.00	.0
TOTAL EXPENDITURES	1,184.06	28,656.43	96,700.00	68,043.57	29.6
TOTAL FUND EXPENDITURES	1,184.06	28,656.43	96,700.00	68,043.57	29.6
NET REVENUE OVER EXPENDITURES	(247.37)	(14,453.01)	(75,700.00)	(61,246.99)	(19.1)

CITY OF BROOKINGS
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2006

STOUT PARK TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING BUDGET	PCNT
<u>OTHER REVENUE</u>					
60-06-4115 INTEREST INCOME	71.00	350.00	300.00	(50.00)	116.7
TOTAL OTHER REVENUE	71.00	350.00	300.00	(50.00)	116.7
SUBTOTAL	71.00	350.00	300.00	(50.00)	116.7
TOTAL FUND REVENUE	71.00	350.00	300.00	(50.00)	116.7
<u>EXPENDITURES</u>					
MATERIALS & SERVICES:					
60-10-6050 PARK MAINTENANCE	.00	.00	2,135.00	2,135.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,135.00	2,135.00	.0
TRANSFERS OUT:					
60-10-8505 TRANSFER OUT-GENERAL FUND	.00	500.00	500.00	.00	100.0
TOTAL TRANSFERS OUT	.00	500.00	500.00	.00	100.0
CONTINGENCIES & RESERVES:					
60-10-9300 UNAPPROPRIATED ENDING FUND BAL	.00	.00	15,000.00	15,000.00	.0
TOTAL CONTINGENCIES & RESERVES	.00	.00	15,000.00	15,000.00	.0
TOTAL EXPENDITURES	.00	500.00	17,635.00	17,135.00	2.8
TOTAL FUND EXPENDITURES	.00	500.00	17,635.00	17,135.00	2.8
NET REVENUE OVER EXPENDITURES	71.00	(150.00)	(17,335.00)	(17,185.00)	(.9)

CITY OF BROOKINGS
BALANCE SHEET
JANUARY 31, 2006

SYSTEM DEVELOPMENT FUND

ASSETS

55-00-1000	STREET DEV COMBINED CASH	215,367.02
56-00-1000	WATER DEV COMBINED CASH	927,214.47
57-00-1000	WASTEWATER DEV COMBINED CASH	410,653.32
58-00-1000	PARKS/REC DEV COMBINED CASH	101,182.79
59-00-1000	STORM DRAIN COMBINED CASH	170,713.32
		1,825,130.92
TOTAL ASSETS		1,825,130.92

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:		
55-00-3100	STREET DEV BEGINNING FUND BAL	196,543.56
FUND 55	REVENUE OVER EXPENDITURES - YTD	18,823.46
		215,367.02
BALANCE - CURRENT DATE		215,367.02
56-00-3100	WATER DEV BEGINNING FUND BAL	920,921.60
FUND 56	REVENUE OVER EXPENDITURES - YTD	6,292.87
		927,214.47
BALANCE - CURRENT DATE		927,214.47
57-00-3100	WASTEWATER DEV BEGIN FUND BAL	699,226.50
FUND 57	REVENUE OVER EXPENDITURES - YTD	(288,573.18)
		410,653.32
BALANCE - CURRENT DATE		410,653.32
58-00-3100	PARKS/REC DEV BEGIN FUND BAL	174,164.00
FUND 58	REVENUE OVER EXPENDITURES - YTD	(72,981.21)
		101,182.79
BALANCE - CURRENT DATE		101,182.79
59-00-3100	STORM DRAIN BEGINNING FUND BAL	163,739.13
FUND 59	REVENUE OVER EXPENDITURES - YTD	6,974.19
		170,713.32
BALANCE - CURRENT DATE		170,713.32
		1,825,130.92
TOTAL FUND EQUITY		1,825,130.92
TOTAL LIABILITIES AND EQUITY		1,825,130.92



Memo

To: City Council/Parks and Recreation Commission
From: City Manager *[Signature]*
Date: January 24, 2006
Re: Priority Parks Projects for FY 2006/07

My memorandum dated January 9 (attached) lists all of the known pending parks maintenance and repair projects, amounting to \$366,800. As you well expect, the City does not have the cash flow to address all of these projects in one year (and maybe for several years, or ever).

However, we need to start somewhere. I heard some feedback from Councilors at our work session a couple of weeks ago, indicating that public safety/health issues should be of the highest priority, and I certainly agree with that.

Therefore, I would recommend that the following be considered for funding in FY 2006/07:

- Kid Town Bathrooms - \$21,000.00 (suggest reprogramming the \$20,000 allocated in FY 2005/06 for Azalea Park Master Plan update)
- Easy Manor Park Bathrooms - \$13,200
- Easy Manor Park, Remove Playground Equipment – No Cost (replace in future year at \$60,000)
- Easy Manor Park Perimeter Fencing (vinyl picket) - \$15,000

*Start
PK.
\$20,000*

Total funding needed for these priority projects: \$49,200

The total funding for these projects comes from the General Fund, and will have to compete with all other budget requests that can only come from this fund.



Memo

To: CITY COUNCIL/PARKS AND RECREATION COMMISSION
From: DALE SHADDOX
Date: January 9, 2006
Re: CITY PARKS OPERATIONS AND PENDING PROJECTS

A. Park Maintenance Staffing: 1.5 Full Time Equivalent

B. Daily/ongoing Activities:

- Litter Patrol
- Repair of Vandalism
- Mowing/edging
- Weed control
- Cleaning Bathrooms
- Minor Repairs/Responses to Citizen Complaints
- Special Events

C. Current Fiscal Year Goals:

- Azalea Park Restrooms Replacement (\$50,000 from last year, plus \$20,000 this year for a modular facility)
- Azalea Park Master Plan Update (\$20,000)

D. Needed Repairs and Replacements:

I have taken the opportunity to review the City's parks by participating in field reviews with members of the City Council and Parks & Recreation Commission, City staff and on my own.

I believe that there is a general consensus that our parks, while generally providing a basic level of service, are suffering from a lack of adequate resources for maintenance, repair and replacement of its existing facilities. Many facilities are largely in a state of disrepair/deterioration from age and deferred maintenance.

On the other hand there are many facilities that are currently serviceable to a standard that we can be proud of, and should expect of the remainder of our park facilities.

In addition, there are a number of additional new facilities that should be placed in these parks that would improve the enjoyment of them by our citizens.

I am providing these comments, along with a list of projects and cost estimates, in anticipation of reviewing them with the City Council and Parks & Recreation Commission as we review the status of the City's current goals, and in preparing the goals and budget priorities for Fiscal Year 2006/07.

Listed below, by park location, are the projects and preliminary costs that we have identified so far:

AZALEA PARK:

Kid Town Bathrooms:

Handicap Accessibility Addition	\$15,000.00
Replacement Roof (metal)	3,000.00
Replacement Toilets (3@\$1,000)	3,000.00

Replacement Partitions (3@\$1,000)	3,000.00
Refinish Floor/Exterior Block	1,000.00

Bandshell:

Remove and Replace Stage Cover	7,000.00
Add Security Lighting and Cameras	1,000.00

Install 6 new Picnic Tables	3,600.00
New Sidewalk (left side to building)	5,000.00
<u>Vegetation:</u>	15,000.00

THIS AMOUNT INCLUDES:

Cut back Azaleas (30%/year)
 Remove Blackberries
 Prune Trees Away From Azaleas
 Remove Ivy From Trees/Shrubs

Trees:

Remove all unwanted trees/prune others	6,000.00
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Softball Fields:

Grade Infields and Apply Soil Conditioners	6,000.00
Concession Stand, Replace Roof	4,000.00

Parking Lots:

Lower Lot Extension	20,000.00
(Rock and Chip and Seal)	
Back Access Road Pkg. Lot	10,000.00
(Chip Seal, Tree Removal, Grading)	

BUD CROSS PARK:

Tennis Courts:

Replace fencing/add windscreen	\$15,000.00
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Basketball Courts:

Resurface Asphalt and Re-stripe	2,500.00
Skate Park, Seal Concrete	1,000.00
Bathrooms Repair/Upgrade	35,000.00
(replace plumbing, handicap accessible, replace toilets/urinals/stalls/floor, seal exterior)	
Pool Building, Paint Exterior	5,000.00
Pool Building, Landscape Front	5,000.00

*Adj: * Pool Bldg - Roof
 Outbuilding doors w/handles
 Paint Ext.*

Parking Lot, Re-seal/Re-stripe	2,500.00
Little League Fields	15,000.00

(materials costs for grading, soil conditioners, r/r outfield grass, sprinkler system)

EASY MANOR PARK:

Bathroom Remodel:

Replace Roof	5,000.00
Replace Urinals/toilets	1,200.00
Replace Doors (metal w/frames/locks, 2ea.)	6,000.00
Air Dryers (2@\$500)	1,000.00

Playground Equipment:

Remove existing equipment (safety)	
Replace with new equipment	60,000.00
Replace Perimeter (vinyl picket)	15,000.00

STOUT PARK:

Remove unwanted trees/prune others	5,000.00
New Bathroom	80,000.00

ALL PARKS:

New Park Signs/Park Directional Signs	10,000.00
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<u>Preliminary Cost Estimate Total:</u>	\$366,800.00
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OTHER "PARK" PROPERTIES:

Bankus Park

Tanbark Park (Tanbark @ Memory)

Richard Park (Richard @ Easy St.)

5th and Easy St. (slope)

The Island (Chetco Avenue)

Grassy Area (Medical Center, Alder St. across from Car Wash)



Brookings Harbor Little League
P.O. Box 1424
Brookings Oregon
97415

Brookings
Parks and Recreation
Commissioners

Brookings Harbor Little League is requesting your permission to upgrade the Snak Shak and Flagpole currently in use at Bud Cross Park.

Improvements to the Snak Shak include a new roof, siding, and paint. In addition to these improvements we would like to add a 17' x 20' concrete pad and covered patio. All of the proper documentation is being processed and awaiting your approval of the project.

Improvements to the flagpole include relocating and installing a new 30' industrial type pole and placing it in the center of a 20' x 20' concrete pad that will include picnic tables.

Brookings Harbor Little League has obtained an anonymous donation to pay for these improvements at no cost to the City or the Parks and Recreation department.

If you have any questions or require additional information feel free to contact me at (541) 469-5203 or by e-mail at bhllvp@charter.net.

Thank you for your consideration into this matter.

A handwritten signature in black ink, appearing to read "Don Gallian".

Don Gallian
Vice President
Brookings Harbor Little League

CO54

- ALL VOLUNTEERS
DO NOT

END CROS PARK



Date: February 23, 2006

To: Brookings Parks and Recreation Department

From: Brookings-Harbor Chamber Of Commerce 2005-2006 Leadership Class

Subject: Class Project

Class Members:

Megan Volz

Brookings-Harbor Chamber of Commerce
16330 Lower Harbor Rd.
Brookings, OR 97415
Ph. (541) 469-3181

Maria Walker

Cardinal Services, Inc.
16261 Hwy 101
South Harbor, OR 97415
Ph (541) 412.7641

Liz Cohen

Care Connections
420 Alder St
Brookings, OR 97415
Ph: (541) 247-9426

Jeffrey Smith

TMT Research Development, Inc.
105 Timbers Blvd
Smith River, CA 95567
Ph: (707) 487-0307

Project Proposal

The Brookings Harbor Chamber of Commerce 2005-2006 Leadership Class has chosen the addition of informative signs to the Chetco Point Park as its class project. The intent of the signs is three fold:

- Provide Information on the History of the Park
- Provide information based on the view from the park (pre-development)
- Provide information based on view from the part (post development).

The information provided on the pre-development sign will address the native inhabitants, the flora and fauna, and other information of interest to park visitors.

The information provided on the post-development sign will address the points of interest related to the growth of the community as viewed from the park, such as the wharf, the Point Saint George Lighthouse, South Coast Lumber Company, and the sewer plant.

The signs will be made with the intent of long term placement and zero maintenance for an acceptable time period. Various methods of manufacture are being considered with the best 2-3 options presented to the Parks and Recreation Board when determined.

The majority of the funding for the project will be through private firms and parties to whom credit will be given via a placard of some type on the signs. The class will provide the Parks and Recreation Board with projects costs for the project when determined.