

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Monday, July 13, 2020, 7:00 pm**

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

Executive Session originally scheduled has been canceled.

### **CITY COUNCIL**

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Yard of the Month – June
  - a. Best Residential – James & Joanne Murray, 891 Jodie Ln
  - b. Best Commercial – Pancho's, 1136 Chetco Ave

#### **E. Oral Requests and Communications from the audience**

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### **F. Consent Calendar**

1. Approve Council minutes for June 22, 2020 [Pg. 3]
2. Accept Planning Commission minutes for May 5, 2020 [Pg. 6]

#### **G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders**

1. Support of an Inclusive Culture where staff and citizens feel appreciated and valued. [City Manager Pg. 8]
  - a. Resolution 20-R-1192 [Pg. 9]
2. Wastewater Treatment Plant – Ultra Violet Disinfection System Upgrades [PWDS Pg.11]
  - a. Trojan Proposal [Pg. 12]
3. Memorandum of Understanding with Brookings Harbor Garden Club [Parks Pg.14 ]
  - a. 2020-2021 MOU with BHGC [Pg. 15]
4. Parks Master Plan – 2020 Update [Parks Pg. 17]
  - a. Parks Master Plan – 2020 update [Pg. 18]
5. Adopt Ordinance 20-O-789, amending Chapter 2.57 of the BMC [City Manager Pg.88 ]
  - a. Ordinance 20-O-789 [Pg. 89]
  - b. Exhibit A – BMC Chapter 2.57 [Pg. 90]
  - c. Resolution 20-R-1191 [Pg. 93]
6. Attorney of Record [City Manager Pg. 94]
  - a. RFP [Pg. 95]
7. Request for Technical Assistance funds with Housing Partnership [F & A Pg. 106]
  - a. Draft Letter [Pg. 107]

#### **H. Informational Non-Action Items**

1. June Vouchers [Pg. 109]
2. Committee Vacancies [Pg. 112]

## **I. Remarks from Mayor and Councilors**

## **J. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

- Television – Charter Channel 181

- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: <mms://68.185.2.46:8080>

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, June 22, 2020**

**Call to Order**

Mayor Pieper called the meeting to order at 7:00 PM

**Roll Call**

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, Finance & Human Resources Deputy Director Lu Ehlers, Police Chief Kelby McCrae, Police Lieutenant Donny Dotson, and Deputy Recorder Amber Nalls.

Media Present: None

Others Present: 9 audience members

**Ceremonies**

*City of Brookings and City of Brookings Police Department Proclamation*

Mayor Pieper asked Council if they all could work on the proclamation some more and bring it back to the next city council meeting. All Council members were in favor of the request.

*Yard of the Month*

Mayor Pieper announced the Yard of the Month award recipient for Best Residential – Philip & Linda Cox at 913 Helen for May; Best Commercial – Tiffani Nevaeh at 519 Chetco Ave for May.

**Oral Requests and Communications from the Audience**

- Diana Cooper – 805 Paradise Lane, Brookings, OR addressed Council regarding a request to create a commission to serve as an advisory to the council for recommendations regarding gaps in services that affect community members.

**Consent Calendar**

Approve Council minutes for June 8, 2020

Receive monthly financial report for May 2020

**Councilor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to approve the Consent Calendar.**

**Staff Reports**

*Discussion on Disbanding Tourism Promotion Advisory Committee (TPAC)*

City Manager Janell Howard presented the staff report.

- Michael Frederick – 16883 Yellowbrick Rd, Brookings, OR addressed Council regarding the disbanding of Tourism Promotion Advisory Committee (TPAC). Michael is not in favor of the disbanding of TPAC.

**Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to adopt Resolution 20-R-1191 disbanding the Tourism Promotion Advisory Committee, and request the City Manager bring back related ordinance changes.**

*Hold Public Hearing on State Revenue Sharing and Adopt Resolution*

Deputy Finance & Human Resources Director Lu Ehlers presented the staff report. presented the staff report.

Mayor Pieper opened the Public Hearing regarding State Revenue for 2020-21 at 7:41 p.m.

With no one present to address Council on the matter, Mayor Piper closed the public Hearing at 7:41 p.m.

**Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to adopt Resolution 20-R-1184 declaring the City's election to receive state revenues for 2020-21 fiscal year.**

*Hold Public hearing and Approval of Appropriations for FY 2020-21 Budget*

Deputy Finance & Human Resources Director Lu Ehlers presented the staff report. presented the staff report.

Mayor Pieper opened the Public Hearing regarding the adoption of the budget and making appropriations for the fiscal year 2019-20 at 7:43 p.m.

With no one present to address the Council on the matter, Mayor Pieper closed the public Hearin at 7:43 p.m.

**Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adopt Resolution 20-R-1185, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2020-21 fiscal year, and to categorize the levy.**

*Approve Water and Sewer Rates and System Replacement Fees for 2020-21*

Deputy Finance & Human Resources Director Lu Ehlers presented the staff report. presented the staff report.

**Councilor Hodges moved, Councilor Alcorn seconded and Council voted unanimously to adopt Resolution 20-R-1186, adopting Water rates for 2020-21.**

**Councilor Hodges moved, Councilor Alcorn seconded and Council voted unanimously to adopt Resolution 20-R-1187, adopting Sewer rates for 2020-21.**

**Councilor Hodges moved, Councilor Alcorn seconded and Council voted unanimously to adopt Resolution 20-R-1188, adopting System Replacement fees for 2020-21.**



*Approve Public Safety Fee for 2020-21*

- Diana Cooper – 805 Paradise Lane, Brookings, OR addressed Council regarding the approval of a Public Safety Officer. She is not in favor of the Public Safety Officer.

City Manager Janell Howard presented the staff report.

**Councilor McKinney moved, Councilor Alcorn seconded and Council voted unanimously to adopt Resolution 20-R-1189, adopting Public Safety Fee for 2020-21.**

**Remarks from Mayor and Councilors**

None

**Adjournment**

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:14 PM.

Respectfully submitted:

ATTESTED:  
this                      day of                      , 2020:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

**BROOKINGS PLANNING COMMISSION MINUTES**  
**May 5, 2020**

**CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

**ROLL CALL**

Commissioners Present: Cody Coons, Bill Dundom, Skip Hunter (telephone), Clayton Malmberg, Michelle Morosky, Gerald Wulkowicz

Commissioners Absent: Tim Hartzell

Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer

Audience Present: Applicants and Todd Powell, applicant's Engineering Consultant (telephone)

**PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None**

**PUBLIC HEARINGS**

4.1 In the matter of File No. SUB-1-20, a request for a 20 lot subdivision to be known as Seacrest Estates, located north of the end of Seacrest Lane, on a 4.23 acre parcel Assessor's Map No. 41-14-36A; Tax Lot 00800. The applicant/owner is Howard & Howard Investment Group, LLC.

Commissioner Bill Dundom declared he did have ex parte contact advising that he recently sold his property to the applicants, but he has had no further contact or business dealings with them and is able to make a decision without bias. There were no further ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:04 pm. PWDS Director Tony Baron reviewed the staff report. The public hearing was closed at 7:24 pm.

Commissioner Malmberg questioned the slopes and street engineering detail, Tony Baron advised that City engineer has the plans for review and before any construction applicants plans will be required to meet City engineering standards.

Applicant Don Howard, 266 Retirement Lane, Cave Junction, OR advised they are looking forward to the project and intend to build the subdivision to required standards and make any adjustments necessary.

The Commission discussed the need for the current utility easement on Lot 4 to be vacated and because Lot #20 is under 6,000 sf it cannot be developed until the lot size is adjusted and it conforms to R-1-6 zoning size requirements. **Motion made by Chair Wulkowicz to approve File No. SUB-1-20, a request for a 20 lot subdivision to be known as Seacrest Estates, located north of the end of Seacrest Lane, on a 4.23 acre parcel Assessor's Map No. 41-14-36A; Tax Lot 00800. The applicant/owner is Howard & Howard Investment Group based on the findings and conclusions stated in the staff report and subject to the following amended conditions of approval: Addition to Condition #5 - Lot #20 cannot be developed until it conforms to the provision of R-1-6 zoning. Addition of new Condition #39 - The existing easements in and between lots 10 & 11 shall be vacated prior to recording of this subdivision. Motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Commissioner Coons to approve the Final Order regarding file SUB-1-20, based on the findings and conclusions stated in the staff report and subject to the amended conditions of approval; motion seconded. With no further discussion, by a 6-0 vote the motion carried.**

**MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of April 7, 2020. **Motion made by Commissioner Malmberg to approve the minutes of April 7, 2020; motion seconded. With no further discussion, by a 6-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCE** - None

**REPORT FROM THE PLANNING STAFF** – Tony Baron advised no new Planning applications have been received, so no June meeting is scheduled.

**COMMISSION FINAL COMMENTS** – None

**ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 7: 37 pm.

Respectfully submitted,



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Gerald Wulkowicz, Brookings Planning Commissioner  
Approved at the July 7, 2020 meeting

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: Finance & Admin

\_\_\_\_\_  
Signature (submitted by)

\_\_\_\_\_  
City Manager Approval

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Subject:

Support of an Inclusive Culture where staff and citizens feel appreciated and valued.

Recommended Motion:

Motion to adopt Resolution 20-R-1192, Supporting an Inclusive Culture where staff and citizens feel appreciated and valued.

Financial Impact:

None

Background/Discussion:

The City Council, along with many citizens, have been deeply saddened by the tragic events that have occurred across the country. The Council asked staff to bring back a resolution reinforcing Council's belief that racism has no place in our community; and their desire that city staff and citizens feel appreciated and valued.

Attachment(s):

- a. Resolution 20-R-1192

## **CITY OF BROOKINGS**

### **RESOLUTION 20-R-1192**

**A RESOLUTION OF THE CITY OF BROOKINGS SUPPORTING AN INCLUSIVE CULTURE WHERE STAFF AND CITIZENS FEEL APPRECIATED AND VALUED.**

**WHEREAS**, the City Council of the City of Brookings has been deeply saddened by the tragic events that have recently occurred across the country; and

**WHEREAS**, we believe that racism, hate, and bigotry have no place in our community; and

**WHEREAS**, now, more than ever, it seems essential to reinforce that; as a City Council we are committed to creating an environment for our staff, citizens and visitors, where anyone, from any background, can do their best work, and enjoy everything our amazing community has to offer, in a safe and inviting atmosphere; and

**WHEREAS**, we should always insist on an inclusive culture, where all forms of diversity are valued and respected. Many of the greatest ideas and solutions come from a diverse set of minds, backgrounds and experiences, working and playing together; and

**WHEREAS**, the City Council of the City of Brookings desires that our City staff and citizens feel appreciated, valued, and free to bring their whole self to work every day; and

**WHEREAS**, the City of Brookings and the Brookings Police Department do not condone any form of police brutality; and

**WHEREAS**, the City of Brookings and the Brookings Police Department do not condone discrimination of any kind; and

**WHEREAS**, the Brookings Police Department has used Lexipol as our policy and procedure manual since 2008; and

**WHEREAS**, the Brookings City Council has adopted annual budgets that include funds for Brookings Police Department employees to participate in annual training, including but not limited to Ethics, Proper Use of Force, Anti-Harassment, De-escalation techniques, and Implicit Bias; and

**WHEREAS**, the Brookings Police Department restricts the use of chokeholds and strangleholds; and

**WHEREAS**, the Brookings Police Department requires the use of de-escalation and conflict resolution techniques in potentially dangerous or threatening situations; and

**WHEREAS**, the Brookings Police Department believes life is sacred and will use any available alternatives and verbal warnings when possible before using deadly force; and

**WHEREAS**, the Brookings Police Department enforces a duty to intervene for any officer present who is observing another officer using force that is beyond that which is objectively reasonable; and

**WHEREAS**, the Brookings Police Department restricts officers from shooting at moving vehicles; and

**WHEREAS**, the Brookings Police Department requires comprehensive Use of Force reporting; and

**WHEREAS**, the City of Brookings supports community partnerships, and has a partnership agreement between the Brookings Police Department and Brookings-Harbor School District for a School Resources Officer (SRO), and

**WHEREAS**, the City of Brookings has a partnership agreement between the Brookings Police Department and Curry Health Network to provide police services, and

**NOW, THEREFORE BE IT RESOLVED**, that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim the City Council's full support for the City of Brookings Police Department.

**BE IT FURTHER RESOLVED**, that all citizens are encouraged to support the Brookings Police Department, both officers, and dispatchers; and for citizens to treat all individuals equitably, fairly, and without bias.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Brookings that:

Passed by the City Council July 13, 2020 and made effective the same date.

\_\_\_\_\_  
Jake Pieper, Mayor

Attest:


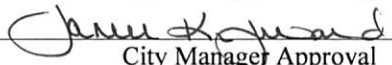
\_\_\_\_\_  
Janell K. Howard, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: PW/DS

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Wastewater Treatment Plant – Ultra Violet Disinfection System Upgrades

Recommended Motion:

Authorize City Manager to enter into an agreement with Trojan in the amount of \$79,092 to upgrade the Wastewater Treatment Plant UV disinfection system.

Financial Impact:

\$79,092 to be funded from the Wastewater SRF Fund.

Background/Discussion:

The UV Disinfection System received a health inspection from the manufacturer (Trojan) on July 8, 2019. The system includes two banks of lights. The inspection revealed that the system is currently operating somewhat less than its capability. Age is a factor, as well as key parts condition and compatibility. In August 2019, Council approved the replacement of the first half of the UV system at a cost of \$83,787 paid through Wastewater SRF. At that time, staff proposes the replacement of the second half of the system in FY 2020-21. The proposal submitted by Trojan estimates the cost to install the second half of the UV system at \$79,092.

Jacobs has reviewed Trojans proposal and recommends the proposed change out the remaining half of the UV System lamps, sleeves, seals, wipers and ballasts as identified following the inspection. The manufacturer Trojan is the only provider of our UV disinfection system equipment. A full replacement of the UV system is listed as a priority project in the City's 2016 Wastewater Facilities Master Plan. The cost listed in the master plan for full replacement is estimated at \$239,600. Trojan indicated once both banks of the UV light system are replaced, the overall system will function as a new system.

Attachments:

- a. Trojan Proposal



## QUOTE

A division of Trojan Technologies Group ULC  
3020 GORE ROAD  
LONDON, ONTARIO, CANADA N5V 4T7  
T 519.457.3400 F 519.457.3030 www.trojanuv.com

Original

QUOTE FOR: CITY OF BROOKINGS, OR  
905 WHARF STREET  
BROOKINGS, OR  
97415  
UNITED STATES

SHIP TO: JACOBS-BROOKINGS WWTP, OR  
ATTN: CORY AMBRECHT  
905 WHARF STREET  
PH: 541-412-0424  
BROOKINGS, OR  
97415  
UNITED STATES

FOR CUSTOMER SERVICE, CONTACT MIKE D'ORIA  
VOICE - 1-800-294-2150  
FAX - 1-800-291-0205  
EMAIL - southernus@trojanuv.com

FORWARD AGENT:  
CUSTOMER #: 178330  
QUOTE #: 122635  
QUOTE DATE: 05-26-2020  
REFERENCE: LEO RAINWATER PJ#400164  
LOB: W97 AFTERMARKET PARTS

We thank you for your inquiry.

QTY	UNIT	ITEM	PRICE	UNIT	AMOUNT
ONSITE SERVICE TENTATIVELY SCHEDULED FOR JULY 13TH					
27.00	EA	441169-024 LAMP ASSY, PKGD 24" UV 4000 G2	478.41	EA 0	12917.07
27.00	EA	441143-024 SLEEVE, PACKAGED UV4000 24"	432.88	EA 0	11687.76
34.00	EA	490291 BALLAST, REPLACEMENT KIT UV4G2	1286.49	EA 0	43740.66
17.00	EA	445039 SEAL KIT, WIPER W/TFE BEARING	233.74	EA 0	3973.58
1.00	CS	901507 CLEANER, ACTICLEAN GEL 4X4L	201.00	CS 0	201.00





# QUOTE

A division of Trojan Technologies Group ULC  
 3020 GORE ROAD  
 LONDON, ONTARIO, CANADA N5V 4T7  
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 LOB: W97 AFTERMARKET PARTS

We thank you for your inquiry.

QTY	UNIT	ITEM	PRICE	UNIT	AMOUNT
ONSITE SERVICE TENTATIVELY SCHEDULED FOR JULY 13TH					
3.00	EA	SRV VISIT EXPENS	1460.00EA	0	4380.00
		3 DAYS ONSITE SERVICE.			
2.00	EA	SRV VISIT TRAVEL	920.00EA	0	1840.00
		2 DAYS TRAVEL			
1.00	EA	FREIGHT	352.09EA	0	352.09
		FREIGHT & HANDLING			

GOODS	COSTS	TOTAL USD
72520.07	6572.09	79092.16

DELIVERY TERMS: NO URGENCY FOR DELIVERY

PAYMENT TERMS:

FREIGHT MAY BE ADDED TO THE TOTAL OF THIS QUOTE ONLY IF REQUESTED.

SUBJECT TO SALES TAX, WHERE APPLICABLE. Tax to be included if not tax exempt.

GST# R105405385

THIS QUOTE EXPIRES: 06-25-2020

U.S. CUSTOMERS MUST PROVIDE SHIP TO'S FEDERAL I.D. #'s

FOR SHIPPING PURPOSES UPON RECEIPT OF A FORMAL PURCHASE ORDER.

SOLD:


SHIP:

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: Parks

  
Signature (submitted by)

  
City Manager Approval

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Subject:

Memorandum of Understanding (MOU) with Brookings Harbor Garden Club (BHGC)

Recommended Motion:

Authorize City Manager to sign the attached MOU with the BHGC with respect to City property landscape maintenance.

Financial Impact:

The \$3,000 annual cost of maintaining the landscape areas is budgeted from Parks contract services.

Background/Discussion:

For the past seven years, the BHGC has been maintaining the City owned landscaped area along Chetco Avenue between Ross Road and the Grocery Outlet driveway, and the landscaped area in the quad area of City Hall. These areas were previously maintained by City park staff.

The BHGC currently maintains the Botanical Garden located on ODOT property at the intersection of Chetco and North Bank Chetco River Road.

Under the terms of the proposed MOU, the BHGC membership will continue the responsibility for maintaining these areas for the next year and the City will provide the BHGC with a \$3,000 annual stipend. The City would continue to maintain the grass.

The BHGC has performed over 100 hours of community service weeding and maintaining the Frontage Road and City Hall courtyard landscaping during the 2019-2020 fiscal year.

Attachment:

- a. 2020-2021 MOU with BHGC

**MEMORANDUM OF UNDERSTANDING  
BETWEEN CITY OF BROOKINGS AND  
BROOKINGS HARBOR GARDEN CLUB**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Brookings Harbor Garden Club (CLUB), an Oregon non-profit corporation.

WHEREAS, CITY owns the landscaped area along the north side of Chetco Avenue between Ross Road and 5th Street;

WHEREAS, CLUB currently cares for and maintains that area located on Oregon Department of Transportation property known as the Botanical Garden;

WHEREAS, CLUB had demonstrated ability to maintain public landscape areas;

WHEREAS, CITY is restructuring the manner in which it maintains its public landscape areas and desires to work with non-profit groups in the maintenance of these areas;

WHEREAS, CLUB has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

**1.0 CLUB OBLIGATIONS**

- 1.01. Provide pruning, trimming, weed removal, mulching and general maintenance for:
  - a. Brookings City Hall landscaped areas (south parking lot landscape areas, courtyard, north entry and landscape areas)
  - b. The landscaped area along the north side of Chetco Avenue between Ross Road and 5th Street.
- 1.02. Maintain plants, shrubs ground cover and trees
- 1.03. Perform general litter clean-up as needed.
- 1.04. Remove all vegetation debris and haul to the Public Works upper yard located at 715 Railroad Street.

**2.0 CITY OBLIGATIONS**

- 2.01. Provide and maintain all irrigation systems and water service.
- 2.02. Mow all grass areas
- 2.03. Prune and/or remove large plants and trees deemed unsafe and remove invasive noxious weeds as specified by CLUB
- 2.04. Perform general litter and animal feces clean up in grassy areas.
- 2.05. Coordinate its maintenance activities with those of CLUB.
- 2.06. Provide new plants, fertilizer, and mulch.

**3.0 INSURANCE REQUIREMENT**

CLUB will provide CITY with proof of an insurance policy covering general commercial liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage. City to be listed as additionally insured on the policy.

#### **4.0 TERM**

This agreement shall take effect upon the execution of this agreement, and shall remain in effect for a period of 1 year ending June 30, 2021 or until terminated as described in this agreement.

#### **5.0 TERMINATION**

Either party for any reason may terminate this agreement provided that written notice of termination is given no less than thirty (30) days prior to next six month scheduled payment.

#### **6.0 STIPENDS**

CITY will provide CLUB with an annual stipend of \$3,000 payable in increments of \$1,500 upon execution of this Agreement and \$1500 on or around January 1, 2021.

#### **7.0 MEETINGS**

Duly appointed representatives of the parties shall meet as needed to address mutual maintenance concerns and review the respective parties' responsibilities under this Memorandum. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

#### **8.0 HOLD HARMLESS CLAUSE**

CLUB shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of CLUB or its officers, employees, subcontractors, or agents under this MOU.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this \_\_\_\_\_ day of 2020.

**CITY OF BROOKINGS**

An Oregon Municipal Corporation

\_\_\_\_\_  
Janell K. Howard, City Manager

**BROOKINGS HARBOR GARDEN CLUB**

An Oregon Non-profit Corporation

\_\_\_\_\_  
Name:  
Title:

*Janis Openshaw*  
co-Pres, BHGC

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: Parks

Signature (submitted by)

City Manager Approval

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Subject: Parks Master Plan – 2020 Update

Recommended Motion: Motion to adopt the Parks Master Plan – 2020 Update

Financial Impact: None

Background/Discussion: In 2011 the City updated the 2002 Parks Master Plan. Infrastructure master plans should be updated every 3-5 years to reflect changes in community priorities, remove completed projects and add new projects. They also provide guidance for the use of Parks System Development Charges and identifies projects that may be eligible for grant funding.

The City partnered with the Resource Assistance to Rural Environments (RARE) program and retained the services of RARE participant Erik Orta. Erik has been working diligently on this Parks Master Plan Update that has been reviewed and recommended for approval by the Parks and Recreation Commission, and has been reviewed by the City Council at their July 6, 2020 workshop.

The plan is now ready for adoption.

Attachment(s):

- a. Parks Master Plan – 2020 Update

# **City of Brookings Parks and Recreation Master Plan *2020 Update***



UNIVERSITY OF  
**OREGON**

**Institute for Policy  
Research and Engagement  
Resource Assistance for  
Rural Environments (RARE)**

## **Acknowledgements**

The development of the Brookings Parks Master Plan would not have been possible without the assistance of the following individuals:

### **City Staff**

**Janell Howard:** City Manager

**Amber Nalls:** City Recorder

**Garrett Thomson:** Building Official

**Tim Rettke:** Public Works Supervisor

**Tim Brush:** Public Works Foreman

**Lauri Ziemer:** Public Works and Developmental Services Planning Tech

**Tony Baron:** Public Works and Developmental Services Director

**Jay Trost:** Public Works and Developmental Services Deputy Director

**Erik Orta:** Parks and Planning Coordinator | RARE Participant

### **Parks and Recreation Commission**

**Lex Rau**

**Trace Kather**

**Alonzo Nalls**

**Jaime Armstrong**

### **City Council**

**Jake Pieper:** Mayor

**Brad Alcorn:** Councilor

**Brent Hodges:** Councilor

**John McKinney:** Councilor

**Ron Hedenskog:** Councilor

### **Plananing Commission**

**Ray Hunter**

**Michelle Morosky**

**Cody Coons**

**Gerald Wulkowilz**

**William Dundom**

**Tim Hartzell**

**Clayton Malamberg**

### **RARE Staff**

**Titius Tomlinson:** Program Director

**Aniko Drlik-Muehleck:** Project Coordinator

**Victoria Binning:** Program Coordinator

**Ashley Adelman:** RARE Program Assistant

**Julie Foster:** Grants Administrator



**Submitted to:**

Janell Howard  
City Manager City of Brookings  
898 Elk Drive  
Brookings, OR  
97415

**Project Manager:**

Erik Orta  
Parks and Planning Coordinator  
RARE Participant  
City of Brookings

Resource Assistance for Rural Environments  
Institute for Policy Research and Engagement  
1209 University of Oregon  
Eugene, OR  
97403

**City Approvals/Adoptions**

**2020**

Parks and Recreation Commission: \_\_\_\_\_

City Council: \_\_\_\_\_

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# Executive Summary

**Mission:** To improve the quality of life in Brookings through providing safe, fun, accessible, and well-maintained parks and public spaces for all in the community.

**Vision:** To encourage the use of parks and enhance community well being.

In June of 2011 an update to the 2002 Parks Master Plan (PMP) was adopted by the City of Brookings City Council. The document served as a formal approach to address the current and future park needs in the Brookings-Harbor area. The City has a substantial park system that needs appropriate planning to insure proper improvements and development can be made. The purpose of this update to the Parks Master Plan is to bring up to date the long-term strategy to adequately meet the current needs of residents and ensure the future of parks.

The 2011 update has helped to guide the past nine years of parks development in Brookings. Many of the projects and goals outlined in the 2011 update have been completed or advanced. The success of the previous plan is one of the driving forces behind this update. The City hopes to carry on the forward momentum of development and park enhancements. Some notable improvements over the past decade include the development of state of the art ball fields, snack shack, and play structure at Azalea park and a paved path and bridge to enhance the trail at Chetco Point Park. Numerous other projects have also been completed.

As of 2020, the 2011 Parks Master Plan is outdated, prompting this updated version. The need to update community data, inventory resources, seek community input, and develop a strategy to complete the new projects and goals of the parks is evident.

In 2019, the City contracted with the University of Oregon's Community Service Center 'Resource Assistance for Rural Environments (RARE) Program to update the PMP. The RARE Program's mission is to increase the capacity of rural communities to improve their economic, social, and environmental conditions. Assistance is provided through the placement of trained graduate-level participants who live and work in communities for 11 months (1,700 hours). In this instance, assistance was in the form of compiling park resources, gathering and analyzing community input, and developing an update to the Parks Master Plan.

The 2020 Parks Master Plan builds upon the previous plan and is intended to deliver more detailed, technical studies for use by City officials and the public. The existing document has been reviewed, summarized, and updated to reflect current trends and needs of the community.

The Executive Summary highlights various sections of the 2020 Parks Master Plan and gives a summary of each chapter found in this document.

## Park Inventory

As of March 2020, Brookings owned and maintained over 60 acres of parkland. City Parks offer a range of amenities. Important to the character of the city, these parks contribute to the overall sense of place for residents. The City of Brookings recognize the parkland classifications of mini-park, neighborhood park, community park, linear and special use park, and beach and/or river site as set for by the National Recreation and Parks Association (NRPA). The parks inventoried in the area include those owned and maintained by the City of Brookings, Port of Brookings-Harbor, the State of Oregon, private entities, and the Brookings-Harbor School District.

## **Community Needs**

The 2020 PMP has continued community input through surveys and community workshops. The community was able to weigh in on both improvements to be made to the current parks system as well as ideas for new amenities to be added. The input showed a diverse set of ideas while also pinpointing key areas of interest within the community. All of these responses have been taken into account in developing this plan for the future of the Brookings parks and recreation system.

## **Parks and Recreation Goals**

The Brookings Parks and Recreation Commission (PARC) assisted in identifying ten goals to address the findings of the 2020 PMP. The goals from the 2011 update were analyzed to determine their relevance. A majority of the 2011 goals were upheld for the 2020 update. Together with the action plan, they provide a framework for the future of Brookings's parks.

## **Capital Improvement Program**

The Capital Improvement Program (CIP) provides a detailed roadmap for implementing needed improvements and additions to the park system. As a part of this program, goals and actions for the City of Brookings were identified. Specific projects to target these goals were then developed.

The CIP reflects community priorities and resources. Input has been gathered from the 2020 surveys, community workshops, and input from the Parks and Recreation Commission. The CIP prioritizes projects along the metrics of cost, need, time frame, and relevance to the Statewide Comprehensive Outdoor Recreation Plan. It also identifies system-wide improvements for parks and amenities.

## **Funding Strategies**

This Plan recognizes four elements that constitute the City's park expenditures for the forthcoming years: operations and maintenance, system improvements, acquisition, and development of new parkland. Currently, the City receives revenues for parks via two sources: General Fund revenue and System Development Charges (SDC's).

***\* It is important to note that this is a living document and should be treated as such. The content in this plan is based on data and situational to the year 2020, using best practices to plan for the future. As changes arise, they should be contextualized within the plan to guide decision making.***

# Chapter 1: Introduction

## Introduction

Brookings is coastal city situated at the mouth of the Chetco River in Southwestern Oregon, just six miles north from the border with California. The famous US Highway 101 bisects the town in a North/South direction. Included in the Urban Growth Boundary (UGB) of Brookings is the unincorporated community of Harbor. Harbor is a census-designated place that occupies 1.9 square miles and is nearly equal in population to Brookings. Collectively, this community is known as the Brookings-Harbor area.

Brookings-Harbor is not only on the Oregon coast, but also within an easy drive of the California Redwoods and the Klamath Mountain Range, home of the Siskiyou National Forest and Kalmiopsis Wilderness. The Chetco River, with its headwaters in the Klamaths, runs between the communities of Brookings and Harbor and roughly bisects the two communities in an East-West direction.

## History

The Chetco Indians are believed to have come to the area sometime around 3,000 to 1,000 years ago. A hunter gatherer society, the Chetco Indians had nine villages on the lower 14 miles of the Chetco River prior to European settlement in the mid-19th century.

Following settlement by Europeans, the town thrived on the lumber and commercial and sport fishing industries. Farming of lily bulbs was introduced in the 1920s and today are still an important industry in the area—more than 90% of the lily bulbs grown in North America are produced in a twelve-mile area between Brookings and the town of Smith River, California. Although they have declined in recent years, lumber and fishing are still strong factors in the city's economy.

In the late 1980's, Brookings was "discovered" as a desirable place to retire, and much of the population growth has been retirees in the past few decades. The Brookings-Harbor area grew quickly during the 1990's and considerable development has occurred over the last 20 years.

## The Parks Planning Process

Park facilities are key services that meet demand for recreation experiences and enhance a community's quality of life. Lack of resources – both staff and money – limit growing communities' ability to develop and maintain adequate park systems. Identifying system priorities and matching them with available resources requires careful planning. Many communities develop and adopt park system master plans to guide development. Public agencies are being challenged to maintain and create livable communities in spite of the environmental challenges, economic pressures, and social trends that make planning increasingly complex. Planners must respond in a way that provides equitable, high quality parks and services.

Parks provide a variety of resources and opportunities for communities. These include passive and active recreation opportunities, preservation of open space and wildlife habitat that may include environmentally sensitive land such as wetlands or coastlines, flood control and stormwater management, and preservation of historic, cultural, and natural resources. In addition, parks may serve as informal meeting places in a community—drawing residents together and creating a sense of cohesiveness.

Table 1-1

Quick Facts for the City of Brookings	
<b>City</b>	Brookings
<b>County</b>	Curry
<b>State</b>	Oregon
<b>Area</b>	3.94 sq. mi
<b>Elevation</b>	129 ft.
<b>Population</b>	6,645
<b>Zip Code</b>	97415
<b>Area Code</b>	-541
<b>Time Zone</b>	Pacific DST
<b>Website</b>	<a href="http://www.brookings.or.us">www.brookings.or.us</a>

Increasingly, parks are being documented in cities as providing mental and social health benefits as well. Parks and open space in cities are shown to relieve stress, reduce anger, provide mental calming, reduce crime, and increase the mental well-being of users.

Local governments may prepare and adopt local parks master plans pursuant to Statewide Planning Goal 8: Recreational Needs and OAR 660-034-0040. These plans may be integrated with local comprehensive land use plans. Parks master plans help to give a community direction in developing future parks and making improvements to existing parks to meet residents' needs.

### **Purpose of This Plan**

The purpose of this Master Plan is to create a strategy for the Brookings area to provide the type of land and amenities for the scale and services of park space that the citizens of Brookings desire. More specifically, the purpose of this plan is to:

- Inventory city owned park facilities in the Brookings UGA, include an analysis of park classifications and standards
- Identify park needs based on current technical data and extensive citizen input – including public workshops and community surveys
- Identify a capital improvement program that addresses specific improvements for each park with estimated project costs and target completion dates
- Provide park planning strategies that address short and long-term acquisition strategies
- Identify potential funding sources to execute the capital improvements program and ensure the future of parks in Brookings

### **Steps in the Planning Process**

The National Recreation and Parks Association (NRPA) recommends taking a systems approach to park planning. This approach “places importance on locally determined values, needs, and expectations . . . The systems planning approach is defined as the process of assessing the park, recreation, and open space needs of a community and translating that information into a framework for meeting the physical, spatial and facility requirements to satisfy those needs.” NRPA standards are guidelines that may be adapted by individual communities to best suit local needs. The systems plan is then integrated into planning decisions and strategies that address other community needs such as housing, commerce, schools, environmental management, transportation, and industry.

The park planning process involves many steps. An inventory of the city's current park facilities is one of the first steps. This involves looking at the condition of the park itself and its amenities. Also, an important early step is obtaining community input. Public input assists planners in determining the appropriate level of service (LOS) provided by current and future facilities. The LOS approach is “based on the premise that parkland alone cannot meet the full range of recreation needs. Rather, the LOS is an expression of the instances of use of activity areas, and the facilities that are necessary to actually satisfy demand.”

These first steps all feed into the community needs analysis. This analysis determines what improvements need to be made to current facilities and the type and size of additional facilities needed for the future.

The needs analysis is then used to create a capital improvement program (CIP) in which policy-makers and planners make specific recommendations for improvements and land acquisition, determine the cost of each of these recommendations, and prioritize them. This is followed by research on possible funding options for the community, allowing the CIP to be implemented.

## Methods

A variety of methods were used to create this plan. The general process undertaken involved the following steps:

- Background research on the demographics and park resources of Brookings
- An inventory of the condition and amenities of each of Brookings Parks' and school facilities as well as State and private parks in the area
- Research on park standards and classifications and development of a classification system specific to Brookings opportunities and constraints
- Gathering of current information on community park needs through review of 2020 Survey, LOS analysis, stakeholder meetings and presentations, and discussion with staff.
- Action plan for capital improvement projects within identified key stakeholders, community resources, and funding options for associated costs
- Investigation into various parkland planning strategies to increase public accessibility, plan for future growth, and address LOS gaps
- Research on possible funding options for capital

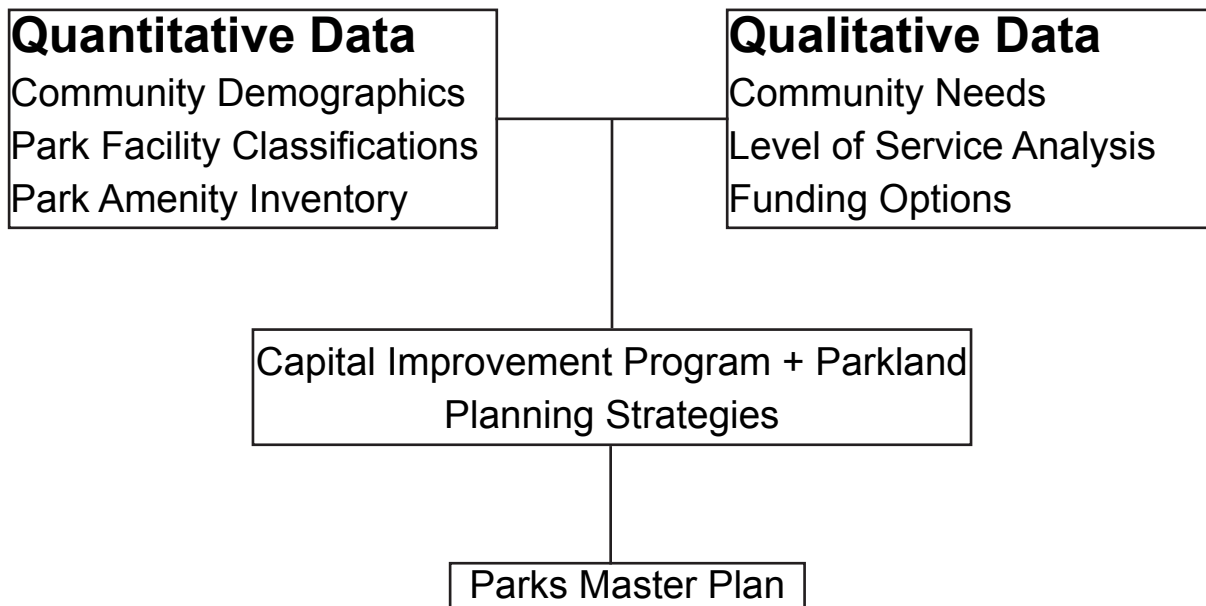


Table 1-2

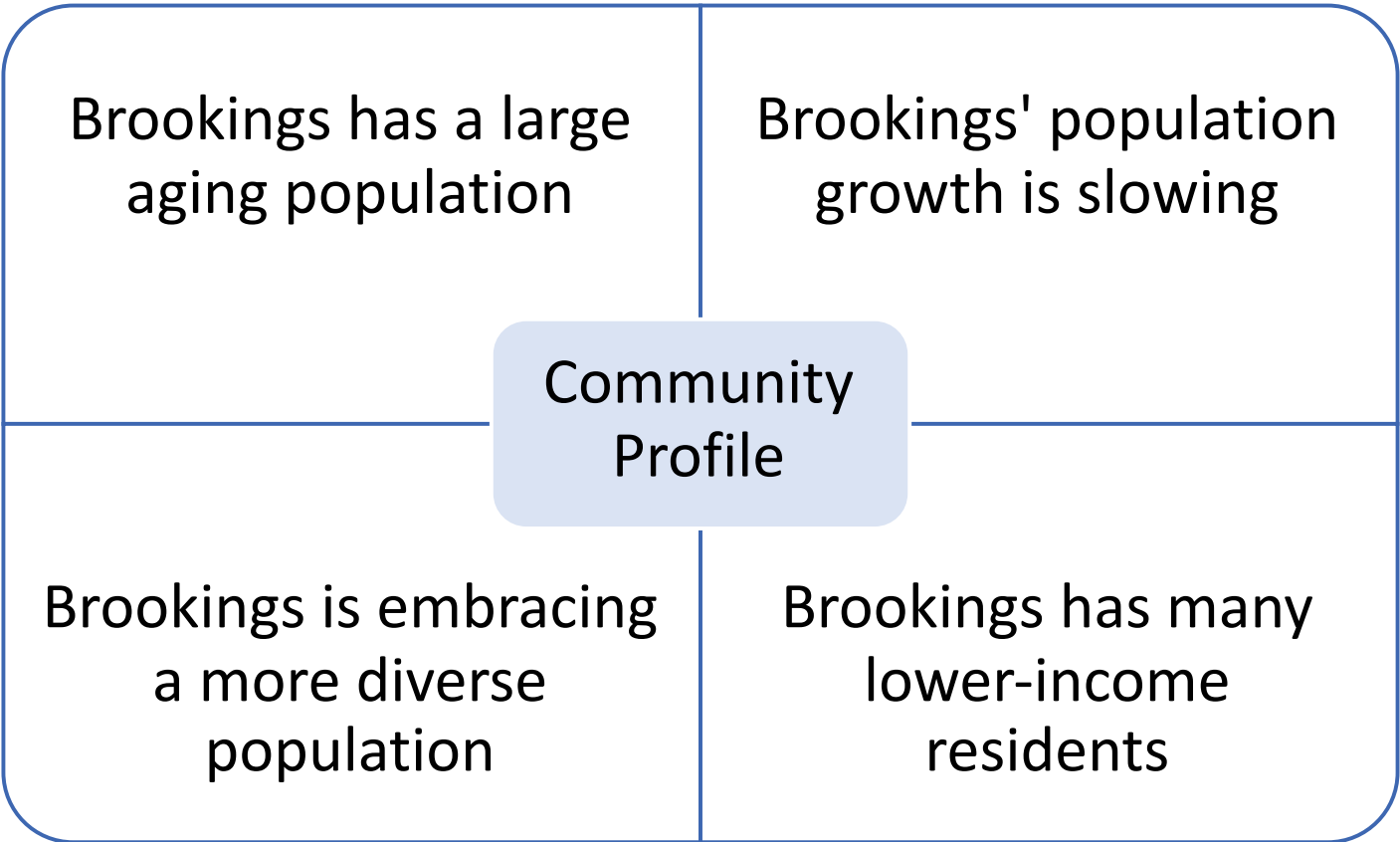
How the Parks Master Plan will be Used	
By the Public	By City Staff
Learn about parks and recreation facilities and services	Plan workload and resources needed
Understand decisions made by the City	Guide daily decisions based on adopted policy
Give feedback and advise on decisions	Plan for future parkland needs
Learn about the parks planning process	Plan for ways to fill service gaps
Understand the benefits of service	Provide metric for evaluationg success
	Promote benefits of parks and recreation
By City Partners	By City Council
Meet identified gaps in facilities, programs, and workload	Understand the public issues and desires
Have a policy framework for partnerships with the City	Direct priorities for park and recreation service
Compare service to avoid duplication	Guide planning for expected growth
	Develop policy guiding land use and public service
	Identify funding gaps and direct meeting them
By Developers	By the Parks and Recreation Commission
Definitions of park and recreation facilities	Advocate for priorities from public survey and community input
Baseline developent standards for facilities	Tool to promote parks and recreation in the City
Understand park development process	Plan workload and resources needed
Guidance for project and community design	Policy framework for parks and recreation commission business and priorities
	Provide a metric for evaluation of success



# Chapter 2: Community Profile

## Community Profile

Brookings’ location and characteristics present opportunities and constraints for the community’s park system. This chapter describes socioeconomic data and development trends in the Brookings-Harbor area. Demographic trends provide an understanding of present and future park needs. Development trends provide information on the rate, type, and location of growth. All of these factors should be considered when citing future park facilities and in prioritizing capital improvements.



## Population

2019 estimates placed the population of Brookings at 6,645. Brookings grew at an average annual growth rate (AAGR) of 0.96% between 2000 and 2018. Over the past few years the growth rate has declined, some stretches even showing a decrease in population.

State law requires incorporated cities to develop “coordinated” population forecasts. In general, the statutory requirement is that forecast growth for all cities and rural areas sum to a county control total forecast developed by the State Office of Economic Analysis.

Current estimates for the UGB population, which includes the unincorporated town of Harbor, has the population at 11,490. The 10 year projection estimates that the total population of the UGB will be 11,994 by 2030. This shows very slow growth over the next decade.

The coordinated population forecasts adopted by the City of Brookings have been used to estimate future parkland need for the City. The projections presented later in Chapter 7: Park Planning Strategies use these projections. The implication of future population growth is increased demand for infrastructure—specifically parks—for Brookings. In short, by 2030 the existing parks system will be servicing a slightly larger population. The City will need to determine if acquiring new parkland is necessary to maintain the current level of service.

2019 Brookings Population  
Estimate



6,645

*\*US Census Bureau*

2019 UGB Population  
Estimate



11,490

*\*Portland State University  
Population Research Center*

2030 UGB Projected  
Population



11,994

*\*Portland State University  
Population Research Center*

## Age Characteristics

Age is an important factor in parks planning. Each age group has different needs and desires. Current and future age distribution of a community should influence the facilities and amenities offered in parks. The US Census estimates show that in 2017, Brookings' median age was 49.0 and Harbor's was 66.0. In both communities, median age has increased over time.

Brookings has experienced a significant age shift over the past several decades. This shift can be partially explained by the City's popularity as a retirement community.

In creating a parks master plan, all age groups should be considered so that their needs may be appropriately met; these trends can help the community decide what amenities future parks should include. Inevitably, different age groups desire and need different types of park facilities.



Approximately **16%** of  
the population is under 18  
years old

*\*US Census Bureau*



Approximately **55%** of  
the population is between  
18 and 65 years old

*\*US Census Bureau*



Approximately **29%**  
of the population is  
over 65 years old

*\*US Census Bureau*

# 49.2

Brookings Median  
Age

*\*US Census Bureau*

# 39.6

Oregon Median  
Age

*\*US Census Bureau*

# 37.7

United States  
Median Age

*\*US Census Bureau*

**Race and Ethnicity**

Brookings and Harbor are gradually becoming more diverse in their ethnic and racial composition. Although largely white, recent years have shown a slight increase in the Latinx population.

**Economy**

The City of Brookings’ Comprehensive Plan indicates that the economy has undergone considerable structural change in the last two decades. The traditional lumber and wood products economic base has lost dominance to the servicing of a large and growing retirement population, an expanding tourism industry, and a strong fishing industry.

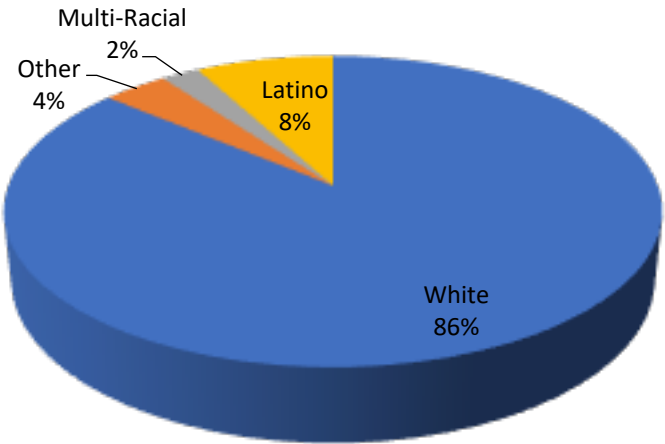
The area’s moderate climate, scenic beauty, the Chetco River with its sheltered harbor, and the service facilities drive this “new economy.” Given the area’s unique landscape and climate, the City’s park system can serve an important role in maintaining the quality of life that Brookings-Harbor residents seek. Parks and open spaces may benefit the economy of Brookings by enhancing the livability of the area and thus drawing in businesses and tourists.

**Income and Poverty**

The median income in Brookings was estimated to be \$53,000. This is lower than the national average. The majority of households in Brookings made between \$50,000 and \$99,000 as estimated in 2018. Overall, median income in Brookings was higher than median income in Harbor, and Curry County, but lower than that of the state of Oregon.

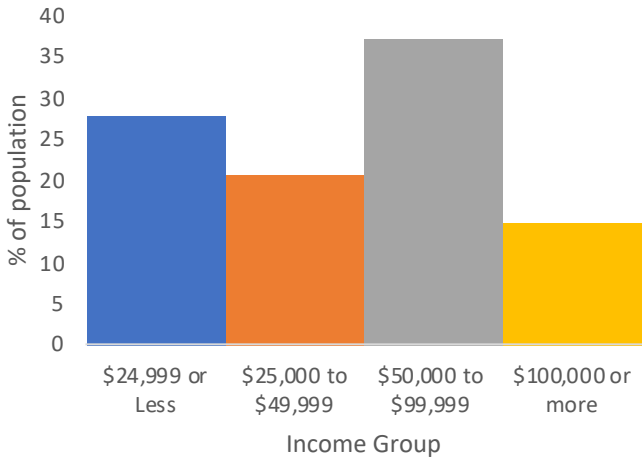
2018 estimates show the poverty rate in Brookings to be 11.0%. This is slightly lower than the national average and Curry County.

**Brookings Race & Ethnicity**



*\*US Census Bureau*

**Brookings Household Income**



*\*US Census Bureau*

11.0%

of Brookings families are below the poverty line

*\*US Census Bureau*

# Chapter 3: Park Classification

## Park Classifications

Park classifications serve as guidelines to evaluate Brookings' current park system and future needs. A thorough classification generally includes park type, size, specific uses, and the benefits or functions of the park. This PMP uses the National Recreation and Park Association's (NRPA) classification system and definitions as a reference guide to benchmark with other communities.

The NRPA is a nonprofit 501(c)3 that is a "leading advocacy organization for the advancement of public parks and development of best practices and resources to make parks and recreation indispensable elements of American communities."

The NRPA's national rating system allows communities to use a common dialogue in defining the kinds and types of parks they have, thus allowing communities to more effectively understand their resources and allocate time and money to their development.

The NRPA's classification system has been adopted, scrutinized, and adjusted from the 2011 PMP. In addition to the classifications defined by NRPA, this Master Plan has adopted local classifications to better reflect Brookings' unique location on the Oregon coast and proximity to the Chetco River.

For example, under the Beach Bill, HB 1601, all beaches are public access. Brookings has multiple beaches in the area, and these contribute to the quality of the parks system. The same goes for forested lands. Although not all are formal park sites, the abundance of nature and hiking opportunities contribute to the level of service seen in Brookings.

Park properties owned by the State of Oregon, School District 17-C, and private parties are included within the classification system to represent the full range of recreation opportunities in and around Brookings.

In creating these guidelines, the function was considered a more important factor than size. It should also be noted that some parks fall into multiple categories—for instance, Harris Beach State Park could be considered both a Beach Site and a Regional Park.

## Mini Parks

Mini-parks are the smallest unit of the parks system. These offer limited recreational opportunities and provide a balance between open space and residential development in neighborhoods. Mini-parks are 0.75 acres or less. Brookings has five mini-parks:

- Bankus Fountain 0.2 acres
- 625 Chetco Avenue >0.1 acre
- Tannbark Road 0.1 acres
- Oasis Park >0.1 acre
- Fleet Street Park >0.1

## Neighborhood Parks

Neighborhood parks are considered the basic unit of a park system. These parks provide accessible recreation opportunities for residents of all ages. Neighborhood parks contribute to the neighborhood character and create a sense of place. These parks are usually 0.75 to 5 acres. Brookings has three neighborhood parks:

- Easy Manor Park 0.8 acres
- Stout Park 3.4 acres

## Community Parks

Community parks serve a wide base of residents with recreational and social opportunities. These often include facilities for organized group activities and may serve as a community focal point while preserving open spaces and unique landscapes. Community parks are usually 5 to 50 acres in size. Brookings has three community parks:

- Azalea Park 33.2 acres
- Bud Cross Park 6.4 acres
- Chetco Point Park 8.9 acres

## Regional Parks

Regional parks are larger than community parks, and serve residents as well as people from outside the area. As such, they often offer overnight opportunities. Regional parks preserve large amounts of open space and are usually over 50 acres in size. There are four regional parks in the Brookings area:

- Alfred A. Loeb State Park 320.0 acres
- Crissey Field State Recreation Site 55.0 acres
- Harris Beach State Park 173.0 acres
- Samuel H. Boardman Scenic Corridor 1,471.0 acres

## School Parks

School facilities offer the potential for partnerships between the Brookings-Harbor School District and the City of Brookings. School grounds are accessible to residents during non-school hours and are an efficient and cost-effective way to expand recreational opportunities for residents, as they may serve many of the same functions as neighborhood parks. There are four schools in the Brookings-Harbor area that could potentially be used as open space:

- Azalea Middle School 6.0 acres
- Brookings-Harbor High School 21.0 acres
- Kalmiopsis Primary School 14.0 acres

## Beach/ River Recreation Sites

Beach and/or River Recreation Sites highlight Brookings' unique location in Southwestern Oregon along the Wild Rivers Coast. These recreation spaces offer residents the opportunity to connect with the natural resources of the area. These sites vary in size and may or may not have developed park facilities. The Brookings area has thirteen Beach and/or River Recreation Sites:

- Alfred A. Loeb State Park 320.0 acres
- Chetco Cove Beach 2.1 acres
- Chetco Point Park 8.9 acres
- Crissey Field State Recreation Site 55.0 acres
- Harris Beach State Park 173.0 acres
- McVay Rock State Park 19.0 acres
- Mill Beach / Macklyn Cove 7.0
- North Jetty Beach 2.0 acres
- Samuel H. Boardman Scenic Corridor 1,471.0 acres
- Social Security Bar 10.0 acres
- Sporthaven Beach 13.8 acres
- Winchuck State Recreation Site 17.0 acres

## Special-Use Parks

Special-use parks are recreation sites occupied by a specific or single-use facility designed to serve a specific function. They also include sites allowed for public use under special provisions. Facilities typically included in this classification are cemeteries, community gardens, aquatic centers, golf courses, community centers, and amphitheaters. There are eleven special-use parks in the Brookings UGA:

- Brookings-Harbor Botanical Garden 2.5 acres
- Airport Property acres 95.6 acres
- City Hall 2.2 acres
- Oceanview Pioneer Cemetery 0.1 acre
- Old County Road Cemetery 0.6 acre
- Port of Brookings Harbor 56.0 acres

- Salmon Run Golf Course 188.0 acres
- W. J. Ward Memorial Cemetery 22.0 acres
- Van Pelt Indian Cemetery 0.5 acres

## Linear Parks, Trails, and Access Points

Trails and connectors are public access routes and vegetated corridors that emphasize safe travel and connectivity for pedestrians around the community. These facilities offer a variety of trail-oriented recreational opportunities such as walking, biking, and running in addition to providing vistas and views. Brookings has several major trails, linear parks, and access points:

- Bankus Fountain 0.2 acres
- 5th & Easy Street 0.3 acres
- Mill Beach Access
- North Jetty Beach Access
- Pump Station 1.8 acres
- Redwood Nature Trail 1 mile
- River Overlook 0.2 acres
- Riverview Trail 0.75 miles
- Social Security Bar Access 1.6 acres
- Tanbark Overlooks



Table 3-1

## NRPA Park Classifications

Type of Facility	Definition	Benefits & Function	Size Criteria	Design Criteria
<b>Mini-Parks</b>	Mini-parks offer open space within neighborhoods, providing passive or limited active recreational opportunities. Mini-parks may simply be open lots within neighborhoods or may be more developed with a limited number of amenities. These should be accessible by sidewalks, trails, or low-traffic streets.	Mini-parks provide a balance between open space and residential development. They offer opportunities for passive and/or limited active recreation opportunities for nearby residents. Mini-parks add activity and character to neighborhoods and may be an appropriate space for neighborhood gatherings.	0-.75 acres	Mini-parks may offer low-intensity facilities such as benches, picnic tables, multi-purpose paved trails, landscaping, and public art. If the mini-park also offers active recreation it may include children's play areas, community gardens, or a limited number of sports courts.
<b>Neighborhood Parks</b>	Developed Neighborhood Parks offer accessible recreation and social opportunities to nearby residents. These should be accessible by sidewalks, trails, low-traffic residential streets. These should accommodate the needs of a wide variety of age and user groups.	Neighborhood parks provide access to basic recreation activities for nearby residents of all ages; contributes to neighborhood identity and creates a sense of place.	.75-5 acres	Neighborhood parks should include both passive and active recreation opportunities such as children's play areas, sports courts and fields, picnic facilities, public art, open turf areas, sitting areas, landscaping, community gardens, restrooms, and pathways. Security lighting and off-street parking may be provided if necessary.
<b>Community Parks</b>	Community Parks provide a variety of active and passive recreational opportunities for all age groups. These parks are larger in size and serve a wider base of residents than neighborhood parks. Community parks often include facilities for organized group activities as well as facilities for individual and family activities. Community parks also preserve open spaces and unique landscapes.	Community parks provide a variety of accessible recreation opportunities for all age groups. They also provide educational opportunities, serve recreational needs of families, preserve open spaces and landscapes, and provide opportunities for community social activities and events. These can serve as a community focal point.	5-50 acres	In addition to amenities offered at neighborhood parks, community parks may also offer sports facilities for large groups, amphitheaters, swimming pools, group picnic areas, botanical gardens, event space, interpretive facilities, and community centers. Higher quality children's play areas may be provided to create a family play destination.
<b>Regional Parks</b>	Regional Parks provide a variety of active and passive recreation opportunities for persons of all ages and serve to preserve unique landscapes. These parks are larger than community parks and attract people from outside of the community. As such, they offer overnight opportunities—such as camping. These are generally state owned parks.	Regional Parks offer opportunities for large expanses of open space that draws both residents and visitors. These offer opportunities to attract tourists to the community while also benefiting residents.	50+ acres	Regional Parks should offer a variety of recreation opportunities such as camping, natural areas, and access to nature as well as provide amenities for day use including benches, picnic tables, multi-purpose trails, landscaping where appropriate.
<b>School Parks</b>	School Parks may be established through a relationship with the school district which allows neighboring residents to use school grounds during non-school hours. These can serve many of the same functions as Neighborhood Parks.	School Parks offer an opportunity to expand recreational, social, and educational opportunities in an efficient and cost effective manner.	Varies	School Parks offer varying amenities such as children's play areas, open turf, sport courts and fields, running tracks, benches, picnic tables, landscaping, and multipurpose trails.
<b>Beach/ River Recreation sites</b>	Beach and River Recreation Sites offer residents of the whole community access to these natural resource areas. These parks may or may not be located in close proximity to residential areas. These parks should be accessible by sidewalks, trails, and streets.	Beach and River Recreation Sites offer unique opportunities to connect residents to the natural features of the area. These contribute to community character/identity, create a sense of place, and instill stewardship of these resources.	Varies	Beach and River Recreation Sites offer active recreation activities through access to beaches and/or river's edge to provide opportunities for fishing, swimming, clamming, boating, and surfing. Passive recreation opportunities such as sitting areas, picnic tables, wildlife viewing, and trails are also key criterion.
<b>Special-Use Parks</b>	Special-use Parks are recreation sites or open spaces that are occupied by a single function or are available for use under special provision. Some of these may have a facility designed to serve a specific use, in other cases these may be spaces simply utilized by the public for a specific purpose. Facilities may include community centers, community gardens, skate parks, aquatic centers, golf courses, and cemeteries.	Special-use parks provide unique, specialized functions through parkland services that would otherwise not be present. Functions vary depending on the type of facility. Historic preservation, active recreation sites, passive recreation sites, and preservation of open space are examples of some of the benefits of Special-Use Parks.	Varies	Special-use parks can have a variety of criteria to identify their use. Generally, these parks serve only one purpose or use, activities can either be passive or active, and the facilities within are purely dependent on the intended purpose of the park or open space site.
<b>Linear Parks, Trails, Access Points</b>	Trails, Linear Parks, and Public Access Points are connectors for the flow of pedestrians and cyclists in a city. Linear parks are developed landscaped areas that follow corridors such as streets or streams, and any combination of trails may accompany them. Trails may take the form of sidewalks, multi-use paths, bikeways or nature trails. They emphasize connectivity and safe travel for pedestrians to parks and around the community.	Linear parks, trails, and access points provides opportunities for connections between park facilities and neighborhoods, trail-oriented activities, and reduces auto-dependency. They also allow access to unique landscape features or locations, add to sense of place for the community, and provide relief from automobile traffic and serve as an aesthetic resource.	Varies	A variety of pathway types are needed to accommodate activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Trails may be located within parks or be designed as part of the citywide transportation system. Each type of trail should be designed to safely accommodate users, and meet recognized design standards.



## Chapter 4: City Owned Parks



- |                   |                      |                      |               |                      |
|-------------------|----------------------|----------------------|---------------|----------------------|
| 1. Azalea Park    | 3. Chetco Point Park | 5. Stout Park        | 7. Oasis Park | 9. Fleet Street Park |
| 2. Bud Cross Park | 4. Easy Manor Park   | 6. Mill Beach Access | 8. City Hall  | 10. Bankus Park      |

# Azalea Park

## Community Park

The City accepted ownership of Azalea Park from the State of Oregon in 1992. The native azaleas had long been overgrown with berry vines and needed restoration when the City took ownership of the park. A group of volunteers and the City’s Department of Parks and Recreation began restoring the plants. Today, Azalea Park is a 33.2-acre community park located on Old County Road. The Park offers many active and passive recreational activities to the community while preserving unique landscapes and open spaces.

Major features of the park include ‘Kidtown’, a 10,000 sq. ft. playground area with a wooden fort, swings, and numerous amenities; the bandshell/stage known as ‘Stage Under the Stars’; ‘Elmo’s Garden’, a 3 acre garden with benches, paths and expansive aesthetic landscaping; athletic fields, including two softball fields and a soccer field; an 18-hole disk golf course; basketball courts with four basketball hoops; and ‘Capella by the Sea’, a natural wood structure that is used for formal ceremonies such as weddings and informal community gatherings. Most of these structures were donated and/or volunteer built.

Trees and plantings include Douglas fir, alder, spruce, cedar, plum and willow trees and a variety of fern, rhododendron, and, of course, azalea plantings. The park has an automatic irrigation system throughout most of it. A storm drain daylight in the park and runs between Kidtown and the ballfields before flowing into a 60 year old culvert and into the Chetco River. Cement paths connect the various amenities of the park and a nature trail provides access along the perimeter of the park.

### Azalea Park Concerns

- Kidtown needs to be replaced
- The bandshell area does not have lighting for evening events
- Stormwater collection and discharge
- The park does not offer a covered picnic area
- There needs to be an increase in accessible parking
- The safety/security efforts need to be bolstered



### Azalea Park Amenities

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>• Kidtown play structure</li><li>• Kidtown restrooms</li><li>• Gazebo</li><li>• Bandshell</li><li>• Bandshell concession stand</li><li>• Capella by the Sea</li><li>• Soccer field</li><li>• Ballfields</li><li>• Basketball courts</li></ul> | <ul style="list-style-type: none"><li>• 18-hole disk golf course</li><li>• Ballfields play structure</li><li>• Restroom</li><li>• Ballfields concession stand</li><li>• Picnic tables/Benches</li><li>• Paved walking path</li><li>• Un-paved walking trail</li><li>• Formal garden</li><li>• Four parking lots (Lundeen,</li></ul> | <ul style="list-style-type: none"><li>• Kidtown, Capella, lower)</li><li>• Horseshoe pits</li><li>• Tool shed</li><li>• Workshop</li><li>• Water fountain</li><li>• Developed camp host parking area</li><li>• BBQ pit</li><li>• Outdoor fitness area</li></ul> |
|---|---|---|



# Bud Cross Park

## Community Park

Bud Cross Park is a 6.4-acre community park located on one square block between Hassett Street and Ransom Avenue and on the west side of 3rd Street. The park is home to many of recreational facilities in Brookings. These include the municipal swimming pool, skate park, little league baseball fields, three tennis courts, and a basketball court.

### Bud Cross Park Concerns

- The swimming pool is currently open only during summer months
- Parking is not sufficient during peak use times, particularly during the summer months when all facilities are in use
- The skate park is not built to sustain the impact of people riding BMX bikes, this is a recurring problem
- No play structure exists



### Bud Cross Park Amenities

- |                    |                    |               |
|--------------------|--------------------|---------------|
| • Basketball Court | • Concession stand | • Picnic area |
| • Tennis Court     | • Restrooms        | • Parking lot |
| • Skate park       | • Ballfields       | • Pool        |

# Chetco Point Park

## Community Park/Beach Site

Chetco Point Park is an 8.9-acre community park and beach access park adjacent to the wastewater treatment plant (WWTP) on Wharf Street. A paved lot serves as a parking area. Entrance to the park is via a trail that hugs the perimeter of the WWTP along the northwest side of the facilities. The trail opens to a large pet unleashed area with a restroom. The pet unleashed area offers a scenic ocean view. The trail continues to an outlook that provides a nearly 360 degree ocean view.

A notable improvement to Chetco Point park is been the paving of the trail and the building of a new bridge in 2018. The bridge received a Master Engineering Excellence Award.

Walking trails leading south from the dog park provide beach access to Chetco Cove Beach to the east. A bridge spans a narrow gap on the main trail, facilitating access to the south end of Chetco Point with outstanding views of Mill Beach, Chetco Cove Beach and the Pacific Ocean.

### Chetco Point Park Concerns

- The whole park is behind the WWTP making visibility from the street difficult
- The parking area is enclosed by a fence, thus blocking visibility to the park entrance
- The parking area exhibits ponding after storm events



### Chetco Point Park Amenities

- Restroom
- Picnic area
- Paved walking trail
- Pet unleashed area
- Beach access
- Benches
- Bridge
- Parking lot

# Easy Manor Park

## Neighborhood Park

Easy Manor Park is a 0.8-acre neighborhood park on Easy Street. This park has amenities suitable for young children including a jungle gym, slide, swings and a playhouse- all of which were replaced in 2010. The playground equipment is appropriate for children 1-10 years old. Other amenities include one wooden and two picnic tables and a restroom. Easy Manor Park is in close proximity to Bud Cross Park.

Signs help locate the park at the Easy Street entrance. Front-in asphalt parking is available for approximately 5 vehicles, one of which is designated for handicapped use. There is a 25-year storm drain system but no irrigation system. The city also owns an adjacent parcel on Easy Manor Drive behind the park. Currently, this site is undeveloped.

### Easy Manor Park Concerns

- Park would benefit from landscaping upgrades
- Parking is inadequate during peak use
- The adjacent land is undeveloped
- The fence around the park is not on the property line
- The bathrooms should be updated



### Easy Manor Park Amenities

- Play structure
- Benches
- Swings
- Picnic tables
- Restrooms



# Stout Park

## Neighborhood Park

Stout Park is a 3.3-acre neighborhood park located on Oak Street between Redwood Street and Pacific Avenue. Stout Park is divided into an upper section and a lower section by the parking area for the Manley Arts Center. The park is best suited for passive recreation activities, particularly walking/sitting and dog walking.

Stout Park has several varieties of mature trees, shrubs and flowering plants including madrone, Douglas fir, azaleas, ferns and fruit trees exist in the park.

An attraction of the park is the Stout Mountain Railway that runs periodically throughout the year. The Railway is a model railroad that is permanently installed in the park and sits atop a rock outcropping.

One sign faces Oak Street designating the main park entrance. Approximately 35 front-in parking spaces are available, with four designated handicapped spaces. There are no restroom facilities in the park.

### Stout Park Concerns

- No restroom facilities exist.
- There is no street signage indicating the parking area
- There is a desire to bring some activity to the park
- There is a lack of picnic areas



### Stout Park Amenities

- Walking paths
- Benches
- Pet unleashed area
- Model train tracks
- Parking lot

## Mill Beach Access

### Access Point/Beach Site

Mill Beach is a beach accessible via a 25 ft. wide public access road off Macklyn Cove Rd. at the west end of Railroad Ave. Amenities include paved parking, a restroom, and picnic tables.

### Mill Beach Concerns

- The creek experiences periodic high bacteria flushes



### Mill Beach Amenities

- Picnic tables
- Restroom
- Benches
- Beach access
- Parking

## Oasis Park

### Mini-Park

Oasis Park is a mini-park located on the corner of Chetco Avenue and Hillside Avenue. The City leased the property from a private owner, renovated it in 2011, and in 2017 the Brookings-Harbor Lions Club adopted the park and currently maintains the amenities of the park, including a free book exchange library. The park also hosts the annual lighting of the Christmas tree.



### Oasis Park Amenities

- Benches
- Outdoor Library/Book Box
- Sculpture

## City Hall

### Special-Use Park

The Brookings City Hall houses all municipal offices as well as the Fire Dept. and Police Station. It has a small courtyard and adjacent landscaped areas. It has no amenities but has a flagpole, multiple memorial and commemorative plaques, and a compass podium.



## Airport Property

### Special-use Park

The City owns a 7.3 acre property on the Oceanside of the airport. It is aligned with the airport and dissected by a drainage of Ransom Creek. It is completely forested, and no amenities exist.

## Fleet Street Park

### Mini Park

This park is a 1,000 sq. ft. acre lawn area and adjacent planting islands in the parking lot that the city owns and maintains. It has no amenities.

#### Fleet Street Concerns

- Some of the plants need replacing in the parking lot
- The site is undeveloped and has no amenities
- There is no development plan for the park

## Bankus Park

### Mini-Park

Located on the corner of Chetco Avenue (Hwy 101) and 5th Street, the park has a focal water fountain with benches surrounded by a grassy area and plantings. It is home to the only Curry Public Transit bus stop in Brookings. The park was adopted by Curry Coast Community Radio in 2017.

#### Bankus Park Concerns

- The park has a dated design
- Reflecting ponds are leaky





# Salmon Run Golf Course

## Special-use Park

Salmon Run Golf Course is a 188 acre course located 3.5 miles up the S. Bank Chetco River Rd. off Highway 101. The course is located within the Brookings UGB and is city-owned property; however the land is leased and is privately run and maintained. Salmon Run is an 18-hole course with a full range of golf activities.

### Salmon Run Golf Course Concerns

- The land is city-owned but privately managed
- City retains partial management rights



# Park Amenities Summary

## Azalea Park

- Kidtown play structure
- Kidtown restrooms
- Gazebo
- Bandshell
- Bandshell concession stand
- Capella by the Sea
- Soccer field
- Ballfields
- Basketball courts
- 18-hole disk golf course
- Ballfields play structure
- Restroom
- Ballfields concession stand
- Picnic tables
- Benches
- Paved walking path
- Un-paved walking trail
- Formal garden
- Four parking lots (Lundeen, Kidtown, Capella, lower)
- Horseshoe pits
- Tool shed
- Workshop
- Water fountain
- Developed camp host parking area
- BBQ pit
- Outdoor fitness area

## Bud Cross Park

- Basketball Court
- Tennis Court
- Skate park
- Pool
- Ballfields
- Concession stand
- Restrooms
- Picnic area
- Parking lot

## Chetco Point Park

- Restroom
- Picnic area
- Paved walking trail
- Benches
- Pet unleashed area
- Beach access
- Bridge
- Parking lot

## Stout Park

- Walking paths
- Benches
- Pet unleashed area
- Model train tracks
- Parking lot

## Mill Beach Access

- Picnic tables
- Restroom
- Benches
- Beach access
- Parking

## Easy Manor Park

- Play structure
- Picnic tables
- Benches
- Restrooms
- Swings
- Grill
- Parking lot

## Oasis Park

- Benches
- Outdoor library/Book box
- Sculpture

# Chapter 5: Community Needs

## Community Needs

This section describes the needs for future parkland and park amenities in Brookings-Harbor. The needs analysis builds from the characteristics of present and future Brookings-Harbor residents, the baseline level of service (LOS), the 2020 community survey, community workshops, and other public input.

This chapter identifies needs derived from demographic trends, mapping of the Brookings park system, and input from residents. The National Recreation and Park Association (NRPA) and the Oregon Parks and Recreation Department (OPRD) provide a framework for evaluating park system adequacy; this framework emphasizes locally identified needs when determining park adequacy.



## 2020 Community Parks Survey

The City conducted several focus groups and administered hundreds of surveys in an effort to involve the public in future park development. The focus groups and survey were administered with the goal of receiving feedback from a collective that represented the Brookings community and the primary park users in the community. For this reason, surveys were given to local school students and individuals at the Chetco Activity Center. Additional surveys were filled out by other community members. Over 200 survey responses were returned.

The feedback recorded focused on improvements and additions to the current parks and their amenities. Largely, the feedback focused on general aspects that relate to many of the parks. In some cases, specific park improvements were suggested. Upon reviewing and aggregating the survey responses, several suggestions were prominent.

The overarching request from the community members regarded the cleanliness and maintenance of the restroom facilities. Another area that had strong support was the request for a community center or recreational center. This stems from the lack of an indoor recreation facility in the Brookings area. Based on the community members' requests, it would be ideal if the community center were able to include basketball, pickleball, walking/jogging, gym equipment, and an indoor pool. An indoor pool was a large request in itself. The surveys highlighted that there are many in the community who would like to be able to use a pool year round. For the City of Brookings, this would require for there to be an indoor pool.

The survey results also indicated a large interest in maintaining and increasing the amount of natural elements in the park. This includes trees, shrubs, flowers, azaleas, and more. The community feels strongly that parks systems should continue to work to preserve natural elements in the parks and add more when possible.

Over 130 more specific requests were brought up in the surveys. A majority of these were not reiterated in other responses and therefore are not being taken to the forefront in this planning process. Each response however, has been analyzed to determine its plausibility to implement. It is the job of the city to work within its means to accomplish what is in the best interest of the community.

*"Beautiful parks! I enjoy seeing people using them"*

**-Brookings Community Member**

*"You have been making some nice improvements"*

**-Brookings Community Member**

*"Parks are lovely! You do a good job of developing them and maintaining them!"*

**-Brookings Community Member**



**From Public Survey - New Parks Facilities or Amenities**

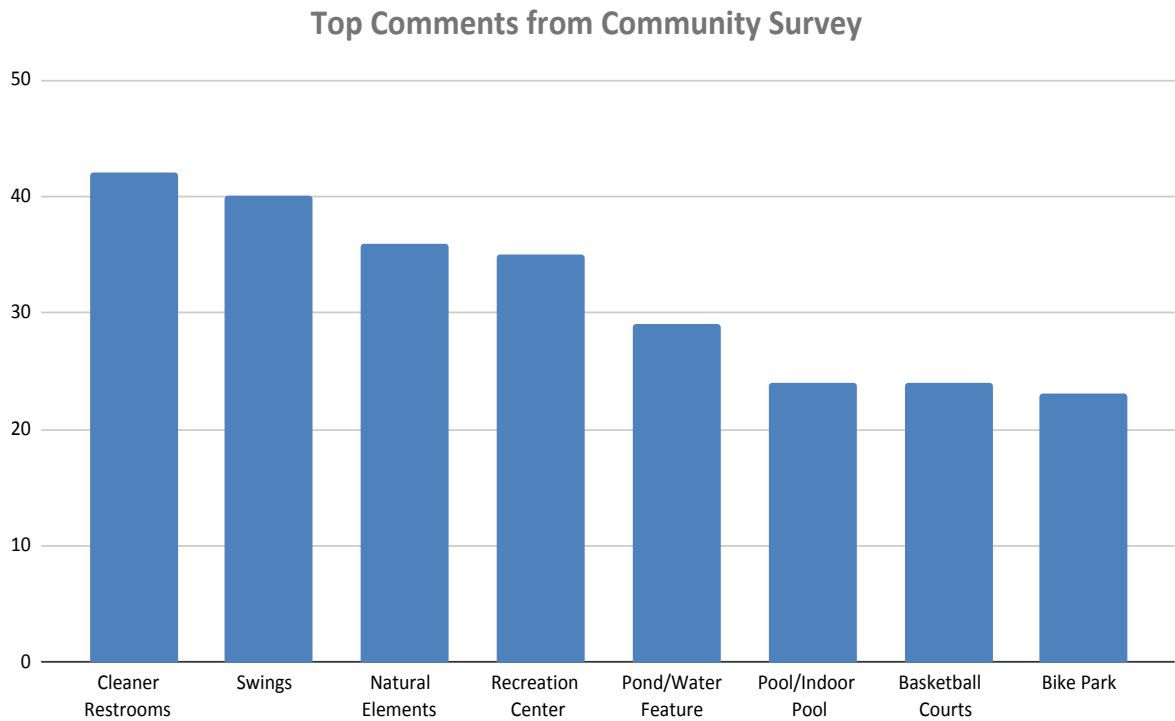
Community members responded with a variety of suggestions regarding new facilities or amenities to be implemented into the Brookings parks systems. The following are the most prevalent responses:

- Bigger swings
- A pond
- An indoor recreation facility
- Add more natural elements
- A bike park
- New slides

**From Public Survey - Improvements to Current Parks Facilities and Amenities**

Community members responded with a variety of suggestions regarding improvements to current facilities or amenities in the Brookings parks systems. The following are the most prevalent responses:

- Cleaner bathrooms
- Maintain natural elements of parks
- Improve water fountains
- Improve basketball courts
- Trail maintenance



## State of Oregon Planning Goals

Oregon set forth 19 land use planning goals to be followed by organizations. Goal 1 and Goal 8 are the most relevant to the efforts of this master plan update.

### Goal 1: Citizen Involvement

- Public involvement for land use planning
- Public involved in all phases of planning process
- Making technical Information easy to understand

### Goal 8: Recreation Needs

- Coordinate at all levels of government and with private entities to meet needs of recreation
- Plan for recreation needs of residents and visitors
- Priority of non-motorized forms of recreation
- Serve populations with low access to transportation
- Recreation areas that are free or low cost

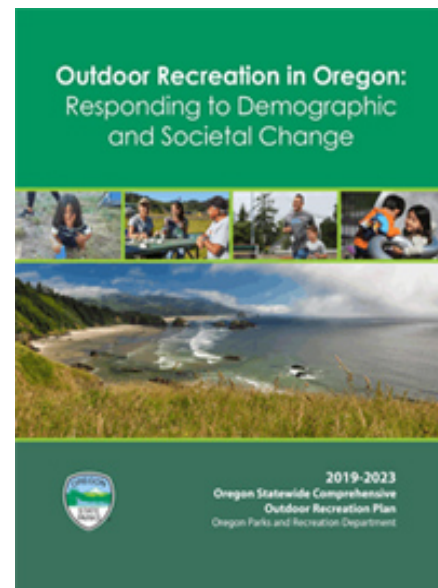
## Oregon's Statewide Planning Goals & Guidelines



## Statewide Comprehensive Outdoor Recreation Plan Goals

The 2019-2023 Statewide Comprehensive Outdoor Recreation Plan (SCORP) identified several key areas for recreation providers to focus on. These five areas should be kept in mind while planning updates to the Brookings parks system. The five demographic changes are as follows:

1. An aging population
2. An increasingly diverse population
3. Lack of youth engagement in outdoor recreation
4. An underserved low-income population
5. The health benefits of physical activity



## **Level of Service**

The Level of Service (LOS) analysis is based on the City's park classification system and population. The level of service analysis provides guidelines, represented by a ratio expressed as acres of parkland per 1,000 residents, for the minimum amount of parkland needed to meet recreation demands of the citizens of a community. The National Recreation and Parks Association (NRPA) set a standard of offering 10 acres of parkland for every 1,000 residents. Every community is different and should be evaluated on its own needs and ability to reach those needs. The City of Brookings should use the 10 acres per 1,000 residents as a guide in assessing its own level of service.

Given the current population and city owned amenities, the City of Brookings offers just over 9 acres of parkland per 1,000 residents. This is under the threshold provided by the NRPA, however, there are numerous park properties owned by other entities that greatly increase the total acreage of parkland per resident. Most notable among these are school parks and state parks.

## **Areas Currently Served**

The service areas of city owned parks are determined by their park classification. Included in the LOS analysis are only mini, neighborhood, and community parks. Special-use parks, beach and river sites, and linear parks are not included because they do not have defined service areas due to their unique functions and benefits. Further, the NRPA does not provide guidance to delineate a service area for these classifications and thus they are not included.

Community parks have the largest service area with a service radius of 2 miles. Neighborhood parks have a service radius of half a mile. Mini-parks have a service radius of a quarter mile. By this standard, the entirety of Brookings should be covered by the current parks. There are, however, several barriers that limit the accessibility of the current park system to certain areas of the communities.

## **Barriers**

Despite having a parks system that is able to reach a majority of the Brookings community, it is important to note several barriers that limit the current parks system. Physical barriers to service areas may limit service to a specific park. For example, Highway 101 and the Chetco River prohibit some residents within the defined service area from accessing certain parks within a safe and easy walking distance. Thus, the service area boundaries should be reviewed as generalizations as to the real area each park serves.

For example, it is easy to assume that residents North of Hwy 101 within the Easy Manor Park service area can walk or bike to the park to recreate. The residents living South of Hwy 101 within the same service area are much less likely to walk/bike to Easy Manor to recreate because there is a large stretch of Hwy 101 with no crosswalks within the service area. In other words, Hwy 101 acts as a barrier for pedestrians from traveling to the park.

The topography of our area also complicates service area boundaries; Brookings is built on a series of stepped terraces that rise up from the coastal bluffs rather steeply, and are confined by the foothills of the Klamath Mountain Range. Travel along Hwy 101 is relatively accessible for all age groups due to its gentle topography, however if one travels perpendicular to the Hwy there is an immediate drop or gain in elevation that has a consistently steepening incline/decline.

Given the most popular activities in Brookings-Harbor (walking, people and nature watching, and picnicking), Brookings should consider providing parks in need areas and incorporate pedestrian/bicycle routes to access them.

## Underserved Areas

There are several areas throughout the Brookings Community that are identified as being underserved. The need areas include developing areas as well as areas isolated due to physical barriers such as Highway 101 and the Chetco River.

The areas identified as underserved areas include the neighborhood South of Hwy 101 and at the West end of Railroad Avenue and at the East end of Memory Lane, the Dawson Tract and Harris Heights subdivisions, Parkview Drive, and the whole of Harbor. These areas have been identified because they are currently underserved by Brookings' current park system.

The neighborhood at the West end of Railroad Ave. and south of Highway 101 represents an area of Brookings that would benefit from a small park space in the realm of a Mini or Neighborhood Park. Residents are physically isolated from Easy Manor Park because of Hwy 101.

The Dawson Tract neighborhood is an example of new development without consideration of the parks needs of its residents. The subdivision contains approximately 300 homes and there are neither park spaces nor playgrounds. There is a public access trail to Harris Beach State Park, but since this park is classified a Regional Park and Beach Site, it offers different amenities than those of a Mini or Neighborhood Park.

The Harbor area would greatly benefit from a park site at the scale of a Community or Neighborhood Park. Although the unincorporated area of Harbor is almost equal in size to Brookings, it only has public open space in the form of Sporthaven Beach, the Port, and McVay Rock State Recreation Site. Residents clearly travel to Brookings to utilize any of the three existing NRPA classified Community Parks.



*Underserved areas map*



# Chapter 6: Capital Improvement Plan

## Capital Improvement Plan

An important component of a parks master plan is the capital improvement program (CIP). The CIP gives specific details of projects that should be implemented to work towards the goals and actions developed through the planning process. This chapter provides a detailed roadmap for implementing suggested improvements and additions to the park system. The intent is to provide the City with a capital-budgeting tool that clearly identifies costs, potential funding sources, and priorities.

The CIP reflects community priorities and resources. To develop the list of potential projects, input was gathered from public forums, the 2020 Community Survey, stakeholder interviews, the Parks & Recreation Commission, and City Staff. The CIP rates projects as high, medium, or low priority. High priority projects should be addressed in the immediate forthcoming years, medium projects addressed a few years out, and low priority projects addressed several years down the road.

## Goals and Action Items

The plan goals provide objectives that the City should work towards to best meet the community's current and future park needs. The goals respond to suggestions and concerns that arose through the process of developing this plan.

The action items are detailed recommendations for activities that the City should undertake to fulfill its goals. Following are the goals and action items for the City of Brookings Parks Master Plan.

### Goal 1. Actively Promote Parks and Recreation

- Implement Capital Improvement Program
- Review the CIP annually
- Conduct a complete revision every 5 years

### Goal 2. Conduct Needed Park Maintenance

- Improve aesthetics of parks and enhance landscaping
- Upgrade restrooms and diligently maintain them
- Repair acts of vandalism within 48 hours or as soon as possible

### Goal 3. Improve Public Safety in City Parks

- Investigate improved security options that may include increased police patrol, citizen patrol, park hosts, and/or electronic surveillance
- Use crime prevention through environmental design (CPTED) strategies that increase visibility and perception of safety in current and future parks

### Goal 4. Increase Public Outreach

- Develop consistent, attractive signage for all parks in the system
- Develop park pamphlets that provide a map of all parks and describe opportunities and amenities provided, possibly in unison with those maps created by the Chamber of Commerce or the Curry Pilot
- Continue to maintain and update the Brookings Parks and Recreation website
- Expand volunteer programs to foster participation by all age groups- specifically including a youth volunteer program with teen-focused events.
- Invite local organizations such as the Curry Watershed Council, B-H Garden Club, Azalea Park Foundation, and Friends of the B-H Aquatic Center to give presentations to the Parks & Recreation Commission over their annual projects, objectives, and business

Goal 5. Provide Adequate Parkland and Facilities

- Acquire land to maintain the adopted standard of 7 acres per 1000 residents
- Develop multi-purpose trails and connections between parks, natural areas, and neighborhoods
- Provide facilities that are amenable to all age groups, including toddler swings, teenage appropriate activities, and senior accessible amenities
- Develop partnerships with schools and private park sites to share recreation facilities
- Assure equal distribution of park classifications throughout the City in accordance with identified need areas
- Explore use of a mandatory dedication policy to assure adequate parkland in new developments
- Research and apply for planning grants on an annual basis

Goal 6. Build New Indoor Pool & Community Center

- Conduct feasibility study to explore location, capital, operations and maintenance costs, and amenities to be provided
- Continue to seek public input and work with citizen groups to develop support and determine needs

Goal 7. Ensure Adequate Access to Parks

- Ensure the parks are accessible to residents of all ages throughout the City
- Work towards achieving compliance with the American Disability Act standards
- Provide adequate and safe trails, sidewalks, crosswalks and connections from all neighborhoods to parks
- Provide effective directional signs to parks from key roadways and pathways
- Assure adequate parking and bike racks at all major City parks

Goal 8. Secure Long-term Funding

- Reduce costs associated with future park development, for example, by forming partnerships with schools or purchasing land early in areas of future development
- Explore formation of a park district for the Brookings- Harbor area
- Develop partnerships with the private sector and other public agencies
- Review the City's Systems Development Charge ordinance to assure that development is paying for itself
- Continually research and apply for new grants

Goal 9. Ensure the Future of Parks

- Perform ongoing parks planning
- Seek ongoing input of elected officials and the public
- Make parks a public priority
- Incorporate parks planning with other city goals
- Integrate parks planning with city, regional, and state projects such as the Downtown Master Plan and the Statewide Comprehensive Outdoor Recreation Program

Goal 10. Identify and Preserve Unique Natural and Cultural Sites in Brookings

- Identify areas that are in need of special care or unique management schemes
- Develop recommended management plans- for example, no spraying of pesticides or weed killers, or managing all storm water on site
- Ensure preservation of rare and endangered plant species
- Seek outside funding sources to implement this goal.

## **Capital Improvement Projects by Park**

Table 6-1 displays the proposed capital improvement projects for each City-owned park in Brookings. Implementation of these projects will help the City to work towards the goals outlined above so that they may better serve current and future residents of Brookings. Each project is ranked as high, medium, or low priority, and a cost estimate is given.

Costs for each project in Table 6-1 represent an estimated range of costs for the capital improvement project. Because there is a great deal of variation in prices and prices were unavailable for some projects, it is recommended that the City of Brookings consult with local contractors before beginning these projects. Total costs for system-wide projects and new parks and amenities were not calculated because the details, quantity, size, and location of amenities has not yet been determined. Price ranges are listed for these projects to give the City a ballpark figure when deciding what capital improvement projects to undertake.

## **Suggestions from the City**

### **Replacement of Kidtown Playground**

Kidtown is the main play structure that the City of Brookings offers. The playground spans approximately 9,000 square feet in the north west corner of Azalea Park. Initially built in 1994, it is in need to be replaced. Although considerably expensive, this project is a high priority. It needs to be replaced for the safety of its users. The process for replacing it should begin with understanding the options from various equipment providers. The initial company that custom built it, Leathers and Associates, or a new equipment provider should be selected based on their cost, equipment resiliency in the climate, and community preference. Funding for a Kidtown replacement should be sourced from several areas. A combination of grants (such as from OPRD), city funds, and other donations should be utilized to complete this project. This project should be completed before the end of 2021.

### **Expansion of the Lower Parking Lot at Azalea Park**

The lower parking lot (across from Saint Timothy's) at Azalea Park is in need to be expanded. The parking lot currently does not have the capacity to serve the park during peak times of use. Initial planning phases of this project would have to determine both where the expansion would be as well as how many new parking spots are desired. Determining these aspects will help finalize a budget for the project. This project should be able to be completed by the end of 2022 with funding coming from the City parks improvement budget.

### **Resurfacing the Tennis Courts**

The Tennis courts at Bud Cross park could stand to be resurfaced. The tennis courts are one of the most utilized aspects of the parks, especially at Bud Cross park. Brookings has a high number of individuals who play either tennis or pickleball. As a result, the courts have seen a tremendous amount of wear and tear. It is recommended that tennis courts are resurfaced every 4 to 8 years. Using this metric as a guide, the tennis courts at Bud Cross park are in need of resurfacing. In resurfacing the tennis courts, updates to the lines on the courts should be made. With the high number of pickleball players in the community, pickleball lines should be added to the resurfaced courts along with the typical tennis lines. This will add utility to the courts and enhance user experience overall in the park. Funding for this project should be sourced from the City's parks budget and grant funding.

### **Sheltered Picnic Area**

The City of Brookings does not have a sheltered picnic area in their parks system. The addition of one would enhance the amenities of the park and create a space for groups to convene for events such as a picnic or birthday party. The thought is to build a structure off of the back side of the restroom building by Kidtown. The intent is for there to be a roofed area that is open on all sides except the wall where it is attached to the restroom building. Ideally, picnic tables would be arranged underneath the covering. Determining the desired size of the covered space will ultimately decide the cost. This would be a great project to tie into a grant linked to the replacement of Kidtown.

### **Patio for the Capella by the Sea**

The Capella by the Sea draws numerous events such as wedding to Azalea Park each year. The addition of a patio would greatly enhance the Capella as an event space. The patio would consist of a concrete slab outside of the entrance. This would provide an open space for socializing which the smaller interior of the Capella does not offer. Completing this project would have to take into account the seasonality of when the Capella is in use, and schedule its implementation during the 'off season'. Although this is not a dire improvement that needs to be made, it is a simple and cost effective one that would better the Capella and Parks system as a whole. Funding would likely come from the Parks improvement budget.

### **Lights for the Basketball Courts in Azalea Park**

The basketball courts are the latest addition to Azalea Park, being constructed in the fall of 2019. As with the ballfields in the park, lights are the next addition to enhance the courts so they are able to be safely used during low-light times. Erecting two light fixtures to illuminate the courts would be best for this enhancement. The light poles could also serve as a location for cameras to be mounted, increasing the safety and security in the park.

### **Land Acquisition for Neighborhood Parks**

The City of Brookings should look for land to acquire for new parks. Although the current acreage is close to the standards for the population, the issue is with access. Acquisition of parkland should focus on areas that are underserved or currently do not have access to a park such as the Dawson community. It is unlikely to find large lots to develop in these areas. The development of smaller parks, similar to Easy Manor Park, should be the target if land is acquired. The City should also look to acquire larger open field track of land. Open areas for sports fields is in demand in the community.

### **From Community Parks Survey**

#### **Pond Water Feature**

The community survey brought out interest in having a pond like water feature added to the parks systems. The addition of a natural setting water feature such as a pond may be difficult to implement into the current parks system, as well as being potentially costly to maintain. There is currently not a promising location to implement a pond feature on current park land. This project should be reserved for future parkland acquisition. The addition of a water feature within the current parks systems should instead come in the form of a fountain, similar to the one in Bankus Park. This project is not a high priority and does not address the major goals of the city.

#### **Bike Park**

A bike park would supplement the current skateboard park that the City already offers. Bikes are not allowed to use the skate park due to wear and tear as well as safety issues due to its design. A standalone bike park would allow bike riders the same experience as skateboarders. There was substantial request from the community youth for the implementation of a bike park to the parks system. The development of a bike park would be an expensive project. The logical location for a bike park would be adjacent to the current skateboard park. This project has a lower priority and should be slated for later development.

#### **Skate Park Improvements**

Further improvements to the skate park was one of the larger request of the community survey, especially among youth who took the survey. Request ranged from adding a few more amenities, to building an entire new section of the skate park. Evaluating funding should largely determine the extent to which improvements are made. Adding several new amenities such as a rail or ramp would be fairly in expensive as compared to a whole new built out park section. It should also be noted that these improvements are not a top priority when evaluated with City goals as well as SCORP criteria. Improvements for the skate park should be left for after higher priority projects are completed and land use of Bud Cross park is evaluated.

## **Volleyball Courts**

The City of Brookings' parks system does not offer volleyball as a recreation option. Previous volleyball courts had issues given that the sand was difficult to maintain and keep clean. Nonetheless, the community survey showed interest in bringing back volleyball courts to the park. Planning for a new round of volleyball courts should look to mitigate the challenges that the previous ones posed. Instead of sand, a surfacing such as grass could be used. Finding a location for the volleyball courts would be the biggest challenge, given that many of the parks are running out of land to develop. Implementing volleyball courts would be a relatively inexpensive project, once the location is selected. Funding should likely come from the parks improvement budget.

## **Improvement to Current Park Amenities from Community Survey**

### **Restroom Maintenance**

The community survey highlighted that many in the community think that the bathroom in the parks system lack cleanliness. Further efforts should be taken by the City and parks staff to develop a strategy for keeping the bathrooms cleaner and better maintained.

### **Natural Elements**

Many in the community would like to see an emphasis on increasing and maintaining the natural elements in the parks. This could come in the form of enhancing the gardens and planting new garden beds throughout the parks. Planting more trees is another aspect that the community survey mentioned. Determining new locations for trees in the parks system would help address this as well as provide shaded areas to the park long term. Partnering with local gardening organizations is one strategy that could be utilized to help with these types of efforts.

### **Walking Paths**

An expanded walking path or trail system would greatly benefit the community. From the community survey, it was clear that many community members walk as a form of exercise and desired to see more walking trails or path in the community. Looking at current park land and new areas to acquire for the purposes of trail building to enhance walkability is something that the City should consider. Other methods of creating a connected community trails system could bolster current infrastructure. This could come in the form for providing maps and distances between parks or other city landmarks that individuals could walk to and from.

### **Seating**

The community survey highlighted a want for more seating areas throughout the parks. The current parks system already offers many benches and picnic tables. Replacing older seating areas with new could improve the aesthetic of the parks while maintaining the amenities. Seating areas should be strategically placed throughout the parks in areas such as playgrounds, courts, and designated picnic areas.

Table 6-1

## CIP Projects

Project	Description	Cost	SCORP Rating (how many factors are addressed out of 5)	Time Frame	Ranking Priority
<b>Replacement of Kidtown</b>	Kidtown is in need to be replaced in its entirety. The play structure has outlasted its life span and is now unfit to safely serve the public.	\$\$\$	4	2	High
<b>More natural elements</b>	More trees, gardens, bushes, flowers, and other natural elements should be added and maintained within the park system.	\$	n/a	5	High
<b>Expansion of the lower parking lot at Azalea Park</b>	The lower parking lot (across from St. Tims) needs to be expanded to better serve the public. The current parking lot does not have the capacity to serve the park during peak times.	\$	1	2	Medium
<b>Resurfacing of the tennis courts</b>	The tennis courts across at Bud Cross are becoming worn down and should be resurfaced.	\$	2	2	Medium
<b>Sheltered picnic area at azalea</b>	A designated picnic area is looking to be developed in Azalea Park. The idea is to build a pavilion style shelter off of the back of the bathroom by Kidtown.	\$	2	2	Medium
<b>Patio for the Capella</b>	A patio space would be a great addition to enhance the functionality of the Capella as an event space. The idea for the patio would consist of a paved section in front/behind the Capella.	\$	1	2	Medium
<b>Lights for the basketball courts at Azalea Park</b>	Lighting for the new basketball courts in Azalea Park.	\$	3	2	Medium
<b>Volleyball courts</b>	A development of volleyball courts for the parks system. Prior courts used sand which proved problematic, so grass courts could be an alternative.	\$	3	3	Medium
<b>Restroom maintenance</b>	A large complaint that the bathrooms were dirty and not well maintained throughout the park system. Efforts to address this moving forward should be taken.	\$	n/a	1	Medium
<b>Expanded trail system</b>	The development of walking/hiking trails for people to utilize should be looked into. There are currently several within the parks system, but more are being requested by their general public.	\$	4	5	Medium
<b>Land acquisition opportunities for neighborhood parks</b>	There are several underserved neighborhoods in the Brookings Community. The goal is to recognize where these are and identifying potential land acquisition to develop parks.	\$\$\$	3	5	Low
<b>Pond</b>	Community input pushed for a the parks system to include a water feature such as a pond. The location and logistics of this might be difficult, but if the right situation presents itself, it could contribute to the development of a pond.	\$	1	5	Low
<b>Bike park</b>	The development of a bike park with tracks and jumps.	\$	2	5	Low
<b>Improved skate park</b>	Updates/maintenance and an expansion of the current skate park in Bud Cross Park.	\$	2	5	Low
<b>Seating</b>	More benches and sitting areas throughout the parks system.	\$	2	2	Low



# Chapter 7: Park Planning Strategies

Annual park maintenance, replacement, and development are all large components of improving the level of service seen with the Brookings park system. These park planning strategies are largely guided by the community survey as well as goals put forward by the other components of this plan. Building off efforts from the previous plan, this plan's strategies focus more on the maintenance of operations and amenities as opposed to acquisition and development. This comes as a result of more parkland being developed and in turn forcing the need for more maintenance.

## Maintenance

This plan calls for a large focus on the maintenance of the current parks. The current park system has become quite developed. As a result, there is a new push to focus on efforts to maintain the ways the parks have been built out. This does not mean that new projects and amenities should not be developed. Rather, in conjunction with new amenities, the maintenance and improvement of the current ones have a heightened priority.

Maintenance within the parks has been ongoing; however the previous plan did not recognize a specific maintenance guide or plan. This section has the intention of filling that void. There are many aspects that make up the maintenance efforts that go into the parks. With the development of new amenities, the projects and processes are ever changing.

At the most basic level, the grounds maintenance should continue. This includes actions such as mowing, edging, seeding, and fertilizing. These efforts rely on several factors including the equipment and availability of products to effectively maintain the grounds. Increasing the amount of seeding and fertilizing has been mentioned to help improve the vibrancy of the grass areas in the parks. The overarching component to successful maintenance is to have a productive and quality parks staff, which the City currently exceeds at.

Other maintenance actions are more specific to the numerous areas and amenities that the parks system has to offer. These can be broken down into several categories. For the purposes of this plan they will be as follows: play structures, buildings, natural elements, field maintenance, paths and trails, infrastructure, and safety.

## Play Structures

The City of Brookings Parks system offers three play structures. It is necessary for play structures to be maintained properly to ensure that their users, largely children, have a safe space to enjoy these amenities. These structures should be regularly checked for their structural soundness. Any complaints or comments from the public should be acted on quickly. Two of the play structures (Easy Manor Park and the Azalea Ball Fields structure) are newer and made of metal and plastic components. These structures should be more resilient to the elements and stay structurally sound for the near future.

Kidtown, the main play structure that the Brookings parks systems offers, is in dire need of an update. Kidtown has already lasted longer than expected. At this point, it is in need of a complete overhaul. This revamp is on the radar and tentative planning for its replacement is already underway. The new structure should look to keep the same aesthetic of the current play structure and increase its resilience and safety.

The surfacing for the play structures is another important feature that needs to be maintained. For two of the structures, Kidtown and the ballfields play structure, the surfacing is engineered wood fiber. This will need to be added to over time to maintain a proper level of impact protection. The playground at Easy Manor Park uses rubbers tiles which are a more resilient playground surfacing. Regardless, the tiles should be monitored for any spots that might need to be replaced.

## **Natural Elements**

The natural elements of the parks are another area that is of great importance to maintain. The parks are ultimately an outdoor space that is meant to preserve the natural elements contained within their boundaries. This includes trees, bushes, plants, and other natural features. Maintenance for these natural elements involves preservation and removal depending on the situation. Unless a clear reason arises, a majority of the natural elements within the parks should be preserved. The instances where removal will be considered involve issues of safety and threats to other natural elements.

## **Field Maintenance**

The fields deserve special attention for their maintenance given that they are often heavily used for large stretches of the year. The parks system offers primarily baseball/softball fields and a soccer field. These are used by both adults as well as many youth teams. Upkeep on mowing, aerating, seeding, and fertilizing should be emphasized leading up to times of heavy use as well as throughout the seasons. A focus on building up the infields of the ball fields should also be emphasized in effort to increase their longevity, quality, and safety to use.

## **Trails and Paths**

The Brookings parks system offers several trails and paths. These are a mix of hard surface paths and trails made of natural surfacing such as wood chips. The city should work to maintain, improve, and expand its trail and path systems. Walking and jogging are among the most popular activities within communities, especially among older age groups, which is in line with Brookings' demographics.

Looking to the future Brookings should look to expand its trail and paths system to increase connectivity between parks.

## **Basic Infrastructure**

Maintenance with buildings in the Brookings parks systems refers to the maintenance of several key structures related to the parks. Among these are bathrooms, storage sheds, snack shacks, and the Capella by the Sea. Bathrooms require general cleaning, restocking of soap, toilet paper, and paper towels, and plumbing maintenance. From community feedback, the area that should be focused on the most is cleaning. Public areas and especially bathrooms are difficult to keep clean. The current cleaning schedule and procedure may want to be revamped given the concern about cleanliness from the public. Given that all of the things in this category are physical structures, any maintenance efforts to ensure that all parts are structurally sound should be taken. This includes making sure doors, windows, concession windows, and internal parts are working properly. Ensuring these measures will help with the longevity of them and limit costs of large scale replacements and maintenance.

Another area that should be maintained in the parks systems is parking. Easy Manor, Bud Cross, and Stout Park all lack sufficient parking for peak use. For these parks, ideas to increase parking availability through development or other means should be looked into. For existing parking lots efforts to make sure they are free of debris, clearly lined, and well paved should be continued to be focused on.

## **Safety and Security Measures**

The safety features of the parks system are among the most important parts to keep properly maintained. These elements are present in the form of lights, cameras, and locks on doors. Each of these should be regularly checked to ensure functionality. If any of these shows signs of malfunction it should be addressed as quickly as possible. For example, if a light goes out, it should be replaced. If a camera stops working, it should be looked into and fixed or replaced. The same goes for locks keys to buildings and service areas of the parks system. The City should work to develop a method to track various organizations and individuals that are loaned keys for events.



## Current and Future Park Service

This section analyzes the Brookings park system in several ways including (1) current total park acreage, (2) current acreage by park classification, and (3) future level of service with population forecasts. If annexation of Harbor occurs, the needed parkland will be higher.

The NRPA suggests 10 acres/1,000 residents as an adequate amount of parkland system-wide; seven as a minimum. The minimum acreage put forward is 7 acres/1,000 residents, which the Brookings already achieves. Looking to the future, Brookings should work toward achieving the 10 acres/1,000 residents even as the population continues to slowly rise. This will require further land acquisition for park development.

As of January 2020, the City of Brookings had approximately 8.5 acres of City-owned parkland per 1,000 residents. By 2030, Brookings is expected to have a slightly larger population. This population change will not be substantial enough to warrant large amounts of land acquisition. Land acquisition to address underserved populations should suffice to increase the LOS to meet the 10 acres/1,000 residents standard. In total, approximately 12 more acres of parkland would be required to meet the suggested LOS.

Table 7-1 shows how much parkland of each type would be needed if the city desired to meet the minimum and maximum NRPA standards of acres/1,000. The largest need is in the Neighborhood Park classification. This is because in 2020, Brookings LOS is already deficient in Neighborhood Parks. The increased acreage needed for Community parks is equivalent to the construction of one new community park for the area. Another option would be the development of several neighborhood parks or large mini-parks.

Future parks do not need to conform to the historical distribution of parks over time. The importance is to understand that the City should work to acquire additional park acreage by 2030. Future parkland acquisition should consider demonstrated needs and public desires.

Not accounted for in the LOS analysis are all the additional park and beach sites found in the Brookings area. Because these sites meet separate recreation demands than the NRPA standard classification, they do not contribute to the LOS analysis. However, it would be shortsighted to not acknowledge the role these sites play in meeting the demands of the community.

Table 7.1

### Current and Future Park Acreage

Park Classification	2020 City Acreage	NRPA Recommended (Acres/1,000 Residents)	2020 City LOS (Acres/1,000 Residents)	2030 Projected LOS (Acres/1,000 Residents)	Park Acres Needed to Acquire (Min) 2030	Park Acres Needed to Acquire (Max) 2030
Mini Park	1.5	0.2-0.5	0.2	0.2	0	2
Neighborhood Park	4.2	1.0-2.0	0.6	0.6	2.8	9.8
Community Park	48.5	5.0-10.0	7.3	6.9	0	21.5
All Parks	54.2	7.0-10.0	8.2	7.7	0	15.8

## **Parkland Acquisition Strategies**

Currently, Brookings does not require the dedication of parkland in lieu of their systems development charge (SDC). At a minimum, the City should explore modifications of its development ordinances to allow dedication of land in lieu of SDCs. As a long-term strategy, it is recommended Brookings explore the potential of mandatory dedications and increasing the SDC to provide parks in new developments. Mandatory dedications are mechanisms that allow localities to require that a portion of land shall be dedicated for park purposes during development. In the short-term, Brookings can acquire through purchase, partnerships, and donations.

This section provides guidance on how to determine the suitability of potential parkland, when using both short and long-term strategies. The City shall assess the following criteria when they decide to accept land:

- The topography, geology, access to, parcel size, and location of the land is in the development available for dedication.
- Potential adverse/beneficial effects on environmentally sensitive areas
- Compatibility with the Parks Master Plan in effect at the time of dedication
- Vehicular and pedestrian access to the site
- Availability of previously acquired property
- Parkland need based on maintaining the 10 acres per 1,000 residents level of service

Other land may become part of the Brookings parks system through donations.

# Chapter 8: Funding Strategies

The previous chapters described park needs and priorities for Brookings' park system. Brookings may pursue new and ongoing funding sources to fulfill these capital improvement and maintenance goals. A funding strategy may also help meet the City standard of 10 acres of city parkland per 1,000 residents. Brookings should strive to have a diversified funding and support strategy that consists of short and long-term sources.

This chapter presents recommended funding and support strategies. This includes an evaluation of public (federal, state, and local) and private funding sources. Non-monetary support in the form of partnerships and volunteerism as well as monetary support are presented.

In addition to considering the source of funding and support, the City should also consider strategies that seek to minimize costs. For example, in seeking to acquire new parkland the City should consider the difference in cost of land inside the UGB and outside the UGB. Certain recreational needs may be more efficiently met by purchasing land outside the UGB. Key questions the City should ask as it pursues a funding and support strategy are:

- How much funding is needed to maintain existing park and recreation facilities?
- How much will be needed to maintain future park and recreation facilities?
- What stable, long-term funding sources can be created for ongoing maintenance, land acquisition and capital improvement needs?
- What long-term partnerships can be pursued?
- Where should future parks be located that maximize the use of available funding?

Each funding strategy has differing implementation time requirements. Staff can immediately act upon short-term strategies. However, before action is taken, staff should consider the time and effort necessary to proceed with each strategy. Long-term strategies will likely take five or more years to implement. In some cases, a funding strategy can be pursued immediately, and provide ongoing support. These sources have the advantage of providing support or funding over an extended period of time. In other cases, a funding strategy will provide support for a limited period. Some sources, such as grants are available for only specified periods and require renewal.

## Partnerships

Partnerships can play an important role in the acquisition of new park and recreation facilities and in providing one-time or ongoing maintenance support. The Azalea Park Foundation provides an example of the City of Brookings partnering with a non-profit citizen group to provide ongoing maintenance, beautification and support activities.

Public and private for-profit and nonprofit organizations may be willing to partner with the City, to fund outright or work with the City, to acquire additional parks and recreation facilities and services. Certain organizations may be interested in improving or maintaining an existing facility through a sponsorship. This method is a good way to build cooperation among public and private partners in Brookings.

The specific partnering process used depends on who is involved. Potential partners include State agencies such as the Oregon Department of Fish and Wildlife (especially for acquisition of lands with habitat potential), local organizations such as the Azalea Park Foundation, land trusts, and national organizations such as the Nature Conservancy. Although partnerships may not yield monetary benefits, there are other important benefits including:

- Efficiencies involving the removal of service duplication or use of complementary assets to deliver services
- Enhanced stability because future service is more probable when multiple parties make a commitment to it

- Organizational legitimacy of one or more partners
- The ability to pursue projects that the City may not have the resources to complete
- Identification of opportunities through partner organizations

The key problem with partnerships is that there is no guarantee of success. Developing projects with partners requires considerable time and energy. Additionally, the continuity of a project is determined by the duration of the partnership.

## **Donations**

Two key motives for donation are philanthropy and tax incentives. These benefits should be emphasized when collaborating with landowners. There are many strategies for courting donations including building public relations, creating a healthy community, boosting employee morale, and existing tax structures that have built in incentives for donating land. It is important to note that for some potential donors, tax considerations are the primary reason for contemplating a major land donation.

Soliciting donations, like partnering, takes time and effort on the part of City staff, but can be mutually rewarding. Generally, donations are not stable sources of land or finances. Donations have played a large role in the development of Brookings's parks; both Chetco Point and Stout Park were acquired through generous donations of land.

Pursuing donations through partnerships may provide advantages to all parties involved. For example, working a land transaction through a nonprofit organization may provide tax benefits for the donor, can provide flexibility to the City, and can reap financial benefits for the non-profit.

## **Grants**

Grants are a good strategy to supplement park acquisition and development funds. Many grant organizations throughout the country fund park acquisition and improvements, although few provide funds for ongoing maintenance activities. Two factors that make grants challenging are

1. most grant organizations have lengthy processes that will require staff time and effort, and
2. grants usually have very specific guidelines and only fund projects that specifically address their overall goals. Moreover, grants should not be considered a long term stable funding source.

Federal Land and Water Conservation Fund grants administered by the Oregon Department of Parks and Recreation, for example, require that the proposed project be consistent with the outdoor recreation goals and objectives contained in the State Comprehensive Outdoor Recreation Plan (SCORP). Because grants are usually highly competitive, staff time should be allocated carefully to apply for grants that are a good fit.

Because many grant agencies look favorably upon collaborative projects, a potential benefit of grant proposals is that they can foster partnerships between agencies, organizations, and the City. Appendix A outlines organizations' goals and provides contacts for state, regional, and federal grant opportunities.

## **Dedications and Brookings's Systems Development Charge (SDC's)**

The City of Brookings already has an adopted Systems Development Charge Ordinance (Ordinance No. 91-0-477). This establishes the authority to impose a portion of the cost of capital improvement upon those developments that create a need for or increase the demands on capital improvements. Currently, a Systems Development Charge (SDC) can be charged for parks and recreation improvements including neighborhood parks, community parks, public open space and trails systems, buildings, courts, fields and other like facilities (Ord. Section 6)

SDCs should be periodically reviewed to assure that they are actually meeting the costs of park development. The methodology for assessing SDCs in the future should be reviewed to assure that fees will be sufficient to

meet the projects specified in the Capital Improvement Program (Chapter 7) and the goal of providing 10 acres per 1,000 residents as the city grows over the next 20-years.

Another option that the City is currently investigating to meet future parkland needs is mandatory dedications. Local ordinance can specify that during development, a portion of land shall be dedicated for park and recreation purposes. Dedications can be done in a variety of ways. Dedication of land can be formulated based on (1) a percentage of the total development, (2) the number of proposed lots or units, or (3) the number of people per lot or per unit in a proposed development. Because the third option is based on the number of people who would potentially access the new parkland, it is the method most likely to provide enough recreation space.

Fee in-lieu of dedication is a mechanism cities can use when dedication is not feasible due to the size, type, or location of a new development. Some communities write a minimum development size into their ordinance.

An acquisition plan and a local parks standard (number of acres/1,000 residents) are key components of a mandatory dedication policy. The standard helps establish a legal nexus between mandatory dedication and the expected public welfare; however, measures should be taken to assure that the dedication policy is not too onerous for the developer. Mandatory dedications, if adopted, will only be one of the multiple strategies employed by the City to develop new parkland.

### **Park and Recreation District**

Many cities utilize a parks and recreation district to fulfill park development and management needs. This may have merit in a city such as Brookings, where many park-users live outside the city limits. ORS Chapter 266 enables the formation of a park and recreation district. According to statute, there are several initial steps required to form a parks and recreation district.

Formation of a parks and recreation district should involve all interested citizens within the area proposed to be served by the district. The City and interested residents should consider the following:

- The area to be served (rough boundaries should be established, specific boundaries will be required with the formal proposal)
- The assessed valuation of the area to be served
- Sources of potential revenue, such as taxes, user fees, grants, etc.
- The anticipated level of services to be provided
- The cost to provide these services

One aspect associated with forming a parks and recreation district is that city staff would give all or partial control of parks and recreation to another organization. This could be viewed as a drawback as the City loses control over park acquisition and maintenance or a benefit as the City's parks facilities would be maintained and paid for through a separate source.

A benefit of a park and recreation district is the potential formation of a permanent tax base from property tax assessments specifically for parks. Upon formation of a district, the chief petitioners must complete an economic feasibility statement for the proposed district. That statement forms the basis for any proposed permanent tax rate. The assessment must include:

- A description of the services and functions to be performed or provided by the proposed district
- An analysis of the relationships between those services and functions and other existing or needed government services
- A proposed first year line item operating budget and a projected third year line item operating budget for the new district that demonstrates its economic feasibility

Based on this analysis, the chief petitioners can determine the permanent tax rate for the district. If there is a formation election held, the permanent tax rate, if any, must be included in that election.

Park and recreation districts require a commitment from residents and staff. Outreach and surveying are two important aspects of delivering needed services. If Brookings-Harbor residents are interested in pursuing a parks and recreation district, they should also consider who would make up the board and what other funding mechanisms would be pursued—such as a parks and recreation foundation.

In Brookings, it may be worthwhile to explore the possibility of combining a parks and recreation district with the established library district or creating a district that is limited to the provision of only a covered pool and community center.

## **Land Trusts**

Land trusts use many tools to help landowners protect their land's natural or historic qualities. Land in land trusts may provide open space for aesthetic, visual or recreation purposes. Tools used by land trusts include:

- Conservation easements (which allow land to be protected while a landowner maintains ownership)
- Outright land acquisition by gift or will
- Purchases at reduced costs (bargain sales)
- Land and/or property exchanges

A landowner can donate, sell, or exchange part of their land rights to a land trust, in cooperation with the City. There is a tax incentive to donate the land as a charitable gift, although it is the responsibility of the landowner to pursue the tax deduction.

A landowner can donate, sell, or exchange part of their land rights to a land trust, in cooperation with the City. There is a tax incentive to donate the land as a charitable gift, although it is the responsibility of the landowner to pursue the tax deduction.

Collaborating with land trusts and landowners takes considerable time and effort. Steps included in the process are:

- Determining the public benefit of a landowner's property for preservation. This step identifies the natural or historic values of the land
- Working with the landowner to develop goals and objectives for the land
- Gathering information including, title and deed information, maps, photographs, natural resources information, structural features, and land management and mining history
- Conducting an environmental assessment for evidence of hazardous materials or other contaminants
- Determining whether a new survey is needed to establish easement boundaries
- Designing the terms of the easement

Several statewide or regional land trusts that might potentially have interest in working with Brookings-Harbor include: South Coast Land Conservancy, Southern Oregon Land Conservancy, and the Wetlands Conservancy. National land trusts, such as The Nature Conservancy and the Trust for Public Land may also be potential partners.

## **Bonds**

To issue long-term debt instruments (bonds), a municipality obtains legal authorization from either the voters or its legislative body to borrow money from a qualified lender. Usually the lender is an established financial institution, such as a bank, an investment service that may purchase bonds as part of its mutual fund portfolio, or sometimes, an insurance company.

Issuing debt is justified based on several factors:

- Borrowing distributes costs and payments for a project or improvement to those who will benefit from it over its useful life, rather than requiring today's taxpayers or ratepayers to pay for future use
- During times of inflation, debt allows future repayment of borrowed money in cheaper dollars
- Borrowing can improve a municipality's liquidity to purchase needed equipment for project construction and

improvements. Debt issuance also does not exhaust current cash-on-hand, allowing such general fund revenues to be used for operating expenses

The longer the maturity term, the higher the interest rate required to borrow for that period of time because borrowers have to compensate investors for locking up their resources for a longer time. Oregon law requires that all Unlimited-Tax General Obligation (ULTGO) bonds be authorized by a vote of the people. The Oregon Bond Manual – 4th Edition, recommends municipalities hire a bond counsel prior to the bond election to ensure that all requirements are met for a legal bond election.

The Bond Manual also notes that approval of an ULTGO bond requires considerable effort. Some examples of ways to gain public support include attitude polls, forming a bond issue citizens' committee, holding public meetings, leaflets, and door-to-door canvassing. Note that under Oregon law, no public resources may be used to advocate a pro or con position regarding a ballot measure. Accordingly, any printed materials must be purely explanatory in nature.

A fundamental rule associated with issuing long-term debt instruments is that they may not be issued for maturity longer than the project's useful life. People should not be paying for a major park or recreational facility after it is no longer in use. Furthermore, Brookings should be very clear about the specific actions to be carried out with the bond revenue. Working with the community is an important aspect of passing a bond.

The key benefit of bonds for park acquisition is that the City can generate a substantial amount of capital. This capital can then be used to purchase parkland to accommodate needs far into the future.



## Funding Sources

Table 8-1

Funding Source	Implementation Time	Duration	Pros	Cons
<b>Partnerships</b>	Short-Term	Varies	Builds Cooperation Increases ability to pursue projects through sharing of resources	Requires ongoing coordination No guarantee of success
<b>Donations</b>	Short-Term	Ongoing	Can be a win-win situation May include land, financial, or materials	Requires continuous time and effort One-time inputs of money or resources
<b>Grants</b>	Short-Term	Varies/ Limited	Good track record with grants often leads to more grants Often support new, one-time expenditure	Requires staff time for applications with no guarantee of award Often short term and only for specific projects Often require matching funds
<b>Parks &amp; Recreation District</b>	Long-Term	Ongoing	Provides on-going source of funds All area park users would pay for services (not only City residents) Fund source would directly and only benefit parks	Long-time to form Some citizens may oppose Could mean loss of revenue/control for the City
<b>Land Trusts</b>	Long-Term	Ongoing	Good way of working with land owners	Often have very specific projects in mind Lengthy process Land trusts may have limited resources
<b>Bonds</b>	Long-Term	Limited	Distributes Costs over life of project Can generate substantial capital	Debt burden must not be excessive May require voter approval
<b>Levies</b>	Long-Term	Ongoing	Can generate reduced-interest funding Can provide substantial funding for short-term projects	Intergenerational inequity (levies are carried by current users, although future users will benefit) Requires voter approval (double majority)
<b>Mandatory Dedication</b>	Long-Term	Ongoing	Ensures Parkland is located near or within future developments In conjunction with fee-in-lieu of dedication provides flexible for city to provide parkland for new residents	Requires legally defensible methodology





# Appendix A

Below is the format of the survey that was used to in collecting community feedback for the 2020 Master Plan Update. Over 200 surveys were administered.

## 2020 Brookings Parks Master Plan Update

We would like your input on what community members would like to see in Brookings' parks. We are interested in hearing feedback about how to improve the current amenities as well as ideas for new developments. All feedback will be taken into consideration in developing the Master Plan to guide the future of the parks.

Please list any improvements that could be made for amenities currently in the park.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Please list any new developments that you would like to see added to the parks.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Please provide any additional feedback regarding the Brookings parks.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix B

The following chart shows projects and activities taken on by the 2011 Parks Master Plan Update. A large portion have been completed or are routine work that is ongoing. The incomplete projects can be added to the updated capital improvement plan if they are still relevant to current park system needs.

<b>Project</b>	<b>Location</b>	<b>Status</b>	<b>Cost (estimate)</b>	<b>Deliverable</b>
<b>Replace Gazebo Roof</b>	Azalea Park	Complete	(\$2,200)	1 qty. new metal roof
<b>Replace Wooden Picnic Tables</b>	Azalea Park	Complete	(\$2,000 ea.)	6 qty. tables
<b>Resurface nature trail – Asphalt Grindings</b>	Azalea Park	Complete	(\$___)	500 linear feet of new trail surface
<b>Resurface Nature Trail- Red Alder Chips</b>	Azalea Park	Complete	(\$2,100)	500 linear ft of new trail surface
<b>Security Cameras</b>	Azalea Park	Complete	(\$7,800-\$10,200 ea.)	4 qty. new security cameras, poles, hookups
<b>Sports Fields- Restrooms</b>	Azalea Park	Complete	(\$33,000)	1 qty. restroom, water, sewer, electrical hookup
<b>Sports Fields- Site Grading/Drainage</b>	Azalea Park	Complete	(\$95,000)	Re-grading of ballfields, replace culvert, ect.
<b>Sports Fields- Snack Shack</b>	Azalea Park	Complete	(\$87,000)	1 qty. building, water, sewer, electric hookup
<b>Sports Fields- Topographical Survey</b>	Azalea Park	Complete	(\$5,000)	1 qty. CAD file
<b>Trail to Botanical Garden</b>	Azalea Park	Complete	(\$___)	___ linear feet of trail surface
<b>Bus Passenger Shelter</b>	Bankus Fountain	Complete	(10,000)	1 qty. shelter
<b>Sidewalk Installation Along Alder Street</b>	Boulder Park	Complete	(\$7,000)	200 linear ft of sidewalk, curb, gutter
<b>ADA Accessible Paths</b>	Bud Cross Park	Complete	(\$48,480)	700 l.f. of asphalt paths around outfields
<b>ADA Entrance Stairs and Ramp</b>	Bud Cross Park	Complete	(\$71,820)	New park entrance, access stairs, and ramp
<b>ADA Sidewalk Along 3<sup>rd</sup> Street</b>	Bud Cross Park	Complete	(\$30,150)	300 l.f. sidewalk along 3 <sup>rd</sup> St.

<b>Basketball Court Retaining Wall</b>	Bud Cross Park	Complete	(\$1,021)	130' l.f. CMU seating wall @ 3' high along 3 <sup>rd</sup> St.
<b>Sports Fields- Backflow Device/ Meter</b>	Bud Cross Park	Complete	(\$3,795)	1 qty. backflow device/ water meter/ect.
<b>Sports Fields- Picnic Area</b>	Bud Cross Park	Complete	(\$879/Bench) (\$2,000/Table)	2 qty. new benches, 3 qty. new tables
<b>Sports Fields- Site Grading /Drainage</b>	Bud Cross Park	Complete	(\$____)	Re-grading of ballfield #1
<b>Tennis Court Lighting</b>	Bud Cross Park	Complete	(\$17,500-\$19,000)	5 qty. new lighting poles and furnishings
<b>Bike Rack Installation</b>	Chetco Point Park	Complete	(\$549)	1 qty. bike rack
<b>Bridge- Hand Railing Along Path</b>	Chetco Point Park	Complete	(\$3,500)	100 l.f. handrail on WWTP end of bridge
<b>Bridge- Replacement</b>	Chetco Point Park	Complete	(\$8,500-\$12,700)	1 qty. new bridge, foundation, ect
<b>New Restroom</b>	Chetco Point Park	Complete	(\$30,000-\$100,000)	1 qty. new restroom
<b>Parking Lot- Asphalt Paving</b>	Chetco Point Park	Complete	(\$35,000)	9,600 sq. ft. asphalt paving
<b>Parking Lot- Fence Removal</b>	Chetco Point Park	Complete	(\$____)	Removal of fence along Warf, retain WWTP fence
<b>Pathway to Multipurpose Field</b>	Chetco Point Park	Complete	(\$25,000)	ADA pathways up to field
<b>Picnic Areas</b>	Chetco Point Park	Complete	(\$879/Bench) (\$2,000/Table)	2 qty. tables, 1 qty. new bench
<b>Seismic Retrofit</b>	City Hall	Complete	(\$____)	Seismic retrofit
<b>Landscaping Enhancements</b>	Easy Manor Park	Complete	(\$350)	5-5 qty. 3" caliper trees
<b>Bench Installation</b>	Fleet Street Park	Complete	(\$879 ea.)	1 qty. new bench
<b>Bike Rack Installation</b>	Fleet Street Park	Complete	(\$549)	1 qty. new bike rack
<b>Bench Installation</b>	Hillside/ Chetco Ave.	Complete	(\$879)	1 qty. new bench, pour concrete pad
<b>Picnic Area</b>	Mill Beach Access	Complete	(\$879/Bench) (\$2,000/Table)	2 qty. new tables, 1 qty. new benches
<b>Restroom Addition</b>	Mill Beach Access	Complete	(\$30,000-\$100,000)	1 qty. new restroom



# Appendix C

## **Parks and Recreation Resource List**

### **National Recreation and Parks Association**

<https://www.nrpa.org/>

22777 Belmont Ridge Road

Ashburn, VA 20148-451

PH: 800.626.6772

### **Oregon Recreation and Parks Association**

<https://www.orpa.org/default.aspx>

PO Box 202

Lake Oswego, OR 97034

PH: 503.534.5673

### **Oregon Parks and Recreation Department**

<https://www.oregon.gov/oprd/Pages/index.aspx>

725 Summer Street NE, Suite C

Salem, OR 97301

PH: 583.986.0707

# Appendix D

## Funding Resources

### **Federal**

#### **Partnerships Federal Bureau of Land Management (BLM)**

The BLM manages a wide variety of public land uses in Oregon including land for wildlife, recreation, timber harvest, livestock grazing, mineral resource extraction, and other public uses. The BLM offers grants for land acquisition requiring that it be used for public and recreation purposes. Local governments can also obtain parklands at very low or at no cost if there is a developed park plan.

Contact:

Salem District Office Bureau of Land Management

1717 Fabry Rd. SE

Salem, OR 97306

Phone: (503) 375-5646

Fax: (503) 952-6308

Website: <http://www.or.blm.gov/>

#### **United States Forest Service (USFS)**

The Pacific Northwest Region of the USFS offers urban and community forestry funds and assists with economic diversification projects.

Contact:

Group Leader, Grants and Agreements

USDA Forest Service - Pacific Northwest Region

333 SW First Avenue, P.O. Box 3623

Portland, Oregon 97208

Phone: (503) 808-2202

Website: <http://www.fs.fed.us/r6/>

#### **State Oregon Youth Conservation Corps**

The Oregon Youth Conservation Corps (OYCC) helps communities receive needed services and unemployed youth be placed in gainful activities. OYCC funding is distributed in equal amounts to each county in Oregon every summer. The program funds individual projects ranging from \$5,000 to \$10,000. The OYCC program consists of grants of labor and capital financing. These grants generally support conservation or environment-related projects proposed by non-profit organizations.

Contact:

Oregon Youth Conservation Corps

255 Capital St. NE, Third Floor

Salem, Oregon 97301

Phone: (503) 378-3441

Website: <https://www.oystccweb.com/>

### **Local**

Public, private, and non-profit organizations may be willing to fund outright or join together with the City of Brookings to provide additional parks and recreation facilities and services. This method may be a good way to build cooperation among public and private partners in the Brookings-Harbor area. A list of potential partners besides police and fire departments, utility providers, and the school district include:

- Azalea Park Foundation
- Boy Scouts of America
- Girl Scouts
- Kiwanis Club
- Lions Club
- Religious organizations
- Rotary Club
- The Audubon Society
- 4-H

Local businesses may also be willing to partner with the city to provide park services. The Chamber of Commerce would be a good place to begin to form such partnerships.

Contact:

Brookings-Harbor Chamber of Commerce

Phone: (503) 469-3181

Website: <https://brookingsharborchamber.com/>

### **Not-for-Profit Organizations**

#### **American Farmland Trust** (For agricultural lands only)

Contact:

American Farmland Trust

1200 18th Street, NW, Suite 800

Washington, DC 20036

Phone: (202) 331-7300

Fax: (202) 659-8339

Website: <http://www.farmland.org/>

#### **The Nature Conservancy**

The Nature Conservancy is a national environmental organization focused on the preservation of plants, animals, and natural communities. They have worked in direct land acquisition and in obtaining conservation easements for protection of wilderness and agricultural lands.

Contact:

The Nature Conservancy of Oregon

821 S.E. 14th Avenue

Portland, Oregon 97214

Phone: (503) 230-1221

Fax: (503) 230-9639

Website: <http://nature.org/>

#### **Oregon Recreation and Park Association**

ORPA is a non-profit organization that serves as a network offering information and contacts directly related to the parks and recreation system. ORPA's mission is to provide a network of support through professional development and resources in order to enhance the quality of recreation and parks services.

Contact:

Oregon Recreation and Parks Association

309 Lexington Ave.

Astoria, OR 97103

Phone: (503) 325-6772

Website: <http://orpa.org/>

#### **UO Institute for Policy Research and Engagement RARE Program**

The RARE Program's mission is to "increase the capacity of rural communities to improve their economic, social, and environmental conditions through the assistance of trained graduate-level members." Community pre-applications are due in early spring every year for the upcoming term of service.

Contact:

Titus Tomlinson

RARE Program, Community Service Center

1209 University of Oregon

Eugene, OR 97403

Phone: (541) 346-5770

Fax: (541) 346-2070

Email: [RARE@uoregon.edu](mailto:RARE@uoregon.edu)

Website: [rare.uoregon.edu](http://rare.uoregon.edu)



## **Grants**

### **National Grants American Greenways Dupont Awards (Private Org.)**

This program is a partnership between Dupont, The Conservation Fund, and the National Geographic Society. The Conservation Fund forges partnerships to protect America's legacy of land and water resources. Through land acquisition, community initiatives, and leadership training, the Fund and its partners demonstrate sustainable conservation solutions emphasizing the integration of economic and environmental goals.

Contact:

The Conservation Fund

1800 N. Kent Street, Suite

1120 Arlington, Virginia 22209-2156

Phone: (703) 525-6300

Fax: (703) 525-4610

Website: <http://www.conservationfund.org/conservation/>

### **People for Bikes (Private Org.)**

People for Bikes is sponsored by the U.S. bicycle industry with the goal of putting people on bicycles more often. All proposals must encourage ridership growth, support bicycle advocacy, promote bicycling, and leverage funding with other grants.

Contact:

People For Bikes Foundation

P.O. Box 2359

Boulder, CO 80306

Phone: (303) 449-4893

Website: [www.peopleforbikes.org/](http://www.peopleforbikes.org/)

### **Federal Grants National Park Service (Public Org.)**

National Heritage Areas Program A national heritage area is a place where "natural, cultural, historic, and recreational resources combine to form a cohesive, nationally distinctive landscape arising from patterns of human activity shaped by geography." Through strategic public and private partnerships, federal grant money is available to leverage funding opportunities for nationally designated heritage sites.

Contact:

National Heritage Areas Program

1201 Eye St., NW Washington D.C., 20005

Phone: (202) 354-2222

Website: <http://www.nps.gov/history/heritageareas/>

### **Land and Water Conservation Fund (Public Org.)**

This program uses federal dollars from the National Park Service, that are passed down to the states for acquisition, development, and rehabilitation of park and recreation areas and facilities. To be eligible, grants must be consistent with the goals and objectives outlined in the Statewide Comprehensive Outdoor Recreation Plan (SCORP).

Contact:

725 Summer Street NE, Suite C

Salem, OR 97301

Phone: (503) 986-0707

Website: <https://www.oregon.gov/oprd/GRA/Pages/GRA-lwcf.aspx>

**U.S. Department of Transportation (Public Org.)**

Through the Transportation Equity Act for the 21st Century (TEA-21), the U.S. Department of Transportation authorizes federal surface transportation programs for highways, highway safety, and transit. The TEA-21 provides funding for parks and connections that include:

- Bicycle transportation and pedestrian walkways;
- Recreational trails program;
- National Scenic Byways Program;
- Transportation and Community and System

Contact:

U.S. Department of Transportation  
400 7th Street, S.W. Washington, D.C. 20590

Phone: (202) 366-4000

Website: <http://www.fhwa.dot.gov/tea21/index.htm>

**National Oceanic and Atmospheric Coastal and Estuarine Land Conservation Program (Public Org.)**

CELCP was established to protect coastal and estuarine lands considered important for their ecological, conservation, recreational, historical, or aesthetic values. The program provides state and local governments with matching funds to purchase significant coastal and estuarine lands, or conservation easements on such lands.

Contact:

Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301

Phone: (301) 713-3155

Website: <https://coast.noaa.gov/czm/landconservation/>

**US Fish and Wildlife Service National Coastal Wetlands Conservation Grant Program**

The Coastal Wetlands Conservation Program provides grants to be used to acquire, restore or enhance coastal wetlands and adjacent uplands to provide long-term conservation benefits to fish, wildlife, and their habitat.

Contact:

Division of Habitat and Resource Conservation  
4401 N. Fairfax Drive, Suite 840  
Arlington, VA 22203

Phone: (703) 358-2161

Website: <https://www.fws.gov/coastal/coastalgrants/>

**State Grants Oregon Community Foundation Grants (Private Org.)**

Proposals to the Oregon Community Foundation (OCF) are prioritized for funding based on their fit with a set of basic guiding principles and four specific funding objectives.

- To nurture children, strengthen families and foster the self-sufficiency of Oregonians (40-50% of OCF Grants);
- To enhance the educational experience of Oregonians (15-20% of OCF grants);
- To increase cultural opportunities for Oregonians (15-20% of OCF grants);
- To preserve and improve Oregon's livability through citizen involvement (10-15% of OCF grants);

Grants tend to be made only for projects that are an exceptionally good fit with OCF priorities, have a broad scope of impact, and address an area to which OCF's board has decided to give special attention.

Contact:

Oregon Community Foundation  
1221 SW Yamhill, #100  
Portland, Oregon 97205

Phone: (503) 227-6846

Fax: (503) 274-7771

Website: <https://oregoncf.org/grants-and-scholarships/grants/>

**The Collins Foundation (Private Org.)**

The Collins Foundation's purpose is to improve, enrich, and give greater expression to the religious, educational, cultural, and scientific endeavors in the State of Oregon and to assist in improving the quality of life in the state. In its procedures, the Foundation has not been an "Operating Foundation" in the sense of taking the initiative in creating and directing programs designed to carry out its purpose. Rather, the trustees have chosen to work through existing agencies and have supported proposals submitted by colleges and universities, organized religious groups, arts, cultural and civic organizations, and agencies devoted to health, welfare, and youth.

Contact:

Director of Programs

1618 SW First Avenue, Suite 505

Portland, Oregon 97201

Phone: (503) 227-7171

Website: <http://www.collinsfoundation.org/>

**Division of State Lands, Wetland Grant Program**

The Wetland Grant Program provides technical and planning assistance for wetland preservation efforts. Elements of the program include wetland mitigation, public information and education. Contact:

Wetland mitigation specialist Division of State Lands

775 Summer Street NE, Suite 100

Salem, Oregon 97301-1279

Phone: (503) 986-5200

Website: <https://www.oregon.gov/dsl/WW/Pages/WetlandConservation.aspx>

**Oregon Department of Transportation (ODOT)**

State Pedestrian and Bicycle Grants ODOT provides grants to cities and counties for pedestrian or bicycle improvements on state highways or local streets. These grants require the applicant to administer project and projects must be situated in roads, streets or highway rights-of-way. Project types include sidewalk infill, ADA upgrades, street crossings, intersection improvements, minor widening for bike lanes. These grants are offered every two years.

Contact:

Bicycle and Pedestrian Program

255 Capital St. NE, Fifth Floor

Salem, OR 97301

Phone: (503) 986-3555

Website: <http://www.oregon.gov/odot/hwy/bikeped>

**Transportation Enhancement Program**

Funds are available from ODOT for projects that enhance the cultural, aesthetic and environmental value of the state's transportation system. Eligible activities include bicycle/ pedestrian projects, historic preservation, landscaping and scenic beautification, mitigation of pollution due to highway runoff, and preservation of abandoned railway corridors. A minimum of 10.27% match is required. The application cycle is every two years.

Contact:

Transportation Enhancement Program Manager

Phone: (503) 986-3528

Website: [www.oregon.gov/odot/hwy/lgs](http://www.oregon.gov/odot/hwy/lgs)

**Transportation Safety Safe Routes to Schools Grants**

This ODOT program works to increase the ability and opportunity for children to walk and bicycle to school through facilitation of the planning, development, and implementation of projects and activities that will improve safety and reduce traffic within two miles of schools. Contact:

Safe Routes to Schools Program Manager

235 Union St. NE

Salem, OR 97301

Phone: (503) 986-4196

Website: [www.oregon.gov/odot/ts/saferoutes.shtml](http://www.oregon.gov/odot/ts/saferoutes.shtml)

### **Tourism Commission Travel Oregon**

Travel Oregon focuses on tourism related projects and can include marketing materials, market analysis, signage, and visitor center development planning. the grant requires local match and money does not include funding for construction.

Contact:

Industry Relations Manager

Phone: (503) 378-8850

Website: <https://traveloregon.com/>

### **Oregon Division of State Lands Easements**

The Oregon Division of State Lands grants easements for the use of state-owned land managed by the agency. An easement allows the user to have the right to use state-owned land for a specific purpose and length of time, and this does not convey any proprietary or other rights of use other than those specifically granted in the easement authorization. Uses of state-owned land subject to an easement include, but are not limited to gas, electric and communication lines (including fiber optic cables); water supply pipelines, ditches, canal, and flumes; innerducts and conduits for cables; sewer, storm and cooling water lines; bridges, skylines and logging lines; roads and trails; and railroad and light rail track.

Contact:

Land Management, Waterway Leasing and Ownership

775 Summer St. NE, Suite 100

Salem, OR 97301

Phone: (503) 986-5200

### **Wetland Grants Program**

The Oregon Division of State Lands' Wetlands Program staff implement the wetland program elements contained in the 1989 Wetlands Conservation Act. They also help implement the Removal-Fill Law. The program has close ties with local wetland planning conducted by cities, providing both technical and planning assistance.

Contact:

Wetland Mitigation Specialist

775 Summer Street NE, Suite 100

Salem, Oregon 97301-1279

Phone: (503) 378-3805, Ext. 285

Website: <http://oregonstatelands.us/dsl/permits/pil.html>

### **Oregon Parks and Recreation Department Local Government Grants**

Local government grants are provided for the acquisition, development and rehabilitation of park and recreation areas and facilities. Eligible agencies include city and county park and recreation departments, park and recreation districts, and port districts. The Local Government Grant program provides up to 50 percent funding assistance.

Contact:

Grant Program Coordinator

Phone: (503) 986-0711

Website: <https://www.oregon.gov/oprd/GRA/pages/GRA-lggp.aspx>

### **Recreation Trail Grants**

Every year, the Oregon Parks and Recreation Department accepts applications for Recreational Trail Program (RTP) grants. Types of projects funded include maintenance and restoration of existing trails, development and rehabilitation of trailhead facilities, construction of new recreation trails, acquisition of easements and fee simple titles to property. Grant recipients must provide a minimum 20% match.

Contact:

Senior Grants Program Coordinator

725 Summer St. NE, Suite C

Salem, OR 97301

Phone: (503) 986-0711

Website: [https://www.oregon.gov/oprd/GRA/pages/GRA-rtp.aspx#:~:text=The%20Recreational%20Trails%20Program%20\(RTP,motorized%20trails%20and%20their%20facilities.](https://www.oregon.gov/oprd/GRA/pages/GRA-rtp.aspx#:~:text=The%20Recreational%20Trails%20Program%20(RTP,motorized%20trails%20and%20their%20facilities.)

**Oregon Watershed Enhancement Board**

The Oregon Watershed Enhancement Board (OWEB) administers a grant program that supports voluntary efforts by Oregonians seeking to create and maintain healthy watersheds. Types of grants provided by OWEB include: upland erosion control, land and/or water acquisition, vegetation management, watershed education, and stream habitat enhancement.

Contacts:

Small Grant Team Contact Officer

750 Commercial St., Rm 207

Astoria, OR 97103

Phone: (503) 325-4571

Website: <https://www.oregon.gov/OWEB/Pages/index.aspx>

**Oregon State Marine Board Facility Grant Program**

The Oregon State Marine Board provides facility grants to cities, counties, park and recreation districts, port districts, and state agencies. Funds are awarded each fiscal year to priority projects. This is a matching fund program of 75% state and 25% by local or state agencies. Eligible projects include acquisition and construction of public recreational motorized boating facilities, such as: boat ramps, boarding floats, restrooms, access roads, parking areas, transient tie-up docks, dredging and signs.

Contact:

Grants/Contracts Coordinator

Phone: (503) 373-1405 Ext. 251

Website: [www.boatoregon.com/OSMB/BoatFac/index.shtml](http://www.boatoregon.com/OSMB/BoatFac/index.shtml)

**Park and Recreation District**

Special districts, such as a park and recreation district, are financed through property taxes or fees for services, or some combination thereof. SDAO was established to pursue the common interests and concerns of special districts. SDAO has outlined to the process of forming a special district.

Contact:

Executive Director Special Districts Association of Oregon PO Box 12613

Salem, Oregon 97309-0613

Phone: (503) 371-8667;

Toll-free: 1-800-285-5461

Website: [www.sdao.com](http://www.sdao.com)

**Regional Grants Paul G. Allen Forest Protection Fund (Private Org.)**

The Paul G. Allen Foundation focuses its grant making on the acquisition of old growth and other critical forestlands. Priority is given to projects that protect forestlands with a strategic biological value that extend or preserve wildlife habitat, and, where possible, offer opportunities for public recreation and education. The foundation is particularly interested in landscape-scale projects that provide optimal potential for protection of ecological integrity, functional and intact ecosystems, connectivity, and biodiversity conservation.

Contact:

Grants Administrator PGA Foundations

505 5th Ave South Suite 900

Seattle, Washington 98104

Website: <http://www.pgafoundations.com>

**Ben B. Cheney Foundation (Private Org.)**

The Foundation makes grants in communities where the Cheney Lumber Company was active. The Foundation's goal is to improve the quality of life in those communities by making grants to a wide range of activities. Letters of inquiry outlining the proposed project are required. Full applications are accepted only from those whose inquiry letters are of interest to the foundation. There are no deadlines.

Contact:

Ben B. Cheney Foundation

1201 Pacific Avenue, Suite 1600

Tacoma, Washington 98402

Phone: (206) 572-2442

Website: [www.benbcheneyfoundation.org](http://www.benbcheneyfoundation.org)

**Land Trusts**

There are local and national land trusts that may be interested in helping to protect land in the Brookings-Harbor area. Regional/State/National Trust for Public Land The Trust for Public Land helps public agencies and communities create city parks through working with community leaders to identify opportunities for park creation, secure park funding, and acquire parklands. Contact:

National Office

16 New Montgomery St., 4th Floor

San Francisco, CA 94105

Phone: (415) 495-4014

Website: [www.tpl.org](http://www.tpl.org)

**The Wetlands Conservancy**

The Wetlands Conservancy is a non-profit land trust. It is dedicated to preserving, protecting, and promoting the wildlife, water quality and open space values of wetlands in Oregon.

Contact:

Executive Director PO Box 1195

Tualatin, Oregon 97062

Phone: (503) 691-1394

Website: <http://www.wetlandsconservancy.org/>

**Land Trust Alliance**

The Land Trust Alliance assists nonprofit land trusts and organizations that protect land through donation and purchase through working with interested landowners.

Contact:

Western Director P.O. Box 8596

Missoula, MT 59807

Phone: (206) 522-3134

Website: [www.landtrustalliance.org](http://www.landtrustalliance.org)

**Northwest Land Conservation Trust**

Contact:

Northwest Land Conservation Trust P O Box 18302

Salem, Oregon 97305-8302

Email: [nwlct@open.org](mailto:nwlct@open.org)

Website: <http://www.nwlct.org/>

**Local South Coast Land Conservancy**

Contact:

South Coast Land Conservancy

63840 Fossil Point Rd

Coos Bay, Oregon 97420

**Southern Oregon Land Conservancy**

The mission of the Southern Oregon Land Conservancy is to improve the quality of life through land conservation. It was founded in 1978.

Contact:

Southern Oregon Land Conservancy

PO Box 954

Ashland, Oregon 97520-0032

Phone: (541) 482-3069



## Other Potential Funding Sources

AARP FitLot  
<https://fitlot.org/>

ACHIEVE Healthy Communities  
<http://www.achievecommunities.org/>

Aegon Transamerica Foundation  
<http://www.transamerica.com/individual/what-we-do/about-us/aegon-transamericafoundation>

AETNA Foundation  
<https://www.aetna-foundation.org/grants-partnerships/grants.html>

Aetna Foundation Obesity Prevention Grant Program  
<http://www.aetna-foundation.org/foundation/index.html>

Allstate  
[http://www.allstatefoundation.org/foundation\\_agency\\_owner.html](http://www.allstatefoundation.org/foundation_agency_owner.html)

American Trails  
<http://www.americantrails.org/resources/fedfund/index.html>

Bank of America  
<http://www.bankofamerica.com/foundation>

Better Bicycling Community Grants  
[http://www.performancebike.com/bikes/Content\\_10052\\_10551\\_-1\\_CommunityGrants](http://www.performancebike.com/bikes/Content_10052_10551_-1_CommunityGrants)

Bill and Melinda Gates Foundation  
<http://www.gatesfoundation.org/>

Challenge Cost Share Programs  
<http://www.nps.gov/ncrc/programs/ccsp/index.htm>

Christopher and Dana Reeve Foundation - Quality of Life Grants  
[http://www.christopherreeve.org/site/c.ddJFKRNo-FiG/b.4435149/k.A6F7/Program\\_Overview.htm](http://www.christopherreeve.org/site/c.ddJFKRNo-FiG/b.4435149/k.A6F7/Program_Overview.htm)

Community Development Block Grants  
[https://www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs)

Community Facilities Grants  
<https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

CVS Caremark Community Grant  
<https://www.cvshealth.com/social-responsibility/our-giving/foundation-giving/communityhealth-grants>

Darden Restaurants Foundation Grants  
<https://www.darden.com/citizenship/people/community-involvement>

Dog Park Fund – My Darling Theo  
<http://www.mydarlingtheo.org/dpfhowitworks>

Doris Day Animal Foundation  
<http://www.dorisdayanimalfoundation.org/grants>

Environmental Protection Agency Environmental Education Grants  
<https://www.epa.gov/education/environmental-education-ee-grants>

ESSA Shape  
[https://www.shapeamerica.org/advocacy/ESSA\\_Funding.aspx](https://www.shapeamerica.org/advocacy/ESSA_Funding.aspx)

Ewing Marion Kauffman Foundation  
<http://www.kauffman.org/>

Federal Highway Administration Recreational Trails Program  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)

Federal-aid Highway Program  
[https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/funding/](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/)

Ford Foundation  
<http://www.fordfoundation.org/grants/organizations-seeking-grants>

Fuel Up to Play 60  
<https://www.fueluptoplay60.com/funding/general-information>

Funding Factory  
<http://www.fundingfactory.com>

Home Depot – Building Healthy Communities Grant Program  
<https://corporate.homedepot.com/grants/community-impact-grants>

JC Penney  
<http://www.jcpenney.com/jcpcares>

KaBoom! Community Partnership Grants  
<http://kaboom.org/grants>

Kaiser Permanente  
<http://share.kaiserpermanente.org/group/grants/>

Kate Reynolds Charitable Trust  
<https://kbr.org/grantmaking/funding-opportunities/>

Land and Water Conservation Fund  
<http://www.nps.gov/lwcf>

LL Bean Charitable Giving Fund  
[http://www.llbean.com/customerService/aboutLLBean/charitable\\_giving.html](http://www.llbean.com/customerService/aboutLLBean/charitable_giving.html)

Lockheed Martin  
<http://www.lockheedmartin.com/us/who-we-are/community/philanthropy.html>

M. Edward Morris Foundation Grants  
<http://www.morrisanimalfoundation.org/about-maf/history.html>

Mattel Children's Foundation  
<http://corporate.mattel.com/about-us/philanthropy/children-foundation.aspx>

May and Stanley Smith Charitable Trust  
<https://smithct.org/>

Muscle Milk Recovery Grant  
<http://www.musclemilkrecoverygrant.com/>

People for Bikes  
<http://www.peopleforbikes.org/pages/grant-guidelines>

PetSafe Bark for your Pet  
<https://barkforyourpark.petsafe.com/>

Grants for Children with Disabilities  
<http://www2.ed.gov/programs/oseppsg/index.html>

Project Fit America  
[http://www.projectfitamerica.org/grant\\_\\$\\_available.html](http://www.projectfitamerica.org/grant_$_available.html)

Robert Wood Johnson Foundation  
<http://www.rwjf.org/en/grants/what-we-fund.html>

Rural Community Development Initiative  
<http://www.rd.usda.gov/programs-services/rural-community-development-initiative-grants>

Shane's Inspiration  
<http://www.shanesinspiration.org>

The Coca-Cola Foundation  
<http://www.coca-colacompany.com/stories/community-requests-guidelines-application>

The Finish Line Youth Foundation  
<http://www.finishline.com/store/youthfoundation/guidelines.jsp>

The McCormick Communities Program  
<http://www.mccormickfoundation.org/grants.aspx>

The National Association of Education  
<http://www.nea.org/grants/grantsawardsandmore.html>

The Nutro Company ROOM TO RUN Dog Park Appreciation Project  
<http://www.nutro.com/about-us/nutro-community-initiatives.aspx>

The Rite Aid Foundation  
<https://www.riteaid.com/about-us/rite-aid-foundation>

Transportation Alternatives Program (TAP)  
[www.fhwa.dot.gov/environment/transportation\\_alternatives/](http://www.fhwa.dot.gov/environment/transportation_alternatives/)

United States Department of Agriculture  
<http://www.rd.usda.gov/>

Kellogg Foundation  
<http://www.wkkf.org/what-we-do/overview>

Zanvyl & Isabelle Krieger Fund  
<http://kriegerfund.org/>



Appendix E

Azalea Park 18-hole disk golf course map.



Appendix F

Azalea Park Trail Map.





UNIVERSITY OF  
**OREGON**

**Institute for Policy  
Research and Engagement  
Resource Assistance for  
Rural Environments (RARE)**

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: Finance and Admin

Signature (submitted by)

  
City Manager Approval

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Subject: Adopt Ordinance 20-O-789, amending Chapter 2.57 of the BMC.

Recommended Motion:

Motion to Adopt Ordinance 20-O-789, amending Chapter 2.57, Administration and Personnel, of the Brookings Municipal Code (BMC).

Financial Impact:

n/a

Background/Discussion:

City Council created the Tourism Promotion Advisory Committee (TPAC) in May 2014 by the adoption of Ordinance 14-O-732, adding Chapter 2.57 to the Brookings Municipal Code (BMC).

City Council voted to disband TPAC on June 22, 2020 by adopting Resolution 20-R-1191, and requested that the respective ordinance changes be brought back to City Council.

Attached is Ordinance 20-O-789, Amending Chapter 2, Administration and Personnel, of the Brookings Municipal Code (BMC) by deleting Chapter 2.57.

Attachment(s):

- a. Ordinance 20-O-789
- b. Exhibit A – BMC Chapter 2.57
- c. Resolution 20-R-1191

**IN AND FOR THE CITY OF BROOKINGS**  
**STATE OF OREGON**  
**ORDINANCE 20-O-789**

**IN THE MATTER OF ORDINANCE 20-O-789, AN ORDINANCE AMENDING TITLE 2,  
ADMINISTRATION AND PERSONNEL, OF BROOKINGS MUNICIPAL CODE IN ITS ENTIRETY.**

Sections:

Section 1. Ordinances Identified.

Section 2. Amends Title 2, Administration and Personnel

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Title 2, Administration and Personnel of Brookings, Municipal Code Chapter 2.57

Section 2. Amend Title 2. Administration and Personnel, is hereby amended to read as presented in Exhibit A attached hereto with edits designated in red and struck out.

First Reading: \_\_\_\_\_ Passage: \_\_\_\_\_

Second Reading: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Signed by me in authentication of its passage this \_\_\_\_\_, day of \_\_\_\_\_, 2020

ATTEST:

\_\_\_\_\_  
Mayor Jake Pieper

\_\_\_\_\_  
City Recorder Janell K. Howard

## Title 2 ADMINISTRATION AND PERSONNEL

### Chapters:

- 2.01 Committee and Commission Membership
- 2.05 Council Rules
- 2.10 Elections
- 2.15 City Manager
- 2.20 City Attorney
- 2.25 Municipal Court
- 2.30 Police Department
- 2.35 Fire Department
- 2.40 *Repealed*
- 2.45 *Repealed*
- 2.50 Parks and Recreation Commission
- 2.55 Planning Commission
- ~~2.57 Tourism Promotion Advisory Committee~~
- 2.60 Urban Renewal Agency
- 2.63 Urban Renewal Advisory Commission
- 2.65 *Repealed*
- 2.67 Budget Committee
- 2.70 *Repealed*
- 2.75 Disposal of Unclaimed, Bailed and Stolen Property
- 2.80 *Repealed*
- 2.85 Sale of City Owned Real Property



**Chapter 2.57**  
**TOURISM PROMOTION ADVISORY COMMITTEE**

Sections:

- ~~2.57.010 — Name.~~
- ~~2.57.020 — Mission and goals.~~
- ~~2.57.030 — Powers and duties.~~
- ~~2.57.040 — Organization.~~

**~~2.57.010 Name.~~**

~~The Brookings city council hereby creates the tourism promotion advisory committee. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]~~

**~~2.57.020 Mission and goals.~~**

~~A. The primary role of the tourism promotion advisory committee is to advise the city council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to Chapter 3.10 BMC.~~

~~B. Nothing in this chapter shall be interpreted as authorizing the city to conduct a tourism promotion campaign.~~

~~C. It is the goal of the city council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]~~

**~~2.57.030 Powers and duties.~~**

**~~A. Duties and Responsibilities.~~**

- ~~1. The tourism promotion advisory committee is an advisory body to the city council. It has no authority to spend or approve the expenditure of city funds. Its recommendations are made to the city council through its minutes.~~
- ~~2. Committee members shall serve at the pleasure of the city council.~~
- ~~3. Committee membership is honorary and without compensation.~~
- ~~4. All committee meetings shall be open to the public and held in a place that is handicapped accessible.~~
- ~~5. Committee minutes, as prepared by staff and approved by the committee, shall be submitted to the city council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the committee at its next meeting. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]~~

**~~2.57.040 Organization.~~**

**~~A. Membership.~~**

- ~~1. The committee shall consist of seven voting members to be appointed by the mayor with approval of the city council.~~
- ~~2. Insofar as possible, city residents shall have precedence over other applicants.~~
  - ~~a. All members of the committee shall be residents of Curry County. At least four of the seven members shall be residents of the city of Brookings. Noncity residents must have an economic interest, such as property ownership, business ownership, or employment, within the city. These members shall not be officials or employees of the city.~~

~~b. No member of any other city council-appointed board, committee or commission shall simultaneously serve on the tourism promotion advisory committee.~~

~~3. Meeting minutes shall be recorded by the city manager, or his/her designee.~~

~~B. Terms of Appointment/Removal/Vacancies.~~

~~1. Terms shall be for three years.~~

~~2. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under subsection (A)(1) of this section.~~

~~3. Members may be removed by a majority vote of the city council for any reason and at any time during the member's term of appointment. Failure of a member to attend at least 50 percent of regularly scheduled meetings during a 12-month period shall result in automatic termination, unless the absences have been excused by the committee's chair.~~

~~C. Election of Officers.~~

~~1. At the last meeting of each calendar year, a chair and vice chair shall be elected from the voting members of the committee to serve a one-year term.~~

~~2. Newly elected officers shall take their seats at the first meeting of the next calendar year.~~

~~3. No member shall serve more than two consecutive years in any one office.~~

~~D. Quorum/Rules/Meetings.~~

~~1. A majority of appointed committee members shall constitute a quorum.~~

~~2. The committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the city manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).~~

~~3. Voting by the committee on all matters shall be consistent with the process adopted by the city council under BMC 2.05.160, with the exception that the staff member recording the votes may call for a voice vote unless a polled vote is required by state law.~~

~~4. Recommendations made by the committee shall be submitted to the city council in the manner prescribed by city administrative regulation.~~

~~E. Staffing.~~

~~1. The city manager or his/her designee shall provide staff support to the committee in the same manner as staff provides support to other committees and commissions to include:~~

~~a. Preparation of reports containing recommendations for projects to achieve the goal of promoting tourism.~~

~~b. Review and make recommendations for funding special events.~~

~~c. Transmitting recommendations from the committee to the city council.~~

~~2. All projects, programs and contracts funded through allocation of TOT funds shall be administered by the city manager or his/her designee. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]~~

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1191**

**A RESOLUTION OF THE CITY OF BROOKINGS DISBANDING TOURISM PROMOTIONS ADVISORY COMMITTEE.**

**WHEREAS**, the Tourism Promotions Advisory Committee was created by Ordinance 14-O-732, adding Chapter 2.57 to the Brookings Municipal Code, and

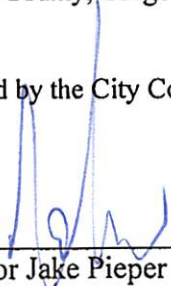
**WHEREAS**, in the last year the number of items on the agenda has significantly decreased, and

**WHEREAS**, the tasks performed by the Tourism Promotions Advisory Committee can be performed at the staff level, and

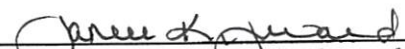
**WHEREAS**, it is determined the services of a Tourism Promotions Advisory Committee are no longer essential;

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings, Curry County, Oregon, that the Tourism Promotions Advisory Committee is hereby disbanded.

Passed by the City Council June 22, 2020, and made effective the same date.

  
\_\_\_\_\_  
Mayor Jake Pieper

Attest:

  
\_\_\_\_\_  
City Recorder Janell K Howard


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

---

Subject:

Attorney of Record

Recommended Motion:

Motion to authorize the City Manager to execute an agreement with Local Government Law Group, PC for legal services and to designate Christy Monson as the City Attorney, effective July 14, 2020.

Financial Impact:

Legal costs vary from year to year. The 2020-21 budget for legal costs is \$32,000.

Background/Discussion:

Prior City Attorney Martha Rice submitted her resignation September 24, 2019, effective 60 days from that date.

On November 12, 2019, the City Council appointed the Local Government Law Group to serve as Interim City Attorney pending the selection of a new City Attorney. The City previously had used this law firm for labor negotiations, and had used them for as-needed attorney services.

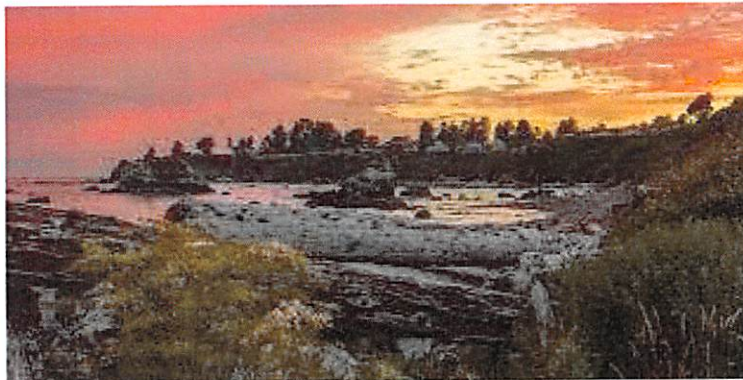
The City sent out Request for Proposals (RFP) for audit services on May 6, 2020, and received two responses – from Local Government Law Group and Lane Council of Governments. The City Council conducted interviews on June 29, 2020. There was consensus to bring back a Council Agenda Report at the next council meeting to enter into a long-term agreement with Local Government Law Group for legal services.

Attachment:

Local Government Law Group Response to Request for Proposals for City Attorney Services

# CITY OF BROOKINGS

## RESPONSE TO CITY OF BROOKINGS REQUEST FOR PROPOSALS FOR CITY ATTORNEY SERVICES JUNE 2020



**LOCAL GOVERNMENT LAW GROUP PC**  
*a member of Speer Hoyt LLC*  
975 Oak Street, Suite 700  
Eugene, Oregon 97401  
Telephone: (541) 485-5151  
Facsimile: (541) 485-5168  
Email: [christy@localgovtlaw.com](mailto:christy@localgovtlaw.com)

## **Response to City of Brookings, Oregon Request for Proposals for City Attorney Services**

**Name:** The Local Government Law Group

**Business Address:** 975 Oak Street, Suite 700  
Eugene, OR 97401

**Business Phone:** 541-485-5151

The City of Brookings is seeking legal counsel through a Request for Proposal (RFP). The Local Government Law Group is pleased to submit this response. Attorney Christy Monson will serve as the firm's manager in regard to this RFP Response. Please feel free to call Christy with any follow-up questions or concerns.

### **Qualifications**

#### **Our Firm**

LGLG is uniquely qualified to provide legal services to the City of Brookings. We specialize in providing legal guidance to Oregon cities, counties and local government entities. Our firm, acting either as the Local Government Law Group, PC, or as its predecessor Speer Hoyt, LLC, has been advising Oregon governments for over 30 years. We presently represent 23 cities: Bay City, Canyonville, Cottage Grove, Creswell, Drain, Dunes City, Falls City, Florence, Garibaldi, Gold Beach, Halsey, Independence, Jefferson, Junction City, Lyons, Monroe, Mt. Angel, Stayton, Talent, Tillamook, Veneta, Westfir and Yachats.

All of LGLG's attorneys are highly qualified government law experts with over 100 years of combined experience providing legal services to public entities. Our attorneys have experience in specialty areas including but not limited to: labor and employment, real estate and land use, elected official training, and telecommunications and utilities. We also have extensive personnel experience drafting personnel policies, collective bargaining agreements, severance and waiver agreements, employment contracts, ordinances, and other employment law-specific documents.

Our attorneys regularly attend Board and Council meetings throughout the state. We advise clients on pending and current federal and state legislation and our attorneys are often called upon to draft and comment on state legislation affecting local governments. We also represent our clients before state agencies, such as the Bureau of Labor and Industries, Employment Appeals Board, the Oregon Government Ethics Commission, and the Land Use Board of Appeals.

Our philosophy is three fold: 1) to know your City's needs and goals as well as we know our own; 2) to educate your Council and staff so they are confident decision-makers; and 3) to practice preventative law, which seeks reasonable alternatives to litigation when possible.



The Local Government Law Group consists of six experienced attorneys specializing in providing expert legal services to Oregon's local governments: Carolyn H. Connelly, Christy K. Monson, Ross M. Williamson, Diana Moffat, Mark Wolf, and Dan Lawler. LGLG attorneys have coordinated the work of outside counsel, such as bond counsel, and have worked in successful partnership with other governments' attorneys to meet the needs of our clients. We have also worked with outgoing and incoming counsel to make the legal counsel transition seamless for the client. Our law firm is fully staffed with professional paralegal and secretarial personnel. Our clients often comment how they appreciate our secretarial staff's grasp of government issues.

### **Proposed Attorney, Team**

**Name:** Christy K. Monson

**Years of Government Experience:** 19

**Law School:** University of Oregon

**Oregon Bar Admission:** 2001

**Specialization:** Employment law and personnel management, Board training and governance, intergovernmental agreements and governmental partnerships, public entity restructuring, lobbying, telecommunications and utility franchises, ROW management, public records, public meetings, and government ethics.

**Professional Affiliations:** Oregon State Bar, Oregon City Attorneys' Association, and Lane County Bar Association.

**Summary of Experience:** From 2000-2006, Christy served as Legal Counsel and Lobbyist for the League of Oregon Cities, where she focused on negotiating statewide municipal issues, including: public records, open meetings, government process and ethics, police and fire, condemnation, urban renewal, and collective bargaining. Christy now represents governments as legal counsel and as an advocate before the Oregon legislature and state agencies. Christy is a frequent lecturer at government conferences and is the Past President of the Government Law Section of the Oregon State Bar, as well as a member of the Oregon City Attorneys' Association. She has also served as a member of several legislative advisory groups, including a statewide ethics work group.

**Name:** Carolyn H. Connelly

**Years of Government Experience:** 25

**Law School:** Vermont Law School

**Oregon Bar Admission:** 1995

**Specialization:** Public contracting, infrastructure financing, land use, environmental law, public meetings and public records.

**Professional Affiliations:** Oregon State Bar, Oregon City Attorneys Association, and Lane County Bar Association.

**Summary of Experience:** Carrie specializes in environmental law, land use law, public contracting infrastructure financing, and real estate law, while maintaining expertise in open meetings, public records, and the drafting and review of legislation and contracts. She is also experienced with systems development charges and other utility matters. Carrie authored a

chapter in the Oregon Fire District Directors' Handbook and a section for the Oregon Law Institute regarding special district boundary changes. Carrie graduated from Vermont Law School with both a Juris Doctorate and a Masters in Environmental Law in 1995. She began her work with local governments as an intern for the Bi-State Columbia River Gorge Commission in law school. Carrie then specialized in municipal defense litigation before joining the Speer Hoyt team in 1997. She was a founding member of LGLG at its formation in 2008. Carrie is a past president of Lane County Women Lawyers and currently serves on the League of Oregon Cities Legal Advocacy Committee.

**Name:** Ross M. Williamson  
**Years of Government Experience:** 19  
**Law School:** University of Oregon  
**Oregon Bar Admission:** 2001

**Specialization:** Land use, urban renewal, public contracting, public meetings, public records, code enforcement, elections, sign codes, municipal courts, and intergovernmental agreements.

**Professional Affiliations:** Oregon State Bar, Washington State Bar Association, Oregon City Attorneys' Association, and Lane County Bar Association.

**Summary of Experience:** Ross joined the Local Government Law Group firm in August 2009, after eight years representing cities at another Eugene-area law firm. Ross's practice emphasizes land use and public contracting, but he also has experience in the full gambit of local government law issues. Ross has experience with municipal elections, as well as alternative revenue sources, such as local taxes and fees. Ross is admitted to practice in the federal courts and has experience advising clients through all aspects of litigation at both the state and federal court levels. He also has experience in litigating matters before the Land Use Board of Appeals and the Oregon Court of Appeals. Ross has litigated cases on behalf of cities in both state and federal court, including Endangered Species Act and breach of contract issues. Prior to practicing law, Ross worked for the Washington State Supreme Court in court administration.

**Name:** Diana Moffat  
**Years of Government Experience:** 22  
**Law School:** Lewis and Clark Law School  
**Oregon Bar Admission:** 1986

**Specialization:** Labor relations and collective bargaining negotiations, disciplinary and contractual arbitrations, and Employment Relations Board hearings.

**Professional Affiliations:** Oregon State Bar, National Public Employer Labor Relations Association, Oregon Public Employer Labor Relations Association, Oregon City Attorneys' Association, and Lane County Bar Association.

**Summary of Experience:** Diana Moffat is our labor relations expert. She is recognized statewide for her expertise at the bargaining table. Before representing governments, Diana served as a union attorney. This experience lends her critical insight during the bargaining process. Diana most recently served as the Executive Director and lead labor lawyer for the Local Government Personnel Institute, where she bargained over 200 collective bargaining agreements. Her labor practice includes drafting collective bargaining proposals, researching comparative wages and benefits, presenting all proposals and justifications at the bargaining

table as chief spokesperson and assessing counter proposals. Diana has represented numerous public employers in the mandatory mediation process, as well as in interest arbitrations. She has also represented governments in disciplinary proceedings and arbitrations. Diana has presented unfair labor practices and unit clarification cases to the Employment Relations Board, and is well versed regarding employment issues such as: overtime pay, light duty, medical determination, seniority, annual evaluations, vacation, medical insurance coverage and sexual harassment issues. Prior to her focus in labor law, Diana served as an Oregon Deputy District Attorney for 14 years.

**Name:** Mark A. Wolf

**Years of Government Experience:** 5

**Law School:** University of Oregon

**Oregon Bar Admission:** 2015

**Specialization:** Public meetings, government ethics, labor relations, and collective bargaining negotiations.

**Professional Affiliations:** Oregon State Bar, Oregon City Attorneys Association, Oregon Public Employer Labor Relations Association, and the American Bar Association

**Summary of Experience:** Mark joined the Local Government Law Group in May 2016. Mark graduated from law school in 2015 and clerked for the Hon. Lauren S. Holland at the Lane County Circuit Court. Mark's practice focuses on labor and employment matters, including conducting labor and contract arbitrations, writing briefs, and bargaining union contracts. Mark is also one of the firm's utility, cable, telecommunications, and right-of-way specialists. He negotiates franchise agreements and advises clients on the impacts of federal and State laws relating to local cable and telecommunications providers. Prior to law school Mark graduated with an undergraduate degree from the University of Oregon in 2006 and spent several years in the insurance industry.

**Name:** Dan Lawler

**Years of Government Experience:** 1

**Law School:** University of Oregon

**Oregon Bar Admission:** October 2018

**Specialization:** Land use, labor relations, and employment law

**Professional Affiliations:** Oregon State Bar, Oregon City Attorneys Association and Lane County Bar Association

**Summary of Experience:** Dan is an associate attorney with the Local Government Law Group and focuses his practice on ROW issues, land use and real estate, and labor relations. Dan grew up in Virginia and received his undergraduate degree in Environmental Policy and Planning from Virginia Tech in 2015. After graduating, he moved to Eugene to attend law school at University of Oregon. During law school, Dan clerked for public interest environmental law centers, the California Tahoe Conservancy, and the Oregon Legislature's Office of Legislative Counsel. In May of 2018, Dan received his law degree from University of Oregon and began work as a City Planner with the City of Eugene, gaining practical experience with land use issues, public meetings, and providing written and oral recommendations to decision-making bodies. After passing the July bar exam, Dan accepted a position with the Local Government Law Group and began work in December of 2018.

Legal Assistants. Our legal assistants Kim Dahlgren and Carol Dusine have considerable experience focused on public entity law. Kim came to our firm in 2014. She is a licensed paralegal and has worked as municipal law support staff for over 25 years. Prior to coming to our firm in 2014, Carol worked at a local firm supporting attorneys in local government and employment law for 8 years.

## **Legal Services**

To serve the needs of the City of Brookings, we propose that one attorney from our firm, Christy Monson, be designated as your primary contact attorney. Having a primary contact at our law firm will ensure that we will develop a familiarity and trusting relationship. Of course, our clients know they may contact any of our local government team members at any time. Our goal is to provide a consistent, knowledgeable, and diverse resource for you to address your immediate needs, as well as your long-term goals.

The Local Government Law Group focuses on providing affordable, expert legal advice to Oregon local governments. This narrow focus also allows us to provide our clients with email updates on important legislative changes or case law that will affect the City. These are provided at no cost to you and assist your Council and staff in keeping up to date on the latest legal developments.

Because we focus our work on local government issues, we can often supply our clients with policies and other legal products quickly, at a low cost. For example, our firm regularly produces a model public contracting packet, including rules, adopting resolutions, notice, and an explanatory letter for local governments. We offer these model public contracting rules at a flat price. Even though it took our attorneys over 80 hours to create these model public contracting rules, we can offer these at a low cost because we serve many government clients. We have also offered similar flat rates for other policies. The model policies can be adopted as provided, or we can offer modifications to address the individual needs of your City.

## **Accessibility and Responsiveness**

Our firm is committed to providing efficient, high quality legal advice to government entities. As a result, we focus all our training, resources, hiring, and research on issues that will matter to Brookings. Many firms who try to specialize in both public and private law often find their resources and expertise are thinly spread. We believe the Local Government Law Group's targeted focus benefits our clients, and in the end, benefits the public. With six full-time attorneys, even when dealing with vacation schedules or other client matters, we have the capacity to be responsive to all our clients. When you call or email with a legal question, we work with you to determine your deadlines and objectives. Broad legal inquiries without special deadlines are generally turned around within one or two weeks. More routine questions, or those that need more immediate attention, are addressed in short order. In some cases, a telephone conference with your legal counsel will be enough to ensure the City is addressing a legal concern in accordance with the law or to provide ideas for a creative response.

A call to our office will usually be returned within two hours. If, for some reason the attorney you seek is unavailable, we encourage you to speak with another team member. Often, your inquiries can be answered over the phone; however, some inquiries require more thought and

research. While no two projects are alike, you can generally assume that questions regarding public meetings, public records, ethics, rules of order, and general governance will be answered in a single conversation or email exchange. Drafting or research projects, such as ordinance preparation, public contracting or land use work, require more thought. Timelines for those types of projects will vary.

When the City requests, we will travel to Brookings for face-to-face meetings. At times, we may suggest a personal meeting to help us get more and better information from your staff. However, we expect that the City would be well served with telephone advice and teleconferences in most cases.

The Local Government Law Group has one office location in Eugene. The office keeps normal business hours. As discussed above, our attorneys are accessible by phone and electronic communication and are quickly responsive to our clients' needs. Attorneys are also available for in-person meetings, Skype, and can travel to the City when needed.

### **Proposed Fee Structure**

All of our attorneys' time is kept by an electronic timekeeping program. We bill our services by one-tenth of an hour. When you receive a bill from our office, it will provide a detailed account of the work we did for you. It will also identify which attorneys and staff members worked on that project and for how long. Prior to setting up our billing system, we will ask whether you would like us to bill you under sub-accounts. Many of our clients prefer this approach to assist them in their budgeting process. Examples of some sub-accounts we have created are: public works, personnel matters, planning matters, and the like. We can also create sub-accounts based upon your budget accounts, budget funds, or even by City department.

You are always welcome to contact us if you have any questions or concerns regarding our performance or billing. We find that keeping open lines of communication is the best way to ensure a productive working relationship.

Our proposal is for a base per-hour charge for attorney time. The "special counsel" rate we offer is very competitive in the legal services market for local government specialists.

- Non-labor Attorney time: \$200.00 per hour
- General Labor Attorney time: \$210.00 per hour
- Arbitration, hearings, contested matters  
and legislative advocacy: \$235.00 per hour

Rates for this legal work will not be charged unless  
the City has been advised and agrees to the need for  
a specialist relating to the project.

- Legal assistant, law clerk and paralegal time: \$75.00 per hour
- Litigation and Outside Counsel: To be determined

- Travel for City work will be billed at one-half of the applicable attorney fee rate plus the IRS mileage rate. Our firm does not charge for meals while traveling.
- The City would be responsible for all actual costs incurred by the firm, including but not limited to document recording fees, filing fees, service fees, court reporter fees for depositions and hearings, court trial fees, and other necessary court and office costs. The firm does not charge its clients for basic computer research charges, phone charges, and photocopy charges.

## **Insurance**

General Liability Insurance: The firm carries a commercial general liability policy from American Economy in the amount of \$1 million per occurrence and an umbrella liability policy from American States Insurance in the amount of \$1 million.

Workers' Compensation Insurance: The firm carries workers' compensation insurance from SAIF Corporation with a policy limit of \$500,000.

Professional Liability Insurance: The firm carries the mandatory \$300,000 in professional liability insurance from the Oregon State Bar Professional Liability Fund. The firm also carries an excess policy from the Professional Liability Fund in the amount of \$2.7 million for total professional liability insurance of \$3 million.

## **Engagement Letter**

An engagement letter and billing procedure memo is attached.

## **Small City Clients**

We take pride in tailoring our advice to each of our cities' unique attributes, values, and needs. We currently serve several cities with approximately the same population as Brookings: Creswell, Talent, Tillamook and Veneta. Having represented governments large and small, we understand that knowing the political and community landscape is critical to providing effective advice.

## **References**

The following city references are familiar with our firm's legal services and may be contacted regarding our services:

**Geoff Wullschlager, City Manager**  
**City of Garibaldi**  
 107 Sixth Street  
 P.O. Box 708  
 Garibaldi, OR 97118  
 (503) 322-3327  
 Email: [geoff@ci.garibaldi.or.us](mailto:geoff@ci.garibaldi.or.us)

**Paul Wyntergreen, City Manager**  
**City of Tillamook**  
2211 3rd Street, Suite A  
Tillamook, OR 97141  
(503) 842-2472  
Email: [pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov)

**Jodi Fritts-Matthey, City Administrator**  
**City of Gold Beach**  
29592 Ellensburg Avenue  
Gold Beach, OR 97444  
(541) 247-7029  
Email: [jfritts@goldbeachoregon.gov](mailto:jfritts@goldbeachoregon.gov)

F:\1Clients\Muni\Brookings, City of\General\RFP Response Legal Services 2020\RFP for Legal Services - Response (051420) CKMkad.docx



**ATTACHMENT A: SUBMITTAL FORM**  
**Business Statement**

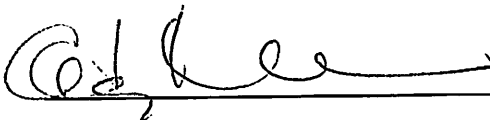
***To be completed and submitted with your proposal response.***

1. Name of Business: Local Government Law Group
2. Business Address: 975 Oak Street, Ste. 700  
Eugene, OR 97401
3. Phone: (541) 455-5151 Business Fax: (541) 485-5168  
E-Mail (Proposer): christy@localgovtlaw.com
4. Business Classification (check all that apply): Individual: ☐ Partnership: ☒  
Corporation: ☐ Women or Minority Owned: ☐.
5. Federal Tax Number (or SSN): 35-2343502
6. Name of Owner: Carrie Connelly, Christy Monson and Ross Williamson
7. Does firm maintain insurance in amounts specified below? Yes: ☒ No: ☐  
If no, describe differences.  
A. *General Liability insurance of at least \$1,000,000 per occurrence; \$1,000,000 aggregate, Combined Single Limit (CSL); Automobile liability of at least \$1,000,000 per accident CSL Professional Liability of at least \$1,000,000*
8. Are there claims that are pending against this insurance policy? Yes: ☐ No: ☒  
If yes, describe.
9. During the past five years, has the firm, business, or any attorney in the firm or business, been involved in any (1) bond forfeiture, (2) litigation personally involving the firm, business or any attorney in the firm or business (other than dissolution of marriage), or (3) claims filed with any insurance carrier concerning the firm, business, or any attorney in the firm or business, and/or (4) Bar Association complaints?  
Yes: ☐ No: ☒ If yes, attach an explanation.
10. Has company been in bankruptcy, reorganization, or receivership in the last five years? Yes: ☐ No: ☒
11. Has company been disqualified or terminated by any public agency? Yes: ☐ No: ☒
12. Has the proposed designated City Attorney practiced municipal law a minimum of 5 years? Yes: ☒ No: ☐
13. Is each proposed attorney accredited and in good standing with the State bar?  
Yes: ☒ No: ☐

14. Proposal Offers shall be good and valid until the City completes award or rejections of quotes. Failure to concur with this condition may result in rejection of the offer. Does the firm accept this condition? Yes: ☒ No: ☐ If no, state the desired exception:

*Having carefully examined all the documents of this solicitation, including the instructions, the undersigned proposes to perform all work in strict compliance with the above-named documents, as well as in compliance with all submitted proposal information.*

FIRM NAME: Local Government Law Group

SIGNATURE: \_\_\_\_\_

PRINT NAME: Christy K. Monson

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 13, 2020

Originating Dept: Finance & Admin

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Letter of request for Technical Assistance funds with the Housing Partnership.

Recommended Motion:

Motion to authorize the Mayor to sign letter requesting funding from the Housing Partnership to launch a collaborative effort to provide coordination for the implementation of the Curry and Coos County housing studies and plans.

Financial Impact:

None.

Background/Discussion:

LOC, AOC, OHCS, and DLCD formed a Housing Partnership that is funded through the Oregon Housing and Community Services Agency. The partnership identified \$25,000 for Curry and Coos County to help launch a collaborative effort to provide coordination for the implementation of the regions housing studies and plans.

Curry and Coos County have recently completed housing studies, which outline specific strategies to help create needed housing. These funds will help us implement the strategies that are identified in those documents.

The partnership has requested that the attached draft letter be signed by all County Commissioners and Mayors in Curry and Coos County.

Attachment(s):

Draft letter

Ariel Nelson  
League of Oregon Cities

Ms. Nelson:

We write to request funding for Technical Assistance in Coos and Curry County through an intergovernmental agreement with the Housing Partnership that AOC, LOC, OHCS and DLCD have formed and is funded through the Oregon Housing and Community Services agency. We understand the partnership identified \$25,000 for Coos and Curry County to help launch a collaborative effort to provide coordination for the implementation of the regions Housing Studies and plans.

Coos and Curry County have recently completed housing studies, both studies outline specific strategies to help create needed housing. These funds will help us implement the strategies that are identified in those documents by providing a system Coordination function that engages all of the stakeholders that will be needed to achieve success. All of the housing stakeholders in our region recently joined together to apply for a grant from the Meyer Foundation through Neighborhood Works Umpqua to fund a Housing Coordinator in our region to align all of our efforts in implementing our housing plans. These funds will allow us to begin the work we will hope to continue under that grant. These funds will also help us demonstrate the commitment our region and the State is making in this work and help leverage this foundation investment.

Coos County will serve as the fiscal agent in the region. We will ensure these funds are committed to begin the work we identified in the scope of work prepared by the Housing Partnership.

Thanks,

Melissa Cribbins  
Coos County Commissioner

Court Boice  
Curry County Commissioner

Joe Benetti  
Mayor, City of Coos Bay

Rick Wetherell  
Mayor, City of North Bend

**DRAFT**

Mary Schamehorn  
Mayor, City of Bandon

Kathy Simonetti  
Mayor, City of Coquille

Bill Schaefer  
Mayor, City of Myrtle Point

Robert Kohn  
Mayor, City of Powers

James Edwards  
Mayor, City of Lakeside

Karl Popoff  
Mayor, City of Gold Beach

Tim Pogwizd  
Mayor, City of Port Orford

Jake Pieper  
Mayor, City of Brookings

CC: John Sweet, Commissioner  
Robert "Bob" Main, Commissioner  
Megan Simms, Finance Director

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/04/2020	84849	5108	Brad Kelly, PT	10-00-2005	90.00
06/20	06/04/2020	84850	313	Brookings Vol Firefighters	10-00-2005	2,250.00
06/20	06/04/2020	84851	715	Budge McHugh Supply	20-00-2005	4,033.59
06/20	06/04/2020	84852	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
06/20	06/04/2020	84853	5822	Chaves Consulting Inc	49-00-2005	370.20
06/20	06/04/2020	84854	5952	Chetco Auto Marine & Industrial Supply	15-00-2005	101.85
06/20	06/04/2020	84855	3834	Clean Sweep Janitorial Service	25-00-2005	1,990.00
06/20	06/04/2020	84856	5827	Coastal Investments LLC	10-00-2005	1,130.00
06/20	06/04/2020	84857	1745	Coastal Paper & Supply, Inc	10-00-2005	857.04
06/20	06/04/2020	84858	183	Colvin Oil Company	10-00-2005	1,633.40
06/20	06/04/2020	84859	5939	Country Media Inc	10-00-2005	10.00
06/20	06/04/2020	84860	1	Rory Smith	20-00-2005	90.00
06/20	06/04/2020	84861	3342	Fastenal	25-00-2005	483.20
06/20	06/04/2020	84862	5065	Gold Beach Lumber	50-00-2005	433.39
06/20	06/04/2020	84863	199	Richard Harper	10-00-2005	400.00
06/20	06/04/2020	84864	4980	iSecure	10-00-2005	33.00
06/20	06/04/2020	84865	162	Kerr Hardware	20-00-2005	981.08
06/20	06/04/2020	84866	5995	Moriah Mahoney	30-00-2005	162.00
06/20	06/04/2020	84867	4781	OHA Cashier	50-00-2005	150.00
06/20	06/04/2020	84868	279	One Call Concepts, Inc	25-00-2005	35.28
06/20	06/04/2020	84869	5390	O'Reilly Automotive, Inc	10-00-2005	9.98
06/20	06/04/2020	84870	4	Blue Pacific Realty	32-00-2005	1,000.00
06/20	06/04/2020	84871	4	Debra Loptien	32-00-2005	75.00
06/20	06/04/2020	84872	4	Julie McCoy	32-00-2005	75.00
06/20	06/04/2020	84873	4	Rogue Credit Union	32-00-2005	100.00
06/20	06/04/2020	84874	322	Postmaster	25-00-2005	850.00
06/20	06/04/2020	84875	207	Quill Corporation	10-00-2005	200.27
06/20	06/04/2020	84876	3	David McMasters	20-00-2005	12.90
06/20	06/04/2020	84877	1840	Rogue Credit Union	15-00-2005	1,356.89
06/20	06/04/2020	84878	142	Tidewater Contractors Inc	50-00-2005	212,120.37
06/20	06/04/2020	84879	5973	Tyree Oil Inc	30-00-2005	218.79
06/20	06/04/2020	84880	4542	Umpqua Bank	45-00-2005	13,806.19
06/20	06/04/2020	84881	990	UPS	20-00-2005	10.85
06/20	06/04/2020	84882	2863	Verizon Wireless	10-00-2005	591.86
06/20	06/04/2020	84883	169	Waste Connections Inc	10-00-2005	2,765.44
06/20	06/11/2020	84884	5253	Anchor Lock & Key	10-00-2005	60.00
06/20	06/11/2020	84885	4939	BI- Mart Corporation	10-00-2005	7.64
06/20	06/11/2020	84886	5070	Canon Solutions America	10-00-2005	56.00
06/20	06/11/2020	84887	5858	CH2M Hill OMI	25-00-2005	109,487.15
06/20	06/11/2020	84888	4746	Curry County Treasurer	10-00-2005	160.00
06/20	06/11/2020	84889	173	Curry Equipment	15-00-2005	452.92
06/20	06/11/2020	84890	284	Day Management Corp	10-00-2005	3,249.84
06/20	06/11/2020	84891	317	DCBS - Fiscal Services	10-00-2005	410.46
06/20	06/11/2020	84892	185	Del Cur Supply	15-00-2005	570.93
06/20	06/11/2020	84893	1	Carmen Gardner	20-00-2005	300.00
06/20	06/11/2020	84894	153	Ferrellgas	10-00-2005	223.66
06/20	06/11/2020	84895	5004	Galls LLC	10-00-2005	563.62
06/20	06/11/2020	84896	139	Harbor Logging Supply	15-00-2005	253.02
06/20	06/11/2020	84897	4357	Hemlock Street Properties LLC	10-00-2005	375.00
06/20	06/11/2020	84898	4981	McLennan Excavation, Inc	52-00-2005	133,341.08
06/20	06/11/2020	84899	123	Motorola Solutions Inc	10-00-2005	82.32
06/20	06/11/2020	84900	283	Muffler & More	10-00-2005	96.00
06/20	06/11/2020	84901	4487	Net Assets Corporation	10-00-2005	408.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/11/2020	84902	329	New Hope Plumbing	10-00-2005	565.50
06/20	06/11/2020	84903	3159	NorthCoast Health Screening	10-00-2005	177.00
06/20	06/11/2020	84904	3561	Oil Can Henry's	10-00-2005	250.22
06/20	06/11/2020	84905	5008	Online Information Services	10-00-2005	94.30
06/20	06/11/2020	84906	5155	Oregon Department of Revenue	10-00-2005	621.25
06/20	06/11/2020	84907	4	Brenda Blythe	32-00-2005	75.00
06/20	06/11/2020	84908	4	Frances Dixon	32-00-2005	75.00
06/20	06/11/2020	84909	4	Firefly Soy Candles	32-00-2005	75.00
06/20	06/11/2020	84910	4	Tiffany Van Maren	10-00-2005	40.00
06/20	06/11/2020	84911	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
06/20	06/11/2020	84912	5768	Proficient Auto Center Inc	20-00-2005	71.00
06/20	06/11/2020	84913	5996	San Diego Police Equipment Co Inc	10-00-2005	1,127.30
06/20	06/11/2020	84914	5457	Speer Hoyt LLC	10-00-2005	600.00
06/20	06/11/2020	84915	4525	TL Productions, Inc.	32-00-2005	329.20
06/20	06/11/2020	84916	861	Village Express Mail Center	10-00-2005	42.38
06/20	06/11/2020	84917	2122	Cardmember Service	10-00-2005	3,997.93
06/20	06/11/2020	84918	5992	Ziply Fiber	30-00-2005	338.29
06/20	06/18/2020	84919	5997	AmeriTitle Inc	20-00-2005	200.00
06/20	06/18/2020	84920	4734	Aramark Uniform Services	10-00-2005	120.00
06/20	06/18/2020	84921	5108	Brad Kelly, PT	10-00-2005	180.00
06/20	06/18/2020	84922	5048	Brookings Harbor Medical Center	10-00-2005	300.00
06/20	06/18/2020	84923	5070	Canon Solutions America	10-00-2005	240.14
06/20	06/18/2020	84924	5842	Century West Engineering Corp	33-00-2005	21,345.00
06/20	06/18/2020	84925	3015	Charter Communications	30-00-2005	594.98
06/20	06/18/2020	84926	183	Colvin Oil Company	10-00-2005	2,227.15
06/20	06/18/2020	84927	5939	Country Media Inc	10-00-2005	352.54
06/20	06/18/2020	84928	1357	Curry County Clerk	10-00-2005	450.00
06/20	06/18/2020	84929	1	Jerry & Constance Law	20-00-2005	9.54
06/20	06/18/2020	84930	1	Douglas J Selig Estate	20-00-2005	248.22
06/20	06/18/2020	84931	1	Reed Smith	20-00-2005	209.91
06/20	06/18/2020	84932	2640	Dyer Partnership Inc., The	51-00-2005	7,955.00
06/20	06/18/2020	84933	749	Emerald Pool & Patio	10-00-2005	2,499.79
06/20	06/18/2020	84934	5951	Executech Utah LLC	49-00-2005	30.86
06/20	06/18/2020	84935	3342	Fastenal	15-00-2005	90.78
06/20	06/18/2020	84936	4989	Gaylord Klinefelter Contracting Inc	10-00-2005	8,122.50
06/20	06/18/2020	84937	4357	Hemlock Street Properties LLC	10-00-2005	405.00
06/20	06/18/2020	84938	5975	Lyon & Associates	20-00-2005	12,181.74
06/20	06/18/2020	84939	4633	Oregon Board of Accountancy	10-00-2005	405.00
06/20	06/18/2020	84940	4	Olivia Davis	32-00-2005	30.00
06/20	06/18/2020	84941	4	Scott Graves	32-00-2005	75.00
06/20	06/18/2020	84942	4	Susie Hyde	32-00-2005	75.00
06/20	06/18/2020	84943	4	McKenzie Lyman	10-00-2005	193.00
06/20	06/18/2020	84944	4	Soroptimist International	32-00-2005	30.00
06/20	06/18/2020	84945	207	Quill Corporation	10-00-2005	730.94
06/20	06/18/2020	84946	4639	Red Sky Roofing	25-00-2005	20,086.00
06/20	06/18/2020	84947	3	Roger White	20-00-2005	623.61
06/20	06/18/2020	84948	861	Village Express Mail Center	10-00-2005	11.60
06/20	06/18/2020	84949	5992	Ziply Fiber	25-00-2005	933.17
06/20	06/25/2020	84950	5908	Amazon Capital Services	49-00-2005	284.72
06/20	06/25/2020	84951	5966	BNT Promotional Products	10-00-2005	96.00
06/20	06/25/2020	84952	5108	Brad Kelly, PT	10-00-2005	90.00
06/20	06/25/2020	84953	4767	Brookings Harbor Chamber of Commere	10-00-2005	600.00
06/20	06/25/2020	84954	5048	Brookings Harbor Medical Center	10-00-2005	150.00
06/20	06/25/2020	84955	1373	Cascade Fire Equipment	10-00-2005	625.00
06/20	06/25/2020	84956	3015	Charter Communications	10-00-2005	144.98
06/20	06/25/2020	84957	182	Coos-Curry Electric	10-00-2005	4,543.92

M = Manual Check, V = Void Check



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/25/2020	84958	1357	Curry County	10-00-2005	116.00
06/20	06/25/2020	84959	259	Da-Tone Rock Products	15-00-2005	484.21
06/20	06/25/2020	84960	1	Leonard Azar	20-00-2005	23.15
06/20	06/25/2020	84961	5930	Nancy Erb	10-00-2005	260.00
06/20	06/25/2020	84962	3342	Fastenal	20-00-2005	88.44
06/20	06/25/2020	84963	3789	Oak Street Health Care Center	10-00-2005	150.00
06/20	06/25/2020	84964	5886	Office Depot Inc	10-00-2005	67.60
06/20	06/25/2020	84965	4	Charmaine Brackett	32-00-2005	75.00
06/20	06/25/2020	84966	1920	Pitney Bowes, Inc.	10-00-2005	80.74
06/20	06/25/2020	84967	3	Premier Property Management	20-00-2005	16.73
06/20	06/25/2020	84968	3	Premier Property Management	20-00-2005	90.98
06/20	06/25/2020	84969	4815	Platt	50-00-2005	764.79
06/20	06/25/2020	84970	5298	Sea Clear Window Cleaning	10-00-2005	900.00
06/20	06/25/2020	84971	956	Suiter's Paint & Body	15-00-2005	1,094.73
06/20	06/25/2020	84972	5998	Steve Sypher	20-00-2005	646.00
06/20	06/25/2020	84973	3752	Trace Analytics, LLC	10-00-2005	89.00
06/20	06/25/2020	84974	5992	Ziply Fiber	30-00-2005	175.78
Grand Totals:						<u><u>600,802.15</u></u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Summary



# City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1102 Fax (541) 469-3650

[analls@brookings.or.us](mailto:analls@brookings.or.us)

## Committee Vacancies

Date: July 13, 2020

**Re: Vacant Volunteer Positions**

---

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Budget Committee #3	VACANT	2/1	2022	3
Parks & Req Commission #2	VACANT	2/1	2021	2