City of Brookings

MEETING AGENDAS

CITY COUNCIL

Monday, April 13, 2026, 5:30pm
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements
1. Remembering former Councilman Ed Schreiber
2. 10th Anniversary of Elmo Williams Day Proclamation [Pg. 1]

E. Scheduled Public Appearances
(Informational presentations to Council on non-agenda items – 10 minute limit per person.)
1. Val Early – South Coast Community Aquatics

F. 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)

G. Consent Calendar
1. Approve Council minutes for March 9, 2026 [Pg. 2]
2. Approve Council minutes for March 30, 2026 [Pg. 4]
3. Accept Parks and Recreation Commission minutes for January 22, 2026 [Pg. 5]
4. Receive monthly financial report for February 2026 [Pg. 6]
5. New Liquor License – Rancho Viejo Restaurant [Pg. 12]

H. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders
1. Wharf Street Crossing – Opposition Letter [Pg. 15]
   a. ODOT Crosswalk Closure Approval Request Form [Pg. 16]
   b. ODOT Plan for Crossing at Wharf Street [Pg. 20]
2. Resolution 26-R-1288 – Adopting Plan of Action for FY 2024-2025 Audit Finding [Pg. 21]
   a. Resolution 26-R-1288 [Pg. 22]
   b. Plan of Action [Pg. 23]
3. Intergovernmental Agreement with Brookings Urban Renewal Agency for Administrative Services [Pg. 24]
   a. IGA – City of Brookings & Brookings Urban Renewal Agency [Pg. 25]

I. Informational Non-Action Items
1. March 2026 Vouchers [Pg. 30]

J. Remarks from Mayor, Councilors and City Manager

K. Adjournment

Continued on Next Page

URBAN RENEWAL AGENCY

Immediately following Council Meeting
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Consent Calendar

1. Approve Urban Renewal meeting Minutes for December 8, 2025 [Pg. 34]

D. Staff Reports

1. Resolution 26-R-1289 – Adopting Plan of Action for FY 2024-2025 Audit Finding [Pg. 35]
   a. Resolution 26-R-1289 [Pg. 36]
   b. Plan of Action [Pg. 37]
2. Intergovernmental Agreement with the City of Brookings for Administrative Services [Pg. 38]
   a. IGA – City of Brookings & Brookings Urban Renewal Agency [Pg. 39]

E. Agency Remarks

F. Adjournment

WORKSHOP

Immediately following Urban Renewal Meeting
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Topics

1. Potential Raise in Transient Lodging Tax Rate [Pg. 44]
   a. Legal Guide to Collecting Lodging Tax in Oregon [Pg. 46]
   b. Curry Pilot News Article about County raising TLT to 10% [Pg. 61]
   c. House Bill 4148 [Pg. 64]
   d. Brookings 2024/2025 TLT Revenue Report [Pg. 68]
2. Hassett Street Connection [Pg. 69]
   a. Map – Sketch of projected Right of Way for Hassett Street Connection [Pg. 70]
3. Brookings Urban Renewal Agency Project Update Discussion
   a. Brookings Urban Renewal Area Map [Pg. 71]

D. Council Member Requests for Workshop Topics

E. Adjournment

Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and 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 the City Recorder at 541-469-1102 if you have any questions regarding this notice or would like to provide public comment electronically. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: https://www.youtube.com/@cityofbrookingsoregon8039 clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

City of Brookings

Proclamation

WHEREAS, Elmo Williams was an Academy Award winning film editor who was involved in many of Hollywood's most notable films including High Noon, The Longest Day, Cleopatra and Tora-Tora-Tora; and

WHEREAS, Elmo Williams served as Head of Production for 20th Century Fox; and

WHEREAS, Elmo Williams and his wife Lorraine retired and relocated to Brookings, adopting the City as their new home town; and

WHEREAS, Elmo Williams became a cultural resource advocate in his new home community, supporting local theater productions, organizing the Azalea Park Foundation and funding the construction of the Capella by the Sea at Azalea Park; and

WHEREAS, Elmo Williams' funding of the Capella of the Sea created a lasting memorial to his wife Lorraine and himself and now serves as a place to create new memories for marriages and memorials; and

WHEREAS, Elmo Williams, even as he advanced in age, was an inspiration for many and a driving force behind community promotion and cultural affairs; and

WHEREAS, Elmo Williams passed while a resident of the City of Brookings at age 102; and

WHEREAS, the spirit of Elmo Williams is still held in the hearts of many Brookings residents.

NOW, THEREFORE BE IT RESOLVED, that I, Phoebe Pereda, Mayor of the City of Brookings, do hereby proclaim April 26, 2026 as

10th Anniversary of Elmo Williams Day

In Witness Whereof, I, Mayor Phoebe Pereda, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 13th day of April, 2026.

_____

Mayor Phoebe Pereda

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, March 9, 2026

Call to Order
Mayor Phoebe Pereda called the meeting to order at 5:31 PM

Roll Call
Council Present: Mayor Phoebe Pereda, Councilors Kristi Fulton, Jim Jollota and Clayton Malmberg; a quorum present
Council Absent: Councilor Andy Martin
Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, Deputy Public Works & Development Services Director Lauri Ziemer, City Attorney Lori Cooper (Zoom) and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: approximately 5 audience members

Ceremonies/Appointments/Announcements
Mayor Pereda awarded the Red Cross Month Proclamation to the American Red Cross Cascades Region

Oral Requests and Communications from the audience
1. Michael Frederick, non-resident – spoke in support of TPAC and thanked Council for bringing it back.
2. Alex Carr Frederick, non-resident – spoke in support of tourism and TPAC reboot.

Consent Calendar
1. Approve Council minutes for February 23, 2026
2. Accept Planning Commission minutes for February 3, 2026
3. Cancel March 23, 2026 City Council meeting

Councilor Malmberg moved and Councilor Fulton seconded to approve the Consent Calendar as presented. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

Staff Reports and Public Hearings
1. Tourism Promotion Advisory Committee Ordinance
Staff report presented by Tim Rundel

Council thanked staff for their work and effort on this ordinance to reinstate the Tourism Promotion Advisory Committee. Typographical errors noted in the Ordinance were to be corrected.

Councilor Malmberg moved and Councilor Fulton seconded to read Ordinance 26-O-818 by title only. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

Continued on next page

Ordinance 26-O-818 was read by title only.

Councilor Jollota moved and Councilor Malmberg seconded to adopt Ordinance 26-O-818 with corrections noted. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

Adjournment

Mayor Phoebe Pereda adjourned the meeting at 6:08 PM.

Respectfully submitted:

ATTESTED:
this 13th day of April, 2026:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

City of Brookings
SPECIAL CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, March 30, 2026

Call to Order
Mayor Phoebe Pereda called the meeting to order at 5:30 PM

Roll Call
Council Present: Mayor Phoebe Pereda, Councilors Andy Martin and Jim Jollota; a quorum present
Council Absent: Councilors Clayton Malmberg and Kristi Fulton
Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: 2 audience members

Staff Reports and Public Hearings
1. Housing Needs Analysis Contract
Staff report presented by Tony Baron

Nikki Hart, Principal GIS Analyst of Green Top Planning, Development, Research, introduced herself and answered questions.

Councilor Martin moved and Councilor Jollota seconded to authorize the City Manager to execute a professional services contract with Green Top Planning, Development, Research for preparation of the City of Brookings Housing Needs Analysis. Motion passed; Mayor Pereda, Councilors Martin and Jollota voting "aye" [3:0].

Adjournment
Mayor Phoebe Pereda adjourned the meeting at 5:39 PM.

Respectfully submitted:

ATTESTED:
this 13th day of April, 2026:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
January 22, 2026

CALL TO ORDER
Chair Steve Kerr called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL
Present: Commissioner Jaime Armstrong, Commissioner Dan Brattain and Chair Kerr.
Also present: PWDS Director Tony Baron
Absent: Commissioner Theresa Mercurio and Commissioner Mike Worthy

APPROVAL OF MINUTES
Motion made by Chair Kerr, to approve the minutes of October 23, 2025; motion seconded and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – Peter Schrieber, 710 Third St, suggested the idea of installing ping pong tables within our parks to provide an all inclusive activity.

COMMISSION BUSINESS –
A. Chair Steve Kerr advised he will not be reapplying for his commission position.
B. Elections and Year in Review postponed to next meeting.

INFORMATION UPDATES/DISCUSSION ITEMS –
A. PWDS Director Tony Baron provided parks update. Partitions have been repaired in the Kidtown restrooms and the interior walls have been painted as well. Bud Cross improvements to begin the middle of February. Parks crew has been doing yard maintenance up at the Airport. Slippery Banana Tournament schedule for mid February which will bring many people to the area.

COMMISSIONER REPORTS/COMMENTS –

ADJOURNMENT
With no further business, meeting adjourned at 7:09 pm.

Respectfully submitted,

Jaime Armstrong
(Approved at March 26, 2026 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

GENERAL FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	4,680,220.00	388,678.70	4,246,478.89	433,741.11	90.7
	LICENSES AND PERMITS	327,000.00	27,105.19	175,633.70	151,366.30	53.7
	INTERGOVERNMENTAL	292,700.00	33,568.46	142,855.69	149,844.31	48.8
	CHARGES FOR SERVICES	1,077,500.00	28,886.17	251,534.57	825,965.43	23.3
	OTHER REVENUE	175,500.00	13,410.66	258,666.67	(83,166.67)	147.4
	TRANSFERS IN	779,400.00	.00	779,400.00	.00	100.0
		7,332,320.00	491,649.18	5,854,569.52	1,477,750.48	79.9
	EXPENDITURES					
JUDICIAL:						
	PERSONAL SERVICES	41,083.00	4,365.41	35,252.13	5,830.87	85.8
	MATERIAL AND SERVICES	12,850.00	325.00	3,668.68	9,181.32	28.6
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		53,933.00	4,690.41	38,920.81	15,012.19	72.2
FINANCE AND ADMINISTRATION:						
	PERSONAL SERVICES	461,889.00	37,126.83	305,376.91	156,512.09	66.1
	MATERIAL AND SERVICES	243,100.00	19,656.56	181,413.52	61,686.48	74.6
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		704,989.00	56,783.39	486,790.43	218,198.57	69.1
POLICE:						
	PERSONAL SERVICES	4,020,285.00	319,519.11	2,676,475.45	1,343,809.55	66.6
	MATERIAL AND SERVICES	268,500.00	19,265.01	163,226.10	105,273.90	60.8
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	DEBT SERVICE	104,747.00	.00	.00	104,747.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
		4,393,532.00	338,784.12	2,839,701.55	1,553,830.45	64.6
FIRE:						
	PERSONAL SERVICES	243,824.00	20,779.59	164,001.66	79,822.34	67.3
	MATERIAL AND SERVICES	110,500.00	18,714.90	122,289.39	(11,789.39)	110.7
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	DEBT SERVICE	58,542.00	.00	.00	58,542.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
		412,866.00	39,494.49	286,291.05	126,574.95	69.3

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	298,206.00	23,221.09	197,493.36	100,712.64	66.2
MATERIAL AND SERVICES	88,400.00	4,534.78	26,232.53	62,167.47	29.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	386,606.00	27,755.87	223,725.89	162,880.11	57.9
PARKS & RECREATION:					
PERSONAL SERVICES	366,404.00	25,474.29	238,832.30	127,571.70	65.2
MATERIAL AND SERVICES	146,000.00	9,622.03	96,354.27	49,645.73	66.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	522,385.00	35,096.32	345,166.57	177,218.43	66.1
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	160,500.00	13.52	68,540.14	91,959.86	42.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	160,500.00	13.52	68,540.14	91,959.86	42.7
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	175,100.00	18,786.87	95,071.40	80,028.60	54.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	533,000.00	.00	533,000.00	.00	100.0
CONTINGENCIES AND RESERVES	689,409.00	.00	.00	689,409.00	.0
	1,397,509.00	18,786.87	628,071.40	769,437.60	44.9
	8,932,320.00	521,404.99	4,917,207.84	4,015,112.16	55.1
	(1,600,000.00)	(29,755.81)	937,361.68	(2,537,361.68)	58.6

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
INTERGOVERNMENTAL	550,000.00	48,003.01	379,451.62	170,548.38	69.0
OTHER REVENUE	20,000.00	.00	1,561.79	18,438.21	7.8
TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
	670,000.00	48,003.01	481,013.41	188,986.59	71.8
EXPENDITURES					
EXPENDITURES:					
PERSONAL SERVICES	275,028.00	22,528.13	184,388.49	90,639.51	67.0
MATERIAL AND SERVICES	333,000.00	15,310.20	145,411.61	187,588.39	43.7
CAPITAL OUTLAY	15,000.00	.00	7,862.00	7,138.00	52.4
DEBT SERVICE	8,106.00	.00	.00	8,106.00	.0
TRANSFERS OUT	238,700.00	.00	238,700.00	.00	100.0
CONTINGENCIES AND RESERVES	149,166.00	.00	.00	149,166.00	.0
	1,019,000.00	37,838.33	576,362.10	442,637.90	56.6
	1,019,000.00	37,838.33	576,362.10	442,637.90	56.6
	(349,000.00)	10,164.68	(95,348.69)	(253,651.31)	(27.3)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,125,000.00	151,391.64	1,437,636.32	687,363.68	67.7
OTHER INCOME	70,000.00	4,795.00	38,829.85	31,170.15	55.5
TRANSFERS IN	.00	.00	.00	.00	.0
	2,195,000.00	156,186.64	1,476,466.17	718,533.83	67.3
EXPENDITURES					
WATER DISTRIBUTION:					
PERSONAL SERVICES	476,605.00	39,821.65	330,993.24	145,611.76	69.5
MATERIAL AND SERVICES	197,100.00	5,333.08	171,679.24	25,420.76	87.1
CAPITAL OUTLAY	40,000.00	3,795.28	24,140.02	15,859.98	60.4
DEBT SERVICE	29,466.00	1,780.01	14,240.03	15,225.97	48.3
TRANSFERS OUT	40,000.00	.00	40,000.00	.00	100.0
	783,171.00	50,730.02	581,052.53	202,118.47	74.2
WATER TREATMENT:					
PERSONAL SERVICES	38,382.00	3,389.36	26,842.74	11,539.26	69.9
MATERIAL AND SERVICES	677,150.00	52,193.75	415,571.93	261,578.07	61.4
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	734,829.00	.00	734,829.00	.00	100.0
CONTINGENCIES AND RESERVES	211,468.00	.00	.00	211,468.00	.0
	1,671,829.00	55,583.11	1,177,243.67	494,585.33	70.4
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,455,000.00	106,313.13	1,758,296.20	696,703.80	71.6
	(260,000.00)	49,873.51	(281,830.03)	21,830.03	(108.4)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,718,300.00	298,854.54	2,452,538.69	1,265,761.31	66.0
OTHER REVENUE	50,000.00	.00	15,084.60	34,915.40	30.2
TRANSFER IN	.00	.00	.00	.00	.0
	3,763,800.00	298,854.54	2,467,623.29	1,296,176.71	65.6
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	734,557.00	59,331.96	485,376.33	249,180.67	66.1
MATERIAL AND SERVICES	465,000.00	2,676.46	113,816.44	351,183.56	24.5
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	29,466.00	1,779.99	14,239.97	15,226.03	48.3
TRANSFERS OUT	291,000.00	.00	291,000.00	.00	100.0
	1,535,023.00	63,788.41	904,432.74	630,590.26	58.9
WASTEWATER TREATMENT:					
PERSONAL SERVICES	51,603.00	4,494.90	35,775.37	15,827.63	69.3
MATERIAL AND SERVICES	1,420,299.00	104,328.39	815,106.15	605,192.85	57.4
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	716,000.00	.00	716,000.00	.00	100.0
CONTINGENCIES AND RESERVES	590,375.00	.00	.00	590,375.00	.0
	2,793,277.00	108,823.29	1,566,881.52	1,226,395.48	56.1
	4,328,300.00	172,611.70	2,471,314.26	1,856,985.74	57.1
	(564,500.00)	126,242.84	(3,690.97)	(560,809.03)	(.7)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

URBAN RENEWAL AGENCY FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	844,200.00	74,403.54	833,677.41	10,522.59	98.8
	INTERGOVERNMENTAL	.00	.00	.00	.00	.0
	OTHER REVENUE	50,000.00	.00	8,604.48	41,395.52	17.2
	TRANSFERS IN	.00	.00	.00	.00	.0
		894,200.00	74,403.54	842,281.89	51,918.11	94.2
	EXPENDITURES					
GENERAL:						
	PERSONAL SERVICES	.00	.00	.00	.00	.0
	MATERIAL AND SERVICES	185,256.00	1,372.93	7,247.93	178,008.07	3.9
	CAPITAL OUTLAY	2,468,944.00	13,445.00	13,945.00	2,454,999.00	.6
	DEBT SERVICE	.00	.00	.00	.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		2,654,200.00	14,817.93	21,192.93	2,633,007.07	.8
DEPARTMENT 20:						
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 22:						
	MATERIAL AND SERVICES	.00	.00	.00	.00	.0
	DEBT SERVICE	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 24:						
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
		2,654,200.00	14,817.93	21,192.93	2,633,007.07	.8
		(1,760,000.00)	59,585.61	821,088.96	(2,581,088.96)	46.7

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Edgar Garcia

Proposed Trade Name: Rancho Viejo Resturant LLC

Premises Address: 1025 Chetco Ave. Unit:

City: Brookings County: Curry Zip: 97415

Application Type: (●) New License Application ( ) Change of Ownership ( ) Change of Location

License Type: Full On-Premises, Commercial [ ] Additional Location for an Existing License

Application Contact Information

Contact Name: Edgar Garcia Phone: [redacted]

Mailing Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Email Address: [redacted]

Business Details

Please check all that apply to your proposed business operations at this location:

[ ] Manufacturing/Production

[■] Retail Off-Premises Sales

[■] Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

[■] Indoor Consumption [ ] Outdoor Consumption

[■] Proposing to Allow Minors

Section 1 continued on next page

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Edgar Garcia

Proposed Trade Name: Rancho Viejo Resturant LLC

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Brookings

Optional Date Received Stamp

Date Application Received: 4/6/2026

Received by: Kim Kennedy

Section 3 – Recommendation - To be completed by Local Government:

- ○ **Recommend this license be granted**
- ○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)
- ○ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police

To: Brookings City Council through City Manager Tim Rundel

From: Lieutenant Donny Dotson

Date: 04/08/2026

Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Edgar Garcia** with the attached liquor license application. The business **"Rancho Viejo Restaurant"** is located at 1025 Chetco Avenue. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission.**

Respectfully submitted,

Lieutenant Donny Dotson
Brookings Police Department

898 ELK DRIVE
BROOKINGS, OR. 97415
www.brookings.or.us

Phone: (541) 469-3118
Fax (541) 412-0253

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 13, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Wharf Street Crossing – Opposition Letter

Recommended Motion: Motion to authorize the Mayor to sign a letter to the Oregon Department of Transportation in opposition of the plan to develop a crosswalk for pedestrians to cross Chetco Avenue at Wharf Street.

Background/Discussion:

The Oregon Department of Transportation (ODOT) is planning to install a crosswalk at Wharf Street during an upcoming pedestrian enhancement project slated for constructing in the next couple months. At a pre-construction coordination meeting between the City of Brookings and ODOT held on March 24, staff expressed concerns for pedestrian safety at the proposed crossing siting the following:

- This part of the highway is on a curve and visibility is affected significantly by the narrowness of the street as well as vehicles parked on the street.
- When the sun sets in the West for a good portion of the year, it is blinding further affecting the visibility for individuals driving in the North bound lane.
- There is a controlled mid-block RFB crossing close at the theater as well as at Center Street. Why would we want to encourage crossing at an un-controlled intersection?
- The impact these ramps will have to the walkability of the sidewalk on the north bound lane side as well as the impact these ramps will have on the businesses that have front doors that open out to that sidewalk.
- Lastly, parking. This will eliminate parking along this portion of the North bound lane that will also have an impact on the businesses who reside there.

ODOT has already removed one of the crossings at Wharf Street close to an existing crossing at Center Street only 75 ft away (see attachment a).

Staff is recommending Council consider signing a letter in opposition to the development of any pedestrian crossing at Wharf Street due to the concerns sited above. If approved, staff will draft a letter to be signed by the Mayor and submit the letter to ODOT.

Attachments:

a. ODOT Crosswalk Closure Approval Request Form
b. ODOT Plan for Crossing at Wharf Street

Oregon Department of Transportation

Crosswalk Closure Approval Request

Use this form to request approval for a crosswalk closure. One form per highway. See the Traffic Manual for information on crosswalk closure criteria.

Consultants: Send this form as a word document to the Region Traffic Unit through the ODOT liaison for your contract.

Region Traffic: Send this form as a PDF signed by the region traffic engineer to the Traffic Engineering Section. The state traffic engineer will only consider requests signed by the region traffic engineer.

Region Traffic Engineer Signature & Notes

Place the region traffic engineer's signature below. Use digitally signed PDF. The form's date is the digital signature date.
Raymond R. Lapke 2026.03.24 16:13:02 -07'00'
Concurred and forwarding to state traffic engineer for consideration.
Optional text space for region traffic engineer notes.

Contacts

Contact for follow-up questions	Request drafted by	Who should get copies of the approval?
Ray Lapke, Region 3 Traffic Engineer - 541.643.5230	Will Button	Eric Finney, Region 3 Traffic Manager Scott Parker, Region 3 Traffic Design Engineer April Chase, Region 3 Traffic Analysis Engineer William Fitzgerald, Region 3 Traffic Operations Engineer John Lazur, Region 3 Active Transportation Liaison Mark Epps, Assistant District 7 Manager Glen Peterson, District 7 Manager Shane Javernick, ODOT Project PM ODOTWhiteCityAdmin@ODOT.Oregon.gov Eric Wilder, eric.wilder@deainc.com Kelly Amador, kelly.amador@deainc.com Omar Torres-Arcos, Omar.Torres-Arcos@deainc.com

Location Information

Linear Reference Method Key (LRM, use TransGIS Road Network>MP layer)	Milepoint(s)
00900100	357.23
Location description (cross street name, intersection, city, county)	**ODOT Region**
Where US 101 intersects Wharf St. in Brookings, Curry County.	3

Project Information (if applicable)

Project Name	Key Number (if applicable)
Southwest Oregon 2024-2027 ADA Curb Ramp Design, Phase 2 Project	K23844

734-5150 (11/2025)

Project scope and description	Current stage
Design and construct curb ramps to meet compliance with the Americans with Disabilities Act (ADA) standards on US 101 in Curry County.	Final Plans

Crosswalk Closure Detail 1

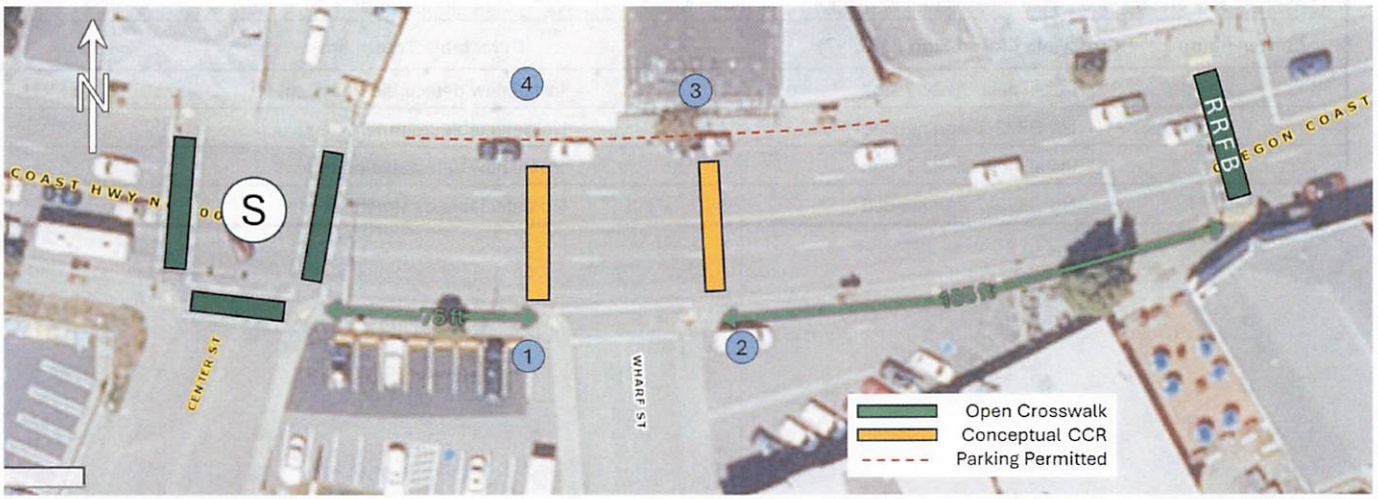
Cross Street Name	Linear Reference Method Key	Milepoint
Wharf St.	00900I00	357.23

What geometric design or operational condition(s) significantly degrade pedestrian safety and cannot be reasonably mitigated?

US 101 is 4-lanes wide, has a posted speed limit of 20 MPH and an AADT of 17,862 and Wharf St. connects to US 101 on the south side to form a T-intersection. Businesses rely on the parking along the north side of US 101. The signalized intersection of Center Street is just 75 feet to west of C1-C4 and has both crosswalks open across US 101. The C1-C4 crosswalk on the west side of Wharf St. and C2-C3 on the east side of Wharf would create an unnecessary density of pedestrian cross traffic with the signalized crosswalk located 75 feet to the west and a mid-block RRFB enhanced crosswalk just 185 ft to the east. The C1-C4 and C2-C3 crosswalks would degrade safety by unnecessarily creating pedestrian/turning-vehicle conflict points and pedestrian crossing exposure to 4-lane double-threat traffic in and adjacent to the functional area of the signalized intersection. A ramp at C3 will remove a prominent street tree.

In an attached email, City of Brookings has cited "that any crossing at this location is a hazard for multiple reasons listed below:

- This part of the highway is on a curve and visibility is affected significantly by the narrowness of the street as well as vehicles parked on the street.
- When the sun sets in the west for a good portion of the year, it is blinding further effecting visibility.
- There is a controlled mid-block RRFB crossing close at the theater as well as (a signal) at Center Street. Why would we want to encourage crossing at an un-controlled intersection?
- The impact these ramps will have to the walkability of the sidewalk on the north bound lane side as well as the impact these ramps will have on the businesses that have front doors that open out to that sidewalk.
- Lastly parking. This will eliminate parking along this portion of the North bound lane that will also have an impact on the businesses who reside there.



What other solutions have been explored to mitigate the condition(s), why are these solutions not feasible, and why is closing the crosswalk the preferred alternative?

Other alternatives with a compliant C1-C4 and C2-C3 crosswalk were considered, however they are in and adjacent to in the functional area of the Center St. signalized intersection where pedestrian-vehicle conflict potential is heightened degrading safety and there is a high likelihood for potential traffic disruptions. The Center St signalized crosswalks to the west and the enhanced crosswalk 185 ft. to the east will provide pedestrians with an adequate crossing of US 101 with less potential for safety concerns or traffic disruption.

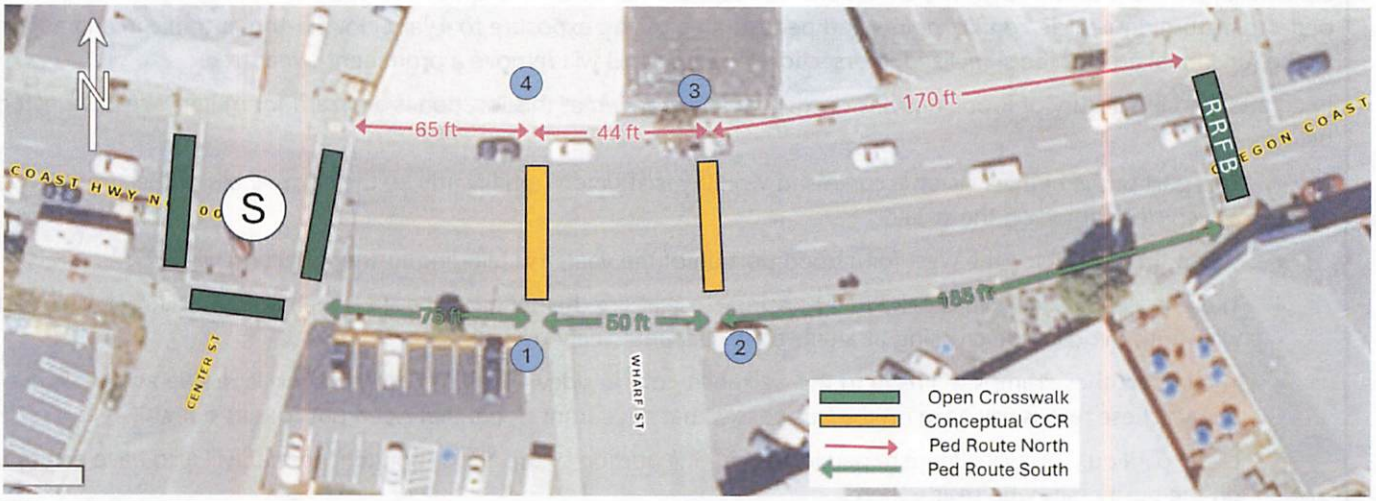
Locate the nearest enhanced crosswalk in each direction along the highway. How does closing the crosswalk affect ODOT's ability to meet its spacing targets for enhanced crosswalks discussed in Section 310.1 of the Traffic Manual?

Enhancing crosswalks is outside the scope of this project. In a future project, ODOT can evaluate the need & feasibility of enhancing crosswalks on this segment of highway to progress toward its spacing targets for enhanced crosswalks.

How does closing the crosswalk affect the local bicycle and pedestrian plan if a plan exists?

The current Curry County TSP was adopted in 2005, does not have Bike/Ped improvements identified for this section of US 101. The City of Bookings also does not have improvements identified for this section.

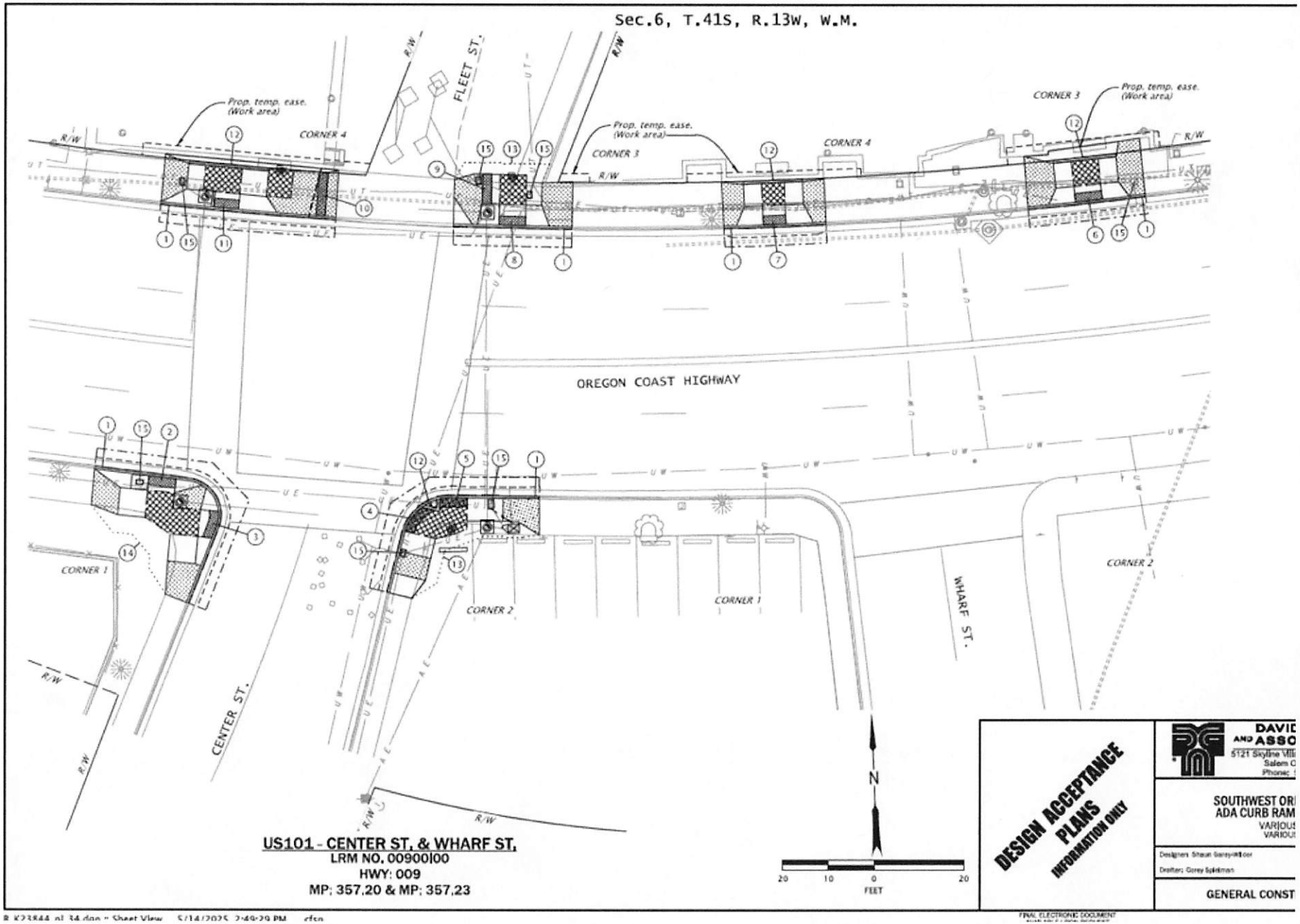
Show the proposed closed crosswalk and alternative pedestrian route in a plan-view picture or diagram. Include the location and distance to the nearest remaining crosswalk (marked or unmarked) in each direction along the highway. Note obstacles along the alternate route (e.g., a utility pole in the middle of the sidewalk).



What devices are proposed to close the crosswalk? Include the approximate location, such as corner and ramp number, where a CROSSWALK CLOSED (OR22-7) sign(s) and detectable treatment(s) are planned. Select from available options in the table below, write a custom entry in the table below, or delete the table and provide a plan-view picture or diagram that shows where all closure treatments are proposed.

Corner-Ramp	Crosswalk Closed Sign (OR22-7)	Detectable Treatment
1-1	Install new OR 22-7 sign	Install new detectable treatment
4-1	No OR22-7 sign needed	No detectable treatment needed
2-2	Install new OR 22-7 sign	Install new detectable treatment
3-1	No OR22-7 sign needed	No detectable treatment needed

TRAFFIC DETAILS CHECKED _____



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 13, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject:

Resolution 26-R-1288 – Adopting Plan of Action for FY 2024–2025 Audit Finding.

Recommended Motion:

Motion to adopt Resolution 26-R-1288, adopting the Plan of Action for the Fiscal Year 2024–2025 audit finding.

Financial Impact:

None.

Background/Discussion:

Sensiba LLP completed the City's audit for the fiscal year ending June 30, 2025. The audit report identified a deficiency, as outlined in the Plan of Action.

State requirements mandate that municipalities adopt a Plan of Action to address any audit findings and submit the plan to the Secretary of State.

The attached resolution adopts the City's Plan of Action for the FY 2024–2025 audit finding and ensures compliance with state reporting requirements.

Attachment:

Resolution 26-R-1288
Plan of Action

CITY OF BROOKINGS
State of Oregon

RESOLUTION 26-R-1288

A RESOLUTION ADOPTING PLAN OF ACTION FOR 2024-2025 FISCAL YEAR AUDIT FINDINGS.

WHEREAS, the City's audit of the fiscal year ending June 30, 2025 was completed by the independent auditing firm, Sensiba LLP; and

WHEREAS, the audit report included a deficiency as indicted in the attached Exhibit A, and

WHEREAS, the State requires that municipalities adopt a plan of action to address any deficiencies and file the plan with the Secretary of State.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Brookings Council adopts the Plan of Action for 2024-2025 Fiscal Year audit finding, attached as Exhibit A.

Passed by the City Council April 13, 2026, and made effective the same date.

Attest:

Mayor Phoebe Pereda

City Recorder Brooklyn Osterhage

City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1126 Fax (541) 469-3650
lehlers@brookings.or.us

April 13, 2026

Oregon Secretary of State
Audits Division
255 Capitol St. NE, Suite #180
Salem, OR 97310

Plan of Action for City of Brookings

City of Brookings respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2025. The audit was completed by the independent auditing firm Sensiba LLP and reported the deficiencies listed below. The plan of action was adopted by the members of the governing body at their meeting on April 13, 2026, as indicated by signatures below.

The deficiency is listed below, including the adopted plan of action and timeframe.

Deficiency: Management fees charged to the Brookings Urban Renewal Agency (URA)

Description: Significant Deficiency – The City provides administrative and management services to the URA, including financial oversight, staff support, and general management functions. In consideration for these services, the URA reimburses the City through management fees in the amount of $50,000. During the fiscal year, the URA incurred approximately $250,000 in expenditures, of which $50,000 were paid to the City for administrative support. There is no documentation to support the time and effort incurred by City staff and there is no formal agreement in place to establish the services the City provides to the URA.

Recommendation: Auditors recommend the City perform a time study for the actual time incurred by City staff to establish its time and effort on behalf of the URA to ensure that charges for administrative support are reflective of what the URA would be required to pay for the same services from an unrelated party. Further, the agreement should be formalized through the use of an intergovernmental agreement that establishes ongoing monitoring procedures and periodic evaluation of the services provided.

Plan of Action: The City will perform a time study for the actual time incurred by City staff annually to establish its time and effort on behalf of the URA to ensure that charges for administrative support are reflective of what the URA would be required to pay for the same services from an unrelated party. Further, the agreement should be formalized through the use of an intergovernmental agreement that establishes ongoing monitoring procedures and periodic evaluation of the services provided.

Timeframe or Date of Implementation: April 14, 2026

Mayor Phoebe Pereda

City Manager Tim Rundel

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 13, 2026

Signature (submitted by)

Originating Dept: Finance & Admin

City Manager Approval

Subject: Intergovernmental Agreement with the Brookings Urban Renewal Agency for Administrative Services

Recommended Motion:

Motion to authorize the City Manager to execute the Intergovernmental Agreement with the Brookings Urban Renewal Agency for administrative, financial, and project support services.

Financial Impact:

The City will receive an annual administrative fee of $50,000 from the Brookings Urban Renewal Agency, subject to annual budget appropriation.

Background/Discussion:

The attached Intergovernmental Agreement (IGA) formalizes the relationship between the City of Brookings and the Brookings Urban Renewal Agency (URA) for the provision of administrative, financial, and project support services.

Under ORS Chapters 190 and 457, the City may provide services to the URA to support implementation of the Urban Renewal Plan. These services include program administration, project coordination, financial management, budgeting, compliance, and Agency Board support.

The agreement establishes a clear and documented method for compensation through an annual administrative fee of $50,000, funded by tax increment revenues. The agreement also includes a requirement for an annual review of costs and workload to ensure the fee remains aligned with actual service levels. A survey was conducted this fiscal year and the results fully support the $50,000 fee. The term of the agreement is three (3) years, unless terminated earlier.

Approval of this agreement provides transparency, ensures compliance with state requirements, and documents the City's role in supporting urban renewal activities.

Attachment:

a. IGA – City of Brookings & Brookings Urban Renewal Agency

INTERGOVERNMENTAL AGREEMENT
Brookings Urban Renewal Agency
City of Brookings

This Intergovernmental Agreement ("Agreement") is made and entered into by and between the Urban Renewal Agency, a Component Unit of City of Brookings of the State of Oregon herein after referred to as "AGENCY", and the CITY OF BROOKINGS, a municipal corporation organized and operated pursuant to the Constitution and Statutes of the State of Oregon and its City Charter, hereinafter referred to as "CITY", collectively referred to as the "Parties".

RECITALS

1. This Agreement is entered into pursuant to ORS Chapter 190 and ORS Chapter 457.
2. The Agency is responsible for implementation of the Brookings Urban Renewal Plan, which authorizes the use of tax increment funds for administration and coordination of development activities.
3. The purpose of this Agreement is to formalize the provision of administrative, financial and project support services by the City to the Agency and to establish a clear and documented method for compensation for those services.
4. The Brookings City Council serves as the governing body of the Agency pursuant to ORS 457.045. Notwithstanding shared governance, the Agency remains a separate legal entity with separate accounting and financial responsibilities.

SCOPE OF WORK

1. The City shall provide administrative services necessary to implement the Urban Renewal Plan, including but not limited to:
   - Program administration (including façade, grant, and loan programs)
   - Project coordination and management of urban renewal activities
   - Financial management, accounting, and reporting of tax increment funds
   - Preparation of annual budgets and financial reports
   - Compliance with ORS Chapter 457 and applicable laws
   - Agency Board support, including agenda preparation and meeting coordination
   - Contract administration and procurement support
   - Coordination of development agreements and redevelopment activities
   - Public outreach and communication related to urban renewal programs
2. Services shall be limited to activities directly related to implementation of the Urban Renewal Plan.
3. If the level of services required to implement the Urban Renewal Plan materially increases, including but not limited to the addition of new programs, major capital projects, redevelopment initiatives, or expanded grant programs, the parties

agree to review and, if necessary, renegotiate compensation under this Agreement.

OBLIGATIONS

1. The Agency shall pay the City an annual administrative fee of **$50,000** for services provided under this Agreement.
2. Payment shall be made from tax increment revenues and may be paid in quarterly installments unless otherwise agreed.
3. Payment of the administrative fee is subject to annual appropriation and adoption of the Agency's budget.
4. The City shall maintain a documented methodology to estimate the staff time and costs associated with providing services to the Agency, as shown in Exhibit A. This methodology shall include:
   - Estimated staff hours devoted to Agency activities
   - Fully burdened personnel costs (salary and benefits)
   - Allocation of direct administrative costs where applicable
5. The methodology shall be reviewed and updated annually as part of the Agency's budget process.
6. A worksheet (Exhibit A) shall be prepared annually by the City of Brookings to support the administrative fee charged to the Brookings Urban Renewal Agency under this Agreement.
7. The purpose of this worksheet is to document a reasonable and supportable allocation of City staff time and administrative costs associated with implementation of the Urban Renewal Plan.
8. The administrative fee and cost allocation methodology shall be reviewed annually by the City and the Agency as part of the budget process.
9. The parties acknowledge that the current administrative fee may not fully reflect the actual cost of services provided. The annual review is intended to:
   - Compare the administrative fee to documented staff time and costs
   - Evaluate whether the level of services has increased or decreased
   - Consider adjustments necessary to better align compensation with actual service delivery over time
10. The parties agree to work in good faith to adjust the administrative fee as appropriate based on this review, taking into consideration:
    - Documented cost allocation results
    - Changes in workload or program complexity
    - Available tax increment revenues
    - Agency budget priorities
11. Any adjustment to the administrative fee shall require mutual agreement of the parties.
12. The Agency shall maintain separate accounting for all tax increment funds. The City may act as fiscal agent for the Agency and shall administer funds in accordance with applicable laws, the Urban Renewal Plan, and adopted budgets.

13. Administrative costs paid under this Agreement shall be consistent with ORS Chapter 457 and the Urban Renewal Plan.
14. The City shall maintain records supporting services provided under this Agreement. All records shall be subject to audit in accordance with Oregon law.
15. Each party shall be responsible for its own acts and omissions and those of its officers, employees, and agents. Nothing in this Agreement shall be construed as a waiver of any immunities or defenses available under Oregon law.
16. The City shall maintain insurance coverage for its employees consistent with its standard policies. No additional insurance is required under this Agreement unless otherwise agreed.

TERMS OF AGREEMENT

1. The term of this Agreement shall begin on the date all required signatures are obtained, and shall continue for a period of three (3) years, unless terminated earlier as provided herein.
2. Either party may terminate this Agreement with sixty (60) days written notice.
3. This Agreement may be amended only by written agreement of both parties.

GENERAL PROVISIONS

1. Both parties shall comply with all applicable federal, state, and local laws, including ORS Chapter 457 and public contracting requirements.
2. The City and the Agency are separate legal entities. Nothing in this Agreement shall be construed to create a joint venture or to merge liabilities.
3. This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements or representation, oral or written, not specified herein regarding the Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only the specific instance and for the specific purpose given.

IN WITNESS WHEROF, the parties hereto have set their hands as of the day and year hereinafter written.

BROOKINGS URBAN RENEWAL AGENCY	CITY OF BROOKINGS
_____	_____
Chair Phoebe Pereda	City Manager Tim Rundel
_____	_____
Date	Date

EXHIBIT A
Urban Renewal Agency Administrative Cost Allocation Worksheet

PERSONNEL COST ALLOCATION

Position	Annual Salary	Benefits %	Fully Burdened Cost	% Time on URA	Allocated URA Cost
City Manager	$_____	_____%	$_____	_____%	$_____
Finance Director	$_____	_____%	$_____	_____%	$_____
Planner / Community Development	$_____	_____%	$_____	_____%	$_____
Administrative Support	$_____	_____%	$_____	_____%	$_____
Public Works / Project Oversight	$_____	_____%	$_____	_____%	$_____
Other: _____	$_____	_____%	$_____	_____%	$_____

Total Personnel Cost Allocation: $_____

Calculation Method:
Fully Burdened Cost = Salary × (1 + Benefits %)
Allocated URA Cost = Fully Burdened Cost × % Time on URA Activities

DIRECT ADMINISTRATIVE COSTS

Cost Category	Total Annual Cost	Allocation Basis	URA Allocation
Audit Services	$_____	% of total funds	$_____
Legal Services	$_____	Estimated URA use	$_____
Financial / Accounting Software	$_____	% of usage	$_____
Insurance	$_____	Proportional allocation	$_____
Office / Overhead Costs	$_____	Staff allocation	$_____
Other: _____	$_____	_____	$_____

Total Direct Administrative Costs: $_____

TOTAL ADMINISTRATIVE COST

Total Personnel Costs: $_____
Total Direct Costs: $_____

Total Estimated Annual URA Administrative Cost: $_____

TAX INCREMENT COMPARISON

Annual Tax Increment Revenue: $_____
Administrative Cost as % of Revenue: _____ %

CERTIFICATION

This allocation represents a good-faith estimate of staff time and costs associated with activities directly related to implementation of the Urban Renewal Plan. Allocations exclude general municipal services unrelated to urban renewal activities.

Prepared by: _____
Title: _____
Date: _____

Approved by: _____
(Agency Board or Designee)
Date: _____

Reviewed by: _____
Title: _____
Date: _____

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
03/26	03/05/2026	94859	5908	Amazon Capital Services	113.80	49-10-7030	Computer Hardware
03/26	03/05/2026	94860	6253	American Industrial Door LLC	825.00	10-14-6040	Building Maintenance
03/26	03/05/2026	94861	147	Brookings Glass Inc	307.00	15-10-6040	Building Maintenance
03/26	03/05/2026	94862	6072	Salmon Run Golf Course	71,096.00	10-00-1017	Golf Course Deposit
03/26	03/05/2026	94863	5567	CAL/OR Insurance Agency	683.33	30-10-6115	Insurance/Bonds
03/26	03/05/2026	94864	5070	Canon U.S.A. Inc	95.90	10-13-6030	Operating Supplies
03/26	03/05/2026	94865	6328	Canopy Wellbeing	66.00	10-19-6090	Contract Services
03/26	03/05/2026	94866	6373	CarsonMchugh Marketing	676.50	32-10-6090	Contract Services-Events
03/26	03/05/2026	94867	6031	Cascade Home Center	1,416.63	20-21-6030	Operating Supplies
03/26	03/05/2026	94868	5822	Chaves Consulting Inc	388.70	49-10-7030	Computer Hardware
03/26	03/05/2026	94869	5952	Chetco Auto Marine & Industrial Supply	227.87	25-31-6090	Contract Services
03/26	03/05/2026	94870	5827	Coastal Investments LLC	960.00	10-19-6090	Contract Services
03/26	03/05/2026	94871	1745	Coastal Paper & Supply Inc	172.38	20-21-6030	Operating Supplies
03/26	03/05/2026	94872	182	Coos-Curry Electric	11,582.44	10-16-6130	Utilities
03/26	03/05/2026	94873	6078	Curry County Reporter	236.25	10-12-6010	Books & Publications
03/26	03/05/2026	94874	259	Da-Tone Rock Products	691.47	20-21-6030	Operating Supplies
03/26	03/05/2026	94875	284	Day Management Corp	1,269.58	10-13-6135	Communications
03/26	03/05/2026	94876	317	DCBS - Fiscal Services	627.48	10-00-2075	Sur Tax Payable
03/26	03/05/2026	94877	1	Bridgette Eszlinger	154.74	20-00-2070	Deposits
03/26	03/05/2026	94878	1	Gerald & Wanda Hamm	200.00	20-00-2070	Deposits
03/26	03/05/2026	94879	1	Jonathon & Stephanie Horn	178.13	20-00-2070	Deposits
03/26	03/05/2026	94880	1	Kimberly Ott	191.40	20-00-2070	Deposits
03/26	03/05/2026	94881	1	Jacob Portwood	31.57	20-00-2070	Deposits
03/26	03/05/2026	94882	6361	Jason E Dimmick	372.80	10-14-6165	B.F.A. Services
03/26	03/05/2026	94883	5432	First Community Credit Union	3,560.00	25-31-8010	Interest
03/26	03/05/2026	94884	6265	H&S Energy Group	3,175.45	10-13-6030	Operating Supplies
03/26	03/05/2026	94885	6227	Darryl Harmon	372.80	10-14-6165	B.F.A. Services
03/26	03/05/2026	94886	4980	iSecure Inc	85.10	10-12-6090	Contract Services
03/26	03/05/2026	94887	5858	Jacobs Engineering Group Inc	27,149.90	53-43-7026	Construction-USDA
03/26	03/05/2026	94888	5733	Thomas W Kerr	559.20	10-14-6165	B.F.A. Services
03/26	03/05/2026	94889	3978	KLB Enterprises	390.00	10-13-6015	Equipment Maintenance
03/26	03/05/2026	94890	328	Les Schwab Tire Center	1,103.98	15-10-6030	Operating Supplies
03/26	03/05/2026	94891	6372	Jeanette McVay	1,000.00	32-10-6090	Contract Services-Events
03/26	03/05/2026	94892	4269	Gary Milliman	325.00	10-11-6090	Contract Services
03/26	03/05/2026	94893	6331	N & S Tractor Inc	231.36	15-10-6030	Operating Supplies
03/26	03/05/2026	94894	4487	Net Assets Corporation	255.00	10-12-6090	Contract Services
03/26	03/05/2026	94895	442	OCCMA	368.86	10-12-6125	Dues
03/26	03/05/2026	94896	279	One Call Concepts Inc	113.76	20-21-6090	Contract Services
03/26	03/05/2026	94897	5008	Online Information Services	83.66	10-12-6090	Contract Services
03/26	03/05/2026	94898	252	Paramount Pest Control	225.00	10-19-6090	Contract Services
03/26	03/05/2026	94899	4	Sonya Bates	250.00	10-06-4150	Capella Revenue
03/26	03/05/2026	94900	322	Postmaster	1,300.00	25-31-6005	Office Supplies
03/26	03/05/2026	94901	3	Paragon Property Management	106.39	20-04-4160	Utility User Fees
03/26	03/05/2026	94902	3	Carol Beckley	114.94	20-04-4160	Utility User Fees
03/26	03/05/2026	94903	3	John & Lisa Shaw	106.55	20-04-4160	Utility User Fees
03/26	03/05/2026	94904	3	Toni True	25.00	20-04-4160	Utility User Fees
03/26	03/05/2026	94905	5377	Andrew Stubbs	186.40	10-14-6165	B.F.A. Services
03/26	03/05/2026	94906	6208	Summit Water Resources LLC	1,090.46	10-12-6065	Legal/Administration Services
03/26	03/05/2026	94907	2863	Verizon Wireless	1,198.61	10-13-6135	Communications
03/26	03/05/2026	94908	5992	Ziply Fiber	1,371.46	30-10-6135	Communications
03/26	03/12/2026	94909	6374	Bay Area Automotive LLC	740.00	10-13-6015	Equipment Maintenance
03/26	03/12/2026	94910	6326	Beacon Broadband Inc	401.00	30-10-6135	Communications
03/26	03/12/2026	94911	4939	Bi - Mart Corporation	96.39	10-13-6030	Operating Supplies

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
03/26	03/12/2026	94912	2407	Blue Star Gas	119.99	10-16-6030	Operating Supplies
03/26	03/12/2026	94913	4532	BHHS Yearbook	30.00	10-19-6030	Operating Supplies
03/26	03/12/2026	94914	5070	Canon U.S.A. Inc	3,404.44	10-13-6030	Operating Supplies
03/26	03/12/2026	94915	1373	Cascade Fire Equipment	895.00	10-13-6015	Equipment Maintenance
03/26	03/12/2026	94916	5842	Century West Engineering Corp	13,452.50	33-10-7025	Construction
03/26	03/12/2026	94917	5909	CMI Software Corp	26,395.00	30-10-6090	Contract Services
03/26	03/12/2026	94918	5718	Don Kirk Construction Inc	6,328.96	53-43-7025	Construction
03/26	03/12/2026	94919	3342	Fastenal	136.64	20-21-6030	Operating Supplies
03/26	03/12/2026	94920	2186	Ferguson Waterworks #3011	4,171.20	20-21-7020	Equipment
03/26	03/12/2026	94921	6339	Garrett Hemann Robertson PC	405.00	10-12-6065	Legal/Administration Services
03/26	03/12/2026	94922	4989	Gaylord Klinefelter Contracting Inc	2,940.00	54-42-7025	Construction
03/26	03/12/2026	94923	5301	Gunners Sport Shop	805.00	10-13-6140	Handgun Purchases
03/26	03/12/2026	94924	5754	iFocus Consulting Inc	5,150.00	49-10-6090	Contract Services
03/26	03/12/2026	94925	4760	Industrial Electric Arcata, Inc.	1,746.11	10-18-6040	Building Maintenance
03/26	03/12/2026	94926	5858	Jacobs Engineering Group Inc	156,287.42	25-32-6090	Contract Services
03/26	03/12/2026	94927	202	League of Oregon Cities	35.00	10-15-6090	Contract Services
03/26	03/12/2026	94928	6065	Local Government Law Group PC	5,675.00	10-12-6065	Legal/Administration Services
03/26	03/12/2026	94929	4794	Pacific Rim Copy Center	36.00	61-41-6031	Supplies - Safety City
03/26	03/12/2026	94930	4	Kai Hopkins	250.00	10-00-2070	Deposits
03/26	03/12/2026	94931	6316	Perfect Pack Dog Training LLC	200.00	61-41-6030	Supplies - K9
03/26	03/12/2026	94932	207	Quill Corporation	769.32	10-19-6005	Office Supplies
03/26	03/12/2026	94933	6243	Southern Oregon Trees and Stumps LLC	2,795.00	32-10-6090	Contract Services-Events
03/26	03/12/2026	94934	380	Stadelman Electric Inc	2,467.00	53-43-7025	Construction
03/26	03/12/2026	94935	6264	Tradewind Signs LLC	45.00	10-13-6030	Operating Supplies
03/26	03/12/2026	94936	4734	Vestis Services LLC	120.00	10-19-6030	Operating Supplies
03/26	03/12/2026	94937	2122	Cardmember Service	7,200.47	10-12-6090	Contract Services
03/26	03/12/2026	94938	169	Waste Connections Inc	299.20	61-41-6038	Range Maintenance
03/26	03/12/2026	94939	169	Curry Transfer & Recycling Inc	251.00	10-19-6040	Building Maintenance
03/26	03/19/2026	94940	5070	Canon U.S.A. Inc	309.16	10-15-6030	Operating Supplies
03/26	03/19/2026	94941	173	Curry Equipment	309.93	10-16-6015	Equipment Maintenance
03/26	03/19/2026	94942	6376	Shawn Delgado	217.34	25-31-6120	Training/Travel
03/26	03/19/2026	94943	1	Darcy Rego	300.00	20-00-2070	Deposits
03/26	03/19/2026	94944	1	Mitchell Harrison	170.01	20-00-2070	Deposits
03/26	03/19/2026	94945	5344	Dooley Enterprises Inc	1,507.77	10-13-6120	Training/Travel
03/26	03/19/2026	94946	5951	Executech	34.30	49-10-6090	Contract Services
03/26	03/19/2026	94947	6265	H&S Energy Group	3,117.95	10-13-6030	Operating Supplies
03/26	03/19/2026	94948	1130	H.D. Fowler	1,713.60	20-21-6030	Operating Supplies
03/26	03/19/2026	94949	3561	Oil Can Henry's	170.00	10-13-6015	Equipment Maintenance
03/26	03/19/2026	94950	5835	ORCA Heating & Refrigeration Inc	5,270.00	25-31-6040	Building Maintenance
03/26	03/19/2026	94951	6375	Oregonian Media Group	1,290.00	32-10-6090	Contract Services-Events
03/26	03/19/2026	94952	4	Tamara Duyck	250.00	10-06-4150	Capella Revenue
03/26	03/19/2026	94953	4	Will Martineau	300.00	10-00-2070	Deposits
03/26	03/19/2026	94954	4	Alliyia Taylor	300.00	10-00-2070	Deposits
03/26	03/19/2026	94955	866	Pitney Bowes Global Financial LLC	165.54	10-19-6005	Office Supplies
03/26	03/19/2026	94956	5101	Pitney Bowes Reserve Acct	500.00	10-19-6030	Operating Supplies
03/26	03/19/2026	94957	6236	Roberson Motors Inc	44,837.80	50-10-7021	Equipment - Police
03/26	03/19/2026	94958	6377	David Rutherford	217.34	25-31-6120	Training/Travel
03/26	03/19/2026	94959	6124	Silke Communications Solutions Inc	1,035.41	10-14-6135	Communications
03/26	03/19/2026	94960	6262	Stateline Tires LLC	1,080.00	10-13-6015	Equipment Maintenance
03/26	03/19/2026	94961	6264	Tradewind Signs LLC	256.10	61-41-6031	Supplies - Safety City
03/26	03/19/2026	94962	169	Waste Connections Inc	1,827.58	10-16-6090	Contract Services
03/26	03/19/2026	94963	5992	Ziply Fiber	324.33	30-10-6090	Contract Services
03/26	03/26/2026	94964	5908	Amazon Capital Services	89.07	10-19-6005	Office Supplies
03/26	03/26/2026	94965	147	Brookings Glass Inc	915.00	50-10-7025	Construction
03/26	03/26/2026	94966	5048	Brookings Harbor Medical Center	150.00	10-16-6030	Operating Supplies
03/26	03/26/2026	94967	566	Curry County Assessor	200.00	52-42-7025	Construction

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
03/26	03/26/2026	94968	1	Michael Mahar	155.11	20-00-2070	Deposits
03/26	03/26/2026	94969	6030	Hartwick Automotive LLC	302.47	10-13-6015	Equipment Maintenance
03/26	03/26/2026	94970	202	League of Oregon Cities	978.00	10-12-6120	Training/Travel
03/26	03/26/2026	94971	5954	Morel Ink	302.65	10-19-6005	Office Supplies
03/26	03/26/2026	94972	4443	Napa Auto Parts-Golder's	421.05	20-21-6030	Operating Supplies
03/26	03/26/2026	94973	4	Claudia Alvarez	300.00	10-00-2070	Deposits
03/26	03/26/2026	94974	4	Michael Phelps	300.00	10-00-2070	Deposits
03/26	03/26/2026	94975	6316	Perfect Pack Dog Training LLC	90.00	61-41-6030	Supplies - K9
03/26	03/26/2026	94976	207	Quill Corporation	206.15	10-19-6005	Office Supplies
03/26	03/26/2026	94977	5326	Randy J Gorman Inc	1,845.00	33-10-6090	Contract Services
03/26	03/26/2026	94978	3	Dustin Watson	228.34	20-04-4160	Utility User Fees
03/26	03/26/2026	94979	6262	Stateline Tires LLC	150.00	10-13-6015	Equipment Maintenance
03/26	03/26/2026	94980	861	Village Express Mail Center	14.95	10-13-6030	Operating Supplies
03/26	03/26/2026	94981	5992	Ziply Fiber	2,575.78	30-10-6135	Communications
03/26	03/31/2026	94982	5048	Brookings Harbor Medical Center	150.00	25-31-6030	Operating Supplies
03/26	03/31/2026	94983	6186	Jerit Carpenter	114.00	10-16-6120	Training/Travel
03/26	03/31/2026	94984	6031	Cascade Home Center	547.17	20-21-6030	Operating Supplies
03/26	03/31/2026	94985	193	Central Equipment Co Inc	4,350.00	50-10-7024	Parks Projects
03/26	03/31/2026	94986	3834	Clean Sweep Janitorial Service	2,055.00	33-10-6090	Contract Services
03/26	03/31/2026	94987	4882	Coastal Heating & Air	1,752.35	10-19-6032	EOC supplies/training
03/26	03/31/2026	94988	1745	Coastal Paper & Supply Inc	982.86	10-16-6030	Operating Supplies
03/26	03/31/2026	94989	182	Coos-Curry Electric	12,023.72	10-16-6060	Capella Expense
03/26	03/31/2026	94990	6078	Curry County Reporter	262.50	51-41-7025	Construction
03/26	03/31/2026	94991	284	Day Management Corp	7,120.00	30-10-7021	Equipment Replacement
03/26	03/31/2026	94992	6255	Derwin Boggs	117.80	10-13-6030	Operating Supplies
03/26	03/31/2026	94993	6361	Jason E Dimmick	372.80	10-14-6165	B.F.A. Services
03/26	03/31/2026	94994	6115	Douglas A Bergstrom Ph.D.	400.00	10-13-6035	Miscellaneous
03/26	03/31/2026	94995	2640	Dyer Partnership	59,641.98	52-42-7025	Construction
03/26	03/31/2026	94996	5432	First Community Credit Union	3,560.00	25-31-8010	Interest
03/26	03/31/2026	94997	298	Freeman Rock Inc	359.75	20-21-6030	Operating Supplies
03/26	03/31/2026	94998	6265	H&S Energy Group	4,124.70	10-13-6030	Operating Supplies
03/26	03/31/2026	94999	1130	H.D. Fowler	640.92	20-21-6030	Operating Supplies
03/26	03/31/2026	95000	6227	Darryl Harmon	372.80	10-14-6165	B.F.A. Services
03/26	03/31/2026	95001	6030	Hartwick Automotive LLC	79.24	10-13-6015	Equipment Maintenance
03/26	03/31/2026	95002	5858	Jacobs Engineering Group Inc	26,140.15	53-43-7026	Construction-USDA
03/26	03/31/2026	95003	5733	Thomas W Kerr	372.80	10-14-6165	B.F.A. Services
03/26	03/31/2026	95004	3978	KLB Enterprises	889.35	10-13-6015	Equipment Maintenance
03/26	03/31/2026	95005	6379	Legacy an Ontivity Company	2,808.19	30-10-6030	Operating Supplies
03/26	03/31/2026	95006	279	One Call Concepts Inc	34.76	25-31-6090	Contract Services
03/26	03/31/2026	95007	252	Paramount Pest Control	238.00	10-19-6090	Contract Services
03/26	03/31/2026	95008	4	Amaryllis Monje	300.00	10-00-2070	Deposits
03/26	03/31/2026	95009	4	Sarah Burress	250.00	10-06-4150	Capella Revenue
03/26	03/31/2026	95010	4	Allyson Carter	250.00	10-06-4150	Capella Revenue
03/26	03/31/2026	95011	6084	REMAX Coast & Country	2,000.00	32-10-6090	Contract Services-Events
03/26	03/31/2026	95012	5377	Andrew Stubbs	559.20	10-14-6165	B.F.A. Services
03/26	03/31/2026	95013	6380	Tonal Systems Inc	11,865.00	50-10-7025	Construction
03/26	03/31/2026	95014	2863	Verizon Wireless	1,110.58	10-13-6135	Communications
03/26	03/31/2026	95015	861	Village Express Mail Center	62.18	10-13-6035	Miscellaneous
Grand Totals:					601,597.02		

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary

M = Manual Check, V = Void Check

City of Brookings
URBAN RENEWAL AGENCY MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, December 8, 2025

Call to Order
Chair Hodges called the meeting to order at 5:49 PM

Roll Call
Agency Present: Chair Isaac Hodges, Directors Clayton Malmberg, Phoebe Pereda, Andy Martin, and Kristi Fulton; a quorum present
Staff present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, Finance & HR Director Lu Ehlers, and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: 2

Consent Calendar
1. Approve Urban Renewal meeting minutes for June 9, 2025

Director Malmberg moved and Director Fulton seconded to approve the Consent Calendar as presented. Motion passed; Directors Martin, Fulton, Malmberg, Pereda and Chair Hodges voting "aye" [5:0].

Staff Reports
1. Urban Renewal Projects Update
Staff Report provided by Tony Baron

2. Audit Report for the fiscal year ended June 30, 2025
Staff Report provided by Lu Ehlers

Chair Hodges moved and Director Pereda seconded to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2025. Motion passed; Directors Martin, Fulton, Malmberg, Pereda and Chair Hodges voting "aye" [5:0].

Adjournment
Chair Hodges adjourned the meeting at 6:00 PM.

Respectfully submitted:

Phoebe Pereda, URA Chair

ATTESTED:
this 13th day of April, 20256:

Brooklyn Osterhage, City Recorder

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: April 13, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject:

Resolution 26-R-1289 – Adopting Plan of Action for FY 2024–2025 Audit Finding.

Recommended Motion:

Motion to adopt Resolution 26-R-1289, adopting the Plan of Action for the Fiscal Year 2024–2025 audit finding.

Financial Impact:

None.

Background/Discussion:

Sensiba LLP completed the Urban Renewal District's audit for the fiscal year ending June 30, 2025. The audit report identified a deficiency, as outlined in the Plan of Action.

State requirements mandate that municipalities adopt a Plan of Action to address any audit findings and submit the plan to the Secretary of State.

The attached resolution adopts the Urban Renewal District's Plan of Action for the FY 2024–2025 audit finding and ensures compliance with state reporting requirements.

Attachment:

Resolution 26-R-1289
Plan of Action

URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS
State of Oregon

RESOLUTION 26-R-1289

A RESOLUTION ADOPTING PLAN OF ACTION FOR 2024-2025 FISCAL YEAR AUDIT FINDINGS.

WHEREAS, the Urban Renewal Agency's audit of the fiscal year ending June 30, 2025 was completed by the independent auditing firm, Sensiba LLP; and

WHEREAS, the audit report included a deficiency as indicted in the attached Exhibit A, and

WHEREAS, the State requires that municipalities adopt a plan of action to address any deficiencies and file the plan with the Secretary of State.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Brookings Urban Renewal Agency adopts the Plan of Action for 2024-2025 Fiscal Year audit finding, attached as Exhibit A.

Adopted by the Board of Directors of Brookings Urban Renewal Agency April 13, 2026, and made effective the same date.

Attest:

Mayor Phoebe Pereda

City Recorder Brooklyn Osterhage

City of Brookings URA

898 Elk Drive, Brookings, OR 97415
(541) 469-1126 Fax (541) 469-3650
lehlers@brookings.or.us

April 13, 2026

Oregon Secretary of State
Audits Division
255 Capitol St. NE, Suite #180
Salem, OR 97310

Plan of Action for Brookings Urban Renewal Agency

Brookings Urban Renewal Agency respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2025. The audit was completed by the independent auditing firm Sensiba LLP and reported the deficiencies listed below. The plan of action was adopted by the members of the governing body at their meeting on April 13, 2026, as indicated by signatures below.

The deficiency is listed below, including the adopted plan of action and timeframe.

Deficiency: Management fees charged to the Brookings Urban Renewal Agency (URA)

Description: Significant Deficiency – The City of Brookings provides administrative and management services to the URA, including financial oversight, staff support, and general management functions. In consideration for these services, the URA reimburses the City through management fees in the amount of $50,000. During the fiscal year, the URA incurred approximately $250,000 in expenditures, of which $50,000 were paid to the City for administrative support. There is no documentation to support the time and effort incurred by City staff and there is no formal agreement in place to establish the services the City provides to the URA.

Recommendation: Auditors recommend the City perform a time study for the actual time incurred by City staff to establish its time and effort on behalf of the URA to ensure that charges for administrative support are reflective of what the URA would be required to pay for the same services from an unrelated party. Further, the agreement should be formalized through the use of an intergovernmental agreement that establishes ongoing monitoring procedures and periodic evaluation of the services provided.

Plan of Action: The City will perform a time study for the actual time incurred by City staff annually to establish its time and effort on behalf of the URA to ensure that charges for administrative support are reflective of what the URA would be required to pay for the same services from an unrelated party. Further, the agreement should be formalized through the use of an intergovernmental agreement that establishes ongoing monitoring procedures and periodic evaluation of the services provided.

Timeframe or Date of Implementation: April 14, 2026

Chair Phoebe Pereda

City Manager Tim Rundel

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: April 13, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject: Intergovernmental Agreement with the City of Brookings for Administrative Services

Recommended Motion:

Motion to authorize the Chair to execute the Intergovernmental Agreement with the City of Brookings for administrative, financial, and project support services.

Financial Impact:

The City will receive an annual administrative fee of $50,000 from the Brookings Urban Renewal Agency, subject to annual budget appropriation.

Background/Discussion:

The attached Intergovernmental Agreement (IGA) formalizes the relationship between the City of Brookings and the Brookings Urban Renewal Agency (URA) for the provision of administrative, financial, and project support services.

Under ORS Chapters 190 and 457, the City may provide services to the URA to support implementation of the Urban Renewal Plan. These services include program administration, project coordination, financial management, budgeting, compliance, and Agency Board support.

The agreement establishes a clear and documented method for compensation through an annual administrative fee of $50,000, funded by tax increment revenues. The agreement also includes a requirement for an annual review of costs and workload to ensure the fee remains aligned with actual service levels. A survey was conducted this fiscal year and the results fully support the $50,000 fee. The term of the agreement is three (3) years, unless terminated earlier.

Approval of this agreement provides transparency, ensures compliance with state requirements, and documents the City's role in supporting urban renewal activities.

Attachment:

a. IGA – City of Brookings & Brookings Urban Renewal Agency

INTERGOVERNMENTAL AGREEMENT
Brookings Urban Renewal Agency
City of Brookings

This Intergovernmental Agreement ("Agreement") is made and entered into by and between the Urban Renewal Agency, a Component Unit of City of Brookings of the State of Oregon herein after referred to as "AGENCY", and the CITY OF BROOKINGS, a municipal corporation organized and operated pursuant to the Constitution and Statutes of the State of Oregon and its City Charter, hereinafter referred to as "CITY", collectively referred to as the "Parties".

RECITALS

1. This Agreement is entered into pursuant to ORS Chapter 190 and ORS Chapter 457.
2. The Agency is responsible for implementation of the Brookings Urban Renewal Plan, which authorizes the use of tax increment funds for administration and coordination of development activities.
3. The purpose of this Agreement is to formalize the provision of administrative, financial and project support services by the City to the Agency and to establish a clear and documented method for compensation for those services.
4. The Brookings City Council serves as the governing body of the Agency pursuant to ORS 457.045. Notwithstanding shared governance, the Agency remains a separate legal entity with separate accounting and financial responsibilities.

SCOPE OF WORK

1. The City shall provide administrative services necessary to implement the Urban Renewal Plan, including but not limited to:
   - Program administration (including façade, grant, and loan programs)
   - Project coordination and management of urban renewal activities
   - Financial management, accounting, and reporting of tax increment funds
   - Preparation of annual budgets and financial reports
   - Compliance with ORS Chapter 457 and applicable laws
   - Agency Board support, including agenda preparation and meeting coordination
   - Contract administration and procurement support
   - Coordination of development agreements and redevelopment activities
   - Public outreach and communication related to urban renewal programs
2. Services shall be limited to activities directly related to implementation of the Urban Renewal Plan.
3. If the level of services required to implement the Urban Renewal Plan materially increases, including but not limited to the addition of new programs, major capital projects, redevelopment initiatives, or expanded grant programs, the parties

agree to review and, if necessary, renegotiate compensation under this Agreement.

OBLIGATIONS

1. The Agency shall pay the City an annual administrative fee of **$50,000** for services provided under this Agreement.
2. Payment shall be made from tax increment revenues and may be paid in quarterly installments unless otherwise agreed.
3. Payment of the administrative fee is subject to annual appropriation and adoption of the Agency's budget.
4. The City shall maintain a documented methodology to estimate the staff time and costs associated with providing services to the Agency, as shown in Exhibit A. This methodology shall include:
   - Estimated staff hours devoted to Agency activities
   - Fully burdened personnel costs (salary and benefits)
   - Allocation of direct administrative costs where applicable
5. The methodology shall be reviewed and updated annually as part of the Agency's budget process.
6. A worksheet (Exhibit A) shall be prepared annually by the City of Brookings to support the administrative fee charged to the Brookings Urban Renewal Agency under this Agreement.
7. The purpose of this worksheet is to document a reasonable and supportable allocation of City staff time and administrative costs associated with implementation of the Urban Renewal Plan.
8. The administrative fee and cost allocation methodology shall be reviewed annually by the City and the Agency as part of the budget process.
9. The parties acknowledge that the current administrative fee may not fully reflect the actual cost of services provided. The annual review is intended to:
   - Compare the administrative fee to documented staff time and costs
   - Evaluate whether the level of services has increased or decreased
   - Consider adjustments necessary to better align compensation with actual service delivery over time
10. The parties agree to work in good faith to adjust the administrative fee as appropriate based on this review, taking into consideration:
    - Documented cost allocation results
    - Changes in workload or program complexity
    - Available tax increment revenues
    - Agency budget priorities
11. Any adjustment to the administrative fee shall require mutual agreement of the parties.
12. The Agency shall maintain separate accounting for all tax increment funds. The City may act as fiscal agent for the Agency and shall administer funds in accordance with applicable laws, the Urban Renewal Plan, and adopted budgets.

13. Administrative costs paid under this Agreement shall be consistent with ORS Chapter 457 and the Urban Renewal Plan.
14. The City shall maintain records supporting services provided under this Agreement. All records shall be subject to audit in accordance with Oregon law.
15. Each party shall be responsible for its own acts and omissions and those of its officers, employees, and agents. Nothing in this Agreement shall be construed as a waiver of any immunities or defenses available under Oregon law.
16. The City shall maintain insurance coverage for its employees consistent with its standard policies. No additional insurance is required under this Agreement unless otherwise agreed.

TERMS OF AGREEMENT

1. The term of this Agreement shall begin on the date all required signatures are obtained, and shall continue for a period of three (3) years, unless terminated earlier as provided herein.
2. Either party may terminate this Agreement with sixty (60) days written notice.
3. This Agreement may be amended only by written agreement of both parties.

GENERAL PROVISIONS

1. Both parties shall comply with all applicable federal, state, and local laws, including ORS Chapter 457 and public contracting requirements.
2. The City and the Agency are separate legal entities. Nothing in this Agreement shall be construed to create a joint venture or to merge liabilities.
3. This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements or representation, oral or written, not specified herein regarding the Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only the specific instance and for the specific purpose given.

IN WITNESS WHEROF, the parties hereto have set their hands as of the day and year hereinafter written.

BROOKINGS URBAN RENEWAL AGENCY	CITY OF BROOKINGS
_____	_____
Chair Phoebe Pereda	City Manager Tim Rundel
_____	_____
Date	Date

EXHIBIT A
Urban Renewal Agency Administrative Cost Allocation Worksheet

PERSONNEL COST ALLOCATION

Position	Annual Salary	Benefits %	Fully Burdened Cost	% Time on URA	Allocated URA Cost
City Manager	$_____	_____%	$_____	_____%	$_____
Finance Director	$_____	_____%	$_____	_____%	$_____
Planner / Community Development	$_____	_____%	$_____	_____%	$_____
Administrative Support	$_____	_____%	$_____	_____%	$_____
Public Works / Project Oversight	$_____	_____%	$_____	_____%	$_____
Other: _____	$_____	_____%	$_____	_____%	$_____

Total Personnel Cost Allocation: $_____

Calculation Method:
Fully Burdened Cost = Salary × (1 + Benefits %)
Allocated URA Cost = Fully Burdened Cost × % Time on URA Activities

DIRECT ADMINISTRATIVE COSTS

Cost Category	Total Annual Cost	Allocation Basis	URA Allocation
Audit Services	$_____	% of total funds	$_____
Legal Services	$_____	Estimated URA use	$_____
Financial / Accounting Software	$_____	% of usage	$_____
Insurance	$_____	Proportional allocation	$_____
Office / Overhead Costs	$_____	Staff allocation	$_____
Other: _____	$_____	_____	$_____

Total Direct Administrative Costs: $_____

TOTAL ADMINISTRATIVE COST

Total Personnel Costs: $_____
Total Direct Costs: $_____

Total Estimated Annual URA Administrative Cost: $_____

TAX INCREMENT COMPARISON

Annual Tax Increment Revenue: $_____
Administrative Cost as % of Revenue: _____ %

CERTIFICATION

This allocation represents a good-faith estimate of staff time and costs associated with activities directly related to implementation of the Urban Renewal Plan. Allocations exclude general municipal services unrelated to urban renewal activities.

Prepared by: _____
Title: _____
Date: _____

Approved by: _____
(Agency Board or Designee)
Date: _____

Reviewed by: _____
Title: _____
Date: _____

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: April 13, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject: Potential Raise in Transient Lodging Tax Rate

Financial Impact:

Dependent upon potential rate increase

Background/Discussion:

Currently, the City of Brookings has a Transient Lodging Tax (TLT) rate of 6%. Since this rate was established before 2003, we were grandfathered in at a 75%-25% split. This means that 75% of the TLT collected can go into the general fund without any earmarks and 25% must be utilized towards tourism.

In May of 2025, Curry County raised their TLT rate from 7% to 10%. That additional 3% was subject to the state regulation for local governments with a 70/30 split.

If local government increases lodging tax or imposes a new tax (post-2003): 70% of net revenue from the new or increased tax shall be used for: "tourism promotion" or "tourism-related facilities" or finance/refinance debt of "tourism-related facilities". No more than 30% may used to fund city or county services.

"Tourism promotion" means any of the following activities:

(a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
(b) Conducting strategic planning and research necessary to stimulate future tourism development;
(c) Operating tourism promotion agencies; and
(d) Marketing special events and festivals designed to attract tourists.

"Tourism-related facility" means:

(a) A conference center, convention center or visitor information center; and
(b) Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

House Bill 4148

From a recent newsletter article:

For more than two decades, state law has required most of the proceeds of TLT taxes go toward attracting more tourists. Tourism-heavy cities for years have argued for more flexibility, reasoning

Continued on Next Page

that visitors are more likely to return to cities with pothole-free streets, clean and well-lit parks and enough police, fire and emergency medical personnel to respond quickly to incidents.
"My communities are drowning," Sen. Suzanne Weber, R-Tillamook, said on the Senate floor Thursday. "We've had consistent reductions of revenue and simultaneous massive increases to demands on services."

The tourism industry maintains that any reduction to tourism spending will hobble the industry and ultimately cost communities. Those arguments succeeded last year in blocking legislators' efforts to change a 2003 law requiring 70% of transient lodging taxes proceeds go toward tourism.

But the Oregon Legislature landed on the side of local governments this year, passing House Bill 4148 to reduce the share of transient lodging tax that must be used for tourism promotion or tourism-related facilities from 70% to 50% and let cities and counties use up to half the proceeds for services, beginning next January. The Senate voted 23-6 to pass the bill on Thursday, after it passed the House on a 40-12.

Other Coastal Communities TLT Rates:

Coastal Jurisdiction:		**Local Rate**	
Lincoln County		**12%**	Lincoln County says stays in unincorporated Lincoln County are taxed at 12% for payments on or after January 1, 2024; Oregon state tax is separate.
Lincoln City		**12%**	City announced the transient room tax increased from 9.5% to 12% starting July 1, 2023.
Newport	City	**12%**	City transient room tax. Oregon state tax is separate.
Florence	City	**4%**	City transient lodging tax. Oregon state tax is separate.
Brookings	City	**6%**	Brookings Municipal code states the transient room tax is 6% of rent charged.
Gold Beach	City	**9%**	Gold Beach codified TLT states 9%.
BandonCity		**9.5%**	City finance page lists TOT reporting forms as 9.5%.
Northern California Coast			
Del Norte County		**10%**	County TOT for unincorporated areas;
Crescent City	City	**10%**	

Bottom Line: If the City of Brookings matches the county's rate of 10%, we will fall under the 70/30 split and starting in January of 2027, we will fall under the 50/50 split. That additional 4% would bring approximately $260,000 in additional revenue.

Attachment(s):

a. Legal Guide to Collecting Lodging Tax in Oregon [Pg.]
b. Curry Pilot News Article about County raising TLT to 10% [Pg.]
c. House Bill 4148 [Pg.]
d. Brookings 24/25 TLT Revenue Report [P.]



GUIDE

League of Oregon Cities

Legal Guide to Collecting Lodging Tax in Oregon

UPDATED JUNE 2021

Prepared in cooperation with Ashley Driscoll and Chad Jacobs, Beery Elsner & Hammond, LLP

Last updated by LOC ttorneys May 2024

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Introduction

This Transient Lodging Tax Guidebook ("guidebook") is designed to provide city leaders with background information on the state's regulation of local transient lodging tax, an overview of how the state law works and answers to questions regarding: (1) how the tax is collected and remitted to cities; (2) how cities can use the tax revenue; and (3) the impact of making changes to an existing tax. The guidebook also highlights emerging challenges for cities in collecting the tax—mainly, the growing prevalence of short-term rental platforms such as Airbnb and VRBO.

Finally, the guidebook provides documents intended to assist cities in implementing and amending a transient lodging tax, including a model ordinance for amending an existing tax, a model ordinance for regulating short-term rental platforms, a model collection agreement between cities and short-term rental platforms, and model forms including a registration form and a tax remittance form.

Disclaimer

This guidebook is not intended as a substitute for legal advice. Many of the legal issues highlighted herein are not settled law and a city should choose a course of action based on how much risk the city is willing to take. These discussions should be had with a trusted legal advisor.

Background

Since the 1940s, many local governments have imposed some form of a "transient lodging tax" (TLT) on occupied hotel, motel, and inn dwelling units within their jurisdiction. Often, cities, and counties would reinvest these funds into their local tourism industries. Some local governments allocated these funds to general fund purposes such as fire, police, streets, and sewers that benefited both residents and tourists alike. Local TLT rates vary based on jurisdiction.[1]

As explained below, the Oregon Legislature first began regulating TLTs in 2003, and then made changes and expansions to the original law with significant changes in 2005, 2013, 2017, and 2018.

Statewide Regulation

In 2003, the Oregon Legislature passed HB 2267, which established a one percent (1%) statewide TLT and created the Oregon Tourism Commission.[2] The law required the commission to use at least 80 percent (80%) of the state-wide tax revenue to fund state tourism and marketing programs and up to 15 percent (15%) to implement regional tourism marketing programs. The state tax is administered by the Oregon Department of Revenue (DOR) with proceeds directed to the semi-independent agency, Travel Oregon.

In addition, HB 2267—over the objections of local government officials from across the state—preempted local control over TLTs and restricted much of a local government's decision-making in allocating funds from local TLTs. The bill placed restrictions on any new or increased TLT imposed by cities or counties by requiring at least 70 percent (70%) of the net revenue to go towards "tourism promotion" or "tourism-related facilities" and requiring local governments to allow lodging tax collectors to retain at least five percent (5%) of local TLT revenues as reimbursement for collecting the tax.

Local governments with TLTs already in place were "grandfathered" under HB 2267 (2003). Local governments with pre-existing TLTs must maintain the distribution ratios they had in place on July 1, 2003, but cannot decrease the percentage of total tax revenue actually expended to fund tourism promotion or tourism-related facilities thereafter.[3] For example, if a local government had a five percent (5%) tax in place on July 1, 2003, with 50 percent (50%) of the revenue going to tourism promotion and 50 percent (50%) going toward the general fund, the local government must not decrease the portion of the tax revenue going toward tourism promotion and tourism-related facilities below the established 50 percent (50%) allocation.

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[1] Travel Oregon: Oregon Transient Occupancy Tax by Jurisdiction: https://www.travelstats.com/tlt/oregon (last accessed May 15, 2024).
[2] Oregon Tourism Commission: https://industry.traveloregon.com/about/oregon-tourism-commission/ (last accessed May 15, 2024).
[3] *Oregon Restaurant and Lodging Association v. City of Bend,* 313 Or App 772 (2021).

Additionally, the local government is prohibited from increasing the allocation of revenue going towards tourism promotion and its general fund and thereafter decreasing it back to its pre-2003 allocation percentages.[4]

Changes in 2005

In 2005, the Oregon Legislature amended state law to include more than just hotels, motels, inns, and camping spots, but also houses, cabins, condominiums, apartment units, or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.

Most Recent Changes and Challenges

In 2013, the Oregon Legislature passed HB 2656 to address the growing number of online travel companies facilitating transient lodging. The amendments intended to require online travel companies to assess the state and local tax on the sale price of the rooms as paid by the lodger, rather than the discounted price the online travel company originally pays for the room. For example, an online travel company may purchase a block of rooms for $100 each and then sell rooms to lodgers for $150, retaining the extra $50 as their "fee" for facilitating the sale. In November 2013, online travel companies sued the DOR, challenging the state and local government's ability to tax their "fee" for facilitating the sale. The parties later settled without fully resolving this issue.

The 2013 amendments also added transient lodging intermediary to the definition of transient lodging tax collector, intending to hold them responsible for the tax. The change was in response to the growing prevalence of residents engaging in short-term rentals—*i.e.*, individuals or "hosts" who list their homes, or a room in their homes, on a website such as Airbnb or HomeAway and allow "guests" to stay with them and charge rent. The problem is that hosts are often not individuals in the tourism industry, may not be aware of the tax, and their rental may not be allowed by local regulations. For all these reasons, it is difficult to collect the TLT from hosts. Instead of attempting to track down every host within the jurisdiction, the state and many cities—including Portland, San Francisco, and New York City—have instead attempted to impose regulations and requirements on the hosting platforms. This new type of regulation has led to a series of court cases across the country—some of which have been resolved, either through court decision or new legislation.

In 2017, the Legislature amended ORS 305.620 to allow the DOR to collect local TLTs on behalf of cities. Under that amendment, the DOR is permitted to collect local TLTs if a city and the DOR enter into an intergovernmental agreement (IGA) and the DOR recoups their administrative costs. For such a collection effort to occur, a city's collection and accounting

[4] *Id.*

practices must be coordinated with collection and accounting procedures used by the DOR and also comply with ORS 305.620.

The Legislature also amended ORS 320.332 in 2017, which authorizes cities and the DOR to share confidential TLT information with one another to improve the abilities of state and local governments in collecting TLTs.

Finally, in 2018, the Legislature amended the definition of "transient lodging intermediary" to include online hosting platforms like Airbnb, VRBO, and HomeAway.

Key Definitions

Below are definitions for several relevant terms commonly used when discussing TLTs in Oregon. These definitions are found in ORS 320.300.

Transient lodging tax "means a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging."[5]

Transient lodging "means (a) Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy; (b) Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or (c) Houses, cabins, condominiums, apartment units, or other dwelling units, or portions of any dwelling units, that are used for temporary human occupancy."[6] Note that transient lodging includes both traditional lodging businesses like hotels and motels as well as individuals who rent out all or a portion of their home.

Transient lodging provider "means a person that furnishes transient lodging."[7]

Transient lodging intermediary "means a person other than a transient lodging provider that facilitates the retail sale of transient lodging and charges for occupancy of the transient lodging."[8] Under HB 4120 (2018), all online platforms that facilitate short-term rentals (*i.e.*, Airbnb, VRBO, etc.), are considered "transient lodging intermediaries" and are thus required to collect TLTs.

Transient lodging tax collector "means a transient lodging provider or a transient lodging intermediary."[9]

Collection reimbursement charge "means the amount a transient lodging tax collector may retain as reimbursement for the costs incurred by the transient lodging tax collector in

[5] ORS 320.300(4).
[6] ORS 320.300(11).
[7] ORS 320.300(13).
[8] ORS 320.300(12) (added in 2013).
[9] ORS 320.300(14).

collecting and reporting a transient lodging tax and in maintaining transient lodging tax records."[10]

Tourism-related facility "means: (a) A conference center, convention center, or visitor information center; and (b) Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities."[11]

Tourism promotion "means any of the following activities: (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (b) Conducting strategic planning and research necessary to stimulate future tourism development; (c) Operating tourism promotion agencies; and (d) Marketing special events and festivals designed to attract tourists."[12]

How the Law Works

Local governments can impose a tax on transient lodging at any rate.[13] People paying for transient lodging—*i.e.*, tourists or others who rent out the transient lodging—are responsible for paying the tax. Transient lodging tax collectors are responsible for collecting the tax from the tourist and remitting it to the local government. The 2013 amendment to state law clarified that the transient lodging taxes are on the total retail price the occupant pays.

Remittance and Reimbursement

TLT collectors are required to keep sufficient records regarding the tax and to remit the tax to the local government on a schedule determined by the local government.[14] To offset the administrative burden, TLT collectors can retain a reimbursement.

The amount a local government must allow TLT collectors to retain as a reimbursement varies depending on when the local government first imposed the TLT and if the local government has increased the tax:

Grandfathered Tax: Local governments that imposed a TLT before January 1, 2001, may maintain whatever reimbursement rate they allowed before January 1, 2001, but cannot decrease it. For example, if the collector could retain 4 percent to offset its administrative

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[10] ORS 320.300(1).

[11] ORS 320.300(9).
[12] ORS 320.300(7).
[13] The Oregon Travel Impacts report, prepared annually for the Oregon Tourism Commission by Dean Runyan Associates, collects TLT rate and annual revenue information on all cities and counties. *See* https://industry.traveloregon.com/resources/research/oregon-travel-impacts-2003-2021-dean-runyan-associates/.
[14] There are alternative remittance methods for camping and recreational vehicle spaces. *See* ORS 320.347.

burden, the city does not have to change the rate, but it cannot decrease it. If the local government had a TLT and had no reimbursement before January 1, 2001, the local government need not provide one.

New Tax: Local governments that impose a new TLT on or after January 1, 2001, must allow collectors to retain a minimum of five percent (5%) of all collected tax revenues as reimbursement for the costs of collecting the tax.

Increased Tax: Local governments that increase a TLT on or after January 1, 2001, must allow a collector to retain a minimum of five percent (5%) of *all collected tax revenues*, including revenues that would have been collected without the increase, as reimbursement for the costs of collecting the tax. Said differently, if the local government increases an existing tax, the five percent (5%) reimbursement minimum applies to the *entire* tax collected, not simply the difference between the former tax rate and the new tax rate. In addition, a local government cannot take certain actions to offset the increased reimbursement rate.[15]

In 2017, the Legislature amended ORS 305.620 to allow the DOR to collect local TLTs on behalf of cities. Under that amendment, the DOR is permitted to collect local TLTs if a city and the DOR enter into an IGA and the DOR recoups their administrative costs. For such a collection effort to occur, a city's collection and accounting practices must be coordinated with collection and accounting procedures used by the DOR. The League anticipates that the IGA for TLT collection will closely resemble the model IGA used by the DOR to collect local marijuana taxes. Before the DOR can enter into agreements and begin collection for local governments, the DOR must alter their own state collection processes and tax forms (currently segregated by ten regions across the state, rather than by city and county). In addition, their computer system will need to be revised to distribute the taxes appropriately to the correct local government taxing districts. The up-front costs are estimated at $900,000. The League is working with the DOR and the Legislature on a payment method and anticipates a bill in the 2019 legislative session to help resolve that issue.

The Legislature also amended ORS 320.332 in 2017, which authorizes cities and the DOR to share confidential TLT information with one another to improve the abilities of state and local governments in collecting TLTs. The DOR has not begun sharing information but is expected to adopt rules in consultation with local governments soon that establish the process for making requests and provide forms for records requests.[16]

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[15] A unit of local government may not offset the loss of local transient lodging tax revenues caused by collection reimbursement charges allowed under this section by: (a) Increasing the rate of the local transient lodging tax; (b) Decreasing the percentage of total local transient lodging tax revenues used to fund tourism promotion or tourism-related facilities; or (c) Increasing or imposing a new fee solely on transient lodging tax collectors or tourism promotion agencies that are funded by the local transient lodging tax. ORS 320.345(4).

[16] *See* ORS 320.332(7). *See also* OAR 150-320-0060 (2019) for Lodging Tax Information Sharing with Local Governments.

How Cities Can Use TLT Revenue

Although state law does not restrict the tax rate a local government may impose on transient lodging, it does restrict how the revenue from newly imposed or newly increased TLTs can be used. As a basic mandate, a local government that did not have a TLT in place or approved on July 1, 2003, may not impose one, unless the local government ensures that at least 70 percent (70%) of the TLT revenue will be used for tourism promotion, tourism-related facilities, or to finance or refinance debt for tourism-related facilities. The local government is at liberty to allocate up to 30 percent (30%) for general city or county services (hereinafter "the 70/30 distribution").

Grandfathered Taxes

If a local government already had a TLT in place or approved on or before July 1, 2003, the local government's use of the tax revenue is grandfathered, with the following caveat: the local government may not decrease the percentage of total TLT revenues that were expended or agreed to be expended to fund tourism promotion or tourism-related facilities.[17] For example, if a local government imposed a five percent (5%) TLT in 1990 and allocated 20 percent (20%) of the funds to tourism promotion and 80 percent (80%) to the general fund, the local government may continue to do so. The local government may even increase the total percent of the revenue allocated for tourism promotion or tourism-related facilities.

In 2021, the Court of Appeals provided clarity as to whether a local government may decrease the percentage going to tourism once it raises the threshold. In *Oregon Restaurant and Lodging Association v. City of Bend*, the question before the court was whether a city can ever reduce the amount of TLT revenue it spends on tourism from a grandfathered tax.[18] The Court held that pursuant to ORS 320.350, municipalities may not decrease the TLT revenues that are allocated towards tourism, once it raises the pre-2003 allocation threshold.[19] See below for restrictions that apply to increased taxes.

New TLTs

Under HB 2267 (2003), codified in ORS 320.350, local governments that impose a new TLT after July 1, 2003, may only expend TLT revenue in three ways:

(1) For "tourism promotion" or "tourism-related facilities" as those terms are defined in ORS 320.300;

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[17] The actual recipients of the tax may change, but the total percentage going toward tourism promotion or tourism-related facilities may not.
[18] 313 Or App 772, 774 (2021).
[19] *Id.* at 780.

(2) For city and county services; or

(3) To finance or re-finance the debt on tourism-related facilities and pay associated administrative costs, with some restrictions.

In addition, if the local government imposes a new tax, it must comply with the 70/30 distribution and the five percent (5%) collector reimbursement deduction.

Increasing a Grandfathered Tax

If the local government has a grandfathered TLT, it may increase the tax rate. However, doing so will trigger the 70/30 distribution. Although not completely free from doubt (see Appendix A), most local governments interpret the 70/30 distribution to only apply to the revenue from the *increased portion* of the TLT, *not the total revenue* generated from the entire TLT.

For example, if the local government had a five percent (5%) grandfathered tax with 20 percent (20%) going to tourism promotion and 80 percent (80%) going to the general fund, it could continue to apply the 20/80 distribution. If, however, the local government increased the tax to eight percent (8%), the 20/80 distribution would apply to revenue generated from the grandfathered five percent (5%) rate, and the 70/30 distribution would apply to revenue generated from the additional three percent (3%) rate. In addition, an increase will trigger a five percent (5%) collector reimbursement requirement under ORS 320.345(3).

What are "Tourism-Related Facilities"?

By definition, tourism-related facilities are conference centers, convention centers, visitor information centers, or other improved real property that has a useful life of ten or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.[20] The law also provides definitions for conference centers[21] and convention centers.[22] Unfortunately, the law does not provide any additional guidance on what constitutes "other improved real property that has a useful life of ten or more years and has a substantial purpose of supporting tourism or accommodating tourist activities."

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[20] ORS 320.300(9).

[21] "Conference center" means a facility that: (a) Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and (b) Meets the current membership criteria of the International Association of Conference Centers. ORS 320.300(2).

[22] "Convention center" means a new or improved facility that: (a) Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including without limitation banquet facilities, loading areas and lobby and registration areas; (b) Has a total meeting room and ballroom space between one-third and one-half of the total size of the center's exhibition space; (c) Generates a majority of its business income from tourists; (d) Has a room-block relationship with the local lodging industry; and (e) Is owned by a unit of local government, a governmental agency or a nonprofit organization. ORS 320.300(3).

Many local governments—especially those that tend to accommodate more tourists than residents—question whether infrastructure such as sewers or roads qualify as "tourism-related facilities." That is an open legal question. Local governments seeking to use TLT revenue on public facilities used both by residents and tourists are encouraged to contact legal counsel for further guidance.[23]

Other Amendments to a Grandfathered Transient Lodging Tax Ordinance

Local governments with grandfathered TLTs may be interested in updating their codes to address the challenges in collecting from the online short-term rental marketplace but are hesitant to do so out of concern that amending their tax ordinance to capture short-term rentals will jeopardize their grandfathered status. Although not free from doubt, for most cities, amending an existing code to collect from the short-term rental marketplace will likely not impact the status of a grandfathered tax. However, cities seeking to make this change, or similar changes, should consult with their city attorneys.

Grandfathered status may be lost if the city imposes a "new" tax. Generally, a city imposes a "new" tax when it creates an obligation to pay the charge. Most cities will likely be able to maintain their grandfathered status because their current code language already *imposes* a tax on the occupants of short-term rentals (*i.e.*, the city already created the obligation to pay) and the code amendments pertain only to how the city will *collect* that tax.[24]

To discern whether the city has already imposed a tax on short-term rentals, the city should review their definition of "transient lodging." If the definition includes broad language that covers renting out all or a portion of one's home, the city could likely collect from occupants of short-term rentals without "imposing" a new tax.

New Challenges: Short-Term Rental Platforms such as Airbnb, VRBO, and Others

Hosting platforms (usually internet sites) that act as facilitators to connect "hosts" and "guests" pose a challenge for local governments attempting to collect a TLT from a "host" that

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[23] Todd Davidson requested an Attorney General opinion on this issue in 2008. *See* Opinion Request OP-2008-3; WL 5246389 (Or AG, Nov 14, 2008). Attorney General opinions are advisory only and therefore do not have the force of law. *Accessible at* https://www.doj.state.or.us/wp-content/uploads/2017/06/op2008-3.pdf (last viewed May 8, 2023).

[24] A government imposes a tax when it creates a legal obligation to pay the charge. *See Roseburg School Dist. v. City of Roseburg*, 316 Or 374, 379 (1993). A local government may amend a tax code without "imposing" a new tax if the amendments do not pertain to "those portions of a local government enactment that relate to the imposition of a charge." *Homebuilders Ass'n of Metropolitan Portland v. Metro*, 250 Or App 437, 445 (2012) (discussing the text of a statute that prohibits a local government from imposing a new tax on construction). Similarly, a local government may amend "other elements of an ordinance that may in some way relate to the administration of a tax but do not directly bear on its imposition." *Id*.

either is not aware of the tax or is seeking to avoid tax and regulation. As background, most cities that have a TLT also have a registration requirement—anyone furnishing transient lodging must register and thereafter comply with the tax and other local regulations.

Challenges

Hosts may be unaware of the regulation. Individuals renting out all or part of their homes may not be aware of a local tax and registration requirement. Further, such individuals may not want to register because doing so puts them in the regulatory spotlight as many local governments in Oregon are specifically regulating the short-term rental market to ensure the safety of both hosts and guests.[25] As an additional challenge, many hosts do not collect payment directly from guests. The guests often pay via an online platform—such as Airbnb or VRBO—which then transfers the payment to the hosts.

Hosting platforms are not incentivized to assist local governments. Hosting platforms, such as Airbnb and VRBO, historically have been resistant to complying with local governments in collecting TLTs or enforcing local regulations. Many hosting platforms do not want to divulge the list of properties advertising on their website because they are likely aware of some properties that are not in compliance with local regulations, and as such, divulging property locations could limit their client list.

In addition, the hosting platforms do not wish to assume liability for acts of the hosts—meaning the online platform would be fined or penalized when a local host does not pay the tax or comply with local regulations.

Legal Challenges. In 2013 the Legislature passed HB 2656 and added the term "transient lodging intermediary" to ORS 320.300. The bill was intended to require intermediaries to pay taxes directly rather than forwarding taxes to the transient lodging provider. That is, the "tax shall be collected by the transient lodging tax collector that receives the consideration rendered for occupancy of the transient lodging."[26] However, some online travel companies and hosting platforms argued that they were not transient lodging intermediaries under the state law (and local ordinances that track state law) because they did not "charge for occupancy." Instead, they argued, they only facilitated the transaction between the host and the occupant.[27] Likewise, those companies argued that they were not required under state law to collect and remit TLTs because they did not receive the rent. HB 4120 (2018), however, clarifies that hosting platforms are indeed transient lodging intermediaries and therefore are required to collect TLTs from hosts. HB 4120 became effective on July 1, 2018.

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[25] These regulations are outside the scope of this guidebook. However, sample regulations include working smoke detectors and bedrooms with legal egress.
[26] *See* ORS 320.305(3)(a) and ORS 320.350.
[27] ORS 320.300(12).

Internet hosting platforms have also challenged local governments' ability to regulate them under the federal Communications Decency Act of 1996 (CDA) and the federal Stored Communications Act (SCA). Under the CDA, no provider or user of an interactive computer service shall be treated as the publisher or speaker of any information provided by another information content provider. The CDA also includes an express preemption clause, mandating "[n]o cause of action may be brought and no liability may be imposed under any state or local law that is inconsistent with this section."[28] The SCA restricts government access to stored electronic communications by limiting the government's ability to compel internet service providers to disclose information in their possession about their customers or subscribers.[29]

In layman's terms, under the CDA, an online platform such as Airbnb cannot be held responsible for monitoring the content of its internet site, and local governments cannot pass regulations to make them responsible. Therefore, a local government cannot force an online platform to ensure that every property on their website is registered with the city and complying with the tax as a condition of advertising on the internet platform. Doing so would require the online platform to monitor the content.

Recently, the California Court of Appeal upheld an administrative subpoena issued by the city of San Francisco to HomeAway. The subpoena sought information relating to hosts who had used HomeAway to offer accommodations in the city, as well as data identifying rental transactions between hosts and occupants that used the HomeAway platform. HomeAway argued that the city's subpoena violated the SCA and HomeAway's constitutional rights. The California Court of Appeal disagreed, explaining that Section 2703(c)(2) authorizes the government to issue an administrative subpoena to obtain a limited set of records from an internet service provider, such as the identity of a subscriber and the services the subscriber has utilized. Although the California decision is not precedential in Oregon, it offers a good analysis for local governments who are faced with arguments that their ordinances or administrative enforcement of TLTs violates federal law.[30]

Potential Solutions

Under HB 4120 (2018), online transient lodging platforms are considered "transient lodging intermediaries" under ORS 320.300, unless otherwise provided by city or county ordinance, resolution, or agreement. Cities wishing to require hosting platforms and online travel companies to collect and remit the local TLT should ensure that local ordinances and agreements utilize the definition of "transient lodging intermediary" found in Section 1 of HB 4120 (amending ORS 320.300).

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[28] 47 U.S.C. § 230(e)(3).
[29] 18 U.S.C. §§ 2701-2712.
[30] Cities wishing to issue an administrative subpoena for records must first pass an ordinance granting subpoena authority to the city council and/or select staff members. LOC's model subpoena ordinance is available at: https://www.orcities.org/download_file/731/0.

Model Ordinance – Appendix B

The model ordinance attached to this guidebook regulates two different actions hosting platforms may undertake:

(1) Accepting a registration fee from hosts: Hosting platforms may only accept registration fees from hosts if the host produces a certificate indicating it has registered with the city.

(2) Facilitating the payment of rent: Any hosting platform that collects rent from the occupant—even if they are not the final recipient of the funds—is also then responsible for collecting and remitting the TLT.

Model Collection Agreement – Appendix D

The second approach is to have an ordinance that does not address short-term rentals and instead separately negotiate an agreement with desired hosting platforms for tax collection. Quite a few local governments in Oregon have taken this approach, as it avoids the possibility of litigation.

This approach has its difficulties, including requiring separate agreements with each internet platform (VRBO, Airbnb, HomeAway, etc.) and ensuring that if a new internet platform enters the market, the city contacts and negotiates an agreement with them as well. Following the passage of HB 4120 (2018), local governments should no longer need to enter into voluntary tax collection agreements with online short-term rental platforms, because HB 4120 clarified that such companies are "transient lodging intermediaries" and thus required to collect and pay TLTs.

The collection agreements that online platforms have agreed to with local jurisdictions in Oregon have been problematic because they do not require the online platform to divulge the name or location of hosts. This makes it difficult for local governments to locate hosts to ensure the transient lodging facilities comply with the local health and safety codes, along with land use codes. The new law requires them to collect taxes, file a tax return, and pay taxes.

Ordinance and a Collection Agreement

A final option would be to draft an ordinance (or amend an existing code) to address short-term rental internet platforms *and* negotiate an agreement with the platforms for tax collection. Using this option, a city could use the ordinance as a backstop to impose regulations on those platforms that it does not have an agreement with, but permit platforms with whom the city has an agreement to be bound by the agreement instead. Again, voluntary collection agreements are no longer necessary, because HB 4120 clarified that internet short-term rental platforms are transient lodging intermediaries and are required to collect TLTs.

The difficulties with this approach are similar to those that exist with simply having collection agreements—*i.e.*, separate agreements create different standards and the lack of information regarding the name or location of hosts.

Which option may best serve the needs of a particular city is likely dependent upon the unique circumstances of each community. To that end, cities are once again encouraged to consult with trusted legal counsel about how best to proceed.

Conclusion

The landscape of the local TLT is evolving and will continue to do so as technology and possibly even state law continues to change. The League of Oregon Cities will update this guide to address such changes as they come about, but cities should remain aware of this changing landscape and adapt their local TLT programs to address their individual local needs.

Curry County has announced a significant increase in its Transient Lodging Tax (TLT), raising the rate from seven to ten percent effective July 1st. The Curry County Board of Commissioners formalized the change with the adoption of Ordinance No. 25-01, signaling a commitment to bolstering the region's tourism infrastructure and promotional efforts.

County officials stated that all revenue generated from both the existing and the increased tax will continue to be allocated according to Oregon Revised Statutes (ORS) 320.350(6), ensuring funds are dedicated to tourism promotion and the development of tourism-related facilities. The increase underscores the county's ongoing investment in its vital tourism sector.

The newly generated funds will be managed by the Curry County Economic Development Department, which will launch a new grant program called "Curry's Destination Development Fund" in the fiscal year 2026. This program aims to support tourism-related businesses through two key avenues:

• Infrastructure Improvements: Providing financial assistance for enhancing physical spaces such as visitor amenities, signage, trail systems and other crucial tourism facilities.

• Advertising Support: Helping businesses expand their marketing reach to attract both new and returning visitors to the county.

Miranda Plagge, the Curry County Economic Development Administrator, expressed enthusiasm for the potential impact of the tax increase.

"This increase will empower us to invest directly in the success of our tourism economy," Plagge stated. "From improving trail access and signage to supporting small business marketing efforts, these funds will create tangible benefits for both visitors and residents."

The decision to increase the TLT aligns with the long-term objectives outlined in Curry County's Destination Strategy.

This strategy emphasizes the importance of enhancing infrastructure, promoting year-round visitation and fostering strategic partnerships within the tourism industry. County officials believe that improvements to tourism-related infrastructure will not only enhance the visitor experience but also contribute to the overall quality of life for local residents by providing better facilities, safer environments and a more resilient local economy.

Future investments made possible by the increased TLT revenue may include upgrades to restrooms, trailheads, signage, electric vehicle charging stations and the development of ADA-accessible features that benefit both tourists and the local community.

The Economic Development Department has pledged to share detailed information with all lodging operators in advance to ensure a smooth transition; additionally, informational sessions will be hosted in the coming months to prepare businesses for the rollout of the Curry's Destination Development Fund grant program in 2026.

Lodging operators and tourism-related businesses seeking more information about the TLT increase, the implementation timeline, or the upcoming grant program are encouraged to contact the Curry County Economic Development Department.

Learn more about your privacy options

Enrolled
House Bill 4148

Sponsored by Representative WALTERS, Senators NERON MISSLIN, WEBER, Representative JAVADI; Representatives GAMBA, GRAYBER, HELM, MCDONALD, Senators CAMPOS, FREDERICK, MANNING JR (Presession filed.)

CHAPTER .....

AN ACT

Relating to local taxation; creating new provisions; amending ORS 320.350; and prescribing an effective date.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 320.350 is amended to read:

320.350. (1) A unit of local government that did not impose a local transient lodging tax on July 1, 2003, may not impose a local transient lodging tax on or after July 2, 2003, unless the imposition of the local transient lodging tax was approved on or before July 1, 2003.

(2) A unit of local government that imposed a local transient lodging tax on July 1, 2003, may not increase the rate of the local transient lodging tax on or after July 2, 2003, to a rate that is greater than the rate in effect on July 1, 2003, unless the increase was approved on or before July 1, 2003.

(3) A unit of local government that imposed a local transient lodging tax on July 1, 2003, may not decrease the percentage of total local transient lodging tax revenues that are actually expended to fund tourism promotion or tourism-related facilities on or after July 2, 2003. A unit of local government that agreed, on or before July 1, 2003, to increase the percentage of total local transient lodging tax revenues that are to be expended to fund tourism promotion or tourism-related facilities, must increase the percentage as agreed.

(4) Notwithstanding subsections (1) and (2) of this section, a unit of local government that is financing debt with local transient lodging tax revenues on November 26, 2003, must continue to finance the debt until the retirement of the debt, including any refinancing of that debt. If the tax is not otherwise permitted under subsection (1) or (2) of this section, at the time of the debt retirement:

(a) The local transient lodging tax revenue that financed the debt shall be used as provided in subsection (5) of this section; or

(b) The unit of local government shall thereafter eliminate the new tax or increase in tax otherwise described in subsection (1) or (2) of this section.

(5) Subsections (1) and (2) of this section do not apply to a new or increased local transient lodging tax if all of the net revenue from the new or increased tax, following reductions attributed to collection reimbursement charges, is used consistently with subsection (6) of this section to:

(a) Fund tourism promotion**,** [*or*] tourism-related facilities **or resiliency grants for small businesses in the restaurant and lodging industry**;

(b) Fund city or county services**, whether emergency or nonemergency services, provided directly by the city or county or by a special district in lieu of the city or county**; or

(c) Finance or refinance the debt of tourism-related facilities and pay reasonable administrative costs incurred in financing or refinancing that debt, provided that:

(A) The net revenue may be used for administrative costs only if the unit of local government provides a collection reimbursement charge; and

(B) Upon retirement of the debt, the unit of local government reduces the tax by the amount by which the tax was increased to finance or refinance the debt.

(6)**(a)** At least [*70*] **50** percent of net revenue from a new or increased local transient lodging tax shall be used for the purposes described in subsection (5)(a) or (c) of this section.

(b) No more than [*30*] **50** percent of net revenue from a new or increased local transient lodging tax may be used for the purpose described in subsection (5)(b) of this section.

(7)(a) Notwithstanding subsection (1) of this section, a unit of local government may use unexpended net revenue collected before the effective date of this 2026 Act from a new tax described in subsection (1) of this section in accordance with subsection (6) of this section.

(b) Notwithstanding subsection (2) of this section, a unit of local government may use unexpended net revenue collected before the effective date of this 2026 Act that is attributable to the rate of the local transient lodging tax in effect on July 1, 2003, and to any increase in the rate made on or after July 2, 2003, in accordance with subsection (6) of this section.

(c) Notwithstanding subsection (3) of this section, a unit of local government may, in accordance with subsection (6) of this section, decrease the percentage of total local transient lodging tax revenues that are actually expended to fund tourism promotion or tourism-related facilities regardless of when the percentage went into effect.

SECTION 2. The amendments to ORS 320.350 by section 1 of this 2026 Act become operative on January 1, 2027.

SECTION 3. The amendments to ORS 320.350 by section 1 of this 2026 Act apply to net revenue collected by units of local government before, on or after the effective date of this 2026 Act.

SECTION 4. (1)(a) A unit of local government that imposes a local transient lodging tax under ORS 320.345 to 320.365 shall file a biennial report with the Legislative Revenue Officer no later than September 1 of each odd-numbered year, beginning in 2027.

(b) Upon request by one or more cities or counties, the League of Oregon Cities or the Association of Oregon Counties, respectively, may file the report on behalf of the cities or counties.

(2) The report must include the following information with respect to total transient lodging tax revenue:

(a) For the preceding two fiscal years:

(A) The tax rates imposed, setting forth separately those rates that were imposed or increased on or before July 1, 2003, and those rates that were imposed or increased on or after July 2, 2003;

(B) Total revenue collected;

(C) The amount and percentage of revenue used to fund tourism promotion, including revenue expended under agreements with destination management organizations;

(D) The amount and percentage of revenue used to fund tourism-related facilities;

(E) The amount and percentage of revenue used to fund resiliency grants for small businesses in the restaurant and lodging industry; and

(F) The amount and percentage of revenue used to fund city or county services;

(b) The amount of revenue held in capital reserves, with a description of its intended purpose;

(c) Any changes to allocation methods or use definitions, including those approved by the voters or unit of local government; and

(d) A summary of advisory board meetings or oversight actions, if applicable.

(3)(a) Any destination management organization or other entity receiving local transient lodging tax revenue under an agreement entered into with a unit of local government shall submit a biennial report to the unit of local government for inclusion in the biennial report required under subsection (1) of this section.

(b) A report required under paragraph (a) of this subsection shall include a description of:

(A) The uses of the local transient lodging tax revenue received under the terms of the agreement, including, but not limited to, marketing, staffing and grants;

(B) Performance metrics of tourism promotion, including campaigns executed and audiences reached; and

(C) Compliance with the terms of the agreement and key deliverables satisfied.

(4) The Legislative Revenue Officer shall submit an aggregate summary of reports received under subsection (1) of this section for each biennium, in the manner provided in ORS 192.245, to the interim committees of the Legislative Assembly related to revenue, economic development and local government.

SECTION 5. Section 4 of this 2026 Act is repealed on January 2, 2041.

SECTION 6. (1) The Legislative Revenue Officer shall conduct a study of the percentage requirements for allowable uses of local transient lodging tax revenue under ORS 320.350 (6), as amended by section 1 of this 2026 Act.

(2) The study shall discuss the following, separately and under such further detailed headings as the Legislative Revenue Officer considers useful:

(a) The amount and percentage of revenue used to fund tourism promotion, including revenue expended under agreements with destination management organizations;

(b) The amount and percentage of revenue used to fund tourism-related facilities;

(c) The amount and percentage of revenue used to fund resiliency grants for small businesses in the restaurant and lodging industry; and

(d) The amount and percentage of revenue used to fund city or county services.

(3)(a) In conducting the study, the Legislative Revenue Officer may consult with interested stakeholders.

(b) Units of local governments shall provide the Legislative Revenue Officer with the data and other information necessary to conduct the study, including tax collections and expenditures.

(c) The Legislative Revenue Officer may use any information received under section 4 of this 2026 Act for purposes of the study required under this section.

(4) Not later than September 15, 2034, the Legislative Revenue Officer shall submit, in the manner provided by ORS 192.245, to the interim committees of the Legislative Assembly related to revenue, a report of the findings of the study.

SECTION 7. Section 6 of this 2026 Act is repealed on January 2, 2036.

SECTION 8. This 2026 Act takes effect on the 91st day after the date on which the 2026 regular session of the Eighty-third Legislative Assembly adjourns sine die.

Passed by House February 25, 2026

.....
Timothy G. Sekerak, Chief Clerk of House

.....
Julie Fahey, Speaker of House

Passed by Senate March 5, 2026

.....
Rob Wagner, President of Senate

Received by Governor:

.....M.,....., 2026

Approved:

.....M.,....., 2026

.....
Tina Kotek, Governor

Filed in Office of Secretary of State:

.....M.,....., 2026

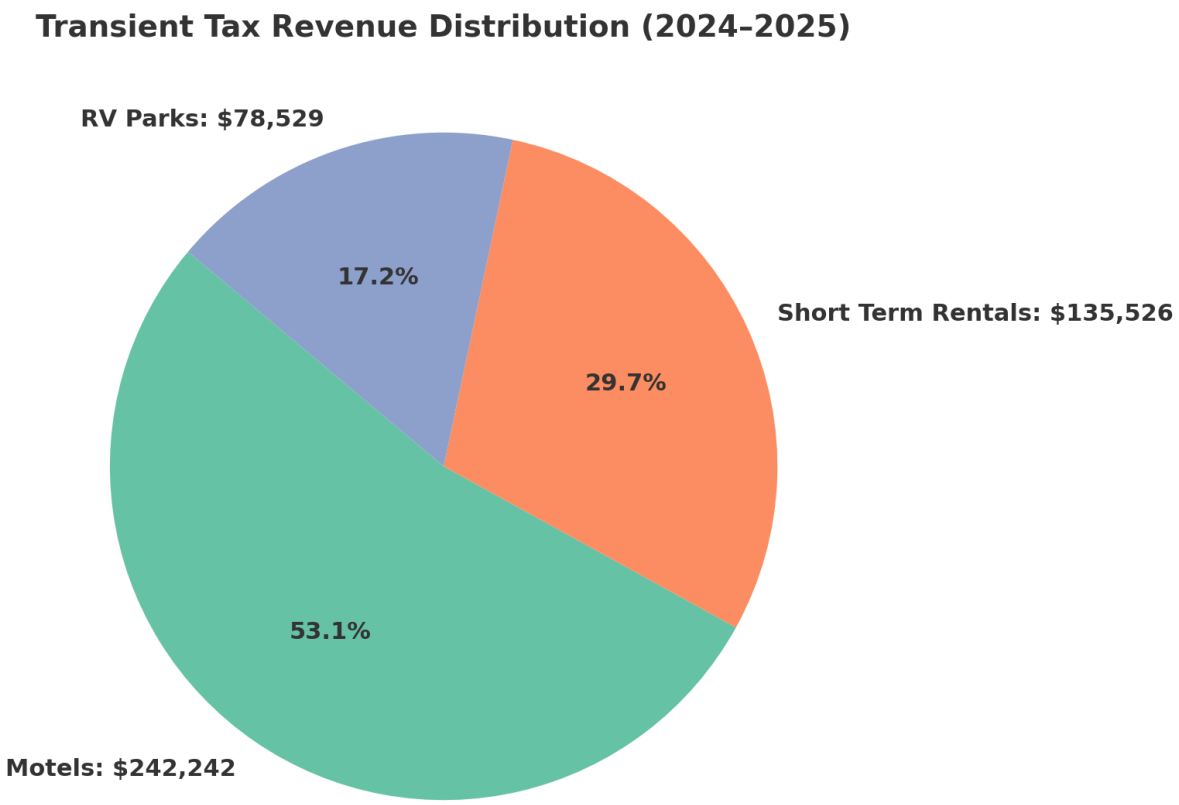
.....
Tobias Read, Secretary of State

City of Brookings

Transient Tax (6%) Revenue Analysis (FY 2024–2025)

This report summarizes the transient tax revenue sources for the 2024–2025 fiscal-year, grouped into three main categories: Motels, Short Term Rentals, and RV Parks.

Lodging:	Total TLT Revenue ($)
• Motels	$242,242
• Short Term Rentals	$135,526
• RV Parks	$78,529



CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: April 13, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Hassett Street Connection

Background/Discussion:

Councilor Malmberg inquired about a plan to connect Hassett Street between 7th and 5th Streets and the potential affects it might have on traffic in the vicinity of the schools and a potential connection to enhance fire and EMS response to emergencies in the area.

Staff has considered the request and has the following concerns and comments:

1. Right of Way Acquisition – there are currently six properties that would need to dedicate a portion of their private property in order to create the right of way width to accomplish a full street construction. Two of the properties would require dedication of the full street width for the project and in the past have declined to participate.

2. Connecting Hassett Street is not listed in the Transportation System Plan (TSP) as a high priority. There are several street projects that rank higher than Hassett Street. With limited funds, the concern is staff time and funding dedicated to this project would limit our ability to complete higher priority projects.

3. This project would require full street right of way development of 660 lineal feet long, 50 lf wide, curb, gutter and sidewalk on the North side and curb and gutter on the South side. Stormwater infrastructure would also be required.

Staff is seeking direction from Council as to whether this is a project we should pursue in the near future.

Attachments

a. Map – Sketch of projected Right of Way for Hassett Street Connection

Curry County Web Map



Citations
Parcel Labels
All Roads
Situs Address (Current)
Townships
City Limits
Urban Growth Boundary
Counties

1:1,128
0 0.01 0.01 0.03 mi
0 0.01 0.03 0.06 km

Microsoft, Vantor, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, USGS, EPA, USDA

Created by LCOG for Curry County

ital databases from the Curry County regional geographic information system by LCOG. Care was taken in the creation of this map but is provided "as-is". Curry County and LCOG cannot accept any responsibility for errors, omissions or positional accuracy in the digital

Street Construction
660 lf long
50 lf wide
Curb gutter sidewalk (north)
Curb gutter (south)
Storm water inlets & piping)
& easements / property line adjustments / ROW Dedication.

Brookings Urban Renewal Area

Exhibit 1:

Brookings Urban Renewal Boundary
and Zoning Designations

Boundary changes as approved by Urban Renewal Agency Resolution URA03-R-1 approved by the Urban Renewal Agency March 24, 2003

