




City of Bandon

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Bandon by the Sea

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Torrey Contreras, City Manager 

INITIATED BY: Dana Nichols, Planning Director

DATE: March 4th, 2024

SUBJECT: ITEM 3.11 PARKS & RECREATION COMMISSION

BACKGROUND:

The City of Bandon has a Parks & Recreation Commission that follows the rules described in Bandon Municipal Code 2.12, Membership on Advisory Boards & Commissions and 2.20, Parks & Recreation Advisory Commission. These chapters state that the primary function of the Parks and Recreation Advisory Commission shall be to plan for both long-range and immediate improvements and development of city parks and recreation programs. Committees/Commissions are to meet as directed by the City Council at regularly established times or upon the call of the chairperson. Historically, the Parks & Recreation Commission has met on the second Thursday of the month at 11:00 am.

The Parks & Recreation Commission has been a resource to the City, helping with the annual requirements of maintaining Tree City USA status, applying for grants, and gathering input from the community to plan for future park needs. However, with limited staff resources, preparing for and holding monthly meetings has become a challenging task. Further, the Commission has struggled to maintain membership, with members expressing that the large amount of work required to participate in this working committee is overwhelming.

The Parks & Recreation Commission has a Tree Sub-Committee that makes recommendations about tree removal requests on City-owned property. Their function is described in Bandon Municipal Code 12.13.

ANALYSIS OF THE ISSUES:

Planning Department staff spoke with the Mayor about staff resources related to Parks & Recreation, as well as the current interests of the Commission. It was determined that many of the projects the Commission is working on require City Council policy direction and approval before assigning limited City resources to said projects. Significant funding may be needed to facilitate these projects and at this time no funding has been appropriated by the City Council in the current budget.

Until the Council is able to provide input regarding priorities for park development and assign the required funding, the Parks & Recreation Commission is unable to meet. At their last meeting, the Commission discussed budget priorities, which will be presented to the City Council for consideration. At a future Council meeting, Staff will present proposed Parks & Recreation projects to the City Council for discussion and consideration.

Staff will also seek City Council input on the future of the Tree Sub-Committee. This group is made up of three individuals of the Parks & Recreation Commission (past and present) who carry out the duties of Bandon Municipal Code Chapter 12.13, *Tree Removal on City Property and Rights-of-Way*. As a requirement of the city's continuing Tree City USA status, the City must maintain a tree board and/or department. Staff will bring a proposal with potential alternatives to the City Council for consideration at a future meeting.

FISCAL IMPACT:

None.

RECOMMENDATION:

The following is recommended to the City Council:

1. Review and discuss the information provided.