

City of Brookings

WORKSHOP Agenda

CITY COUNCIL & JOINT WORKSHOP WITH TOURISM PROMOTION ADVISORY COMMITTEE

Monday, Monday, May 5, 2014, 6:00pm

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

A. Call to Order

B. Roll Call

C. Joint Workshop with Tourism Promotion Advisory Committee

1. Council Agenda Report [City Manager, pg. 2]
 - a. Draft Code Revisions [pg. 4]

D. Council Workshop Topics

1. 2014 Storm Water Master Plan Update. [PWDS, pg. 6]
 - a. Executive Summary [pg. 7]
2. Fuel Tax Discussion [City Manager, pg. 11]
 - a. City of Eugene Gas Tax Q&A, 2011 [pg. 13]
3. Emergency Operations Plan (EOP) Review. [City Manager, pg. 15]
 - a. EOP Excerpt, pages 3.1 – 3.3 [pg. 16]

E. Council Member Requests for Workshop Topics

F. Adjournment

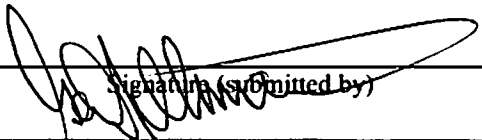
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CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 5, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Tourism Promotion Advisory Committee

Background/Discussion:

At its April 7, 2014, meeting the City Council directed that the Tourism Promotion Advisory Committee be invited to a joint meeting with the City Council at its May workshop.

The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to “work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program.”

In August 2013 the City Council indicated that they wanted TPAC to “explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.” The Council also indicated its interest in formalizing the TPAC into a City Commission. Staff has prepared a draft Chapter that would be added to the Brookings Municipal Code. The draft Chapter is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion. The City Council reviewed this matter again at its workshop on April 7 and directed that an Ordinance be prepared formally creating the Tourism Promotion Advisory **Committee**.

At the April 7 meeting, staff expressed concern that the current TPAC is doing more than making recommendations on the use of TOT revenues at this time. Currently, TPAC members are actually conducting a tourism promotion program by:

1. Making recommendations for contracting with individuals and organizations to conduct events. Interacting with event sponsors concerning how the events are conducted and evaluated.
2. Providing detailed direction to contractors retained to produce video products, including determining and approving program content.
3. Coordinating with other entities, such as the Chamber of Commerce and Port District, on the selection and joint purchase of an event tent, including setting policies on who will own and manage the tent.
4. Soliciting proposals from vendors outside of the City’s established procurement policies and procedures.

TPAC is not adequately staffed to function as a tourism agency. As a result, individual members of TPAC, and TPAC members collectively, have taken on the role of managing various aspects of the TPAC's work, such as evaluating/recommending event sponsors and determining advertising content. Because TPAC...and thereby the City...has become a tourism promotion agency, as opposed to contracting for this service, City staff has been impacted by developing contracts with the various event sponsors and service providers. In many cases, this has involved extensive work by City staff to draft contractual agreements, educate service providers and event sponsors on liability and insurance issues, assist contractors in obtaining insurance, and dealing with issues such as work not being completed by deadlines. A total of 10 tourism related service contracts have been executed by the City since TPACs inception.

City staff has also become involved in providing "actors" for various video productions, interacting with KOBI-TV on advertising scripts, reviewing and approving advertising invoices, processing invoices for payment and other administrative functions.

The City Manager recommends that the City Council further discuss the role of TPAC before proceeding with formalizing TPAC into the BMC. If the role of TPAC is simply to recommend how TOT funds are to be used, these recommendations would then be implemented and managed by staff upon the approval of the City Council. If TPAC is to continue operating as the City's tourism promotion agency, the City Manager recommends additional staffing to handle administrative matters and provide management oversight.

At its March TPAC meeting, a motion was made to recommend a contract with a specific vendor to develop a City tourism promotion website. The City Manager, who was unable to attend the previous meeting, intervened in this discussion noting that the City had not conducted an open solicitation for proposals, that the "proposal" submitted by the proposed vendor was essentially a schedule of fees, the work and "deliverable" to be performed by the vendor was not well defined, issues of who would own/manage the website were not resolved, and there had been no interaction with staff concerning the relationship of the proposed City tourism website to the City's own website, which has a visitor module available.

Using this example going forward and under the role definition as contained in the proposed BMC chapter, TPAC would research the concept of the need for a tourism promotion website and make a recommendation to the City Council. If the decision was made to develop a tourism website independent of the City's website, the City...through its normal administrative processes and utilizing city staff...would define the services to be provided, craft/advertise an RFP, develop a method for reviewing proposals and recommend a contract.

The City Council should discuss the ongoing role that it desires TPAC to play prior to finalizing a BMC provision.

Attachment(s):

- a. Revised Draft BMC Chapter 2.57.
- b. Draft tourism website development Council Agenda Report.

DRAFT

Chapter 2.57 TOURISM PROMOTION ADVISORY COMMITTEE

Sections:

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

2.57.010 Name.

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

2.57.020 Mission and goals

- A. The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.
- B. Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.
- C. It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.

2.57.030 Powers and duties.

- A. Duties and Responsibilities.
 - 1. The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.
 - 2. Committee members shall serve at the pleasure of the City Council.
 - 3. Committee membership is honorary and without compensation.
 - 4. All Committee meetings shall be open to the public and held in a place that is handicapped accessible.
 - 5. Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.

2.57.040 Organization.

- A. Membership.
 - 1. The Committee shall consist of seven voting members to be appointed by the Mayor with approval of the City Council.
 - 2. Insofar as possible, City residents shall have precedence over other applicants.
 - a. All members of the Committee shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or

employment, within the City. These members shall not be officials or employees of the city.

b. No member of any other City Council-appointed board, Committee or committee shall simultaneously serve on the Tourism Promotion Advisory Committee.

3. Meeting minutes shall be recorded by the City Manager, or his/her designee.

B. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.

2. No member shall be eligible to serve for more than two full terms on the Committee.

3. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.030 (A)(1).

4. Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50 percent of regularly scheduled meetings shall result in automatic termination, unless the absences have been excused by the Committee's chair.

C. Election of Officers.

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

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

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

D. Quorum/Rules/Meetings.

1. A majority of appointed Committee members shall constitute a quorum.

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

3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under BMC 2.05.160, with the exception that the staff member taking the minutes shall call the names of each member and record the votes.

4. Recommendations made by the Committee shall be submitted to the City Council in the manner prescribed by City administrative regulation.

E. Staffing

1. The City Manager or his/her designee, shall provide staff support to the Committee in the same manner as staff provides support to other committees and commissions to include;

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

b. Review and make recommendations for funding special events.

c. Transmitting recommendations from the Committee to the City Council.


2. All program, programs and contracts funded through allocation of TOT funds shall be administered by the City Manager or his/her designee.

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: May 5, 2014

Originating Dept: PW/DS



Signature (submitted by)

City Manager Approval

Subject: 2014 Storm Master Plan Update prepared by the Dyer Partnership

Recommendation: Discussion on the 2014 Storm Master Plan Update

Financial Impact: This document identifies future capital improvement projects (CIP) which will direct staff on priorities for future budgets. The document estimates over \$10 million dollars needed for storm drain repairs, upsizing and catch basins for all priority projects.

Background/Discussion: The previous Storm Master Plan update occurred in 2008. Master plans updates are recommended every five years for these reasons;

- 1) System development charges (SDC) are calculated based on the CIP projects identified in the master plan.
- 2) Future of SDC funds requires the project to be listed in the master plan.
- 3) Grant applications almost always require the project to be included in a master plan.
- 4) Priorities changes and new projects emerge.
- 5) Growth projects can differ than what was projected.
- 6) City Council direct staff to update all master plans in the City's strategic plan.
- 7) Master plans are necessary for future rate study and SDC updates.
- 8) Budgets are developed from master plans.

This master plan update was especially important to develop as a tool to mitigate storm damages from the November 2012 event. The study used storm drain GIS basemaps and remodeled the drainage in each of the 38 watershed basins. Pipe sizes were evaluated for a 25 year storm event and the report identifies necessary improvements throughout the City. The report also separated the recommended private versus public storm drain upgrades.

The Executive Summary as seen in Attachment (a) provides an overview of the findings in the storm master plan. Staff recently submitted a loan/grant application to Department of Environmental Quality (DEQ) for storm repair projects that can be enhanced with water quality elements. At this time, it is rumored there is grant funding to promote clean water drainage projects. The three projects submitted to DEQ include; Azalea Park Engineered Bioswale, Napa Auto Parts, and City Hall bioswale. Staff expects DEQ to complete their review in the next few months.

Policy Considerations: Funds for the projects recommended in the master plan have not yet been identified.

Attachment(s): a) Executive Summary from the Dyer Partnership

Executive Summary

ES.1 INTRODUCTION

The City of Brookings is located in Curry County on the Southern Oregon Coast. Brookings' current population is 6,450 persons (Portland State Universities Population Research Center, 2013). A large portion of storm drain infrastructure within city limits is on private property, and is not maintained by the City. Storm water collected within private development and the city is typically conveyed through a series of constructed open channels or piping and is discharged to the nearest natural water body (local streams, Chetco River, Pacific Ocean). Portions of the infrastructure are old and have exceeded their life expectancy.

The purpose of this Storm Drainage Master Plan is to provide a comprehensive plan to assist the City in the management of its storm water infrastructure for the next 20 years. The Master Plan will identify piping deficiencies due to sizing, age, and other factors. This study will utilize a previous Stormwater Engineering Study (HGE, 2008) as a basis for renewed evaluation. The City has experienced a significant amount of damage since the previous study, which necessitates an updated plan for the future.

ES.2 EXISTING SYSTEM

The majority of the storm drain infrastructure for the city of Brookings is located along Highway 101 and in the downtown area. The infrastructure crossing Highway 101 is owned and maintained by ODOT. A large portion of storm drain infrastructure within city limits is on private property, and is not maintained by the City. The existing storm drain system includes approximately 23 miles of gravity piping that range in size from 8 inches to 60 inches in diameter, and is both publicly and privately owned. Pipe materials typically consist of high density polyethylene (HDPE), polyvinyl chloride (PVC), reinforced concrete pipe (RCP), and corrugated metal pipe (CMP). A significant portion of the City's stormwater conveyance system consists of natural and constructed open channels.

For the purposes of this Storm Drainage Master Plan, the study area was divided into thirty-eight drainage basins, based on topography and the City's storm drain infrastructure. Large basins were further divided into smaller subbasin areas to increase the level of accuracy of the computer modeling. Additional basin information can be found in Section 6 of this study.

ES.3 IDENTIFICATION OF DEFICIENCIES

For storm drain infrastructure design, a storm with a recurrent interval of 25 years was selected as appropriate for city streets and neighborhoods. The rainfall total for a 25-year storm is 8

inches in a 24-hour period. A 50-year storm event was applied to all drainage facilities intersecting or passing through Highway 101. The rainfall total for a 50-year storm is 9 inches in a 24-hour period.

For purposes of this study, the Rational Method and the Soil Conservation Service Runoff Method (SCS TR-20 model) are used to estimate peak runoff values for existing and future development conditions. Section 6 of this Master Plan summarizes the results for stormwater runoff calculations for the city of Brookings. Data for calculations for basin and subbasin runoff is provided in Appendix D.

The city of Brookings provided a map of problem areas that they patrol during rain events. Most of these problem areas are storm water inlets, catch basins, or abatement issues that the City enforces through notification. The City spends a significant amount of maintenance hours patrolling these areas. A “Hot Spot” map that the City uses for patrol is located in Appendix E.

A wide variety of deficiencies were observed in television inspection tapes of the existing storm water system. Each of the deficiencies has the potential to contribute significantly to the problems within the city of Brookings storm collection system. Pipe inspection results are described in Section 6.5.

ES.4 RECOMMENDED PLAN

Section 7 of this Master Plan identifies multiple projects that address deficiencies within the storm drainage system. The project priorities are ranked from Priority 1 through Priority 3. Each priority group is defined as follows:

Priority 1: These are the highest priority projects that should be undertaken as soon as adequate funding is available. It is recommended that these projects be undertaken within the next five years with highest projects on the list to be addressed in the next year or two.

Priority 2: While not of the highest priority, these projects should be in the City’s capital improvement planning window beyond the five-year horizon. As Priority 1 projects are completed, Priority 2 projects should be moved to Priority 1 status. System degradation or failures, project coordination, or other occurrences may require the movement of Priority 2 projects to Priority 1 status ahead of schedule. New projects that are developed that are not critical should be grouped in Priority 2 until funding is available.

Priority 3: Priority 3 projects are either of low priority or are dependent on development. If development in an area necessitates the implementation of a Priority 3 improvement, the project should be moved to Priority 1 status, assuming that adequate funding is available. Some projects may remain in Priority 3 indefinitely if the need for the project or the development requiring it never arises.

Table ES.4.1 includes a summary of project costs. The project numbers with an asterisk indicate a project is on private property or within ODOT rights-of-way. Detailed cost estimates for each project were developed for each site improvement and are located in Appendix D.

**TABLE ES.4.1
PROJECT COSTS AND PRIORITIES**

Project Number	Description	Cost (Dollars)	Priority
1A*	Elk Drive to Ross Road right-of-way	\$232,700	1
1B	Ross Road right-of-way to north side of Highway 101	\$204,190	1
1C*	North side of Highway 101 to south side of McDonald's	\$356,910	1
1D	South side of McDonald's to Mill Creek Pond	\$520,080	1
2A*	Napa Auto Parts Storm Improvements	\$195,210	1
2B*	Highway 101 crossing at Napa Auto Parts	\$75,480	1
3	Macklyn Creek near the Pacific Ocean	\$11,170	1
4	Ransom Avenue bound by Macklyn Creek & Kevin Place	\$260,490	1
5A*	Floral Drive	\$247,100	1
5B	Railroad Street, Hazel Street and Del Norte Lane	\$1,713,510	1
6	Marina Drive and Old County Road	\$26,460	1
7	Fifth Street and Ransom Avenue	\$76,660	1
8	Ransom Avenue, bound by Third St. & Highland Avenue	\$38,150	1
9	Tanbark Avenue & Railroad Street	\$617,840	1
10	North side of City Hall	\$60,040	1
11	Highway 101 and Mill Beach Road	\$125,250	1
12	Hemlock Street bound by Fern Avenue and Willow Street	\$10,705	1
13	Ransom Avenue and Highway 101	\$38,660	1
14A	Memory Lane and Buena Vista Loop	\$151,450	1
14B*	Memory Lane, west of Cypress Street	\$83,060	1
14C	East side of Buena Vista Loop	\$61,960	1
15	Old County Road bound by Lundeen Road & Fir Street	\$168,090	1
16	Old County Road Reroute	\$1,310,210	2
17	Mendy Street, Art Street, and Pacific Avenue	\$476,990	2
18	Easy Street, west of Pioneer Road	\$108,640	2
19	Alder Street bound by Birch Street and Memory Lane	\$284,010	2
20*	429 & 431 Buena Vista Loop	\$43,220	2
21A	Oxford Street and Maple Street	\$129,870	2
21B	Oxford and Maple St. intersection to Matot St. dead end	\$97,460	2
22*	Highway 101 bound by Ross Road and Hilside Avenue	\$33,510	2
23*	Highway 101 and Fleet Street	\$13,820	2
24	Mill Beach Road, bounded by Railroad St. & Smith Dr.	\$132,300	2
25	Arnold Lane, Rowland Lane, & Smith Drive	\$751,310	2
26	Third Street, bound by Ransom Avenue and Hassett St.	\$26,945	2
27	East Manor Park Outfall	\$110,470	2
28	Ransom Avenue, bound by Paradise Lane & Second St.	\$104,810	2
29	Seventh Street & Hassett Street	\$251,430	2
30	King Street bound by 715 Railroad St. and Wharf Street	\$204,030	2
31	Ransom Avenue, bound by Kevin Place and Pioneer Rd.	\$250,720	2

TABLE ES.4.1
PROJECT COSTS AND PRIORITIES continued

Project Number	Description	Cost (Dollars)	Priority
32	Second Street, west of Bud Cross Park	\$6,180	3
33*	Highway 101, east of Napa Auto Parts	\$92,750	3
34	Easy Street, bound by Fifth Street & Sixth Street	\$12,350	3
35	Macklyn Creek crossing at Easy Street	\$43,450	3
36	Mill Beach Road, west of Fred Myers	\$7,210	3
37	Third Street between Easy Street & Ransom Avenue	\$102,600	3
38	Intersection of Second Street and Easy Street	\$41,670	3
39	1339 Crissey Circle	\$22,050	3
40	Memory Lane and Cedar Street	\$72,170	3
Subtotal Priority 1 Public Projects		\$4,084,705	
Subtotal Priority 1 Private Projects*		\$1,190,460	
Subtotal Priority 2 Public Projects		\$4,239,195	
Subtotal Priority 2 Private Projects*		\$90,550	
Subtotal Priority 3 Public Projects		\$307,680	
Subtotal Priority 3 Private Projects*		\$92,750	
Total Of All Projects		\$10,005,340	

* Project is located on private property

ES.5 PLAN IMPLEMENTATION

The city of Brookings should develop an implementation schedule for the storm drainage projects developed in this study. Funding sources, development pressures, economics, and other variables will affect the implementation of this plan.

It is recommended that the City maintain the three-tiered group priority approach when addressing projects, as discussed in Section 7. By completing the higher priority projects and moving on to the lower priority projects, the City will systematically complete projects necessary to maintain and improve their system. The City should begin developing a plan to finance the selected improvement projects.

ES.6 POTENTIAL FINANCING OPTIONS

Based on recommendations from the Storm Drainage Master Plan, the overall cost for storm drain system improvements is over ten million dollars. Funding assistance is not typically as readily available for storm drain system improvement projects, since public health is not typically at risk. As discussed in Section 8, various funding options are available, including storm drainage system fees, system development charges (SDCs), bonds, loans, local improvement districts (LIDs), and capital construction (sinking) funds.

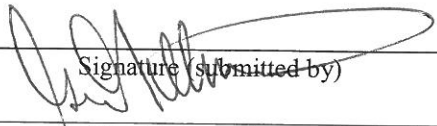
A financing strategy or plan must provide a mechanism to generate capital funds to pay for the proposed improvements. It is recommended the City complete a financial evaluation to assist in determining what options and capital improvement projects they want to implement.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: May 5, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Fuel Tax

Background/Discussion:

During a recent budget meeting, a suggestion was advanced that the City consider placing a fuel tax on the ballot and use the proceeds of that tax for street improvements. It was also suggested that the tax be sufficient to sustain a \$250,000 annual expenditure on street improvements and eliminate the streets System Replacement Fee now collected as a part of the water/sewer bill.

Staff has researched this matter and has found:

1. State legislation authorizes a City to enact a fuel tax by voter approval. Proceeds must be used for street improvements.
2. 23 cities have enacted a fuel tax ranging from 1.0 to 5.0 cents per gallon; the predominant rate (14 cities) is 3.0 cents per gallon. Only two cities, Pendleton and Eugene, have a rate above 3.0 cents.
3. The voters in Tillamook (1.5 cents), Cornelius (2.0 cents) and Woodburn (1.0 cents) defeated proposals to increase the fuel tax by 2.0 cents/gallon.
4. Newport has a split rate; 1.0 cents November-May; 3.0 cents June-October.
5. There is no data available from state or federal sources on the amount of fuel sold in Brookings.
6. Financial consultants were contacted to see if they had any resources for developing estimates. They also found no resources available from state or federal sources. Their best advice was to contact other cities who are collecting a fuel tax and develop a revenue estimate based upon per capita. However, staff believes that the characteristics of fuel sales in Brookings...i.e. the effect of tourism and proximity to the California border...would make any such estimates significantly inaccurate.
7. The City of Coquille (pop. 3,870) reports revenues of \$220,000 annually from a 3.0 cent fuel tax; they have two gas stations in town.
8. ODOT has gathered some information from cities that have enacted a fuel tax. Here is the ODOT data with the amount generated for each 1.0 cent of tax:

Tillamook (4,675):	\$81,204
Oakridge (3,700):	40,600
Veneta (4,240);	37,608

Staff recommends that, if this matter is considered further, that any ordinance submitted to the voters include the following provisions:

1. A maximum tax rate of 3.0 cents per gallon that can be adjusted within the 3.0 cents by the City Council.
2. A provision repealing the System Replacement Fee for streets and prohibiting the imposition of a future streets System Replacement fee.
3. A revenue benchmark of \$250,000 annually adjusted by the CPI with a requirement that the City reduce the rate as needed to stay within this revenue amount. In other words, if the 3.0 rate achieves an annual revenue of \$400,000, the City Council would be required to reduce the rate to stay within the CPI-adjusted \$250,000 benchmark.

Note the current \$2.94 streets SRF generates \$131,000 annually.

As of this writing, we have been unable to secure information from the gas stations in the City on the amount of fuel they sell annually.

Attachment(s):

- a. Gas Tax Q&A City of Eugene 2011.

GAS TAX Q&A



Q. How much do I currently pay in gas taxes in Eugene?

A. Eugene's current gas tax is 5 cents per gallon. The state of Oregon currently levies a state gas tax of 30 cents per gallon, and the federal government has a federal gas tax of 18.4 cents per gallon, for a total of 53.4 cents per gallon in local, state and federal gas taxes.

Q. What fuels are subject to Eugene's gas tax?

A. Any flammable or combustible gas or liquid that propels a vehicle on a road or highway is subject to the local motor vehicle fuel tax. This includes gasoline, diesel, biodiesel, ethanol blends, propane and compressed natural gas.

Q. What is the history of Eugene's local motor vehicle fuel tax?

A. The Eugene City Council first adopted a local motor vehicle fuel tax of 3 cents per gallon in January 2003. The council increased the fuel tax to 5 cents per gallon in January 2005, with a three-year "sunset" provision. The council in July 2009 repealed the sunset provision, continuing Eugene's 5-cent gas tax indefinitely.

Q. Why does Eugene have a local gas tax?

A. The City of Eugene operates, maintains and preserves its transportation system, which includes more than 530 centerline miles (1,325 lane miles) of streets, 9,382 street lights and 27,104 street and traffic signs. The backlog of needed street repair projects currently stands at \$139 million. To address this lack of resources, the council has implemented several revenue options, including the local gas tax and a street repair bond measure (approved by voters in 2008), and has considered other concepts such as a street utility fee, a countywide vehicle registration fee, and other ideas.

Q. How much money does Eugene receive from its local gas tax?

A. Each penny of the local gas tax currently raises about \$625,000 a year. Since its inception in August 2003 through the 2011 construction season, the local motor vehicle fuel tax has helped fund approximately \$24 million in street repairs.

Q. How has the local gas tax money been spent?

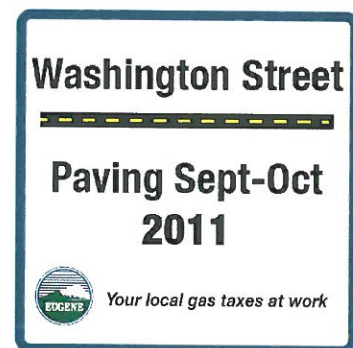
A. All of the local motor vehicle fuel tax monies collected to date have been spent on pavement repairs on Eugene's streets. Most of these repairs have been "overlays," in which the deteriorated asphalt surface of a street is removed and a new asphalt surface is constructed. Portions of streets also have been reconstructed (the old roadway is dug up and a new roadway is constructed in its place). Dozens of residential streets have received slurry seals, in which a thin coating of asphalt is applied to seal the pavement surface. Since the local gas-tax-funded Pavement Preservation Program (PPP) was started in 2002, the City has completed nearly \$18 million in street preservation project work funded through the local gas tax, and another \$4.8 million in gas-tax funded projects is scheduled in 2011. Through 2010, nearly 250 lane miles of streets – more than 20 percent of the City's total improved street system – have been repaired with PPP slurry seals, overlays and reconstruction.

Q. Is the City using the gas tax money to fix bike paths or build new streets?

A. No. Bike path repairs are paid for using funds specifically approved for that use, such as federal funds or Eugene's voter-approved bond measure. The Oregon Constitution (Article IX, Section 3a) requires that "...revenue from taxes on motor vehicle use and fuel shall be used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, streets, and roadside rest areas in this state." Furthermore, the ordinance establishing Eugene's local motor vehicle fuel tax states that "...revenue shall be used only for the construction, reconstruction, improvement, repair, maintenance, operation, and use of city-owned roads and streets within the city, roads or streets for which the city is legally or contractually obligated to operate or maintain, or roads and streets for which the city has accepted responsibility under intergovernmental agreement. No revenue shall be used for capacity-enhancing street improvements."

- Q. Does the City use local gas tax money to fix unimproved streets?**
A. Not at this time. Because street repair funds are limited and because repairs are generally ineffectual on substandard streets, it is a longstanding practice in Eugene to have streets brought up to city standards (with features such as curbs and gutters, an engineered road bed, and, if appropriate, sidewalks, bike lanes and streetlights) before the City takes on full maintenance responsibility for the street. The majority of the costs of street improvement projects (such as the improvements on Crest Drive and Maple Street and Elmira Road) are typically borne by the abutting property owners. Once a street has been constructed to city standards, it is eligible to receive pavement preservation funding. Maintenance overlays, pothole patching and other short-term maintenance repairs are made on a limited basis to unimproved streets using state gas tax revenues or funds specifically approved for that purpose.
- Q. Who else has local gas taxes?**
A. In addition to the state of Oregon, 20 cities and counties in Oregon have local fuel taxes in place: Eugene (5 cents per gallon), Springfield (3 cents), Veneta (3 cents); Cottage Grove (3 cents), Coburg (3 cents), Oakridge (3 cents), Dundee (2 cents), Sandy (1 cent), Stanfield (1 cent), The Dalles (3 cents), Tigard (3 cents), Tillamook (1.5 cents), Woodburn (1 cent), Milwaukie (2 cents), Coquille (3 cents), Astoria (3 cents), Warrenton (3 cents), Canby (3 cents), Multnomah County (3 cents), Washington County (1 cent).
- Q. What other transportation funds does Eugene receive, and how are they spent?**
A. Eugene receives transportation funding from a variety of sources, including:
State Highway Trust Fund (Eugene's share of state gas tax and weight mile tax receipts) – currently used for road fund operations and maintenance (O&M). The state gas tax increased by 6 cents a gallon in 2011; the additional revenue to the City of Eugene (estimated in the range of \$3 million a year) is used to maintain current road fund O&M service levels.
Transportation system development charges (paid by new development for impacts on the local transportation system) – a portion of transportation SDCs helps fund the pavement preservation program, and the rest of the transportation SDCs are used to fund projects that address the impacts caused by new development. The economic slowdown has reduced SDC revenues.
General Fund (primarily from local property taxes) – a relatively small amount of General Fund revenue is used to pay for operating and maintaining those portions of the transportation system (such as off-street bike paths) that are not eligible for road funds; also, in recent years General Fund revenues in the range of \$100,000 to \$200,000 a year have been budgeted for enhanced street repair services.
Bond measure funds (from the bond measure approved by Eugene voters in November 2008) – a total of \$35.9 million over five years is dedicated to specific street and bike path repair projects.
Special grants (primarily from federal sources and other government agencies) – typically are dedicated to specific projects; examples include the federal funding that was dedicated to building the new Delta Ponds Bridge and the federal and state funds used to preserve portions of the off-street bike and pedestrian paths.
- Q. Where can I get more information?**
A. On the internet, at www.eugene-or.gov/pw (click on the “street funding” link)
 Send e-mail to pwadmin@ci.eugene.or.us
 Call Public Works Public Affairs Manager Eric Jones at 541-682-5523.

Last updated June 8, 2011

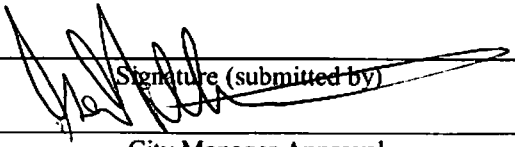


CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: January 6, 2013

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Emergency Operations Plan Review

Recommended Action:
Discussion only.

Background/Discussion:

The City Manager will review the role of the City Council as provided in the City Emergency Operations Plan.

Attachment(s):

- a. Emergency Operations Plan pages 3-1 – 3-3

3

Roles and Responsibilities

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County Emergency Services Director is responsible for emergency management planning and operations for the area of the County lying outside the corporate limits of the incorporated municipalities of the County. The mayor or other designated official (pursuant to city charter or ordinance) of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (These responsibilities may be shared with County Emergency Services under agreement.)

The City of Brookings conducts all emergency management functions in accordance with NIMS. To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department head is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

During a City-declared disaster, control is not relinquished to County or State authority, but remains at the local level for the duration of the event. Some responsibilities may be shared under mutual consent.

Most City departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below, as well as in individual annexes.

3. Roles and Responsibilities

3.2 Emergency Management Organization

The City does not have an office of emergency services; however, the Public Safety Department is responsible for emergency preparedness within the City of Brookings. For the purposes of this plan, the City's emergency management structure will be referred to generally as the City of Brookings EMO. Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the City's emergency management structure.

Depending on the size or type of incident, the City Manager may delegate the authority to lead response and recovery actions to City staff. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the City's emergency management program can vary depending upon the location, size, and impact of the incident. The EMO for the City is divided into two general groups, organized by function—the Executive Group and Emergency Response Agencies.

3.2.1 Executive Group

The Executive Group may include representation from each City department during an event. The Executive Group is responsible for the activities conducted within its jurisdiction. The members of the group include both elected and appointed executives with certain legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
 - The jurisdiction, including persons, property, and structures.
 - Vulnerable populations, including unaccompanied children and those with service animals.
 - Individuals with household pets.
- Encouraging residents to be prepared and participate in volunteer organizations and training courses.

3. Roles and Responsibilities

3.2.1.1 Mayor and City Council

The ultimate responsibility for policy, budget, and political direction for the City government is borne by the City Council. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the council will provide elected liaisons with the community and other jurisdictions. In the event that declaration of emergency is needed, the Mayor (or designee) will initiate and terminate the state of emergency through a declaration ratified by the council.

General responsibilities of the Mayor and City Council include:

- Establishing emergency management authority by City ordinance.
- Adopting emergency management-related resolutions.
- Declaring a state of emergency and providing support to the on-scene Incident Commander in requesting assistance through the County.
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending Public Information Officer (PIO) briefings.

3.2.1.2 City Manager

The City Manager is responsible for continuity of government, overall direction of City emergency operations, and dissemination of public information, including the following tasks:

- Adopting an EOP.
- Ensuring that all City departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Implementing the policies and decisions of the governing body.

3.2.1.3 Emergency Manager and Emergency Coordinator

The City Manager serves as the Emergency Manager, and the Public Safety Department Director serves as the Emergency Coordinator for the City. The Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. These responsibilities are coordinated closely with, and may be delegated to, the Emergency Coordinator. The Emergency Manager and Emergency Coordinator