



2019 Organizational Prospectus



CenturyLink



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Brownsville Senior CENTER



The Dyer Partnership Engineers & Planners, Inc.



BARKER-UERLINGS INSURANCE





Organizational Prospectus

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Introduction

The purpose of this document is to create a one-stop overall dashboard for the organizational development and position of Brownsville. The first section provides you with two functions, 1) an overview, or Summary Report Card, of all major facets and functions of the local government, and 2) provides a small excerpt on progress that has been made since 2008 which serves as a running institutional memory piece. Grades have improved over time and to see the differences, you can compare older versions of the document should you be so inclined. The Summary Report Card is primarily concerned with describing the conditions of facilities, infrastructure and other assets for which the City is responsible.



The document is not intended to evaluate individual employee performance, although I have given an overview of several of the appointed boards and committees, but rather to reveal general areas that need to be improved. I am well pleased with the overall performance of the City Staff. Each employee has individual things to improve on, including myself, but everyone is focused on working for the betterment of the organization. Employees continue to give many personal hours toward accomplishing goals for the City which shows huge heart they have for their community. The City is fortunate to have such a dedicated and engaged group of people working on delivering government services to the citizens of our community.

The second section of this document are the goals as established by Council for 2019 & 2020. The document also incorporates models used for decision-making and executing actions toward the desired outcomes of the group and organization. The document is included in every agenda packet to remind all about the importance of the identified goals and to reaffirm the organization's focus to making needed improvements. Council met January 19th, 2019 to review goals from 2017-2018 and to create new goals for 2019-2020. Council narrowed down the focus of their goals at the February 26th, 2019 regular session. I am basing the goals direction on this second, on this Council discussion. Council will finalize goals at the March 2019 Regular Session.

The third section of the document is the annual checklist that is based on the current fiscal year's budget. We use this document to track completed tasks and achievements. The intent of this document is not to accomplish every single item, but rather to track what is being done toward the fiscal priorities set by the Budget



Committee and Council. The items included on this list are projects identified based on the goals of Council for that fiscal year. Goals may be a continuance of the essential, main purpose of the government and, of course, move the organization to accomplishing the mission of the City. Council and the Administration does add various priorities that arise for various reasons, either emergency situations or priorities dictated by the State Legislature or other State agency. The checklist is updated as needed and reviewed monthly by Staff. The list is also provided to Council two to three times a year in the agenda packet and is available upon request.

The intention of this document is for everyone in the organization to better understand and remember how we all contribute toward the continual evolution of the organization and monitors our progress along the way. The document is used by members of the committees and boards to develop a full understanding of organizational priorities.

Organizational Vision

- ▶ *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who understand the unrelenting nature of citizen complaints and how to effectively deal with emotional issues from the general public.
- ▶ *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.





- ▶ *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

**March 2019
Update**

Public Works Department

Facility Maintenance & Applicable Board Interface

Grade Area Reviewed

B *Water Treatment Plant*

2008 & 2009

Completed the maintenance of all three slow sand filters; upgraded the telemetry and improved the SCADA system.



2010

Public Works performed building maintenance and chemical mixing equipment maintenance.

2012

Public Works continued to make building improvements. The City is in the process of working out technological concerns with remote access for the Plant. The controlling computer technology has "out-paced" the age of the PLC (programmable logic controller) which is causing a problem.

2013

Staff continues to work on getting the computer system working properly.

2014

Staff completed the computer upgrade project. Staff is working on developing a budget that will prepare for the replacement of the sand filter media and that will include the inspection of the reservoirs. Staff did a fair amount of maintenance to the filters, grounds and general facility during



the course of the year. Staff planned for the pumps to be changed at the infiltration gallery – that project is still in process.

2015

Staff worked on the chemical room, started looking into emergency electrical supply for the facility and to connect the wells and installed the infiltration gallery pumps. Slow Sand Filters were also cleaned and maintained.

2016

Staff put money back for the future sand filter media project.

2017

Oregon Health Authority audited the City' Water Treatment Facility and found no violations and minor corrections to one of the City's plans. Staff worked toward reading the Robe Street Water Line project for bid. Council put funds back for the water filters.

2018

Council continued to save funds for filter media replacement. OWRD continues to chip away at the City's water rights. Staff makes major repairs to key water supply pumps due to failures.

Grade Area Reviewed

A Wastewater Treatment Plant

2008

Completed the major facility overhaul at both locations.

2010

Public Works made modifications to the intake valve to prevent duckweed from damaging pumps. Staff is still interested in getting freshwater to the South Waste Water Plant.

2012

Public Works made modifications to the intake valve.





2014

Staff completed general maintenance and upkeep of the facility including backup generator testing. Staff would like to install a well at the South Treatment Facility.

2015

Staff contacted well drillers to review the possibility of installing a well at the South Treatment Facility for operational purposes. Equipment was maintained and upgraded where necessary.

2016

Staff installed a water supply line at the South Wastewater Treatment Plant for process reasons.

2017

The City experienced several equipment failures including the lift crane all of which were fixed and are now operational. Staff met with Advanced Mechanical Inc. to discuss mayflies. The City recommended AMI installing different lights or employ other mitigation efforts.

2018

Staff works with Westech Engineering on a required review and update of the City's NPDES permit. Staff makes improvements and repairs to several meters and pumps as required by normal wear and tear.

Grade Area Reviewed

B *City Hall*

2008 & 2009

Upgraded the HVAC upstairs and created a more official Council meeting & Court Room.

2010 & 2011

Painted City Hall, made improvements to exterior lighting, made improvements to the signage & created usable building space in the old fire bays.

2012

Brownsville Art Association makes major changes in the downstairs area. Several tenants pursued other spaces. The building still experiences a lot of use. The office at City Hall could use a new heater.





2013

Administration is planning a streetscape design for the front of City Hall that will add seating, lawn and save the tree in front of the building. The idea was part of the BAA agreement. The Rural Fire District has also been a vital part of the planning process.

2014

Began implementing Phase I, however, due to the overall project costs, Public Works will be completing most of the components of the project. Ben Swartzendruber completed the seating area, Brothers Concrete helped with the saw cuts and Stephen Sedlar was hired to create the end caps for the seating area and the cap underneath the bell. Public Works plans to finish the grass, irrigation and drainage in the Spring of 2015.

Staff completed the 'Stand by Me' display in the entry foyer. Staff added local art work by partnering with the Brownsville Art Association on contest and added general décor throughout City Hall including interesting pieces of Brownsville history.

2015

Council entered into a concrete contract which will finish the front of City Hall with grass and new concrete. Many minor upgrades were made in the facility including lighting, switches and general maintenance.

2016

Staff finished the installation of the irrigation system with some assistance from American Landscaping, Albany. Briese Concrete, Lebanon, finished the concrete sidewalks. Public Works installed the sod. Ben Swartzendruber put the finishing touches on the concrete blocks by extended the brick work all along the top.

2017

Staff requested the CIS review the safety of the building for Staff and Council. Council budgeted some funds toward that aim. Staff also investing improvements to the Community Room including lighting.

2018

Staff hired Norm's Electric to install recessed lighting in the Community Room. Staff explored options for the foyer flooring. The heating unit in the main office needs replaced soon. Safety measures were delayed due to time and other priorities. Staff purchased and installed fire proof cabinets for critical public documents.



Grade Area Reviewed

C *City Shop*

2009

Facility is organized and clean.

2013

Provided the proper amount of flood insurance.

2014

Installed signage.

2015

Facility continues to be organized and clean.

2016

Facility is organized and clean.

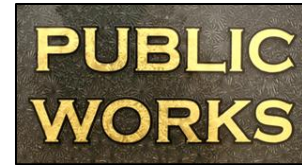
2017

Facility is organized and clean. Staff increased the flood insurance for the structure, contents and equipment.

2018

The facility's restroom is failing. Staff will need to provide an option to carry sewer from the building.

Note: The reason for the "C" letter grade is due to the location of the garage in a floodplain. The Garage becomes useless in times of the most common public emergency.



C *Recreation Center*

2009

Several improvements need to be made soon including the exterior paint and a gym floor; must continue to work on relationship. The Board did not submit an annual report as requested. Installed lighting.

2010

Painted exterior and worked on the gymnasium floor project.



2011 & 2012

Completed the restoration work on the floor. Improved the landscaping and replaced the roof. Working on developing a safety maintenance program with Rec Center leadership.

2013

Added the pre-school to the facility. Executed a new agreement with the CLRC. The relationship is working very efficiently. The baseball diamonds were changed to grass infields. The CLRC continues to look for funding sources. The Board is in the process of modifying the fees associated with programming.

The City is currently under contract to maintain the gym floor in 2014.

2014

Staff replaced the hot water tank, installed a new water fountain and worked on improving the stage lighting which should be finished in early 2015.



2015

Installed work lighting over the stage. Experienced a concern with the coating system peeling on the gym floor. Staff is pursuing the replacement of the deck on the back of the facility.

2016

Mike Nehls & Ricky Currier are assisting with the landscaping. A subcommittee of Council consisting of Councilor Cole, Councilor Gerber and Councilor Neddeau met with City Administrator S. Scott McDowell to discuss the future viability of the Rec Center. The group discussed the possibilities presented by Central Linn School Superintendent Brian Gardner for the City being involved with the Blakely Gymnasium. McDowell shared a list of improvements needed at the Rec Center with Council as compiled by Public Works Superintendent Karl Frink and McDowell.

2017

The City replaced two HVAC units, repaired the ceiling tiles and made other general repairs to various components such as the restrooms and windows. Council gained official possession of the building by requesting the deed for the building to be rewritten. The School Board agreed and the property now, rightfully, belongs in total to the City. Council also hired an inspection firm to review the entire facility to assess conditions.



2018

Council created the Facilities Review Committee to review the report from Inspections Unlimited. The outcome of the Committee was to engage the City of Halsey and the Central Linn School District in a conversation about the communities overall recreational needs. The intent is to demonstrate a need that could be possibly funded by more people than just Brownsville taxpayers since the building is used by everyone in the area. CLRA started cleaning the building without an additional assistance from Staff. The gym floor continues to deteriorate due to a failed coating system. The floor is near the end of its useful life.



Note: The reason for the "C" letter grade is due to the overall condition of the building. The useful life of the building is probably down to its last five years of service without major overhaul being necessary.

Grade Area Reviewed

B Cemetery

2008 & 2009

Repaired many headstones with a State grant. Began the head stone cleaning maintenance program with community involvement; fixed the roadway with the help of Linn County Road Department, installed signage and destroyed blackberries; Plan to improve fence and freshen the welcome sign. Public Works does a great job keeping the Cemetery looking nice. The City will continue to foster and improve the relationship with Marlene Sloan and Ed Putman.



2010

Eagle Scout Eric Laurence did a phenomenal job electronically cataloguing cemetery plots. The Assembly of God and the Church of Jesus Christ of Latter-Day Saints have helped extensively with cemetery cleanup project. Staff continues to work toward the long-term goal of installing a columbarium and head stone repairs.

2012

Public Works continues to do a great job maintaining the grounds. The Church of Jesus Christ of Latter-Day Saints held a very productive clean-up day this Summer.



2013

The City was included on a tour by the State Historic Preservation Office.

Public Works continues to do a terrific job maintaining the grounds. Staff does a good job executing plots and the necessary services for the general public. Staff completed an audit from the State Mortuary Board late in the year.

Notes: Space is getting limited. It would be great to add a few amenities to the cemetery like markers, certain signage, modifying the restroom and adding a columbarium. Finish the project started by Eric Laurence.

Incorporate the cemetery in telling the story of Brownsville.

2014

Staff worked on reports for the Mortuary & Cemetery Board through the State of Oregon. Forms and process were changed to meet State requirements. Public Works continued to provide outstanding maintenance for the cemetery grounds.



2015

Staff worked with Marlene Sloan of the Pioneer Cemetery Association to install new signage. Staff entered into an agreement for the cleaning and maintenance of the portable facility located in the cemetery. Staff does a great job coordinating services at the cemetery. Old records make this a very tricky proposition most of the time.

2016

Saleable Cemetery lots are getting fewer and are in difficult, unusable locations. Council discussed possibilities involved in possibly reviewing the future of the Cemetery. Council has not officially eliminated the possibility procuring additional land, but budget constraints are significant.

Public Works does a great job keeping the cemetery in a presentable condition for key holidays and during the year.

2017

Council considered policy in this area briefly due to a request to disinter a body. Council has not eliminated the possibility of expanding the cemetery, but associated costs and other priorities make that idea unattainable for the near future. Public Works does a great job caring the cemetery.



2018

The cemetery bridge was inspected by McGee Engineering and found in need of emergency repairs. Those repairs continued into 2019. Jered McClain, area resident, attempted to install a culvert to access his property. He ran into serious resistance from the Canal Company and a few of their members. Staff hired a tree removal service to take down a dead tree in the northeast corner of the cemetery. Fortunately, the contractor removed the tree without incident. Staff continues to mow and maintain the property as needed. Staff also dealt with many inquiries and plot concerns during the year.

Grade Area Reviewed

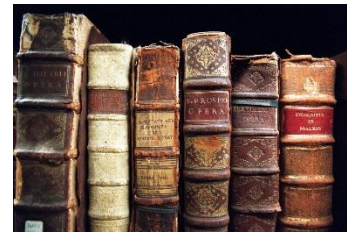
A Library

2008 & 2009

New landscaping installed, roof repairs, general building maintenance issues resolved, new computer area installed and painted the exterior of the building.

2010 & 2011

City is working on building a new library counter for the new inventory computers and budgeting for carpeting and flooring needs for the future.



2012

Working out hours in order to allow for prep time for Librarian. Increased programming and training are the main focus of driving readership. The Library Advisory Board has discussed several technological advances but feel that now isn't the time due to cost and lack of demand. The demands on the current volunteer staff would be burdensome due to their experience with computers.

2013

Programming is continuing to increase at the Library. Staff is preparing for the carpeting project and has recently secured a quote to re-upholster the furniture. Staff has modified a few areas of the Library to better serve the patrons and continues to develop ideas and programming that keep people interested in the Library.

2014

Staff completed the Library Flooring project which installed all new flooring throughout the building. The Friends of the Library helped pay for the cost of moving all of the books (\$3,300). Staff got estimates for the HVAC system. The Friends of the Library and the Women's Study Club continue to provide their support in keeping up the landscaping.



2015

Staff completed the installation of new HVAC throughout the facility with Best Heating & Cooling being awarded the bid. Council also awarded a contract to Norm's Electric to replace the lighting throughout the Library which will be final in 2016.

2016

The Library completed the lighting overhaul. Council is under contract for a complete roof replacement for FY 2016-2017. Brownsville's 1st Rate Roofing was awarded the contract.

2017

1st Rate Roofing completed the entire roof. Jim Bitle was hired to replace dry rot in certain places. Both contractors did a great job. Public Works does a very good job tending to the grounds at Library Park. The Park is used for numerous events during the summer months. The Library also replaced several computers as part of a scheduled upgrade. Staff also upgraded the wireless internet in the Library.

2018

Staff continues to tend to building needs. Gutters were repaired along with some minor lighting repairs were needed. Several printers were changed due to high costs associated with maintaining them.

Grade Area Reviewed

C Miscellaneous Buildings

2008 & 2009

Completed the upgrades to the Green Building; completely overhauled the restrooms in Pioneer Park and Downtown.

2010

Painted the Picture Gallery and installed a new roof. There is a foundation issue on the Picture Gallery that should be addressed. Need to start thinking about building maintenance in Pioneer Park.



2012

Installed a new restroom in Pioneer Park. Public Works made considerable improvements to the kitchen prior to last year. Vegetation was removed at the red shed behind the picture gallery and some minor roof repair.



2013

Staff is interested in reclaiming the use of the Red Barn located in Park Avenue and are currently working with the Calapooia Food Alliance to do so. Staff has plans to make the building easier to use and access.

Staff is in the process of upgrading the public sand bag process.

2014

Council entered into an agreement with the Calapooia Food Alliance for the use of the red barn. Staff placed some money in the budget to begin refurbishment of the barn in 2015.

2015

Staff made improvements to several facilities over the course of the year. The Red Barn refurbish project was slated to start in late December and finish by the end of February 2016. Public Works upgraded the sand bag station in the parking lot of the Rec Center.

2016

Staff received approval of the Red Barn revamp from the Historic Review Board. Public Works is short staffed due to not being able to find a suitable candidate to fill the Seasonal Public Works Operator. Clint Taskinen, seasonal park worker, only worked through the first week of August. Public Works will get back to the project as the weather & time allow. Painting is the only item unfinished.

Public Works removed the climber in Remington Park. The Department also removed the old slide, monkey bars and mushrooms from the Kiddie Park on the eastern edge of Pioneer Park. The equipment was terribly antiquated and a liability concern.

2017

Public Works completed improvements to the Red Barn. The City has received numerous complements with the way the project turned out. The City installed wireless internet in the Brownsville Art Center. Staff replaced old Council chairs on budget.

2018

Minor vandalism in Pioneer Park and to the downtown restrooms caused repairs.

A *Parks and Open Space Advisory Board*

2009

Reloaded the Board with the move of Carla Gerber to Council. The Board holds regularly scheduled meetings; standardized agenda and minutes. The Board is working on updating the Master Plan.



2010 & 2011

The Board finalized the master plan, reviews all Park agreements and works on beautification efforts throughout town.

2012

Continue to plan and work on improving the Park through projects and agreements.

2013

Administrative Assistant began her responsibilities in working with the Board. Jo Ann Neddeau started her membership late in the year. The Board lost Jim Mayer who served for many years and currently has an opening.

2014

The Board spent most of the year without a member. They continue to diligently carry out their responsibilities for the Park. A lot of signage was added to the Park as part of the City's on-going efforts to properly manage risk. The Board forwarded a proposal for the street tree project on Spaulding Avenue to Council in October 2014 which is currently under review by the Historic Review Board. The Board continues to be very responsive and supportive of all the many activities that happen in the Park over the course of the year.



2015

The Board worked on many projects over the course of the year including placing a grant for an updated Park Master Plan. The Board requested sidewalks to be installed into Pioneer Park from the Rec Center. The Board raised rental rates for the first time in at least ten years. Events continued to be a major part of the Park in 2015. Staff installed and developed new informational signage for the Park. The Board continues to monitor risk factors for park facilities. Betsy Ramshur was added to the Board.

2016

The Park Board recommended that Council amend the meeting ordinance for the Board changing the frequency of meetings throughout the year. Major changes to recreational immunity required the Board to make several changes about how certain things are handled in the park system including inspection reviews. Park Board recommended an extensive list and other applicable to Council. Council made the necessary approvals. Park Board addressed issues regarding camping with the Linn County Pioneer Park Association. The Board recognized the need for an



agreement for the next picnic event. It is important that all civic organizations are treated fairly and equally with regards to park use for their events. The Park Board continues to operate at a high level.

The Park Board is preparing the Park Master Plan for Council approval in May of 2017.

2017

Staff finalized the Park Master Plan under the general direction of the Parks & Open Space Advisory Board. Council approved the Master Plan in June. New faces are being added to the Board. The Board continues to do a great job. Recreational Immunity changes threatened community parks all over the State of Oregon. Fortunately, the State Legislature passed legislation that restored Recreational Immunity. The City experienced heavy vandalism and problems with campers. Council changed ordinances and closed camping for Pioneer Park. Staff ordered new signage that reflects the new rules being implemented by Council. Park Caretakers Don & Carol Neddeau will be returning to the Park for another year of service. Staff continues to work on agreements with organizations who bring events to the Park. Eugene Kennel Club dissolved and will no longer be using the Park. Rally on the River is a vintage trailer group slated for the Summer of 2018. Public Works closed off the road on the west side of the playground due to erosion. Council budgeted money to move the playground if necessary.

2018

Park Board members participated on the Facilities Review Committee. Two long-time members resigned for various reasons. Joann Neddeau rejoined the Board. The Board continues to execute their responsibilities and duties for the City. Major capital improvements are the general focus. The Board continues to pursue opportunities for programming in the Park and Rally on the River was hosted in the Park receiving great reviews from attendees and citizens. The Board is working on developing a plan for Remington Park and continues their collective work on Tree City requirements. The Board attended two Town Hall meetings with Council as they work on improvements.

Infrastructure Management

Grade Area Reviewed

C Water Distribution Lines

2008 & 2009

Major needs have been identified on Oak and Vroman Street; Vroman Street line was replaced during the Wastewater Improvements Project by



the Phase II Contractor, Pacific Excavating. Reservoir line slated for 2009-2010 along with line on Center Street between Ash and Oak and the line on Oak between Locust and Depot. There are services to replace on Kirk Avenue as well.

2011

Installed new water distribution line on Washburn Street as part of the Gateway project.

2012

The City has been working on the Calapooia Crossing since January 2012. The City hopes to have the line installed in July 2013. The City also experienced a leak on the major line on Main Street. Council & the Budget Committee agreed that the storage reservoir on the hill would be done as part of the new bond in the next ten years. The City is already ten years overdue for the replacement of the .25 M reservoir. The City actually needs to install a 1.0 M gallon to provide for more capacity. The City completed a critical line replacement on South Oak Street.



2013

Finalized the installation of the Calapooia Crossing.

Public Works began planning for several projects including the installation of the Northside Waterline that was negotiated with the Klinkebiel family several years ago. Other projects include Robe Street and a major reconfiguration of the Averill & Standard lines coming from the old water reservoir.

The Main Street Bridge Crossing failed and Staff is in the process of planning this major repair.

The Budget Committee & Council still are acutely aware of the major capital improvements that are being deferred until the next major bond measure as documented in the implementation of the Capital Improvements Fee as detailed on the City Website and in Council information.

2014

The City completed a major 12" water main addition to School Avenue which greatly improves circulation and looping for the north side of town.



Public Works completed that project saving the City significant costs and got a lot of on-the-job training too.

Public Works spent the year repairing water lines all around town due to the cold weather in early 2014; including a significant repair on Willson Street.

The City also upgraded the 6" water line on Millhouse as part of the Millhouse Sanitary Sewer Project.

The City is also engineering several projects for the Spring of 2015 including the redevelopment of the GR 12 Well site, the Main Street water line project from the corner of Kirk Avenue to the north side of the Main Street bridge, and the Stanard Street water line repair behind the Old Baptist Church on Main Street.



2015 & 2016

Stettler Supply Company and Staff replaced the Stanard Avenue water line behind Carlson's Hardware while working out various easements. The City also redeveloped the GR 12 well in Kirk's Ferry Park. Public Works made improvements to the water line on Hume Street. The City entered into an agreement with two different developers for the Ash Street water line improvements. Currently, the Ash Street waterline is being completed by Exca-Drain, Halsey, through Clayton Homes who are in the process of developing three lots at the end of Ash Street.

2017

The City had to cut a few water line projects due to projected costs associated with those projects. Staff is currently working on the Robe Street Water Line project. Dollar General also made a few improvements to the system with the development of their property on South Main Street. Public Works made several repairs due to leaks and breaks over the course of the year.

2018

The City completed repairs to the Robe Street Water line which included improvements on Cooley and Kisling Avenues. Public Works had identified these lines as a high-priority three years ago. The project went very smoothly and came in under budget. Staff made several repairs in North Brownsville, namely to Coshow and Willson Avenues.



Note: The grade of "C" reflects the age and condition of the infrastructure which Council is addressing through the budgeting process and future planning.

D Wastewater Collections Lines

2008 & 2009

Nearly half of the system is being replaced in 2007-2008; USDA awarded the City three additional collection line projects that includes Kirk Avenue from Putman to the Corporation Limit, Averill from Kirk to Stanard Avenue and, this spring, Seven Mile Lane from Hausman to the North Lagoon will be installed.

2011

Public Works is implementing a cleaning and television inspection program.

2012

Public Works continues to maintain the system as needed. No capital projects have been planned due to the problem with the Calapooia Crossing.

2013

Staff is working on developing a plan for the Millhouse Line as discussed at the 2013 Budget Committee Meetings.

2014

The City completed the Millhouse Sanitary Sewer project which ended up including the addition of a water line and the street pavement replacement.

2015 & 2016

Staff is working on developing a project in the downtown core of Brownsville for the next major renovation project. The budget will need a year or two to be capable of covering the cost of this project. Engineering was budgeting for FY 2016-2017.

2017

Engineering options for the Downtown Sewer Rehab project are limited to complete rebuild. Costs associated with this project will be high. The City will need to begin putting money back to accomplish this major reconstruction. Public Works experienced citizen dissatisfaction on several sewer problems this year. All of the concerns were the resident's responsibility which was the source of the controversy.



2018

Staff dealt with a few sewer problems and did a lot cleaning. Staff was able to make certain repairs to the downtown sewers. Council will need to budget money for the eventual replacement of these collection lines. Fortunately, the blockages were removed to make the sewers serviceable, but how long the repairs will last is uncertain.

Note: The grade of "D" reflects the age and condition of the infrastructure which Council is addressing through the budgeting process and future planning.

Grade Area Reviewed

D Storm Water Collection Lines

2008 & 2009

Council has thoroughly reviewed the Drainage Master Plan (1996) and related issues during 2008; costly to install, however, certain areas need to be addressed for future improvement. Washington Street & North Oak Street have been reviewed. Public Works has done several drains throughout town to help relieve trouble areas.

2014

Staff once again addressed the condition of the system with Council noting the limitations that exist. Several developments including Bishop Royale and McFarland Cascade were successful at containing and releasing the storm water generated by their developments.

2015

Staff continues to work with developers to adequately handle storm water concerns. Staff forwarded a five-year required report to the Department of Environmental Quality for Total Maximum Daily Load (TMDL). Staff reported the projected costs for the implementation of TMDL should it go the same way the Clean Water Act did for wastewater systems under the National Pollutant Discharge Elimination System (NPDES) process. Staff is concerned for the future financial implications of such a process.

2016

Public Works Superintendent Karl Frink and City Administrator S. Scott McDowell met with members of DEQ to discuss the issues surrounding TMDL implications for Brownsville. The outcome of the conversation was





that the City would be rewriting the TMDL to demonstrate the amount of capital improvements the City has completed over the last ten years. Staff continues to discuss TMDL regularly at Council meetings.

The City rewrote the TMDL Plan submitting the plan to DEQ at the end of January 2017. Council received final approval April 3rd, 2017.



2017

Staff attended TMDL training. Staff accomplished the goals outlined in the TMDL Plan as required by the State. Council approved the annual report which was sent to the State of Oregon.

2018

The City continues to wrestle with DEQ over TMDL requirements. Staff spent considerable time working on the 5-year TMDL plan. Staff attended training and met the goals identified in the existing plan. Council will continue to work on these issues to appease the bureaucratic requirements demanded by DEQ. All cities have been threatened with enforcement action and the once voluntary program is starting to become a financial and time burden.

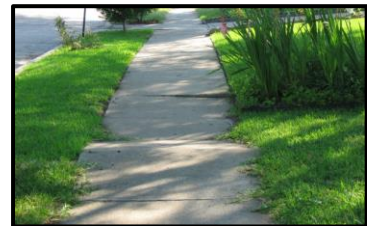
Note: The grade of "C" reflects the age and condition of the infrastructure which Council is addressing through the budgeting process and future planning.

Grade Area Reviewed

D Streets & Sidewalks

2008 & 2009

Council considered starting a sidewalk program but decided against it due to the additional financial burden to property owners. Sidewalks are costly to install and repair, however certain areas need to be addressed for public safety reasons. Ultimately, homeowners/property owners are responsible for sidewalk construction and reconstruction.





2010 & 2011

The City is in the process of working with the Central Linn School District provided intern to create the sidewalk program. City/County Insurance Services (CIS) are recommending that every municipal corporation have a program in place. Council discusses the limitations of the ability to improve streets due to the way they have been historically installed all throughout town. Proper improvements would be too costly.

2012

The City has been working with the School and, most recently, Thane Ashcraft on developing a sidewalk inventory and report for Council. The City made improvements to Washington Street and several other areas.

2013

Ashcraft finished an initial sidewalk program. Homeowners are responsible for the upkeep of the sidewalk in front of their property.

Public Works continues to improve surfaces as needed and has major plans for improvements in 2014.

2014

The City resurfaced Millhouse Street as part of the Millhouse Sanitary Sewer project. Staff will be completing several projects in the Spring of 2015.

2015

Council entered into a contract for the extension of the sidewalk from the Rec Center to the stage in Pioneer Park. Sidewalk replacements will also happen at City Hall.

2016

Staff finalized the sidewalk contract with Briese Construction, Lebanon, to complete the sidewalk at City Hall and connected the Rec Center, through the Kiddie Park to the Stage. Jason Curtis helped by placing dirt around the edges of the sidewalk. The public raved about the project.

2017

Public Works improved several pieces of pavement including the north end of Oak Street and Templeton Street south of Kisling Avenue. Both projects were well received by local residents.



2018

Public Works major project was paving North Oak Street from Depot Avenue to Hausman Avenue. The installation of the project was flawless.



The logistics of the project cause controversy due to the Chamber of Commerce making the City-wide Garage Sale a three-day event. Residents were upset with the improvements because people could not get to certain garage sales along Oak Street. The City was under contract for the paving work and was and is always at the mercy of the contractor because the City's asphalt jobs are so small. Staff has expressed concerns to the Chamber of Commerce about communication and coordination of events to eliminate these kinds of problems. Staff also explained to Council using the Big Picture document and presentation to demonstrate past policy mistakes that make asphalt repairs and funding very difficult.

Note: The grade of "D" reflects the age and condition of the infrastructure which Council is addressing through the budgeting process and future planning.

B+ *Equipment Maintenance*

2008

Public Works manages the "fleet" nicely.

2011

The City needs to upgrade with the new mower & backhoe. The City's Road Grader is circa 1940.

2012

The City is under contract for the purchase of a backhoe. The City is in the process of procuring a new mower.

2013

Purchased new ZTR Hustler Mowers for the Park including automated grass catching features.

2014

Staff replaced the engine on the Ford F-350 service truck. Staff continues to look into the purchase of a new ATV for the Park. The new JBC Backhoe has been a "game changer" for the Public Works crew and was a key factor in the City getting savings on the School Avenue water line project.

2015

Staff continues to maintain the equipment in good working order. Staff is also looking for a new service truck which will more than likely be added to the fleet in 2016. Staff did purchase a new John Deer Gator for Pioneer Park primarily.

2016

The City entered into an intergovernmental agreement with Benton County for the purchase of a new Ford 350 service truck. Benton County



was a dream to work with and the new truck is a valued addition to the City fleet.

2017

Public Works continues to maintain the City fleet.

2018

Public Works added a few attachments to the backhoe which improved safety, efficiency and allowed for other needed tasks to be completed. The City continues to work without a grader. Linn County has been great in supplying needed assistance for grading work. Staff was involved in an accident with a very old service truck. The truck was valued at \$800 and was not replaced.

Grade Area Reviewed

A Sanitation Services

2008 & 2009

Sweet Home Sanitation (SHS) continues to provide exceptional service to the City.



2011 & 2012

SHS has been very helpful cleaning up properties as part of the City's nuisance abatement program. The City is currently in the process of developing a new franchise agreement with Sweet Home. The City recently went to a Depot style clean-up day due to theft and illegal dumping issues throughout town. The City will be having the third Depot style clean-up in 2013.

2013

Council refreshed the Franchise Agreement.

SHS will be hosting a Household Hazardous Waste Day and small monthly fee will be added in the future to cover those disposal costs.

Sweet Home Sanitation continues to be a fantastic partner for the City's nuisance abatement program.

Council would like to require residential garbage service.

2014

Sweet Home Sanitation continues to be an excellent community partner. The company added a Household Hazardous Waste Day which was very success as a first-time event in October 2014.



Council decided not to require residential garbage service.

2015

Sweet Home Sanitation assisted with the clean-up of two major, nuisance properties located on Ash Street and Blakely Avenue. New leadership took over the City's account and did a fine job supporting Staff provide excellent service. SHS provided extra refuse containers and recycling containers for Pioneer Picnic and the Fourth of July.

2016

SHS continues to be an all-star service provider for the City; not only do they do a first-rate job collecting garbage weekly but also have a robust recycling and yard waste programs. SHS also provides a household hazardous waste day that has been very successful the last two years. SHS provides event support to many events throughout the summer including the Linn County Pioneer Picnic, the Fourth of July and the 30th Anniversary of Stand by Me. All organizations are very grateful for the extra garbage and recycling cans. They offered a \$1,000 scholarship for a Central Linn High School Senior starting in 2016.

2017

SHS looked into added an additional clean-up day, but Council determined the costs were too high to implement. SHS continues to provide exceptional service to the City residents and provides service for events as well.

2018

The China recycling crisis sent a shockwave of change through the entire nation. Sweet Home Sanitation had two substantial rate increases and suspended the recycling program. Please refer to Council Agenda Packets for more information or look up China Sword articles. Basically, China began enforcing their laws regarding accepting materials. The world's recycling was too dirty or contaminated and did not meet Chinese cleanliness standards, so they shut down importing materials. Costs went from an average payment of \$10 per ton to costing over \$100 per ton.

Planning Services

B+ *Ordinance Enforcement*
2008 & 2009



Staff is continuing to field too many complaints about things the City should be enforcing; Council needs to decide the level to which the City will uphold certain ordinances particularly regarding junk vehicles, weeds and nuisance abatement.

2010 & 2011

Continue to improve on the implementation of the weed ordinance and develop a strategic plan for the implementation of the junk ordinance. Continue to review the Brownsville Municipal Code to make sure the laws match actual practice.

2012

The City had to proceed to enforcement actions on two properties. The City is focusing primarily on some of the larger problems before progressing to smaller violations. It is very difficult for the City to do it any other way because people will point out the major violators.



2013

The City put into effect a full nuisance and weed program. Staff had difficulties evenly enforcing the weed ordinance. The City received many complaints about the consistency of the weed ordinance. Staff took recommendations to Council, but Council decided to keep the requirements that were recently put in place citing beneficial insects and ground nesting rabbits.

Council needs to determine their collective support of the nuisance and weed abatement program. Several pieces of the Municipal Code should be modified to achieve a more consistent look and feel for Brownsville which ultimately protects the tax base. Until those changes are made, Staff is at a stalemate evenly enforcing these requirements.

2014

Staff requested a process that would allow for Public Works Standards and a permitting system for accessory structures & fences. Council tabled the ordinance twice for various reasons. Staff will take this issue back to the goal setting session for 2015 for review. Council made goals that they are clearly having trouble executing; this year continued concerns with namely the Houtz and Garrison properties. Residents who have violated ordinances continue to get away with breaking local law. Council is responsible for giving Staff the proper "tools" to execute these tasks which simply has not happened.

2015

Staff did the best with the ordinances currently in place. Several major properties were cleaned up in 2015 with the help of community partners.



Citizens did very well assisting with keeping the City looking great and in compliance with the Code. The City experienced no problems with Request for Action letters or properties that were posted to comply with certain orders of Council and the Brownsville Municipal Code. Council finally adopted Public Works Standards which was a tremendous step in the right direction for the City of Brownsville on a number of fronts; mostly that infrastructure is more likely to be installed correctly and also the savings to the taxpayer for infrastructure being installed correctly the first time. Council will continue to work toward Code development in 2016 based on adopted Council Goals. Council expressed concern over the lack of patrolling on behalf of the Linn County Sheriff's Office. Sheriff Riley reorganized municipal contracts in an effort to respond to this concern.



2016

Policy changes have still not been made, but Staff continues to pursue enforcement on all ordinances. Council has been working with Sheriff Bruce Riley to bring traffic enforcement up to an acceptable level. Organizational changes made by the LCSO have greatly increased the communication with the City. Staff is in the process of enforcing nuisances. Some familiar properties are back to earlier conditions. Staff is also working on illegal RV uses.

Improved from a C to a B+.

2017

Council had great intentions to look at several areas that needed improvement. Council was unable to accomplish these goals in 2017, but will continue their reviews in 2018. Weed abatements were more difficult this year. The City had a case dismissed against 382 Kirk Avenue due to a stipulation in the City ordinance. Council must direct policy if this program is to improve. Staff took a “hands-off” approach to enforcement due to the case being dismissed. Overall, residents complied with Request for Action (RAF) letters. Several area residents had problems with no real solution until Council improves certain ordinances. RV ordinances are very difficult to change. Portland and other large cities are now having problems with RV's so it is possible that the State Legislature will look at some ORS changes in 2018 or 2019.



2018

Council made improvements to several ordinances as defined by Council goals. Council added ordinances about animal attractants, commercial and industrial noise standards, park camping restrictions, farm animal limits, and marijuana home grows. A small number of citizens expressed concern about roosters. Staff spent considerable time on the marijuana home grows ordinance. After a lengthy process of developing evidence proving a nuisance, the Linn County Sheriff's Office decided not to enforce the ordinance. Council is still in the process of refining this ordinance and should do so in 2019.

Grade Area Reviewed

B+ *Building Permits & Developments*

2008 through 2011

Need standardized information for the public. Internal communication must improve!

2012

The City is in the process of strategizing a new process. Council is considering an internal building permit system that would be designed to prevent property line issues in terms of the setbacks dictated in the Zoning Code.

2013

Council considered passing legislation that would create a construction permit process that would bring order to development.

Staff worked on construction standards.

Staff worked on updating many of the forms and procedures that had not been improved since the late 1980's.

Staff reconnected with the Linn County Planning & Building Department and the Linn County GIS Department in a very positive way.

Staff budgeted for a revamp of the Zoning Code to get a better development process.

2014

Council passed legislation allowed the permitting of primary structures. Staff continues to work on the goals articulated by Council even though support from Council has been lacking. Council & Staff must review this



area if work is to continue. Staff uncovered several more problems with the utility infrastructure due to the lack of standards and proper management on these important issues. The City cannot continue spending money on infrastructure issues caused by general neglect during the development process.

2015

Staff made huge strides in this area. Permits have been updated and processes have been outlined making the City's process easier to navigate. Staff will continue to improve. Council also continued a contract with Mr. Dave Kinney for certain review services.

2016

Citizen cooperation on the fence ordinance, the accessory structures ordinance and the Public Works Standards has been surprisingly well received. Administrative Assistant Elizabeth Coleman continued making improvements to all the forms for the Department. Dave Kinney made Staff aware that major changes will be coming from FEMA in the near future. See the July 2016 Council minutes for more information.

Improved from a C to a B+.

2017

Administrative Assistant Elizabeth Coleman continues to make needed improvements in these areas. The City will be working with Linn County to improve coordination regionally over the course of 2018. Several citizens failed to obtain proper permitting which required the City to send letters to ensure compliance. All complied with State and local regulations.



**Know what's below.
Call before you dig.**

2018

Staff initiated a coordinated regional effort to improve the Linn County Planning & Building Department's interface with IGA cities. The Department is now working together with cities to make permitting and inspection improvements, streamlining the permitting system, incorporating annual training on new requirements and develop the State e-permitting system. Staff will continue to guide these improvements using this regional approach. Administrative Assistant Elizabeth Coleman continues to improve the City's internal permitting processes and, overall, citizens have been doing better at getting the necessary permits for certain projects. Linn County Road Department had compliance issues with a



developer north of town, however, the necessary data has been collected and is currently under review by Linn County.

Grade Area Reviewed

B GIS & Mapping

GIS

2009

Improvements were made to the GIS system. The City should still improve the utility maps.

2010

Karl Frink improved utility maps with the help of Westech Engineering.

2012

The City is in need of updating the GIS mapping system and considerable changes should be considered for the maintenance of the City's mapping system.

2013

Staff worked with Linn County GIS to update several important maps including the Zoning Map and the Address Map.



Staff is trying to determine the best course of action for getting the latest GIS technology at an affordable price.

2014

Linn County updated their GIS system which helped the City. Linn County also help develop new maps including electronic versions that also greatly assisted City operations. Staff still hopes to implement a new, affordable GIS solution on our computers.

2015

Improvements made by Linn County have made it possible for the City to hold off on the purchase of GIS software.

2016

Linn County GIS continues to improve their on-line service so much that it serves very well as the City GIS software. Public Works Superintendent Karl Frink continues to manually update key utility maps as improvements are made.



Linn County paid for a map upgrade that saved the City nearly \$3,000.

Improved from a D to a C+. (2008-2015)

Improved from a C+ to a B. (2008-2016)

2017

Linn County continues to make improvements. Their web service is the City's source for all things GIS.

2018

Linn County GIS has been an amazing help on the Land Inventory project. The City would never be able to accomplish this required State review without their assistance. The City's consultant has been given the needed information without hesitation.

Grade Area Reviewed

A Planning Commission

2008 - 2012

Good group of appointed officials with a firm grasp of the history of the area and a good understanding of the City's ordinances.

2013

Supportive of Council's Community Development goal.



Administrative Assistant Elizabeth Coleman has done a fabulous job working with this experienced group of officials.

Joe DeZurney was added to this Commission.

2014

The Planning Commission continues to perform at a very high level. Staff offered training opportunities for members. The Commission has been very supportive of the goals created by Council and have applauded Staff's efforts to make the planning process better for residents and developers. Staff and the Commission had put in place a review process that keeps the Commission aware and abreast of all decisions made around this important area. Meetings have been professionalized with developers in order to keep meticulous notes and to properly enforce conditions of approval made by the Commission.



2015

The Planning Commission assisted Staff and Council on several key improvements to the City's overall ability to work with citizens and developers. A new fence ordinance and accessory structure ordinance was adopted along with City Public Works Standards. The Commission has been very supportive when working on and implementing planning improvements.

2016

The Planning Commission upheld several policy decisions set by Council on the possible use of medical & recreational marijuana. Planning Commission members Joe DeZurney and Jim Isenberg resigned. Council appointed Mr. Mike McDaniel and Mr. Bryan Wyant. The Planning Commission does an admirable job as a governing body.



2017

The City hosted Planning Commission training with the City of Halsey in February of 2017. Planning consultant Dave Kinney lead the training under the general direction of Administrative Assistant Elizabeth Coleman and City Administrator Scott McDowell. All members of the Planning Commission were in attendance. The Commission will be welcoming a new member or two in 2018.

2018

The City hosted another Planning Commission training with the State's Patrick Wingard. The event was well attended. The Planning Commission continues to work well not only on conducting their business, but in support of needed changes in the City's process and systems.

Grade Area Reviewed

A *City Engineer*

2008 & 2009

Jon's work on the media replacement projects was satisfactory. Jon handled the Flood Permit Fill questions very well. He also made some changes to the way plans are approved at the request of the City Administrator.



2010

Erwin Consulting engineered the Washburn Waterline Project, is currently working on the ODFW advice and will be working on the Water Master Plan update.

2011 & 2012

The City has enjoyed working with Erwin Consulting over the last two years. Erwin has completed the Water Master Plan, the S. Oak Street Water Line replacement project and is currently working on the Calapooia Crossing Water Line project and redeveloping the GR 12 well site.

2013

Erwin has worked well on many critical projects this year including the Calapooia Crossing, McFarland Cascade's expansion effort and the GR 12 Redevelopment to name a few. Jon & Ryan are a joy to work with. Staff would still like to dial in the construction standards to avoid future disputes and to properly standardize the utility system for the future.

2014

Erwin Consulting continues to work extremely well for the City. They have been instrumental in completing major projects like the Calapooia Waterline Project and the Millhouse Sanitary Sewer Project while being an integral part of the McFarland Cascade Development on the west side of the City. Jon Erwin has been key in helping with water rights decisions and Ryan Quigley continues to be a wonderful inspector and all around design engineer. Communications are great throughout Staff. Everyone is in the loop and we are starting to see positive results for the infrastructure system.

2015

Ryan Quigley decided to take another job opportunity. While we are sad to see him go, we are happy for his future. City Engineer Jon Erwin continues to provide outstanding services. Public Works Superintendent Karl Frink supplied much needed inspection services for the 2015 Water System Improvements Project. Erwin Consulting will continue to be the City's primary engineer.

2016

City Engineer Jon Erwin continues his service to the City. Mr. Erwin's services were used in building development projects through the City.

2017

Jon Erwin continued providing services to the City in multiple ways including plan reviews. Mr. Erwin's retirement is pending.



2018

Jon Erwin retired in May. The City signed an agreement with Dyer Partnership to provide services. Long-time City Engineer Ryan Quigley is the main contact at Dyer Partnership. The City hired McGee Engineering to complete an inspection of the cemetery bridge.



Public Safety Services

Grade Area Reviewed

A Court

2009 & 2011

Judge Lemhouse is very satisfied with the progress of the Court Administrator.



2012

The City secured an IGA with Linn County for Court Clerk Services. The City has one of the most experienced Court Clerk's in Linn County.

2013

Retooled the Linn County IGA for Court Clerk Services.

Executed an agreement with Jan Henry for Clerk Services.

2014

Jan Henry entered into an agreement with the City to continue to provide services for the Court. Mrs. Henry does an outstanding job assisting and supporting City Staff.

2015

Council adopted all the required policy from CJIS. Judge Lemhouse and Jan Henry continue to do outstanding work for the City in this area.

2016

Jan Henry officially retires. The City enters into an agreement with long-term Oregon Court Clerk Carol Humphreys for the same position. Judge Lemhouse continues his exceptional service to the City. The City also maintains an agreement with Linn County for additional support and expertise.

2017

Carol Humphreys does a great job coordinating the Municipal Court. Administrative Assistant Jannea Deaver provides assistance throughout the course of the year due to staffing issues at the County. Judge



Lemhouse and the pro-tempore judges do a great job for the City. The City lost long-time public defender D. Mack Walls. New public defender Josh Hunking is excited to handle these duties for the City. The City's CJIS was audited by the Oregon State Police. The City was in compliance thanks to the passage Council made to the City Handbook a couple of years ago.

2018

Judge Lemhouse retired at the end of the year. The City was successful negotiating with Jessica Meyer to serve as Municipal Judge. Linn County Commissioner's Office also helped secure an IGA that allowed for that arrangement. Carol Humphreys and Jannea Deaver continue to work well together providing court services. The City is currently working on another public defender. The City complied with a CJIS audit. The City continues the IGA with other court staff from Linn County.



B+ Police Services

Linn County Sheriff's Office continues to provide excellent service.

2014

The Linn County Sheriff's Office has experienced major personnel transitions for most of the year. Overall service has decreased but they are working on these issues.

2015

Council addressed the LCSO contract regarding patrolling and traffic. Court revenue fell dramatically. The LCSO made several adjustments attempting to address this concern. The adjustments made with Sergeant Klein and Lieutenant Duncan have been very positive, but traffic continues to be an issue.

2016

Council started addressing the low traffic numbers reported on the monthly reports. Mayor Ware, Councilor Shepherd and City Administrator S. Scott McDowell visited with Sheriff Riley & Lieutenant Duncan. Council will review the performance numbers quarterly with the Sheriff. The City is hopeful that the numbers will improve. LCSO is currently short-staffed and have trained many new deputies that have been assigned to south County.





McDowell was instrumental in creating a joint cities coalition that are currently redeveloping the IGA with the LCSO. The agreement should be in place by the end of April 2017.

Changed from an A to a B- based on revenue projections. (2015)

2017

The joint cities contract was put in place. The cities have met twice with the Sheriff and his staff about on-going issues. Overall, things are improving for most communities. Brownsville would still like to see more traffic violations. The agreement is now a two-year agreement. Staffing remains an issue for the LCSO. Sheriff Riley intends on filling several positions in 2018.

2018

Sheriff Riley retired. Under Sheriff Jim Yon took over as Sheriff. The IGA cities continue to work on improvements in service and to negotiate rates for 2019. Sheriff Yon and top brass visited Council to discuss their plans for the Office. Council was not pleased about the Department’s disregard of the enforcement of the marijuana home grow ordinance. Overall, numbers have increased during the year. Duncan and Klein continue to provide great service as needed. Councilor Block expressed Council’s concern about the citations and warnings ratio. Other cities are having similar concerns. Graded a B+ due to the average increase over the current contract.

Financial & Legal Services

Grade Area Reviewed

A *City & County Insurance Services (CCIS)*

B *Retirement Plan (ICMA-RC)*

2008

Council moved Employer contribution to 15% from 10%.

2013 & 2014

Council adopted a 20% contribution for employees with 10 or more years of service.

2015

No changes; still the best plan the City can afford.





2016

The City not being with PERS helped the City attain a higher score public bond rating. PERS increases are 20% for FY 2017-2018.

2017 & 2018

The City retirement plan offers options for employees.

A Utility Billing

2009

Computer program is beginning to be more difficult to get services as it is a DOS based application. Harris is moving away from this platform. Staff is reviewing other options...

2010 & 2011

The City has implemented a new billing system through Harris Computer Systems.

2013

Time to consider upgrading software. Every five years seems to be the breaking point. Harris has become too costly from an annual maintenance standpoint and their overall customer service is severely lacking. They have not added West Coast support as they promised in 2010 which means that by 1:00 p.m. we are unable to receive support. Their response to support has been slow and nearly every request comes with an additional cost.

2014

Staff is in the process of replacing the software system. The Sensus handhelds have been a tremendous addition for efficiency for Public Works and utility billing. Staff would like to see the implementation of new software at the beginning of fiscal year 2015–2016.

2015

Staff considered upgrading software. Costs and logistics caused obstacles that could not be overcome easily. Staff is reassessing this project and has put it on hold until 2017. Radio read capability was added to meter reading services.

2016

Budgeted for software upgrade. The City has been working with Cascade West Council of Governments for the last two years to develop a joint software purchasing option for all members of the COG. The City is currently working on software implementation.



2017

The opportunity to partner with the Cascade West Council of Governments fell through. The City is still working on finding a more permanent solution. Staff hopes a cloud-based system will be possible for overall cost savings for customers. Council passed new rules that have dramatically improved utility billing and the associated processes. Paygov has partnered with the City to provide credit card and app payment services. The new system has been well received by the general public.

2018

Staff worked with Harris to implement a new cloud-based system. The City had to make improvements to the internet service which has not solved all the issues with the numerous software challenges but has helped.

Grade Area Reviewed

B Utility Rates

2008 & 2009

In 2009 the City is planning to have an audit done on both Water and Wastewater rates to determine increases to retire the bonded debt and continue to maintain and operate the system at a level consistent for a public utility system.

2010 & 2011

Council froze water and sewer rates for 2010-2011. The City should consider an audit of both the water and wastewater utilities.

2012

Rates were raised for the first time in several years. The City is interested in developing an audit of the utility system to determine future rate increases based on actual and projected costs of operation.

2013

Council added the Water Capital Improvements Fee of \$2.50 per month.

2014

Council increased rates as an attempt to keep pace with rising costs.

2015

Council increased rates as an attempt to keep pace with rising costs. Brownsville is now one of the lowest for utility rates.

2016

Council and the Budget Committee continued to show their commitment to running the municipal utilities responsibly by voting for a 3% increase for FY 2016-2017. Keeping up with rising costs incrementally is a far more



sound and responsible method than going for huge rate increases as happens in many communities in Oregon.

2017 & 2018

Council approved a 3% increase based on a recommendation from Staff and the Budget Committee. Council is attempting to keep pace with the rising costs of running a utility. Increases in power, chemicals and other items continue to rise annually.

Grade Area Reviewed

B+ Accounting

2008 & 2009

Made several improvements to internal structure and internal controls; Instituted a purchase order system for fiscal year 2008-2009.

2010 & 2011

Continually working to improve internal controls. The new software upgrade should greatly improve internal controls and help staff in a myriad of ways.

2012

Continue to work on improving in several areas. Integrating software and developing personnel around this important function. Boldt, Carlisle & Smith will be retained to assist with an Internal Controls policy in the Winter of 2013.

2013

Staff has been greatly improved with the additional of Tammi Morrow and Jannea Deaver has attained a greater understanding of the entire process from her service during 2011 & 2012.

The City has developed a very positive relationship with Boldt, Carlisle & Smith.

The City farmed out payroll to BCS which has streamlined many processes.

Staff is currently working on development internal controls and will be working with BCS later this year.

2014

The City needs to complete an internal controls audit and implement the recommendations as soon as possible. Staff is doing everything very well





but there is a general lack of written process involved with the finances. Boldt Carlisle and Smith have been helping in these areas but it puts a bit of a strain on the auditing relationship.

**STANDARD
& POOR'S**

2015

Staff made considerable modifications to accounting. The software the City currently uses is not helpful. Staff will be working with BCS to improve internal controls and accounting processes and procedures. BCS sent a new lead auditor, Bill Palmer.

2016

Staff consulted with BCS to make several improvements to the current internal controls and accounting processes. The City consolidated to one main checking account for FY 2016-2017.

2017

The City needs an internal controls review.

2018

Staff did not have time to make wide-scale improvements to internal controls or hire a consultant to make those review. The audit was well done and there were no causes for concern, although improvements should be reviewed and implemented as needed. The City improved their rating to A+ through Standard and Poors.

Grade Area Reviewed

B Job Descriptions

2007

Revised in October of 2007.

2010

Revised and made additions as needed.

2012 & 2013

In the process of reorganizing City Hall which has required changes to job descriptions. Duties have been outlined and assigned for the re-organization of City Hall, but all of the descriptions have not been completely reviewed and revamped. Job Descriptions and the Employee Handbook will more than likely come to Council for review and approval in late 2014.

2015, 2016, 2017 & 2018

Council adopted a new, revised Employee Handbook. The Handbook was based on the CIS model and reviewed by several outside consultants.



Grade Area Reviewed

A *Policies & Procedures*

2007

Revised in October of 2007.

2010

Reviewed and updated.



2012 & 2013

The policies need to be updated and passed by Council in 2013. Staff was waiting for the updated CIS model handbook to be ready for use. CIS updates their manual every five years to include all of the latest employment law. CIS has yet to release the latest version. It was due late 2013, but members are still waiting. Staff prefers to use this model so that our policy matches what CIS typically covers when employment problems occur. The City also receives a discount by using their model.

2014

Staff has been slowly making changes to the Employee Handbook. Once the changes have been finalized, Staff will bring these changes to Council for review and approval.

2015 & 2016

Council adopted an updated Employee Handbook and policies for the municipal court required by CJIS.



Improved from a B to an A.

2016

A few minor changes to the Employee Handbook were made in the Fall.

2017

No changes were made.

2018

Council modified the use of compensatory time. Council allowed a half day for New Year's Eve.

B *Codified Ordinances*

2009

The City will be combing through the Code to make sure that the Code accurately reflects actual practices, policies and procedures.



2011 - 2014

Staff identified many short comings in the way the City has been delivering service. Council & Staff have made several modifications over the course of the last seven years, however there is substantial work that should be done with construction standards, permits and the public interaction parts of the Code.

2015 & 2016

Council made significant changes to match the Code to actual practices of the City. Code Publishing has been an outstanding partner in this process.

Improved from a C to a B. (2015)

Note: Code Publishing, the City's vendor for these services, has provided outstanding service at an affordable price. The on-line Code always has the up-to-the-minute information and is a major tool in delivering services.



2017 & 2018

Council is working on policy development in several areas. Code Publishing continues to be a tremendous partner.

Grade Area Reviewed

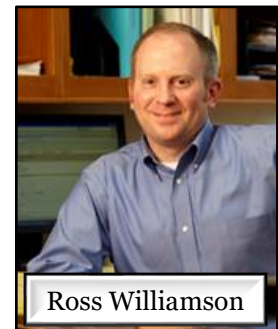
A Legal Counsel

2008 & 2009

Established a great working relationship with Harrang and will be getting a new attorney in April of 2009 as Jerry Lidz will be moving to the Department of Justice.

2010 & 2011

City Attorney Mark Amberg accesses the full Harrang staff when the City has an issue. His responses are timely and effective.



2012

Shelby Rihala has been working as the City's main liaison with Harrang. The City has been using her a lot with the nuisance abatement issues and the easement procurement process. The City has also used the CIS legal team including Kirk Mylander on several personnel issues this past year and will continue into the future as situations arise. The City added Schroeder Law from Portland, Oregon to assist with Water Rights issues.



2013

Ms. Rihala left Harrang mid-Summer, after nearly thirty years of service to the City, Harrang decided to get out of the municipal law arena. All their municipal lawyers scattered throughout Oregon. Council has developed a healthy working relationship with Speer Hoyt LLC, Municipal Law Group who has many of the attorneys that the City previously worked with at Harrang. The City continues its relationship with Schroeder Law. The City's CIS pre-loss legal attorney is now Tamara Jones. Kirk Mylander was promoted to general counsel. Ms. Jones is very good.

2014

Council has gotten very familiar with Speer Hoyt's Staff this year due to changes in Marijuana policy. Speer Hoyt has also helped with a myriad of land use issues that have been front and center for this year including contract reviews for various reasons including economic development. Overall, the City is happy with the services we have received.

2015 & 2016

City Attorney Ross Williamson and City Attorney Lauren Sommers were used extensively during the course of the year. Marijuana and easements were the two major reasons for their use. The City is satisfied with the guidance received.

2017

Lauren Sommers took a position with the City of Eugene. The City was very busy working with legal for several issues over the course of the year. The City did sign an additional agreement with Beery, Elsner & Hammond, LLP for a second opinion on possible LUBA litigation. Ross Williamson continues to be the lead attorney through Speer Hoyt.

2018

City Attorney Ross Williamson worked very closely with the City on many ordinance, resolutions and situations during the year.

Grade Area Reviewed

B *Records Retention*

2008 & 2009

Discuss a plan with Kathy Nida to continue the process including a filing system revamp. The City needs a room adequate for the storage of records. City files need to be reviewed and reorganized.





2012

Working with existing Staff to redo most of the filing cabinets and historical records so they are in compliance with the State records requirements.

2013

Staff is slowly chipping away at reorganizing historical records. Two spaces have been reconfigured to improve the efficiency of record retention and management.

2014

Several improvements were made this year to storage areas and filing cabinets. Staff also attended records retention training as the State updated the rules and requirements.

2015

Staff made many improvements in both record rooms. Staff started on filing in 2015 and will be making standardizations in 2016.

2016

Staff completely reorganized the filing cabinets in the main office, made improvements in the back-storage room and greatly increased the efficiency of both storage rooms upstairs in Fisher Hall by adding shelving. Staff continues to work incrementally on this project.

2017

Staff installed additional shelving and made a few changes to filing upstairs.

2018

Fireproof cabinets were purchased. Staff continues to work on the filing system as time allows.

Grade Area Reviewed

A ***Lien Files***

A ***Contracts***

2008 & 2009

Started a list to track them better.

2011-2014

Council does a great job assisting with contract and MOU administration.





2015 & 2016

Council continues to exercise agreement for events and special items needing attention. Contract administration helps the City track costs associated with events thereby protecting the treasury. Agreements have a three-year term. Council added Recreational Immunity language to all agreements for 2017.

2017

Staff and Council continue to use agreements to ensure compliance with local ordinances, comply with insurance requirements and create shared expectations for a variety of partnerships and purposes. Contracts and agreements with all partners are being created. Willamette Agility Group, Linn County Pioneer Picnic Association, Rally by the River and Revenge Cycling were all created anew in 2017.

2018

Staff continues the process of making sure all requirements are met, agreements are executed appropriately, and partnerships continue to grow. The City and Chamber worked together on a project with the Oregon Film Commission late in the year. Park agreements have increased.

A Budgeting

2007, 2008 & 2009

Created the proper forms for submitting the budget; included assessments and delinquent accounts for collection; One or two more years and everything should be “fixed” and in line with State requirements and recommendations.



2010 & 2011

The Budget Committee has done a great job being up on these issues such as capital improvements and debt retirement. Mayor Ware has been instrumental in developing a one-page financial prospectus for members of Council. Council & Staff have done an excellent job with the financial resources of the City. Since 2007, sound financial practices and planning have led to the doubling of the City Treasury. The Pay Scale was officially linked to the Social Security Cost Index due to historical implications.

2012

The Budget Committee modified the Pay Scale and looked at a few long-term debt options.

2013 & 2014

The Budget Committee again committed to long term debt obligations and reviewed many deferred capital improvements. The Committee & Council



passed a Water Capital Improvements Fee added to the monthly bill as an attempt to generate revenue toward the year 2020 when the City will be needing to make a major investment in the Water System.

2015

The Budget Committee added a new member. The Committee continues to be a very professional, no nonsense, focused group. They have used the City Prospectus for the last two years as a source of information on City business. Most members of the Budget Committee are active participants throughout the course of the year.

2016

The Budget Committee had to hear a lot of policy style issues due to changes in recreational immunity and TMDL implications. McDowell spent time reviewing several Council decisions in order to document them for several organizations. Mike McDaniel was added as a new member and was a welcomed addition. The Committee continues to be a very professional, no nonsense, focused group. They have used the City Prospectus for the last two years as a source of information on City business. Most members of the Budget Committee are active participants throughout the year.

2017

Budget Committee performed very well through this budget season. Staff had to refocus several issues due to the refunding of the bonds. The Committee is a very good veteran group of community members.



2018

Budget Committee got through the budget in two meetings! The group understands the priorities and goals of the City and was supportive of Staff's appropriations.

Grade Area Reviewed

B Auditing

2009

Boldt, Carlisle & Smith, LLC overcharged for the services they provided to the City. Their service was poor due to them losing Scott Keen who was the lead representative used by the City.

2010

Boldt, Carlisle & Smith, LLC finally understood the City was unhappy with the services they were providing. This past audit season was their best performance to date.



2011

GASB made several changes to the way audits were to be delivered which caused BCS to execute many operational changes.

2012 & 2013

BCS has brought a great team of auditors to the City. The relationship is as good as it gets. Joshua Morrow does a great job. BCS may be thinking about getting out of the municipal audit arena based on several conversations over the last two years.



Tasha Harrell, CPA

2014

Lead Auditor Joshua Morrow left BCS earlier this year. Ann Kim performed extremely well replacing Mr. Morrow. BCS provides payroll services and other accounting work as needed.

2015

Lead Auditor Bill Palmer took over for Ann Kim. The City worked on developing a contractual relationship with Mr. Brad Bingenheimer to expand the services provided by BCS.

2016

Bill Palmer continues to be the lead auditor for BCS. The City contracted with BCS to provide some additional services including working out software issues with the general ledger, recording certain transactions to the general ledger, handling interfund transfers and looking at certain internal controls to better improve current processes. BCS performed the audit for FY 2015-2016.

2017

The City should strongly consider changing auditor. The cooperative spirit that had been fostered over the last two years dissipated this past season. Several conversations were aggressive and somewhat combative. Staff spent twice as much time as necessary on several of the tasks.

2018

Tasha Harrell took over as lead auditor. The tone and attitude changed completely. The team was very cooperative and collaborative. We appreciated their new approach so much that we sent a thank you note to the partner in charge of auditing.

Grade Area Reviewed

B Pay Scale



2009

The Pay Scale has not been updated since 2006.

2012

The Pay Scale was adjusted.

2013

Staff updates the Pay Scale annually. The City is slightly above median salaries for a City of this size.



2014

The Pay Scale was adjusted based on the Social Security Administrator COLA adjustment which was 1.7%.

2015

The Pay Scale was adjusted based on the Social Security Administrator COLA adjustment which was 0.0%.

2016

The Pay Scale is adjusted every two years to incorporate changes in wages based on COLA adjustments. Several employees earned additional compensation due to attending training and receiving certification.

2017

The pay scale was adjusted per indexing. Brownsville remains in the middle of the pack in terms of salary and benefits.

2018

The pay scale was adjusted per indexing using the Social Security cost-of-living charts. Brownsville remains in the middle of the pack in terms of salary and benefits.

Grade Area Reviewed

A Risk Management

2008 & 2009

Resolved many lingering issues. Have met with representative Dunny Sorensen to identify programs to work on for 2009 which will include Defensive Driving Training and a Wastewater Collection Cleaning Programs and Schedule.

2011

Every year the City completes an extensive risk management analysis with CIS Risk Manager Dunny Sorensen. Every year the City does well on the analysis which keeps property liability insurance low.



2012

Staff received safety committee training. The City Administrator went through extensive Risk Management training through CIS. Council also added an insurance agent to the team.

2013

Working with Barker-Uerlings has been a great experience. They have completed Staff's efforts well. The City was able to add needed flood insurance. Earthquake insurance was basically dropped by CIS in mid-2013. Council decided to review the situation with the Budget Committee in 2014.

Staff made several changes to the way we are delivering services at the Park due to changes in the State Law. Disclaimer notices have been posted in all buildings and people renting the builds have to sign waivers. In 2014, a duplicate copy of the waiver and receipt will reach every customer. The City also covers and reduces liability with the use of the agreements that have become the way the City does business in nearly all aspects of local government execution.

CIS & Dunny Sorenson continue to provide outstanding service to the City.

2014

The application of the Weapons Discharge Ordinance befuddled everyone throughout most of the year, however efforts continue on making this process better. It was another great year for all involved in this area. Mike Hoyt of Barker-Uerlings is a tremendous addition for the City and Dunny Sorenson is amazing. Council started well using their decision-making risk management tool but faded over the year. Marijuana, code enforcement and the Linn County Commissioners ongoing dealings with the Bi-Mart Willamette Country Music Festival dominated the agenda most of the year.

2015

Council did a great deal of work in this area including adopting new ordinances and a new employee handbook and other policies that give the City the advantage when dealing with contentious efforts. The City's extended risk management team is a great asset to the protection of City assets.

2016

Council and Park Board have been dealing appropriately with changes to Oregon's recreational immunity as described above. The City will continue to monitor changes in this area very closely. The City expects major changes in the park once cases are brought against municipalities and



counties throughout Oregon. Long-time CIS consultant Dunny Sorenson is set to retire in April of 2017.

2017 & 2018

Ms. Katie Durfee took over for retiring Dunny Sorenson. The City did not utilize these services much this year. Ms. Diedre Thede is the City's new insurance agent through Barker-Uerlings who took over for Michael Hoyt who retired .

Grade Area Reviewed

A Safety

2008 & 2009

The City updated all safety forms for 2008. Council rewards safety conscience employees by granting one day of leave for a perfect safety record for the year.



2010, 2011 & 2012

Staff is working on updating the Safety Manual. The Safety Committee meets in accordance with state law. The City plans to send Staff to training on Safety Committee compliance issues. See above.

2013

The Safety Committee is working better. Administrative Assistant Jannea Deaver does a very good job keeping up with the details and the City's Public Works crew does a good job being careful in the field.

2014

The Safety Committee continues their commitment to safety in the workplace. All required training was executed in 2014 and Staff does a great job working together on these important issues.

2015

The Safety Committee continues to do a great job. Council is committed to safety and this is the first year that employees earned an additional eight hours of leave due to no accidents!

2016

The Safety Committee finished the review of the Safety Manual. They follow their schedule and make sure things are in order. Public Works Superintendent Karl Frink does a very good job keeping things running smoothly. Everyone has done a good job working together on this task.

2017

The Safety Committee continues to hum along. Public Works Superintendent Karl Frink entered into a contract with AlSCO to provide



first aid kits at all required locations. Several improvements were made at various locations. All employees received the safety bonus and the City was recognized by CIS as a Gold Award city.

2018

The City continues all safety programming as required. All employees received the safety bonus.

Grade Area Reviewed

A Website



Government Websites
Codification Services
Online Payments

2008 & 2009

Completed a major facelift for the website in 2008.

2010 & 2011

The City continues to maintain the website and to add additional community services and points of interest.

2012

The City will be adding the Senior Center and the Brownsville Art Association.

2013

The City uses this tool as a vital part of service delivery.

2014

Staff is considering a move to a different platform. This tool is vital to City services due to the usage. Staff will be adding the Library website to the City website. Plinkit will no longer be providing services.

2015

Problems with Windows 10 led to the meltdown of the City Administrator's computer which holds the website data. Fortunately, the website was recovered. Staff plans on looking into other options for the website. If the City were to lose the website, it would be very costly.

2016

Staff will be pursuing a website revamp.

2017

Council budgeted money for a website revamp. Staff is currently working on launching a new website through an annual service to meet all necessary requirements.



2018

Staff worked with Municode to revamp the City's website. The site is now web-based, ADA compliant, records compliant and works across multiple platforms and browsers. The process was not flawless, but Municode made amends for mistakes made along the way. Staff put in far too many hours on this important project. Now, the website cannot be lost if the City loses one key computer.

Library

A *Library Advisory Board*

2008 & 2009

Finally have everyone working toward the same end. The Volunteer Manual is being actively improved. Volunteers are busy entering the City's collection into the new computer program for use at the end of this year or the beginning of 2009.

2010 & 2011

The Board has added new members who are actively improving the Library. The group works together very well. Librarian Sherri Lemhouse has freshened up the walls with paint, rearranged offices and done a terrific job maintaining the landscaping. The Library hopes to add a new counter and the inventory computer system this year.

2013

The Board is reviewing policies and procedures. They also continue to be very involved in Library operations.

Council passed the updated version of the LAB policy.

Administrative Assistant Jannea Deaver has become the liaison.

Jamie McConnell & Jennifer Ashcraft have been great additions to the Board. All of the volunteers do a great job administering their role for the City.

2014

Council approved changes to the Library Advisory Board's policy manual.

2015

The Board performs at a high level. Librarian Lemhouse does a good job facilitating the group.



2016

The Board recently added three new members, Gwen Landon, Barbara DeRobertis and Kristin Whitehead. The Board does a great job reviewing and recommending policy to Council as needed. The Board is very supportive of Librarian Lemhouse's leadership style.

2017 & 2018

The Board continues to work well with Librarian Sherri Lemhouse. They are very involved in all aspects of the library.

Grade Area Reviewed

A Facility

2008 & 2009

The City's new janitor has done a fantastic job keeping the Library clean. The Librarian is also keeping the back of the Library clean and presentable to the general public. The new paint job and landscaping are beautiful.

2011-2013

Staff has reorganized several areas and added a new front desk among other improvements. Council has been budgeting for the replacement of the carpet which should take place in 2014.

2014

The City completed a major Library Flooring and Furniture Renovation project. Staff worked very well with one another to accomplish these tasks. The end result is new carpet and flooring throughout the Library and new upholstery for all of the furnishings.

2015

The City updated the HVAC system and is renovating the lighting system December 2015 through January 2016.

2016

The lighting system was replaced by Norm's Electric. The Budget Committee included money to replace the roof. The City is currently under contract for the roof replacement.

2017

The Library was reroofed, new computers and a new wireless system were installed.

2018

New copiers/printers.



A *Inventory & Computerization*

2008 & 2009

Sherri is working diligently on implementation of the software and creating realistic goals and expectations.

2011 & 2012

The City finalized the inventory process and is working on training the volunteer staff. Staff added a website specifically for the Library.

2014

Librarian Lemhouse completed a full inventory of the collection.

2015

Librarian Lemhouse worked on her computer skills which improved the overall effectiveness of the internet and public computing capabilities. Internet service is not very reliable which makes it difficult to provide the service to the public at the level the City would like too.

2016

Resources have been budgeted for the replacement of the computers. Concerns over compatibility must first be solved. Librarian Sherri Lemhouse consulted with the software provider and City Administrator Scott McDowell and has replaced all computers in the Library.

2017

The Library was reroofed, new computers were installed, and a new wireless system was put in place.

Economic & Community Development

Grade Area Reviewed

A *Goals & Objectives*

2008 & 2009

Council has adopted a Resolution for the purpose of implementing a Community Development Plan. Mayor Ware and the Administrator are actively visiting community groups to share the City's goals and plans as well as learning how the City can assist them with their goals and plans. Economic Development still should be discussed.





2010 & 2011

Staff continues to work with the Department of Land Conservation & Development. Hopefully, when the City completes the Economic Analysis DLCD will allow the City to move forward.

2012

Internal development continues to progress slowly.



2013

Council prioritized goals around this topic. Staff completed a lot of research to understand the role local government can play in development. McFarland Cascade provided the City with an opportunity to work through a real-life example of how development happens. The town continued to stretch to the south side.

The Chamber partnership improved with the addition of an agreement. President Aimee Addison was tremendous at organizing and following up on concerns. McDowell will be once again joining the Executive Board in 2014.

Staff has developed a very good relationship with the Department of Land Conservation & Development. Representative Ed Moore has provided a strategy to help with a possible UGB expansion among other solutions.

2014

The City is working well with the Brownsville Area Chamber of Commerce on a variety of issues including, most importantly, the future of the Bi-Mart Willamette Country Music Festival and working with other community partners in the Central Linn family. Bob Anderson has been amazing in his pursuit of another financial institution for Brownsville. Earlier this year, in June, KeyBank closed its doors to the community. Umpqua Bank is showing signs of interest in coming to Brownsville. Hopefully, this will work for Umpqua and they will become part of the fabric of town. McFarland Cascade has completed a major construction project that built a peeling operations and extended City services to the south side of OR 228 opening future development opportunities for the City. Dr. Kirt Glenn recently finished his beautiful new office on the south side of town while local business owner Donnie Nealon re-invested in his body shop at the corner of Main Street and OR 228. Bishop Royale, the new "City skyscraper" (three stories) began construction between Dr. Glenn's and Sharing Hands. Brownsville is really growing. Staff provided an Economic Growth report in Council agenda and at Council meeting in October &





November of 2014. The City has never been this equipped to move forward with recruitment efforts for new business.

2015

Developers continued looking at projects in Brownsville. Staff is working toward a regional economic development plan with the Brownsville Chamber of Commerce and through Ford Foundation's Go Team. Several exciting projects were investigated, and some were constructed. Council approved an economic develop meeting coordinated with the Go Team efforts. Mayor Ware and Staff have met regularly through 2015 with the City of Sweet Home and the City of Lebanon to talk about regional issues.

2016

The City continues to be involved on the Go Team that is loosely affiliated with the Ford Family Foundation. The group has put together a local economic development plan that has been vetted throughout the County. The Go Team hosted a 'summit' to discuss the proposal and ultimately funding a position. Several other discussions have been spurred by this effort.



Improved from a C to an A-.

2017

The City has been regionally involved in plans to work collectively with other entities to provide economic development opportunities. Staff has been instrumental in garnering support and hosting gatherings for networking and partnerships to arise. The City is working with the Cascade West Council of Governments and many others in a joint effort to apply for funding and develop opportunities. The City is also working on a land use inventory that will allow the City to grow to support future development. The City has been the place for development in 2017. Dollar General and a major housing development have begun building in Brownsville.

2018

Council did a much better job achieving planned goals. Council modified some of the ordinance ideas originally adopted but was able to pass multiple ordinances during this time frame. While some Council members participated as discussed, others did not. Councilor Cole resigned at the beginning of the year. Councilor Thompson was appointed to the position. Councilor Hansen filled Councilor Shepherd's seat. Mayor Ware, Councilor Neddeau, Councilor Thompson and Councilor Hansen



successfully ran for office. See the Priorities and Goals Presentation for details of the initial selections for 2019-2020. Council will finalize goals at the March Council meeting (2019). Partnerships increased, economic development saw steady, continued progress and regional approaches started to become the norm. Councilor Block did an outstanding job getting involved with the League of Oregon Cities, Councilor Neddeau and Mayor Ware represented the City on the Cascade West Council of Governments Board and Councilor Gerber attended the Cascade West Council of Government's Transportation Committee regularly. All advancing the goals of the City.

Grade Area Reviewed

A *Role of the Planning Commission*
2008 & 2009

The Commission needs to redistribute industrial land and file with the Department of Land Conservation and Development Office (DLCDD). Staff has met with representatives of DLCDD who understand the City's current situation. Once this inventory is completed, the City can begin working with John Pascone, Albany-Millersburg Economic Development Office, in earnest on Economic Development issues. Staff has met with several groups interested in a variety of projects around the community this past year and will continue in 2008.

2013 & 2014

Staff has worked with and vetted ideas through the Planning Commission who seems very excited to be a part of this process.

2015

The Planning Commission was involved in several projects that were very successful overall. The marijuana issue was contentious and difficult. Hopefully, some lessons will be learning for future situations.

2016

Council appointed Mr. Bryan Wyant and Mr. Mike McDaniel to the Commission. Mr. Joe DeZurney and Mr. Jim Isenberg resigned. Staff continues to work closely with the Planning Commission in order to ensure consistency enforcement of standards and administrative discretion on projects.

Improved from a B to an A.



2017 & 2018

The Planning Commission continues to review and recommend ordinances to Council for the betterment of the Code and to make the processes more streamlined and efficient for customers and Staff.

2019-2020 Council Goals
(Compilation Date: February 2019)

Goals 2019-2020

- Focus on the Fundamentals.
 - *Protect and Manage Brownsville's Treasury.*
 - *Foster Cooperative and Productive Relationships in the community, with Linn County, State and Federal Agencies.*
 - *Develop Advocacy Plan. (2)*
- Water Rights.
 - *Explore Possible Water Source Options.*
 - *Continually work on perfecting Water Rights.*
- Economic Development Plan. (5)
 - *Participate in Regional Efforts and Opportunities.*
 - *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*
- Community Development Plan.
 - *Refine Zoning Rules and Requirements.*
 - *Consider and Adopt Building Rules and Standards. (4)*
 - *Emergency Preparedness Planning. (3)*
 - *Support Improvements for Central Linn Rec Center.*
 - *Improve Partnership with CLSD.*
 - *Monitor Recreational Immunity. (R)*
 - *Internet Service Provider. (P)*
- Capital Improvements Plan.
 - *Plan for Sidewalk Program. (3)*
 - *Plan and Construct Downtown Wastewater Improvements. (P)*
 - *TMDL Exploration and Implementation. (5)*
 - *Downtown Crosswalk Exploration. (2)*
 - *Kirk Avenue Paving Exploration. (2)*
 - *Pioneer Picture Gallery Discussion. (P)*





- Organizational Development.
 - *Continue Developing an Effective Working Relationship between Council and Staff.*
 - *Focus on Council Leadership Development.*

GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative & Productive Relationships in the community, with Linn County, State & Federal Agencies.*
- *Develop Advocacy Plan. (2)*

Plan: Staff will continue working carefully with the annually adopted budget to ensure financial well-being. Staff will strive to keep rates as low as possible while providing services effectively and maintaining outstanding financial ratings. Staff will execute the planned projects found in the FY 2018-2019 and FY 2019-2020 budgets as time and priority allow.

Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial and determine appropriate construction schedule depending on financial availability and the savings.

Staff will continue to strive for excellence in all relational aspects. McDowell will continue his involvement with the Solid Waste Advisory Committee (SWAC), the Linn County Sheriff's Office (LCSO) Joint Cities Coalition, the Linn County Planning and Building Department meetings, City/County Insurance Services (CIS), International City Management Association (ICMA), Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) as needed. Mr. Frink works with various groups including 811.

Staff is also very involved at a local level. McDowell serves as a liaison to the Board of Directors for the Chamber of Commerce and attends other civic organization meetings as requested or required. Mayor Ware serves on the Central Linn Community Foundation and the Lions Club, among others. Councilor Thompson serves as the liaison to the Central Linn Recreation Association (CLRA). Mayor Ware and Councilor Neddeau served on the Cascade West Council of Governments (COG) Board. Councilor Gerber serves on Cascade West Council of Government's Transportation Board.

Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

2. Water Rights.

- *Explore Possible Water Source Options.*



- *Continually work on perfecting Water Rights.*

Plan: The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that may exist areas around Brownsville. Staff will continue to work with City Engineer Ryan Quigley and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State such as the Oregon Water Resources Department (OWRD). Council recognizes water as the City's most valuable resource.

3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities.*
- *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

Plan: Continue working with partners on regional economic development efforts.

Definition: The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.

The City will budget for procedures required by the Department of Land Conservation & Development (DLCD) in order to possibly expand areas for commercial and light industrial development. The City also plans on including additional residential land.

4. Community Development Plan.

- *Refine Zoning Rules and Requirements.*
- *Consider and Adopt Building Rules and Standards. (4)*
- *Emergency Preparedness Planning. (3)*
- *Support Improvements for Central Linn Rec Center.*
- *Improve Partnership with CLSD.*
- *Monitor Recreational Immunity. (R)*
- *Internet Service Provider. (P)*

Plan: Council would like to explore ways to positively affect community livability. Council will explore building rules and standards to solidify the historic look and feel of Brownsville. The City continues working with ad hoc volunteer committee promoting community emergency preparedness efforts as defined by the Brownsville Municipal Code. Staff will work with the Brownsville Rural Fire District, Halsey-Shedd Rural Fire Protection District, the City of Halsey and the Central Linn School District to accomplish Council directives. Council will continue to explore options for the Central Linn Rec Center with various partners including the City of Halsey and the Central Linn School District. Council will continue to monitor attacks against recreational immunity through various sources such as the League of Oregon Cities (LOC) and CIS. Staff will continue to work with Alyrica to develop a new fiber optic system for Brownsville.

5. Capital Improvements Plan.

- *Plan for Sidewalk Program. (3)*
- *Plan and Construct Downtown Wastewater Improvements. (P)*
- *Pioneer Picture Gallery Discussion. (P)*



- *TMDL Exploration and Implementation. (5)*
- *Downtown Crosswalk Exploration. (2)*
- *Kirk Avenue Paving Exploration. (2)*

Plan: Council will explore the creation of a Sidewalk Program. Plan and save for the construction of a new wastewater collection system for downtown. Council will host a Town Hall in late 2019 to discuss the future of the Pioneer Picture Gallery building. Council will continue to monitor developments of DEQ's TMDL implementation strategy. Council will explore options to improve crosswalk safety on Main Street from Park Avenue to Averill Avenue. Council explore funding and construction options for Kirk Avenue.

6. Organizational Development.

- *Continue Developing an Effective Working Relationship between Council and Staff.*
- *Focus on Council Leadership Development.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve in two ways, 1) collectively through regular group discussions and evaluations, and 2) executing their individual roles as community leaders. Council will look at new ways to work together to accomplish shared organizational goals and address community issues with Staff.

NOTES: Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that serve as a guide for making better decisions. Below are two of those models:

How are expectations set in City Government?



Lexipol's 10 Families of Risk Model

THE PROCESS OF PROGRESS

1. Recognize/Identify
2. Accept/Agree
3. Strategize/Develop Action Steps
4. Implement/Execute
5. Review Outcomes

1. External Risks
2. Legal & Regulatory Risks
3. Strategic Risks
4. Organizational Risks
5. Operational Risks
6. Information Risks
7. Human Resources Risks
8. Technology Risks
9. Financial and Administrative Risks
10. Political Risks



2018-2019 Project Outlook

PROJECT

NOTES:

<p>1. General Ledger & Utility Billing Software Upgrade ★ <i>(Deaver, Morrow & McDowell)</i> Time Frame: 09.2018 – 03.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Execute Contract 09.2018 <input checked="" type="checkbox"/> Conversion & Training 09.2018 <input checked="" type="checkbox"/> Punch List Items 02.2019 <input checked="" type="checkbox"/> Finalize Contract 03.2019 <input checked="" type="checkbox"/> Execute Final Check 03.2019 <input checked="" type="checkbox"/> Alyrica – Upgrade Internet 01.2019
<p>2. Alyrica Franchise Agreement (McDowell & Wolf) Time Frame: 08.2018 – 12.19</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Negotiations (Kevin Sullivan) 08.21.2018 <input type="checkbox"/> April Report <input type="checkbox"/> October Report
<p>3. Facilities Committee ★ (Frink, Coleman & McDowell) Time Frame: 09.2018 – 05.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Assemble Committee 08.17.2018 <input checked="" type="checkbox"/> Prepare POA 08.17.2018 <input checked="" type="checkbox"/> Conduct Meetings <input checked="" type="checkbox"/> Determine Council Recommendation <input checked="" type="checkbox"/> Park Board Check-Ins <input checked="" type="checkbox"/> Create Ad Hoc Joint Committee <input checked="" type="checkbox"/> Send Invitation for Ad Hoc Joint Committee <input checked="" type="checkbox"/> Hold First Meeting: Ad Hoc Joint Committee <input type="checkbox"/> Hold Follow-Up Meetings
<p>4. March Newsletter ☉ (Morrow) Time Frame: 8.2018 – 09.2019</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call for Articles <input type="checkbox"/> Staff Complete Necessary Articles <input type="checkbox"/> Staff Assemble <input type="checkbox"/> Edit Reviews <input type="checkbox"/> Copy <input type="checkbox"/> Prepare for Mailing including Out-of-Town copies <input type="checkbox"/> Prepare Post Office (<i>Bulk Process</i>) <input type="checkbox"/> Post to WS <input type="checkbox"/> Send
<p>5. Calendar Project ★ (Deaver & McDowell) Time Frame: 01.2019 – 06.2019 [Significant Change/Addition]</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Organize Community Meeting 12.2018



2018-2019 Project Outlook

PROJECT	NOTES:
<input checked="" type="checkbox"/> Host Community Meeting	01.2019
<input checked="" type="checkbox"/> Create Website Links	02.2019
<input checked="" type="checkbox"/> Create Calednar Links	02.2019
<input checked="" type="checkbox"/> Develop WS Upgrade	02.2019
<input checked="" type="checkbox"/> Negotiate WS Calendar Upgrade	02.2019
<input type="checkbox"/> Build Calendar Upgrade	In Progress

6. Radio Read/Water Meter Installations ☉ (McDowell & Frink) Time Frame: 09.2018 – 03.2019 [Significant Change]	
<input checked="" type="checkbox"/> Explore Options	12.2018
<input checked="" type="checkbox"/> Kamstrup Quote	07.2018
<input checked="" type="checkbox"/> Sensus Quote	07.2018
<input checked="" type="checkbox"/> Consolidated Quote	12.2018
<input checked="" type="checkbox"/> Council Presentation	11.2018
<input checked="" type="checkbox"/> Explore Financing Options	12.2018
<input checked="" type="checkbox"/> Select Financing Options (Council)	12.2018
<input checked="" type="checkbox"/> Execute Financing Contract	01.2019
<input checked="" type="checkbox"/> Execute Correct Equipment Contract	01.2019
<input checked="" type="checkbox"/> Prepare Installation Logistics	01.2019
<input checked="" type="checkbox"/> Install Software	02.2019
<input checked="" type="checkbox"/> Send Community-wide Letter	02.2019
<input checked="" type="checkbox"/> Begin Meter Installations	02.2019
<input checked="" type="checkbox"/> Setup Software Training	03.2019
<input checked="" type="checkbox"/> Complete Purchasing	03.2019
<input type="checkbox"/> Finalize Contract	

7. Regional Economic Development & Policy Advocacy (McDowell) Time Frame: On Going	
<input checked="" type="checkbox"/> ROI & Branding (Salem)	08.15.2018
<input checked="" type="checkbox"/> Various Update Meeting	11.2018
<input checked="" type="checkbox"/> Community Meetings	Various
<input checked="" type="checkbox"/> Senator Roblan Letter	01.2019
<input checked="" type="checkbox"/> RAIN Council Update	02.2019

8. Weed Abatements (Phase I) ☉ (McDowell & Morrow) Time Frame: 05.2019 – 07.30.2019	
<input type="checkbox"/> Execute Spreadsheets	
<input type="checkbox"/> Pull Contractor PO	
<input type="checkbox"/> Execute Necessary Paperwork	
<input type="checkbox"/> Execute Final Contract	
<input type="checkbox"/> Review Work	
<input type="checkbox"/> Pay Contractor(s)	



2018-2019 Project Outlook

PROJECT

NOTES:

Send Invoices to Property Owners

9. EPC ★ (McDowell & Morrow)

Time Frame: 09.2018 – 06.2019

- Fix Website 12.2018
- Council Strategy Discussion 12.2018
- Council Report 12.2018
- Emergency Plan
- BRFD, H-SRFPD & Halsey 02.2019
- BRFD, H-SRFPD, Halsey & CLSD 03.2019

10. TMDL Five Year Review Ⓞ ★ (McDowell & Frink)

Time Frame: On Going

- Review TMDL Plan (Woolverton) 08.2018
- Continue Periodic Updates of Council Fall (2)
- Review Implementation Items Ongoing
- Staff Training 10.2018
- Council Report Review & Approval 03.2019
- File Matrix Update

11. Cemetery Bridge Replacement Ⓞ (Frink & McDowell)

Time Frame: 08.2018 – 06.2019 [**Significant Change**]

- Environmental & Cost Hurdles 08-10.2019
- Inform Jared McClain Ongoing
- Review Options 10.2018
- Consult Linn County Road Department 10.2018
- Consult Canal Company (McClain Project) 08-10.2018
- Hire McGee Engineering (Inspection & Load Rating) 11.2018
- Review McGee Engineering Report 01.2019
- Development Emergency Options 01.2019
- Consult with Dyer Partnership 01.2019
- Consult with Speer Hoyt 01.2019
- Consult with Council 01.2019
- Staff Gathering Quotes 02.2019
- Council Final Decision 02.2019
- Hire McGee Engineering (Construction Inspection) 02.2019
- Execute Farline Contract 02.2019
- Farline Construction
- Construction Logistics
- Final Punch List Items
- Execute Final Payments



2018-2019 Project Outlook

PROJECT

NOTES:

12. Land Inventory ★ (Kinney, Coleman & McDowell)

Time Frame: On Going

Review & Prepare Scope (Kinney & Coleman)

01.04.2018

Council Update

01.23.2018

Engage Linn County GIS (Kinney)

01.30.2018

Engage DLCD

Review Details

Ongoing

Final Edit

Council Public Hearings

Submit to County

Submit to State

13. Event Agreement Negotiations (McDowell & Coleman)

Time Frame: 10.2018 – 02.2019

Chamber of Commerce

(Process – Street Closures, freezer, storage, receipt books etc.)

Pioneer Picnic (New as of 2017)

Mid Valley Bike Club Overnight

Rally on the River

Willamette Valley Cycling Tour (Revenge)

Willamette Agility Group

Salem Boy Scout Opportunity (Brian Scott)

Various Reunion Camping Arrangements

Festival of Tents

14. Budget Process (Morrow & McDowell)

Time Frame: 02.2019

Prepare & Review Checklists

Refer to Budget Checklists

Council May Budget Hearing

Council June Final Budget Hearing

Pass Appropriates and Taxing Resolutions

Authorize Utility Liens

Finalizes in July - Certified to County & GL entry

15. Hire Seasonal Public Works (Frink, Morrow & McDowell)

Time Frame: 01.2019 – 04.2019

Negotiations (Jake Hampton) ~OR~

Prepare Advertisement

Prepare Questionnaire

Interviews

Prepare Contract

Execute Contract



2018-2019 Project Outlook

PROJECT

NOTES:

- 16. Marijuana** [Ⓜ] (Council & Staff)
Time Frame: On Going (Please refer to 2014-2015 FY Annual Checklist)
(Please refer to 2015-2016 FY Annual Checklist)
(Please refer to 2016-2017 FY Annual Checklist)
(Please refer to 2017-2018 FY Annual Checklist)
- Planning Commission CU Denial 07.31.2017
 - OLCC Policy Implementation Pending
 - Legal Avenue Exploration On Going
 - Council Hears CU Appeal 09.19.2017
 - Council Decision on CU Appeal 09.26.2017
 - City forward Council Outcome Letter 09.27.2017
 - Ordinance Changes (Bradburn/Williams) 09.26.2017
 - LUBA Executive Session 10.24.2017
 - Special Meeting (Simpson & Raschein) 11.14.2017
 - Council Information Delivery (LCBD/LCCO) 11.15.2017
 - Council Grow Flip-flop 11.28.2017
 - LUCS (Simpson) 11.28.2017
 - Council Appeal (Neddeau PC) 12.13.2017
 - Council Info Appeal (Raschein) 12.15.2017
 - Grow Operation South Brownsville 01.23.2018
 - Marijuana Ordinance 770 01.23.2018
 - Marijuana Ordinance 770 (Ross Land Use Angles) 01.31.2018
 - Grow Operation LCCO Hearing (Cancelled) 02.27.2018
 - Ware & Nyquist Meeting 02.27.2018
 - Kinney working on UGB Expansion 03.19.2018
 - Council Measure 56 Discussion 03.27.2018
 - Council Decision: Vote in November 2018 04.24.2018
 - Council Determine Requirements 05.22.2018
 - Council Complete Election Language 06.26.2018
 - Council FWD UGB Information 06.27.2018
 - File Election Information with LCCO 07.23.2018
 - Responded to a possible lawsuit from Green Cross 10.2018
 - Nyquist Follow-up After Election 12.2018
 - Nyquist Answer 02.2019
 - Council Report 02.2019
 - Continue Land Inventory Ongoing

- 17. CIS/Barker-Uerlings** [Ⓜ] (McDowell & Staff)
Time Frame: 01.2019 – 07.2019
- Annual Survey 02.2019



2018-2019 Project Outlook

PROJECT

NOTES:

- Attend Annual Conference (*February*) 02.2019
- Pass Workers Compensation Resolution 03.2019
- Review Workers Compensation Figures (*JD*)
- Review General Liability Coverage (*KF*)
- Review Flood Insurance (*KF*)
- Mobile Equipment List (*KF*)
- Property Coverage Review
- Open Enrollment (*July*)

18. Update Capital Improvements Plan ⑥ [CUPSS Development]

Time Frame: 02.2019 – 06.2019

- Review Current CIP
- Make Changes
- Frink & McDowell Review
- Adopt New Plan
- Council Approval

19. Playground Equipment (*McDowell & Frink*)

Time Frame: Pending as Needed...

- Discuss Logistics
- Prepare Specifications
- Investigate Specialty Companies
- Park Board Approval
- Council Conference

20. Staff Prospectus ★ (*McDowell*)

Time Frame: On-going

- Continue to Define the New Era
- Create Shared Expectations
- Monitor Execution

21. Public Works ROW Maintenance Checklist (*Frink*)

Time Frame: 08.2018 – 10.2018

- Create Photo Checklist
- Seasonal Employees Training Piece
- Demonstrate Workload
- Council Review

22. Records Project ★ (*Deaver, Coleman, Morrow & McDowell*)

Time Frame: 09.2018 – 06.2019

- Line Out Filing Cabinets
- Organize E-Files (Ordinances & Resolutions)
- Create Easement File
- Create Contracts File

In Progress



2018-2019 Project Outlook

PROJECT

NOTES:

- 23. **Zoning Code Provisions Review** ★ *(Coleman, McDowell & Frink)*
Time Frame: 10.2018 – 02.2019
 - Review Current Standards
 - Council Approval

- 24. **Park Projects** *(Frink, Coleman & McDowell)*
Time Frame: 09.2018 – 06.2019
 - Pioneer**
 - Cleanout River Debris
 - Paint Sidewalk Distance Indicators
 - Playground Relocation
 - Execute Contracts
 - Kirk's Ferry**
 - Fill Work
 - Remington Park**
 - Open Space Property

- 25. **Wastewater Collections Cleaning Checklist** *(Frink)*
Time Frame: 12.2018 – 05.2019
 - Identify Areas
 - Contact Inspection Service
 - Review Findings
 - Complete Recommendations
 - Create Maintenance Checklist
 - Implement Cleaning Process

- 26. **Brownsville Municipal Code & Policy Review** Ⓜ *(Staff & Council)*
Time Frame: 11.2018 – 05.2019
 - Review Code Goals
 - Make Recommendations
 - Council Approval
 - Prepare & Update Checklists in Council Agenda Packets
 - Refer to Policy Checklists in Council Agenda Packets

Projects to Finalize early following FY

- 27. **Dust Control & Greg Tilley** *(Frink)*
Time Frame: 05.2019
 - Prepare & Review Streets
 - Fax Greg List of Streets *(If Needed)*



2018-2019 Project Outlook

PROJECT

NOTES:

Add Pearl Street (*Check with Lemhouse*) City paid 1/4 of 735' Last 4 FY

28. **Fourth of July Preparations** (*Frink & McDowell*)

Time Frame: 06.2019 – 07.2019

- Prepare Caretakers
- Rent Light Banks (*Karl: 2 Total*)
- Coordinate Volunteer Help (*Liz*)
- Contact Vendors
- Contact Sweet Home Sanitation (*Scott*) 30 Cans
- Order Additional Toilets (*SM: 10 Best Pots*)
- Execute Cleanup

29. **Budget Finalization Process** ☺ (*McDowell & Morrow*)

Time Frame: 07.2019

- Certify Budget
- Budget Checklist Update
- Complete Compilation
- Microfund – Populate FY 2019-20
- Budget Documents Forward '19
- Schedule Forward '19

30. **Antique Faire Preparations** (*Frink & McDowell*)

Time Frame: 07.31.2019

- Provide Signs
- Open Back Gate
- Electricity & Vendors
- Move rocks for staging
- Caretakers Arrangements
- Chain down in back for chicken people

31. **Weed Abatements (Phase II)** ☉ (*McDowell & Morrow*)

Time Frame: 08.2018 – 09.30.2018

- Execute Spreadsheets
- Pull Contractor PO
- Execute Necessary Paperwork
- Execute Final Contract
- Review Work
- Pay Contractor(s)
- Send Invoices to Property Owners

Pending

32. **City Hall Safety Improvements** ☺ (*Staff*)

2018 - 2019 Master TTDL

☉ = First Six Months; ☺ = Last Six Months; ★ = All Year



2018-2019 Project Outlook

PROJECT

Time Frame: 09.2018 – 12.2018

- Review CIS Recommendations
- Decide on Solutions
- Execute Contract
- Finish Construction
- Finalize Contract

NOTES:

01.05.2018
IN PROGRESS

33. Canal Company ☉ (Council & McDowell)

Time Frame: 10.2018 – 06.2019

- Holbrook Makes Contact
 - Confirms positive IRS Status
 - Confirms solvency issue
 - Provides Insurance
- KF: Initiate Startup
- Disbanding Conversation
- Review Implications

Agreements & Miscellaneous

Time Frame: Various

FY 2018-2019 Agreements Reviews

- ◆ Wickett & Slaughter at 729 N. Main Street Flower Agreement [Next Review: 09.2020]
- ◆ Calapooia Food Alliance (Red Barn) [Next Review: 09.2020]
- ◆ Chamber of Commerce [Next Review: October 2018]
- ◆ Solid Waste: Sweet Home Sanitation [Next Review: November 2019]
- ◆ Valley Telephone Services Agreement [Annual] [Next Review: June 2019]

Annual Agreements

- | | |
|--|--|
| ◆ Senior Center Agreement
[Next Review: November 2020] | <input checked="" type="checkbox"/> Revenge Cycling (K. Graham) |
| ◆ Prepare Annual Park Agreements | <input checked="" type="checkbox"/> Miscellaneous Bicycle, Motorcycle & Running Events |
| <input checked="" type="checkbox"/> Willamette Agility Group
(C. Widdell & J. Oaks) | ◆ DAS ORCPP Agreement
[Next Review: October 2018] |
| <input type="checkbox"/> Festival of Tents (J. Boggs) | |

Future Agreement Reviews

- | | |
|---|---|
| ◆ LCSO Agreement
[Next Review: 06.2018] | [Next Review: 12.2019] |
| ◆ Brownsville Garden Club
[Next Review: 07.2021] | ◆ Brownsville Art Association
[Next Review: 12.2019] |
| ◆ Central Linn Recreation Board | ◆ Pioneer Picnic Association
[Next Review: 11.2019] |

2018 - 2019 Master TTDL

☉ = First Six Months; ☈ = Last Six Months; ★ = All Year



2018-2019 Project Outlook

PROJECT

NOTES:

- ◆ Nealon Mowing Services
[Next Review: December 2019]
- ◆ McDowell Administrator
[Next Review: November 2021]
{Plus Two Year Option}

Rolling Agreements

- | | |
|--|--------------------------------------|
| ◆ Court Administrator (<i>C. Humphreys</i>) | ◆ ODOT Emergency Services |
| ◆ Planning Consultant (<i>D. Kinney</i>) | ◆ Halsey Public Works Mutual Aid |
| ◆ Engineering Consultant (<i>R. Quigley</i>) | ◆ BCS Payroll Agreement |
| ◆ DOR Marijuana Tax Collection | ◆ Speer Hoyt Legal Services |
| ◆ Linn County Building Department | ◆ Barker-Uerlings Insurance Services |
| ◆ Linn County Court Clerk Services | ◆ James Land Lease Agreement |
| ◆ Benton County General Services | |
| ◆ Linn County Justice of the Peace | |

Franchise Agreements

- ◆ **Communications:** CenturyLink 2017/Alyrica (ACTIVE)
- ◆ **Solid Waste:** Sweet Home Sanitation [Next Review: 2020]
- ◆ **Natural Gas:** Northwest Natural Gas [Next Review: 2026]
- ◆ **Electricity:** Pacific Power [Next Review: 2021]

General Staff Duties, Responsibilities & Other Things

- | | |
|---|---------------------------------|
| ▶ Day to Day Operations | ✦ Council |
| ▶ Website Maintenance | ✦ Planning Commission |
| ▶ Weekly Deposits | ✦ Park Board |
| ▶ Monthly Utility Billing | ✦ Library Advisory Board |
| ▶ Month End Financials | ✦ Historic Review Board |
| ▶ Financial Management | |
| ○ Bond Payments | ▶ Resolutions & Ordinances |
| ○ Bank Reviews | ▶ Council Packets |
| ○ Audit Items | ▶ Newsletters |
| ▶ Citizen Concerns & Complaints | ▶ Consumer Confidence Report |
| ▶ Water & Wastewater Testing | ▶ Utility Emergency Plans |
| ▶ Water & Wastewater Reports & Processing | ▶ Community Emergency Plans |
| ▶ Utility Emergencies | ▶ Brownsville Handbook Update |
| ▶ Routine Maintenance | ▶ Volunteer Management |
| ▶ Grounds Maintenance | ▶ Business Registration Program |
| ▶ Vehicle Maintenance | ▶ Zoning & Permits |
| ▶ State Law Changes | ▶ Computer Issues |
| ▶ Programmatic Changes | ▶ Update Prospectus |
| ▶ State Reporting | ▶ Go Team |
| ▶ Committees & Boards Developments | ▶ Visit Linn Coalition |
| | ▶ Executive Board (Chamber) |



2018-2019 Project Outlook

PROJECT

- ▶ Oregon Parks & Recreation Department Grant Advisory Board
- ▶ Linn County Project Advisory Committee
- ▶ Linn County Solid Waste Advisory Committee
- ▶ Cascades West Council of Governments
- ▶ League of Oregon Cities & Region III
- ▶ Cascade West Council of Governments Policy Advocacy
- ▶ State DAS ISS
- ▶ Linn County Planning & Building Discussions

NOTES:

- ▶ China Sword & Recycling Emergency
- ▶ Gap Road Marijuana Development
- ▶ Computer Failure & Website Loss
- ▶ Town Hall & Committee Formation
- ▶ River's Edge Development
- ▶ Dollar General Development
- ▶ Lepman Development
- ▶ Linn County Planning & Building Department Discussion

Complete

34. Website Update ★ (McDowell & Coleman)

Time Frame: 09.2018 – 01.2019

- Go Live
- Fix Web Pages
- Update Content
- Finish Mulholland Contract
- Annual Photo Contest
- Finalize Contract

35. Nuisance Committee (Morrow & McDowell)

Time Frame: October 2018

- | | |
|--|--------------------|
| <input checked="" type="checkbox"/> POA Nuisance Ordinance | 09.2019 |
| <input checked="" type="checkbox"/> POA Houtz (Partial) | 09.2019 |
| <input checked="" type="checkbox"/> POA Wingren Barn (Being Torn Down) | 09.2019 |
| <input checked="" type="checkbox"/> RV Issues... | 09.2019 |
| <input checked="" type="checkbox"/> General Appearance... | 09.2019 |
| <input checked="" type="checkbox"/> Junk Vehicles... | 09.2019 |
| <input checked="" type="checkbox"/> Bradburn & Marijuana:
(Council to Review Modifications) | 09.2019
Pending |

36. September Newsletter ⑥ (Morrow)

Time Frame: 8.2018 – 09.2019

- Call for Articles
- Staff Complete Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy



- Prepare for Mailing including Out-of-Town copies
- Prepare Post Office (*Bulk Process*)
- Post to WS
- Send

- 37. Christmas Decorations ⑥ (Frink & McDowell)**
Time Frame: 11.2018 – 01.2019
- Make Installation Arrangements 11.27.2018
 - Make Removal Arrangements 01.03.2019

- 38. Judges Pro-Tempore ⑥ (McDowell)**
Time Frame: 01.2019
- Create Resolution 01.02.2018
 - Council Approval 01.23.2018

- 39. Boldt, Carlisle & Smith ⑥ (Deaver, Morrow & McDowell)**
Time Frame: 08.2018 – 12.2018
- Schedule Audit (10.23-10.27) 05.2018
 - Pre-Audit Information Gathering 07.2018
 - Prepare Information 08.2018
 - Execute Checklists 08.2018
 - Complete Engagement Letter 07.2018
 - Prepare Staff Information 07.2018
 - Answer Follow-Up Questions 10.2018
 - Track Completion 02.2019
 - Review Audit 02.2019
 - Provide M D & A Report 02.2019
 - File with Secretary of State 02.2019
 - File with S & P 02.2019
 - YE AJE's 02.2019
 - Finalize Contract 02.2019
 - Council Presentation 02.2019

- 40. Arbor Day ⑥ (Coleman)**
Time Frame: 08.2018 – 10.2018
- Contact Partners 08.2018
 - Contact the State 08.2018



<input checked="" type="checkbox"/> Determine Planting Location	09.2018
<input checked="" type="checkbox"/> Park Tree Planting: Discuss with Frink	10.2018
<input checked="" type="checkbox"/> Make Arrangements for Refreshments (Optional)	10.2018
<input checked="" type="checkbox"/> Event Day	10.2018

41. Hire Park Caretakers ⑥ (Frink, Morrow & McDowell)	
Time Frame: 11.2018 – 04.2019	
<input checked="" type="checkbox"/> Negotiations (<i>Don & Carol Neddeau</i>) ~OR~ 12.2018	
<input type="checkbox"/> Prepare Advertisement	
<input type="checkbox"/> Prepare Questionnaire	
<input type="checkbox"/> Interviews	
<input checked="" type="checkbox"/> Prepare Contract	
<input checked="" type="checkbox"/> Execute Contract	

42. Robe Street Water Improvements Project ★ (Frink, Erwin & McDowell)	
Time Frame: 08.2018 – 12.2018	
<input checked="" type="checkbox"/> Develop Engineering & Documents	12.06.2017
<input checked="" type="checkbox"/> Get Another Engineering Quote	02.01.2018
<input checked="" type="checkbox"/> Council Authorize Contract	02.27.2018
<input checked="" type="checkbox"/> Contract Finalized	03.08.2018
<input checked="" type="checkbox"/> Budget Inclusion	05.22.2018
<input checked="" type="checkbox"/> Bid Deadline	07.18.2018
<input checked="" type="checkbox"/> Execute Contracts	08.2018
<input checked="" type="checkbox"/> Pre-Construction Meeting	08.2018
<input checked="" type="checkbox"/> Letter to Residents	08.2018
<input checked="" type="checkbox"/> Mobilization & Construction	09.2018
<input checked="" type="checkbox"/> Weekly & Daily Inspections	As Needed
<input checked="" type="checkbox"/> Execute Mid-Point Check	10.2018
<input checked="" type="checkbox"/> Complete Punch List Items	11.2018
<input checked="" type="checkbox"/> Move Money to Escrow	11.2018
<input checked="" type="checkbox"/> Execute Final Check	11.2018
<input checked="" type="checkbox"/> Finalize Contract	11.2018

43. Evaluations ⑥ (McDowell & Frink)	
Time Frame: 10.2018 – 01.2019	
<input checked="" type="checkbox"/> Vacation Cash Out Option (<i>November Payroll</i>)	11.2018
<input type="checkbox"/> Perform Evaluations	03.2019



<input checked="" type="checkbox"/> Calculate Potential Increases	12.2018
<input checked="" type="checkbox"/> Prepare Benefits Letters	12.2018
<input checked="" type="checkbox"/> Prepare Payroll Changes	01.2019
<input checked="" type="checkbox"/> Send Payroll Changes to BCS	01.2019
<input checked="" type="checkbox"/> Execute Personnel Meetings	01.2019

44. Street Paving & Rehabilitation Projects ★ (Frink & McDowell)	
Time Frame: 09.2018 – 06.2019	
<input checked="" type="checkbox"/> Create Specifications	08.2019
<input checked="" type="checkbox"/> Include Cemetery Bridge & Roll FY	
<input checked="" type="checkbox"/> Request & Obtain Quotes	
<input checked="" type="checkbox"/> Execute All Quote	
<input checked="" type="checkbox"/> Council Motion of Acceptance	
<input checked="" type="checkbox"/> Execute Contract	
<input checked="" type="checkbox"/> Pre-Construction Meeting	
<input checked="" type="checkbox"/> Letter to Residents	
<input checked="" type="checkbox"/> Mobilization & Construction	
<input checked="" type="checkbox"/> Punch List Items	
<input checked="" type="checkbox"/> Finalize Contract	
<input checked="" type="checkbox"/> Execute Final Check	

45. Hire New Judge ⑥ (McDowell)	
Time Frame: 01.2019	
<input checked="" type="checkbox"/> Setup Meeting with J. Meyer	09.2018
<input checked="" type="checkbox"/> Create Contract Language	11.2018
<input checked="" type="checkbox"/> Council Approval	12.2018
<input checked="" type="checkbox"/> Lemhouse & Linn County IGA	12.2018
<input checked="" type="checkbox"/> Meyer Governor Approval	12.2018
<input checked="" type="checkbox"/> Linn County: Gene Karandy IGA	01.2019
<input checked="" type="checkbox"/> Linn County Commissioner's Approval	01.2019