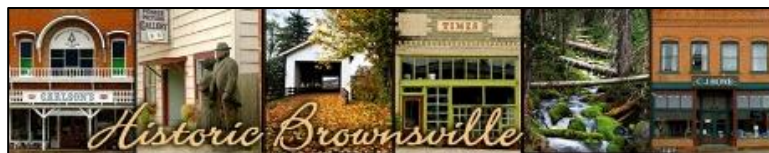




# 2024 Organizational Prospectus





# Organizational Prospectus

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## Introduction

The purpose of this document is to create a one-stop ‘dashboard’ that shows organizational development, growth, and the administrative & strategic position of Brownsville. The first section provides two functions, 1) an overview, or Summary Report Card, of all major facets and functions of our local government, and 2) provides short excerpts on progress that has been made since 2008 which are intended to serve as a running institutional memory catalogue. Grades have improved over time and to see the differences, you can compare older versions of this document should you be so inclined. The Summary Report Card’s purpose is to describe the conditions of facilities, infrastructure, and other municipal assets.



This 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 improvement or share areas of strength. I am well pleased with the overall performance of the City Staff. All employees have individual things to improve on, including myself, but everyone is focused on working for our citizens and for the betterment of the organization. Employees continue to give many personal hours toward accomplishing goals for the City which demonstrates the huge heart they have for their community. The City is fortunate to have such a dedicated and engaged group of people working to deliver local government services to our community.

The second section of this document are the goals as established by Council for 2023.2024. 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 on making needed improvements. Council met February 8<sup>th</sup>, 2024 to review goals from 2023-2024, check progress and assess goals for the next year specifically. Please remember that the Coronavirus Pandemic caused delay on many projects and goals the City was attempting to achieve in 2020 & 2021. Council had to take this into consideration when discussing goals. Council officially adopted the 2023.2024 Goals at the February 28<sup>th</sup>, 2023 Council meeting and reaffirmed the goals contained in the report on the February 27<sup>th</sup>, 2024 Council meeting.

The third section of the document is the annual checklist used to track tasks and goals. The checklist often referred to as the ‘Master Things To Do’ List or Project Outlook and it is based on the current fiscal year’s budget. The City uses this document to track 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 and function of the government while guiding the organization to accomplish 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, other State agency or an unforeseen community need. The checklist is updated frequently throughout the year. The checklist 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 who is a part of this organization, or for interested parties who are just learning about the City, to better understand and be reminded how everyone contributes toward the continual evolution of the organization while monitoring our progress along the way. The document is used by members of the committees and boards to develop a better understanding of organizational priorities.

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## 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 care 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 are 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.
  
- ★ *Civil Rights Act of 1964.* The City creates an environment of equal access to opportunities for all individuals in Brownsville. The City is committed to equal access through Federal and State laws, but also through local practice principled in the elimination of bias and barriers that may exist in





the community and from developing in the City’s organization. Council shall continue to consider implications of new and past policies that may create unnecessary barriers for members of minority groups, women, veterans, and vulnerable populations.

## Summary Report Card | Section I.

**March 2024  
Update**

**Public Works Department**

### Facility Maintenance

**Grade Area Reviewed**

**C *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 "outpaced" 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 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.

**2019** | Staff explored an emergency generator. Worked on improving electricity to the wells. Telemetry was budgeted for as current equipment is obsolete. Council performed an emergency computer repair completed by TAG from Eugene. Public Works cleaned all three filters. Two well pumps were rebuilt.

**2020** | Staff installed new telemetry and The Automation Group fixed an electrical problem with the SCADA system. A tree fell damaging the fencing on the north side of the plant. Staff was still working on repairing the fencing with the help of CIS into 2021. Public Works Superintendent Karl Frink successfully completed the OHA's Sanitary Survey. Minor requests for additional information were met by the City. The City Engineer is investigating requirements for the emergency generator along with other electrical improvements. Staff had the well pumps investigated. Two new pumps were purchased, and more work will need to be done soon.

**2021** | Public Works performed general maintenance and upkeep. Frink fixed pumps and probes for telemetry equipment.

**2022** | Public Works installed a new mixing tank and upgraded chemical pumps.

**2023** | Public Works installed new telemetry due to discontinued equipment. The telemetry machines measure all necessary components of water treatment so Public Works can adjust to meet the required treatment parameters that keep our water safe for consumption. Modifications were made to the chemical holding tanks for efficiency and employee safety. New LED lights were also installed.

## **Grade Area Reviewed**

### **B *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 Wastewater 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.

**2019** | Eyewash stations were added outside the chlorine buildings at both facilities per OSHA. Control room improvements were made at both plants.

**2020** | Three major pumps were replaced.

**2021** | Pumps and controls were replaced at the North Plant.

**2022** | Public Works Superintendent worked with the City Engineer on a chemical switch from Sulfur Dioxide to Calcium Thiosulfate. Logistics are currently being engineered. Staff also investigated the need for a new sewer lagoon due to recent community growth. The placement and logistics of that improvement are underway. Public Works repaired pumps and computer controls as needed.

**2023** | Public Works installed two new pumps and made modifications to the control panel. Unfortunately, the original manufacturer and supplier are now defunct. The City had to purchase new equipment that can be serviced. The City is looking into a different treatment chemical. The City's current chemical supplier is looking to phase out sulfur dioxide which is the chemical the plant was engineered to use for the disinfection of the City's wastewater. The City would like to change to calcium thiosulfate. The City is also facing a capacity issue. The City Engineer is exploring the possibility of installing an additional holding lagoon.

## **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 artwork by partnering with the Brownsville Art Association on contest and added general décor throughout City Hall including interesting pieces of Brownsville history.

**2015** | Council hired a concrete contractor who 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 extending 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 are 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 to be replaced soon. Safety measures were delayed due to time and other priorities. Staff purchased and installed fireproof cabinets for critical public documents.

**2019** | Norm's Electric changed all the lights in the main office downstairs. Best Heating installed a new mini-split system. A television was installed in the downstairs meeting room for training and presentation purposes. A television & cart were added to the Council Chambers to enhance Council meetings, presentations and to provide general notices for Court.

**2020** | The foyer tile was replaced. The tile in the Community Room was replaced. A new air filtration system was added to all spaces in City Hall. The City investigated creating a tech bridge between Council Room and the Community Room in order to hold in-person video conferences due to the Pandemic rules for public meetings. Council decided that the costs exceeded rational expenditure for this purpose.

**2021** | The Community Room had new carpet installed. A sound system was installed to accommodate in-person Council meetings. New tables were purchased to meet the 6' separation requirement of the State. A television was installed for presentation and general public use. The City Hall foyer is experiencing leaking which is under repair heading into 2022.

**2022** | Staff prepared an office for Mayor Craven and worked on logistics for a map room, reconfiguring the main office for security purposes and improved the meeting logistics for Council meetings.

**2023** | Staff upgraded equipment to conduct electronic meetings. Public Works installed all new LED lights. New mailboxes were installed in the Council Room for Council members. The City purchased a new copy machine.





**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.

**2019** | Installed a new sewer line to the Shop. Began construction of Public Works Office for training purposes.

**2020** | Public Works Staff completed a major renovation of Staff offices. New lighting, new mini-split heating and cooling system along with a TV and computer were installed for training purposes. A drafting table was refurbished to provide a place for maps to be used and stored properly.

**2021** | Frink got a new computer.

**2022** | McDowell installed a computer for Public Works Staff.

**2023** | Public Works finished LED lighting throughout the Shop. Several other items were reviewed for improvement in 2024 including electrical considerations for fuel pumps.

**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.



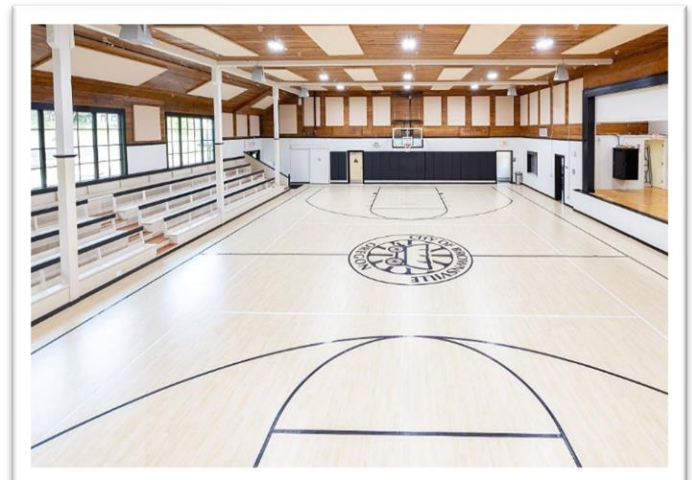
**Grade Area Reviewed**

**A *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.

**2019** | Hired VLMK Engineering from Portland to do a structural evaluation of the Rec Center. The report said the Rec Center could handle renovation. Staff fixed some lights. Staff attempted to get quotes to fix the parking lot due to the foundation of the old school and to redo the sidewalks. Mike Sossie also came in and resurfaced the gym floor. The floor needs to be replaced.

**2020** | Staff replaced the hot water heater. Norm's Electric repaired several lights. The building sat mostly idle due to the Pandemic. Staff worked on estimates to make improvements to the sidewalks and fix the parking lot where the old foundation is protruding through the ground causing a tripping hazard.

**2021** | Staff made lighting improvements through Norm's Electric. Several other general maintenance items were completed by Public Works.



**2022** | McDowell worked with Frink and Woodblock Architecture to prepare for the Rec Center Renovation project slated for 2023. Council extended janitorial services to the Central Linn Recreation Association board for the year through addendum to the mutual agreement. McDowell worked with Central Linn Recreation Association leadership with organizational development items due to a major shift in leadership.

**2023** | The City embarked on a major renovation of the Rec Center. The Open House was held on February 22<sup>nd</sup>, 2024. The City faced many challenges including supply chain issues that delayed the project completion by nearly five months. Major components of the project included installing a fire suppression system, making seismic upgrades, remodeling the kitchen, redoing the bathrooms, creating a new family restroom, a new janitorial closet, refreshing the music/meeting room, installing new ADA railings, creating a new entrance/exit on the east side of the building by the Women’s Restroom, interior & exterior paint, all new windows, and a new gym floor. Woodblock Architecture, J.E. John Construction and City Staff worked on every detail of the project as the budget allowed. The Parks & Open Space Advisory Board and Council had to make tough design decisions, but ultimately the project turned out beautifully. Public Works did a lot of work making the project come to life by installing the new water service lines, tending to ‘forgotten’ details like the cage for the fire suppression system, keying the building, and making preparations for grand opening. The City purchased equipment, furniture, and other accessories to provide better functionality for the Rec Center. The City also rewrote the agreement between the City and the Central Linn Recreation Association to better handle the overall use of the facility.

**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.

**2019** | Farline Bridge, Inc. from Stayton made the emergency repairs. Squirrels caused wide-scale damage to the grounds. Staff did another fantastic job maintaining the property. Lots continued to sell. There are not many useable lots remaining.

**2020** | No major improvements were made to the cemetery. General maintenance and upkeep were performed by Public Works.

**2021** | No major improvements were made to the cemetery. Public Works performed general maintenance and upkeep.

**2022** | Public Works made improvements to the drainage with the assistance of Jered McClain. A new gate was also installed. Council passed an ordinance governing the hours of operation for the cemetery. Frink planned and made considerable improvements.

**2023** | No major improvements were made to the cemetery. General maintenance and upkeep were performed by Public Works. The City had a lot of tree damage occur during the 2024 ice storm that hit Martin Luther King, Jr. holiday weekend.







**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 1<sup>st</sup> Rate Roofing was awarded the contract.

**2017** | 1<sup>st</sup> 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.

**2019** | Carpets are cleaned annually. A television was installed in the Kirk Room for training, programming and presentations. A new circulation computer was installed. General maintenance was performed as needed. Best Heating solved a HVAC concern.

**2020** | Best Heating installed a new air filtration system due to the Pandemic. Tables were replaced in the Kirk Room for ease of use and movement.

**2021** | General maintenance and upkeep.





**2022** | Electronic books were added as a service by the City. Computers and periphery were added as needed. Lemhouse continued adding programming to the services provided by the City Library.

**2023** | Several pieces of equipment were upgraded. The Library hosted the Farmer’s Market for 2023.

**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 repairs.



**2013** | Staff are 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 have plans to make the building easier to use and access.

Staff is in the process of upgrading the public sandbag station.

**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 refurbishment project was slated to start in late December and finish by the end of February 2016. Public Works upgraded the sandbag 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.

**2019** | Fully utilized the Red Barn. Repaired damage to the restrooms downtown and in the Park. Installed a new identification sign for the downtown restrooms.



**2020** | Staff made repairs to the downtown restroom sewer. The restroom will need to be hooked into the new Downtown Sanitary Sewer Project once it is completed. Staff made organizational improvements to the Green Building.

**2021 & 2022** | General maintenance and upkeep.

**2023** | Public Works made improvements to the Green Building east of the Water Treatment Plant that greatly increased efficiency to better meet the needs of the City.

**Grade Area Reviewed**

**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 Elizabeth Coleman 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 continue 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 are working on improvements.

**2019** | Park Board members continue to serve on the Ad Hoc Committee for facility review. Lynlee Bischoff joined the Board. At the end of the year, the Board had a position open. The Board is updating the Park Master Plan, continuing their work in Remington Park and on Tree City. The Board made great suggestions to increase public awareness. Rates were increased for most facilities.

**2020** | Park Board members continued work on Remington Park improvements. Bonnie Napier left the Board for personal reasons. The Board considered an elaborate plan for improvements to the Library Park. The Board has one vacant position. The Board approved changes to the Brownsville Park Master Plan. The Board moved forward with a recommendation to Council on a location for the playground to be relocated or installed in the future. The Calapooia river continues to meander through the park causing erosion. The City lost two large trees; one long-loved tree finally fell in the middle of the park.

**2021** | The Park Board approved improvements to Remington Park and hired EO Landscaping from Eugene, Oregon. Recommended an agreement with the Calapooia Food Alliance (CFA) for the use of Kirk's Ferry Park for the weekly Farmer's Market. Park Caretakers were hired, and camping resumed. Events were non-existent due to continued Coronavirus Pandemic response.

**2022** | Remington Park improvements were completed. Park Board recommended modifications to camping requirements & Board membership requirements. The Board decided early in 2023 to not have a liaison for the Central Linn Recreation Association since Council has one. Pam Solberg was added to the Board.

**2023** | The Board watched closely on the Rec Center Renovation project. Lynlee Bischoff resigned. Brandie Simon passed away in late December. She will always be missed. Council added Nichole Solberg and Rick Morrow. The Board recommended several policy changes to Council including a new rate schedule for Park and related facilities.

**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 needs to install a 1.0 M gallon to provide 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 waterline 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 waterline 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.

**2019** | Public Works made various improvements fixing leaks. Added a new 2” waterline on Howe Street. Began discussing the waterline need for the connection between the G12 well and the Water Treatment Plant.

**2020** | Public Works had the regular share of water leaks in various locations throughout town. Hydrants were flushed as part of routine maintenance. River’s Edge Subdivision installed water line extensions through their subdivision. Karl Frink spent a lot of time inspecting the installation of public utilities in the area. The utilities are yet to be approved by the City.

**2021 & 2022** | Several lines were extended in various areas of town for housing development. Public Works had several water line repairs during the year.

**2023** | Public Works did several repairs on the north side of town. Staff planned for the GR12 waterline project which was let toward the end of the year. Staff spent a lot of time in 2023 securing easements for this project.

**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**

**C+ 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 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 budgeted 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 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 were 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.

**2019** | Staff spend a week working on the downtown sewers with Spartan Environmental. Council order engineering work be completed for a possible May roll-out date for bids. A service line was repaired on W. Washington Street. CIS covered the cost of the repair.

**2020** | City Engineer Ryan Quigley moved full speed ahead designing the Downtown Sanitary Sewer Project. Staff worked with Spartan Environmental to video lines to assist in the design. McDowell & Councilor Block worked on securing the necessary easements for the work to be performed. A storm water issue and an issue involving the downtown restrooms caused delay. The City is planning on the project to be completed in 2021.

**2021** | The City nearly finalized the Downtown Sanitary Sewer and Waterline (DTSS) installation.

**2022 & 2023** | River's Edge Subdivision installations continued to provide challenges to City Staff. The developer is ultimately responsible for making corrections to meet Public Works Standards and in mid 2023, corrections were made to Phase III.

**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 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 continue 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 3<sup>rd</sup>, 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 courses 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.

**2019** | Council passed the TMDL in March 2019 after many revisions required by DEQ. Staff implemented those requirements including building a webpage on the City website. DEQ continued to require more and more. Many cities around Brownsville have implemented storm water utilities. Public Works cleaned ditches including a major lateral on Sage Street. Staff ensured that all new projects had proper plans for storm drainage.

**2020** | Council passed the annual report for 2020. Staff cleaned catch basins throughout the system. Stormwater continues to present challenges in several areas throughout town. The City requires private property owners to detain storm water on their property so as to not cause increased flow onto neighboring properties.

**2021** | General maintenance and upkeep.



**2022** | Storm water detention was in play in developments throughout town; mainly at the River's edge Subdivision as civil work continued for Phase III. Staff investigated logistics and costs of the storm sewer along Ash Street from Center Street to Depot Avenue. Dyer Partnership worked closely with Frink and McDowell to turn in the newly required TMDL plan to Department of Environmental Quality (DEQ). The City is awaiting final findings from the State.

**2023** | Council and Staff did everything possible to meet the new requirements being enforcement through Department of Environmental Quality (DEQ) on TMDL. The City was designated a DMA which required a new five-year TMDL plan. Staff have worked on this for nearly two years and are still awaiting word from DEQ on whether the plan is approved. TMDL and overreach is the number one priority of the City's advocacy efforts.





**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 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 have 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.



**2019** | Council prepared to obtain estimates for Kirk Avenue. Council wanted to investigate a sidewalk program. Council elected to postpone both projects due to the sheer costs associated with each endeavor. Other priorities took precedence.

**2020** | The Oregon Department of Transportation allowed the City to remove the traffic calming devices on OR 228. The calming devices have been the source of much consternation since installed in 2010. A gimmick program started by ODOT that simply did not work. Now the City is in the process of gathering estimates to have these two islands permanently removed. Karl Frink did minor paving projects.

**2021** | Public Works handled general maintenance and upkeep.

**2022** | Calapooia Avenue was extended to the east. Public Works handled general maintenance and upkeep. Staff talked extensively with the public & Council about Kirk Avenue and the issues surrounding the improvement.

**2023** | The street for River's Edge Phase III was completed to Public Works Standards. Public Works made repairs as needed. The City was unable to redo any street due to the high costs associated with such a project. The State continues to not fund these types of projects in small cities.

**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**

### **A 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 continue 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 are 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. A Staff member was involved in an accident with a very old service truck. The truck was valued at \$800 and was not replaced.

**2019** | Staff budgeted for a new Dump Truck to replace the 1986 Top Kick, a new service truck to replace the 1988 S-10, and two mowers. Public Works maintained the fleet making key repairs to the backhoe and dump truck along with minor repairs to the pickup trucks.

**2020** | Staff added a new Dump Truck, a new service truck and two new ZTR mowers to the fleet.

**2021** | Staff continues to look for a Vactor truck and a grader. A new service truck was added to the fleet replacing the 1986 Chevy pickup which was sold at auction along with other pieces of aged equipment like the 1940's era road grader.



**2023** | Public Works put new tires on the JCB Backhoe along with general maintenance and upkeep of the City's fleet.

## 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 30<sup>th</sup> 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 investigated adding 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 worlds 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 over \$100 per ton.

**2019** | Recycling started again. Sweet Home Sanitation was capped at a 2% increase for COLA. Sweet Home Sanitation continues their commitment to Brownsville by helping with a few nuisance properties over the year. Candi Unger replaced Scott Gagner while Brian White continued to serve as Operations Manager. The City receives no complaints regarding services provided.

**2020** | Refuse services trended back to normal operations. Council refused a full increase requested by Sweet Home Sanitation. Rates increased by 2.54%. Several of their employees retired and the City got two new drivers. No complaints again in 2020. The City did experience a problem with the Cleanup Day which was addressed with the company. The Cleanup Day may be moved to April in 2021 instead of October.

**2021** | Refuse operations continue to be executed very professionally. There was a modest price increase of 1.74%. Representatives explained the recycling operations and modifications were made to the local transfer station. Cleanup Day was moved back to April.

**2022** | Refuse operations continued. There was a price increase of just over 4% that was approved by Council.



**2023 & 2024** | New representatives of Sweet Home Sanitation provided a report to Council at their February 28<sup>th</sup>, 2023 meeting. Council approved a rate increase of 8.15%. Please see Council minutes for more details. Council approved an increase of 4.21% in February 2024. National inflation and economic issues continue to drive up costs associated with all industries. The State continues to pass bad policy that is also contributing to drive up the costs of recycling and solid waste costs.

## Planning Services

### Grade Area Reviewed

#### A *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 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 communication with the City. Staff are in the process of enforcing nuisances. Some familiar properties are back to earlier conditions. Staff are 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.

**2019** | Council made a few modifications to junk vehicles that helped in a few situations around town. Kirk Avenue has witnessed two major property turn arounds. Nuisance and weed programs ran smoothly. Residents were helpful and respectful. The old barn at the corner of Pine Street and Seven Mile Lane was finally demolished and a new home was built. Staff worked with two property owners to thin timber for harvesting and for beetle damage. Administrative Assistant Elizabeth Coleman worked closely with Consultant Dave Kinney on several needed improvements that will be considered for implementation in 2020.

**2020** | Council conditionally passed an RV ordinance that will be included in the Land Inventory project that is underway and nearing completion. Staff had problems with roosters more than ever. Council did not prohibit roosters which is the source of frustration between neighbors.

**2021-2023** | Overall, citizens complied with RFA’s and only minor posting was done for weeds compared to previous years. Sweet Home Sanitation helped at Jacque Smith’s residence along Kirk Avenue in 2022. Fire warnings prevented the City from executing phase II of the weeds control programming effort. Staff dealt with several contentious nuisance abatements in 2023 and, once again, helped Jacque Smith clean up his property which was put on the market early 2024. Administrative Assistant Elizabeth Coleman dealt with many property owners on fences and accessory structures throughout town.

**Grade Area Reviewed**

**A *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 allowing the permitting of primary structures. Staff continue 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 soon. 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.

**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 developing 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.

**2019** | Administrative Assistant Elizabeth Coleman processed a large number of permits as the economy continues to boom. River's Edge Subdivision located at the end of Depot Avenue faced many challenges with Linn County and was the source of wild rumors through the community and the internet. City Engineer Ryan Quigley and Public Works Superintendent Karl Frink play huge roles in making sure developments meet the mark. Mrs. Coleman had many fence and accessory structures



permits throughout the year as well. Many improvements happened all over town. Storage containers caused several discussions and have been forwarded to the Planning Commission for review and recommendation. The State of Oregon changed rules for Accessory Dwelling Units. The coalition of cities are still working on improvements for the Linn County Building & Planning Department.

**2020** | The Pandemic did not slow construction activity. Administrative Assistant Elizabeth Coleman was quite busy processing permits and guiding people through the planning process. River’s Edge Subdivision was in full construction mode most of the year. Karl Frink and Ryan Quigley dealt with several utility challenges during the year to ensure utilities were installed to City Code. Council had to make a deal with Knife River regarding the pavement for the subdivision. The contractor did not meet required compaction results. As a compromise, Knife River guaranteed their work and pavement for three years. All sides involved were happy with the compromise. Chad E. Davis Homes began inquiries to start building houses in Phase One. Linn County delayed the installation of the required sanitary sewer from Henshaw Drive to Hausman Avenue. The project extension started in late 2020, to finish in February 2021.

**2021** | Housing developments and building permits abounded. River’s Edge subdivision built many homes. Staff followed up on fence permits and concerns with the common space in the development. Staff also dealt with many complaints about typical construction issues; all of which were not City issues. Strides were made with the Linn County Planning & Building Department. Quarterly training meetings have started, and training began on the Accela permit processing software. Robert Wheeldon retired, and the County moved forward with hiring. The City met with many developers and potential developers over the course of the year including Lynn Merrill, Matt Weatherdon, Tim Smith, to name a few.

**2022 & 2023** | Administrative Assistant Elizabeth Coleman was faced with many challenges again in 2022. Great work continued with Linn County Planning & Building Department. Steve Wills took over as director and the department experienced heavy turnover. Coleman executed flawlessly on many applications and reports for the Planning Commission. Work continued with David Kinney on the Land Use Inventory.

**Grade Area Reviewed**

**A GIS & Mapping**

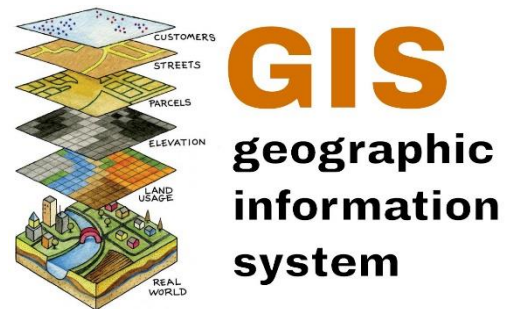
**2009** | Improvements were made to the GIS system. The City should still improve the utility maps.

**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 are 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 hope 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.

**2019** | Linn County upgraded their GIS system and they have been a tremendous source of support on City projects and mapping needs.

**2020** | Linn County continues to support the City's GIS needs and provides assistance on the Land Inventory Project. They have also agreed to provide mapping for the Canal Company project that was delayed due to the Pandemic.

**2021** | New aerial photos were added to the County's system. Support from Linn County continues to be excellent.

**2022 & 2023** | The County updated their GIS interface. New aerial photos were included for use.

## **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 has applauded Staff's efforts to make the planning process better for residents and developers. Staff and the Commission have 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 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 leads 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. Steve Schilling and Kaye Fox filled positions on the Planning Commission.

**2019** | The City and the Planning Commission mourned the loss of member Mike McDaniel in a tragic automobile accident.

Erica Harms and Jack Alsman filled positions on the Planning Commission. The Commission handled many conditional use applications and provided valuable direction for property owners and Staff.

**2020** | Planning Commission activity was suspended most of the year due to the Pandemic. Erica Harms resigned from the Commission. Kim Clayton joined. The Commission will be busy with the Land Inventory and other issues that will be associated with that project soon.

**2021** | The Commission added a few new members including Jack Alsman & Trapper Solberg. Several hearings happened but nothing controversial. Sandy Mooers development of the lot across from NAPA was the headliner.

**2022** | Patrick Wingard, DLCD, provided training for the Commission. Barbara Andersen was appointed to the Planning Commission in February 2023. Andersen replaced Trapper Solberg who was elected to Council.

**2023** | The Planning Commission continues to meet as needed. Mrs. Coleman handles many issues in the office meeting with potential developers and ensuring that all City requirements are met.

**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 throughout 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.

**2019** | City Engineer Ryan Quigley has been very busy providing engineering reviews for a myriad of private developments. Quigley is working on the engineering for the downtown sewer project, updating the Public Works Standards and providing guidance and estimates for other projects.

**2020** | City Engineer Ryan Quigley continued the above referenced projects along with improvements to the electrical pieces at the Water Treatment Plant and looking at the GR12 water distribution line for 2021-2022. Quigley and Frink have worked together with Coleman to keep the City up-to-speed with requirements needed for the River's Edge Subdivision and requirements of Linn County.



**2021** | Dyer Partnership played an integral role again with many infrastructure projects. Lead engineers on the Downtown Sanitary Sewer and Water Line project completed a draft of updated Public Works Standards, reviewed utility capacity issues, drew up a preliminary plan and estimate for the GR-12 Waterline, and reviewed countless plans. Jesse McElwain was a welcome addition to the team over the last few years. He handled tough complaints very well.



**2022** | Ryan Quigley and Jesse McElwain assisted with many projects all over town. The compilation of the Public Works Standards was adopted and updated by Council. Quigley completed the required TMDL plan as mentioned above.

**2023** | Ryan Quigley, Jesse McElwain and Sean Freitag are working on several projects for the City including the installation of the GR12 Waterline & Pump Improvements project, water rights, exploration on a new sewer lagoon, chemical changes at the Wastewater Treatment Plant, and reviewing subdivision plans.

**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 policies 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 support 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 compliant thanks to the passage Council made in 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.

**2019** | Council authorized a contract with Alliance One, a collections service, to handle revenue as directed by the Court. The City was audited by CJIS. Administrative Assistant Jannea Deaver, City Administrator Scott McDowell and Carol Humphreys all were recertified. The television was implemented as a communication in the court room. Local attorney Danielle Myers was hired as a public defender.

**2020** | The Court was recertified by CJIS. The State Legislature caused many operational changes to the Court. Overall, the Court was held most of the months during the Pandemic with protocols put in place for Staff and public safety. The City negotiated a contract with Western for collection services because Alliance One defaulted on their obligations. Carol Humphreys is pleased with the work done by Western. The City is receiving payments that were uncollectible in the past.

**2021** | The Court hummed right along. Staff continued arrangements due to the Pandemic. Collections went well. Revenue was slightly up due to patrol numbers trending upward.



**2022** | Municipal Court Administrator Carol Humphreys retired in June. Council made the shift to Linn County Justice Court by entering into an intergovernmental agreement with Linn County. McDowell handled the logistics for the transition.

**2023** | Court services are working seamlessly with the Linn County Justice Court. The City has a contract with Judge Jessica Meyers.

## **Grade Area Reviewed**

### **A *Police Services***

**2008 – 2013** | 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 has 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 have similar concerns. Graded a B+ due to the average increase over the current contract.

**2019** | Councilor Block continues to make the City's case during quarterly meetings. Numbers have stayed the same. The City entered into another two-year agreement with the LCSO. Changes are afoot as Captain Guilford is set to retire in early 2020. New deputies have been great for Brownsville and night Sergeant Mike Harmon has had a tremendous positive impact. Sergeant Klein and Lieutenant Duncan work endlessly to ensure that things are done as the City would like to see. Klein has been amazing doing welfare checks and dealing with some tricky situations involving beloved local characters.

**2020** | Michelle Duncan became Captain Duncan. Long-time Sergeant Greg Klein retired at the end of the year. Greg will be missed! Sergeant Beth Miller replaced Greg. The Sheriff's Office has done a very good job working in Brownsville. Traffic is more consistently handled. The City worked with the Sheriff's Office to purchase traffic monitoring equipment which is yet to be delivered. Councilor Doug Block will also be missed as he did not run for reelection. Doug did a very good job representing the community with the Sheriff's Office.

**2021** | Michelle Duncan moved to Sheriff at the beginning of 2022. Micah Smith was named Undersheriff. Beth Miller moved up to Lieutenant. Brandon Fountain moved to Captain and Steve Frambes became Sergeant. Zach Vanderhoof continued to be awesome for Brownsville. We have a good group of deputies in south County.

**2022** | Quarterly meetings went very well. Doug Marteeny, Linn County District Attorney, presented on crime topics and advocacy needs. Sheriff Duncan won a heated election bid against John Raymond. Covid policies continued to wreck operations. Measure 110 and other soft-on-crime legislation continued to be passed by the State Legislature greatly diminishing the Office's ability to keep the peace.

**2023** | Councilor Winklepleck and Councilor Chambers attend the quarterly meetings with Staff. Several ordinances were updated across the service area to help deputies with efficiency. Sergeant Frambes has been terrific addressing City concerns.

**Financial & Legal Services**

**Grade   Area Reviewed**

**C-   *City & County Insurance Services (CIS)***





**2021-2023** | CIS leadership changed a few years ago and the organization has dramatically changed direction. CIS used to be attentive to members, but now they drive bad policy decisions and require members to pass handbook policy or else forfeit coverage. Property & liability insurance has increased nearly 60% over the past three years. Cyber crime policy and other restrictions are not lowering costs but fueling theft. CIS has terrific personnel, that aspect has not changed. Leadership style and Board direction is what I addressed above.

## **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.



**2017-2023** | The City retirement plan offers options for employees. The City avoided major increases due to the implosion of PERS. ICMA-RC changed their name to MissionSquare in 2021.

## **A Utility Billing**

**2009** | The current 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 are 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 at 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 are reassessing this project and have 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 hope 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. Pay.gov 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.

**2019** | Suffered through bad service from Harris Computers most of the year. Finally went back to the server-based service. Frustrating year for Staff mostly on this front. Administrative Assistant Jannea Deaver, Administrative Assistant Tammi Morrow and Administrative Assistant Elizabeth Coleman are all very proficient with this software. The software works great with the new water meter system thanks to the efforts of Mrs. Deaver and Mr. Frink.



**2020** | Deaver continues to refine and improve the utility billing process. Harris Computers worked well even after an upgrade late in the year. New high-speed internet was installed at City Hall in early 2021. Staff will assess when the right time to move back to Harris' cloud-based utility billing service. Customers used e-payment services more than ever due to the Pandemic. Other customers have elected to sign up for auto bill pay through their personal banks.

**2021** | The system continues to be mostly reliable. The City's main support person, Cammie, was let go at the end of the year leaving future service in question. The City had internet issues and was not ready to make the commitment to the cloud-based system just yet...

**2022** | Administrative Assistant Jannea Deaver and Administrative Assistant Tammi Morrow had new computers installed. McDowell upgraded all workstations with the Axcient/Replibit cloud-based backup system through Harris Computers. Cloud based was explored but logistics need to be reworked with Alyrica.

**2023** | Staff installed check scanning capabilities with KeyBank to streamline the monthly billing processes of the City.

**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.

**2019 - 2022** | Council approved a 3% increase. The actual value of the assets will never really be accounted for, but the City is doing its best to keep a balance between complaints and expenses. The City now has one of the lowest utility rates in the area.

**2023** | Due to record inflation, Council raised the rates by 7%.

### **Grade Area Reviewed**

#### **A 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.

**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 & Poor's.

**2019** | Accounting adjustments were made by Administrative Assistant Tammi Morrow and City Administrator Scott McDowell. BCS's team led by Tasha Harrell have been outstanding. Staff made great improvements which will continue through implementation in 2020.

**2020** | Cyrus Ward did a great job as auditor. Bank-to-Book reconciliation was finally completed after years of waiting and delay. Administrative Assistant Tammi Morrow does a great job taking care of City obligations. McDowell, under the direction of Council, worked on a refinancing package of the OECDD loan that was at 5.17%. The new loan will be 2.894% saving \$25,000 over the life of the loan.

**2021** | Ward did another great job with the audit this year. Sadly, he left the company late in the year. Staff continues to do a great job keeping the City in compliance.

**2022** | Kathy Wilson was installed as the lead auditor. SingerLewak used a co-lead auditor in New York to perform this year's audit.

**2023** | Kathy Wilson was once again the lead auditor working with New York. The City addressed several key issues including confusion over the Cemetery Trust Fund, gap financing for the Rec Center, and the annual budget fluctuations due to capital projects and private building.

### **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 (2015). The Handbook was based on the CIS model and reviewed by several outside consultants.

**2019** | CIS published a new model handbook at the end of the year. Council made policy adjustments due to State law coming into effect in January 2020. City Administrator Scott McDowell will be updating the Employee Handbook in 2020.

**2020** | Council adopted a massive Employee Handbook update. The State Legislature passed sweeping changes in many areas that even impacted elected and appointed officials.

**2021-2023** | No changes.

#### **B *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. Council created a Social Media policy for officials.

**2019** | Council passed a new policy and procedure manual for elected and appointed officials. The handbook will be implemented in 2020.

**2020** | Council adopted a massive Employee Handbook update. The State Legislature passed sweeping changes in many areas that even impacted elected and appointed officials. Council also passed a required Cybersecurity Policy.

**2021** | Council approved Staff taking New Year's Eve off. Council approved a sick leave bank for the transfer of balances between employees in certain circumstances.

**2023** | Council approved new handbook for Council & Elected Officials. Staff is working on a major revamp of the Employee Handbook for 2024 due to requirements imposed by CIS.



## **Grade   Area Reviewed**

### **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 shortcomings 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 - 2021** | Council is working on policy development in several areas. Code Publishing continues to be a tremendous partner.

**2022** | Several Ordinances were added and updated including a voter backed ban on Psilocybin. Code Publishing did great work.

**2023** | Several Ordinances were added and updated including curfew, parking, nuisance abatements, unfunded mandates, memorials abandoned vehicles, and camping.



Ross Williamson

## **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, and 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 service we have received.

**2015 & 2016** | City Attorney Ross Williamson and City Attorney Lauren Sommers were used extensively during 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 & 2019** | City Attorney Ross Williamson worked very closely with the City on many ordinances, resolutions and situations during the year.

**2020** | Speer Hoyt changed their name to Local Government Law Group late in the year. The City's legal team will not change. Business as usual for 2021.

**2021** | Continued working with City Attorney Ross Williamson and David Ris on the franchise agreement for Pacific Power. Both attorneys have been great to work with. Council issues dominated half the year.

**2022** | David Ris finished the Pacific Power franchise and retired. City Attorney Ross Williamson continued to guide the City through a bunch of nonsense over an illegally painted curb among other issues during the year.

**2023** | City Attorney Ross Williamson guided the City through *Martin v. Boise* and HB 3115 with the help of CIS attorneys. Kenny Montoya continues to defend the City in the *Green Cross v. City of Brownsville*. The City received an overwhelming win from Federal Judge Immergut, but the Plaintiff appealed the decision.

## **Grade Area Reviewed**

### **A 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 compliant 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 continue 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 continue to work on the filing system as time allows.

**2019** | Storage rooms were cleaned out as allowed by the retention record.





**2020** | The final two fireproof cabinets were purchased. Administrative Assistant Jannea Deaver worked on the filing system.

**2021 - 2023** | Staff continued to work on records retention and add e-files when needed.

**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.

**2019** | Agreements were ratified for the Chamber and other key community partners including the Linn County Pioneer Picnic Association. The City works toward partnership with the Canal Company.

**2020** | Council agreed to terms on the Picture Gallery with the Linn County Picnic Association. Councilor Block and Thompson worked on this issue. Block and McDowell got close to an official agreement with Canal Company leadership for a future path forward for the canal. The Pandemic several derailed the effort.

**2021** | Council agreed to terms for the use of Kirk’s Ferry Park for the CFA’s Farmer’s Market. Resigned the agreement with the Central Linn Recreation Association, the Senior Center, and the Flower Club.

**2022** | Council reviewed and approved new agreement with many community partners including the Central Linn Recreation Association, the Chamber of Commerce, the Calapooia Food Alliance, and the City of Sodaville to name a few.

**2023** | Council reviewed and approved new agreements with the Central Linn Recreation Association and the Calapooia Food Alliance while continuing to honor all current agreements.

**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 welcome 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 - 2022** | 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. Wendy Toshitsune and Cookie Wells were added to the Committee in ’21. Don Andrews chaired the Committee again.

**2023** | Council added members Felipe Eversull and Matt Shoemaker to the Budget Committee filling openings left by Cookie Wells and Kim Clayton. The Committee did a wonderful job reviewing the numbers and ensuring that the City could meet all obligations and planned projects of the City.

**Grade Area Reviewed**

**A 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.

**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.



Kathy Wilson

**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.

**2019** | Tasha Harrell continues to lead a great team of auditors. Harrell has been extremely helpful and has helped improve several internal areas during her tenure in Brownsville.

**2020** | Cyrus Ward became the lead auditor. Ward came in with a well thought out plan and completed the audit in three days. Ward was also instrumental in helping Administrative Assistant Tammi Morrow fix reconciliation issues the City has been working on with the auditing firm for four years. BCS sold to SingerLewak of California. No changes to service were anticipated for 2021.

**2021** | Cyrus Ward did another great job with the audit this year. Sadly, he left the company late in the year. Staff continue to do a great job keeping the City in compliance.

**2022** | Kathy Wilson did a fantastic job with Nicole Ryan (*New York*) in completing the City's audit.

**2023** | Kathy Wilson did a fantastic job with Zachary Woodward (*New York*) in completing the City's audit.



**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.

**2019 – 2020** | The pay scale was adjusted per indexing using the Social Security cost-of-living charts.

**2021** | Due to inflation, the Social Security Administration had a 5.9% COLA. The pay scale was adjusted accordingly.

**2022** | Due to inflation, the Social Security Administration had an 8.7% COLA. The pay scale was adjusted accordingly.

**2023** | The Social Security Administration had a 3.2% COLA. The pay scale was adjusted accordingly.

**B *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 Sorenson. 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 deliver services at the Park due to changes in the State Law. Disclaimer notices have been posted in all buildings and people renting the buildings must 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 continued 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.



**2019** | CIS started pushing Cyber Policy and Procedures. Worked with Katie Durfee on several policy and procedure issues. CIS finally has a great training module which the City worked on implementation.

**2020 & 2021** | The City was required to pass a Cybersecurity Policy. Staff saw CIS lower coverage in many areas. The new leadership at CIS seems more focused on the bottom line than customer service or relationships, which is a departure from the direction CIS was known for.

**2022 & 2023** | Katy Durfee reviewed all metrics with McDowell. The City has a few improvements to consider but overall is doing very well based on the requirements of the insurance programs.

**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 have 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 contracted with Also 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 a safety bonus.

**2019** | The City had a surprise OSHA inspection. Staff performed well. The Safety Committee continues to work well together.

**2020** | The City received a Gold Safety Award from CIS for the fourth year in a row.

**2021** | Staff continues to take safety seriously. Frink does a great job taking care of concerns that could potentially cause injury and liability.

**2022** | The City received a Gold Safety Award from CIS for the sixth year in a row. Kudos to the Safety Committee and Public Works Superintendent Karl Frink.

**2023** | The City received a Gold Safety Award from CIS for the seventh year in a row. Thanks goes out to the Safety Committee and Public Works Superintendent Karl Frink.

### **Grade Area Reviewed**

#### **A+ Website**

**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.

**municode** | Government Websites  
Codification Services  
Online Payments  
CONNECTING YOU & YOUR CITIZENS

**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 its 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 complaints 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.

**2019** | Staff created a new website for Emergency Preparedness working with partners. Municode has been great to work with over the course of the year. The City implemented a reservation module for all public buildings.

**2020** | Staff implemented a Facebook page under the direction of Council. During the fires of 2020, the City had 65,000 hits on the emergency planning website for the week of the fires.

**2021 & 2022** | Several upgrades were made by Municode to assist with the Reservations module. McDowell continued upkeep and maintenance of information and the website in general.

**2023** | Staff continues to maintain City owned websites. Staff receive many compliments on the information and functionality of the City’s website.

<b>Library</b>
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**Grade   Area Reviewed**

**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 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.

**2019 - 2022** | The Library Advisory Board is a great group that dealt with many policy issues during the year. They offer great insight and work well with Staff.

**2023** | Gwen Landon retired from the Library Advisory Board. Melissa Selby was appointed by Council.

**Grade Area Reviewed**

**A *Facility***

**2008 & 2009** | The City's new janitor has done a fantastic job keeping the Library clean. The Librarian also keeps 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 result is new carpet and flooring throughout the Library and new upholstery for all the furnishings.

**2015** | The City updated the HVAC system and is renovating the lighting system from 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 roof replacement.

**2017** | The Library was re-roofed, new computers and a new wireless system were installed.

**2018** | New copiers/printers.

**2019** | New circulation computer.

**2020** | Air filtration system improvements due to Pandemic.

**2021** | General upkeep and maintenance. Some vandalism happened in the front and the rear of the library.

**2023** | Several pieces of equipment were replaced.

**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** | New computers were installed, and a new wireless system was put in place.



**2018 – 2023** | Equipment upgraded, replaced, and repaired as needed.

**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 have 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 businesses.

**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 development 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 have 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.



**2019** | Council approved the IGA for the Mid-Valley Partnership. McDowell presented the IGA to several partner cities. The group will work together to develop a budget presentation based on the deliverables in the agreement. City Administrator Scott McDowell was instrumental in making this happen. This is the culmination of six years of work. RAIN continued to be an outstanding partner accomplishing all the deliverables in their contract through the ROI program with Business Oregon. Council was awesome in 2019 and most of the agenda packets contained reports where Staff was actually able to focus on accomplishing Council's goals. Councilors pitched in and helped Staff review problems and policy options. Councilors came to meetings prepared and participation was at an all-time high. Council faced several challenges as a group and made it through some difficult decisions with honor and dignity for each other and for citizens.

**2020** | Council stepped up to help meet the contractual obligations of the Eight Cities group. Lebanon did not keep up their end of the financial obligations and many other communities came forward. The Pandemic severely altered efforts in 2020. Corey Wright took an internship opportunity in Germany and RAIN has struggled to find additional help. All regional efforts were stalled on the Mid-Valley Partnership.

**2021** | The group started working toward the goals of the IGA after the long hiatus caused by the Coronavirus Pandemic. JayRay, a marketing firm, was retained to assist with the marketing plan and to develop a website. Tangent joined the group. Good progress was made, and all cities were excited to be working together again. Nate Conroy took Cory Wright's position at RAIN. Corey had an opportunity to work in Germany. RAIN and the cities were successful in received ROI funding through Business Oregon. Brownsville will serve as the pass-through organization for the funding.

**2022** | The group has been on fire after the Pandemic creating a new marketing plan and website. REAL has also received more funded through Business Oregon and is currently developing a five-year strategic plan among many other developments.

**2023** | REAL adopted their five-year strategic plan. Entered into another contract with RAIN and is currently working with Business Oregon (ROI) on certain portions of the strategic plan.

### **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 (DLCD). Staff have met with representatives of DLCD 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 have 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 learned 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 continue to work closely with the Planning Commission to ensure consistent 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 - 2022** | The Planning Commission has been busy with conditional use applications and guidance for Staff on administrative reviews. Council delegated a few key review for the Commission in 2020 including storage containers and changes to the Brownsville Municipal Code.

**2023** | Overall, 2023 was a relatively quiet year for the Planning Commission.

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## Council Goals | Section II.

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### Goals 2023-2024 (Compilation Date: February 2023)

1. Focus on the Fundamentals.
  - ★ *Protect & manage Brownsville's treasury.*
  - ★ *Foster cooperative and productive relationships both internally & externally.*
2. Advocacy Plan.
  - ★ *Create an advocacy committee charged with developing an advocacy strategy complete with written policy statements as an effort to participate in the State legislative process and in the Federal legislative process when appropriate.*
  - ★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions.*
  - ★ *Monitor new laws, tort limits, and recreational immunity protections for local amenities.*
3. Capital Improvements Plan.
  - ★ *Complete Rec Center Renovation project.*
  - ★ *Complete the GR 12 Waterline extension.*
  - ★ *Plan for new sewer lagoon along with operational improvements.*
  - ★ *Plan for construction of new pavilion and relocation of the playground.*
  - ★ *Analyze new TMDL plan.*
4. Community Development Plan.
  - ★ *Refine Brownsville Municipal Code to better reflect actual practice.*
  - ★ *Adopt building rules and standards to preserve and promote the historic aesthetic.*
  - ★ *Continue the local & regional emergency preparedness efforts.*
  - ★ *Support youth activities with community partners.*
5. Economic Development Plan.





- ★ *Participate in regional efforts and opportunities with partner cities.*
- ★ *Support and implement the Rural Economic Alliance's 5-year strategic plan.*
- ★ *Complete and implement the Land Use inventory.*

#### 6. Water Rights.

- ★ *Explore possible additional water source options.*
- ★ *Continually work on monitoring and perfecting City water rights.*
- ★ *Implement the State required Water Management & Conservation Plan.*

#### 7. Organizational Development.

- ★ *Review Council rules and policies.*
- ★ *Focus on Council leadership development & training.*
- ★ *Foster positive and effective working relations between Council and Staff.*
- ★ *Maximizing social media efforts to promote City projects and events.*
- ★ *Focus on recognizing volunteers, meeting training and procedures for all official boards & committees.*

### Goals Progress Update

#### 1. Focus on the Fundamentals.

- ★ *Protect & manage Brownsville's treasury.*
  - ▶ The City fielded a full Budget Committee with the addition of Felipe Eversull & Matt Schoemaker. Staff shared the audit findings from the previous fiscal year. Council executed gap financing for the completion of the Rec Center Renovation project. Government Capital Corporation was able to find a great rate given market conditions. Council passed a supplemental budget in February 2024 to appropriate the funds for expenditure. Council received a good price for the completion of the GR12 Waterline & Pump Station Improvements project. Council passed ordinances to push back against Salem for unfunded mandates that continue to take away local funding for local projects.
- ★ *Foster cooperative and productive relationships both internally & externally.*
  - ▶ The City continues working closely with the State of Oregon's Department of Environmental Quality (DEQ), Oregon Water Resources Department (OWRD), the Linn County Commissioners Office and several other agencies. Regional efforts including Rural Economic Alliance (REAL), RAIN, the Sheriff's Office contract, the Planning & Building Department contract, and the development of SMAC. Connections have been maintained with the League of Oregon Cities, the Cascade West Council of Governments, and CIS. Local agreements have been extended with the Calapooia Food Alliance (CFA), Sweet Home Sanitation, the Chamber of Commerce, and the Central Linn Recreation Association.

#### 2. Advocacy Plan.

- ★ *Create an advocacy committee charged with developing an advocacy strategy complete with written policy statements as an effort to participate in the State legislative process and in the Federal legislative process when appropriate.*
  - ▶ Council created the Legislative Advocacy & Policy Committee (LAPC) through ordinance early in 2023. The Committee made several framework recommendations that were passed and



implemented by Council. Position papers on key advocacy items were created for internal use and provided to the other members of SMAC and to Sean Tate.

- ★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions.*
  - ▶ Council attended several meetings and continues to stay connected to key issues facing the City through the League of Oregon Cities and Sean Tate. Staff have communicated through partnerships the path for execution. Mayor Craven met with House Representative Jami Cate on several occasions and attended a luncheon with Governor Kotek to express the City's policy priorities and concerns.
- ★ *Monitor new laws, tort limits, and recreational immunity protections for local amenities.*
  - ▶ Cities in Oregon received bad news in the case, *Fields v. the City of Newport*. The City has been active in working toward a fix with CIS. SB 1576 is currently being voted on in the House for passage. If this loophole cannot be closed with this legislation, the impact on the City park system will be devastating. The State's raising of the tort limits is wreaking havoc with the insurance rates. Property & liability insurance has risen nearly 60% due to these limits being raised and the continued passage of terrible public policy that is dramatically impacting cities and counties across the State.

### 3. Capital Improvements Plan.

- ★ *Complete Rec Center Renovation project.*
  - ▶ Open House was held in February. The City has successfully completed this important project. Staff continue detailed work to prepare the facility for public rentals.
- ★ *Complete the GR 12 Waterline extension.*
  - ▶ The project is underway and progressing nicely overall. Staff hopes the project will be completed by the end of March 2024.
- ★ *Plan for new sewer lagoon along with operational improvements.*
  - ▶ The City Engineer continues to work on the initial planning for a new sewer lagoon. The City is also looking into making a chemical change at the Treatment Plants. Any formal plans will have to be rolled into a bond with the improvements planned for the Water Treatment Plant. The City will have some high-cost items that must be addressed per State Law and to continue providing critical services to the residents.
- ★ *Plan for construction of new pavilion and relocation of the playground.*
  - ▶ Funding will delay these projects. Council will need to reassess during the upcoming Budget Season FY 2024.2025.
- ★ *Analyze new TMDL plan.*
  - ▶ Department of Environmental Quality (DEQ) has not officially approved the City's new plan. Council approved submitting the edited report at the January 2024 Council meeting.

### 4. Community Development Plan.

- ★ *Refine Brownsville Municipal Code to better reflect actual practice.*





- ▶ Council passed several ordinances including parking, towing, curfew, camping, and administrative laws toward this effort. Council authorized Staff to review the nuisance abatement process for repeat offenders at the February Council meeting.
- ★ *Adopt building rules and standards to preserve and promote the historic aesthetic.*
- ★ *Continue the local & regional emergency preparedness efforts.*
  - ▶ Council supported the EPC who has been sending stand alone newsletters twice a year to all residents in Brownsville, Halsey, and the corresponding fire districts. The City ordinance is centered around public education and individual preparedness efforts.
- ★ *Support youth activities with community partners.*
  - ▶ Council spent over \$2M renovating the Rec Center, adopted a new agreement and helped with organizational development and custodial services. Staff continues to assist the Central Linn Recreation Association with operational issues.

## 5. Economic Development Plan.

- ★ *Participate in regional efforts and opportunities with partner cities.*
  - ▶ Council finalized the financial agreement with Business Oregon for the partnership with REAL. Council entered into a new agreement with RAIN through the end of 2025.
- ★ *Support and implement the Rural Economic Alliance's 5-year strategic plan.*
  - ▶ The group continues to prioritize items in the strategic plan. REAL is close to signing a deal with JayRay Marketing to survey regional businesses to get a better understanding of needs and priorities. This survey will be done in partnership with Business Oregon.
- ★ *Complete and implement the Land Use inventory.*
  - ▶ Administrative Assistant Elizabeth Coleman, Planner Dave Kinney continue work with Linn County's GIS Department preparing for this process.

## 6. Water Rights.

- ★ *Explore possible additional water source options.*
- ★ *Continually work on monitoring and perfecting City water rights.*
- ★ *Implement the State required Water Management & Conservation Plan.*
  - ▶ Staff are actively working on the implementation of the items identified in the Plan.

## 7. Organizational Development.

- ★ *Review Council rules and policies.*
  - ▶ Council passed a new officials handbook.
- ★ *Focus on Council leadership development & training.*
  - ▶ Council met several times throughout 2023 to work on group dynamics and interactions. Great progress was made in the overall cooperation of the Council. Council held a Staff appreciation dinner for Staff.



- ★ *Foster positive and effective working relations between Council and Staff.*
  - ▶ Council held a Staff appreciation dinner for Staff. Staff & Council held a volunteer appreciation party in September at the pavilion in Pioneer Park. Mayor Craven and Council have increased their efforts in working with Staff and are maintaining extremely effective relationships with Staff.
  
- ★ *Maximizing social media efforts to promote City projects and events.*
  - ▶ Council revisited this item. The City will not publish Council meetings in a television format. Council members are doing a great job monitoring social media conversations without creating more community drama and turmoil.
  
- ★ *Focus on recognizing volunteers, meeting training and procedures for all official boards & committees.*
  - ▶ Council held both a volunteer appreciation cookout & a Staff dinner this past year as mentioned above. Librarian Sherri Lemhouse also does a very good job recognizing Library volunteers with appreciation events during the year.

**How are expectations set in City Government?**

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion



**THE PROCESS OF PROGRESS**

- Prepare for Public Reaction**
1. Anticipate
  2. Prepare
  3. Listen
  4. Respond

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

- City Responsibility**
1. What is the City's role?
  2. Remember you are one vote.
  3. Answer a question? Direct one?
  4. You can always check into it.



# Project Outlook | FY 2023.2024

PROJECT:

NOTES:

## 2023.2024 Project Outlook (Master TTDL) | Section III.

**Preparation Note:** The Project Outlook or Master TTDL (Things to Do List) is based on priorities listed in the annual City Budget and Council Goals. The list includes some day-to-day responsibilities of Staff. The list is also added to by Council and other appointed boards add items throughout the year. The list is not all inclusive.

### 1. Rec Center Renovations Project (Coleman, Frink & McDowell)

**Time Frame:** 09.2022 – 06.2024

- |  |                     |
|--|---------------------|
| <input checked="" type="checkbox"/> Prepare & Review Project Details                       | In Process          |
| <input checked="" type="checkbox"/> Fundraising Committee Creation + TTDL                  |                     |
| <input checked="" type="checkbox"/> Letters & Meetings                                     | Pending             |
| <input checked="" type="checkbox"/> Pre-Construction Walk Through Meeting                  | Scheduled           |
| <input checked="" type="checkbox"/> Develop Engineering & Documents                        | Oct. '22 – Jan. '23 |
| <input checked="" type="checkbox"/> Professional Services Contract Finalized               | Nov. '22            |
| <input checked="" type="checkbox"/> Financial Determinations                               | 04.10.2023          |
| <input checked="" type="checkbox"/> Bid Deadline   | 04.10.2023          |
| <input checked="" type="checkbox"/> Execute Contracts                                      | 04.25.2023          |
| <input checked="" type="checkbox"/> Mobilization & Construction                            | 05.15.2023          |
| <input checked="" type="checkbox"/> Secure Storage Unit   United Rentals                   | 05.2023             |
| <input checked="" type="checkbox"/> Clean Out Rec Center   PW ++                           | 06.02.2023          |
| <input checked="" type="checkbox"/> Floor Salvage Review & Determination   Craven          | 06.03.2023          |
| <input checked="" type="checkbox"/> Pacific Power Agreement & Coordination                 | 05.24.2023          |
| <input checked="" type="checkbox"/> Carlson's Inspection Contract                          | 06.12.2023          |
| <input checked="" type="checkbox"/> Secure Gap Financing   GCC & Jana Jay                  | 06.2023             |
| <input checked="" type="checkbox"/> BOLI Wage Exploration +   Hilary ++                    | 06.2023             |
| <input checked="" type="checkbox"/> Accounting, Monitoring   Daily                         | On Going            |
| <input checked="" type="checkbox"/> Weekly & Daily Inspections                             | On Going            |
| <input checked="" type="checkbox"/> Change Orders  | On Going            |
| <input checked="" type="checkbox"/> Contract Changes & Discussion                          | On Going            |
| <input checked="" type="checkbox"/> Pioneer Christian Academy Space                        | Oct. – Dec.         |
| <input checked="" type="checkbox"/> Execute Mid-Point Check                                |                     |
| <input checked="" type="checkbox"/> Move Money to Escrow                                   | Every Pay Period    |
| <input checked="" type="checkbox"/> Project Accounting                                     | On Going            |
| <input checked="" type="checkbox"/> Order Plaques  | 11.2023             |
| <input checked="" type="checkbox"/> Order Appliances                                       | 12.2023             |
| <input checked="" type="checkbox"/> Cintas   Coordinate Dispensers                         | 12.2023             |
| <input checked="" type="checkbox"/> Finish City TTDL   Trash Cans   Cintas   E-Door   ++   |                     |
| <input checked="" type="checkbox"/> Return Storage Unit                                    |                     |
| <input checked="" type="checkbox"/> Schedule Open House   <i>February 2024 per Council</i> | 01.2024             |
| <input checked="" type="checkbox"/> Punchlist Walkthrough                                  | 12.20.2023          |
|  | 01.05.2024          |
| <input checked="" type="checkbox"/> Substantial Completion & Occupancy Certificate         | 01.05.2024          |
| <input type="checkbox"/> Complete Punch List Items   |                     |
| <input type="checkbox"/> Execute Final Check   |                     |
| <input type="checkbox"/> Finalize Contract   |                     |

# Project Outlook | FY 2023.2024

**PROJECT:**

**NOTES:**

## 2. American Rescue Plan Act (ARPA)[Second Installment]

**Time Frame:** 08.15.2022 – 06.30.2024

- Awaiting Second Installment (Tranche)
- Approve ARPA Resolution 09.27.2022
- Continue Grant Reporting Requirements On Going
- OST Segregated Account | TM 02.2023
- Finish Paperwork [To Be Used on GR12 Waterline Extension] 07.2023
- Provided Necessary Financial Documents
- Other Requirements

## 3. HB 3115 Implementation [Unfunded Mandate]

**Time Frame:** 05.15.2023 – On Going

- Staff Implementation & Logistics On Going
- Council Subcommittee Review [LaCoste & Chambers]
- Pass Necessary Ordinances + Camping Modifications 06.2023
- 10.2023

## 4. Wells Project (Frink & McDowell)

**Time Frame:** 08.2023

- Vendor | Scheduling 08.2022
- Coordinate Logistics 08.2022
- Perform the Service 08.15.2022
- Final Payment 08.30.2022
- Switch over to the Wells 05.2023
- Troubleshoot Issues As Needed 05.2023

## 5. September Newsletter (Morrow & Staff)

**Time Frame:** 8.2023 – 09.2023

- Call for Articles [Early August]
- See Calendar for Topics
- Staff Complete Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy
- Prepare for Mailing Zip Code
- Prepare Post Office (Bulk Process)
- Send
- Post to WS

## 6. Court | Next Steps (McDowell, Morrow & Deaver)

**Time Frame:** On Going

- Maintain City Court Records On Going

## 7. Development Issues (McDowell, Frink, Quigley, Coleman+)

**Time Frame:** 11.2022 – 06.2024

- Monitor Development Numbers On Going



# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- |   |            |
|---|------------|
| <input checked="" type="checkbox"/> Dyer   Sanitary Sewer Lagoon Estimate | In Process |
| <input type="checkbox"/> Team Review   Options                            |            |

### 8. Developments [River's Edge+]

**Time Frame:** 08.15.2022 – 06.30.2024

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Phase III   Sanitary Sewer Depth             | Feb. '22                                   |
| <input checked="" type="checkbox"/> Phase III   Field Reviews & Inspections      | Feb. '22; Redo<br>Feb. '24                 |
| <input type="checkbox"/> Accept Phase I & II   Sanitary & Water                  | Pending                                    |
| <input checked="" type="checkbox"/> Landscaping Installation Review & Acceptance | In Process;<br>Letter Dec. '22<br>03.28.23 |
| [Partial RE OS Release]  | 11.2023                                    |
| [Final RE OS Release]  | Pending                                    |
| <input type="checkbox"/> Abutting Drainage & Properties                          | 04.2023; 11.2023                           |
| <input checked="" type="checkbox"/> Open Space   Punch List   Payment Release    | 07.2023                                    |
| <input checked="" type="checkbox"/> Emily Silvestri Meeting                      |  |
| <input checked="" type="checkbox"/> KF   H J Contracting   J.T. [?]              |  |
| <input checked="" type="checkbox"/> As-Built Drawings                            | 02.2024                                    |
| <input checked="" type="checkbox"/> HOA Annual Letter                            | 01.2024                                    |

### 9. Central Linn Recreation Association Organizational Development (McDowell)

**Time Frame:** 09.2022 – 06.2024

- |  |                  |
|--|------------------|
| <input checked="" type="checkbox"/> Revise Bylaws                            | June – Sept. '22 |
| <input checked="" type="checkbox"/> Add Necessary Policy                     | In Process       |
| <input checked="" type="checkbox"/> Revise Existing Policy to match practice |                  |
| <input checked="" type="checkbox"/> Coordinating RCRP Needs   PCA   ++       | In Process       |
| <input type="checkbox"/> Make Necessary Changes   O.D.                       | In Process       |
| <input type="checkbox"/> Board Approvals                                     |                  |

### 10. Park Projects (Frink, Coleman & McDowell) **HOLD**

**Time Frame:** 09.2023 – 06.2024

#### Playground Equipment

- |  |      |
|--|------|
| <input checked="" type="checkbox"/> Budgeted   Council Purchasing Timeline | HOLD |
| <input type="checkbox"/> Review Playground Style                           |      |
| <input type="checkbox"/> Review Logistics                                  |      |
| <input type="checkbox"/> Obtain Quotes for Equipment & Install             |      |
| <input type="checkbox"/> Review POA  |      |
| <input type="checkbox"/> Make Decisions around Installation Issues         |      |

#### Pioneer

- |   |          |
|---|----------|
| <input type="checkbox"/> Cleanout River Debris [August]   |          |
| <input checked="" type="checkbox"/> Council   Pavilion Planning   TT Volunteered                |          |
| <input checked="" type="checkbox"/> Sign Repair   Jane MacQueen   ✓ Rec Center + Blakely + C.E. |          |
| <input checked="" type="checkbox"/> New Bark Chips for Playground [2023]                        | 07.2023  |
| <input checked="" type="checkbox"/> Execute Contracts   | On Going |

#### Kirk's Ferry

- |  |         |
|--|---------|
| <input checked="" type="checkbox"/> GR 12 Waterline Issues (Dyer & County) | 08.2023 |
|--|---------|



# Project Outlook | FY 2023.2024

PROJECT:

NOTES:

## Remington Park

- Install Sign
- Modify Natural Play Area

### 11. TrafficStat Setup & Implementation (McDowell & Frink+)

**Time Frame:** On Going

- Training 11.2022
- Field Installations 12.2022
- Deployment 12.2022
- Redeployment Pending
  - Software & Operational Issues
- Collect Data Ongoing

### 12. Weed Abatements (Phase II) Ⓞ (McDowell & Morrow)

**Time Frame:** 08.2024 – 10.30.2024 | *Fire Warnings Issued*

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

### 13. Cascade West Council of Governments Advocacy Ⓞ (McDowell) [?]

**Time Frame:** 08.2023 – 06.2024

- Rally the Troops || Testing the Waters Pending
- Devise an Advocacy Plan (No CWCOG Involved) Pending
- Present to the Board
- Assist with Committees
- Develop Website Tracking
- Create League of Oregon Cities Interaction & Interface
- Keep Everyone Together

### 14. City Hall Improvements (Staff)

**Time Frame:** 09.2023 – 06.2024

- Harris Computers | Working out the Problems On Going
- Explore Moving to Cloud In Process
- Alyrica | More Speed | Limiting Factors In Process
- Door & Furniture Change | Pending

### 15. Sewer Lagoon Engineering & Project (Frink & McDowell)

**Time Frame:** Future Planning & Preparations | 09.2022 – 06.30.2024

- Dyer | Prepare & Review Project Details In Process
- Sulfur Dioxide Chemical Change Process In Process
- Letters & Meetings
- Budget Inclusion

# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- Pre-Construction Walk Through Meeting
- Develop Engineering & Documents
- Contract Finalized
- Bid Deadline
- Execute Contracts
- Mobilization & Construction
- Weekly & Daily Inspections
- Execute Mid-Point Check
- Complete Punch List Items
- Move Money to Escrow
- Execute Final Check
- Release Escrow Funds | Punch List Complete
- Finalize Contract

### 16. Rural Economic Alliance (REAL) f.k.a Mid-Valley Partnership (MVP) ★ (McDowell)

**Time Frame:** On Going

- |  |                     |
|--|---------------------|
| <input checked="" type="checkbox"/> Meet with Caroline Cummings   \$   CW & HN   | 08.22.2022          |
| <input checked="" type="checkbox"/> RAIN Contract Monitoring + ROI Grant \$  | In Process          |
| <input checked="" type="checkbox"/> Create Website   | In Process          |
| <input checked="" type="checkbox"/> Brian Plinski   Biz Oregon   ROI   \$ Issue  | On Going            |
| <input checked="" type="checkbox"/> Council   Resolution 2022.07   | Monthly (As Needed) |
| <input checked="" type="checkbox"/> Facilitation Vendor [Kinesis]  | In Process          |
| <input checked="" type="checkbox"/> Enter Vendor Agreement   Goal Setting +<br><input checked="" type="checkbox"/> Identify Priorities |                     |
| <input checked="" type="checkbox"/> Tie Ins with State & Other Partners  | Pending             |
| <input checked="" type="checkbox"/> LC Commissioner's Meeting  | 08.2023             |
| <input checked="" type="checkbox"/> Regular Meetings   | Ongoing             |

### 17. CIS Learning Center ⑥ (McDowell & Staff)

**Time Frame:** 10.2023 – 06.2024

- |   |         |
|---|---------|
| <input checked="" type="checkbox"/> Procure & Install PW Computer | 10.2022 |
| <input type="checkbox"/> Provide Passwords for Public Works       |         |
| <input type="checkbox"/> Provide Tutorial for Staff               |         |
| <input type="checkbox"/> Create Required Testing Plan             |         |
| <input type="checkbox"/> Assign Training Plan                     |         |
| <input type="checkbox"/> Create Appropriate Deadlines             |         |
| <input type="checkbox"/> Monitor Progress                         |         |

### 18. Disaster Preparation [D-Prep] ② (McDowell & Staff)

**Time Frame:** Current – 06.2024

- |   |            |
|---|------------|
| <input checked="" type="checkbox"/> Blair Larsen & Joe Rodondi   Where are we?   Contract Signed? | 08.2022    |
| <input checked="" type="checkbox"/> Decision On Moving Forward   Personnel Changes +              | 09.21.2022 |
| <input checked="" type="checkbox"/> October 2023   Begin Reviews                                  | 12.2022    |
| <input checked="" type="checkbox"/> Start Process   | In Process |
| <input checked="" type="checkbox"/> Lebanon   Nancy Brewer Resignation & Summer Stall             | On Going   |
| <input type="checkbox"/> Ric Lentz   LCSO Integration Effort                                      | ▼          |

# Project Outlook | FY 2023.2024

**PROJECT:**

**NOTES:**

- Complete Phase I
- Outcome | Creating an EOC & Necessary Documentation



**19. SingerLewak ⑥ (Deaver, Morrow & McDowell)**

**Time Frame:** 08.2023 – 03.2024

- Staff | Audit Debrief
- New Audit Planning Strategy
- YE AJE's
- Council Presentation
- Schedule Audit
- Pre-Audit Information Gathering
- Prepare Information
- Execute Checklists
- Complete Engagement Letter
- Prepare Staff Information
- Answer Follow-Up Questions
- Track Completion
- Review Audit
- Provide M D & A Report
- File with Secretary of State
- File with S & P
- File with EMMA | MSRB
- Finalize Contract

**20. Water Management & Conservation Plan ⑥ (Frink, Deaver & McDowell)**

**Time Frame:** 06.2023 – 12.2023

- Sent to OWRD 08.15.2022
- OWRD Questions & Follow-Up 07.2023
- OWRD Contract Completion 07.2023
- KF & SM Review | POA 08.31.2023
- Council Presentation 09.26.2023
- Council Plan Approval 09.26.2023
- Plan Implementation In Process
- Valve & Meter Placements In Process
- Leak Detection Services
- Start Checklist | Water Line Audit

**21. GR 12 Waterline Engineering & Project (Frink & McDowell)**

**Time Frame:** 09.2021 – 05.2024

- Prepare & Review Project Details | Jessie & Ryan 08.2021
- Dyer Partnership Estimate | Construction & Engineering \$750,000 01.22.2022
- Secure Easements | Pre-liminary with B. Carroll 08.2021
- ARPA \$ Tie-In
- FEI | Subsurface Exploration 03.2023
- LCPD | Stacy Whaley Snag 05.2023
- Hired Arborist | Report Sent 05.2023
- Cleared to Move FWD by LCPD 06.2023

# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- |   |            |
|---|------------|
| <input checked="" type="checkbox"/> Ryan Quigley Progress Report   Survey | 08.09.2023 |
| <input checked="" type="checkbox"/> Website, Letters & Meetings           | On Going   |
| <input checked="" type="checkbox"/> Prepare Easements                     | 10.2023+   |
| <input checked="" type="checkbox"/> Pre-Construction Walk Through Meeting | 12.05.2023 |
| <input checked="" type="checkbox"/> Letter to Residents & Owners          | 02.2024    |
| <input checked="" type="checkbox"/> Award Bid                             | 12.19.2023 |
| <input checked="" type="checkbox"/> Develop Engineering & Documents       | 11.2023    |
| <input checked="" type="checkbox"/> Engineer Contract Finalized           | 02.2024    |
| <input checked="" type="checkbox"/> Financial Determinations              | 01.2024    |
| <input checked="" type="checkbox"/> Bid Deadline                          | 12.13.2023 |
| <input checked="" type="checkbox"/> Execute Contracts                     | 02.2024    |
| <input checked="" type="checkbox"/> Mobilization & Construction           | 02.05.2024 |
| <input checked="" type="checkbox"/> Weekly & Daily Inspections            | In Process |
| <input type="checkbox"/> Execute Mid-Point Check                          |            |
| <input type="checkbox"/> Complete Punch List Items                        |            |
| <input type="checkbox"/> Move Money to Escrow                             |            |
| <input type="checkbox"/> Execute Final Check                              |            |
| <input type="checkbox"/> Finalize Contract                                |            |

### 22. Street Paving & Rehabilitation Projects ★ (Frink & McDowell)

**Time Frame:** On Going

- Create Specifications [CLRA Foundation Removal & New Sidewalks]
- Request & Obtain Quotes
- Execute All Quote
- Council Acceptance
- Execute Contract
- Pre-Construction Meeting
- Letter to Residents
- Mobilization & Construction
- Punch List Items
- Finalize Contract
- Execute Final Check

### 23. Linn County Planning & Building Quarterly Meeting (Coleman & McDowell)

**Time Frame:** On Going

- |   |            |
|---|------------|
| <input checked="" type="checkbox"/> Stay Current on Development Issues          | In Process |
| <input checked="" type="checkbox"/> County Computer System (Significant Issues) | 02.2023    |
| <input checked="" type="checkbox"/> Joint City Reviews                          | On Going   |
| <input checked="" type="checkbox"/> Accela   LC Computer System Training        | 09.07.2023 |
| <input type="checkbox"/> County   Planning Services MOU Concept                 | Pending    |
| <input type="checkbox"/> Review UGB Agreements                                  | Pending    |

### 24. Water Rights (McDowell & Frink)

**Time Frame:** 09.2023 – 06.2024

- |   |              |
|---|--------------|
| <input checked="" type="checkbox"/> Hired Dyer Partnership        | 07.15.2022   |
| <input checked="" type="checkbox"/> Secure Mill Race Water Right  | Under Review |
| <input checked="" type="checkbox"/> Monitor All City Water Rights | On Going     |



# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

Laura Schroeder | City WR Attorney

### 25. Linx Transportation Partnership ★ (Council & McDowell)

**Time Frame:** 08.2023 – 06.2024

- Continue Marketing Efforts
- Monitor Outcomes

Synopsis (Spring '23)

### 26. Alyrica Fiber Optics Install (Frink & McDowell)

**Time Frame:** Current – 06.2023

- Matt Coleman | Working on PW Shop
- Signed Agreement for School Avenue +
- Complete Coverage by 12.2024

08.15.2022

01.2024

### 27. Arbor Day ⑥ (Coleman)

**Time Frame:** 08.2023 – 10.2023

- Mayoral Proclamation
- Contact Partners
- Determine Planting Location
- Park Tree Planting: Discuss with Frink
- Arrangements for Refreshments (Optional)
- Event Day | Month

### 28. Evaluations ⑥ (McDowell & Frink)

**Time Frame:** 10.2023 – 01.2024

- Vacation Cash Out Option (November Payroll)
- Calculate Potential Increases
- Prepare Benefits Letters
- Prepare Payroll Changes
- Send Payroll Changes to BCS
- Execute Personnel Meetings

11.2023

12.2023

01.2023

01.2023

01.2023

01.2023

### 29. New Newsletter Model ★ (Morrow & McDowell)

**Time Frame:** 8.2023 – 06.2024

- Council Summary Minutes + | Synopsis
- Prepare Post Office (Bulk Process)
- Post to WS
- Send

Monthly

### 30. TMDL Annual Review ⑥ ★ (McDowell & Frink)

**Time Frame:** On Going | Due March 2022 | Still under review by the State

- Council Report Review & Approval
- Council Approve Final Report
- File Annual Report with State
- TMDL Presentation
- DMA Responsibilities Webinar...
- Create New DMA TMDL Plan

01.25.2022

01.25.2022

01.28.2022

05.2022 | 12.21.2021

05.2021

08.24.2022



# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- Council Approve Draft TMDL | Before Submission 09.27.2022
- Review TMDL Plan (Woolverton) 01.2022; Sent to DEQ
- Continue Periodic Updates of Council (January, April & November)
- Review TMDL Plan Requirements & Council Approval 07.2023
- Review Implementation Items
- Staff TMDL Training

### 31. Christmas Decorations Ⓞ (Frink & McDowell)

**Time Frame:** 11.2023 – 01.2024

- Make Installation Arrangements
- Make Removal Arrangements

### 32. Judges Pro-Tempore Ⓞ (McDowell & Meyer)

**Time Frame:** 01.2024

- Create Resolution 2022.01 | 2023.04 +
- Council Approval

### 33. Public Works ROW Maintenance Checklist (Frink+)

**Time Frame:** 12.2023 – 06.2024

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

### 34. Event Agreement Negotiations (McDowell)

**Time Frame:** 10.2023 – 06.2024

- Chamber of Commerce | Antique Faire
- Pioneer Picnic
- Spangle Cycling 02.2024
- Rally on the River
- Mid Valley Bike Club Overnight
- Various Reunion Camping Arrangements
- Festival of Tents
- Various Reunion Camping Arrangements (Annual)

### 35. Records Project ★ (Deaver, Coleman, Morrow & McDowell)

**Time Frame:** 09.2023 – 06.2024

- Filing Cabinets On Going
- Maps Organization
- Maintain E-Files (Ordinances & Resolutions)
- Create Easement File
- Property Infringement Project + Letter

### 36. Land Inventory ★ (Kinney, Coleman & McDowell)

**Time Frame:** On Going

# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- Review Details
- Council Moves FWD
- Final Edit | RV Plus
- Council Conducts Public Hearings
- Submit to County
- Submit to State

In Process

### 37. Wastewater Collections Cleaning Checklist (Frink)

**Time Frame:** 12.2023 – 05.2024

- Identify Areas
- Contact Inspection Service
- Review Findings
  - Complete Recommendations
- Create Maintenance Checklist
- Implement Cleaning Priorities

### 38. Budget Process (Morrow & McDowell)

**Time Frame:** 02.2024

- Prepare & Review Checklists
- Council Budget Advertisements Awareness
- ✳ Refer to Budget Checklists || Posted on WS
- 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

12.2023

01.2024

### 39. Zoning Code Provisions Review ★ (Coleman, McDowell & Frink)

**Time Frame:** 10.2023 – 05.2024

- Final Review
- Council Process
- Council Approval

### 40. EPC ★ (McDowell & Morrow)

**Time Frame:** On Going

- Community Event Logistics
- Non-Profit Invitations
- Food & Refreshments
- Mayor | Opening & Closing Remarks
- Maintain Standalone Website
- Council Report
- BRFD, H-SRFPD & Halsey
- Quarterly Meeting Schedule

On Going

12.2023

On Going

### 41. Calendar Project/Reservation Platform ★ (Deaver & McDowell)

**Time Frame:** 01.2024 – 02.2024

- Public Unveiling

# Project Outlook | FY 2023.2024

**PROJECT:**

**NOTES:**

**42. Hire Park Caretakers ⑥ (Frink, Morrow & McDowell)**

**Time Frame:** 11.2023 – 04.2024

- Shepherd's Sign Extension Option 10.2023
- Training | KF + | SM | JD +

**43. Canal Company ★ (Council & McDowell)**

**Time Frame:** 10.2021 – 06.2024

- Setup Final Meeting with Holbrook & Babcock 10.30.2021
- Review Council Presentation | Adam Craven Appointed 09.28.2021
- Discuss Model & Steps Forward
- Council Permission | City Attorney Ross Williamson
- Scott Smith | Canal Presentation Footage 01.2022
- Running Pumps Requires:
  - ★ Confirms IRS Status
  - ★ Provides Insurance Certificate 05.2022
- SM | Holbrook Prep
- Sherri Strandy Verification
- KF: Initiate Startup
- Review Implications 12.2023
- Canal Company Meeting 03.14.2024

**44. CIS | HUB ② (McDowell & Staff)**

**Time Frame:** 01.2023 – 07.2024

- Benefits | Open Enrollment Preview | SM & JD
- Attend Annual Conference (Janna) 02.2024
- Annual Survey 01.2024
- Pass Safety Resolution 01.2024
- Pass Workers Compensation Resolution 02.2024
- Review Workers Compensation Figures
- Review General Liability Coverage
- Cyber Coverage
- Review Flood Insurance
- CIS Switched to SAIF | Workers Compensation
- Performance Bonds
- Mobile Equipment List
- Property Coverage Review
- Policy Changes
- Stats Request [JD]
- Forms & Coverages Review
- RFC | Open Enrollment (July 2024)[Darrin Godfrey]

**45. Cybersecurity (McDowell)**

**Time Frame:** On Going

- Monthly Staff Review
- CIS Policy Requirements

# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

Computer Updates

On Going

### 46. LCSO Quarterly Meeting (McDowell & Council)

**Time Frame:** On Going

- Setup & Coordinate Meetings
- Harrisburg Review
- Scio Review
- Set Quarterly Schedule
- Council Representative | Winklepleck & Chambers
- Line Up LCDA Doug Marteeny
- Meeting with Sheriff Duncan
- Continue Ordinances Project

### 47. March & New Newsletter Model ★ (Morrow & Staff)

**Time Frame:** 2.2024 – 03.2024

- Call for Articles [Early March]
- Spring Calendar for Topics
- CCR | Public Works Superintendent
- Staff Complete Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy
- Prepare for Mailing (97327)
- Prepare Post Office (Bulk Process)
- Send
- Post to WS

### 48. Weed Abatements (Phase I) Ⓞ (McDowell & Morrow) Weather Late | People Late |

**Time Frame:** 06.2024 – 08.15.2024

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

### 49. Marijuana Lawsuit (McDowell & Named Defendants)

**Time Frame:** Ongoing

- |  |                |
|--|----------------|
| <input checked="" type="checkbox"/> Documents Gathering +++                                | Previous Years |
| <input checked="" type="checkbox"/> Depositions Preparations                               | Previous Year  |
| <input checked="" type="checkbox"/> Lynda Chambers   Executive Session Request             | 11.23.2021     |
| <input checked="" type="checkbox"/> Depositions   Community Room                           | 01.28.2022     |
| <input checked="" type="checkbox"/> Federal Judge Retired   COVID Crazy                    | 06.2023        |
| <input checked="" type="checkbox"/> Kenny Montoya   Started a New Firm   Still on the Case | 06.2023        |

# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- Ongoing... Next Steps will be added

### 50. Fourth of July Preparations (*Frink & McDowell*)

**Time Frame:** 06.2024 – 07.2024

- Insurance Certificate | Roy Houtz Display Requirement 02.2024
- Review Situation with Chief Rogers
- Make Decision | Inform Council & the Boards | Chamber
- Prepare Caretakers
- Rent Light Banks (*Karl: 2 Total*)
- Coordinate Volunteer Help
- Contact Vendors
- Contact Sweet Home Sanitation 10 + 10 Cans [Last Minute Drama]
- Execute Cleanup

### 51. Budget Finalization Process ☉ (*McDowell & Morrow*)

**Time Frame:** 07.2024

- Certify Budget
- Budget Checklist Update
- Complete Compilation
- Microfund | Populate FY 2024-25
- Budget Documents Forward '25
- Schedule Forward '25

### 52. OMCB Audit (*Deaver & McDowell*)

**Time Frame:** 06.2024

- Review Audit Parameters
- Prepare & Gather Documents
- Cemetery Pictures
- Deeds & Cemetery Lot Documentation
- Compilation of Materials
- Submit to OMCB

### 53. Dust Control & Greg Tilley (*Frink*)

**Time Frame:** 05.2024

- Prepare & Review Streets
- Fax Greg List of Streets (If Needed)
- Delete Pearl Street | Last 2 FY
- Numbers for Deaver
- Prepare Invoices (*Deaver*)
- Send Invoices to Property Owners

### 54. Antique Faire Preparations (*Frink & McDowell*)

**Time Frame:** 07.31.2024

- Provide Signs
- Open Back Gate
- Electricity & Vendors
- Move rocks for staging



# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

- Caretakers Arrangements

### 55. Rally on the River Preparations (*Frink & McDowell*)

**Time Frame:** 07.15.2024

- Electricity & Vendors
- Move Rocks
- Caretakers Arrangements

### 56. Council & Staff ★ (*McDowell + Everyone*)

**Time Frame:** On-going

- Approve Council & Staff Engagement
- Develop Advocacy Committee | Local Issues | LOC + COG
- Certification Election Results Resolution
- Appreciation Resolutions +
- Goal Setting Session Logistics + Prep
  - Agenda
  - Refreshments +
- Create Shared Expectations
- Monitor Execution

### 57. Employee Handbook & Job Descriptions Update (*McDowell*)

**Time Frame:** 11.2023 – 04.2024

- Add Necessary Policy
- Revise Existing Policy to match practice
- Make Necessary Changes
- Council Approval
- Make Changes Per Council Authority
- Post New Handbook to WS
- Send All Employees New Version

### 58. Heavy Equipment Procurements [**Grader & Vector**] (*Frink & McDowell*)

**Time Frame:** 09.2023 – 05.2024

- Frink Investigating Used Equipment Market
- Submit Purchase Bids
- Complete Purchase
- Complete Contract
- Final Payment
- Insurance Coverage

# Project Outlook | FY 2023.2024

PROJECT:

NOTES:

## Agreements & Miscellaneous Time Frame: Various

### 2024 Agreements Reviews

- ◆ Pioneer Picnic [Next Review: 11.2024]
- ◆ Senior Center [Next Review: 11.2024]
- ◆ Central Linn Recreation Association [Next Review: 12.2024]
- ◆ Solid Waste: Sweet Home Sanitation [Next Review: 09.2024]

### Annual Agreements

- ◆ Valley Telephone Services Agreement [Next Review: June 2024]
- ◆ Senior Center Agreement [Next Review: November 2024]
- ◆ Prepare Annual Park Agreements
- ◆ Rally on the River (W. Long)
- ◆ Festival of Tents (T. Wenger & A. Walton)
- ◆ Miscellaneous Bicycle, Motorcycle & Running Events

### Future Agreement Reviews

- ◆ LCSO Agreement [Next Review: 06.2025]
- ◆ Central Linn Recreation Board [Next Review: 12.2024]
- ◆ Chamber of Commerce [Next Review: October 2025]
- ◆ Brownsville Art Association [Next Review: 11.2025]
- ◆ Pioneer Picnic Association [Next Review: 11.2024]
- ◆ DAS ORCPP Agreement | Changed [Next Review: October 2024]

### Rolling Agreements

- ◆ Linn County Justice Court
- ◆ Planning Consultant (D. Kinney)
- ◆ Engineering Consultant (R. Quigley)
- ◆ DOR Marijuana Tax Collection
- ◆ Linn County Building Department
- ◆ Linn County Court Clerk Services
- ◆ Benton County General Services
- ◆ Linn County Justice of the Peace
- ◆ ODOT Emergency Services
- ◆ Halsey Public Works Mutual Aid
- ◆ SingerLewak Payroll Agreement
- ◆ Speer Hoyt Legal Services
- ◆ HUB Insurance Services
- ◆ James Land Lease Agreement
- ◆ Sodaville IGA
- ◆ Cindy Flandermeyer [Watering]

### Franchise Agreements

- ◆ **Communications:** CenturyLink 2017/Alyrica [Next Review: 2026]
- ◆ **Solid Waste:** Sweet Home Sanitation [Next Review: 2024]
- ◆ **Natural Gas:** Northwest Natural Gas [Next Review: 2026]
- ◆ **Electricity:** Pacific Power [Next Review: 2026]

# Project Outlook | FY 2023.2024

## PROJECT:

## NOTES:

### ***General Staff Duties, Responsibilities & Other Things***

- ★ Day to Day Operations
- ★ Website Maintenance
- ★ Weekly Deposits
- ★ Monthly Utility Billing
- ★ Month End Financials
- ★ Financial Management
- ★ Citizen Concerns & Complaints
- ★ Monitor Neighborhood Disputes
- ★ Water & Wastewater Testing
- ★ Water & Wastewater Reports & Processing
- ★ Utility Emergencies
- ★ Routine Maintenance
- ★ Grounds Maintenance
- ★ Vehicle Maintenance
- ★ State Law Changes
- ★ Programmatic Changes
- ★ State Reporting
- ★ Council, Committees & Boards Developments
- ★ Resolutions & Ordinances
- ★ Council Packets
- ★ Newsletters
- ★ Consumer Confidence Report
- ★ Utility Emergency Plans
- ★ Community Emergency Plans
- ★ Brownsville Handbook Update
- ★ Volunteer Management
- ★ Business Registration Program
- ★ Zoning & Permits
- ★ CIS Policy Changes
- ★ Computer Issues
- ★ Update Prospectus
- ★ Go Team [MVP IGA & RAIN]
- ★ Executive Board [Chamber]
- ★ Linn County Solid Waste Advisory Committee
- ★ Cascades West Council of Governments
- ★ League of Oregon Cities & Region III
- ★ Cascades West (COG) Policy Advocacy
- ★ State DAS ISS
- ★ D-Prep EOC Development
- ★ IT | Computer & Website Issues
- ★ Town Hall & Committee Formation
- ★ River's Edge Development
- ★ NHMP
- ★ Linn County Planning & Building Department Discussion

### **Important Resources**

Strategy and planning documents that must be reviewed are listed below:

- ★ **The Capital Improvements Plan**  
<https://www.ci.brownsville.or.us/publicworks/page/2019-capital-improvements-plan-cip-approved>
- ★ **The Master Parks Plan**  
[Park Master Plan 2020 | Approved | Brownsville Oregon](#)
- ★ **TMDL Plan**  
[2024-2029 TMDL Five Year Plan \(Under DEQ Review\) | Brownsville Oregon](#)
- ★ **Calapooia Riverbank Outcome**  
<https://www.ci.brownsville.or.us/citycouncil/page/2019-pioneer-park-riverbank>