



# CITY OF BROWNSVILLE

## Council Meeting

Tuesday – June 27<sup>th</sup>, 2017

**Regular Session      7:00 p.m.**

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## **CITY OF BROWNSVILLE**

### **Council Meeting**

City Hall – Council Chambers  
Tuesday, June 27<sup>th</sup>, 2017

### **AGENDA**

#### **Regular Session**

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: May 23<sup>rd</sup>, 2017
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Budget Public Hearing – FY 2017-2018 (*Budget Passage*)
  - B. Ms. Kathi Francis Concern
  - C. Transient Room Tax – Mr. Allen Buzzard
  - D. Canal Company Overview
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administration
  - D. Library
  - E. Court
  - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



- ✧ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

9) LEGISLATIVE:

- A. **Resolution 2017.10:** FY 2017-2018 Budget Appropriations (*Annual*)
- B. **Resolution 2017.11:** Water Rate Adjustments (*Annual*)
- C. **Resolution 2017.12:** Sewer Rate Adjustments (*Annual*)
- D. **Resolution 2017.13:** Year End Transfers FY 2016-2017
- E. **Ordinance 768:** 210 School Avenue Lynch Alley Vacation

10) ACTION ITEMS:

- A. Central Linn Recreation Association Agreement

11) DISCUSSION ITEMS:

- A. Annual Master Checklist Review
- B. May Financials

12) CITIZEN QUESTIONS & COMMENTS

- ✧ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



## Council Minutes

May 23<sup>rd</sup>, 2017

**ROLL CALL:** Mayor Don Ware called the meeting to order at 7:00 p.m. with Councilors Neddeau, Gerber, Cole, Block, Shepherd, and Chambers present. Administrative Assistant Tammi Morrow, Public Works Superintendent Karl Frink and City Administrator Scott McDowell were also present.

**PUBLIC:** Sergeant Greg Klein (LCSO), Elizabeth Coleman, Jannea Deaver, Jorden Parrish (*The Times*), John Morrison, Kim Clayton, Kaye Fox, Tricia Thompson, Curtis and Tami Bayer.

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell would like to add Curtis & Tami Bayer to the agenda. They are the newly installed Park Caretakers for the 2017 summer season. Curtis got up and spoke briefly. Curtis's background includes 25 years of law enforcement and Tami was a teacher and a social worker; they are very excited to be here. They are impressed with Staff and Pioneer Park. They encouraged everyone to stop by and say hello.

**MINUTES:** *Councilor Cole made a motion to approve the April 25<sup>th</sup>, 2017 meeting minutes as presented. Councilor Shepherd seconded the motion, and it passed unanimously. Councilor Gerber made a motion to approve the May 11<sup>th</sup>, 2017 budget committee meeting minutes as presented. Councilor Cole seconded the motion, and it passed unanimously.*

### **PUBLIC HEARINGS OR PRESENTATIONS:**

1. **Proposed Use of State Revenue Sharing Public Hearing.** Mayor Don Ware opened the public hearing and encouraged anyone wanting to be heard to step to the podium. No comments. The public hearing was closed.
2. **FY 2017-2018 Budget Public Hearing.** Mayor Don Ware opened the public hearing and encouraged anyone wanting to be heard to step to the podium. No comments. The public hearing was closed.
3. **Council Policy & Planning Considerations.** Mr. McDowell expressed appreciation to Council for their work at the 2017 spring work session held March 11<sup>th</sup>, 2017. He said it's always important to remember where we are, what we've done, and what our direction is for the next two years. On page 33 of the packet, you will find a brief overview of items discussed at that work session. Council and Staff have made improvements in internal community development, specifically in planning and infrastructure, permits, standards, planning, etc. It's vital to have the proper force of law and enforcement policies that match actual practice. To recap, Councilor Gerber and Councilor Cole are working on Title 8, Health and Safety. Councilor Block and Councilor Chambers are working on Title 15, Uniform Development Code, specifically RV uses and parking. Staff has received a brief back from legal, and the group will meet again soon for additional work on this topic.



## Council Minutes

Staff will bring to Council input for public works standards and infill. Many discussions will happen and be brought to Council in July. Councilor Chambers volunteered to work on noise mitigation, farm animals, and attractants. Councilor Cole volunteered to work on Rights of Way, farm animals, and ag. Mayor Don Ware volunteered to work on noise mitigation and water curtailment. Councilor Gerber volunteered to work on Right of Way infringements, and Councilor Neddeau volunteered to work on the attractants committee.

Mr. Frink, Mr. McDowell, and Mrs. Coleman recently made a presentation to park board regarding planning for buildings. Inspections need to be done soon to determine a clear future path for facilities. In September or October, Council will host a conversation with Linn County Pioneer Association about the future of the Picture Gallery.

The CenturyLink franchise contract expires in September. McDowell will start the review in June/July. Other providers may be Peak Internet or Alyrica with fiber optics. In May 2016, the City refinanced bonded debt. We cannot refinance that debt until February 2025. The hope is that Council will try to patch and maintain the Water Treatment Plant through until that year. The computers will likely need to be upgraded again along with some filter work, etc. There is funding appropriated in the upcoming budget for the water filter media replacement project.

Mayor Don Ware and Mr. McDowell are looking into generating some history plaques. Another item to be aware of when planning for future needs is the City shop located in the flood area.

4. **TMDL – Plan Review.** Council found on the desk tonight the TMDL Plan. The implementation tracking matrix features basically 4 categories, bacteria, mercury, temperature, and illicit discharges. In regards to bacteria, the City does ditch maintenance and has installed pet waste stations in the park. We may put an article in the newsletter reminding folks of their responsibilities. For storm water compliance, Staff does continuing education for developing standards. It is important to remember that we maintain that the City does not have a storm water system. McDowell stated that at the City manager's meetings he has suggested taking some action collectively, and working as a group for small communities that often have no voice. Corvallis has a subcommittee that reviews all the current legislation and reports back to Council. McDowell suggests that they may be able to overlap us, and become a voice for our small communities. The unfunded mandates are hurting small cities and will dramatically impact how Council delivers key services in the future. In regards to mercury and TMDL, this seems to be only happening in development times. In regards to temperature, we are following along with the Calapooia Watershed Council with plantings, public education pieces, etc. For illicit discharges, Staff will work on developing the required materials for distribution in our lobby.

### DEPARTMENT REPORTS:



## Council Minutes

1. **Sheriff's Report.** LCSO Sergeant Klein reported that for the month of April there were 2 traffic citations, 4 warnings, and 7 hours of work for a felony arrest. He stated that for all investigations, it does take time away from patrol and traffic hours. If children and DHS are involved, that can take quite a bit of time as well. Vandalism issues have been up, and that takes a lot of time as well between investigations and report writing, etc.

Klein stated that their report writing system has changed. (McDowell will be sending these electronically due to length of the report.) Klein said that these reports will be summarized and refined in the coming months. Councilor Cole inquired about the vandalism on the increase – any thoughts? Sergeant Klein stated that if it is juveniles, they are referred to the juvenile department, and they decide what course of action to take. If the offense is a felony, they are processed differently. Klein thanked McDowell and Morrow for helping Sergeant Klein in preparing to show a video for court day. Video footage will likely be more prominently featured in court soon, so options for ease in showing video footage in our courtroom will be investigated. McDowell will be in touch with Lieutenant Micah Smith to talk about fiber optics and other options that Brownsville might have. Klein stated that traffic cites are back up to 8 or 9 for the month of May.

2. **Public Works.** Public Works Superintendent Karl Frink reported that the Ash Street water line project is almost complete, just a list of punch items that need to be finished. It is important to remember that the public works standards are a backbone to fall back on with these projects. This project alone validates and shows the need for these standards. Staff will continually compile a list of standards that will need to be addressed and will bring them to Council for future consideration.

DEQ came out and did their inspection for the NPDES renewal process. There were just a few minor adjustments they would like to see made. Sometimes it seems like they require changes, just to validate their inspection, but overall it went well. Councilor Cole stated that it is amazing all the positives and accolades and if the worst is just a few small comments so be it! Great job, Public Works!

Frink stated that he was just informed that Weber will be asphalt coated tomorrow. Also, it looks like a chip seal is scheduled for Gap Road out to Diamond Hill in July. The cemetery cleanup is almost complete, and should be ready for Memorial Day festivities.

3. **Administrator's Report.** Mr. McDowell thanked City Staff for the work they put in. We are fortunate to have folks that care about doing things right. McDowell was recently asked to speak to the national Junior Honor Society at CLHS. He has also been involved in the Carriage Me Back event as an acting coach.

The sewer delinquent accounts page is included as part of the budget hearing, and the LB 50 form, which is forwarded on to the state. Mrs. Coleman has been contacted by Green Cross, and they will be proceeding with paperwork to operate as a recreational marijuana facility.

The juvenile that damaged the Main Street trees was recently released and the case dismissed. This damage cost the City thousands of dollars in staff time and tree replacement costs. This is a classic example of the absence of responsibility and accountability, with no true punishment, which will likely just lead to more vandalism. Perhaps it is time to go up and have a conversation with the County about the situation. It is an interesting equation, and we are not the only one



## Council Minutes

dealing with it. LCSO has a program to work off community service hours, and it seems like at a minimum, this might have been an option.

The EPC recently attended a Red Cross training highlighting earthquake preparedness. The group and the City are planning a community showcase evening on August 5<sup>th</sup> in the park. We will BBQ burgers and hot dogs, and have civic organizations set up with information for folks. There will also be a few key note speakers featured. This may turn into an annual event. Councilor Cole thanked McDowell for the memory items included in the council packet every month. It really helps them be able to track back.

4. **Library Report.** Mayor Don Ware commented that we have a very active library.
5. **Court Report.** No comments.
6. **Council Comments.** Councilor Block thanked Mr. Frink for fixing the downtown fountain. The water comes out with too much force. Mr. Frink will look into it.
7. **Citizen Comments.** John Morrison, Brownsville Road, thanked Council for their service. As McDowell stated, he recently showed Chamber the park presentation. This presentation really points out problems that all small communities face. McDowell goes to the COG meetings and has become the outspoken dean. Morrison stated that it would be good if McDowell could get some support from others in voicing these critical issues. Also, Morrison modeled a very nice eclipse t-shirt, and stated they are for sale at the museum.

Kaye Fox, Kirk Avenue, inquired about the status of Kirk Avenue. She stated that there has been interest in the vacant lot next to her house; there is a conflict with the property lines. She also stated that there is a large hole in the City right-of-way in front of her house on both sides of the street.

### **LEGISLATIVE:**

1. **Resolution 2017.09 – Election to Receive State Revenue Sharing.** *Councilor Cole moved to approve R 2017.09. Councilor Neddeau seconded the motion, and the motion passed unanimously.*

### **ACTION ITEMS:**

1. **Adopt Revised Park Master Plan.** Mr. McDowell stated that Park Board has been working on this plan since January. Mrs. Coleman has helped extensively on the document. Due to its length, this document was provided to Council electronically. Councilor Cole stated that she thought the use of native species in replanting is great. This master plan is a requirement for any grants through OPRD. This document also has value when folks come in with niche ideas, such as skate parks, etc., as we can refer back to it and show that we are looking at the macro picture, not individual wants or desires. *Councilor Cole made a motion to approve the Park Master Plan as recommended by the Parks & Open Space Advisory Board. Councilor Gerber seconded the motion and the motion passed unanimously.*



## Council Minutes

### DISCUSSION ITEMS:

1. **Transient Room Tax.** Councilor Chambers provided a document that she found online at the Oregon Department of Revenue site that shows room tax rates for the state. Last month Mr. Buzzard came before Council stating that he was working on a proposal around the issue. After looking at this rate scale, Councilor Chambers thinks that we should increase the City rate as we are on the low end. Councilor Block agreed. Councilor Neddeau thought that we should keep it where it is, not lower it. Councilor Cole interjected that she thought we should wait for Mr. Buzzard's proposal before taking any action.

McDowell stated that this funding is paid directly to the Chamber of Commerce promoting tourism and encouraging visitors to our town. Tricia Thompson was present, and spoke as an Air B&B owner in town. She thinks that it is an unfair tax. She stated that all the eateries and everyone who benefits from visitors to town should be paying this tax, not just the lodging folks.

Chamber President Morrison spoke next and stated he was in favor of taxing everyone for everything! He said that he had a part in writing this legislation for the City. He recently stayed in Chicago where the room tax was actually more than the room rent! He said 99% of folks charge it separately and most guests understand that it is a standard accommodation tax, and don't quibble over the few dollars that it costs here. He said that perhaps the Chamber could promote the lodging folks more. Several Chamber-sponsored events bring guests into town for lodging as well. Council will table the item for now.

2. **April Financials.** No comments.

**CITIZENS COMMENTS** – No comments.

**COUNCIL COMMENTS** – No comments.

**ADJOURNMENT:** Councilor Gerber moved to adjourn the Council meeting at 8:17 p.m. Councilor Cole seconded the motion, and it passed unanimously.

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City Administrator S. Scott McDowell      Mayor Don Ware





# City Administrator Report

June 27<sup>th</sup>, 2017

**From:** S. Scott McDowell  
**To:** Mayor & Council  
**Re:** General Business

## One liner of the month

☺ The first rule of holes: If you are in one, stop digging. ☺

**Note:** The first section of this report is important because it provides information and a brief overview of the topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates the item is part of Council Goals which are on the Council room wall or in the budget. When you see this symbol, ☑, it means I will provide more information at the meeting.

"Because I cannot do everything, I will not refuse to do the something that I can do."

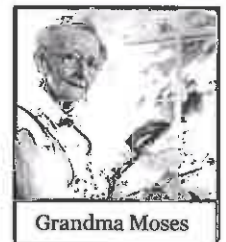
~ Edward Everett Hale, Writer

"Life is what we make it – always has been, always will be."

~ Grandma Moses

"Change is law, and no amount of pretending can alter that reality."

~ Dan Millman, Gymnast & Writer



Grandma Moses

## **AGENDA ITEMS DISCUSSION – The following items follow the order of the Agenda**

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. Budget Hearing FY 2017-2018** – Just as Council did last month, Mayor Ware will open the floor open for anyone from the public wishing to speak about the proposed budget. Mayor Ware may choose to pass the accompanying resolution right after this discussion.

Items included by the Budget Committee in this FY 2017-2018 budget are below:

- ▶ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ▶ Approve the levy amount needed for the Wastewater Bond Debt – \$136,298.
- ▶ Approve the levy amount needed for the Water Bond Debt – \$49,770.
- ▶ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ▶ Approve Historic Use of State Revenue Sharing.
- ▶ Approve the 2017-2018 Budget and recommend the same to Council.

- B. Kathi Francis** – Ms. Francis lives at the corner of Calapooia Avenue and Sage Street. I have included her concern in the agenda packet. She will be at Council to ask for help.

- C. Transient Room Tax Request** – Mr. Allen Buzzard will be on hand to share information he has collected on the Transient Room Tax. Below is an excerpt from Mr. Buzzard's latest e-mail:



# City Administrator Report

If you could please include me in next Tuesday's June 2017 agenda for a brief update (approx. 5') to the Council that would be appreciated. Our expectation is to offer a full local TRT legislative proposal with options for Council consideration (not action yet) at the July 2017 Council meeting.

**D. Canal Company Review** – The Brownsville Canal Company, Inc. (BCC) held their annual meeting on May 30<sup>th</sup>, 2017 here at City Hall. According to reports, the BCC decided to dissolve. Included in the agenda packet is a letter the City forwarded President John Holbrook and the BCC's attorney of record. I will provide a brief overview of the impacts to the City of Brownsville. I have included a map of the Mill Race for reference along with past Council legislation involving the Mill Race and BCC as a matter of reference.

## 9) LEGISLATIVE:

**A. Resolution 2017.10: FY 2017-2018 Budget Appropriations** – Each year Council must pass three resolutions to certify the proper passage of the budget. The City has historically accomplished this by adopting one resolution. The resolution adopts the upcoming fiscal year's budget, makes appropriations and imposes and categorizes taxes. Any changes to the budget at this point would require a special meeting of Council.

***What is Council being asked to do?***

Pass this resolution to officially adopt the budget appropriations and impose taxes.



**B. Resolution 2017.11: Water Rates Annual Adjustments** – Each year Council passes a utility rates resolution. The Budget Committee recommends a 3% increase in both the water and sewer utilities in order to keep pace with expenses.

***What is Council being asked to do?***

Pass this resolution to officially adopt new water rates for the upcoming fiscal year.

**C. Resolution 2017.12: Sewer Rates Annual Adjustments** – Each year Council passes a sewer rate resolution. This resolution includes a 3% increase to the rates as stated above.

***What is Council being asked to do?***

Pass this resolution to officially adopt new sewer rates for the upcoming fiscal year.

**D. Resolution 2017.13: Year End Transfers FY 2016-2017** – Each year Council passes a fiscal year end transfer resolution in order to properly account for transactions during the course of the past fiscal year that may have exceeded line item spending limits.

***What is Council being asked to do?***

Pass this resolution to approve these year-end transfers for accounting purposes.



**E. Ordinance 768: 210 School Avenue Lynch Alley Vacation** – Council initiated the vacation of an alley on the property of Mr. Joe Lynch, 210 School Avenue, at his request. The ordinance will vacate the property as described at the April 25<sup>th</sup>, 2017 Council meeting.



# City Administrator Report

## ***What is Council being asked to do?***

Pass this ordinance to vacate the alley.

## 10) ACTION ITEMS:

- A. **Central Linn Recreation Association Agreement** – Last year Council and the Central Linn Recreation Board exercised a one year option on an organizational development agreement. I am waiting to hear official word from President George Frasier about the Board's intentions.

## ***What is Council being asked to do?***

Staff is recommending the continuance of this agreement for another year.

## 11) DISCUSSION ITEMS:

- A. **Annual Master Checklist** ☑ – Each year Council reviews the Master Checklist to see how well Staff did with the projects allotted in the City budget. Council also reviews the checklist to see the width and breadth of the work performed by Staff on an annual basis. The report is incorporated in the annual City Prospectus which is used for many purposes including budgeting.
- B. **May Financials**

### **NEW INFORMATION – Notable situations that have developed after the last Council meeting**

- ▶ *Administrative Assistant Jannea Deaver attended the annual Canal Company meeting.*
- ▶ *Coordinated discussion between the Go Team RLED and Cascade West Council of Governments.*
- ▶ *Excused from serving as an OPRD grant review member due to scheduling conflict.*
- ▶ *Administrative Assistant Tammi Morrow, Councilor Block, Councilor Chambers and I met to review and discuss RV policy changes and ordinance considerations.*
- ▶ *Attended Central School Board meeting with Councilor Shepherd regarding the deed restriction on the Central Linn Recreation Center Deed.*
- ▶ *Participated on the E-911 Budget Board for this upcoming FY.*
- ▶ *Councilor Gerber and I attended the Linn County Transportation System Plan public meeting.*

### **HAPPENINGS**

**Recreational Immunity Restored** – The State Legislature made the right legislative corrections in an effort to restore Recreational Immunity in Oregon. The bill awaits Governor Brown's signature.

**Weeds & Nuisance Abatement Program** ☑ – Administrative Assistant Tammi Morrow and I have posted several properties for weeds, sent several RFA letters for existing nuisances. The City mowing contractor is scheduled to be in town starting June 24<sup>th</sup>. There is a considerable amount of work this year.



Governor Brown

Public Works has noted that many residents have decided not to take care of their right-of-way strip this year which has put them behind.



# City Administrator Report

**Active: Lynch Alley Vacation Request** ☑ – Mr. Joe Lynch and the City are in the process of vacating the alley discussed at last Council meeting.

**AARP Report – From 05.23.2017:** I thought this report was discussion worthy. It is interesting to see how other groups view Brownsville. The reason I believe this report has merit is to focus Council's vision of the community we are and determine the community we want to be.

**Complete: Ash Street Inspection List** – The City accepted the project as complete. In a related note, Administrative Assistant Elizabeth Coleman and I did some negotiating on the orientation of the homes on the vacant lots. We will be recommending some language for the Brownsville Municipal Code.

**From 05.23.2017:** Public Works Superintendent Karl Frink and I reviewed the work performed on Ash Street. Attached is Karl's list of what needs to be fixed for the project to be deemed complete. Again, I thought it would be good if Council could witness the level of detail performed by City staff. The list also shows the amazing value, talent of the City's staff and the way Council looks out for capital infrastructure! Awesome!

**Annual Insurance Renewals** – Staff finished up the requirements for coverage of all City property and assets. Below is a brief summary from the City's agent:



**Subject: CIS Renewal**

Scott,

Attached is the renewal comparison for Brownsville's Property, Liability, Auto and Workers' Compensation.

Here is the overview:

Property insurance down \$980 or -3.1%, due to reduced rates and trending of property values by 1%. Tort Liability, Auto Liability and Physical Damage up \$236 or 1.5%, due to increased rates and new 2016 Ford Pickup Overall Property, Liability and Automobile down \$422 or -.08%. Workers' Compensation up \$894 or 5.67%, due to slight increase in payroll and rates up 5%.

Thanks

**Steven Uerlings, CIC, ARM, CRM**

Business Insurance and Risk Management Services  
President

**BARKER UERLINGS**  
INSURANCE

If anyone is interested, I do have the full report available.

**Budget 2017-2018 Finalizing** – Upon passage of the appropriations resolution, Staff will certify the budget to Linn County before July 15<sup>th</sup>, 2017.

**Linn County Transportation System Plan** – Councilor Gerber and I attended a public meeting regarding the Linn County Transportation System Plan (TSP). Council may recall the County has hired a consulting firm to review possible capital improvements projects that fall within County responsibility. The County has also included State projects. The County is trying to ready themselves for current and future funding possibilities. One mention was the intersection of OR 20 and OR 226 which is the site of many fatal

accidents.







## City Administrator Report

Basically, the County has categorized projects into seven general categories: 1) Walking & Biking, 2) Bridges, 3) Corridor Improvements, 4) Rural Modernization, 5) Spot Improvements, 6) Future Sites, & 7) Systemic Safety Improvements. The County has criteria for improvements to assist in ranking priorities. Factors include use, safety, traffic fatalities, and overall impact to name a few.

In short, Kirk Avenue will only have a chance to be funded if the City and the residents decide to improve the street through the LID process or other funding mechanism **perhaps** in partnership with Linn County. Kirk Avenue is not a priority for Linn County transportation based on the developed criteria.

**Linn County Project Advisory Committee (PAC) – From 12.20.2016:** Mayor Ware attended the last meeting in Halsey. I have included a priority list for Council approval. Don may have some additional commentary at Council meeting.

**From 11.22.2016:** I was unable to attend the last meeting but I am reviewing the information for commentary and suggestions. This is will be imperative for Councilors to attend future public sessions if the City is interested in making sure Kirk Avenue gets on the County's priority list. Please see the information from Linn County Engineer Chuck Knoll that is included as part of the agenda packet.

**BACKGROUND – From 01.26.2015:** Linn County Transportation System Plan (TSP) Project Advisory Committee (PAC) had the first meeting in a series of six total meetings over the next two years to discuss regional transportation issues and develop similar policies and land use practices. I think this will be an important piece in attempting to leverage County improvements on Kirk Avenue.

**Annual Audit** – Staff set the annual audit for the week of October 23<sup>rd</sup>, 2017.

**Central Linn School Board Meeting Outcome** – Councilor Shepherd, Administrative Assistant Elizabeth Coleman, Administrative Assistant Tammi Morrow and I attended the June 12<sup>th</sup>, 2017 School Board meeting to ask for the Central Linn Recreation Center Deed reversion language to be removed from the deed. Currently, the property would revert back to the District if the City did not have recreational programming in the building for six months. Council felt it was in the best interest of Brownsville to own the property outright. The City has put hundreds of thousands of dollars into the building since 1981. Council has some capital infrastructure decisions to make in Pioneer Park and with the Central Linn Recreation Center in the near future as discussed in March at the goal setting session. The School Board agreed that the City should own the building outright. Chairman Mark Penrod exclaimed, "The City has done a wonderful job running the building for the last thirty-six years." I have hired First American Title, Sue Creel, to complete the necessary legal steps to change the deed.



### STATUS UPDATES – Projects, proposals and actions taken by Council

**Pending: Transient Room Tax Information** – **From 5.23.2017:** Councilor Lynda Chambers provided tax rates from communities around the State of Oregon for Council's information.

**From 04.25.2017:** Mr. Allen Buzzard will be present asking for Council to reconsider the 6% Transient Room Tax and consider a lower rate... The Transient Room Tax has been in place for over a decade. Council made a change in 2007-2008 to remove City camping fees. The ordinance required Council to provide the money to an organization providing marketing opportunities for tourism. The City has given the money to the Chamber of Commerce. The Chamber uses the money to fund their annual contract



## City Administrator Report

with the Albany Visitor's Association (AVA). The AVA provides tremendous support each year for events and to areas businesses who are a part of the Chamber.

**Active: Canal Company Conversations** ☒ – I will provide an oral report for Council Tuesday evening. Please refer to the letter in the agenda packet for more information.

**From 05.23.2017:** The next meeting is set for May 30<sup>th</sup> at 6:00 in Council Chambers. The leadership of the Canal Company continue to explore their legal options.

**From 09.27.2016:** Council authorized the City Administrator to put together an agreement to be reviewed by the City Attorney at the last Council meeting. The City received the initial review from City Attorney Ross Williamson after Labor Day. Staff will give a brief update and revised timeline for future discussion...

**From 06.28.2016:** I will be hosting a conversation with the Canal Company Committee in July. The Committee consists of John Holbrook, Gary Shepherd, Mandy Cole, Kaye Fox and Nathan Mickelwright. The discussion will include how the City and the Canal Company may work together toward collection of dues, implementing certain requirements and executing maintenance of the canal.

**From 05.24.2016:** The Canal Company met on May 9<sup>th</sup>, 2016 at 7:00 p.m. in Council Chambers. Mr. John Holbrook was re-elected as President. Mr. Gary Shepherd was re-elected as Vice-President and Ms. Cindy Clark was re-elected as Secretary/Treasurer. Mrs. Fox discussed the basic themes she shared with Council at the last meeting. I explained Council's position. The outcome of the conversation was that a committee of the Canal Company was formed to further investigate the concept that has been discussed for several years. The committee will be meeting initially in June. The Canal Company set a follow-up meeting to be held in September with everyone. The Canal Company went from an umbrella insurance policy of \$2 M to \$1 M due to costs.



**Go Team Next Steps** ☒ – I will provide an oral report for Council Tuesday evening.

**From 05.23.2017:** The Team met at City Hall to talk about recent regional developments through the Cascade West Council of Governments. The Team is currently exploring those options. Sweet Home Council is looking at possibly hiring someone for economic development purposes.

**From 03.28.2017:** The group has convened two conference calls to discuss next steps. McDowell has been working with a few regional groups who are changing the way they are providing services to perhaps incorporate some of the approaches desired in the Go Team report and model. Planning will continue as McDowell and the Go Team work with the Cascade West Council of Governments and other major cities in our region.

**Active: Economic Development** – **From 12.20.2016:** Mayor Ware and I briefly outlined the highlights of the RLED presentation at the last meeting. I will have an oral update for Council which basically is the plan of the group moving forward.

**From 10.25.2016:** The summit/forum discussion is schedule for November 17<sup>th</sup>, 2016 at the Boulder Falls Conference Center in Lebanon, Oregon. The evening will begin at 5:30 p.m. and is planned to last until around 8:30 p.m. I still need to meet with the City of Scio and the City of Halsey on behalf of this effort. Mayor Ware and one of the other Councilors should attend on behalf of Brownsville as I will be a presenter.

**Active: Emergency Preparedness Committee (EPC) Meeting Update** ☒ – **From 05.23.2017:** The group is planning a community gathering for August 5<sup>th</sup> after Antique Faire.



# City Administrator Report

**From 04.25.2017:** The group is busy working on their plans and goals. They have been busy attending other emergency related meetings.

**Active: Future Capital Improvements Planning** ☑ – To be discussed Tuesday evening.

**From 03.28.2017:** Public Works Superintendent Karl Frink and I have already had to make some tough choices on what projects to select for the upcoming budget.

**From 01.24.17:** Public Works Superintendent Karl Frink and I shared the presentation we gave to Council in October with the Parks & Open Space Advisory Board. The Parks & Open Space Advisory Board and Staff are currently updating the Park Master Plan.



**Active: Utility & General Ledger Software** ☑ – The conversion is slow going currently. I will provide an oral report for Council Tuesday evening.

**From 05.23.2017:** Administrative Assistant Tammi Morrow and Administrative Assistant Jannea Deaver are busy working on conversion logistics and details. The contract for services has been executed. The contract will save the City approximately \$26,000.

**Active: Recreational Vehicles** – **From 03.28.2017:** Councilor Block and Councilor Chambers will be meeting with Administrative Assistant Tammi Morrow and I to review the ordinance and consider improvements to allow the City proper enforcement and compliance. Council can expect to see language at the May or June Council meeting.

**From 02.28.2017:** Language in the new emergency ordinance could help with some of the shortcomings of the existing ordinance.

**From 12.20.2016:** Council may need to address this with additional policy. There are several throughout town that we are aware of and working on. I will discuss the concerns Staff has with the program as it currently exists and what realistic expectations are when dealing with owners.

**From 09.27.2016:** Council decided to not move forward with enforcing the right-of-way boundaries until a newsletter article went to the general public. Staff moved forward with the posting of three properties all of which have appealed the City Administrator's decision.

**Chamber of Commerce Items** – **From 04.25.2017:** Staff is currently working on several Chamber related projects including bylaws review, flower baskets, WCMF related items and coordination, and portable toilets.

**Completed: Linn County Sheriff's Office** – **From 05.23.2017:** Mayor Ware and I recently put the finishing touches on the contract.

**From 03.28.2017:** Mayor Ware and I attended the third meeting with the LCSO and the contract cities in Millersburg on March 10<sup>th</sup>. The representatives of the cities felt the LCSO had heard the concerns of the group. The concerns with the LCSO agreement were the same for all contract cities. Patrol, code enforcement, event coverage, drug enforcement and annual increases to the contract are highlights from those discussions. Sheriff Riley shared the struggles his office has with personnel, operations and provided 24/7, 365 coverage. The union contract drives price per hour along with a major shift in PERS costs this year, medical costs and associated training. Riley pointed out the many benefits of having a jail that is not at capacity and proper equipment to provide productive law enforcement. ...



# City Administrator Report

## ITEMS PENDING – Tabled or On Hold

**Stalled: Visit Linn Coalition (VLC) Update** – *From 04.25.2017:* Many of the same members are working on one or more of the same projects: the Go Team effort, the joint cities contract and the regional software project. Not to mention putting together budgets and learning their duties as is the case with new administrators in partner cities.

*From 07.26.2016:* The City recently contributed \$500 to assist in continuing the VLC mission.

**Pending: Emergency Contractor Resolution Concept** – *From 06.23.15:* Attempting to organize an effort has proven to be too difficult. The City needs a larger community buy-in to really tackle the public education piece.



*From 11.25.2014:* Staff is planning to host a meeting to discuss this and other concepts with a group of individuals who are interested in helping the City work in this effort. Staff is dealing with false comments that came out regarding the Brownsville Rural Fire District. The City seeks only to work with community stakeholders and partners on these issues in the future. Cooperation is the hallmark of this effort.

**Pending: Water Rights** – *From 09.27.2016:* The City is working with the Oregon Water Resources Department (OWRD) to prove use of the City's primary water right. An interest group known as WaterWatch of Oregon has brought lawsuits against the State of Oregon and municipalities to ensure that water is available for fish persistence. In 2013, one of those cases involving the City of Cottage Grove was appealed. The Supreme Court found in favor of WaterWatch of Oregon which could have major implications for the City's water rights. Staff is currently trying to prove the water being used for municipal purposes including future growth. It is unclear what the changes could mean, but the one outcome that seems most likely is that the water right may be limited to the water usage of 1999.

## PAST MEETINGS – Memory Information

**Pending: Telecommunications Franchise** – *From 02.28.2017:* I have contacted City Attorney Ross Williamson to begin planning for the renegotiation of this important franchise. The current agreement is set to expire in September 2017.

**Pending: Park Board & Public Works** – *From 09.27.2016:* Public Works Superintendent Karl Frink and crew will be removing the road west of the playground structure this Fall. Council and the Park Board passed a retreatment strategy to deal with the ever encroaching Calapooia River. Staff plans on creating a cul-de-sac by the dumpster north of the playground to accommodate traffic per the plan.

**Council Items** – *From 04.25.2017:* Below is just a checklist reminder of the items we discussed briefly at the last Council meeting. There are improvements I hope we can make this year, of course sooner is always better than later.

- A. *Setting up Appointments* – it is greatly appreciated when you set up appointments with Staff so that we can be prepared to dedicate time to your questions or conversation.
- B. *Effectively Using E-mails* – we need to collectively improve our results using this form of communication.





## City Administrator Report

- C. *Agenda Pickup & Delivery* – Mayor Ware volunteered to help Staff deliver agenda packets the Friday before the Council meeting. I know he will need help from time to time.
- D. *Regional Meetings & Conferences*
- E. *Operational & Agenda Check-ins*
- F. *Expense Reports* – Council members are eligible to for reimbursement of certain expenses related to City business. If you have any questions, please let me know.

### **Coleman & Kinney – FEMA Implications** –Pending.

**From 09.27.2016:** Here is the quick paragraph that will appear in the newsletter: Flood regulations are soon to be changing. The National Marine Fisheries Service (NMFS) found that the Federal Emergency Management Agency (FEMA) have been carrying out practices and policies have proven to be detrimental to endangered species. FEMA is scrambling to correct these findings. Flood premiums will be on the rise as will the regulations required to do construction anywhere in the floodplain. The National Flood Insurance Program (NFIP) is making changes to more adequately cover the losses incurred when flooding occurs around the United States which is why premiums are set to increase 25% over the next five to seven years.

### **Moody Court & Unenumerated Nuisance** – The cat numbers remain low.

**From 11.25.2014:** The City has paid out \$2,875 to have cats removed from the neighborhood...

**WNHS Update** – Please refer citizens to the following websites for more information:

<http://www.oregonhomeownersupport.gov> & <http://w-nhs.org>

WNHS provides many home rehabilitation services and counseling for those meeting certain program requirements.



➤ **For the history of the Kirk Avenue project, please refer to the *City Administrator Report* found in Council records from April 2016 and prior.**

Respectfully Submitted,

S. Scott McDowell



## Public Works Report

June 21<sup>st</sup>, 2017

Karl Frink, Public Works Superintendent

### Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of June.
- *Distribution System* – One water leak this month. Public Works will soon be replacing the water line on Howe Street. The current line is an old steel 1 inch line serving two customers; the new line will be a two inch PVC line, which will balance the pressure for the two services much better. The waterline on Ash Street from Hausman Avenue is complete. All punch list items have been corrected and brought to City standards.
- *Cross Connection Program*- All backflows have been installed and approved for use.
- *Water Treatment Plant* –The calibration of all instruments are complete for this quarter.
- *Misc.* – Nothing further to report this month.

### Sewer:

- *North Lagoons* – Nothing to report this month.
- *South Lagoons*- Nothing to report this month.
- *Collection System*- One new sewer connection on Sage Street.
- *Misc.* – The items identified by DEQ as deficiencies have been corrected. The appropriate thermometers have been ordered.

### Streets:

- *Mowing/Tree Maintenance* – Tree maintenance will begin once weather conditions become favorable to safely perform this work.
- *Asphalt/ Gravel Road Maintenance* –All of the street painting and marking is scheduled to be repainted soon. This work includes City Hall and downtown parking lots, curbing in front of the Art Center, two cul-de-sacs and all of the street painting. Public Works will grade all of the gravel street in the month of June prior to dust control lignin being applied.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Street sign work continues as time allows. Many new locations require locates to be called in before we can bore holes to place sign posts.

### Parks:

- *Pioneer Park* –Maintenance of the park is in full swing. Weekly mowing, trash collection and facility cleaning is ongoing. Public Works and the Park Hosts were busy preparing the park and facilities for the Pioneer Picnic.
- *Blakely Park* – This park is mowed weekly.
- *Kirk's Ferry Park* – This park is mowed weekly.
- *Remington Park* –Public works will be grinding out the stumps soon. This park is mowed weekly.

### Cemetery:

- *Grounds* –The cemetery was mowed, trimmed and all grass trimmings removed for Memorial Day weekend.

### Library:

- **Grounds-** This area is mowed weekly.
- **Buildings-** A few minor building maintenance items have been repaired. The new roof has been installed.

#### Downtown

- **Restrooms** – This facility is cleaned every Friday, or more often needed. We have been experiencing higher than normal amounts of vandalism at this facility.
- **Garbage cans** – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- **Parking Lot** – The parking lot will be restriped when the streets are repainted.
- **Misc.** – Renovation of the Red Shed is near complete, we are waiting for favorable weather conditions to caulk and paint the building. The drinking fountain downtown has been repaired and is now operating correctly.

#### City Hall:

- **Buildings-** Nothing to report this month.
- **Grounds** –The grass is mowed and maintained weekly, or as needed.
- **Community Center-** Nothing to report this month.

#### Rec. Center:

- **Grounds-** The grass is mowed weekly.
- **Buildings-** Nothing to report this month.

#### Public Works:

- **Grounds-** The grass is mowed weekly.
- **Buildings-** Cleaning and organizing continues as time allows.
- **Misc.** – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.
- The 1942 Caterpillar Road Grader is in disrepair. Something has failed in the engine causing antifreeze to leak everywhere from the engine. Estimates for repair are difficult until the engine is taken apart for further evaluation. Estimates may start out at \$5000, but may end up at \$20,000 depending on what is failed internally in the engine. Aside from the engine, there are several other items in need of repair that may be cost prohibitive to invest in a 1942 piece of equipment.



## PLANNING AT A GLANCE

### Permits Building, Plumbing, Mechanical, Fence, Etc.

- |  |               |
|--|---------------|
| • (Mechanical) Replace Heat Pump w/Air Handler           | 755 Templeton |
| • (Mechanical) Install Ductless Heat Pump w/ Air Handler | 600 Washburn  |
| • (Mechanical) Install Outdoor Heat Pump                 | 324 Kirk      |
| • (Accessory Structure)                                  | 220 School    |
| • (Fence)  | 204 E Blakely |
| • (Fence)  | 340 E Blakely |
| • (Accessory Structure)                                  | 520 Spaulding |
| • (Accessory Structure)                                  | 217 Kirk      |
| • (Fence)  | 760 Westview  |
| • (Fence)  | 1031 Oak      |
| • (Fence)  | 905 Oak       |

### Land Use Applications

Property Line Adjustment	Holloway Heights	(tentative)
Land Partition	School Avenue	(North End)
Land Partition	School Avenue	(East End)
Conditional Use		217 W Bishop

### Updates

Randy Simpson & Gayle Ashford have applied for a Conditional Use to open a Recreational Marijuana facility at the current Medical Marijuana facility at 217 Bishop Way. A hearing in front of the Planning Commission has been set for Monday, July 17<sup>th</sup>, 2017.

Cross Development has submitted civil engineering & site plans for the construction of a Dollar General in Brownsville. The proposed location is next to the Brownsville Veterinary Clinic. This area is zoned Volume Commercial; establishments such as grocery, garden supply, hardware & department stores are considered a **Use Permitted Outright** under Chapter 15.80.090 Volume Commercial of the Brownsville Municipal Code. Uses Permitted Outright do not require a hearing in front of the Planning Commission or the City Council. The Dollar General will be subject to civil engineering, floodplain, & all site plan development requirements under local, state, & county code. I have received several phone calls/emails from real estate professionals and potential property owners interested in purchasing the piece adjacent to the above property exclusively for residential purposes; I have notified them that the property is zoned Volume Commercial and provided the portion of our code that addresses that type of zoning and the requirements to build.

Fence letters are still being sent out; those letters that were sent out recently have been addressed; response from one property owner is still pending.

*"Let's be part of the solution, not part of the problem."*

*Elizabeth E. Copman*



# LINN COUNTY SHERIFF'S OFFICE

**Bruce W. Riley, Sheriff**

1115 S.E. Jackson Street

Albany, OR 97322

Phone: 541-967-3950

www.linnsheriff.org

## 2017

### MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

**FOR THE MONTH OF:**

**May**

<b>TRAFFIC CITATIONS:</b> -----	<b>10</b>
<b>TRAFFIC WARNINGS:</b> -----	<b>11</b>
<b>TRAFFIC CRASHES:</b> -----	<b>1</b>
<b>ADULTS CITED / VIOLATIONS:</b> -----	<b>0</b>
<b>ADULTS ARRESTED:</b> -----	<b>5</b>
<b>JUVENILES CITED / VIOLATIONS:</b> -----	<b>0</b>
<b>JUVENILES ARRESTED:</b> -----	<b>2</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:</b> -----	<b>69</b>
<b>TRAFFIC HOURS</b> -----	<b>15</b>

<b>TOTAL HOURS SPENT IN:</b>	<b>BROWNSVILLE</b>	<b>202</b>
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**CONTRACT HOURS= 202 HOURS**

**Bruce W. Riley,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR MAY 2017**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	28	4	3	29	2
Violations	34	10	14	30	
Contempt/Other	33	3	2	34	
<b>TOTALS</b>	<b>95</b>	<b>17</b>	<b>19</b>	<b>93</b>	<b>2</b>

**BALANCE SHEET FOR THE MONTH**

**Court Revenue**

Total Deposits +	\$ 2,831.00
Total Bail Forfeits +	
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ -
Total NSF's -	\$ -

**Court Payments**

City	\$ 2,427.00
Restitution	\$ -
Oregon Dept Revenue	\$ 286.40
Linn County	\$ 117.60
State Misc.	\$ -
DUII Surcharge	\$ -

<b>TOTAL COURT REVENUE</b>	<b><u>\$ 2,831.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 2,831.00</u></b>
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Credit given for Community Service	\$ -
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Other Credit Allowed Against Fines	\$ -
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<b>TOTAL NON-REVENUE CREDIT ALLOWED</b>	<b><u>\$ -</u></b>
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**TOTAL CASH PAYMENTS TO:**

CITY	\$ 2,427.00
STATE	\$ 286.40
COUNTY	\$ 117.60
*REFUND/RESTITUTION	\$ -
<b>TOTAL:</b>	<b><u>\$ 2,831.00</u></b>



## Library Advisory Board

### *Librarian's Report*

May 2017

May was a month I lots of excellent patron service. Volunteer staff and I answered about 53 reference questions this month. Reference questions include answering questions and helping patrons to locate the information they seek. Reference questions include helping patrons find books and materials to check out. It can be a scheduled time for one on one help or spontaneous.

Volunteers have been helping me work through the printed card catalog. We call it the Card Catalog Game. Each of us (usually there are three playing at one time) take a card alphabetically out and look for the physical copy in the stacks. If it is not on the shelf, we look in the electronic catalog. Sometimes the call number has changed and this needs to be corrected on the printed version. Sometimes the book is no longer in the Library. It is a slow process, but necessary to keep our files up to date. Sandra Weingarten has been helping rearrange the non-fiction books to keep them in order. She and I have talked along the way about collection of books that seem to not be filed correctly. One section was the garden section. These books seemed to be filed without rhyme or reason. I spent many hours thinking about and working out a formula that would work for our Library patrons and staff. Now the how to books, plant identification, logging/forest, biographies and such are in collections on the shelves that make sense to us. I have a written reference sheet to help in future purchases and filed this in the Librarian Manual.

Here are a few facts about our library the month of May 2017. We have received 51 new books for the library. Volunteers donated 182.5 hours to our library. There were 1,254 materials checked out. 450 adult fiction books; 150 adult non-fiction books; 113 audio books; 275 children's books; 180 junior books; 25 junior reference books and 61 large print books.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherri Lemhouse", with a long, sweeping horizontal line extending to the right.

Sherri Lemhouse  
Librarian

**RESOLUTION NO. 2017.10****RESOLUTION ADOPTING A BUDGET**

**BE IT RESOLVED** that the Council for the City of Brownsville hereby adopts the budget for Fiscal Year 2017-18 in the sum of \$5,290,663, including transfers totaling \$131,800, or \$5,158,863; now on file at City Hall.

**RESOLUTION MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1<sup>st</sup>, 2017 and for the purposes shown below are hereby appropriated:

**GENERAL FUND**

Administration	\$	320,750
Parks & Cemetery	\$	208,710
Community Room	\$	6,700
Library	\$	131,150
Law	\$	252,775
Operations	\$	370,975
Transfers (Out)	\$	0
Unappropriated	\$	86,095
<b>Fund Total</b>	\$	1,377,155

**WATER FUND**

Administration	\$	288,650
Operations	\$	488,350
Transfers (In)	\$	120,000
Unappropriated	\$	25,200
<b>Fund Total</b>	\$	802,200

**SEWER FUND**

Administration	\$	251,025
Operations	\$	250,650
Transfers (Out)	\$	130,000
Unappropriated	\$	215,125
<b>Fund Total</b>	\$	846,800

**STREET FUND**

Personal Services	\$	114,900
Materials & Services	\$	87,800
Capital Outlay	\$	158,000
Transfers (Out)	\$	1,800
Unappropriated	\$	162,000
<b>Fund Total</b>	\$	522,700

**BUILDINGS & EQUIPMENT**

Capital Outlay	\$	0
Unappropriated	\$	341,200
<b>Fund Total</b>	\$	341,200

**TRANSIENT ROOM TAX**

Capital Outlay	\$	3,200
Unappropriated	\$	270
<b>Fund Total</b>	\$	3,470

**COMMUNITY PROJECTS**

Capital Outlay	\$	86,500
Unappropriated	\$	114,250
<b>Fund Total</b>	\$	200,750

**SEWER BOND**

Bond Payments	\$	305,164
Unappropriated	\$	25,000
<b>Fund Total</b>	\$	330,164

**WATER BOND**

Bond Payments	\$	46,820
Unappropriated	\$	24,601
<b>Fund Total</b>	\$	71,421

**CEMETERY TRUST**

Unappropriated	\$	72,570
<b>Fund Total</b>	\$	72,570

**LIBRARY TRUST**

Unappropriated	\$	5,968
<b>Fund Total</b>	\$	5,968

**HOUSING REHABILITATION**

Unappropriated	\$	201,210
<b>Fund Total</b>	\$	201,210

**LAND ACQUISITION**

Unappropriated	\$	9,972
<b>Fund Total</b>	\$	9,972



**RESOLUTION NO. 2017.10****WATER SDC**

Unappropriated	\$	<u>46,180</u>
<b>Fund Total</b>	\$	46,180

**STORMWATER SDC**

Unappropriated	\$	<u>61,461</u>
<b>Fund Total</b>	\$	61,461

**WATER SYSTEM RESERVE**

Unappropriated	\$	<u>59,340</u>
<b>Fund Total</b>	\$	59,340

**SEWER SDC**

Capital Outlay	\$	100,000
Unappropriated	\$	<u>196,704</u>
<b>Fund Total</b>	\$	296,704

**BIKEWAY/FOOTPATH**

Unappropriated	\$	<u>41,398</u>
<b>Fund Total</b>	\$	41,398

**Note:** Funds above include unappropriated balances to eliminate confusion based on past experience and requests.

**RESOLUTION IMPOSING AND CATEGORIZING TAXES**

**BE IT RESOLVED** that the Council for the City of Brownsville hereby imposes the taxes as provided in the adopted budget at the rate of \$6.9597 per \$1,000 of assessed value for operations; and in the amount of \$49,770 for Water Bond Debt Service; and in the amount of \$136,238 for Sewer Bond Debt Service; and that these taxes are hereby imposed and categorized for tax year 2017-2018 upon the assessed value of all taxable property within the district.

	<b>Subject to the General Government Limitation</b>	<b>Excluded from the Limitation</b>
GENERAL FUND	\$6.9597/\$1000	0
WATER BOND DEBT SERVICE FUND	0	\$ 49,770
SEWER BOND DEBT SERVICE FUND	0	\$ 136,238
DELINQUENT SEWER ASSESSMENT	0	\$ 4,995.94

**Passed and adopted by the Council of the City of Brownsville this 27<sup>th</sup> day of June, 2017.**

**Attest:**

\_\_\_\_\_  
Don Ware  
Mayor

\_\_\_\_\_  
S. Scott McDowell  
Budget Officer/City Administrator

**R 2017.10** FY 2017-2018 Budget

**RESOLUTION NO. 2017.11**

**A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR '17-'18 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE II. WATER REGULATIONS (ORDINANCE NO. 534); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.**

**WHEREAS**, Sections 4, 9, 10, 12, 13, 14, 17(1), and 17(2) of Ordinance No. 534 of the City of Brownsville, passed by the Council and approved by the Mayor on October 26<sup>th</sup>, 1981, and the Brownsville Municipal Code, Chapter 13.05, Article II. **Water Regulations** authorizes charges and fees to be set by Resolution of the Council and reviewed annually,

**BE IT RESOLVED**, that the rates and fees are set as follows:

**WATER SERVICE CONNECTION FEE**

The Water Service Connection Fee charged for 3/4" residential service to offset connection plan review costs, service connection installation costs, administrative and other related costs shall be as follows:

Water Service Connection Fee	\$ 1,200.00
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Larger services shall be charged based upon additional materials costs and reasonable installation charges.

**MONTHLY SERVICE CHARGE****In-City**

<b>Base Rate</b>	<b>0 - 300 c.f.</b>	<b>\$ 24.69</b>
<b>Additional From</b>	301 - 600 c.f.	\$ 1.61 per hundred c.f.
	601 - 1000 c.f.	\$ 1.79 per hundred c.f.
	1001 - 1500 c.f.	\$ 1.84 per hundred c.f.
	1501+ c.f.	\$ 1.99 per hundred c.f.

**Out-of-City**

<b>Base Rate</b>	<b>0 - 300 c.f.</b>	<b>\$ 37.04</b>
<b>Additional From</b>	301 - 600 c.f.	\$ 2.08 per hundred c.f.
	601 - 1000 c.f.	\$ 2.32 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.54 per hundred c.f.
	1501+ c.f.	\$ 2.60 per hundred c.f.

<b>Water Capital Improvement Fee</b>	<b>\$2.50</b>
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**METER TEST FEE**

Flow test deposit*	\$ 40.50
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**RESOLUTION NO. 2017.11***\* To be returned if meter registers more than 3% fast.***TURN-OFF FEE**

Customer Requested Turn-off	\$ 15.00
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**ACCOUNT DEPOSIT**

New Accounts	\$ 100.00
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**RESTORATION CHARGE**

City Initiated Turn-off	\$ 15.00
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**DELINQUENT ACCOUNTS**

Late fee for Delinquent Notice	\$ 7.50
Charge for Notice of Shutoff	\$ 10.00

**RETURNED CHECK CHARGE**

Each Check Returned by Bank	\$ 45.00
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**BE IT FURTHER RESOLVED**, that all prior Resolutions setting rates and fees authorized by Ordinance No. 534 and the Brownsville Municipal Code, Chapter 13.05, Article II. **Water Regulations** are hereby repealed.

This Resolution shall become effective July 1<sup>st</sup>, 2017 upon being passed and approved by the City Council.

***Passed and approved by the City Council this 27<sup>th</sup> day of June, 2017.***

***Attest:***

\_\_\_\_\_  
Mayor Don Ware

\_\_\_\_\_  
City Administrator S. Scott McDowell



## RESOLUTION NO. 2017.12

**A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR 2017-2018 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE I. SEWER REGULATIONS (ORDINANCE NO. 489); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.**

**WHEREAS**, Section 19 and Section 22 of Ordinance No. 489 of the City of Brownsville passed by the Council and approved by the Mayor on March 7, 1980, and amended by Ordinance No. 582, passed by the Council and approved by the Mayor on August 15, 1988, and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** authorizes charges and fees to be set by Resolution of the Council and reviewed annually,

**WHEREAS**, the City has undertaken major renovations to the sanitary treatment works and collection systems and,

**WHEREAS**, at the direction of financial advisors have set rates in accordance with projections of expenditures to retire debt incurred by said improvements to meet contact requirements with the State's Infrastructure Finance Authority (IFA) formerly known as the Oregon Economic & Community Development Department (OECDD) and the United States Department of Agriculture – Rural Utilities Service (USDA-RUS). Rates must be maintained in order to continue to meet debt obligations.

**BE IT RESOLVED** that the rates and fees will be as follows:

### SEWER SERVICE CHARGES

The City of Brownsville in order to ensure sufficient revenue is generated to pay the total operational and maintenance costs for the proper operation and maintenance of the treatment works and that proportional distribution of operational and maintenance costs among users and user classes is maintained determines that sewer service charges against every property served by the City sewer system shall be based on water usage. An average winter usage will be determined for each customer and that customer will be charged accordingly. Any sewer customers not connected to City water will have the choice of either installing a meter on their well and paying according to that meter reading or paying the rate which falls under the 600-800 cubic feet in the sewer rate structure.

The monthly rates shall be as follows:

#### **In-City Sewer Charges:**

Average Usage	=	0 - 300 c.f.	\$ 33.66
		400 - 500 c.f.	\$ 39.58
		600 - 800 c.f.	\$ 42.77
		900 + c.f.	\$ 47.24
Sewer Only			\$ 42.77



## RESOLUTION NO. 2017.12

<b>Out-of-City Sewer Charges</b>	<b>\$ 51.12</b>
Sewer Debt Service ( <i>Monthly Flat Rate Charge</i> )	<b>\$ 15.00</b>

### APPLICATION, PERMIT & INSPECTION

The Sewer Service Connection Fee charged for connecting to the City Sewer System shall cover plan review, inspection and related administrative costs and shall be as follows:

Sewer Service Connection Fee	<b>\$ 100.00</b>
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### RETURNED CHECK CHARGE

Each Check Returned by Bank	<b>\$ 45.00</b>
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**BE IT FURTHER RESOLVED** that all prior Resolutions setting rates and fees as authorized by Ordinance No. 489 and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** are hereby repealed.

This Resolution shall become effective July 1<sup>st</sup>, 2017.

***Passed by the City Council on this 27<sup>th</sup> of June, 2017.***

\_\_\_\_\_  
Mayor Don Ware

***Attest:***

\_\_\_\_\_  
City Administrator S. Scott McDowell

**RESOLUTION NO. 2017.13**

**A RESOLUTION AUTHORIZING TRANSFERS WITHIN CERTAIN  
FUNDS FOR THE FISCAL YEAR 2016-2017 BUDGET**

**WHEREAS**, Council would like to maintain accurate expenditures for each and every fiscal year; and

**WHEREAS**, several line items are over spent annually depending on factors outside the control of Council and Staff; and

**WHEREAS**, moving funds from the contingency line items to the over spent line items will give a more accurate reflection of expenditures for each fiscal year; and

**WHEREAS**, funds were moved in accordance with Oregon Local Budget Law; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, that that the following funds be transferred in the following accounts:

**Transfer From:****Transfer To:****General Administration**

100.010.950.000.00.00 Contingency

100.010.619.000.00.00 Misc. (Refunds & Reimburse)	Amount:
100.010.623.000.00.00 Budget Advertisement	\$1,000
100.010.624.000.00.00 Public Hearings	\$150
100.010.671.000.00.00 Dues & Annual Fees	\$775
	\$200
<b>Total</b>	<b>\$2,125</b>

**Parks, Rec & Cemetery**

100.020.950.000.00.00 Contingency

100.020.653.000.00.00 Portable Toilet Rental	\$500
100.020.691.000.00.00 Electricity	\$1,800
916.000.806.002.00.00 Tree City USA Support	\$500
<b>Total</b>	<b>\$2,800</b>

**Law**

100.050.950.000.00.00 Contingency

100.050.676.000.00.00 Education & Certification	\$100
100.050.685.000.00.00 Co. Admin Services	\$200
100.050.690.000.00.00 Restitution/Refunds	\$400
<b>Total</b>	<b>\$700</b>

**General Fund – Operations**

100.060.950.000.00.00 Contingency

100.060.645.000.00.00 Misc. Refunds/Reimburse	\$100
100.060.646.000.00.00 Building Dept Contract	\$13,500
100.060.692.000.00.00 Natural Gas	\$400
100.060.720.000.00.00 Buildings & Grounds	\$1,800
<b>Total</b>	<b>\$15,800</b>

**Water - Administration**

200.010.950.000.00.00 Contingency

200.010.600.000.00.00 Utility Deposit Refunds	\$1,800
200.010.666.000.00.00 Computer Soft/Hardware	\$200
<b>Total</b>	<b>\$2,000</b>

**Water – Operations**

200.060.950.000.00.00 Contingency

200.060.654.000.00.00 Shop Expense	\$300
<b>Total</b>	<b>\$300</b>

**Sewer – Administration**

210.010.950.000.00.00 Contingency	210.010.665.000.00.00 Office & Oper. Supplies	\$500
	210.010.666.000.00.00 Computer Soft/Hardware	\$600
	210.010.674.000.00.00 Conferences	\$700
	<b>Total</b>	<b>\$1,800</b>

**Total Amount Transferred                      \$25,525**

**PASSED AND ADOPTED** by the City Council of the City of Brownsville this 27<sup>th</sup> day of June 2017.

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Don Ware, Mayor

**ATTEST:**

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S. Scott McDowell, City Administrator



## ORDINANCE NO. 768

### **AN ORDINANCE VACATING A CERTAIN PORTION OF AN ALLEY IN THE CITY OF BROWNSVILLE, LINN COUNTY, OREGON.**

**WHEREAS**, per ORS 271.130, the Brownsville City Council did initiate vacation proceedings at its April 25<sup>th</sup>, 2017 regular Council meeting, and;

**WHEREAS**, per ORS 271.110 (3), a sum sufficient to cover the cost of publishing the required notices was received from the benefitting property owner, and;

**WHEREAS**, per ORS 271.110 (1), & 271.110 (2), a notice was published two consecutive weeks in a newspaper of local circulation and posted on the property, and;

**WHEREAS**, per ORS 271.130, written consent from all adjacent property owners has been filed with the City Administrator, and;

**WHEREAS**, having held a public hearing on June 27<sup>th</sup>, 2017, it is the determination of the City Council that the vacation of the portion of the alley described below, is in the public interest;

**NOW THEREFORE**, The City of Brownsville ordains as follows:

**Section 1.** The following described alley, located West of Averill Avenue in the City of Brownsville, located on a residential parcel known as 210 School Avenue, is hereby vacated:

**ALL** of that public alley located between lots 7 and 8, Block 2, of the "PLAN OF NORTH BROWNSVILLE" a subdivision recorded in the Linn County Oregon Book of Plats, said alley being located in the Northwest one-quarter (1/4) of Section 31, Township 13 South, Range 2 West, Willamette Meridian and is more particularly described as follows:

Beginning at the Northeast corner of said Lot 8; thence easterly 8.0 feet to the Northwest corner of said Lot 7; thence southerly, along the west line of said Lot 7, a distance of 181.5 feet to the Southwest corner of said Lot 7; thence westerly 8.0 feet to the Southeast corner of said Lot 8; thence northerly, along the east line of said Lot 8, a distance of 181.5 feet to the Point of Beginning.

**Section 2.** The property and vacation is depicted in Exhibit A.

**Section 3.** This ordinance, being necessary for public health, safety and welfare, shall take effect upon adoption.





PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR, this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

***Attest:***

\_\_\_\_\_  
S. Scott McDowell

\_\_\_\_\_  
Mayor Don Ware



**EXHIBIT A**



➡ Vacated Alley

★ 210 School Avenue

**City of Brownsville**  
**Budget Year: 2017-2018**

**Budgeted**  
**Expenditures & Resources**  
**Tax Rate Calculation**  
**2017-2018**

	Taxes 2014-2015	Taxes 2015-2016	Taxes 2016-2017	FUND	Total Resources	Total Expenditures	Unappropriated Ending Balance	Taxes Needed To Balance	
1	\$564,064	\$590,819	\$608,544	100 GENERAL	\$1,377,155	\$1,291,060	\$86,095	\$651,800	1
2	\$0	\$0	\$0	200 WATER	\$802,200	\$777,000	\$25,200	\$0	2
3	\$0	\$0	\$0	210 SEWER	\$846,800	\$631,675	\$215,125	\$0	3
4	\$0	\$0	\$0	300 STREETS & DRAINAGE	\$522,700	\$360,700	\$162,000	\$0	4
5	\$0	\$0	\$0	400 DEBT SERVICE	\$0	\$0	\$0	\$0	5
6	\$0	\$0	\$0	600 HOUSING REHABILITATION	\$201,210	\$0	\$201,210	\$0	6
7	\$0	\$0	\$0	850 CEMETERY TRUST	\$72,570	\$0	\$72,570	\$0	7
8	\$0	\$0	\$0	905 SEWER CONSTRUCTION	\$0	\$0	\$0	\$0	8
9	\$0	\$0	\$0	800 LIBRARY TRUST	\$5,968	\$0	\$5,968	\$0	9
10	\$0	\$0	\$0	750 BIKEWAY/FOOTPATH	\$41,398	\$0	\$41,398	\$0	10
11	\$0	\$0	\$0	700 WATER SDC	\$46,180	\$0	\$46,180	\$0	11
12	\$0	\$0	\$0	500 BUILDING & EQUIPMENT	\$341,200	\$0	\$341,200	\$0	12
13	\$0	\$0	\$0	875 TRANSIENT ROOM TAX	\$3,470	\$3,200	\$270	\$0	13
14	\$0	\$0	\$0	916 COMMUNITY PROJECTS	\$200,750	\$86,500	\$114,250	\$0	14
15	\$0	\$0	\$0	550 WATER SYSTEM RESERVE	\$59,340	\$0	\$59,340	\$0	15
16	\$0	\$0	\$0	911 LAND ACQUISITION	\$9,972	\$0	\$9,972	\$0	16
17	\$54,928	\$54,928	\$54,928	450 WATER BOND	\$71,421	\$46,820	\$24,601	\$46,820	17
18	\$200,000	\$180,000	\$180,000	460 SEWER BOND	\$330,164	\$305,164	\$25,000	\$128,164	18
19	\$0	\$0	\$0	730 STORMWATER SDC	\$61,461	\$0	\$61,461	\$0	19
20	\$0	\$0	\$0	720 SEWER SDC	\$296,704	\$100,000	\$196,704	\$0	20
21	\$818,992	\$825,747	\$843,472	TOTAL	\$5,290,663	\$3,602,119	\$1,688,544	\$0	21
22				Tax Needed for Water Bonded Debt				\$46,820	22
23				Levy Needed for Water Bonded Debt				\$49,770	23
24				Tax Rate for Water Bonded Debt					24
25				Tax Needed for Sewer Bonded Debt				\$128,164	25
26				Levy Needed for Sewer Bonded Debt				\$136,238	26
27				Tax Rate for Sewer Bonded Debt					27
28	Estimated Levy Using Permanent Rate (Most Current Levy + 3%)				\$695,624	General Fund Taxes to Balance		\$651,800	28
29	Minus Uncollectable Taxes (6.3%)				\$651,800	Difference		\$43,824	29
30	Taxes Available for General Fund (Estimated)				\$651,800	Levy Full Permanent Tax Rate		6.9597	30

RESOURCES  
General Fund  
(100 000)

06/16/2017

City of Brownsville

Historical Data			Budget Year: 2017-2018		RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
2014-2015	2015-2016	Adopted Budget This Year 2016-2017							
					<b>BEGINNING FUND BALANCE</b>				
1	\$591,964	\$625,961	\$435,130	411	BEGINNING CASH BALANCE	\$585,000	\$585,000	\$585,000	1
2	\$31,533	\$18,659	\$25,000	413	PRIOR TAXES	\$17,000	\$17,000	\$17,000	2
3	\$12,301	\$11,979	\$3,500	414	INTEREST	\$5,200	\$5,200	\$5,200	3
4									4
5					<b>OTHER RESOURCES</b>				5
6	\$16,018	\$12,073	\$14,500	421	STATE REVENUE SHARING	\$13,500	\$13,500	\$13,500	6
7	\$21,956	\$24,368	\$21,500	422	STATE LIQUOR TAX	\$21,500	\$21,500	\$21,500	7
8	\$2,244	\$1,870	\$2,100	423	STATE CIGARETTE TAX	\$1,800	\$1,800	\$1,800	8
9					911 STATE REQUIREMENT (*)				9
10	\$8,979	\$8,856	\$9,000	432	NW NATURAL GAS FRANCHISE	\$8,500	\$8,500	\$8,500	10
11	\$6,752	\$6,779	\$7,000	434	CENTURY LINK FRANCHISE	\$6,500	\$6,500	\$6,500	11
12	\$29,366	\$16,905	\$14,000	441	BUILDING PERMIT FEES	\$14,500	\$14,500	\$14,500	12
13	\$750	\$140	\$500	442	CITY HALL RENTAL	\$500	\$500	\$500	13
14	\$30	\$120	\$100	443	KIRK ROOM RENTAL	\$100	\$100	\$100	14
15	\$9,673	\$14,513	\$13,500	444	PARK RENTAL FEES	\$12,750	\$12,750	\$12,750	15
16	\$585	\$975	\$650	445	COMMUNITY ROOM RENTAL	\$650	\$650	\$650	16
17	\$2,268	\$3,580	\$1,000	446	PLANNING & LAND USE FEES	\$1,600	\$1,600	\$1,600	17
18	\$2,987	\$2,871	\$2,500	447	LIBRARY FINES & FEES	\$2,500	\$2,500	\$2,500	18
19	\$1,684	\$4,208	\$1,200	448	LIEN SEARCH FEES	\$1,200	\$1,200	\$1,200	19
20	\$19,498	\$23,512	\$18,500	449	COURT FINES & FEES	\$16,750	\$16,750	\$16,750	20
21	\$78	\$0	\$60	452	CEMETERY TRUST INTEREST	\$60	\$60	\$60	21
22	\$245	\$50	\$245	454	LAND LEASE FEES	\$245	\$245	\$245	22
23	\$14,855	\$31,399	\$6,000	456	MISCELLANEOUS	\$6,000	\$6,000	\$6,000	23
24			\$8,500	460	PARK DEPOSITS	\$8,500	\$8,500	\$8,500	24
25	\$1,000	\$2,000	\$1,000	470	GRANTS	\$1,000	\$1,000	\$1,000	25
26					<i>Transfers</i>				26
27			\$585,485		Total resources - No Taxes	\$725,355	\$725,355	\$725,355	27
28			\$619,980		Taxes necessary to balance	\$651,800	\$651,800	\$651,800	28
29					Taxes collected in year levied				29
30	\$774,766	\$810,818	\$1,205,465		<b>TOTAL RESOURCES</b>	\$1,377,155	\$1,377,155	\$1,377,155	30

# **REQUIREMENTS SUMMARY** General Fund: Administration (100-010)

06/16/2017

City of Brownsville

	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
			Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	2014-2015	2015-2016					
				Personnel Services			
1	\$80,566	\$86,254	\$114,950	510 SALARIES	\$119,600	\$119,600	\$119,600
2	\$65,142	\$69,353	\$83,600	540 BENEFITS	\$88,000	\$88,000	\$88,000
3	\$145,708	\$155,607	\$198,550	TOTAL Personnel SERVICES	\$207,600	\$207,600	\$207,600
4				Materials & Services			
5	\$130	\$0	\$250	611 FILING FEES	\$250	\$250	\$250
6	\$80	\$75	\$200	612 RECORDING FEES	\$200	\$200	\$200
7	\$0	\$375	\$2,200	613 AUDIT FEES	\$2,200	\$2,200	\$2,200
8	\$0	\$0	\$100	614 EASEMENT FEES	\$100	\$100	\$100
9	\$472	\$1,230	\$800	619 MISC. [REFUNDS & REIMBURSE]	\$1,250	\$1,250	\$1,250
10	\$113	\$0	\$300	621 ELECTION ADVERTISEMENT	\$200	\$200	\$200
11	\$457	\$500	\$500	623 BUDGET ADVERTISEMENT	\$600	\$600	\$600
12	\$734	\$281	\$300	624 PUBLIC HEARINGS	\$300	\$300	\$300
13	\$0	\$0	\$300	625 BIDS	\$300	\$300	\$300
14	\$1,077	\$586	\$1,250	626 GENERAL ADVERTISEMENTS	\$1,250	\$1,250	\$1,250
15	\$7,290	\$5,790	\$5,000	627 LEGAL	\$6,500	\$6,500	\$6,500
16	\$415	\$575	\$2,200	629 MISC. [2011: COMP. SOFTWARE & HARDWARE	\$3,500	\$3,500	\$3,500
17	\$2,500	\$1,972	\$2,800	639 MISC. [2011: SERVICE CONTRACTS]	\$2,800	\$2,800	\$2,800
18	\$1,316	\$1,510	\$2,450	665 OFFICE SUPPLIES	\$2,400	\$2,400	\$2,400
19	\$0	\$0	\$500	666 COMPUTER SUPPLIES	\$500	\$500	\$500
20	\$920	\$600	\$1,200	667 POSTAGE	\$1,200	\$1,200	\$1,200
21	\$0	\$0	\$250	668 COPIER SUPPLIES	\$250	\$250	\$250
22	\$4,859	\$5,047	\$5,400	671 DUES & ANNUAL FEES	\$5,800	\$5,800	\$5,800
23	\$90	\$113	\$350	672 PUBLICATIONS (books; magazines etc.)	\$350	\$350	\$350
24	\$0	\$650	\$1,200	673 ORS REVISIONS/MAPS	\$1,200	\$1,200	\$1,200
25	\$4,057	\$4,343	\$5,250	674 CONFERENCES & MEETINGS	\$5,500	\$5,500	\$5,500
26	\$2,669	\$4,286	\$7,500	675 ECONOMIC DEVELOPMENT	\$15,000	\$15,000	\$15,000
27	\$235	\$0	\$3,000	677 HRB/PLANNING COM/GIS/EPC	\$10,000	\$10,000	\$10,000
28	\$27,414	\$27,933	\$43,300	TOTAL MATERIALS AND SERVICES	\$61,650	\$61,650	\$61,650
29				Capital Outlay			
30	\$1,352	\$0	\$10,000	831 SOFTWARE/HARDWARE	\$10,000	\$10,000	\$10,000
31	\$1,352	\$0	\$10,000	TOTAL CAPITAL OUTLAY	\$10,000	\$10,000	\$10,000
32	\$0	\$0	\$37,700	950 GENERAL OPERATING CONTINGENCY	\$41,500	\$41,500	\$41,500
33	\$174,474	\$183,540	\$289,550	TOTAL EXPENDITURES (100.010)	\$320,750	\$320,750	\$320,750

# **REQUIREMENTS SUMMARY** General Fund: Parks, Rec & Cemetery (100-020)

06/16/2017

City of Brownsville

Historical Data			Budget Year: 2017-2018		EXPENDITURE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
2014-2015	2015-2016	Adopted Budget This Year 2016-2017						
					<b>Personnel Services</b>			
1	\$11,108	\$14,727	\$19,350	510	SALARIES	\$20,125	\$20,125	\$20,125
2	\$1,299	\$500	\$2,100	520	EXTRA HELP	\$2,100	\$2,100	\$2,100
3	\$2,361	\$2,936	\$3,550	540	BENEFITS	\$3,735	\$3,735	\$3,735
4	\$14,768	\$18,163	\$25,000		<b>TOTAL Personnel SERVICES</b>	\$25,960	\$25,960	\$25,960
5					<b>Materials &amp; Services</b>			
6	\$0	\$0	\$8,500	600	PARK DEPOSIT REFUNDS	\$8,500	\$8,500	\$8,500
7	\$469	\$1,113	\$2,000	645	SERVICE CONTRACTS	\$2,000	\$2,000	\$2,000
8	\$2,500	\$0	\$8,000	649	CLRC CONTRACT	\$2,500	\$2,500	\$2,500
9	\$1,607	\$2,598	\$2,500	653	PORTABLE TOILETS RENTAL	\$2,500	\$2,500	\$2,500
10	\$0	\$0	\$2,000	655	GRAVEL/ASPHALT	\$2,000	\$2,000	\$2,000
11	\$533	\$400	\$1,000	659	MISC. [ ]	\$1,000	\$1,000	\$1,000
12	\$500	\$31	\$500	661	OPERATING SUPPLIES	\$500	\$500	\$500
13	\$199	\$29	\$500	663	CLEANING SUPPLIES	\$500	\$500	\$500
14	\$2,195	\$2,108	\$3,800	664	RESTROOM SUPPLIES	\$3,800	\$3,800	\$3,800
15	\$1,214	\$821	\$4,500	669	SUPPLIES	\$4,200	\$4,200	\$4,200
16	\$8,115	\$10,770	\$9,200	691	ELECTRICITY	\$12,000	\$12,000	\$12,000
17	\$11,652	\$9,550	\$15,000	720	BUILDINGS, GROUNDS & TREES	\$16,500	\$16,500	\$16,500
18	\$250	\$573	\$1,000	730	EQUIPMENT RENTAL	\$1,000	\$1,000	\$1,000
	\$29,234	\$27,993	\$58,500		<b>TOTAL MATERIALS AND SERVICES</b>	\$57,000	\$57,000	\$57,000
19					<b>Capital Outlay</b>			
20	\$0	\$0	\$55,000	810	PARK/PLAYGROUND EQUIPMENT	\$55,000	\$55,000	\$55,000
21	\$18,946	\$0	\$20,000	816	BUILDINGS - REPAIR	\$35,000	\$35,000	\$35,000
22	\$200	\$950	\$10,000	876	EQUIPMENT NEW & REPLACEMENT	\$10,000	\$10,000	\$10,000
23	\$19,146	\$950	\$85,000		<b>TOTAL CAPITAL OUTLAY</b>	\$100,000	\$100,000	\$100,000
24	\$0	\$0	\$24,000	950	GENERAL OPERATING CONTINGENCY	\$25,750	\$25,750	\$25,750
25	\$63,148	\$47,106	\$192,500		<b>TOTAL EXPENDITURES (100.020)</b>	\$208,710	\$208,710	\$208,710

REQUIREMENTS SUMMARY

General Fund: Community Room (100-030)

City of Brownsville

06/16/2017

	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018				
		2014-2015	2015-2016		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
					Materials & Services				
1	\$2,839		\$325	\$4,200	691 ELECTRICITY	\$4,200	\$4,200	\$4,200	1
2	\$966		\$0	\$2,500	694 HEATING	\$2,500	\$2,500	\$2,500	2
3	\$3,705		\$325	\$6,700	TOTAL MATERIALS AND SUPPLIES	\$6,700	\$6,700	\$6,700	3
					Capital Outlay				
4	\$3,705		\$325	\$6,700	TOTAL EXPENDITURES (100.030)	\$6,700	\$6,700	\$6,700	4

REQUIREMENTS SUMMARY  
General Fund: Library (100-040)

06/16/2017

City of Brownsville

	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018			
	2014-2015	2015-2016	Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				Personnel Services				
1	\$34,250	\$34,141	\$50,160	510 SALARIES	\$52,100	\$52,100	\$52,100	1
2	\$0	\$0	\$3,200	520 EXTRA HELP	\$3,200	\$3,200	\$3,200	2
3	\$7,593	\$7,821	\$10,450	540 BENEFITS	\$10,950	\$10,950	\$10,950	3
4	\$41,843	\$41,962	\$63,810	TOTAL Personnel SERVICES	\$66,250	\$66,250	\$66,250	4
5				Materials & Services				5
6	\$1,962	\$2,648	\$2,800	645 SERVICE CONTRACT (Fumace & Follet)	\$2,950	\$2,950	\$2,950	6
7	-\$24	\$0	\$450	649 ALARM MONITORING	\$450	\$450	\$450	7
8	\$7,441	\$7,500	\$7,500	651 BOOKS	\$7,500	\$7,500	\$7,500	8
9	\$748	\$1,200	\$1,200	662 BOOK PROCESSING MATERIALS	\$1,200	\$1,200	\$1,200	9
10	\$46	\$223	\$300	663 CLEANING SUPPLIES	\$300	\$300	\$300	10
11	\$250	\$131	\$300	665 OFFICE SUPPLIES	\$300	\$300	\$300	11
12	\$143	\$65	\$350	666 COMPUTER SUPPLIES	\$350	\$350	\$350	12
13	\$60	\$0	\$100	667 POSTAGE	\$100	\$100	\$100	13
14	\$42	\$0	\$100	668 COPIER SUPPLIES	\$100	\$100	\$100	14
15	\$45	\$0	\$100	671 DUES	\$100	\$100	\$100	15
16	\$0	\$0	\$200	672 SUBSCRIPTIONS	\$200	\$200	\$200	16
17	\$0	\$0	\$300	674 CONFERENCES	\$1,550	\$1,550	\$1,550	17
18	\$1,145	\$1,677	\$2,000	679 MISC. [2011: SOFTWARE/HARDWARE]	\$3,500	\$3,500	\$3,500	18
19	\$2,849	\$2,715	\$4,000	691 ELECTRICITY	\$4,000	\$4,000	\$4,000	19
20	\$1,171	\$1,205	\$3,800	692 NATURAL GAS	\$3,800	\$3,800	\$3,800	20
21	\$1,576	\$1,591	\$2,500	693 TELEPHONE & INTERNET	\$2,850	\$2,850	\$2,850	21
22	\$2,390	\$2,608	\$3,000	720 BUILDINGS & GROUNDS	\$3,450	\$3,450	\$3,450	22
23	\$0	\$1,000	\$2,000	730 EQUIPMENT	\$2,000	\$2,000	\$2,000	23
24	\$19,844	\$22,563	\$31,000	TOTAL MATERIALS AND SERVICES	\$34,700	\$34,700	\$34,700	24
				Capital Outlay				
25	\$0	\$30,797	\$20,000	801 BUILDING REPAIR	\$10,000	\$10,000	\$10,000	25
26	\$0	\$0	\$0	871 OFFICE EQUIPMENT	\$0	\$0	\$0	26
27	\$4,332	\$0	\$0	861 FURNITURE [CARPET]	\$0	\$0	\$0	27
28	\$0	\$0	\$6,500	821 COMPUTERS	\$3,200	\$3,200	\$3,200	28
29	\$4,332	\$30,797	\$26,500	TOTAL CAPITAL OUTLAY	\$13,200	\$13,200	\$13,200	29
30	\$0	\$0	\$18,200	950 GENERAL OPERATING CONTINGENCY	\$17,000	\$17,000	\$17,000	30
31	\$66,019	\$95,322	\$139,510	TOTAL EXPENDITURES (100.040)	\$131,150	\$131,150	\$131,150	31



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018			
			Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2014-2015	2015-2016						
				Personnel Services				
1	\$23,412	\$25,266	\$31,350	510 SALARIES	\$32,700	\$32,700	\$32,700	1
2	\$3,442	\$3,824	\$5,015	540 BENEFITS	\$5,275	\$5,275	\$5,275	2
3	\$26,854	\$29,090	\$36,365	TOTAL Personnel SERVICES		\$37,975	\$37,975	3
4				Materials & Services				4
5	\$2,440	\$0	\$4,200	632 ATTORNEY & PRO TEM JUDGE	\$4,200	\$4,200	\$4,200	5
6	\$1,012	\$1,012	\$1,800	634 COMPUTER/SOFTWARE	\$2,800	\$2,800	\$2,800	6
7	\$135,804	\$142,594	\$149,750	637 POLICE	\$156,000	\$156,000	\$156,000	7
8	\$0	\$1,457	\$500	639 MISC. [2011: EXPENSE REIMBURSEMENT]	\$1,250	\$1,250	\$1,250	8
9	\$3,555	\$788	\$6,200	648 COURT CLERK L.C. IGA	\$3,500	\$3,500	\$3,500	9
10	\$2,060	\$6,670	\$2,400	649 PUBLIC DEFENDERS	\$2,800	\$2,800	\$2,800	10
11	\$15	\$16	\$250	659 TRIAL COSTS	\$200	\$200	\$200	11
12	\$201	\$125	\$500	665 OFFICE SUPPLIES	\$350	\$350	\$350	12
13	\$54	\$185	\$200	666 COMPUTER SUPPLIES	\$250	\$250	\$250	13
14	\$280	\$165	\$350	667 POSTAGE	\$350	\$350	\$350	14
15	\$0	\$50	\$150	671 DUES & ANNUAL FEES	\$150	\$150	\$150	15
16	\$257	\$536	\$600	676 EDUCATION	\$650	\$650	\$650	16
17	\$0	\$80	\$350	679 BOOKS	\$350	\$350	\$350	17
18	\$0	\$0	\$4,500	683 STATE UAS	\$5,100	\$5,100	\$5,100	18
19	\$0	\$0	\$1,100	685 COUNTY ADMIN SERVICES	\$1,450	\$1,450	\$1,450	19
20	\$0	\$0	\$650	690 RESTITUTION/REFUNDS	\$800	\$800	\$800	20
21	\$0	\$0	\$350	730 OFFICE EQUIP. MAINTENANCE	\$500	\$500	\$500	21
22	\$145,688	\$153,678	\$173,850	TOTAL MATERIALS AND SERVICES	\$180,700	\$180,700	\$180,700	22
				Capital Outlay				
23	\$0	\$180	\$500	871 OFFICE EQUIPMENT	\$1,200	\$1,200	\$1,200	23
24	\$0	\$0	\$500	TOTAL CAPITAL OUTLAY	\$1,200	\$1,200	\$1,200	24
25	\$0	\$0	\$30,600	950 GENERAL OPERATING CONTINGENCY	\$32,900	\$32,900	\$32,900	25
26	\$172,542	\$182,948	\$241,315	TOTAL EXPENDITURES (100.050)	\$252,775	\$252,775	\$252,775	26

# REQUIREMENTS SUMMARY General Fund: Operations (100-060)

City of Brownsville

06/16/2017

Historical Data				EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
		Adopted Budget This Year 2016-2017	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
2014-2015	2015-2016						
				Personnel Services			
1	\$53,110	\$51,953	\$60,600	510 SALARIES	\$63,100	\$63,100	
2	\$0	\$0	\$2,500	520 EXTRA HELP	\$2,500	\$2,500	
3	\$28,132	\$32,093	\$33,950	540 BENEFITS	\$35,750	\$35,750	
4	\$81,242	\$94,046	\$97,050	TOTAL Personnel SERVICES	\$101,350	\$101,350	
5				Materials & Services			
6	\$6,111	\$2,207	\$12,500	622 PLANNING	\$58,000	\$58,000	
7	\$2,536	\$5,111	\$30,000	632 ATTORNEY	\$18,000	\$18,000	
8	\$23,250	\$28,000	\$28,000	633 AUDITOR	\$30,000	\$30,000	
9	\$0	\$0	\$1,200	634 COMPUTER CONSULTANT	\$1,500	\$1,500	
10	\$2,976	\$3,951	\$3,500	635 ENGINEER	\$4,500	\$4,500	
11	\$208	\$418	\$2,000	639 MISC. [PERSONNEL]	\$2,200	\$2,200	
12	\$158	\$5,362	\$200	645 MISC. [REFUNDS & REIMB.] [Match Switch]	\$2,500	\$2,500	
13	\$20,617	\$16,391	\$15,500	646 BUILDING DEPARTMENT CONTRACTS	\$16,000	\$16,000	
14	\$4,349	\$78	\$7,500	649 SERVICE/MAINT. CONTRACTS [Match Switch]	\$7,500	\$7,500	
15	\$274	\$675	\$1,000	654 SHOP EXPENSE	\$1,000	\$1,000	
16	\$0	\$0	\$1,500	659 MISC. [MAINTENANCE SUPPLIES]	\$1,200	\$1,200	
17	\$1,904	\$1,285	\$3,000	661 PETROLEUM PRODUCTS	\$3,000	\$3,000	
18	\$180	\$240	\$500	663 CLEANING SUPPLIES	\$500	\$500	
19	\$437	\$145	\$3,200	679 MISC. [EXPENSE REIMBURSEMENT]	\$3,200	\$3,200	
20	\$11,739	\$16,741	\$20,500	681 INSURANCE (CIS) [15 RN: + 682]	\$28,500	\$28,500	
21	\$375	\$375	\$500	684 BONDS	\$525	\$525	
22	\$3,884	\$3,373	\$6,500	691 ELECTRICITY	\$6,500	\$6,500	
23	\$1,120	\$1,342	\$2,200	692 NATURAL GAS	\$2,200	\$2,200	
24	\$3,964	\$4,884	\$6,200	693 TELEPHONE, INTERNET & CELL PHONES	\$6,850	\$6,850	
25	\$135	\$871	\$2,400	710 VEHICLES	\$1,850	\$1,850	
26	\$4,157	\$3,915	\$4,250	720 BUILDINGS & GROUNDS	\$4,850	\$4,850	
27	\$1,638	\$756	\$3,400	730 EQUIPMENT & CLOTHING	\$3,200	\$3,200	
28	\$557	\$200	\$600	740 CELL PHONES	\$800	\$800	
29	\$80,549	\$96,340	\$156,150	TOTAL MATERIALS AND SERVICES	\$204,375	\$204,375	
				Capital Outlay			
30	\$0	\$0	\$1,250	821 COMPUTER HARDWARE	\$2,600	\$2,600	
31	\$0	\$2,000	\$0	871 EQUIPMENT REPLACEMENT	\$650	\$650	
32	\$0	\$0	\$0	851 TOOLS REPLACEMENT	\$0	\$0	
33	\$162	\$0	\$2,500	861 FURNITURE	\$5,000	\$5,000	
34	\$0	\$0	\$0	880 LAND ACQUISITION	\$0	\$0	
35	\$0	\$0	\$5,000	831 COMPUTER SOFTWARE/HARDWARE	\$10,000	\$10,000	
36	\$162	\$2,000	\$8,750	TOTAL CAPITAL OUTLAY	\$18,250	\$18,250	
37	\$0	\$0	\$39,000	950 GENERAL OPERATING CONTINGENCY	\$47,000	\$47,000	
38	\$171,953	\$182,386	\$300,950	TOTAL EXPENDITURES (100.060)	\$370,975	\$370,975	

**INCLUSIVE - GENERAL**  
(100-000)

06/16/2017

	Actual 2014-2015	Actual 2015-2016	BUDGETED AMOUNT 2016-2017	EXPENDITURE DESCRIPTION	Budget Year: 2017-2018			
					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$174,474	\$183,540	\$289,550	ADMINISTRATION	\$320,750	\$320,750	\$320,750	2
3								3
4	\$63,148	\$47,106	\$192,500	PARKS/REC/CEMETERY	\$208,710	\$208,710	\$208,710	4
5								5
6	\$3,705	\$325	\$6,700	COMMUNITY ROOM	\$6,700	\$6,700	\$6,700	6
7								7
8	\$66,019	\$95,322	\$139,510	LIBRARY	\$131,150	\$131,150	\$131,150	8
9								9
10	\$172,542	\$182,948	\$241,315	LAW	\$252,775	\$252,775	\$252,775	10
11								11
12	\$171,953	\$182,386	\$300,950	OPERATIONS	\$370,975	\$370,975	\$370,975	12
13								13
14	-\$8,000	\$0	\$0	TRANSFERS				14
15				905 TO BUILDING & EQUIPMENT FUND	\$0	\$0	\$0	15
16	-\$50,000	-\$50,000	\$0	908 TO COMMUNITY PROJECTS FUND	\$0	\$0	\$0	16
17								17
18				CONTINGENCY				18
19								19
20	\$774,688	\$810,818	\$1,170,525	TOTAL RESOURCES	\$1,377,155	\$1,377,155	\$1,377,155	20
21								21
22	\$593,841	\$641,627	\$1,155,775	TOTAL EXPENDITURES	\$1,291,060	\$1,291,060	\$1,291,060	22
23			\$41,490	975 UNAPPROPRIATED FUND BALANCE	\$86,095	\$86,095	\$86,095	23
24	\$593,841	\$641,627	\$1,197,265	TOTAL REQUIREMENTS	\$1,377,155	\$1,377,155	\$1,377,155	24

RESOURCES  
Water Fund  
(200-000)06/16/2017  
City of Brownsville

	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2017-2018				
		2014-2015	2015-2016		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1		\$563,782	\$583,224	\$350,000	411 BEGINNING FUND BALANCE	\$357,300	\$357,300	\$357,300	1
2		\$2,822	\$3,619	\$1,100	414 INTEREST	\$3,200	\$3,200	\$3,200	2
3									3
					OTHER RESOURCES				
4		\$0	\$0	\$0	460 UTILITY DEPOSITS	\$2,400	\$2,400	\$2,400.00	4
5		\$288,667	\$301,103	\$293,550	461 WATER RECEIPTS	\$310,000	\$310,000	\$310,000	5
6		\$2,580	\$4,860	\$2,200	462 WATER CONNECTION FEES	\$2,800	\$2,800	\$2,800	6
7		\$28,500	\$31,550	\$1,500	463 MISCELLANEOUS	\$6,500	\$6,500	\$6,500	7
					TRANSFERS				
8				\$0	FROM GENERAL	\$0	\$0	\$0	8
9				\$0	FROM SEWER	\$120,000	\$120,000	\$120,000	9
10				\$0	[FROM WATER CONSTRUCTION]	\$0	\$0	\$0	10
11				\$0	[FROM WATER SDC]	\$0	\$0	\$0	11
12		\$886,351	\$924,356	\$648,350	Total resources - No Taxes	\$802,200	\$802,200	\$802,200	12
13					Taxes necessary to balance				13
14					Taxes collected in year levied				14
15		\$886,351	\$924,356	\$648,350	TOTAL RESOURCES	\$802,200	\$802,200	\$802,200	15

Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
2014-2015	2015-2016	Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			<b>Personnel Services</b>			
1	\$58,039	\$61,540	510 SALARIES	\$75,950	\$75,950	\$75,950
2	\$44,667	\$45,382	540 BENEFITS	\$56,800	\$56,800	\$56,800
3	\$102,706	\$106,922	<b>TOTAL Personnel SERVICES</b>	\$132,750	\$132,750	\$132,750
			<b>Materials &amp; Services</b>			
4	\$0	\$0	600 UTILITY DEPOSIT REFUNDS	\$2,400	\$2,400	\$2,400
5	\$3,272	\$2,600	615 PERMITS & ANNUAL FEES	\$3,200	\$3,200	\$3,200
6	\$8,059	\$7,244	616 REFUNDS & REIMBURSE	\$5,100	\$5,100	\$5,100
7	\$0	\$0	623 NOTICES	\$200	\$200	\$200
8	\$324	\$0	625 BIDS	\$400	\$400	\$400
9	\$8,049	\$3,674	627 LEGAL	\$4,500	\$4,500	\$4,500
10	\$75,000	\$7,443	635 ENGINEER	\$35,000	\$35,000	\$35,000
11	\$3,309	\$3,089	639 MISC. [2011: SERVICE CONTRACTS]	\$5,000	\$5,000	\$5,000
12	\$888	\$1,895	665 OFFICE SUPPLIES (*15 RN: + Copier Supplies	\$2,500	\$2,500	\$2,500
13	\$0	\$307	666 COMPUTER SOFTWARE & HARDWARE	\$1,800	\$1,800	\$1,800
14	\$2,089	\$1,862	667 POSTAGE	\$2,800	\$2,800	\$2,800
15	\$503	\$200	671 DUES	\$1,200	\$1,200	\$1,200
16	\$594	\$0	674 CONFERENCES	\$1,000	\$1,000	\$1,000
17	\$1,010	\$1,268	676 EDUCATION (*15: + SUBSCRIPTIONS 672)	\$1,350	\$1,350	\$1,350
18	\$0	\$0	679 MISC. [2011: PERSONNEL]	\$500	\$500	\$500
19	\$11,739	\$16,741	681 INSURANCE (CIS) (RN: Insurance; + 682 & 68	\$31,000	\$31,000	\$31,000
20	\$2,808	\$3,442	693 TELEPHONE, INTERNET & CELL PHONES	\$4,750	\$4,750	\$4,750
21	\$83	\$83	730 EQUIPMENT	\$1,200	\$1,200	\$1,200
22	\$117,727	\$49,858	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$103,900	\$103,900	\$103,900
23	\$0	\$0	822 COMPUTER SOFTWARE & HARDWARE	\$10,000	\$10,000	\$10,000
24	\$415	\$0	831 SOFTWARE [2011: HARDWARE]	\$2,000	\$2,000	\$2,000
25	\$0	\$0	872 OFFICE EQUIPMENT (*15 RN: + FURNITURE)	\$5,000	\$5,000	\$5,000
26	\$415	\$0	<b>TOTAL CAPITAL OUTLAY</b>	\$17,000	\$17,000	\$17,000
27	\$0	\$0	950 GENERAL OPERATING CONTINGENCY	\$35,000	\$35,000	\$35,000
28	\$220,848	\$156,780	<b>TOTAL EXPENDITURES (200.010)</b>	\$288,650	\$288,650	\$288,650

	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
	2014-2015	2015-2016	Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				Personnel Services			
1	\$27,104	\$24,908	\$44,900	510 SALARIES	\$46,700	\$46,700	\$46,700
2	\$0	\$0	\$4,600	520 EXTRA HELP	\$4,600	\$4,600	\$4,600
3	\$0	\$0	\$3,500	530 OVERTIME	\$3,500	\$3,500	\$3,500
4	\$15,140	\$18,392	\$33,900	540 BENEFITS	\$34,500	\$34,500	\$34,500
5	\$42,244	\$43,300	\$86,900	TOTAL Personnel SERVICES	\$89,300	\$89,300	\$89,300
				Materials & Services			
6	\$4,021	\$9,599	\$9,500	649 MISC. [SERVICE CONTRACTS]	\$9,800	\$9,800	\$9,800
7	\$186	\$675	\$100	654 SHOP EXPENSES	\$500	\$500	\$500
8	\$1,369	\$851	\$4,500	655 GRAVEL/ASPHALT	\$4,500	\$4,500	\$4,500
9	\$12,519	\$11,546	\$15,000	656 CHLORINE/SODA ASH	\$15,000	\$15,000	\$15,000
10	\$2,520	\$2,730	\$7,500	657 WATER SAMPLE ANALYSIS	\$7,500	\$7,500	\$7,500
11	\$40,000	\$18,434	\$40,000	658 SYSTEM REPAIRS	\$30,000	\$30,000	\$30,000
12	\$1,544	\$48	\$3,000	659 MISC. EXPENSE REIMBURSE {15: + 669}	\$3,000	\$3,000	\$3,000
13	\$1,904	\$1,450	\$4,000	661 PETROLEUM PRODUCTS	\$4,000	\$4,000	\$4,000
14	\$22,481	\$21,572	\$42,000	691 ELECTRICITY	\$35,000	\$35,000	\$35,000
15	\$140	\$952	\$2,000	710 VEHICLES {15 RN}	\$2,000	\$2,000	\$2,000
16	\$868	\$123	\$3,000	720 BUILDINGS & GROUNDS	\$2,450	\$2,450	\$2,450
17	\$3,694	\$1,767	\$5,000	730 EQUIPMENT & CLOTHING {15 RN}	\$5,000	\$5,000	\$5,000
18	\$555	\$150	\$300	740 CELL {15 RN}	\$300	\$300	\$300
19	\$91,801	\$69,897	\$135,900	TOTAL MATERIALS & SERVICES	\$119,050	\$119,050	\$119,050
20	\$29,465	\$323,979	\$75,000	805 WATER LINE INSTALLATIONS	\$220,000	\$220,000	\$220,000
21	\$0	\$0	\$3,000	872 PUBLIC WORKS EQUIPMENT	\$3,000	\$3,000	\$3,000
23	\$0	\$0	\$0	802.003 (NEW) ELECTRICAL UPGRADES (PLC)	\$0	\$0	\$0
25	\$8,769	\$302	\$5,000	802 WATER SYSTEMS	\$20,000	\$20,000	\$20,000
26	\$0	\$2,138	\$2,600	872 EQUIPMENT NEW & REPLACEMENT	\$2,000	\$2,000	\$2,000
27	\$38,234	\$326,419	\$85,600	TOTAL CAPITAL OUTLAY	\$245,000	\$245,000	\$245,000
28	\$0	\$0	\$43,200	950 GENERAL OPERATING CONTINGENCY	\$35,000	\$35,000	\$35,000
29	\$172,279	\$439,616	\$351,600	TOTAL EXPENDITURES (200.060)	\$488,350	\$488,350	\$488,350

# INCLUSIVE - WATER (200-000)

	ACTUAL		ACTUAL 2015-2016	BUDGETED AMOUNT 2016-2017	EXPENDITURE DESCRIPTION	Budget Year: 2017-2018				
	2014-2015					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1										1
2	\$220,848		\$156,780	\$262,150	ADMINISTRATION	\$288,650	\$288,650	\$288,650		2
3										3
4	\$172,279		\$439,616	\$351,600	OPERATIONS	\$488,350	\$488,350	\$488,350		4
5										5
					TRANSFERS					
6	\$0		\$0	\$0	908 TO COMMUNITY PROJECTS	\$0	\$0	\$0		6
7	\$0		\$0	\$0	905 TO BLDG & EQUIPMENT	\$0	\$0	\$0		7
8	\$0		\$0	\$0	550-000 TO WATER SYSTEM RESERVE	\$0	\$0	\$0		8
9	\$0		\$0	\$0	TOTAL TRANSFERS	\$0	\$0	\$0		9
10										10
11	\$0		\$0		CONTINGENCY					11
12										12
13										13
					RESOURCES BY FUND					
14	\$50,000		\$0	\$0	481 FROM SEWER	\$120,000	\$120,000	\$120,000		14
15	\$40,000		\$1,800		FROM WATER SDC					15
16	\$90,000		\$0	\$0	TOTAL TRANSFERS IN	\$120,000	\$120,000	\$120,000		16
17	\$483,127		\$598,196	\$648,350	TOTAL RESOURCES	\$802,200	\$802,200	\$802,200		17
18										18
19	\$483,127		\$598,196	\$613,750	TOTAL EXPENDITURES	\$777,000	\$777,000	\$777,000		19
20				\$34,600	975 UNAPPROPRIATED ENDING BALANCE	\$25,200	\$25,200	\$25,200		20
21	\$483,127		\$598,196	\$648,350	TOTAL REQUIREMENTS	\$802,200	\$802,200	\$802,200		21

RESOURCES  
Sewer Fund  
(210-000)

06/16/2017

City of Brownsville

Historical Data				Budget Year: 2017-2018			
2014-2015	2015-2016	Adopted Budget This Year 2016-2017	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	\$511,824	\$355,368	411 BEGINNING FUND BALANCE	\$515,000	\$515,000	\$515,000	1
2	\$2,562	\$2,205	414 INTEREST	\$2,000	\$2,000	\$2,000	2
3							3
			OTHER RESOURCES				
4	\$309,478	\$320,305	465 SEWER RECEIPTS	\$329,000	\$329,000	\$329,000	4
5	\$315	\$405	466 SEWER CONNECTION FEES	\$300	\$300	\$300	5
6	\$0	\$0	467 MISCELLANEOUS	\$500	\$500	\$500	6
7							7
			TRANSFERS				
8		\$0	IN				8
9	-\$70,000		OUT				9
10	\$754,179	\$658,283	Total resources - No Taxes	\$846,800	\$846,800	\$846,800	10
			Taxes necessary to balance				
			Taxes collected in year levied				
11	\$754,179	\$658,283	TOTAL RESOURCES	\$846,800	\$846,800	\$846,800	11



## REQUIREMENTS SUMMARY

Sewer Fund: Administration (210-010)

City of Brownsville

	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
	2014-2015	2015-2016	Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				Personnel Services			
1	\$50,636	\$53,860	\$64,200	510 SALARIES	\$66,750	\$66,750	\$66,750
2	\$33,105	\$38,679	\$46,500	540 BENEFITS	\$48,900	\$48,900	\$48,900
3	\$83,741	\$92,539	\$110,700	TOTAL Personnel SERVICES	\$115,650	\$115,650	\$115,650
				Materials & Services			
4	\$214	\$344	\$1,200	615 PERMITS & ANNUAL FEES	\$1,000	\$1,000	\$1,000
5	\$439	\$1,260	\$1,000	616 REFUNDS & REIMBURSE	\$1,850	\$1,850	\$1,850
6	\$0	\$0	\$400	625 BIDS	\$400	\$400	\$400
7	\$6,445	\$3,674	\$2,500	627 LEGAL	\$3,400	\$3,400	\$3,400
8	\$20,000	\$1,155	\$25,000	635 ENGINEER	\$25,000	\$25,000	\$25,000
9	\$3,538	\$2,891	\$4,800	639 MISC. [2011: SERVICE CONTRACTS]	\$4,800	\$4,800	\$4,800
10	\$0	\$0	\$500	659 MISC. [1]	\$500	\$500	\$500
11	\$888	\$1,895	\$1,800	665 OFFICE & OPERATING SUPPLIES	\$2,000	\$2,000	\$2,000
12	\$415	\$0	\$800	666 COMPUTER SOFTWARE & HARDWARE	\$650	\$650	\$650
13	\$2,099	\$1,862	\$2,800	667 POSTAGE	\$2,800	\$2,800	\$2,800
14	\$0	\$0	\$150	668 COPIER SUPPLIES	\$150	\$150	\$150
15	\$63	\$0	\$275	671 DUES	\$275	\$275	\$275
16	\$500	\$84	\$350	674 CONFERENCES	\$750	\$750	\$750
17	\$465	\$1,083	\$1,000	676 EDUCATION	\$1,300	\$1,300	\$1,300
18	\$0	\$0	\$500	679 MISC. [2011: PERSONNEL]	\$500	\$500	\$500
19	\$11,739	\$16,742	\$22,000	681 INSURANCE (CIS) {15 RN: + 682 & 684}	\$28,000	\$28,000	\$28,000
20	\$2,565	\$3,420	\$4,100	683 TELEPHONE, INTERNET & CELL PHONES	\$4,500	\$4,500	\$4,500
21	\$83	\$97	\$1,750	730 EQUIPMENT {15 RN: + 731}	\$1,500	\$1,500	\$1,500
22	\$49,453	\$34,507	\$70,925	TOTAL MATERIALS & SERVICES	\$79,375	\$79,375	\$79,375
23	\$0	\$0	\$1,000	873 OFFICE EQUIPMENT	\$1,000	\$1,000	\$1,000
24	\$0	\$0	\$1,000	865 OFFICE FURNITURE	\$5,000	\$5,000	\$5,000
25	\$0	\$0	\$10,000	833 SOFTWARE	\$10,000	\$10,000	\$10,000
26	\$0	\$0	\$5,000	803 SEWER SYSTEM FACILITY PLAN	\$5,000	\$5,000	\$5,000
27		\$0	\$17,000	TOTAL CAPITAL OUTLAY	\$21,000	\$21,000	\$21,000
28	\$0	\$0	\$29,700	950 GENERAL OPERATING CONTINGENCY	\$35,000	\$35,000	\$35,000
29	\$133,194	\$127,046	\$228,325	TOTAL EXPENDITURES (210.010)	\$251,025	\$251,025	\$251,025

# REQUIREMENTS SUMMARY Sewer Fund: Sewer Operations (210-060)

06/16/2017

City of Brownsville

	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
	2014-2015	2015-2016	Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				Personnel Services			
1	\$18,069	\$16,605	\$33,400	510 SALARIES	\$34,750	\$34,750	\$34,750
2	\$0	\$0	\$3,500	520 EXTRA HELP	\$3,500	\$3,500	\$3,500
3	\$0	\$0	\$3,000	530 OVERTIME	\$3,000	\$3,000	\$3,000
4	\$10,093	\$12,273	\$18,800	540 BENEFITS	\$19,750	\$19,750	\$19,750
5	\$28,162	\$28,878	\$58,700	TOTAL Personnel SERVICES	\$61,000	\$61,000	\$61,000
6				Materials & Services			
7	\$2,341	\$2,423	\$4,800	649 MISC. [2011: SERVICE CONTRACTS]	\$4,600	\$4,600	\$4,600
8	\$186	\$675	\$1,000	654 SHOP EXPENSE	\$1,000	\$1,000	\$1,000
9	\$1,369	\$851	\$5,000	655 GRAVEL/ASPHALT	\$5,000	\$5,000	\$5,000
10	\$2,477	\$8,272	\$16,500	656 CHLORINE	\$16,500	\$16,500	\$16,500
11	\$10,818	\$11,313	\$15,000	657 SEWER SAMPLE ANALYSIS	\$15,500	\$15,500	\$15,500
12	\$10,367	\$16,037	\$25,000	658 SYSTEM REPAIRS	\$30,000	\$30,000	\$30,000
13	\$105	\$48	\$2,500	659 MISC. [OPERATING EXPENSE]	\$1,850	\$1,850	\$1,850
14	\$1,904	\$1,450	\$3,500	661 PETROLEUM PRODUCTS	\$3,200	\$3,200	\$3,200
15	\$63	\$0	\$500	668 MISC. [EXPENSE REIMBURSE]	\$500	\$500	\$500
16	\$9,416	\$10,176	\$13,800	691 ELECTRICITY	\$13,800	\$13,800	\$13,800
17	\$140	\$952	\$2,000	710 VEHICLES {'15 RN}	\$2,000	\$2,000	\$2,000
18	\$523	\$478	\$2,400	720 BUILDINGS & GROUNDS {'15 RN}	\$2,400	\$2,400	\$2,400
19	\$3,734	\$1,460	\$7,000	730 EQUIPMENT & CLOTHING {'15 RN}	\$5,800	\$5,800	\$5,800
20	\$559	\$2,180	\$300	740 CELL {'15 RN}	\$300	\$300	\$300
21	\$545	\$100	\$4,200	731 EQUIPMENT REPLACEMENT {'15 RN}	\$4,200	\$4,200	\$4,200
22	\$44,547	\$56,415	\$103,500	TOTAL MATERIALS & SERVICES	\$106,650	\$106,650	\$106,650
23	\$184,984	\$9,000	\$30,000	873 EQUIPMENT [S] S WWTP WELL (Millhouse S	\$10,000	\$10,000	\$10,000
24	\$0	\$205	\$3,000	853 TOOLS	\$3,000	\$3,000	\$3,000
25	\$7,924	\$0	\$30,000	803 SEWER SYSTEM	\$30,000	\$30,000	\$30,000
26	\$192,908	\$9,205	\$63,000	TOTAL CAPITAL OUTLAY	\$43,000	\$43,000	\$43,000
27	\$0	\$0	\$33,400	950 General Operating Contingency	\$40,000	\$40,000	\$40,000
28	\$265,617	\$94,498	\$258,600	TOTAL EXPENDITURES (210.060)	\$250,650	\$250,650	\$250,650
29							

**INCLUSIVE - SEWER**  
(210-000)

	ACTUAL		BUDGETED AMOUNT 2016-2017	EXPENDITURE DESCRIPTION	Budget Year: 2017-2018		
	2014-2015	2015-2016			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1							
2	\$133,194	\$127,046	\$228,325	ADMINISTRATION	\$251,025	\$251,025	\$251,025
3							
4	\$265,617	\$94,498	\$258,600	OPERATIONS	\$250,650	\$250,650	\$250,650
5							
6							
7				TRANSFERS			
8	-\$20,000	-\$20,000	-\$20,000	905 TO BLDG & EQUIPMENT	\$10,000	\$10,000	\$10,000
9			\$0	908 TO COMMUNITY PROJECTS	\$0	\$0	\$0
10			\$0	485 TO STREET	\$0	\$0	\$0
11	-\$50,000	\$0	\$0	911 TO WATER FUND	\$120,000	\$120,000	\$120,000
12	-\$70,000	-\$20,000	-\$20,000	TOTAL TRANSFERS	\$130,000	\$130,000	\$130,000
13							
14				CONTINGENCY			
15							
16				RESOURCES			
17			\$586,150	SEWER			
18							
19							
20	\$312,355	\$322,915	\$586,150	TOTAL RESOURCES	\$846,800	\$846,800	\$846,800
21							
22	\$398,811	\$201,544	\$486,925	TOTAL EXPENDITURES	\$631,675	\$631,675	\$631,675
23	\$355,368	\$121,371	\$99,225	975 UNAPPROPRIATED ENDING BAL.	\$215,125	\$215,125	\$215,125
24	\$398,811	\$322,915	\$586,150	TOTAL REQUIREMENTS	\$846,800	\$846,800	\$846,800

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Streets & Drainage Fund (300-000)

06/16/2017

City of Brownsville

	Actual		Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018		
	2014-2015	2015-2016			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				<b>RESOURCES</b>			
1	\$241,686	\$394,650	\$240,000	411 BEGINNING CASH BALANCE	\$375,000	\$375,000	\$375,000
2	\$2,294	\$2,449	\$1,600	414 INTEREST	\$2,000	\$2,000	\$2,000
3							
				<b>OTHER RESOURCES</b>			
4	\$94,304	\$98,896	\$88,000	424 STATE HWY ALLOCATION	\$92,000	\$92,000	\$92,000
5	\$54,566	\$55,615	\$52,000	433 PACIFICORP FRANCHISE FEE	\$53,500	\$53,500	\$53,500
6	\$0	\$0	\$200	456 MISCELLANEOUS	\$200	\$200	\$200
7							
				<b>TRANSFER</b>			
8	-\$1,800	-\$1,800	-\$1,800	901 TO BIKEWAY	-\$1,800	-\$1,800	-\$1,800
9							
10			\$383,600	<b>TOTAL RESOURCES - NO TAXES</b>	\$522,700	\$522,700	\$522,700
				TAX NECESSARY TO BALANCE			
				TAXES COLLECTED/YR LEVIED			
11	\$394,650	\$549,810	\$383,600	<b>TOTAL REQUIREMENTS</b>	\$522,700	\$522,700	\$522,700

## REQUIREMENTS SUMMARY

Street Fund: Streets &amp; Drainage (300-000)

06/16/2017

City of Brownsville

	Historical Data				EXPENDITURE DESCRIPTION	Budget Year: 2017-2018			
	2014-2015		2015-2016	Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					Personnel Services				
1	\$58,454	\$56,656		\$65,000	510 SALARIES	\$67,900	\$67,900	\$67,900	1
2	\$32,783	\$39,329		\$45,000	540 BENEFITS	\$47,000	\$47,000	\$47,000	2
3	\$91,237	\$95,985		\$110,000	TOTAL Personnel SERVICES	\$114,900	\$114,900	\$114,900	3
					Materials & Services				
4	\$248	\$0		\$3,500	635 ENGINEER	\$2,700	\$2,700	\$2,700	4
5	\$2,730	\$2,730		\$3,600	642 STREET SWEEPING & GRADING	\$3,800	\$3,800	\$3,800	5
6	\$3,818	\$3,359		\$5,000	649 MISC. [2011: SERVICE CONTRACTS]	\$15,000	\$15,000	\$15,000	6
7	\$186	\$675		\$1,500	654 SHOP EXPENSES	\$1,500	\$1,500	\$1,500	7
8	\$1,369	\$8,790		\$5,000	655 GRAVEL/ASPHALT	\$6,500	\$6,500	\$6,500	8
9	\$0	\$3,100		\$5,000	658 STRIPING & PAINTING	\$5,000	\$5,000	\$5,000	9
10	\$1,867	\$3,580		\$5,000	659 MISC. [2011: OPERATING EXPENSES]	\$5,000	\$5,000	\$5,000	10
11	\$2,338	\$1,449		\$4,000	661 PETROLEUM PRODUCTS	\$4,000	\$4,000	\$4,000	11
12	\$158	\$55		\$1,200	669 MISC. [EXPENSE REIMBURSE]	\$1,200	\$1,200	\$1,200	12
13	\$134	\$250		\$500	676 EDUCATION	\$500	\$500	\$500	13
14	\$24,945	\$25,987		\$32,000	691 ELECTRICITY (Mill Race)	\$32,000	\$32,000	\$32,000	14
15	\$140	\$925		\$2,500	710 VEHICLES	\$2,500	\$2,500	\$2,500	15
16	\$3,543	\$2,079		\$4,800	730 EQUIPMENT & CLOTHING	\$4,800	\$4,800	\$4,800	16
17	\$368	\$100		\$300	740 CELL	\$300	\$300	\$300	17
18	\$545	\$0		\$3,000	731 EQUIPMENT REPLACEMENT	\$3,000	\$3,000	\$3,000	18
19	\$42,389	\$53,079		\$76,900	TOTAL MATERIALS & SERVICES	\$87,800	\$87,800	\$87,800	19
					Capital Outlay				
20	\$0	\$2,921		\$3,000	848 EQUIPMENT	\$3,000	\$3,000	\$3,000	20
21	\$266	\$6,897		\$40,000	875 [2011: MILL RACE PUMPS]	\$40,000	\$40,000	\$40,000	21
					Systems				
22	\$79,210	\$83,297		\$100,000	804 STREETS	\$100,000	\$100,000	\$100,000	22
23		\$19,643		\$15,000	807 SIDEWALKS & PATHS	\$15,000	\$15,000	\$15,000	23
24	\$79,476	\$112,758		\$158,000	TOTAL CAPITAL OUTLAY	\$158,000	\$158,000	\$158,000	24
					Transfers				
25	-\$1,800	-\$1,800		-\$1,800	901 TO BIKEWAY/FOOTPATH FUND				25
26	\$211,302	\$260,022		\$343,100	TOTAL EXPENDITURES	\$360,700	\$360,700	\$360,700	26
27				\$40,500	975 UNAPPROPRIATED ENDING FUND BALANCE	\$162,000	\$162,000	\$162,000	27
28	\$211,302	\$260,022		\$383,600	TOTAL REQUIREMENTS	\$522,700	\$522,700	\$522,700	28

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Debt Service Fund (400-000)

06/16/2017

City of Brownsville

	Actual			Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018			
	2104-2015	2015-2016							
			Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
					RESOURCES				
1	\$0	\$0	\$0	\$0	BEGINNING CASH BALANCE	\$0	\$0	\$0	1
2	\$0	\$0	\$0	\$0	PRIOR TAXES	\$0	\$0	\$0	2
3	\$0	\$0	\$0	\$0	INTEREST	\$0	\$0	\$0	3
5					TRANSFERS				5
6	\$0	\$0	\$0	\$0	Total Resource Except Taxes to be Levied	\$0	\$0	\$0	6
7				\$0	TAXES NECESSARY TO BALANCE	\$0	\$0	\$0	7
8	\$0	\$0	\$0	\$0	TAXES COLLECTED IN YEAR LEVIED				8
9	\$0	\$0	\$0	\$0	TOTAL RESOURCES	\$0	\$0	\$0	9
10					REQUIREMENTS				10
11	\$0	\$0	\$0	\$0	1979 G.O. BONDS	\$0	\$0	\$0	11
12	\$0	\$0	\$0	\$0	TOTAL PRINCIPAL	\$0	\$0	\$0	12
13									13
					BOND INTEREST PAYMENTS				
14	\$0	\$0	\$0	\$0	1979 G.O. BONDS	\$0	\$0	\$0	14
15	\$0	\$0	\$0	\$0	TOTAL INTEREST	\$0	\$0	\$0	15
16									16
17	\$0	\$0	\$0	\$0	UNAPPROPRIATED BAL FOR NEXT YEAR	\$0	\$0	\$0	17
18									18
19	\$0	\$0	\$0	\$0	TRANSFER TO GENERAL FUND	\$0	\$0	\$0	19
20	\$0	\$0	\$0	\$0	TOTAL APPROPRIATED	\$0	\$0	\$0	20
21	\$0	\$0	\$0	\$0	UNAPPROPRIATED ENDING FUND BALANCE	\$0	\$0	\$0	21
22	\$0	\$0	\$0	\$0	TOTAL REQUIREMENTS	\$0	\$0	\$0	22

# BONDED DEBT Resources & Requirements

06/16/2017

City of Brownsville

## WATER BOND FUND (450-000)

☒ General Obligation Bonds

Historical Data				Budget Year: 2017-2018			
Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	DESCRIPTION OF RESOURCES & REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
			<b>Resources</b>				
1	\$64,521	\$67,883	411 BEGINNING CASH BALANCE	\$22,751	\$22,751	\$22,751	1
2	\$3,188	\$2,362	413 PRIOR TAXES	\$1,600	\$1,600	\$1,600	2
3	\$323	\$421	414 INTEREST	\$250	\$250	\$250	3
4							4
5	\$68,032	\$70,666	Total Resources Except Taxes to be Levied	\$24,601	\$24,601	\$24,601	5
6	\$54,778	\$54,938	TAXES NECESSARY TO BALANCE	\$46,820	\$46,820	\$46,820	6
7			TAXES COLLECTED IN YEAR LEVIED				7
8	\$122,810	\$125,604	<b>TOTAL RESOURCES</b>	\$71,421	\$71,421	\$71,421	8
			<b>Requirements</b>				
			<b>BOND PRINCIPLE PAYMENT</b>				
9	\$14,179	\$14,179	898.001 1998 BWIP G.O. BOND #1 TO PAY 12/01				9
10	\$5,725	\$5,996	898.002 1998 BWIP G.O. BOND #2 TO PAY 12/01				10
11			898.005 2016 G.O. REFUNDING				11
12			Refunded: 09.14.2016; Payments: 08.01 & 02.01	\$5,678	\$5,678	\$5,678	12
13	\$19,904	\$19,904	<b>TOTAL PRINCIPAL</b>	\$5,678	\$5,678	\$5,678	13
14							14
			<b>BOND INTEREST PAYMENT</b>				
15	\$24,111	\$38,290	898.001 1998 BWIP G.O. BOND #1 TO PAY 12/01				15
16	\$10,912	\$16,937	898.002 1998 BWIP G.O. BOND #2 TO PAY 12/01				16
17			898.005 2016 G.O. REFUNDING				17
18			Refunded: 09.14.2016; Payments: 08.01 & 02.01	\$41,142	\$41,142	\$41,142	18
19	\$35,023	\$55,227	<b>TOTAL INTEREST</b>	\$41,142	\$41,142	\$41,142	19
20							20
			<b>UNAPPROPRIATED BALANCE FOR NEXT YEAR</b>				
21							21
22	\$54,927	\$54,927	<b>TOTAL APPROPRIATED</b>	\$46,820	\$46,820	\$46,820	22
23			<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$24,601	\$24,601	\$24,601	23
24	\$122,810	\$125,604	<b>TOTAL REQUIREMENTS</b>	\$71,421	\$71,421	\$71,421	24

# **BONDED DEBT Resources & Requirements**

City of Brownsville

## **SEWER BOND FUND (460-000)**

☒ General Obligation Bonds

	Historical Data		Adopted 2016-2017	DESCRIPTION OF RESOURCES & REQUIREMENTS	Budget Year: 2017-2018		
	Actual 2014-2015	Actual 2015-2016			Proposed by Budget Officer	Approved by	Adopted by Governing Body
				<b>Resources</b>			
1	\$564,374	\$560,122	\$50,000	411 BEGINNING CASH BALANCE	\$65,000	\$65,000	\$65,000 1
2	\$204,243	\$180,036	\$189,175	412 CURRENT TAXES	\$128,164	\$128,164	\$128,164 2
3	\$14,471	\$9,943	\$10,000	413 PRIOR TAXES	\$10,000	\$10,000	\$10,000 3
4	\$2,925	\$3,476	\$2,000	414 INTEREST	\$2,000	\$2,000	\$2,000 4
6	\$128,401	\$130,740	\$125,000	469 DEBT SERVICE FEES (Collected Monthly)	\$125,000	\$125,000	\$125,000 6
7			\$376,175	Total Resources Except Taxes to be Levied	\$330,164	\$330,164	\$330,164 7
8			\$189,175	TAXES NECESSARY TO BALANCE	\$128,164	\$128,164	\$128,164 8
9				TAXES COLLECTED IN YEAR LEVIED			
10	\$914,314	\$884,317	\$376,175	<b>TOTAL RESOURCES</b>	\$330,164	\$330,164	\$330,164 10
				<b>Requirements</b>			
				Bond Principal Payments			
11	\$35,680	\$38,964	\$40,717	898.001 USDA RUS LOAN #1 (\$3,017,000) (08-09)			
12	\$35,351	\$38,420	\$40,053	898.002 USDA RUS LOAN #2 (\$3,200,000) (08-09)			
13				898.005 2016 G.O. REFUNDING			
14				Refunded: 09.14.2016; Payments: 08.01 & 02.01	\$34,334	\$34,334	\$34,334 14
15	\$8,920	\$9,382	\$9,867	898.003 CDBG LOAN (\$300,000) (08-09)	\$9,867	\$9,867	\$9,867 15
16				Issue Date: 08.2008 Payment Date: 12.2011			
17	\$79,951	\$86,766	\$90,637	<b>TOTAL PRINCIPAL</b>	\$44,201	\$44,201	\$44,201 17
				Bond Interest Payments			
18	\$138,240	\$134,956	\$133,203	895.001 USDA RUS LOAN #1 (\$3,017,000) (08-09)			
19	\$122,801	\$119,732	\$118,099	895.002 USDA RUS LOAN #2 (\$3,200,000) (08-09)			
20				898.005 2016 G.O. REFUNDING			
21				Refunded: 09.14.2016; Payments: 08.01 & 02.01	\$248,728	\$248,728	\$248,728 21
22	\$13,200	\$12,720	\$12,236	895.003 CDBG LOAN (\$300,000) (08-09)	\$12,235	\$12,235	\$12,235 22
23				Issue Date: 08.2008 Payment Date: 12.2011			
24	\$274,241	\$267,408	\$263,538	<b>TOTAL INTEREST</b>	\$260,963	\$260,963	\$260,963 24
25	\$354,192	\$354,174	\$354,175	<b>TOTAL ANNUAL PAYMENT</b>	\$305,164	\$305,164	\$305,164 25
				<b>TOTAL APPROPRIATED</b>			
26	\$354,192	\$354,174	\$354,175	975 UNAPPROPRIATED ENDING FUND BALANCE	\$305,164	\$305,164	\$305,164 26
27			\$22,000	<b>TOTAL REQUIREMENTS</b>	\$25,000	\$25,000	\$25,000 27
28	\$354,192	\$354,174	\$376,175		\$330,164	\$330,164	\$330,164 28



**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Buildings & Equipment Fund (500-000)

06/16/2017

City of Brownsville

	Actual				Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018				
	2014-2015	2015-2016	Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body			
						Resources					
1	\$373,236	\$362,054	\$380,000	\$380,000	411 BEGINNING CASH BALANCE		\$330,000	\$330,000	\$330,000	1	
2	\$1,868	\$2,247	\$1,500	\$1,500	414 INTEREST		\$1,200	\$1,200	\$1,200	2	
					TRANSFERS FROM OTHER FUNDS						
3	\$0	\$0			486 FROM STREET		\$0	\$0	\$0	3	
4	\$0	\$0			482 FROM WATER FUND		\$0	\$0	\$0	4	
5	\$20,000	\$20,000	\$20,000	\$20,000	481 FROM SEWER FUND		\$10,000	\$10,000	\$10,000	5	
6	\$8,000	\$8,000			480 FROM GENERAL FUND		\$0	\$0	\$0	6	
7	\$403,104	\$392,301	\$401,500	\$401,500	Total Resources Except Taxes to be Levied		\$341,200	\$341,200	\$341,200	7	
8										8	
9										9	
10	\$403,104	\$392,301	\$401,500	\$401,500	TOTAL RESOURCES		\$341,200	\$341,200	\$341,200	10	
11										11	
					REQUIREMENTS						
					Capital Outlay						
12	\$0	\$0	\$264,000	\$264,000	848.001 VEHICLE ACQUISITION-VACTOR TRUCK		\$274,000	\$274,000	\$274,000	12	
13	\$8,525	\$55,967	\$0	\$0	848 VEHICLE REPLACEMENT [2015: Service Truck]		\$0	\$0	\$0	13	
14	\$32,525	\$0	\$0	\$0	818.01 LIBRARY CARPET		\$0	\$0	\$0	14	
15			\$0	\$0	TOTAL APPROPRIATED		\$0	\$0	\$0	15	
16			\$401,500	\$401,500	975 UNAPPROPRIATED ENDING FUND BALANCE		\$341,200	\$341,200	\$341,200	16	
17	\$362,054	\$336,334	\$401,500	\$401,500	TOTAL REQUIREMENTS (500.000)		\$341,200	\$341,200	\$341,200	17	

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Water System Reserve Fund (550-000)

06/16/2017

City of Brownsville

Actual			Adopted Budget This Year 2016-2017		Budget Year: 2017-2018			
2014-2015	2015-2016				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
<b>DESCRIPTION</b>								
<b>RESOURCES AND REQUIREMENTS</b>								
<b>RESOURCES</b>								
1	\$1,134	\$1,134	\$40,229	\$40,229	\$39,340	\$39,340	\$39,340	1
2								2
3	\$0	\$7	\$0	\$0	\$0	\$0	\$0	3
4	\$0	\$38,200	\$0	\$0	\$0	\$0	\$0	4
5	\$1,134	\$39,341	\$40,229	\$40,229	\$39,340	\$39,340	\$39,340	5
6								6
7								7
8	\$1,134	\$39,341	\$40,229	\$40,229	\$39,340	\$39,340	\$39,340	8
<b>REQUIREMENTS</b>								
<b>RESERVE FUNDS</b>								
9	\$0	\$0	\$19,000	\$19,000	\$20,000	\$20,000	\$20,000	9
10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	10
11	\$1,134	\$39,341	\$59,229	\$59,229	\$59,340	\$59,340	\$59,340	11
				<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>				

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Housing Rehabilitation Fund (600-000)

06/16/2017

City of Brownsville

	Actual				Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018				
	2014-2015	2015-2016	Adopted Budget This Year 2016-2017				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
						RESOURCES					
1	\$198,133	\$199,125	\$199,125	\$199,125	\$199,125	411 BEGINNING CASH BALANCE	\$200,360	\$200,360	\$200,360	\$200,360	1
2	\$992	\$1,236	\$750	\$750	\$750	414 INTEREST	\$850	\$850	\$850	\$850	2
3						TRANSFERS FROM OTHER FUNDS					3
4											4
5											5
6	\$199,125	\$200,361	\$199,875	\$199,875	\$199,875	Total Resources Except Taxes to be Levied	\$201,210	\$201,210	\$201,210	\$201,210	6
	\$0	\$0	\$0	\$0	\$0	TAXES NECESSARY TO BALANCE					
7						TAXES COLLECTED IN YEAR LEVIED					7
8	\$199,125	\$200,361	\$199,875	\$199,875	\$199,875	TOTAL RESOURCES	\$201,210	\$201,210	\$201,210	\$201,210	8
						TRANSFER					
9	\$0	\$0	\$0	\$0	\$0	905 TO BUILDING & EQUIPMENT	\$0	\$0	\$0	\$0	9
10	\$0	\$0	\$0	\$0	\$0	908 TO COMMUNITY PROJECTS FUND	\$0	\$0	\$0	\$0	10
11	\$0	\$0	\$0	\$0	\$0	909 TO STREET FUND	\$0	\$0	\$0	\$0	11
12	\$0	\$0	\$0	\$0	\$0	TOTAL APPROPRIATED	\$0	\$0	\$0	\$0	12
13				\$199,875	\$199,875	975 UNAPPROPRIATED ENDING FUND BALANCE	\$201,210	\$201,210	\$201,210	\$201,210	13
14	\$199,125	\$200,361	\$199,875	\$199,875	\$199,875	TOTAL REQUIREMENTS (600,000)	\$201,210	\$201,210	\$201,210	\$201,210	14

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Water SDC Reserve Fund (700-000)

06/16/2017

**FORM**  
**LB-10**

City of Brownsville

				Budget Year: 2017-2018			
	Actual		Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	2014-2015	2015-2016					
				<b>RESOURCES</b>			
1	\$102,283	\$67,295	\$67,295	411 BEGINNING CASH BALANCE	\$39,330	\$39,330	\$39,330
2	\$512	\$418	\$350	414 INTEREST	\$350	\$350	\$350
3	\$4,500	\$11,617	\$6,500	455 SYSTEMS DEVELOPMENT CHARGES	\$6,500	\$6,500	\$6,500
4	\$107,295	\$79,330	\$74,145	Total Resources Except Taxes to be Levied	\$46,180	\$46,180	\$46,180
5				TAXES COLLECTED IN YEAR LEVIED			
6	\$107,295	\$79,330	\$74,145	TOTAL RESOURCES	\$46,180	\$46,180	\$46,180
				<b>REQUIREMENTS</b>			
				CAPITAL OUTLAY			
7	\$0	\$0	\$0	802 WATER SYSTEM UPGRADES	\$0	\$0	\$0
8							
				<b>TRANSFERS</b>			
9	\$40,000	-\$40,000	\$0	TO Water OP (200.060.802 Water Line Installations)	\$0	\$0	\$0
10	\$40,000	\$40,000	\$0	TOTAL APPROPRIATED	\$0	\$0	\$0
11	\$67,295	\$39,330	\$74,145	975 UNAPPROPRIATED ENDING FUND BAL	\$46,180	\$46,180	\$46,180
12	\$107,295	\$39,330	\$74,145	TOTAL REQUIREMENTS	\$46,180	\$46,180	\$46,180

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Sewer SDC Reserve Fund (720-000)

06/16/2017

City of Brownsville

	Actual			Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018			
	2014-2015	2015-2016				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					RESOURCES				
1	\$249,462	\$266,965	\$266,965	\$266,965	411 BEGINNING CASH BALANCE	\$289,504	\$289,504	\$289,504	1
2	\$1,249	\$1,657	\$1,000	\$1,000	414 INTEREST	\$1,200	\$1,200	\$1,200	2
3	\$16,254	\$20,882	\$6,000	\$6,000	455 SYSTEMS DEVELOPMENT CHARGES	\$6,000	\$6,000	\$6,000	3
4									4
					TRANSFERS				
5									5
6	\$266,965	\$289,504	\$273,965	\$273,965	Total Resources Except Taxes to be Levied	\$296,704	\$296,704	\$296,704	6
					TAXES NECESSARY TO BALANCE				
7					TAXES COLLECTED IN YEAR LEVIED				7
8	\$266,965	\$289,504	\$273,965	\$273,965	TOTAL RESOURCES	\$296,704	\$296,704	\$296,704	8
					RESERVE				
9			\$100,000	\$100,000	500 EMERGENCY PROJECT [New]	\$100,000	\$100,000	\$100,000	9
10									10
					TRANSFER				
11	\$0	\$0	\$0	\$0	TO SEWER CONSTRUCTION	\$0	\$0	\$0	11
12	\$0	\$0	\$100,000	\$100,000	TOTAL APPROPRIATED	\$100,000	\$100,000	\$100,000	12
13			\$173,965	\$173,965	975 UNAPPROPRIATED ENDING FUND BALANCE	\$196,704	\$196,704	\$196,704	13
14	\$266,965	\$289,504	\$273,965	\$273,965	TOTAL REQUIREMENTS (720,000)	\$296,704	\$296,704	\$296,704	14

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Stormwater SDC Fund (730-000)

06/16/2017

City of Brownsville

				Budget Year: 2017-2018			
	Actual		Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	2014-2015	2015-2016					
				<b>RESOURCES</b>			
1	\$44,156	\$50,576	\$50,576	411 BEGINNING CASH BALANCE	\$58,861	\$58,861	\$58,861
2	\$221	\$315	\$150	414 INTEREST	\$200	\$200	\$200
3	\$6,199	\$7,970	\$2,400	455 STORMWATER SDC's	\$2,400	\$2,400	\$2,400
4							
				<b>TRANSFERS</b>			
5							
6	\$50,576	\$58,861	\$53,126	Total Resources Except Taxes to be Levied	\$61,461	\$61,461	\$61,461
7				TAXES COLLECTED IN YEAR LEVIED			
8	\$50,576	\$58,861	\$53,126	TOTAL RESOURCES	\$61,461	\$61,461	\$61,461
9							
				<b>REQUIREMENTS</b>			
				<b>MATERIAL &amp; SERVICES</b>			
11							
				<b>CAPITAL OUTLAY</b>			
12							
				<b>TRANSFER</b>			
13							
14	\$0	\$0	\$0	TOTAL APPROPRIATED	\$0	\$0	\$0
15			\$53,126	975 UNAPPROPRIATED ENDING FUND BAL.	\$61,461	\$61,461	\$61,461
16	\$50,576	\$58,861	\$53,126	TOTAL REQUIREMENTS (730.000)	\$61,461	\$61,461	\$61,461

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Bikeway/Footpath Fund (750-000)

06/16/2017

City of Brownsville

					DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018			
	Actual		Adopted Budget This Year 2016-2017	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
	2014-2015	2015-2016							
					RESOURCES				
1	\$33,527	\$36,448		\$36,448	411 BEGINNING CASH BALANCE	\$39,473	\$39,473	\$39,473	1
2	\$168	\$226		\$150	414 INTEREST	\$125	\$125	\$125	2
3	\$953	\$999		\$0	456 MISCELLANEOUS/DONATIONS	\$0	\$0	\$0	3
4					TRANSFERS				4
5	\$1,800	\$1,800		\$1,800	485 FROM STREET FUND	\$1,800	\$1,800	\$1,800	5
6									6
7	\$36,448	\$39,473		\$38,398	Total Resources Except Taxes to be Levied	\$41,398	\$41,398	\$41,398	7
8					TAXES COLLECTED IN YEAR LEVIED				8
9	\$36,448	\$39,473		\$38,398	TOTAL RESOURCES	\$41,398	\$41,398	\$41,398	9
10									10
11					REQUIREMENTS				11
					CAPITAL OUTLAY				
12	\$0	\$0		\$0	SIDEWALKS/PATHS	\$0	\$0	\$0	12
13					TOTAL EXPENDITURES				13
14				\$38,398	975 UNAPPROPRIATED ENDING FUND BALANCE	\$41,398	\$41,398	\$41,398	14
15	\$36,448	\$39,473		\$38,398	TOTAL REQUIREMENTS	\$41,398	\$41,398	\$41,398	15

FORM  
LB-10

## RESOURCES AND REQUIREMENTS

Library Trust Fund (800-000)

City of Brownsville

Actual			Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018			
2014-2015	2015-2016				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>RESOURCES</b>				
1	\$5,931	\$5,931	\$5,931	411 BEGINNING CASH BALANCE	\$5,968	\$5,968	\$5,968	1
2	\$0	\$37	\$0	414 INTEREST	\$0	\$0	\$0	2
3			\$0	TRANSFERS FROM GENERAL FUND	\$0	\$0	\$0	3
4			\$0	416 STATE LIBRARY GRANT	\$0	\$0	\$0	4
5			\$0	417 DONATIONS	\$0	\$0	\$0	5
6			\$0	418 MISCELLANEOUS/GRANTS	\$0	\$0	\$0	6
7	\$5,931	\$5,968	\$5,931	Total Resources Except Taxes to be Levied	\$5,968	\$5,968	\$5,968	7
8								8
10	\$5,931	\$5,968	\$5,931	TOTAL RESOURCES	\$5,968	\$5,968	\$5,968	10
11								11
				<b>REQUIREMENTS</b>				
				<b>MATERIALS &amp; SERVICES</b>				
12	\$0	\$0	\$0	GRANTS, EARMARKS OR OTHER	\$0	\$0	\$0	12
13								13
				<b>TRANSFER</b>				
14								14
15	\$0	\$0	\$0	TOTAL APPROPRIATED	\$0	\$0	\$0	15
16			\$5,931	975 UNAPPROPRIATED ENDING FUND BAL	\$5,968	\$5,968	\$5,968	16
17	\$5,931	\$5,968	\$5,931	TOTAL REQUIREMENTS (800,000)	\$5,968	\$5,968	\$5,968	17



**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Cemetery Trust Fund (850-000)

06/16/2017

City of Brownsville

	Actual			Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018			
	2014-2015	2015-2016				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
					RESOURCES				
1	\$65,625		\$67,625	\$67,625	411 BEGINNING CASH BALANCE	\$72,170	\$72,170	\$72,170	1
2	\$2,000		\$4,125	\$250	451 LOT SALES	\$250	\$250	\$250	2
3	\$0		\$420	\$150	414 INTEREST	\$150	\$150	\$150	3
4	\$0		\$0	\$0	458 DONATIONS	\$0	\$0	\$0	4
5	\$0		\$0	\$0	TRANSFERS FROM OTHER FUNDS	\$0	\$0	\$0	5
6	\$0		\$0	\$68,025	Total Resources Except Taxes to be Levied	\$72,570	\$72,570	\$72,570	6
8									8
9	\$67,625		\$72,170	\$68,025	TOTAL RESOURCES	\$72,570	\$72,570	\$72,570	9
10									10
					REQUIREMENTS				
					CAPITAL OUTLAY				
11									11
					TRANSFERS				
12									12
13	\$0		\$0	\$0	TOTAL APPROPRIATED	\$0	\$0	\$0	13
14				\$68,025	975 UNAPPROPRIATED ENDING FUND BALANCE	\$72,570	\$72,570	\$72,570	14
15	\$67,625		\$72,170	\$68,025	TOTAL REQUIREMENTS (850.000)	\$72,570	\$72,570	\$72,570	15

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Transient Room Tax (875-000)

City of Brownsville

				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018		
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	2014-2015	2015-2016					
				RESOURCES			
1	\$3,481	\$4,915	\$3,400	411 BEGINNING CASH BALANCE	\$2,470	\$2,470	\$2,470
2	\$1,434	\$1,133	\$1,000	415 TRANSIENT ROOM TAX	\$1,000	\$1,000	\$1,000
3	\$0	\$31	\$0	414 INTEREST	\$0	\$0	\$0
4	\$0	\$0	\$0	TRANSFERS FROM OTHER FUNDS	\$0	\$0	\$0
5	\$0	\$0	\$4,400	Total Resources Except Taxes to be Levied	\$3,470	\$3,470	\$3,470
6	\$4,915	\$6,079		TOTAL RESOURCES	\$3,470	\$3,470	\$3,470
7							
				REQUIREMENTS			
8			\$3,800	650 DISBURSEMENT (New 2017)	\$3,200	\$3,200	\$3,200
9				TRANSFER			
10	\$0	\$0	\$3,800	TOTAL APPROPRIATED	\$3,200	\$3,200	\$3,200
11			\$600	975 UNAPPROPRIATED ENDING FUND BALANCE	\$270	\$270	\$270
12	\$4,915	\$6,079	\$4,400	TOTAL REQUIREMENTS	\$3,470	\$3,470	\$3,470

## SPECIAL FUND

## RESOURCES AND REQUIREMENTS

Sewer Improvements Construction Fund (905-000)

06/16/2017

City of Brownsville

	Actual		Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018		
	2014-2015	2015-2016			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				RESOURCES			
1				411 BEGINNING CASH BALANCE			1
2				414 INTEREST			2
3				Total Resources Except Taxes to be Levied			3
4				TOTAL RESOURCES			4
				REQUIREMENTS			
				MATERIAL & SERVICES			
				Transfers			
5				480 TO GENERAL FUND			5
6				905 TO BUILDINGS & EQUIPMENT			6
7				CAPITAL OUTLAY			7
8				803 CONSTRUCTION			8
9				LAND ACQUISITION			9
10				TOTAL APPROPRIATED			10
11				UNAPPROPRIATED ENDING FUND BALANCE			11
12				TOTAL REQUIREMENTS			12

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Land Acquisition Fund (911-000)

**City of Brownsville**

	Actual			Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018					
	2014-2015	2015-2016	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body				
					RESOURCES						
1	\$9,972	\$9,972	\$9,972	\$9,972	411 BEGINNING CASH BALANCE	\$9,972	\$9,972	\$9,972	1	\$9,972	
2				\$0	413 PRIOR TAXES	\$0	\$0	\$0	2	\$0	
3				\$0	414 INTEREST	\$0	\$0	\$0	3	\$0	
4									4		
					TRANSFERS						
5									5		
6	\$9,972	\$9,972	\$9,972	\$9,972	Total Resources Except Taxes to be Levied	\$9,972	\$9,972	\$9,972	6	\$9,972	
8									8		
9	\$9,972	\$9,972	\$9,972	\$9,972	TOTAL RESOURCES	\$9,972	\$9,972	\$9,972	9	\$9,972	
10									10		
					REQUIREMENTS						
					MATERIAL & SERVICES						
11	\$0	\$0	\$0	\$0	APPRAISAL FEES & CLOSING COSTS	\$0	\$0	\$0	11	\$0	
12									12		
					CAPITAL OUTLAY						
13									13		
					TRANSFER						
14									14		
15	\$0	\$0	\$0	\$0	TOTAL EXPENDITURES	\$0	\$0	\$0	15	\$0	
16				\$9,972	975 UNAPPROPRIATED ENDING FUND BALANCE	\$9,972	\$9,972	\$9,972	16	\$9,972	
17	\$9,972	\$9,972	\$9,972	\$9,972	TOTAL REQUIREMENTS (911,000)	\$9,972	\$9,972	\$9,972	17	\$9,972	

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
 Community Projects Fund (916-000)

06/16/2017

City of Brownsville

	Actual			Adopted Budget This Year 2016-2017	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2017-2018				
	2014-2015	2015-2016	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body			
					Resources					
1	\$163,168	\$189,938	\$156,000		411 BEGINNING CASH BALANCE	\$200,000	\$200,000	\$200,000		1
2	\$817	\$1,184	\$500		414 INTEREST	\$750	\$750	\$750		2
3										3
					TRANSFERS FROM OTHER FUNDS					
4	\$0	\$0	\$0		482 FROM WATER FUND	\$0	\$0	\$0		4
5	\$0	\$0	\$0		481 FROM SEWER	\$0	\$0	\$0		5
6	\$50,000	\$50,000	\$0		480 FROM GENERAL FUND	\$0	\$0	\$0		6
7	\$213,985	\$241,122	\$156,500		Total Resources Except Taxes to be Levied	\$200,750	\$200,750	\$200,750		7
8										8
9										9
10	\$213,985	\$241,122	\$156,500		TOTAL RESOURCES	\$200,750	\$200,750	\$200,750		10
11										11
					REQUIREMENTS					
					Materials & Services					
12										12
13	\$18,877	\$7,068	\$20,000		639 MISC. [2011: BEAUTIFICATION]	\$20,000	\$20,000	\$20,000		13
14										14
					Capital Outlay					
15	\$4,220	\$8,933	\$5,000		812 BUILDING REPAIR - CITY HALL	\$37,500	\$37,500	\$37,500		15
16	\$0	\$5,113	\$5,000		806.002 TREE CITY USA SUPPORT	\$24,000	\$24,000	\$24,000		16
17	\$950	\$3,050	\$5,000		679 I.G. REQUESTS & CONTRIBUTIONS	\$5,000	\$5,000	\$5,000		17
18	\$24,047	\$17,096	\$35,000		TOTAL APPROPRIATED	\$86,500	\$86,500	\$86,500		18
19	\$189,938	\$224,026	\$121,500		975 UNAPPROPRIATED ENDING FUND BALANCE	\$114,250	\$114,250	\$114,250		19
20	\$213,985	\$241,122	\$156,500		TOTAL REQUIREMENTS (916.000)	\$200,750	\$200,750	\$200,750		20

# City of Brownsville

255 N. Main St.  
Brownsville, OR 97327

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## Sewer Delinquent Accounts

<u>Tax Account #</u>	<u>Name &amp; Address</u>	<u>Amount</u>
285029	Donald Venteicher P.O. Box 282 Brownsville, OR 97327	\$570.26
306627	Charlene Walker 5575 SW Franklin Ave #9 Beaverton, OR 97005	\$600.26
307716	Pac-Perl LLC P.O. Box 2658 Albany, OR 97321	\$570.26
281465	Barbara Williams 110 Coshow Ave. Brownsville, OR 97327	\$1941.37
306965	Brownsville Car Wash P.O.Box 12 Brownsville, OR 97327	\$713.53
848629	Keith Reister P.O. Box 65 Halsey, OR 97348-0065	\$600.26
	Total	\$4395.68

**Updated:** June 16, 2017

**S. Scott McDowell**

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**From:** S. Scott McDowell <admin@ci.brownsville.or.us>  
**Sent:** Thursday, June 15, 2017 12:09 PM  
**To:** 'Kathi Francis'  
**Subject:** RE: Neighbor nuisance

Good Afternoon Kathi,

I will place you on the agenda for the upcoming Council meeting which is June 27<sup>th</sup>, 2017. The meeting starts at 7:00 p.m. and is upstairs here at City Hall. Thank you for taking the time to write an e-mail and for meeting with Council. Thank you!



**S. Scott McDowell**  
 255 N. Main Street  
 P.O. Box 188  
 Brownsville, OR 97327  
 541.466.5880  
 admin@ci.brownsville.or.us

**From:** Kathi Francis [mailto:kathisschnauzers@gmail.com]  
**Sent:** Thursday, June 15, 2017 11:26 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** Neighbor nuisance

My name is Kathi Francis and i reside at 133 sage st.  
 My neighbor Jim hagen or hagee I'm not sure spelling of last name  
 is playing his music constant and the music travels straight across  
 the rd to my home and inside my home.  
 Twice the police have asked him to turn it down and he has refused  
 rudely.  
 I just recently found out that the painter of the house across the  
 street actually demanded he turn it down and he did so for a day or  
 so, he is deliberately blaring his music. Most of t he time he isn't  
 even home while the music is blaring !

I had Andy from City works stand on my porch this morning sio he could hear what i hear, he assured me he would tell you about this...

There is much more to share with you and the board..

I am requesting to be put on the agenda as to resolve this issue.

I have no peace in my own home. This man sits in his house while his music blares across the street . He shuts his side garage door so it doesn't blast him but the other side of the rd which is me .

Please respond with time i can come before board and get some help.

As i type this to you now i sit in my home at my computer... doors shut ...windows shut but can hear his music blaring thru my walls ... it is not right or just. I deserve peace.

Thank You

Kathi Francis

Kathi

~ ***Kathis Schnauzers.Com***

**~To have a Mini Schnauzer is to have a Best Friend~**

**~ Fact: Schnauzers have two coats of hair~**

**~ Fact: Schnauzers have 20% better hearing then any other breed of dog~**





### ***A Brief History***

The Brownsville Canal Company, Inc. (BCC) was a recognized 501 (c)(12) created to operate the Mill Race (canal). The Mill Race was originally created to power the Brownsville Woolen Mill. The BCC owns a forty foot (40') strip of land circled with a light blue line above. The BCC was responsible for changing the boards at the Calapooia River Dam site off of Northern Drive which diverted water through the canal during summer months. The BCC also provided insurance for active members of the BCC; especially of interest to members owning property immediate adjacent to BCC land. The officers and other interested land owners would make sure minor maintenance was done to keep the water course free of obstruction. The BCC spent a lot of resources working on their bylaws and attempting to strengthen their organization. Since the removal of the dam in 2007-2008, the BCC has faced little cooperation amongst its' membership.

### ***City Involvement***

The Calapooia Watershed Council ran out of funding for the completion of the dam removal project and asked Council for help. The City passed Resolution 605 in June 2008 based on the Calapooia Watershed Council's request. City funds leveraged additional matching funds that were vital toward the completion of the dam removal. One month later, the City passed Resolution 611 in July 2008. The City feared potential, future obligations that could be required by Federal & State agencies and attempted to limit future obligations by passing this resolution. BCC President John Holbrook granted the City an easement in order to maintain BCC's infrastructure. Public Works Superintendent Karl Frink has been operating the pumps for the last ten years. The City has not only paid for Mr. Frink's time, but has spent well over \$20,000 in repairs to both the pumps and electrical panel. The City also incurred a major expense in providing electricity to the site. Originally, the City was to receive \$10,000 as part of the funding package for future electricity costs. Due to cost overruns, the City only received \$1,500 and paid an unforeseen amount of nearly \$20,000 mentioned above so the Calapooia Watershed Council could complete the dam removal project. The City has spent well over \$40,000 providing electricity to run the pump station.

**RESOLUTION NO. 605****A RESOLUTION SUPPORTING THE EFFORTS OF THE CALAPOOIA WATERSHED COUNCIL FOR THE INSTALLATION OF A PUMP STATION TO CONVEY WATER INTO THE MILL RACE AND PROVIDING FUNDS OF UP TO \$20,000 FOR THE MATCHING PORTION OF THE FUNDING OPPORTUNITY AVAILABLE THROUGH THE OREGON DEPARTMENT OF FISH & WILDLIFE**

**WHEREAS**, the Calapooia Watershed Council were recognized by Governor Kulongoski for the Brownsville Dam Removal Project which opened up forty miles of habitat to winter Steelhead and spring Chinook, both listed in the Federal Endangered Species Act. Project partners included Linn County Parks & Road Department, the Bella Vista Foundation, Oregon Department of Fish & Wildlife, Oregon Water Resources Department, Oregon Watershed Enhancement Board, National Marine Fisheries Service, U.S. Forest Service and the Bureau of Land Management; and,

**WHEREAS**, the Brownsville Dam Removal Project was to include the installation of a pump station to continue the flow of water into the Mill Race and through the City; and,

**WHEREAS**, the Mill Race was established in 1853 by a partnership of the founding fathers of the City including Hugh Brown, James Blakely, James McHargue and Robert A. Johns who established Brownsville's first manufactory, a flour mill; and,

**WHEREAS**, special permission was granted by the territorial government to purchase right-of-way from Eliza Spalding for the installation of the Mill Race and forty-three (43) locals signed the petition citing, "the erection of extensive flouring mills and other machinery in the vicinity is needed to promote the public convenience, and develop the resources of an extensive agriculture region..." and, "[to] enhance the value of said lands."; and,

**WHEREAS**, the Mill Race resulted in powering the industrial center of Brownsville for many years and has historical and practical significance to this day; and,

**WHEREAS**, the Mill Race is a part of the City's storm water infrastructure that conveys water away from many properties; and,

**WHEREAS**, providing no flowing water in the Mill Race could lead to a public health issue due to increasing mosquito populations due to stagnant water; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, hereby

supports the installation of a pump station to maintain water flow into the Mill Race. **BE IT FURTHER RESOLVED** that the City will appropriate up to Twenty Thousand Dollars (\$20,000) to leverage matching grant funds provided by the Oregon Department of Fish & Wildlife in Fiscal Year 2008-2009 for the sole purpose of installing said pump station.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 24<sup>th</sup> day of June, 2008.



S. Scott McDowell  
City Administrator



Don Ware  
Mayor

**RESOLUTION NO. 611**

**A RESOLUTION DEFINING CITY MILL RACE PARTICIPATION WITH THE  
CALAPOOIA WATERSHED COUNCIL FOR THE INSTALLATION OF A  
PUMP STATION AND NECESSARY APPURTENANCES TO BE INSTALLED  
IN 2008**

**WHEREAS**, the Calapooia Watershed Council asked the City of Brownsville for matching funds to leverage necessary funds from the Oregon Department of Fish & Wildlife to complete the installation of a pump station and necessary appurtenances along the Calapooia River for the purpose of diverting water through Brownsville; and,

**WHEREAS**, Council passed Resolution 605 at the June 24<sup>th</sup>, 2008 Council meeting which supported and appropriated the matching funds for said project; and,

**WHEREAS**, the Mill Race was established in 1853 by a partnership of the founding fathers of the City; and,

**WHEREAS**, the Mill Race is a part of the City's storm water infrastructure that conveys water away from many properties; and,

**WHEREAS**, the City does hold a water right of 2.27 cubic feet per second; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, hereby declares that the City agrees to maintain and provide electricity for the operation of the pump station and necessary appurtenances to the extent that financial resources are available as determined by the Council.

**BE IT FURTHER RESOLVED** that these legislative actions of Council should not be construed as an agreement to maintain or operate the Mill Race Canal nor does this commit the City to provide any future additional upgrades which may be required by government regulatory agencies, departments or otherwise in the future.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 22<sup>nd</sup> day of July, 2008.

  
\_\_\_\_\_  
S. Scott McDowell  
City Administrator

  
\_\_\_\_\_  
Don Ware  
Mayor

**RESOLUTION NO. 623**

**A RESOLUTION AUTHORIZING PAYMENT TO THE  
CALAPOOIA WATERSHED COUNCIL FOR THE PURPOSE  
OF ELECTRICITY COSTS FOR THE PUMP STATION  
IN THE AMOUNT OF \$ 750**

**WHEREAS**, the Calapooia Watershed Council asked the City of Brownsville for matching funds to leverage necessary funds from the Oregon Department of Fish & Wildlife and the Oregon Watershed Enhancement Board to complete the installation of a pump station and necessary appurtenances along the Calapooia River for the purpose of diverting water through Brownsville; and,

**WHEREAS**, Council passed Resolution 605 at the June 24<sup>th</sup>, 2008 Council meeting which supported and appropriated the matching funds for said project; and,

**WHEREAS**, Council passed Resolution 611 at the July 22<sup>nd</sup>, 2008 Council meeting articulating the purpose and effect of the funds; and,

**WHEREAS**, Council passed Resolution 618 at the October 16<sup>th</sup>, 2008 Council authorizing payment to the Calapooia Watershed Council for work performed on the pump station in the amount of \$19,250; and,

**WHEREAS**, the Mill Race is a part of the City's storm water infrastructure that conveys water away from many properties; and,


**WHEREAS**, the City does hold a water right of 2.27 cubic feet per second; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, hereby declares that the City agrees to pay the sum of \$750 to the Calapooia Watershed Council as promised in the above referenced Resolutions of Council.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 18<sup>th</sup> day of December, 2008.



S. Scott McDowell  
City Administrator



Don Ware  
Mayor

----- SENT July 13, 2017 On Official Letterhead -----

June 13<sup>th</sup>, 2017

**Brownsville Canal Company**  
ATTN: President John Holbrook  
36255 Northern Drive  
Brownsville, OR 97327

**Re:** Dissolution of Canal Company

Dear President Holbrook,

Administrative Assistant Jannea Deaver and Brownsville Canal Company Vice-President Gary Shepherd reported that the Canal Company has been officially dissolved according to the proceedings at the annual meeting held at City hall on May 30<sup>th</sup>, 2017. It was further reported by Mr. Shepherd that the Company's insurance policy will expire on July 1<sup>st</sup>, 2017. As you know, the City expends a great deal of resources to maintain the pump station that supplies water to the canal. The City has historically extended these resources as a partnership effort with the Brownsville Canal Company. (The details of this partnership can be found in Resolution 611 passed by Council on July 22<sup>nd</sup>, 2008.)

If, in fact, the Brownsville Canal Company will no longer be operating, the City will shut off the pumps June 30<sup>th</sup>, 2017. The City will also take the necessary steps to disconnect the electrical service to the property. The City of Brownsville entered into an agreement with Pacific Power in 2008 for the pumps to be supplied with electricity. The City has expended tens of thousands of dollars for the upkeep and maintenance of the pumps, fixing the electrical panel on multiple occasions and providing continual, operational maintenance of the pump station since 2008.

The City also recognizes that you granted an easement to the City for the right to access the property.

If the Brownsville Canal Company wishes to continue as an entity, the City will need proof of insurance and a letter executed by the leadership of the Canal Company for the City to continue services by June 29<sup>th</sup>, 2017. Please let me know if you have any questions or concerns.

Sincerely,

S. Scott McDowell  
City Administrator

c: Elected Officials  
Public Works Superintendent Karl Frink  
Mr. Scott Cowgill, Weatherford & Thompson





## 2017-2018 Council Goals

- Focus on the Fundamentals.
  - *Protect & Manage Brownsville's Treasury.*
  - *Foster Cooperative & Productive Relationships in the community, with Linn County, State and Federal Agencies.*
- Water Rights.
  - *Explore Possible Water Source Options.*
  - *Continually work on perfecting Water Rights.*
- Economic Development Plan.
  - *Participate in Regional Efforts & Opportunities.*
  - *Work on Economic Analysis & Land Inventory.*
- Community Development Plan.
  - *Refine Zoning Rules & Requirements.*
  - *Consider & Adopt New Policies & Standards.*
  - *Emergency Preparedness Planning.*
  - *Support Youth Activities in Cooperation with CLRA.*
  - *Improve Partnerships with CLSD.*
- Capital Improvements Plan.
  - *Plan & Construct Waterline Improvement Projects.*
  - *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
- Organizational Development.
  - *Continue Developing an Effective Working Relationship between Council & Staff.*
  - *Focus on Council Leadership Development.*



### **GOALS PROGRESS UPDATE**

#### **1. Focus on the Fundamentals.**

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

**Plan:** Staff will continue to work diligently with the annually adopted budget to ensure financial and infrastructure vitality. Staff will honor the necessary parameters to keep rates as low as possible while providing services effectively. Staff will execute the planned projects found in the FY 2017-2018 budget as time and priority allow.

Staff will bid, construct and complete the Main Street and Robe Street Waterline Projects. Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial and determine appropriate construction schedule depending on overall costs.



## 2017-2018 Council Goals

Staff will continue to strive for excellence in all relational aspects of service delivery. Mr. McDowell will complete his service on the State's OPRD Grant Advisory Committee in 2017. McDowell will continue to be involved with the Visit Linn Coalition (VLC), the Ford Foundation's Go Team Effort, the Solid Waste Advisory Committee (SWAC), the Linn County Sheriff's Office (LCSO) Joint Cities Coalition, City/County Insurance Services (CIS), International City Management Association (ICMA), Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) as needed. Mr. Frink works with various groups including 811.

Staff is also very involved at a local level. McDowell serves on the Board of Directors for the Chamber of Commerce and attends other civic organization meetings as requested or required. Mayor Ware serves on the Central Linn Community Foundation and the Lions Club to name two. Administrative Assistant Elizabeth Coleman serves on the Sharing Hands Board. Councilor Chambers serves on the Linn County Pioneer Picnic Association Board. Councilor Shepherd serves on the Canal Company Board and several Councilors serve on various boards and committees for the City including the Central Linn Recreation Association (CLRA) and the Cascade West Council of Governments (COG).

### 2. Water Rights.

- *Explore Possible Water Source Options.*
- *Continually work on perfecting Water Rights.*

**Plan:** The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that exist in other areas around Brownsville. Staff will continue to work with City Engineer Jon Erwin and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State. Council recognizes water as the City's most precious resource.

### 3. Economic Development Plan.

- *Participate in Regional Efforts & Opportunities.*
- *Work on Economic Analysis & Land Inventory.*

**Plan:** Continue working with Rural Linn communities and the Ford Foundation on economic development efforts. The Go Team continues to forward their proposal and spur conversations with other groups doing economic development in the County and the region. Continue working with the Brownsville Chamber of Commerce, Visit Linn Coalition and the Bi-Mart Willamette Country Music Festival to help drive opportunity for local businesses.

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

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

### 4. Community Development Plan.

- *Refine Zoning Rules & Requirements.*





## 2017-2018 Council Goals

- *Consider & Adopt New Policies & Standards.*
- *Emergency Preparedness Planning.*
- *Support Youth Activities in Cooperation with CLRA.*
- *Improve Partnership with CLSD.*

**Plan:** Council would like to explore ways to positively affect community livability. Council will take a look at strengthening certain policies such as nuisance abatement, junk vehicles and public use of the right-of-way and others to achieve this goal. The City Administrator formed an ad hoc volunteer committee that continues to work on community emergency preparedness issues as defined by the Brownsville Municipal Code. Council continues to support the efforts of the CLRA. Organizational development pieces will still be important over the next two years due to the recent infusion of new members. Continue to work with the CLRA to develop and strengthen youth activities as a vibrant community amenity. Continue attempts to develop effective working relationship with the Central Linn School District (CLSD).

### 5. Capital Improvements Plan.

- *Plan & Construct Waterline Improvement Projects.*
  - *Plan & Construct Main Street Waterline Replacement.*
  - *Plan & Construct Robe Street Waterline Replacement.*
- *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
  - *Develop Plan for Collection System replacement.*

**Plan:** Council will attempt to complete two waterline projects that were too expensive to complete as part of the 2015 Water System Improvements project. Council will be planning for the wastewater concerns in downtown Brownsville.

### 6. Organizational Development.

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

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



## 2017-2018 Council Values

**Note:** I have divided Council Values and Council Goals for the sake of convenience for the agenda packet.

### **Council Vision Statement**

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

### **A Vision for Brownsville**

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsvilleans care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

### **Tag line**

***Brownsville:*** Where People Care, Business Thrives, and History Lives

### ***Who we are?***

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.



## 2017-2018 Council Values

### ***What do we want for Brownsville?***

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:

- |                         |                            |
|-------------------------|----------------------------|
| 1. Treasury Health      | 7. Contract Administration |
| 2. Water                | 8. Personnel               |
| 3. Sewer                | 9. Police Protection       |
| 4. Capital Improvements | 10. Municipal Court        |
| 5. Parks                | 11. Library Services       |
| 6. Streets              | 12. Planning & Zoning      |

### **Organizational Development**

1. ***Elected & Appointed Officials.*** People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. ***Staff.*** People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. ***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.

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

### **THE PROCESS OF PROGRESS**

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



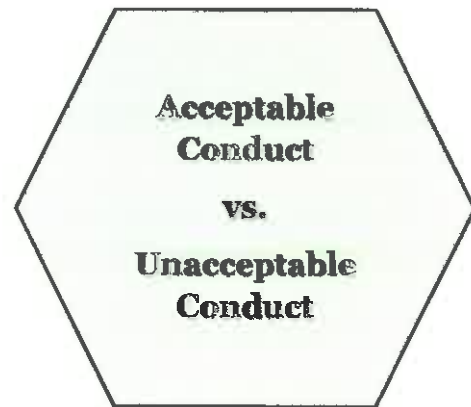
## 2017-2018 Council Values

### LEXIPOL'S 10 FAMILIES OF RISK MODEL

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

### *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





## Policy & Planning Considerations

**Purpose:** Council has identified several policy and planning items that need review and further discussion. Council will assign specific members to work with Staff to develop language for consideration by the full Council, if necessary.

### Policy

#### Brownsville Municipal Code

#### Title 8 – Health & Safety

##### Nuisances

##### Junk

##### Weeds

##### Trash

##### Junk Vehicles

##### *Council Assignment:*

Councilor Cole & Councilor Gerber

##### *Staff Assignment:*

S. Scott McDowell & Tammi Morrow

##### *Timeline:*

September – 1<sup>st</sup> Council Discussion

October – Possible 1<sup>st</sup> Reading

November – Possible 2<sup>nd</sup> Reading

##### *Overview:*

The topics above, under Title 8, are being reviewed for proper definitions, notification requirements, enforcement timelines and making clarifications to procedure and enforcement.

#### Title 15 – Uniform Development Code

##### RV Uses & Parking

##### *Council Assignment:*

Councilor Block & Councilor Chambers

##### *Staff Assignment:*

S. Scott McDowell, Tammi Morrow & Elizabeth Coleman

##### *Timeline:*

September – 1<sup>st</sup> Council Discussion

October – Possible 1<sup>st</sup> Reading

November – Possible 2<sup>nd</sup> Reading

##### *Overview:*

To ensure that use of recreational vehicles is in keeping with zoning requirements and enforcement can be pursued in a meaningful way if the law is violated.



## **Noise Mitigation**

*Council Assignment:* Carla Gerber & Lynda Chambers  
*Staff Assignment:* S. Scott McDowell & Elizabeth Coleman  
*Timeline:* July – 1<sup>st</sup> Discussion

*Overview:* To create guidelines for Commercial & Light Industrial noise levels.

## **Agriculture in Residential Areas (Animals & Uses)**

*Council Assignment:* Lynda Chambers & Mandy Cole  
*Staff Assignment:* S. Scott McDowell & Elizabeth Coleman  
*Timeline:* September – 1<sup>st</sup> Discussion

*Overview:* To create guidelines for farm animals and uses in residential zones.

## **Public Works Standards & Infill**

*Staff Assignment:* S. Scott McDowell, Elizabeth Coleman & Karl Frink  
*Timeline:* October – 1<sup>st</sup> Council Discussion  
 November – Possible 1<sup>st</sup> Reading  
 December – Possible 2<sup>nd</sup> Reading

*Overview:* To modify the Public Works Standards so they will allow infill development in residential zones.

# **Title 6 – Animals**

## **Farm Animals**

*Council Assignment:* Lynda Chambers & Mandy Cole  
*Staff Assignment:* S. Scott McDowell & Tammi Morrow  
*Timeline:* November – 1<sup>st</sup> Council Discussion

*Overview:* To review the kinds and numbers of animals allowed within city limits.

## **Attractant**

*Council Assignment:* Mike Neddeau & Lynda Chambers  
*Staff Assignment:* S. Scott McDowell & Tammi Morrow  
*Timeline:* December – 1<sup>st</sup> Council Discussion

*Overview:* To limit feeding of wild, feral animals in hopes of preventing overpopulation and spread of disease.



## Title 12 – Streets and Sidewalks

### Right-of-Way Infringements

**Council Assignment:** Carla Gerber & Mandy Cole  
**Staff Assignment:** S. Scott McDowell, Tammi Morrow & Karl Frink  
**Timeline:** December – 1<sup>st</sup> Council Discussion

**Overview:** To review the number and kinds of vehicles being stored in the right-of-way, landscaping, fences and other structures encroaching public land.

## Title 13 – Utilities

### Water Curtailment

**Staff Assignment:** S. Scott McDowell, Tammi Morrow & Karl Frink  
**Timeline:** February – 1<sup>st</sup> Council Discussion

**Overview:** To implement water curtailment procedures in the event of a water shortage or emergency.

## Planning

- A. **Park Buildings** – Assess structures to determine next steps for rehabilitation.
- B. **Recreation Center** - Assess structure to determine next steps for rehabilitation. Last year, a subcommittee of Council reviewed costs that were in excess of \$750,000 for needed remodeling if the building is to last into the future.

**Note:** 05.23.2017 – (Items A & B) Next step is for a formal inspection of the property to be completed to determine the extent of the renovations needed.

- C. **Picture Gallery** – A conversation with the Linn County Pioneer Picnic Association (LCPPA) will happen in September to discuss the future of the Picture Gallery. Several years ago, the City was told that the foundation was not worth replacing due to the general condition of the structure. The City had a lease agreement with the LCPPA that expired in 2012. The City and the LCPPA have been going year to year. It is time to discuss the future of this structure.

**Note:** 05.23.2017 – Council will meet with the Linn County Pioneer Association in September or October of this year to discuss the future of the building.



- D. **Telecommunications Franchise** – Staff is working on language and will engage CenturyLink this Summer. The franchise is set to expire in September. The City is very interested in getting fiber optic internet for residents.

Note: 05.23.2017 – McDowell will begin work on the renegotiation toward the end of June.

- E. **Water Treatment Plant** – The City is hoping to stretch out a system replacement until 2025.

- F. **Water Reservoir** – The City needs to replace the 250,000 gallon water reservoir. Council decided that the replacement will need to wait for the WTP bond. Staff estimates the new 1,000,000 gallon reservoir to cost over a million dollars. The City is following the Water Master Plan that was completed in 2012.

Note: 05.23.2017 – (Items E & F) A major upgrade to the Water Treatment Plant and Distribution system will be required in 2024-2025.

- G. **History Plaques** – Mayor Ware would like to discuss infusing pieces of history throughout town and has a few ideas to run by Council.

- H. **City Shop** – Council has discussed location and the associated flooding concerns with this facility. Council should make a decision on this issue.

Note: 05.23.2017 – (Items G & H) Awareness items.





June 11<sup>th</sup>, 2017

**Policy Project:** Recreational Vehicles Ordinance

**Personnel:** Councilor Lynda Chambers  
Councilor Doug Block  
Administrative Assistant Tammi Morrow  
City Administrator Scott McDowell

**Summary:** In 2011 & 2012 the City experienced many people living in recreational vehicles which caused a myriad of problems for the general welfare of the City. People were being arrested for a variety of drug related charges and domestic violence. People were illegally renting RV's out for housing. Council passed an ordinance that clarified the permitted uses of a recreational vehicle. Over the course of 2013 and 2014, the associated problems with recreational vehicle use greatly diminished.

In 2016, Council decided to implement the rest of the ordinance originally adopted in 2013. The City had six known families using recreational vehicles for primary living quarters. Two of those families have continued their non-compliance with the ordinance and defiance toward local law enforcement.

**Purpose:** Council decided to revisit the ordinance to strengthen aspects that will aid City Staff and the Linn County Sheriff's Office in enforcement of this ordinance. Recreational vehicles are not designed for long-term habitation and cause a myriad of other associated problems.

### **15.105.030 Occupancy of recreational vehicles.**

- A. Definition. The terms "trailer house" and "recreational vehicle" as used in this section shall include a trailer house, trailer coach, motor home, recreational vehicles (RV), auto home, camp car, camp trailer, boat trailer or camperette, and any unit used for living or sleeping purposes which is equipped with wheels or similar devices for the purposes of transporting said unit from place to place, by motor power or other means.

Unoccupied shall mean the recreational vehicle is not being used for any living functions. The unoccupied vehicle is being properly maintained by the owner.

Occupied shall mean the recreational vehicle is being used as a primary sleeping and living quarters, or as a complement to a primary structure for cooking or other uses over an extended period of time lasting more than thirty (30) days.



Operational recreational vehicles means that all vehicles shall be in compliance with all licensing requirements of the State of Oregon and local jurisdictions. The vehicle shall be fully operational for its intended purpose.

**B. Maximum Time Periods.**

1. No person shall use an RV for sleeping or living purposes or both sleeping and living purposes within the City of Brownsville for any period without obtaining a permit from the City, except in a mobile home park or trailer park. No one shall occupy a trailer home for more than three weeks or 21 days, except in a mobile home park or trailer park.
2. No RV may be parked within the City of Brownsville, except upon the premises of the owner thereof in areas which provide vision clearance for street corner lots of a minimum of 15 feet and for an intersection of an alley and a street a minimum of seven feet, and in mobile home parks and trailer parks.
3. No RV shall be allowed in the City right-of-way. All associated vehicles based on the definition in paragraph A. shall be prohibited from being stored in a front yard and shall be located wholly on private property.
4. A RV shall be allowed on private property during the construction of a primary structure. The occupant shall be responsible for obtaining a permit from the City for this purpose and shall have a valid, active building permit for the primary structure on file with the City and Linn County.

**C. Wheel Removal.** The removal of the wheels for the setting of an RV on posts or footings shall not be considered as removing said trailer coach from the regulations affecting trailer coaches.

**D. Public Sewer Connection.** It shall be unlawful for any person occupying or using any RV within the City of Brownsville to use any toilet, sink, lavatory or similar equipment therein, unless they are included in a manufactured home park.

**E. Trailer Parks to Comply.** There shall be no trailer park or camp established or operated within the City of Brownsville, unless the same shall have fully complied with all of the laws and regulations of the state of Oregon and ordinances of the City of Brownsville pertaining to the establishment and operation of trailer parks and camps.

**F. Penalty.** Any person convicted of a violation of this section shall be fined not more than \$200.00. Each day of violation shall constitute a separate offense. The City may concurrently cite the property owner, the renter, or any third party associated or not associated with the ownership of the property or RV who has illegally used a recreational vehicle at any given address or vacant lot. [Ord. 740 §§ 1-7, 2013; Ord. 618 § 9, 1993; 1981 Compilation § 8-5:4.410.]



## **Linn County Transportation System Plan Update**

### **Community Workshop, June 20, 2017**

A public event **will** be held to discuss the Linn County Transportation System Plan (TSP) Update. The public event will be held at:

**Old Armory Building, corner of 4th Avenue and Lyons Street, Albany, Oregon / George Miller Room B from 6:30 to 8:00 PM**

This is an opportunity for community members to learn about the TSP update and give feedback about possible solutions to current and future transportation issues in Linn County. The county's updated Transportation System Plan will help guide improvements for driving, walking, biking, transit and other transportation modes over the next 20 years.

So far the project team has:

- Assessed how well the transportation system works today
- Assessed how conditions might change over the next 20 to 25 years

The project team is particularly interested in getting community input on ways to address these issues and make travel in Linn County safer, easier, and more welcoming and enjoyable.

To learn more about the project and tell us what you think – and for those who cannot attend the open house – please visit the project's website at [www.linncountytsp.org](http://www.linncountytsp.org). Those interested can also contact Chuck Knoll, Linn County Engineer, at [cknoll@co.linn.or.us](mailto:cknoll@co.linn.or.us).



## Official Site for the Linn County Transportation System Plan (TSP) Update.

[Skip to content](#)



- [Welcome](#)
- [About the Project](#)
- [Events](#)
- [Project Library](#)
- [Get Involved](#)
- [Contact the Team](#)

### About the Project

#### What is the Transportation System Plan?

The Transportation System Plan (TSP) provides a long-term guide for County transportation investments. The plan evaluates the current transportation system and outlines policies and projects that are important to protecting and enhancing the quality of life in Linn County. Plan elements can be implemented by the County, private developers, and state or federal agencies. A TSP is required by the State of Oregon to help integrate our plans into the statewide transportation system.

Linn County is beginning the process to identify opportunities to improve our current transportation system and develop a fiscally realistic forecast of what it may look like through 2035. The plan will balance the needs of walking, bicycling, driving, transit and freight into an equitable and efficient transportation system. The TSP can also be a tool for reflecting community values and protecting what makes Linn County a great place to call home, do business, and visit.

#### Project Process

The Transportation System Planning process includes a number of steps:

**Setting Goals & Objectives:** This step asks the community to identify its needs and how the transportation system might help solve existing problems and shape the way the County looks and works in the future.

**Evaluating Existing and Future Transportation Conditions:** Ensure the existing conditions and deficiencies of the Linn County transportation system are accurately documented. Identify and analyze the conditions that will impact Linn County's transportation system in 2035, such as growth and changing demand.

**Developing Transportation Solutions:** Identify evaluation criteria to measure whether projects are appropriate to include in the TSP. Develop and evaluate solutions and projects for the identified needs of the transportation system through 2035. The Evaluation Criteria will be used to determine the 'best fit' transportation system to satisfy the Goals and Objectives of the TSP.

**Developing a Draft TSP:** The solutions and projects that best meet the project goals, objectives and evaluation criteria will be incorporated into a Draft TSP.

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June 5<sup>th</sup>, 2017

Representative Phil Barnhart  
Democrat District 11  
PO Box 71188, Eugene, OR 97475

Subject: Restoring Recreational Immunity in Oregon – SB 327

Dear Representative Barnhart,

The purpose of this correspondence is to forward my support of Senate Bill 327, involving Recreational Immunity. As a longtime member of the Brownsville, Oregon Community, and proud Oregonian, I appreciate the efforts of our legislature to protect our Recreational Immunity.

I live in a very small town that hosts a number of community amenities; our beautiful 26+ acre park being one of them. Our Pioneer Park has been home to so many events that bring families, friends & acquaintances together. The Pioneer Park is busy from opening day April 1<sup>st</sup> to closing on day October 31<sup>st</sup>. Events like the Pioneer Picnic (130 years and still going) in June, Fourth of July Fireman's Breakfast & Fireworks, July Stand by Me Event, Antique Faire in August, various dog shows where people come from all over the state, weddings, memorial services & graduations bring the people of this small town together. I haven't even mentioned our Recreation Center that brings students together for sports. If Oregon loses Recreational Immunity, Brownsville could lose all of the above. If the general funds of small municipalities cannot keep up with the necessary infrastructure upgrades (streets, sewers, water) how can we expect them to be able to pay litigation claims because someone went off the marked trail, or because a child didn't listen to his/her mother and kept running in front of a public swing set? When will individuals be held accountable for their own actions?

The City of Brownsville could be forced to say no to community partners like the Chamber of Commerce, non-profit organizations like churches & youth enrichment clubs who want to help keep our parks clean and learn to give back to their communities, because the risk of exposure is just too high. I realize the focus of my letter is on the effect of not having Recreational Immunity in the city I was raised in, but I say it for all of Oregon, too. Our beautiful hiking trails to waterfalls and cycling tours through the mountain ranges, camping under the stars with a group of youth learning to respect the land, these recreational activities that help make Oregon what she is...worth coming to, will be so much less appealing without Recreational Immunity. In addition to that, the impact that losing Recreational Immunity will have on employers/employees will be truly detrimental. Please, keep SB 327 intact. The repercussions are just too great. Thank you for your consideration.

Respectfully,

Elizabeth E. Coleman  
Brownsville Citizen  
Oregonian  
PO Box 120  
Brownsville, OR 97327

C: Email: [Rep.PhilBarnhart@state.or.us](mailto:Rep.PhilBarnhart@state.or.us)



## **Stand By Me Day July 23, 2017**

Preliminary event activities:

**Blueberry Pancake Breakfast at "Irby's Billiards"**  
(Brownsville Saloon, minors welcome until 11:00am)

**Group Discussion / Videos / Skype**

**Guided Walking Tours**

**Classic Car Cruise In**

**Cherry Flavored PEZ**

**Photo Opportunities**

**Raffle For Prizes**

**Blueberry Pie**

**Music**

**This event is still in planning mode.**

*All proceeds benefit the Linn County Museum Friends Inc.*



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

#### 1. **Red Barn Revamp** ③ (Frink & McDowell)

**Time Frame:** 08.2016 – 12.2016

- ☒ Construction
- ☒ Public Works Roof Removal
- ☒ Public Works Painting
- ☒ Public Works Garage Doors (Ricky Contract)
- ☒ IC Touch Contract
- ☒ IC Touch Installation
- ☐ Punch List Items

*In Progress*

*November*

*12.02.2016*

#### 2. **Library Roofing Project** ③ (Frink, Lemhouse & McDowell)

**Time Frame:** 09.2016 – 11.2016

- ☒ Create Specifications
- ☒ Request & Obtain Quotes
- ☒ Execute Quote Tabulation
- ☒ Council Reporting
- ☒ Execute Contract
- ☒ Pre-Construction Meeting
- ☒ Mobilization & Construction
- ☒ Punch List Items
- ☒ Finalize Contract
- ☒ Execute Final Check

*January '17*

*February '17*

*03.07.17*

*02.28.17*

*03.15.17*

*05.24.17*

*06.07.17*

*...*

*...*

*06.15.17*

#### 3. **EPC Follow-Up** ③ (McDowell & Morrow)

**Time Frame:** 08.2016 – 06.2017

- ☒ Post Volunteer Position
- ☒ Interview Volunteers
- ☒ Appoint Norman Simms
- ☒ Planning Meeting #2 with Norman Simms
- ☒ Strategy Formulation
- ☒ Council Strategy Discussion
- ☒ Order PDF Software
- ☒ Fix Website
- ☒ Community Outreach
- ☐ Emergency Plan
- ☐ Continuity of Operations Plan
- ☐ Resolution & Agreements

*01.05.16*

*03.17.16*

*03.22.16*

*07.20.16*

*November '16*

*12.21.2016*

*February '17*

*February '17*

*03.11.17*

#### 4. **Update Capital Improvements Plan** ③ [CUPSS Development]

**Time Frame:** 09.2016 – 12.2016

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



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

#### 5. Internal Controls Project ①

**Time Frame:** 09.2016 – 02.2017

- ☐ Low Cost policy Adoptions
- ☐ Develop Written Standards
- ☐ Implement Policy Recommendations
- ☐ Provide Council Drafts
- ☐ Council Approval
- ☐ Incorporate New Procedures

#### 6. City Hall Mini Subs (Staff & McDowell)

**Time Frame:** 12.2016 – 02.2017

- ☐ Create Specifications
- ☐ Request & Obtain Quotes
- ☐ Execute Quote Tabulation
- ☐ Execute Contract
- ☐ Mobilization & Construction
- ☐ Punch List Items
- ☐ Finalize Contract
- ☐ Execute Final Check

#### 7. Zoning Code Provisions Review ① (Coleman, McDowell & Frink)

**Time Frame:** 10.2016 – 02.2017

- ☐ Review Current Standards
- ☐ Frink, Coleman & McDowell
- ☐ Council Approval

*In Progress*

#### 8. Central Linn Recreation (CLRA) Partnership (Deaver, Morrow & McDowell)

*In Progress*

**Time Frame:** On Going

- ☒ Central Linn Recreation Board Meeting (Deaver)
- ☒ Host Progress Meeting (Morrow)
- ☒ Council Authorizes One Year Option
- ☒ Create Policy & Procedures
- ☐ Administrative Policies
  - ☒ Background Checks
  - ☒ Concussion Treatment
  - ☒ Medical Emergency
  - ☒ First Aid Administration
  - ☐ Operational Policies
  - ☐ Facility Management
  - ☐ Equipment Management
  - ☐ Capital Improvements Components
  - ☐ Management Policies
  - ☒ Sport Directors Handbook
  - ☒ Coaches Directors Handbook
  - ☒ Parents & Players Handbook

02.29.2016

04.05.2016

06.28.2016





## 2016-2017 Project Outlook

### PROJECT

### NOTES:

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop Basic Position Descriptions</li> <li><input type="checkbox"/> Develop Basic Things to Do Checklist</li> <li><input type="checkbox"/> Develop Training Program</li> <li><input type="checkbox"/> Fine Tune Programmatic Logistics</li> <li><input checked="" type="checkbox"/> Facility Booking</li> <li><input checked="" type="checkbox"/> Sports Scheduling</li> <li><input checked="" type="checkbox"/> Website Updates &amp; Support</li> <li><input checked="" type="checkbox"/> Basic Janitorial Service</li> <li><input type="checkbox"/> Develop General Maintenance Guidelines &amp; Procedures</li> <li><input checked="" type="checkbox"/> Develop New Partnerships</li> <li><input type="checkbox"/> Create New Fee Structures</li> <li><input type="checkbox"/> Create Fundraising Committee</li> </ul>	<p>03.16.17</p>
9.	<p><b>Records Project</b> (<i>Deaver, Coleman, Morrow &amp; McDowell</i>)  <b>Time Frame:</b> 09.2016 – 06.2017</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Line Out Filing Cabinets</li> <li><input type="checkbox"/> Organize E-Files (Ordinances &amp; Resolutions)</li> <li><input type="checkbox"/> Create Easement File</li> <li><input type="checkbox"/> Create Contracts File</li> </ul>	<p><i>In Progress</i></p>
10.	<p><b>Event Agreement Negotiations</b> (<i>McDowell</i>)  <b>Time Frame:</b> 12.2016 – 02.2017</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Chamber of Commerce  <i>(Process – Street Closures, freezer, storage, receipt books etc.)</i></li> <li><input checked="" type="checkbox"/> Pioneer Picnic (<i>New</i>)</li> <li><input type="checkbox"/> Trailer Rally (<i>Antique Faire??</i>)</li> <li><input checked="" type="checkbox"/> Willamette Valley Cycling Tour</li> <li><input type="checkbox"/> Willamette Agility Group</li> <li><input type="checkbox"/> Festival of Tents</li> <li><input checked="" type="checkbox"/> Eugene Kennel Club</li> </ul>	<p>12.02.2016</p> <p>03.21.2017</p> <p><i>Pending</i></p> <p><i>December '16</i></p> <p><i>December '16</i></p>
11.	<p><b>General Ledger &amp; Utility Billing Software Upgrade</b> ③ (<i>Deaver, Morrow &amp; McDowell</i>)  <b>Time Frame:</b> 09.2016 – 12.2016</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> COG Software Coordination Effort  <i>(March '16)</i></li> <li><input checked="" type="checkbox"/> Review Initial Specifications &amp; Sheets</li> <li><input checked="" type="checkbox"/> Setup Accela Software Review</li> <li><input checked="" type="checkbox"/> Create Specification Sheet</li> <li><input checked="" type="checkbox"/> Request &amp; Obtain Quotes</li> <li><input checked="" type="checkbox"/> Execute Cascade West Council of Governments</li> <li><input checked="" type="checkbox"/> Execute Contract</li> <li><input type="checkbox"/> Conversion &amp; Training</li> <li><input type="checkbox"/> Punch List Items</li> <li><input type="checkbox"/> Finalize Contract</li> <li><input type="checkbox"/> Execute Final Check</li> </ul>	<p><i>In Progress</i></p> <p>01.09.2017</p> <p>03.08.17</p> <p><i>February '17</i></p> <p>03.16.17</p> <p>03.31.17</p> <p>04.12.17</p> <p>...</p>



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

- 12. Fireproof Filing Cabinets (Deaver & McDowell)**  
**Time Frame:** 01.2017  
☐ Decide on Specifications  
☐ Shop Cabinets  
☐ Order Cabinets  
☐ Install Cabinets
- 13. Staff Prospectus (McDowell)**  
**Time Frame:** On-going  
☐ Continue to Define the New Era  
☐ Create Shared Expectations  
☐ Monitor Execution
- 14. Park Projects (Frink, Coleman & McDowell)**  
**Time Frame:** 08.2016 – 06.2017  
**Pioneer**  
☒ Remove Kiddie Park Hazard Equipment 08.03.2016  
☒ Buena Vista Tree Service (Hazard Tree Removal) 09.27.2016  
☐ Cleanout River Debris  
☐ Sandbox Eyelash Idea ...  
☐ Paint Sidewalk Distance Indicators Summer  
☐ Road Relocation In Process  
☐ Playground Relocation Budgeting  
☐ Execute Contracts  
**Kirk's Ferry**  
☐ Fill Work  
**Remington Park**  
☒ Remove Equipment 08.03.2016  
☐ Open Space Property
- 15. Public Works ROW Maintenance Checklist (Frink)**  
**Time Frame:** 11.2016 – 01.2017  
☐ Create Photo Checklist  
☐ Seasonal Employees Training Piece  
☐ Demonstrate Workload  
☐ Council Review
- 16. Wastewater Collections Cleaning Checklist (Frink)**  
**Time Frame:** 12.2016 – 05.2017  
☐ Identify Areas  
☐ Contact Inspection Service  
☐ Review Findings  
☐ Complete Recommendations  
☐ Create Maintenance Checklist  
☐ Implement Cleaning Process



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

#### 17. **Brownsville Municipal Code Review** (McDowell & Coleman)

**Time Frame:** 08.2016 – 06.2017

- ☒ Review Code
- ☒ Make Recommendations

October '16  
January '17  
March '17  
May '17  
Next FY

- ☐ Council Approval

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

**Time Frame:** 05.2017

- ☐ Prepare & Review Streets
- ☐ Fax Greg List of Streets
- ☐ Add Pearl Street (*Check with Lemhouse*) City paid 1/4 of 735' Last FY

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

**Time Frame:** 06.2017 – 07.2017

- ☐ Prepare Caretakers
- ☐ Rent Light Banks (*Karl: 3 Total*)
- ☐ Coordinate Volunteer Help (*Liz*)
- ☐ Contact Vendors
- ☐ Contact Sweet Home Sanitation (*Scott*) 30 Cans
- ☐ Order Additional Toilets (*Karl: 10 Total*)
- ☐ Execute Cleanup

### Agreements & Miscellaneous

**Time Frame: Various**

- ◆ Solid Waste: Sweet Home Sanitation [01.2016 Review] [01.22.2013]
- ◆ Central Linn Recreation Board [02.2017] [12.21.2013]
- ◆ Chamber of Commerce [09.2016] [12.21.2013]
- ◆ Central Linn School District (Community Gardens)
  - Eliminated City Involvement (Fall '15/Spring '16) CLSD unsure about the disposition of the property on Blakely. Calapooia Food Alliance entered into a direct agreement with the CLSD. The City maintained our agreement with Calapooia Food Alliance for water.
- ◆ Pioneer Picnic Association & the Picture Gallery [09.2016]
- ◆ City Administrator [06.2017] w/One (1) Year Option  
(Opened 03.22.16 – JUNE – Delayed until ...)
- ◆ Municipal Court Administrator [Humphreys ▪ Rolling]
- ◆ Planning Consultant (Dave Kinney) [Rolling]
- ◆ Brownsville Art Association [2016]
- ◆ Senior Center Phone Agreement [2017]
- ◆ LCSO Agreement [Annual] January
- ◆ Sattler Planning & IT Agreement [Annual] December
- ◆ 720 N. Main Street Flower Agreement [01.2017]
- ◆ Calapooia Food Alliance (Kirk's Ferry) [Pending]



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

- ◆ Monitor Kirk Avenue Project [Pending]
- ◆ Prepare Annual Park Agreements
  - ☒ Eugene Kennel Club
  - ☒ LC Picnic Association (Oregon Heritage)
  - ☒ Chamber of Commerce Addendum
  - ☐ Calapooia Food Alliance MOU [06.2015]
  - ☐ Willamette Agility Group
  - ☐ Festival of Tents
  - ☐ Central Linn Rec Assistance MOU [06.2017] *Option Exercised*
  - ☒ Miscellaneous Bicycle, Motorcycle & Running Events

### Franchise Agreements

#### Time Frame: Various

- ◆ **Natural Gas:** Northwest Natural Gas 2026 (Expiration)
- ◆ **Electricity:** Pacific Power 2021 (Expiration)
- ◆ **Communications:** CenturyLink 2017 (ACTIVE)
- ◆ **Solid Waste:** Sweet Home Sanitation [01.22.2013]

#### Duties:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▶ Day to Day Operations</li> <li>▶ Website Maintenance</li> <li>▶ Weekly Deposits</li> <li>▶ Monthly Utility Billing</li> <li>▶ Month End Financials</li> <li>▶ Citizen Concerns &amp; Complaints</li> <li>▶ Water &amp; Wastewater Testing</li> <li>▶ Water &amp; Wastewater Reports &amp; Processing</li> <li>▶ Utility Emergencies</li> <li>▶ Routine Maintenance</li> <li>▶ Grounds Maintenance</li> <li>▶ Vehicle Maintenance</li> <li>▶ State Law Changes</li> <li>▶ Programmatic Changes</li> <li>▶ Reporting</li> <li>▶ Committees &amp; Boards Developments               <ul style="list-style-type: none"> <li>✱ Council</li> <li>✱ Planning Commission</li> <li>✱ Park Board</li> <li>✱ Library Advisory Board</li> <li>✱ Historic Review Board</li> </ul> </li> <li>▶ Resolutions &amp; Ordinances</li> </ul> | <ul style="list-style-type: none"> <li>▶ Council Packets</li> <li>▶ Newsletters</li> <li>▶ Consumer Confidence Report</li> <li>▶ Utility Emergency Plans</li> <li>▶ Community Emergency Plans</li> <li>▶ Brownsville Handbook Update</li> <li>▶ Business Registration Program</li> <li>▶ Zoning &amp; Permits</li> <li>▶ Computer Issues</li> <li>▶ Update Prospectus</li> <li>▶ Go Team</li> <li>▶ VLC</li> <li>▶ Executive Board (Chamber)</li> <li>▶ Brownsville Community Foundation</li> <li>▶ PAC</li> <li>▶ SWAC</li> <li>▶ COG</li> <li>▶ LOC &amp; Region III</li> </ul> |
|---|---|



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

## Complete

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

**Time Frame:** 07.2016

- |   |          |
|---|----------|
| <input checked="" type="checkbox"/> Certify Budget                  | 07.11.16 |
| <input checked="" type="checkbox"/> Budget Checklist Update         | 07.05.16 |
| <input checked="" type="checkbox"/> Complete Compilation            | Pending  |
| <input checked="" type="checkbox"/> Microfund – Populate FY 2016-17 | 07.11.16 |
| <input checked="" type="checkbox"/> Budget Documents Forward '17    | 07.05.16 |
| <input checked="" type="checkbox"/> Schedule Forward '16            | 07.05.16 |

#### 21. Fourth of July Preparations (Frink & McDowell)

**Time Frame:** 06.2016 – 07.2016

- |   |            |
|---|------------|
| <input checked="" type="checkbox"/> Prepare Caretakers                            | 06.29.2016 |
| <input checked="" type="checkbox"/> Coordinate Volunteer Help (Liz)               | 06.28.2016 |
| <input checked="" type="checkbox"/> Rent Light Banks (Karl: 3 Total)              | 07.01.2016 |
| <input checked="" type="checkbox"/> Contact Sweet Home Sanitation (Scott) 30 Cans | 07.01.2016 |
| <input checked="" type="checkbox"/> Order Additional Toilets (Scott: 10 Total)    | 07.01.2016 |
| <input checked="" type="checkbox"/> Execute Cleanup (Liz)                         | 07.05.2016 |

#### 22. 30<sup>th</sup> Anniversary Stand by Me Preparations (Frink & McDowell)

**Time Frame:** 07.23.2016

- |  |          |
|--|----------|
| <input checked="" type="checkbox"/> Secure McFarland Cascade Pole Donation       | 07.12.16 |
| <input checked="" type="checkbox"/> Provide a City Hall for Castle Rock Sign     | 07.18.16 |
| <input checked="" type="checkbox"/> Electricity & the Lugnuts (Frink)            | 07.12.16 |
| <input checked="" type="checkbox"/> Electricity & Vendors                        | 07.15.16 |
| <input checked="" type="checkbox"/> Pie Eating Contestant                        | 07.15.16 |
| <input checked="" type="checkbox"/> Move rocks for Movie Crew                    | 07.22.16 |
| <input checked="" type="checkbox"/> Paint Entire Stage (Vandalism)               | 07.20.16 |
| <input checked="" type="checkbox"/> Caretakers Arrangements                      | 07.15.16 |
| <input checked="" type="checkbox"/> Review Bus Stop on Averill                   | 07.18.16 |
| <input checked="" type="checkbox"/> Review Parking Plans with Ben Swartzendruber | 07.16.16 |
| <input checked="" type="checkbox"/> Coordinate Portable Moves (TPI & AMI)        | 07.18.16 |

#### 23. Antique Faire Preparations (Frink & McDowell)

**Time Frame:** 08.06.2016

- |   |          |
|---|----------|
| <input checked="" type="checkbox"/> Provide Signs                         | 08.03.16 |
| <input checked="" type="checkbox"/> Open Back Gate                        | 08.03.16 |
| <input checked="" type="checkbox"/> Electricity & Vendors                 | 08.03.16 |
| <input checked="" type="checkbox"/> Move rocks for staging                | 08.03.16 |
| <input checked="" type="checkbox"/> Caretakers Arrangements               | 08.03.16 |
| <input checked="" type="checkbox"/> Chain down in back for chicken people | 08.03.16 |

#### 24. Bond Refunding ● (D. A. Davidson & McDowell)

**Time Frame:** 08.2016 – 09.2016

- |   |          |
|---|----------|
| <input checked="" type="checkbox"/> Define Schedule | June '16 |
|---|----------|





## 2016-2017 Project Outlook

### PROJECT

### NOTES:

<input checked="" type="checkbox"/> Hire Hawkins, U.S. Bank etal.	<i>June '16</i>
<input checked="" type="checkbox"/> Council Authorization	06.28.2016
<input checked="" type="checkbox"/> Initial Conference Call	07.13.2016
<input checked="" type="checkbox"/> Review Preliminary Official Statement	07.19.2016
	07.21.2016
	08.01.2016
	08.09.2016
<input checked="" type="checkbox"/> Council Resolution 2016.17 & Signature Authorization	07.26.2016
<input checked="" type="checkbox"/> S & P Oral Interview	08.04.2016
<input checked="" type="checkbox"/> Provide S & P Additional Documentation	08.04.2016
	08.05.2016
<input checked="" type="checkbox"/> Execute S & P Engagement Letter	08.09.2016
<input checked="" type="checkbox"/> Execute Official Signature Document (Ware & McDaniel)	08.08.2016
<input checked="" type="checkbox"/> Final POS Delivered	08.15.2016
<input checked="" type="checkbox"/> End of Counsel Reviews	08.19.2016
<input checked="" type="checkbox"/> Execute Deemed Final Letter (POS)	08.21.2016
<input checked="" type="checkbox"/> Print & Mail POS	08.21.2016
<input checked="" type="checkbox"/> Pre-Pricing	08.29.2016
<input checked="" type="checkbox"/> Pricing & Sign Purchase Agreement	08.30.2016
<input checked="" type="checkbox"/> Draft Official Statement	08.31.2016
<input checked="" type="checkbox"/> Print Official Statement	08.31.2016
<input checked="" type="checkbox"/> Circulate Memorandum of Bond Delivery	09.06.2016
<input checked="" type="checkbox"/> Circulate Closing Documents (Draft Form)	09.08.2016
<input checked="" type="checkbox"/> USDA Fiasco	09.13.2016
<input checked="" type="checkbox"/> Closing	09.14.2016

### 25. Weed Abatements ● (McDowell & Morrow)

**Time Frame:** 07.2016 – 09.30.2016

<input checked="" type="checkbox"/> Execute Spreadsheets (Phase II)	September '16
<input checked="" type="checkbox"/> Pull Contractor PO (Phase II)	September '16
<input checked="" type="checkbox"/> Execute Necessary Paperwork	September '16
<input checked="" type="checkbox"/> Execute Final Contract	September '16
<input checked="" type="checkbox"/> Review Work (Phase II)	October '16
<input checked="" type="checkbox"/> Pay Contractor(s)	October '16
<input checked="" type="checkbox"/> Send Invoices to Property Owners	October '16

### 26. September Newsletter ● (Morrow)

**Time Frame:** 8.2016 – 09.2016

<input checked="" type="checkbox"/> Call for Articles
<input checked="" type="checkbox"/> Staff Complete Necessary Articles
<input checked="" type="checkbox"/> Staff Assemble
<input checked="" type="checkbox"/> Edit Reviews
<input checked="" type="checkbox"/> Copy
<input checked="" type="checkbox"/> Prepare for Mailing including Out-of-Town copies
<input checked="" type="checkbox"/> Prepare Post Office ( <i>Bulk Process</i> )
<input checked="" type="checkbox"/> Post to WS
<input checked="" type="checkbox"/> Send



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

#### 27. **Arbor Day ● (Coleman)**

**Time Frame:** 08.2016 – 10.2016

- |   |               |
|---|---------------|
| <input checked="" type="checkbox"/> Contact Partners                              | August '16    |
| <input checked="" type="checkbox"/> Contact the State                             | August '16    |
| <input checked="" type="checkbox"/> Determine Planting Location                   | September '16 |
| <input checked="" type="checkbox"/> Park Tree Planting: Discuss with Frink        | September '16 |
| <input checked="" type="checkbox"/> Make Arrangements for Refreshments (Optional) | 10.10.2016    |
| <input checked="" type="checkbox"/> Event Day                                     | 10.15.2016    |

#### 28. **Central Linn School District (CLSD) Facilities Discussions**

**Time Frame:** Pending/On Going

- |   |               |
|---|---------------|
| <input checked="" type="checkbox"/> Monitor Developments                                | 09.22.15      |
| <input checked="" type="checkbox"/> Initial Discussion                                  | 10.06.15      |
| <input checked="" type="checkbox"/> Prepare Discussion Points/Strategies/Tactics Report | 10.22.15      |
| * Report Prepared for Council   | 10.27.15      |
| * Property Issues & Linn County   |               |
| * Tabled Until Central Linn School District Resolves Property Concern                   |               |
| <input checked="" type="checkbox"/> Council Discussion                                  | 11.24.15      |
| <input checked="" type="checkbox"/> Special Committee Meeting (MC & GS)                 | 12.02.15      |
| <input checked="" type="checkbox"/> Attended Special Meeting (MC, TM, EC & GS)          | 12.16.15      |
| <input checked="" type="checkbox"/> Reported To Council                                 | 01.27.16      |
| <input type="checkbox"/> Waiting to Hear From CLSD (Blakely)                            | ...           |
| <input checked="" type="checkbox"/> Request to Support Bond Measure                     | 02.23.16      |
| <input checked="" type="checkbox"/> CLRC Committee (MC, CG & MN)                        | 03.09.16      |
| <input checked="" type="checkbox"/> Four Conversations with Gardner                     | March & April |
| CFA, Bond, Maureen, Ellie & Lily, WNHS & Apology  | 03.29.16      |
| <input checked="" type="checkbox"/> Liz Coleman – Bond Measure Discussion               | 04.05.16      |
| <input checked="" type="checkbox"/> Dr. Glenn – Bond Measure Discussion                 | 04.07.16      |
| <input checked="" type="checkbox"/> Blaine Cheney – Bond Measure Discussion             | 04.25.16      |
| <input checked="" type="checkbox"/> Council Discussion                                  | 04.26.16      |
| <input checked="" type="checkbox"/> Council Discussion                                  | 05.24.16      |
| <input checked="" type="checkbox"/> Mayor Ware & Mark Penrod                            | 06.2016       |
| <input checked="" type="checkbox"/> Council Discussion                                  | 06.28.16      |
| <input checked="" type="checkbox"/> Council Update (Penrod & Ware)                      | 07.26.16      |
| <input checked="" type="checkbox"/> Council Update (No New News)                        | 09.27.16      |
| <input checked="" type="checkbox"/> Staff Attend CLSB Work Session                      | 02.08.17      |
| <input checked="" type="checkbox"/> Council Update (Blakely Gym - Out)                  | 02.28.17      |

#### 29. **Boldt, Carlisle & Smith ● (Deaver, Morrow & McDowell)**

**Time Frame:** 08.2016 – 12.2016

- |   |                 |
|---|-----------------|
| <input checked="" type="checkbox"/> Schedule Audit (08.05-08.12)    | May 2016        |
| <input checked="" type="checkbox"/> Pre-Audit Information Gathering | End of July '16 |
| <input checked="" type="checkbox"/> Prepare Information             | End of July '16 |
| <input checked="" type="checkbox"/> Execute Checklists              | End of July '16 |
| <input checked="" type="checkbox"/> Complete Engagement Letter      | End of July '16 |
| <input checked="" type="checkbox"/> Prepare Information             | August          |



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

<input checked="" type="checkbox"/> Answer Follow-Up Questions	Aug./Sept.
<input checked="" type="checkbox"/> Track Completion	Sept. /Nov.
<input checked="" type="checkbox"/> Review Audit	12.10.2016
<input checked="" type="checkbox"/> Provide M D & A Report	12.10.2016
<input checked="" type="checkbox"/> File with Secretary of State	12.13.2016
<input checked="" type="checkbox"/> File with S & P	12.13.2016
<input checked="" type="checkbox"/> Finalize Contract	12.27.2016

### 30. Canal Company ● (McDowell)

**Time Frame:** 08.2016 – 06.2017

<input checked="" type="checkbox"/> Develop Model Agreement	Pending
<input checked="" type="checkbox"/> Review Options (City Attorney Ross Williamson)	September '16
<input checked="" type="checkbox"/> Review Model & Outcomes with Committee	September '16
<input checked="" type="checkbox"/> Council Negotiations (Unable to Reach Co.)	October '16
<input checked="" type="checkbox"/> Disbanding Conversation	October '16
<input checked="" type="checkbox"/> Follow-up with City Attorney Ross Williamson	10.24.2016
<input checked="" type="checkbox"/> Council Awareness (No News)	12.20.2016

### 31. Evaluations ● (McDowell & Frink)

**Time Frame:** 10.2016 – 12.2016

<input checked="" type="checkbox"/> Vacation (November Payroll)	11.22.2016
<input checked="" type="checkbox"/> Perform Evaluations	12.03.2017
<input checked="" type="checkbox"/> Calculate Potential Increases	12.08.2017
<input checked="" type="checkbox"/> Prepare Benefits Letters	12.08.2017
<input checked="" type="checkbox"/> Prepare Payroll Changes	12.08.2017
<input checked="" type="checkbox"/> Send Payroll Changes to BCS	12.08.2017
<input checked="" type="checkbox"/> Execute Personnel Meetings	12.10 – 12.13.17

### 32. Marijuana ●

**Time Frame:** On Going (Please refer to 2014-2015 FY Annual Checklist)  
(Please refer to 2015-2016 FY Annual Checklist)

<input checked="" type="checkbox"/> Advisory Question Measure (Attorney)	02.25.2015
<input checked="" type="checkbox"/> Special Council Meeting Advisory Question Measure	03.03.2015
<input checked="" type="checkbox"/> Council Hearing (Second Reading)	03.24.2015
<input checked="" type="checkbox"/> Submit to DLCD	03.26.2015
<input checked="" type="checkbox"/> Major Mailing Options	04.29.2015
<input checked="" type="checkbox"/> On-going Lawyer Conversations	On Going
<input checked="" type="checkbox"/> Certified Advisory Vote Result	06.04.2015
<input checked="" type="checkbox"/> Council Resolution 2015.19	06.23.2015
<input checked="" type="checkbox"/> Ordinance 756	07.28.2015
<input checked="" type="checkbox"/> Ordinance 757	07.28.2015
<input checked="" type="checkbox"/> Simpson's Conditional Use Application	09.22.2015
<input checked="" type="checkbox"/> Simpson's Business Registration Letter	09.30.2015
<input checked="" type="checkbox"/> Ordinance 751 Correction (Code & Sommers)	10.02.2015
<input type="checkbox"/> Policy Implementation (Pending)	On Going
<input checked="" type="checkbox"/> Lawsuit Threat	On Going
	10.26.2015





## 2016-2017 Project Outlook

### PROJECT

### NOTES:

☒ Legal Avenue Exploration

10.27.2015

On Going

11.02.2015 (HLGR)

10.27.2015

(Sommers)

10.26.2015

☒ Meeting with Randy & Gayle

\* Randy delivers HB 3400

\* Gayle pays for Conditional Use Application

☒ Council Hears Business Registration Appeal

10.27.2015

\* Randy threatens Council with lawsuit

\* Randy bribes Council with Senior Center HVAC

☒ City forward Council Outcome Letter

10.30.2015

☒ City begins Conditional Use Process

10.28.2015

☒ Planning Commission Conditional Use Meeting

12.14.2015

☒ Council Meeting Request (Simpsons & 228)

12.15.2015

☒ Council Marijuana Timeline

01.15.16

☒ Council Meeting Request (Simpsons & 228)

01.27.16

(Council denies Simpson's request to allow them to open provisionally)

☒ Shannon O'Fallon DOJ & OHA

03.31.16 or 04.01.16

☒ Tax & Ballot Measure Preparations (Sommers April)

07.26.2016

☒ LCCO Certification

07.27.2016

☒ General Election

11.08.2016

☒ Certify Election Results

12.02.2016

☒ Council Resolution

12.20.2016

☒ Ordinance Changes

12.20.2016

☐ Council Adoption

On Going

☐ Law Enforcement Options

On Going

### 33. Christmas Decorations ③ (Frink & McDowell)

**Time Frame:** 11.2016 – 01.2017

☒ Make Installation Arrangements

11.29.2016

☒ Make Removal Arrangements

01.03.2017

### 34. Library Computers ⑥ (Lemhouse & McDowell)

**Time Frame:** 09.2016 – 03.2017

☒ Decide on Specifications (Sattler)

December '16

☒ Follett & Compatibility Issues

January '17

☒ Shop Computers

February '17

☒ Order Computers

February '17

☒ Install Computers

03.01.17

### 35. TMDL Five Year Review ⑥ (McDowell & Frink)

**Time Frame:** ASAP

☒ Rewrite TMDL Plan

12.17.2016

☒ Include CIP Discussion

☒ Include Lee Engineering Discussion

☒ Include January 26, 2016 Conversation



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

<input checked="" type="checkbox"/> Include Periodic Updates of Council <input checked="" type="checkbox"/> Council Approval <input checked="" type="checkbox"/> File Matrix Update		01.24.17 February '17 03.22.17
<b>36. Council Goal Review (McDowell)</b> <b>Time Frame:</b> 02.2017 (Changed to 03.2017) <input checked="" type="checkbox"/> Set a Date for Tour & Training <input checked="" type="checkbox"/> Prepare Training Presentation <input type="checkbox"/> Obtain a Van <input checked="" type="checkbox"/> Make Lunch Arrangements <input checked="" type="checkbox"/> Training Retreat Day		12.20.2016... Feb & March  March 03.11.17
<b>37. Judges Pro-Tempore (McDowell)</b> <b>Time Frame:</b> 01.2016 <input checked="" type="checkbox"/> Create Resolution <input checked="" type="checkbox"/> Council Approval		12.21.2016 01.24.17
<b>38. New Councilor Training ① (McDowell)</b> <b>Time Frame:</b> 11.2016 <input checked="" type="checkbox"/> Set a Date for Tour & Training <input checked="" type="checkbox"/> Prepare PowerPoint Presentation <input checked="" type="checkbox"/> Prepare Councilor Binder <input checked="" type="checkbox"/> Outgoing Councilor Recognition		March '17 March '17 03.11.17 01.24.17
<b>39. Council Chairs ② (Deaver &amp; McDowell)</b> <b>Time Frame:</b> 09.2016 – 12.2016 <input checked="" type="checkbox"/> Shop Chairs <input checked="" type="checkbox"/> Decide on Specifications <input checked="" type="checkbox"/> Order Chairs <input checked="" type="checkbox"/> Install Chairs		August '16 February '17 03.15.2017 03.31.2017
<b>40. Hire Seasonal Public Works (Frink, Morrow &amp; McDowell)</b> <b>Time Frame:</b> 01.2016 – 04.2017 <input type="checkbox"/> Prepare Advertisement {CLHS} <input type="checkbox"/> Prepare Questionnaire <input type="checkbox"/> Interviews <input checked="" type="checkbox"/> Negotiations (Clint Taskinen) <input checked="" type="checkbox"/> Prepare Contract <input checked="" type="checkbox"/> Execute Contract (KF: 04.15.17 Start Date)		February '17 03.23.17
<b>41. Hire Park Caretakers (Frink, Morrow &amp; McDowell)</b> <b>Time Frame:</b> 11.2016 – 04.2017 <input checked="" type="checkbox"/> Prepare Advertisement <input checked="" type="checkbox"/> Prepare Questionnaire <input checked="" type="checkbox"/> Interviews		12.28.2016 01.10.2017 March '17



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

- ☒ Negotiations
- ☒ Prepare Contract
- ☒ Execute Contract

03.23.2017  
03.23.2017  
03.28.2017

#### 42. March Newsletter (*Morrow*)

**Time Frame:** 1.2016 – 03.2017

- ☒ Call for Articles
- ☒ Staff Write Necessary Articles
- ☒ Staff Assemble
- ☒ Edit Reviews
- ☒ Copy
- ☒ Prepare for Mailing including Out-of-Town copies
- ☒ Prepare Post Office (*Bulk Process*)
- ☒ Post to WS
- ☒ Send

February '17  
03.16.17  
03.24.17  
03.28.17  
03.30.17  
03.30.17  
03.31.17  
03.31.17  
03.31.17  
03.31.17

#### 43. Shuttle to Town MOU (*McDowell*)

**Time Frame:** 04.2016 – 07.2017

- ☒ Chamber looking at Ridership...
- ☒ Part of Shuttle to Town Committee
- ☒ Create MOU
- ☒ Negotiate Contract with CLSD
- ☒ Discuss details with outside parties
- ☒ Solidify Details
- ☒ Coordination with WCMF
- ☒ Finalize Contract
- ☐ Debrief of Event

January '17  
February '17  
February '17  
January '17  
  
03.03.17  
03.10.2017  
05.11.2017

#### 44. Budget Process (*Morrow & McDowell*)

**Time Frame:** 02.2017

- ☒ Prepare & Review Checklists
- ☒ Refer to Budget Checklists
- ☒ Finalizes in July

#### 45. Water Plant Internet (*Frink & McDowell*)

**Time Frame:** 01.2017 – 03.2017

- ☐ Create Specifications
- ☐ Request & Obtain Quotes
- ☐ Execute Quote Tabulation
- ☐ Execute Contract
- ☐ Mobilization & Construction
- ☐ Punch List Items
- ☐ Finalize Contract
- ☐ Execute Final Check

#### 46. CIS/Barker-Uerlings (*McDowell*)

**Time Frame:** 01.2016 – 07.2017



## 2016-2017 Project Outlook

### PROJECT

### NOTES:

<input checked="" type="checkbox"/> Annual Survey	February '17
<input checked="" type="checkbox"/> Attend Annual Conference	02.22.2017
<input checked="" type="checkbox"/> Pass Workers Compensation Resolution	03.28.2017
<input checked="" type="checkbox"/> Review Workers Compensation Figures	05.18.2017
<input checked="" type="checkbox"/> Review General Liability Coverage	05.18.2017
<input checked="" type="checkbox"/> Review Flood Insurance	05.18.2017
<input checked="" type="checkbox"/> Mobile Equipment List	05.18.2017
<input checked="" type="checkbox"/> Property Coverage Review	05.18.2017
<input type="checkbox"/> Open Enrollment (July)	

#### 47. OPRD Grant Advisory Responsibilities ③ (McDowell)

**Time Frame:** 08.2016 – 06.2017 [Year 7 - Excused]

- ☐ Finish Report (See Notes)
- ☐ Attend Debrief (Salem)
- ☐ Review Grants & Requests
- ☐ Salem Conference

#### 48. VLC Responsibilities (McDowell)

**Time Frame:** On Going

- ☐ Re-approach Commissioners
- ☒ Re-imagine Website/Technology

#### 49. Remington Park Agreement (McDowell)

**HOLD**

**Time Frame:** Pending

- ☐ Prepare Draft Agreement
- ☐ Continue Negotiations

#### 50. Certified Local Government

**Time Frame:** On-going

- ☐ Watch Developments
- ☐ Historic Review Board
- ☐ Canal Company Implications
- ☐ Others Respect Process
- ☐ Council Decision

### OTHER

1. Library Internet Wireless Project
2. City Hall Internet Wireless Project (Art Association)
3. Public Safety Ordinances
4. City Hall Security
5. Utility Ordinance Changes
6. Credit Card Options
7. Halsey Budgeting
8. LCSO Joint Cities Meetings

# MONTH END RECAP

		MAY 2017							
		REVENUE	EXPENDITURES			YTD	%		
1	GENERAL	\$ 25,448.15	\$ 38,467.96			\$ 627,657.17	53.71%		
2	WATER	\$ 26,214.69	\$ 19,186.89			\$ 258,695.93	41.78%		
3	SEWER	\$ 28,473.94	\$ 19,268.81			\$ 207,158.92	42.54%		
4	STREETS	\$ 14,163.90	\$ 12,567.47			\$ 139,485.99	36.36%		
5	WATER BOND	\$ 77.92	\$ -			\$ -	0.00%		
6	SEWER BOND	\$ 642.97	\$ -			\$ 354,192.89	94.16%		
7	SEWER DEBT FEE	\$ 10,914.12	\$ -			\$ 120,632.44	87.77%		
8	BUILDING & EQUIPMENT	\$ 415.60	\$ -			\$ -	0.00%		
9	WATER RESERVE	\$ 1.30	\$ -			\$ -	0.00%		
10	HOUSING REHAB	\$ 228.58	\$ -			\$ -	0.00%		
11	WATER SDC	\$ 181.90	\$ -			\$ -	0.00%		
12	SEWER SDC	\$ 564.45	\$ -			\$ -	0.00%		
13	STORMWATER SDC	\$ 156.46	\$ -			\$ -	0.00%		
14	BIKEWAY/PATHS	\$ 41.84	\$ -			\$ -	0.00%		
15	LIBRARY TRUST	\$ 6.81	\$ -			\$ -	0.00%		
16	CEMETERY	\$ 77.63	\$ -			\$ -	0.00%		
17	TRANSIENT ROOM TX	\$ 144.22	\$ -			\$ 3,610.00	82.05%		
18	SEWER CONSTRUCTION	\$ 7.29	\$ -			\$ -	0.00%		
19	LAND ACQUISITION	\$ -	\$ -			\$ -	0.00%		
20	COMMUNITY PROJECTS	\$ 218.02	\$ -			\$ 13,547.50	8.66%		
		\$ \$107,979.79	\$89,491.13			\$ 1,604,348.40			
								Unexpended	
								\$	540,867.83
								\$	360,554.07
								\$	279,766.08
								\$	244,114.01
								\$	85,003.00
								\$	21,982.11
								\$	665,500.00
								\$	78,229.00
								\$	199,875.00
								\$	74,145.00
								\$	273,965.00
								\$	53,126.00
								\$	38,398.00
								\$	5,931.00
								\$	68,025.00
								\$	790.00
								\$	-
								\$	9,972.00
								\$	142,952.50

Key Bank Account  
 General Checking \$ 92,653.30 2016-2017 Appropriated \$ 4,747,544.00 YTD % of Total 33.79%

Oregon State Treasury  
 Community Improvements \$ 4,333,800.59 DEBT Payments  
 Water \$ 54,928.00  
 Wastewater \$ 397,654.00 Totals

Total Debt  
 Water \$ 784,574.00  
 Wastewater \$ 6,145,365.00  
 Total \$ 6,929,939.00